

**Meeting Notes
April 14th, 2011
7:00 pm in the Conference Room**

PRESENT: Penny Street (Chair), John Flipse, Sarah Cullingham, Dan Fass, Sam Mohamad-Khany, Bruce Macdonald, Dan Freeman, Helen Spaxman, Gretchen Brown, Mike Lemon, Bette Murphy

REGRETS: Bev Seed, Cathy Wang, Tammy Schulz, Ray Spaxman, Lynda Hurst

STAFF: Cynthia Low, Hai Truong (Note Taker), Lorrie Wager

GUESTS: Sophia Matthew

1) Introduction

2) Review Agenda

MOTION: TO APPROVE THE AGENDA FOR THE MEETING OF APRIL 14th, 2011.
Dan Freeman/Dan Fass CARRIED

3) Review notes from previous meeting

MOTION: TO APPROVE THE NOTES OF MARCH 31st, 2011.
Dan Fass/Dan Freeman CARRIED

4) Review Consultants' Documents

The revised Consultants' document was circulated and corrections were written on post-it notes.

5) Communications WG Report Back

Discussion about the tools, resources, strategies, and contacts in preparation for the public consultations. Someone suggested that the daycares should be on the list. Any suggestions, email them to Sarah Cullingham. Next Communication meeting is Tuesday April 19th.

6) Work Plan Review and Updates

We have received Board approval for hiring a project manager. Job description is being developed. There will be a hiring committee consisting of two or three people. Discussed hiring process options. Dan Fass reviewed the workchart as per Ray Spaxman

7) Other Business

Note: Helen Spaxman and Mike Lemon have been approved by the Board to be members of the Planning and Development Committee.

MOTION: THE BOARD TO APPOINT SOPHIA MATTHEW AND GRETCHEN BROWN AS MEMBERS OF THE PLANNING AND DEVELOPMENT COMMITTEE.
Sarah Cullingham/Gretchen Brown CARRIED

8) Meeting Adjourned at 8:50PM