



BOARD OF DIRECTORS MEETING

DATE: Tuesday September 9, 2025

TIME: 12 AM ET

VENUE: Virtual

<https://us06web.zoom.us/j/86758346729?pwd=tpD4l1p5Rh3k4wud5b1tCPBIWJ93TN.1>

Agenda

1.0 Call to Order *Houle*

2.0 Approval of Minutes of Last Board of Director's Meetings - *Houle*

2.1 [August 11th 2025 - Board of Directors Meeting Minutes.docx](#)

3.0 Communications - *Lewicki*

3.1 Social Media Update

3.2 Podcast Update

4.0 Membership *Malcolm*

4.1 Membership Renewal Update

4.2 Membership Campaign Updates

4.3 Management Advisory Committee

5.0 Education & Events *Burgoon/Wright*

5.1 Current Events

Ottawa Conference	September 19	In Person	Andrée	Planning
AGM and Ask the Experts	October 29	Virtual	Jon Wright	In Progress
Aging in Place	November 27	Virtual	Anne	Planning
Holiday Lunch	December 3	In Person	Andrée	Planning

6.0 Sponsorship/Advertising *Johnston*

6.1 Annual Sponsorship Update

[CCI-EO 2025-2026 Sponsorship Tracking - ONGOING .xlsx](#)

7.0 Financials *Courneyea*

7.1 Review of July 31, 2025 Financial Statements

8.0 LCCI Update *Johnston/Wright*

9.0 National Update *Malcolm*

10.0 New Business *Houle*

10.1 City Of Ottawa (Rain Ready) - Ball

11.0 Next Meeting *Houle*

October 7, 2025, at 12:00 pm - 1:00pm - Board Meeting

13.0 Adjournment *Houle*

DISTRIBUTION LIST: Nancy Houle, Constance Hudak, Stephanie Courneyea, Andrée Ball, Anne Burgoon, Noah Johnston, Michael Lewicki, Stacey Malcolm, Jonathan Wright, Graeme Macpherson, Gerry Bourdeau

Who to contact at CCI EO & Duties

Theresa Place : theresa@cci-easternontario.ca

- Board admin
- Financials
- Sponsorship Committee
- National
- Conference Committee

Courtney Cartmill: info@cci-easternontario.ca

- General inquiries from the public
- Membership and Education Committees

Devyn Maybee – devyn@theresaplacemedia.ca

- All marketing



CCI – Eastern Ontario Board of Directors Meeting Minutes
Monday, August 11, 2025, at 12:00PM
Zoom

Present: Nancy Houle, Mike Lewicki, Andrée Ball, Anne Burgoon, Constance Hudak, Stacey Malcolm, Graeme Macpherson, Stephanie Courneyea, Noah Johnston

Regrets: John Wright

Staff: Theresa Place - Recording Secretary

Action Items:

- Add website discussion to regular social media/marketing calls – Mike & Theresa
- Finalize first podcast and publish within two weeks – Mike, Josh, Theresa
- Reach out to sponsors for podcast ad submissions – Admin
- Secure and confirm next podcast guests – Mike & Josh
- Correct and distribute updated condominium corporation membership lists – Theresa
- Boost registration for conference and Casino Night once agenda is posted – Admin & Board
- Create and circulate CCI EO booth schedule if applicable – Admin
- Source and post existing Kingston conference promo videos – Mike
- Confirm if Josh will record at Ottawa conference – Mike & Stacey

1.0 Call to Order

Nancy called the meeting to order at 12:03 p.m.

2.0 Approval of the Minutes of July 8, 2025, Board Meeting

01-08-12-2025: Motion to approve minutes moved by Gerry, seconded by Graeme. Motion carried.

3.0 Communications

- Social media activity quiet during summer; planning for fall event promotions including AGM, Casino Night.
- Website updates to be integrated into social media calls.
- Podcast: first episode recorded and edited; ad spots to be max. 20–30 seconds audio, 30–60 seconds for video. Sponsors will be contacted for submissions.

- Aim to release first episode within two weeks; next guests to be booked for early September.

4.0 Membership

- Membership numbers are up from June but at half of last year's count.
- Issues with incorrect condo Corp contact lists during renewals; updates in progress.
- Some members reported not receiving renewal notices; new approach to send consolidated lists to management companies discussed.
- Membership committee focusing on condo Corp renewals; updated lists to be distributed this week.

