

CCI Eastern Ontario Strategy Planning Meeting

In Person meeting held at 1723 Carling Ave

Ottawa, ON K2A 1C8

(Royal LePage office)

Monday November 25, 2024

9:30am-11:30am

In attendance: Nancy Houle, Andrée Ball, Anne Burgoon; Constance Hudak; Michael Lewicki; Stacey Malcolm; Stephanie Courneyea; Gerry Boudreau; Noah Johnston; Jonathan Wright,

Regrets: Graeme Macpherson

Staff: Theresa Place; Michelle Dyer (Recording Secretary)

Nancy Houle called the meeting to order at 9:30 am. It was noted there was no official agenda for this meeting; however, this is a ratified board meeting, and decisions are binding.

Action Plan - Education sessions

Nancy opened the floor for discussion regarding education sessions from January until June. A lengthy discussion was had whereby all members contributed ideas, and the following was agreed upon:

January 21 – Proactive Project Planning

- 12 pm to 1:30 pm
- Virtual Lunch/Learn
- Lead: Andrée Ball

February 19 – My Space/Your Space - discussion on the standard unit bylaw, unit boundary and the responsibilities of the Condo Corp/Owner, etc.

- 12 pm to 1:30 pm
- Virtual Lunch/Learn
- Lead: Anne Burgoon

March 19 – Being a director - outline the responsibilities of directors/managers

- 12:00 pm to 1:30 pm
- Virtual Lunch and Learn
- Lead: Stacey Malcolm
-

April 2, 9, 16, 23, 2025 – Directors Courses 101-104

- 6-8 pm
- DC 101-104
- Lead - Gerry Boudreau

May 2 – Kingston Conference

- Holiday Inn Waterfront (TBD)
- Leads: Andrée Ball and Stacey Malcolm

May 23 – Lawyers, Guns and Money

- In-Person Lunch and Learn
- Lead: Mike Lewicki
- Mike to investigate locations

June 19 – Golf Tournament

- Meadows Golf & Country Club
- Leads: Noah Johnston and Andrée Ball.

Committees/Board of Directors Assignments for 2025

Nancy opened the floor to board nominations:

Treasurer:

Nancy nominated Stephanie for the position of Treasurer.
Andrée Ball seconded the nomination.
All in favour. Motion carried.
Stephanie Courneyea will continue as Treasurer.

President:

Anne Burgoon nominated Nancy Houle for President
Stacey Malcolm seconded the nomination.
All in favour. Motion Carried.
Nancy Houle will continue as President.

Vice President:

It was noted the VP role is also the liaison to CCI National

Stacey Malcolm noted an interest in this role.
A discussion was had about Constance helping Stacey transition into the role.
Andrée Ball motioned Stacey for VP
Anne Burgoon seconded the motion.
All in favour. Motion Carried.
Stacey Malcolm is now the Vice President and liaison to CCI National.

Secretary:

Stacey Malcolm nominated Andrée Ball for Secretary.
Anne Burgoon seconded the nomination
All in favour. Motion Carried.
Andree Ball is now the Secretary.

Committees: The following is a list of committee members/chairs as determined and agreed upon during the committee discussion

Education - Co-Chairs: Anne Burgoon/Jonathan Wright

Communications - Co-Chairs: Mike Lewicki and Cheryl Wood

Membership - Co-Chairs: Stacey Malcolm and Natasha. It was noted that Shelley Seebee may be interested in joining this committee, and Stacey to confirm

Sponsorship – Chair: Noah Johnston

Conference Committee – Co-Chairs: Stacey Malcolm and Andrée Ball

It was also noted that Garrett from RJC has indicated he may be interested in becoming more involved. Andrée to keep this on her radar.

Board meetings are every 2nd Tuesday of the month.

ACTION: Michelle will contact Anne/Jonathan regarding the education meeting in January/February.

ACTION: Michelle to reach out to Stacey regarding the membership meeting for January.

City of Ottawa Partner Project

- Andree Ball to lead
- Proposal accepted from TPM
- Courses to be developed on Sustainability
- A subcommittee will be needed to create the courses
- 2025 Course Completion - June to Sept presentation
- City of Ottawa information pending
- Andrée to update

Communication

- The board no longer wants to publish a newsletter going forward
- They would like to focus on monthly blogs starting July 1
- Blog Sponsorship
- An email to go out Feb/March letting members know.
- No paywall for blogs
- We may also introduce audio blogs.
- Past webinars can go behind paywalls.
- Committee to meet to discuss

Admin

Admin was asked what other tasks they could help with moving forward. Here are a few items we could assist with the board – hours may need to be adjusted.

- Minutes and Agenda for Committees
- Meeting scheduling for Committees
- More support with committees overall, for example, completing action items as discussed, research, finding venues, budgets for events, etc.
- Blog support
- Audio and video support – may use Joshua
- Website updates
- Graphics
- PowerPoints
- Flyers

Next Steps

- Membership meeting to be held in January
- Documents/files to be moved to SharePoint. The motion to approve the moving of documents was made by Nancy Houle and seconded by Constance Hudak. All in favour. Carried.
- Theresa and Noah to connect to discuss Sponsorship