



Overbrook Community Association

Board of Directors

Meeting Date: Tuesday, April 14, 2026

Location: Overbrook Community centre

MEETING MINUTES

Attendees: Anne Martin, Carolyn Marchand, David Behn, Mandy Metcalfe, Pat Bolduc, Scott Walker, Shekinah Manning

Absent: Pamella Mubeza, Selma Wannas

Guests: Aidan Anderson, Neil Saravanamuttoo, Peter Karwacki, Véronique Proulx

1. Call to order
 - a. Anne M. called the meeting to order at 7:15pm.
2. Land acknowledgement
 - a. Anne M. read a land acknowledgement.
3. Approval of the Agenda
 - a. AMENDMENT to add a community discussion at the beginning of the agenda
 - b. **MOTION** to approve the agenda with amendments
 - i. Moved by Anne M.
 - ii. Seconded by Mandy M.
 - iii. Motion carried with a unanimous vote
4. Community Discussion
 - a. Introduction of Guests
 - i. As a candidate for City Councillor in Ward 13 Rideau-Rockliffe, Peter K. encourages the OCA to set up a debate for the candidates before elections.
 - ii. Mayoral candidate, Neil S., asks for the most frequently raised concerns within the community.
 1. **ACTION:** Website to show FAQ.
 2. David B. discusses longtime community concerns.
 - iii. Véronique P. highlights her role as a Community Intake and Relations Specialist (CIRS) within the Ottawa Police Service (OPS) for the Central District.
 - iv. Anne M. opens for questions.
 1. Neil S., Peter K., Véronique P. and OCA Directors respond to Carolyn M.'s concerning Youth, Mental Health, Road Safety and Gardening.
 - a. Véronique P. shares that the OPS has a Youth in Policing Initiative (YIPI) that provides employment to disadvantaged youth. Véronique P. Additionally highlights support for the creation of a future Community Safety Action Plan.
 - b. Mandy M. shares that the Rideau-Rockliffe Community Resource Centre, Ottawa Community Housing, the University of Ottawa and St-Paul University have strong mental health resources and counselling services and that Hidden Harvest is a strong resource for food donations.
 - c. Shekinah M. shares plans for Greening Initiatives with Youth Volunteer Hours.
5. Approval of last Board Meeting Minutes (February 10, 2026)
 - a. **MOTION** moved by Scott W.
 - b. Seconded by Pat B.
 - c. Motion carried with a unanimous vote.
6. Discussion among members of personal goals for the new term
 - a. Previous board challenges including changes in leadership were addressed.
 - b. Election of Carolyn M. to join the OCA Board of Directors
 - i. **MOTION** moved by Scott W.
 - ii. Seconded by Pat B.