5.0 Education & Events

- Conference sponsorship collected: \$35,800 (conference + Casino Night combined).
- 41 booths sold; 11 remain unsold.
- Conference registrations low: 94 members, 9 non-members.
- Agenda/program to be posted shortly; push for registrations to follow.
- Casino Night: 40 registrants; more promotions planned, including themed videos.
- Avoiding duplicate speakers where possible; adjustments to be made.
- Aging in Place (Nov 27) being organized by Anne & Constance; content drawn from local wellness committee program.
- Holiday Lunch booked; panel to be confirmed.
- January 2026 education session to be discussed in September.

6.0 Sponsorship

- Approximately \$38,000 in sponsorship was secured for the year.
- All silver sponsorships sold; two gold remain available.
- Increase in bronze sponsors compared to previous years.
- CMG not renewing sponsorship; outreach to other potential sponsors ongoing.

7.0 Financials

- Current surplus approximately \$6,500 after July expenses, including dues to National.
- 2026 budget based on 2024 actuals; membership revenue target: \$74,000.
- Board emphasized importance of increasing membership and conference revenue.
- Request for future financial reports to include actual vs. budget comparisons.

8.0 LCCI Update

- No new applications received; all members retained despite renewal delays.

9.0 CCI National Update

- National focused on Chapter Chatter content collection; EO submitting summary of local program.

10.0 New Business

- Conference volunteer roles and booth schedule to be determined once program finalized.
- Existing Kingston conference videos to be located and posted to promote Ottawa event.
- Consider inviting Josh to record at Ottawa conference booth again.

11.0 Next Meeting

- September 9, 2025, at 12:00 p.m. (virtual).

12.0 Adjournment

Meeting adjourned at 1:00 p.m.

Rain Ready Ottawa Information for Condominiums

Rain Ready Ottawa Offers a variety of services for condominiums that can help them better protect themselves against potential damage and flood risks caused by poor stormwater management. This includes free condominium stormwater assessments, rebates, and learning opportunities.

Now Booking Stormwater Assessments for Multi-Unit Residential Buildings



[Rain Ready Ottawa \(RRO\)](#) is inviting applications from multi-unit residential buildings—up to three storeys, excluding basements—for free stormwater management property assessments. Priority will be given to buildings located in the [City's Priority Stormwater Retrofit Area](#).

To apply, the [intake form](#) must be completed by someone authorized to represent the property, such as a property owner, manager, Condo Board member, or homeowners association representative. Please note that submitting the form does not guarantee an assessment.

These assessments will help guide the development of potential future rebates designed specifically for multi-unit properties. While no dedicated rebates exist yet, participating in an assessment does not affect [your eligibility for current RRO rebates](#)—some of which may still apply to your property

Rain Ready Ottawa Rebates



Property owners within the City's [Priority Stormwater Retrofit areas](#) are eligible for rebates of up to \$5,000 to help them address stormwater management issues around their home through the [Rain Ready Ottawa Program](#). Rebates can be used to install the following five practices:

1. Downspout redirection (Up to \$1,000)
2. Rain garden installation (Up to \$2,500)
3. Soakway pit installation (Up to \$2,500)
4. Permeable pavements (Up to \$5,000)
5. Certified landscape designs (\$500)

For condominium unit owners, permission must be secured from your board in accordance with the bylaws governing your corporation. Rebates currently cannot be applied to projects occurring within condominium common areas.

More information on the rebate can be found within the program's applicant guide: [Rain Ready Ottawa Applicant Guide May 2024](#)

eLearning courses for residents



The City of Ottawa, through its Rain Ready Program, offers a series of free, bilingual online courses where residents can learn all about how they can be rain ready. These online courses will give you the knowledge and skills you need to better protect your property from the impacts of rainfall and flooding.

Courses focus on practical projects you can install at home that will have a significant impact on the risk of property damage and flooding, while also building city wide climate resiliency and sustainability.

Learn how to build a beautiful rain garden, the reality of stormwater management in Ottawa, or why you should redirect your downspout. Completion of eLearning courses will also qualify you for some Rain Ready Ottawa rebates.

