

**Meeting Notes
May 12th, 2011
7:00 pm in the Conference Room**

PRESENT: Penny Street (Chair), Sarah Cullingham, Lynda Hurst, Ray Spaxman, Helen Spaxman, Dan Fass, Mike Lemon, John Flipse, Sophia Matthew

REGRETS: Bev Seed, Cathy Wang, Gretchen Brown, Bruce Macdonald, Dan Freeman, Bette Murphy, Sam Mohamad-Khany

STAFF: Cynthia Low, Hai Truong (Note Taker)

GUESTS: David Parent

The meeting was called to order at 7:05pm

1) Introductions

2) Review Agenda

MOTION: TO APPROVE THE AGENDA FOR THE MEETING OF MAY 12th, 2011.
Ray Spaxman/Dan Fass CARRIED

3) Review notes from previous meeting

MOTION: TO APPROVE THE NOTES OF APRIL 28th, 2011.
Lynda Hurst/Ray Spaxman CARRIED

4) Update of Community Planning Workshop

Cynthia reported back from the workshop at Creekside Community Centre on Saturday May 1st, 2011. Penny Street, Dan Fass, Lynda Hurst, and Sarah Cullingham also attended the event.

5) Update on Partner Workshop

The Partner Workshop has been rescheduled for Friday May 27th, 2011. It will still take place at Roger Hughes' office from 9:00am to 2:00pm. The following will represent Britannia Community Centre: Cynthia Low, Penny Street, Bruce Macdonald, Sarah Cullingham, Dan Fass, and Ray Spaxman.

The Consultants need to send the latest package to the committee prior to the workshop.

6) Update from Communications Working Group

Sarah Cullingham presented drafts of the brochure and the survey questions that the Communications Working Group had put together. Their next meeting will be on May 17th, 2011.

NOTES – Planning & Development

7) Review Updated Work Plan

Cynthia reported the updated Work Plan. Sarah and Ray will revise.

8) Update from Cynthia

The draft for 3-year strategy submission was supposedly due May 20th, 2011; Cynthia has been given assurances that the City will be fine with us submitting ours somewhat later.

The consultants suggested that we appoint Sarah Cullingham to be our project manager for the summer.

The Britannia AGM will be on May 25rd, 2011. Penny, Lynda, Bruce, and Tammy will no longer be on the board, so we will need a new committee chair.

9) Meeting Adjourned at 8:45pm