- iii. Motion carried with a unanimous vote.
 - c. Election of Pat B. as President of the OCA
 - i. Pat accepts the nomination
 - ii. **MOTION** moved by Anne M.
 - iii. Seconded by Mandy M.
 - iv. Motion carried with a unanimous vote.
 - d. Election of Shekinah M. as Secretary of the OCA
 - i. **MOTION** moved by Anne M.
 - ii. Seconded by Scott W.
 - iii. Motion carried with a unanimous vote
 - e. Election of Anne M. as Vice President of the OCA
 - i. **MOTION** moved by Pat B.
 - ii. Seconded by Mandy M.
 - iii. Motion carried with a unanimous vote
 - f. Election of Scott W. as Treasurer of the OCA
 - i. **MOTION** moved by Pat B.
 - ii. Seconded by Carolyn
 - iii. Motion carried with a unanimous vote
- 7. Discussion on necessary updates for the new board
 - a. Restructuration of Google Drive suggested by Pat B.
 - b. **ACTION:** Pat B., Anne M. and Shekinah M. to create an Annual Communication Plan c. **ACTION:** Anne M. to email Councillor Rawlson King's office and the Rideau-Rockliffe Community Resource Centre with list of the new board
 - d. Pat B. reminds available directors of the meeting scheduled at 12:30pm, April 15, 2026 with a law firm and notes no changes on the bank accounts.
 - e. **ACTION:** Pat B. to follow up with Rhea Bowen for Compilation Agreement Review 8.
- Pat B. suggests holding the Financial Report at a later meeting.
- 9. **MOTION** that David Ferguson be reimbursed \$400 moved by Anne M.
 - a. Seconded by Scott W.
 - b. Motion carried with a unanimous vote
 - c. **ACTION:** Scott W. to keep David F. notified as soon as funds are available for reimbursement. 10.
- Updates on administrative tasks
 - a. Board Insurance was covered by the City of Ottawa's Community Organization Insurance. Application for insurance was submitted using all minutes of the past year. Insurance is void until August 21, 2026.
 - b. Website powered by Word Press was set up by Pat B. with a fee of \$15/ year.
 - i. **ACTION:** Pat B. to set up Donation Fund Collection page
 - c. **ACTION:** All Board Directors to fill out the "Get to know me" document
 - d. **ACTION:** Headshots for the website to be taken in May
 - e. Pat B. shares that an Email Newsletter has been set up through EmailOctopus allowing up to 1 000 subscribers.
- 11. Initiatives for the Mayoral Candidate Debate suggested by Carolyn M.
 - a. Clothing Drive and Fundraiser could be held along with the Debate to gather more community involvement.
 - b. The Bingo Centre where Carolyn M. volunteers is a valuable resource for fundraising and donations.
- 12. Garden Committee updates presented by Mandy M.
 - a. Mandy M. completed an "Adopt A Park" application on March 29, 2026 for a 3 year agreement. 2 Park Cleanups must be organized per year.
 - b. Mandy M. announces that the first park cleanup will be held April 25, 2026 at 1:00pm. c. **ACTION:** Mandy M. to follow up with Erin McCracken on upcoming Park Cleanup. Mandy M. to draft an email to invite Ecology Ottawa and Riverkeeper to the upcoming Park Cleanup. d. **ACTION:** Garden Committee to organize Fall Park Cleanup.
- 13. Business

- a. Note that in the past, the OCA has worked with the Councillor to promote the 211 helpline for non-emergency and drug related issues.
 - b. **ACTION:** Anne M. to invite Erin McCracken and Rawlson King to following meetings.
 - c. Anne puts emphasis on the importance of building more community trust by inviting more community members to monthly meetings and by joining more community events as a board.
 - d. Carolyn brings up ways to outreach families through child-focused programming similar to the CityKids program.
 - e. **ACTION:** Pat B. to follow up with the Federation of Community Associations.
14. Rink Report presented by Scott W.
- a. There is a need for more volunteers for Winter 2026-2027.
 - b. **ACTION:** OCA to plan a celebratory event for Rink Volunteers.
15. Meeting Adjournment
- a. **MOTION** moved by Pat B.
 - b. Seconded by Scott W.
 - c. Meeting adjourned at 9:15pm with a unanimous vote

ACTION ITEMS:

- Website to show FAQ.
 - Pat B., Anne M. and Shekinah M. to create an Annual Communication Plan
 - Anne M. to email Councillor Rawlson King's office and the Rideau-Rockcliffe Community Resource Centre with list of the new board
 - Pat B. to follow up with Rhea Bowen for Compilation Agreement Review
 - Scott W. to keep David F. notified as soon as funds are available for reimbursement ●
- Pat B. to set up Donation Fund Collection page
- All Board Directors to fill out the "Get to know me" document
 - Headshots for website to be taken in May
 - Mandy M. to follow up with Erin McCracken on upcoming Park Cleanup. Mandy M. to draft an email to invite Ecology Ottawa and Riverkeeper to the upcoming Park Cleanup.
 - Garden Committee to organize Fall Park Cleanup.
 - Anne M. to invite Erin McCracken and Rawlson King to following meetings.
 - Pat B. to follow up with the Federation of Community Associations.
 - OCA to plan a celebratory event for Rink Volunteers.

Submitted by
Shekinah M.