

Minutes of PCA Board of Directors Meeting
Thursday, April 23, 2020
Via Zoom (hosted by Lori)

Present: Allison Evans, Coline Morrison, Daryl Boshart, Gemma Parker, Linda Blake, Lori Zucchiatti O'Neill (Chair), Susan McMurray, Zhiizhii Prince

Regrets: Dalreen Fobler, Robyn Switzer

Regular Business:

1. **Welcome:** Zoom etiquette.
2. **Review and approval of agenda:** Motion to approve by Susan, seconded by Linda and agreed.
3. **Approval of minutes from February 25, 2020 meeting:** Motion to approve amended minutes by Coline, seconded by Susan and agreed.
4. **Treasurer's report, including 2019 fiscal year:** The year-end Treasurer's report was presented by Coline and accepted. Coline has submitted the year-end tax report to the CRA.

Committee Reports – What's New?

1. Communications:

- **PCA Instagram and Twitter** – The Board discussed content and approval process for Instagram and Twitter posts.
- **PCA website** – Daryl advised that he will be unable to take on the role of project manager for a new website due to time constraints. He will prepare a draft list of project management tasks required to create/migrate to a new website and distribute it to Board members for review. A concern was raised that income from membership fees may be lower this year because a door-to-door drive cannot be done due to COVID-19. This must be taken into consideration when reviewing the cost of a new website.

2. Events; Neighbourhood Support; COVID-19:

- **COVID-19** – Since March 13th, the 10-member PCA COVID-19 Committee, aided by the support of other Pocket volunteers has:
 - ✓ set up a COVID-19 portal (section) on the PCA website, which includes a lot of useful information, a Volunteer Registration Form, a Request Assistance Form and other features
 - ✓ set up a helpline for people preferring to reach out by phone to request assistance or volunteer
 - ✓ created and delivered two print publications (a March flyer and April postcard) to every home, which provided authoritative general and Pocket-specific information, supplemented by a request for delivery volunteers and Pocket residents in general to alert Lori to potentially vulnerable residents in need of assistance
 - ✓ liaised with Councillor Fletcher's staff and City Parks, Forestry & Recreation staff to request or clarify information to enhance public health measures
 - ✓ contacted Eastview Neighbourhood Community Centre, MGH Withdrawal Management Centre, St. Leonard's Society, Wandering Spirit School and WoodGreen Community Services to offer assistance, from hand sanitizer to monetary donations (other Pocket and nearby social services closed, in mid- to late March)
 - ✓ contacted leaders at Madinah Masjid to let them know about our efforts and to offer support with their efforts
 - ✓ recruited about 50 volunteers (several of whom helped the Street Captains deliver our flyers and postcards)
 - ✓ shared key information with Pocket residents through e-blasts and social media (PCA Facebook and Twitter + Pocket Facebook)

The Board extends its appreciation and thanks to the Committee and everybody who contributed to this extraordinary effort.

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- **Spring Fling** – Several members of the Board and the community devised a way to replace the Easter Egg Hunt and celebrate spring while still practicing physical distancing. Families were invited to decorate their houses and participate in a scavenger hunt. Forty scavenger hunt instruction sheets were picked up from the planners' front porches, and the PCA website link to the scavenger hunt information was opened 180 times.
- 3. **Nominations & Elections:** The Vice-Chair and a Member-at-Large will be stepping down from the Board at the end of this term. The Membership Coordinator will step down if a qualified replacement can be found. The Nomination and Election Committee has identified two candidates for Member-at-Large but is still seeking candidates for Vice-Chair and Membership Coordinator. Nomination forms, posters, website and e-blast notifications of the upcoming election have been put on hold due to COVID-19. Distribution schedules will be revised when the date for the AGM is determined.
- 4. **Pocket Change:**
 - **Household Energy Survey** – At least 60 of the needed 110 households have completed the survey.
 - **Going forward** – A lot has been going on in spite of COVID-19: Paul Dowsett presented a webinar "Bouncing Forward"; encouraging discussions with the Toronto Atmospheric Fund and sustainability industry reps re: prospects for federal funding are continuing; the City looks likely to support the Pocket in applying for funds for a pilot project "Retrofit of Community Projects" administered by the Federation of Canadian Municipalities.
- 5. **Safety:** Trustee Jennifer Story supports our request for improvements to the lighting on the new (western) path of Wandering Spirit School. The school board (TDSB) hopes that the City will cover the cost. Lori will follow up with Trustee Story in July or August and will also advise her of areas of poor drainage on the path which cause icy patches/large puddles.
- 6. **Secretary/review of motions managed by email:** Motion on March 8 by Coline that the PCA enter into a contract with Progressive Nation to have them build our new website, seconded by Susan on March 10. Discussion and voting were put on hold due to COVID-19.

Business Arising:

1. **PCA Facebook advertising policy:** The Board recommends that the PCA Facebook not accept commercial advertising at this time. A policy will be drafted by the Chair for review, likely after the new website is set up.
2. **Off-Leash Dog Park maintenance:** The Board will seek to publicly clarify the roles of the Off-Leash Dog Walkers Association and the PCA with regards to maintenance of the park.

New Business:

1. **Park Clean-up Day: COVID-19 impact:** The PCA will not conduct a Park Clean-up Day this year due to COVID-19 safety concerns and public health restrictions. However, thank you to Dean and Jeff, who did an unofficial (and safe) clean-up, and to Coline, who painted over graffiti on the shed while observing physical distancing guidelines.
2. **Membership Drive: COVID-19 impact:** We can't do a door-to-door drive this year so we will send an e-blast via the PCA website, Facebook and Pocket Facebook to residents requesting that renewals/new membership registrations be done online or by drop-off. The fee is still \$10, but due to financial hardship caused by COVID-19, a pay-what-you can option will be offered.
3. **Nominations: COVID-19 impact:** deferred to next meeting.
4. **AGM: COVID-19 impact:** The AGM will be rescheduled to the fall, date TBD.
5. **Art in the Park: COVID-19 Impact:** The Toronto Arts Council usually notifies grant applicants of successful applications in May. The Board will re-examine the Art in the Park program, based on TAC funding and public health restrictions, at the next meeting.

Next meeting: Possibly June–TBD

Minutes prepared on May 7, 2020 by Linda Blake.