


# Lakeview Windsor Junction Fall River Ratepayers Association

Minutes

MONTHLY COMMITTEE MEETING	
<b>Meeting Date:</b>	February 12, 2024 6:30 PM (meet & greet 6:15 PM)
<b>Location:</b>	Windsor Junction Community Centre
<b>Attendees:</b>	Paul Adlakha Sameer Alarakhia – vice chair Elizabeth Booth - Secretary Sarah Brickell – Treasurer Jay Cameron – Chair - regrets Michelle Flanagan - regrets Andrea Forrest - regrets Alan Joyce - regrets Mathew Lovett Marty MacFarlane - regrets Jim Simon Anthony Taylor
	
No.	Item
1	<b>Approve Agenda</b> Motion to Approve: Anthony Taylor Seconded: Sarah Brickell All in Favour
2	<b>Approve Minutes from January 8, 2024</b> Motion to Approve: Mathew Lovett Seconded: Paul Adlakha All in Favour
3	<b>Treasurer’s Report</b> Financial statements were present at the meeting (shared to google drive). No changes in account balance since last meeting (balance still at \$60,277.99).  Motion to approve treasurers report as presented by Sarah Brickell: Jim Simon Seconded: Anthony Taylor All In Favour
4	<b>LWFRA Funding Application Reviews</b> Grant Requests: none requested at this time. Update: Fall River Garden Club are designing a plaque to recognize the sculptor, LWFRA support and Fall River Garden Club. Mockups will be forwarded to the board.  Process documents for review: <ol style="list-style-type: none"> <li>1. Letter of agreement – to be used to confirm expectations LWFRA has with the funding recipient. Examples provided to aid in discussion.</li> <li>2. Close out report – to be used by funding recipient organization to confirm how LWFRA funds were used, impacts, metrics. Examples provided to aid in discussion.</li> </ol>

	<p>Motion to edit both LWFRA funding process documents (Letter of Agreement and Close Out Report) as follows by Mathew Lovett:</p> <ul style="list-style-type: none"> <li>- include a 2<sup>nd</sup> signature block from applicant,</li> <li>- include a signature block from LWFRA representative, and</li> <li>- Application numbers to cross reference the application number on the initial LWFRA grant application form.</li> </ul> <p>Board will have forms both in fillable PDF format and PDF format requiring filling in by hand.  Seconded: Paul Adlakha  All in Favour</p>
5	<p><b>LWFRA Strategic Planning Documents Review</b>  Document summarizing the outcomes from the LWFRA strategic planning session was updated by Sarah Brickell prior to the meeting.  Next steps will focus on actioning the activities identified within the LWFRA strategic plan. Priority is on forming a communications committee to develop/oversee a communications strategy and detailed plan. Refer to item #6 on meeting agenda.</p>
6	<p><b>Communications Subcommittee re-vitalization</b>  Paul Adlakha and Mathew Lovett volunteered to work on the LWFRA Communications sub-committee. Alan Joyce will continue working on the communications sub-committee as well. They will return to the board's next meeting with a set of activities and possible skill sets we may need, so we can put a call out for those specific skill sets beyond the board.</p> <p>All other board members are invited to reach out to the group if interested in participating.</p>
7	<p><b>HRM Deputy Mayor &amp; Councilor Cathy Deagle Gammon's update.</b> HRM Deputy Mayor and Councilor Cathy Deagle Gammon wasn't in attendance at this meeting.</p>
8	<p><b>Other Business</b>  None raised.</p> <p>Next meeting March 11 at 6 15 PM at WJCC  Note – meeting was subsequently re-scheduled to March 18.</p>
9	<p><b>Adjourn</b>  Motion to Adjourn: Sarah Brickell</p>