Sign up today: [Rain Ready Ottawa eLearning | Sign in](#)



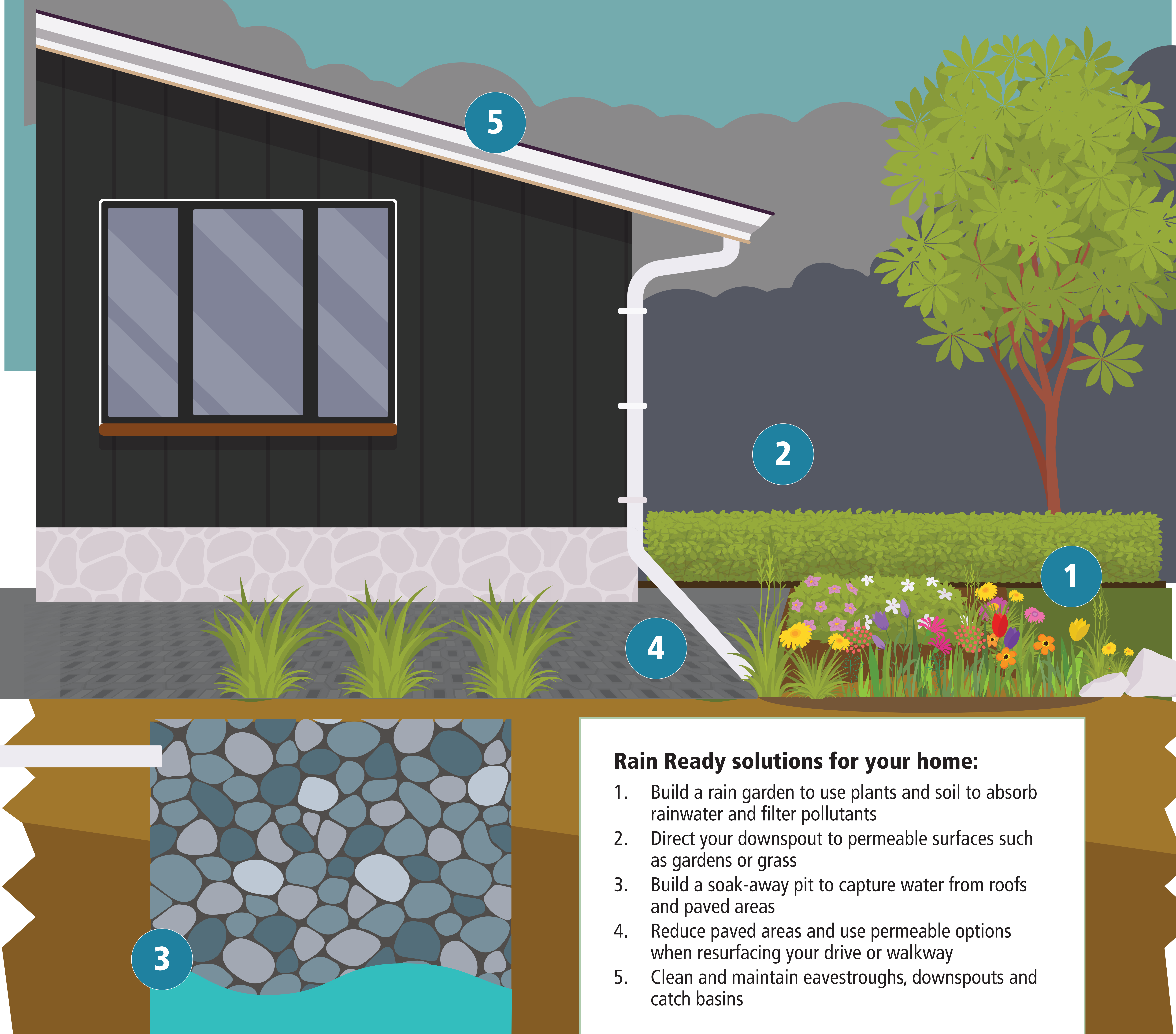
Rain Ready
Parés pour la pluie
Ottawa



Rain Ready
Parés pour la pluie
Ottawa



What to do about rain



Rain Ready solutions for your home:

1. Build a rain garden to use plants and soil to absorb rainwater and filter pollutants
2. Direct your downspout to permeable surfaces such as gardens or grass
3. Build a soak-away pit to capture water from roofs and paved areas
4. Reduce paved areas and use permeable options when resurfacing your drive or walkway
5. Clean and maintain eavestroughs, downspouts and catch basins

You may qualify for up to \$5,000 in rebates for installing one of these rain ready projects:



