

MINUTES
Westcliffe Estate Community Association
Saturday, December 21, 2019
1:00 p.m. – 3:00 p.m.

Meeting Location: Westcliffe Community Centre, 681 Seyton Drive, Ontario, K1N 6A7

Board members present: Amy Cameron (President), Joan Wright (Vice President), Jennie-Lee Groom (Secretary), Jean-Philippe Pelchat (Social Media Director)

Absent: William (Bill) Quinn (Treasurer, Community Building Director, Past President)

Other attendees: N/A

	Time	Agenda item	Speaker
1.	1:00 – 1:15 p.m.	<p>President Report</p> <p>(a) Update on the status of WECA board members</p> <ul style="list-style-type: none"> • Board member Jean-Philippe Pelchat will assume the role of WECA Social Media Director (December, 2019). • Board member Kellen Lee submitted his resignation to Past President Bill Quinn so he can focus more on school in 2020 (December, 2019). • Board member Colleen Ovens submitted her resignation to President Amy Cameron (Dec. 17, 2019). • Board member Jacqueline Kosowskie notified the transition team that she was stepping down because she has a busy year ahead (Dec. 15, 2019). • Via a meeting with the Board Executive, Terrilyn Walters clarified her role as a WECA employee VS. a Board member (Nov. 21, 2019). 	A. Cameron
2.	1:15 – 2:55 p.m.	<p>Westcliffe Estates Community Association Cleaning Contract with the City of Ottawa</p> <p>(a) Current contract status</p> <ul style="list-style-type: none"> • The president gave a recap of the Nov. 21, 2019 meeting with WECA Executive Board members (A. Cameron, B. Quinn, J. Groom and J. Wright) and the building contract holder/cleaner (T. Walters) • The president recapped the Dec. 17, 2019 meeting with WECA Executive members (A. Cameron, B. Quinn, J. Groom & J. Wright) and the City (A. 	A. Cameron and other board members

		<p>Mullins, K. Pretty)</p> <ul style="list-style-type: none"> • The Board discussed next steps with managing the cleaning contract. <p>(a) Next steps</p> <ul style="list-style-type: none"> • Work with the city to update the contract • Meet with the current building cleaner to discuss the contract • Strengthen Board Governance 	
3.	2:55 – 3:00 p.m.	<p>Wrap up</p> <p>(a) Confirm next meeting date and close the meeting</p> <ul style="list-style-type: none"> • Thursday, January 9, 2020 • Meeting adjourned 	A. Cameron