



CRESCENT HEIGHTS COMMUNITY ASSOCIATION

Minutes

Crescent Heights Community Association
Engagement Committee Meeting
Thursday, January 25, 2018 at 7:30 pm
Location: Tea Funny

Attendees:

CHCA Board of Directors

Executive	<input checked="" type="checkbox"/> Chandra Thomas, Secretary	<input type="checkbox"/> John McDermid, Facilities
<input checked="" type="checkbox"/> Jennifer Black, Engagement	<input type="checkbox"/> Lisa Dare, Events	<input type="checkbox"/> Kyle Mitchell, At large
<input type="checkbox"/> Kirstin Blair, President	<input type="checkbox"/> Danysha Harriott, Communications	<input type="checkbox"/> Simonetta Acteson, Parks
<input checked="" type="checkbox"/> Isabelle Jankovic, Treasurer	<input type="checkbox"/> Dennis Marr, Planning	

CHCA Contractors

<input type="checkbox"/> Shannon Kelsick-Bowen, Hall Manager	<input checked="" type="checkbox"/> Kevin J, Engagement Coordinator
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CHCA Volunteers

<input checked="" type="checkbox"/> Elena Nechushkina	<input type="checkbox"/> X	<input type="checkbox"/> X
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City of Calgary

<input type="checkbox"/> Brenda Annala, NCP

Guests:

<input type="checkbox"/> X	<input type="checkbox"/> X	<input type="checkbox"/> X
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MEETING OBJECTIVES

- 1) Confirm plans for upcoming workshops
- 2) Discuss newsletter submissions
- 3) Provide feedback on Kevin's progress to date

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ITEM	AGENDA ITEM	DISCUSSION	ACTION ITEMS
1.0	Standing Items		
1.1	Welcome and gratitude Time: 5 minutes Purpose: Information Leader: Jenn	Jenn recognized Elena for her work on the garden event. Kevin recognized Jenn and Isabelle for their help in on-boarding him.	
1.3	Review and modify agenda as needed Time: 5 minutes Purpose: Information Leader: Jenn		
1.4	Update on previous action items: <ul style="list-style-type: none"> o Isabelle to order business cards o Isabelle to book date in January to secure date for Community Clean-Up. (complete) o Danysha to undertake social media for garden event o Writing workshop, full moon event. o Elena to undertake postering for garden event, writing workshop, full moon event. (complete) o Jenn to create a poster for Full Moon event (complete) o Jenn to organize logistics for Full Moon event (underway). o Jenn to buy chain and lock and drill through sandwich board to use outdoors for advertising events (complete). o Jenn to connect Kevin with Shannon (complete). 		Follow up on uncompleted action items

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<ul style="list-style-type: none"> o Jenn to create a BIA brochure, set up “Committee to Establish a BIA” meetings and checklist and tracking spreadsheet for keeping track of local businesses (complete). o Jenn to varnish faerie doors and get them to Chandra (passed to Chandra). o Chandra to organize faerie door initiative (create maps, hashtag, distribute in community, organize painting of remaining doors). o Chandra to organize April event focused on public art.Á 		
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2.0	Business	Discussion	Action Items
3.1	Meeting Structure Time: 10 minutes Purpose: Discussion Leader: Jenn	Social component is important, so is business.	Gratitude piece at beginning, social component at the end, try to stick to agenda.
3.3	Kevin update (including asset mapping) Time: 70 minutes Purpose: Discussion Leader: Kevin	Kevin has proposed a 2 month placemaking festival tying together our 110th Anniversary as a village and Canada Day as bookends.	Kevin to continue forming up ideas
3.4	Jan 30 Garden workshop Time: 5 minutes Purpose: Discussion Leader: Elena	Elena has scheduled several speakers, details of workshop coming together.	Elena to finalize organization of workshop.
3.5	Garden workshop facilitated session Time: 20 minutes	Jenn presented the empathy exercise to be used at the garden workshop for feedback.	Jenn to refine exercise for roll-out at garden workshop.

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	Purpose: Discussion Leader: Jenn		
3.6	Newsletter Time: 10 minutes Purpose: Discussion Leader: Isabelle	Who is writing articles for March newsletter Photo contest - who is running it? How are winners determined. How many people are responding? Getting winners to Elizabeth on time.	Ensure submission are in on-time (to Isabelle by the 3rd of the month)

4.0	Check-out		
4.1	How did the meeting go? What should be changed for the next meeting? Time: 5 minutes Purpose: Discussion Leader: Jenn	Was the agenda distributed in time for everyone to prepare? How well did team members prepare for the meeting? How well did we estimate the time needed for each agenda item? How well did we allocate our time for decision making and discussion? How well did everyone stay on-topic? How well did team members speak up when they thought someone was off-topic? How effective was the process for each agenda item?	A quieter location would be preferable.