Downspout Redirection Up to \$750
per redirection



Rain Gardens Up to \$2500



Soakaway Pits Up to \$2500



Permeable Pavement Up to \$5000



Landscape design Up to \$500

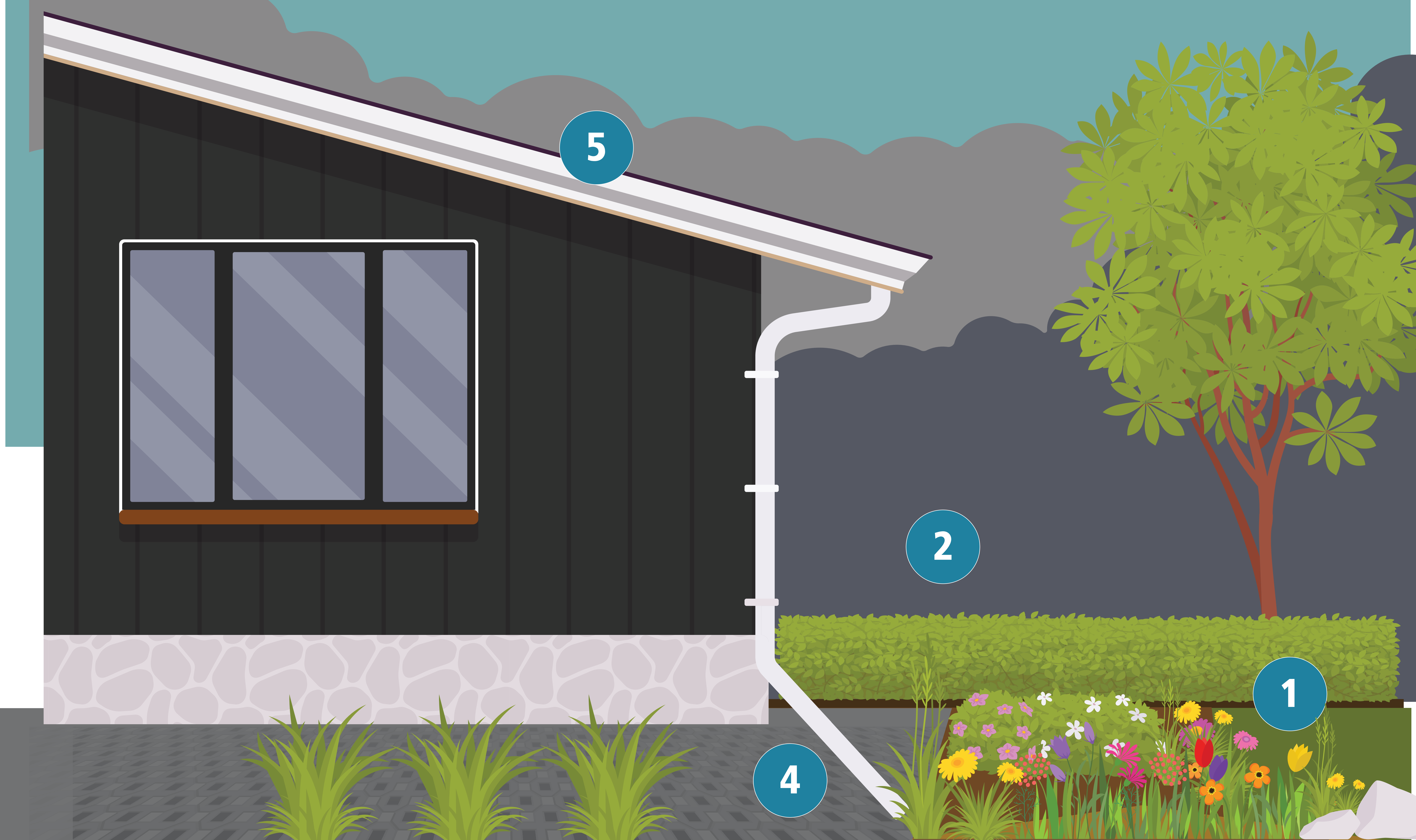
Learn more about rebates, home solutions and our e-learning tool at **ottawa.ca/rain**



