

FoRRP Steering Committee Minutes #15

Tuesday February 5<sup>th</sup>, 2013

In attendance: Jill, Zac, Melana, Bob, Marco, Barbara, Justine, and Shani.

### **1. Review achievements of 2012/2011**

- Found Fred Hamilton (junior)
- Launched website (plus Facebook and twitter feeds) and then relaunched it with a new identity
- Changed name to Friends of Roxton Road Parks
- Started a bank account
- Developed a Tree partnership with U of T
- Received press from multiple media outlets
- Started Ramp construction
- Held 2 open houses
- Distributed 2 flyers
- Published heritage calendar
- Held 3 events
- Planned 2013 upgrades
- Submitted first grant application
- Completed f&b survey
- Operationalized "Friends" structure
- Produced t-shirts
- Held 9 "friends" meetings.

ACTION: Shani to make a blog post of our 2012 achievements.

### **2. Vision/Principles**

- Intergenerational = maybe change to Inclusivity and have inter-generational and accessibility captured within the definition. ACTION: Jill to suggest revised wording.
- Climate change action = maybe change to sustainability? Needs some further work in order not to sound too generic. ACTION: Melana to propose update.
- Creativity = maybe change a more specific value. ACTION: Shani to propose update.
- History = Should be more action oriented "Reflect and Make History?" ACTION: Barbara to take back to her committee for consideration.

The Steering Committee felt the need to deepen the scope of our principles. Placing greater emphasis on action oriented principles and stronger branding statements were highlighted as priorities of our vision. We also wanted to create greater clarity on how our

principles factor into shaping our actions. The group was happy to keep the relationship between action and principles less rigid as our activities over the last year have remained within the values that the larger group represents.

### 3. Structure

#### 3.1 Is the current structure still the most useful?

- The Steering Committee agreed that the work of the Playground Committee should be absorbed by the Revitalization Committee with the potential of a playground task force being formed at a future date when needed. ACTION: Justine to encourage her participants to stay engaged in other aspects of FoRRP.
- The Communication Committee is in need of more people to perform all of the communication duties currently needed by FoRRP. Because of the significant role it has with all of the committees, the communication committee will be dissolved and Shani will act as an advisor to FoRRP in a similar way as the Treasurer and Secretary roles.
- The Steering Committee also agreed to add a new committee that would take responsibility of the trees in our parks. We need to search out some new volunteers and a chair for this committee. Adam the arborist would be a good potential candidate for running such a committee. ACTION: Jill to ask if he is willing to take this on.
- The Steering Committee discussed the idea of creating temporary taskforce groups that could pursue specific projects and then disband after reaching their goals. Could be useful for future actions in the parks. We decided to pursue this avenue as needed.
- Overall, the Steering Committee felt that the current structure has been successful and that no major changes to the system were needed.

#### .2 Should this be reviewed annually, biannually or as needed when flagged by a member?

- The Steering Committee decided to review the structure of the group annually.

#### .3 Are the mandates for individual committees still correct?

- Steering committee = Expand mandate to include fundraising, volunteer recruitment and recognition, and communication to “friends” with the subcommittees. Steering Committee is the primary liaison to the city for the group. Steering Committee can step in to perform other functions when needed.

- Revitalization = Responsible for leading the material development initiatives in the park. ACTION: Melana can tweak mandate so that it is a bit more descriptive and perhaps create a timeline of goals.
- History = Happy with current mandate.
- Communications = To take on a more centralized role, rather than acting as a subcommittee. Can take greater control of FoRRP communication in means that extend beyond the Internet outreach. ACTION: Shani to write a description that clarifies her role and how it relates to work that should occur at the sub-committee level.
- Playground = Merged into revitalization.
- Events = Happy with current mandate.

#### .4 As committee chair, are you willing to continue for the foreseeable future?

- The respective chairs and other members can resign from their duties when needed. Everyone was currently willing to continue in their current capacity.

