

Bishop Hellmuth Neighbourhood Association Inc.

Minutes of the Executive Meeting

Sunday February 25, 2018

Venue: John Dickinson’s Home Place

Meeting commenced at 4:30 p.m.

Attendees: Scott Bridge, Peter Dillon, John Dickinson, Scott MacDougall-Shackleton

1. **Meetings**. Members discussed both recent and upcoming meetings had with community leaders/groups including:
	* **St. John the Evangelist**. P. Dillon met with the Church Warden of St. John the Evangelist on Feb 6th to discuss their upcoming Capital Program. The executive recognized the Church’s positive contributions to the neighbourhood in general and it was agreed that some level of support should be provided by the BHNA.
	* **Robin Armistead**. P. Dillon met with Robin who is the cultural officer for the City of London. This is in pursuit of an interpretive sign (see example) that details the history of the Bishop Hellmuth Boys’ School, and that we propose be located in the BHN. The information for the sign is in development by Mark Tovey and the sign is expected to be complete in the next few months.

The executive agreed that the sign should be erected in a location on the north end of the BHN.

**Action**: P. Dillon to contact the owner of the home on the corner of Grovenor and Hellmuth.

* + **Mark Ridley**. Mark who is the Senior Operations Manager for the City of London transportation division. We have been advised that the City plans to tear up Waterloo this summer (2018) and, at that time, plans to install a bump up at the intersection of Waterloo and St. James. This will allow for the possible introduction of bump-outs at that intersection. The executive discussed the possibility of having the same at the corner of Hellmuth and St. James. These bump-outs will help reduce car speed in the area and also allow for the introduction of benches and other neighbourhood beautification ideas.

The Executive also discussed the possibility of requesting the bump-outs along Hellmuth St during the next scheduled sewer work. It was confirmed that this is not scheduled to occur within the next 3 years.

* + **Sean Galloway**. P. Dillon previously met with Sean who is a city of London planner and a senior leader in the urban design aspect of planning. We understand that the City will not proceed with “hardscaping” in Doidge Park until firm programming has been established. Regardless, Sean agreed to work with the BHNA to create an overall design and development plan for Doidge Park.

**Action**: P. Dillon to inquire as to the status of the draft.

* + **Walk to Shop**. P. Dillon recently met with Ryan Craven, Marla (City Contractor) and PANA to discuss the WTS program. Marla has been contracted by the city to solicit interest from local businesses to support this program. It is expected that Marla’s efforts will conclude in ~Apr 2018 and, at that time, she will publish a list of those companies that have agreed to join the program. The City will then use this information to create WTS signage, handouts, etc. The Executive agreed that we would engage with these businesses to gauge their interest in a cooperative arrangement with BHNA (e.g. discounts for BHNA members).
	+ **Karen Oldham.** Karen is the Community Developer for the City. P. Dillon has contacted her to inquire when our Safety Audit can be scheduled.

**Action**: Once a date is confirmed, a notification of the date will be sent out the BHN.

* + **Vanessa Kinsley.** Vanessa is the Supervisor, Community Development for the City. She is responsible for the having the Adopt a Street signs put up. Various signs have been erected.

**Action**: P. Dillon plans to inquire about increasing the numbers of signs in order to increase awareness in the neighbourhood**.**

1. **Upcoming Social Events**.
	* **Annual General Meeting (AGM)**. It was agreed that this is expected to occur in April 2018 and held at St. John the Evangelist. It was agreed that this event will entail a social aspect for both adults and children (e.g. Movie, Cheese/Beverages, etc)

**Action:** S. Bridge to develop agenda for the AGM (Not expected to extend beyond 2 hours).

**Action**: S. Bridge to advise when the City of London’s clean-up day is scheduled in order to have the AGM coincide with this event (see below).

* + **Neighbourhood Clean-up**. It was agreed that the BHNA would promote local participation in the City’s Annual clean-up in April 2018. This will allow us to promote BHN memberships as well as the Adopt-a-Street Program.

**Action**: S. Bridge to contact the City in order to have supplies delivered to the area on that day.

* + **Movie Night**. The City has tentatively booked the BHNA to host a Movie Night in Doidge Park on 23 June 2018.
	+ **Canada Day Party**. It was agreed that a meeting should be scheduled to solicit volunteers for the Canada Day Party. In addition, we discussed the possibility of visiting local businesses in order to obtain contributions to the event (e.g. Valu-Mart providing food at cost).

**Action**: Seta Moore-Bridge and Jennifer Dillon to schedule volunteer meeting.

1. **Financial Activity.**
	* S. MacDougall-Shackleton confirmed that the BHNA has ~$500 in their account
	* S. MacDougall-Shackleton confirmed that he has established a Pay-Pal account that can be used for collecting membership dues, etc. A link to this account will be placed on the BHNA web-site.

**Action**: S. MacDougall-Shackleton to contact N. Callendar to have this link added in the appropriate location on the web-site.

* + Open discussion item from previous meeting not discussed. S. MacDougall-Shackleton described the benefits of Mail Chimp, which provides the BHNA an easier way for all to manage email accounts, subscriptions, broadcasts, etc.

**Action**: S. MacDougall-Shackleton to establish Mail Chimp for BHNA

1. **General.**
	* P. Dillon advised that he is close to completing a draft of the BHNA by-laws. **Action**: P. Dillon to publish draft to executive for review/comment prior to AGM.
	* We discussed the transition of responsibility for the BHNA website, Facebook, etc to new volunteers (e.g. J. Dillon for Facebook, J. Guthrie to improve the BHNA website).

**Action**: P. Dillon to send out invitation to meeting to review this transition and any other business.

The meeting adjourned at 6:00 pm.