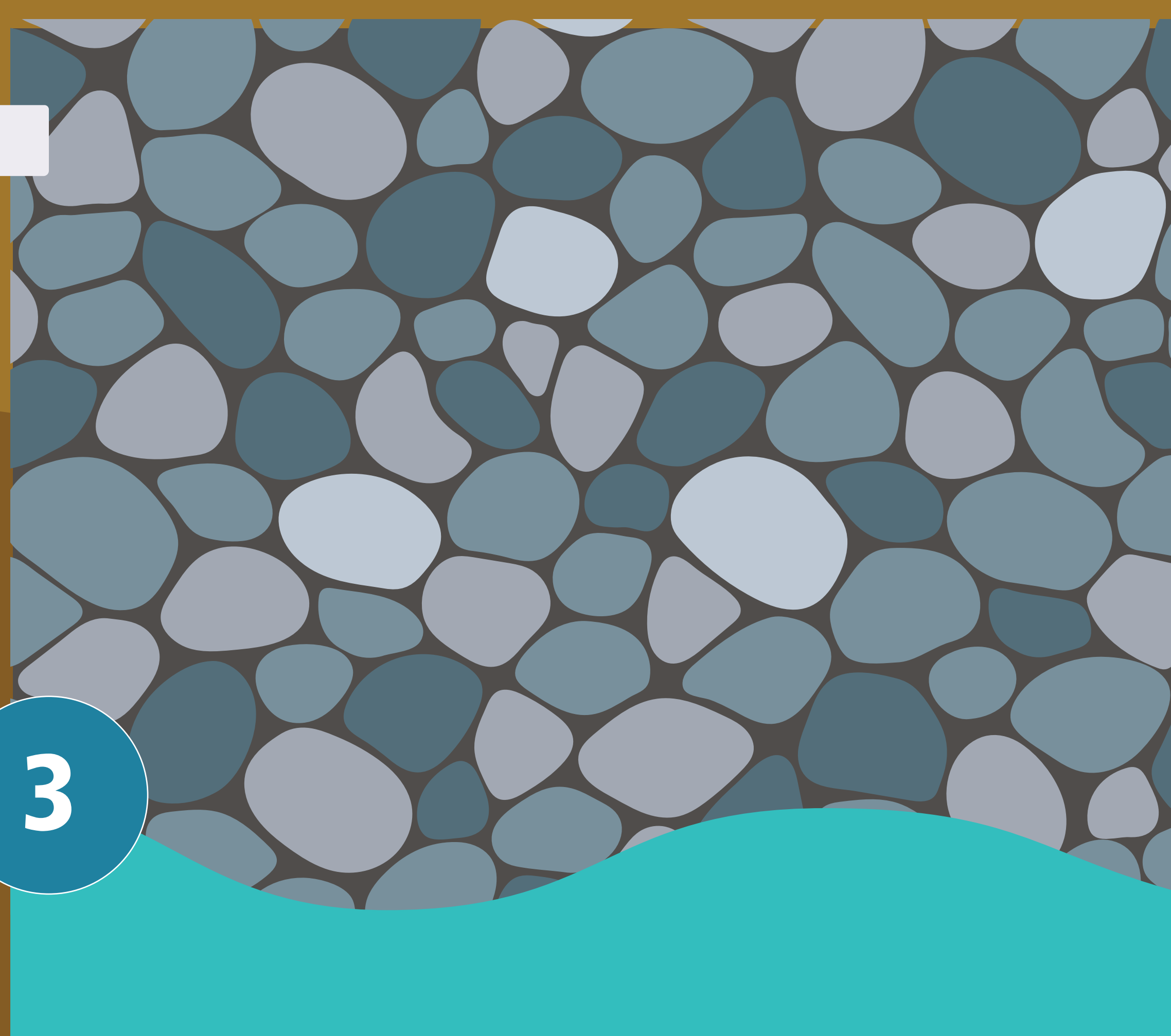
Rain Ready
Parés pour la pluie
Ottawa



Que faire à propos de la pluie



3



Solutions Parés pour la pluie pour votre maison

1. Aménagez un jardin pluvial et utilisez des plantes et de la terre pour absorber les eaux pluviales et filtrer les polluants
2. Dirigez vos tuyaux de descente pluviale vers des surfaces perméables, comme un jardin ou du gazon.
3. Aménagez un puits d'infiltration pour capter les eaux pluviales des toits et des surfaces pavées.
4. Réduisez les surfaces pavées et envisagez plutôt des options perméables au moment de refaire le revêtement de votre entrée ou d'une allée.
5. Nettoyez vos gouttières, surtout au printemps et en automne.

Vous pourriez obtenir plus de 5 000 \$ en remises pour l'installation d'un projet Parés pour la pluie:



Réorientation des tuyaux de descente pluviale jusqu'à **750 \$** par réorientation



Jardins pluviaux jusqu'à **2 500 \$**



Puits d'infiltration jusqu'à **2 500 \$**



Revêtement perméable jusqu'à **5 000 \$**



Aménagement paysager par FLP jusqu'à **500 \$**

Pour en savoir plus sur les remises, les solutions pour la maison et notre outil d'apprentissage en ligne, consultez **ottawa.ca/pluie**