#### 3.5 How and when do we transition chairs?

- We can reexamine the chair's roles annually and create a set of conditions for selecting new chairs. Ideally, a chair is someone with expertise, interest, and time participating on the subcommittee that they want to chair, or involved with Friends for a reasonable period.

#### 3.6 How do we get others engaged onto committees?

- Ensuring minutes are taken on all committees provides greater clarity to the public and will make it easier for people to stay involved. Finding official secretaries or alternating minute writing duties may be the best options for improving minute taking practices. ACTION: Each sub-committee chair to determine best approach for their group, and confirm for Steering Committee how they will proceed.
- The revitalization committee, communication committee, tree committee, and the community garden all need volunteers. We can recruit people we know for these committees and make a general call on the blog for participation. Marco can also send out a call for volunteers on the mailing list. Also use events to recruit people. If you need people to serve on your committee or volunteer for activities, please describe your need and send it to Jill and Shani for coordination, and communication outward via blog and newsletters.

#### 3.7 What do you want your committee to accomplish in 2013?

- To be examined at a future meeting. The committee chairs were asked to take back this question to their respective subcommittees for more input.

### 3.8 What do you need from others to achieve this?

- To be examined at a future meeting
- Some things needed more immediately are a task force to start moving forward with the community kitchen. ACTION: Melana to propose next steps.
- We need to start looking for people to take part in the Living histories project. Naomi Wise and Joel Roff are potential people capable of doing the filming. A newsletter/blog post is needed to ask for volunteers to take part in telling their stories or suggesting suitable people. ACTION: Susan to send Shani some text about the project.

### 3.9 Is it clear who does what, and when items need to be discussed across committees or raised with Steering Committee?

- The subcommittees have the ability to pursue what goals they want to achieve with consultation and approval from the Steering committee. When it concerns expenditure of funds or communication with the greater public the Steering Committee needs to take part in it and will also be responsible for raising or distributing what funds are needed.

## **4. Communication/branding**

- To be discussed at a future meeting

## **5. Pathway and washroom updates**

- Work on the ramp has been delayed because the ground is frozen. Marco to check medallion location.
- Martin wants to reaffirm washroom building plan keep moving forward. Steering committee still in favour of advancing the design.
- Pathway has no consultant yet. Will come back to the group and then decide what is best. Melana flagged more work required on seating/bench proposal.

## **6. Other**

- Environment Day will be held this year in Trinity Bellwoods Park due to construction in Fred Hamilton Park. Date is Saturday April 13th. City will still do a compost drop day in Fred Hamilton. Intention is that Environment day should be back in Fred Hamilton Park for 2014.

- FoRRP can have a presence at the Trinity Bellwoods event. Marco to send out an official invitation to our group. ACTION: discussion needed about what FoRRP should do at this event - Jill to follow-up. Obvious things are: solicit volunteers, sell T-shirts, & promote next FoRRP event.
- The Compost day might be best opportunity for the next event. Timing will likely take place around the end of May where a number of small FoRRP activities could be combined for a great event. (Drops of compost will be more spread out at parks across the ward.) Activities could include:
  - launch tree management program publicly?
  - use compost to mulch trees with Adopt a Tree volunteers
  - plant 6 new trees?
  - celebrate ramp opening with a ribbon cutting or something of that nature?
  - share info about 2013 revitalization aspects
  - Justine shared her Little Free Library kit and would like to proceed ideally on same the “compost drop day”

ACTION: The Events Committee needs to write a blog post to promote activities for this day.
- Tree at risk could be could be turned into little free library. ACTION: Jill needs to write to Marco officially about tree concern.

Other business items that need to be brought forward at next meeting, or dealt with on email include:

1. proposal from Public Space Initiative (Jill and Melana)
2. Update from Community Round table (Jill)
3. Next meeting should be held in mid to late march. To confirm official timing over email. Agenda should include budget.
4. Everyone is encouraged to participate in March 2nd Park People Summit. over email.