

FoRRP Steering Committee Minutes

Date: Wednesday December 5th, 2012

Present: Bob, Marco, Justine, Jill, Shani, Melana, Zac.

Regrets: Susan

Marco has updated the group on the ramp project. Contracts have been signed but construction will not begin this year as hoped due to weather.

Sponsorship

The group began by discussing what role commercial sponsorship will play in our parks. This led to the group deciding that we will only accept companies that reflect our values and do not offend portions of the public. The suitability of a company can be decided on a case-by-case basis and should involve research on the potential sponsor making sure that they meet community and city standards. We should also look at the city's anti-discrimination policy to familiarize ourselves with what conduct counts as discrimination.

We also discussed how sponsors should be recognized for their contributions. The city and the group both feel that it is inappropriate to have permanent recognition for a private company anywhere on public space. We decided that mentioning the sponsor on the website, recognition on the day of an event, and personal thank you letters are the best course of action in commemorating the contributions from the business community.

Some of the criteria for accepting a sponsor should be:

- Their local presence in the community
- That they are an environmentally conscious organization
- That they want to better the community, rather than seek recognition

Revitalization

ACTION: Melana is going to recruit another student to begin designing for the Water Harvesting Initiative and other revitalization priorities like drawing up the Playscape concept. The group voted in favour of granting Melana authority when it comes to picking which student she sees most fit. \$500 from the FoRRP bank account has been allocated to Research and Development of this project that can be distributed to the student or however it is needed to develop the plan. The design created by the student is not a guaranteed contract however, as we will then take the design to a citywide RFP.

ACTION: Marco to send Jill contact info of Ravi and Devi at Fort York Food Bank re-use of community kitchen.

Grants

The TD Friends of the Environment Fund has four annual deadlines for applications; we are planning to submit April 15th for R&D (if eligible) or the 15th of November for the large project. We need to be associated with a registered charity to apply for these grants, and Justine has suggested holding an open house or a meeting with a number of people to gauge interest. Alternatively, we can contact and focus on a specific charity that best fits our goals. The Compost Council of Canada may be the best option to partner with due to our shared interests.

ACTION: Justine to investigate the TD Green Streets Grant, which encourages the planting of trees. See if worth pursuing.

Donations

In future circumstance upon impromptu donations:

- Try to get a cheque from the donor instead of cash so that there is a paper trail.
- Direct them towards the website where they can make an online donation.
- We cannot give tax-deductible receipts, as we are not a registered charity.
- Try to attain the contact information from the people that are donating. We can then respond to donors with a thank you letter.

ACTION: Justine to develop a form in which donors can fill out.

Volunteers

We have three upcoming projects in which we are going to need volunteers for: The Adopt a Tree Program, the community garden, and the Little Library. We can use the website and our mailing list to solicit some volunteers as well as contact Mike Layton's office and ask him to send out a tweet or a call for volunteers in his newsletter. Each volunteer position should include a description of what role they will fill, what is expected of their commitment, and what sort of timing is most appropriate. We will also need a way to thank volunteers at some point. This can be some sort of social gathering at a bar or something of that nature. We could also award some shirts or aprons for people that have followed through on their commitment.

Adopt a Tree Program

We will need six people to adopt the six new trees coming into our park this spring. Three Oaks and three basswoods with potentially more trees and volunteers. Jill will coordinate the Adopt a Tree program for at least the early stages. These duties could include sending reminders to adopters, tracking rainfall, replacing stolen equipment, and coordinating schedules. The Adopt a Tree program will be a four-year commitment and will cost \$10

to take ownership of a tree. The funds will be used to purchase necessary equipment and replaced damaged equipment. The equipment can be stored in the shed in the lower part of the park.

Community Garden

We need to organize some spring volunteers for the community garden. We should find a coordinator to take ownership of the garden and organize volunteers to maintain it. Designating roles for people may improve the state of the garden. We need to establish a timeframe for people in which people will commit to work on the garden. We can use the similar methods of finding volunteers as we used for the Adopt a Tree program.

Little Free Library

We will need some people to volunteer to construct the boxes and run the workshop. Neighbours will then hopefully participate in a more informal way of exchanging books between boxes and their shelves.

See Events section below for more details.

ACTION: Someone needs to take on this project

Events

We have established a framework for events in the parks. Four annual events that coincide with the seasons: A winter event, something to collaborate with environment day in the Spring, the second annual block party in the summer, and night of the living Fred for Autumn.

We began discussions of installing a Little Free Library program in our neighbourhood centered in the park. We create a box in which books are placed and can be exchanged with other neighbours. A stewardship kit costs \$50. One exists in the beaches and a similar system exists on the island. We should contact someone associated with those ones to learn about how this program can be best applied. Justine and Bob have volunteered to each pitch 50% of the startup fee. The building of the box, and workshop will coincide with the next environment day in which people can build their own boxes and put them up in front of their houses.

Treasurer's report

All of the subcommittees should contact Justine by January 1st with figures anticipating their expenses and potential revenue will be for the calendar year of 2013 so that she can develop a budget for FoRRP. Mike Layton's office will continue to cover the printing costs.

ACTION: Justine is going to draft a process for expenditures

Next Friends committee will be held Jan 23rd, between 8-10 pm. Location TBA.

- The meeting theme will be to discuss vision and branding, structure and authority.