

**Minutes
Cumberland Community Association
November 6, 2014**

In Attendance

Executive

Anda Bruinsma	Co-President
Chris Thomas	Treasurer
Eva Lyons	Secretary

Board

Mathieu Blanchard	Manager, Farmers' Market
Lyle Fair	Trails Committee
Myroslava Mykytyn	Member-at-Large
Donna Nuttall	Member-at-Large
Russ Thomas	Member-at-Large

Also in Attendance

Philip Berthiaume	Councillor Blais' Office
Brent Chisholm	Ice Rink
Elita Krause	Resident
Roger Lyons	Resident
Christine Menard	Resident

Regrets

Rebecca Dufton	City Issues
Anne Hawley	Beautification
Euan Swan	Co-President
Bobbie Walker	Social Committee

Agenda Items

Actionable Items

<p>1. Call to Order and Welcome</p> <p>The meeting was chaired by Co-President Anda Bruinsma and was called to order at 7:00 pm. Introductions were done in view of several new attendees.</p>	
<p>2. Approval of the Agenda</p> <p>A motion to approve the Agenda was made by Russ Thomas, seconded by Myroslava Mykytyn. Passed.</p>	
<p>3. Approval of the Minutes of Last Meeting</p> <p>A motion to approve the Minutes of the October 2, 2014 meeting was made by Anda Bruinsma, seconded by Chris Thomas. Passed.</p> <p>The CCA Constitution is vague concerning who can make a motion, who can second a motion, and who can vote on a motion. Generally only those elected to the Board can vote. More clarity is needed, and Chris Thomas will consolidate the information and will email it to Board members for feedback. Ultimately the changes will need to be presented at the AGM for approval.</p>	<p>Chris Thomas</p>

<p>4. Report from the Councillor's Office</p> <p>Philip Berthiaume from Councillor Blais' office reported on pertinent issues and answered questions:</p> <p>a) Newly re-elected Councillor Blais will be able to act in an official capacity only after the new city council is sworn in on December 1st, 2014.</p> <p>b) Philip Berthiaume advised that the provincial guidelines on the Hwy 174 advance green light issue (re: meeting the provincial Warrant), is a 200 plus page document. A summary will be forwarded to Anda Bruinsma.</p> <p>c) Anda Bruinsma said that Councillor Blais will be receiving Cumberland and Hwy 174 resident Mike Bray's noise level study and a petition, signed by affected residents, following the addition of the centre line rumble strip on Hwy 174. This has become a quality of life issue.</p> <p>d) There is nothing to report concerning the Barnett Road extension application.</p> <p>e) A 25 foot Christmas tree has been donated to Cumberland Village by Mike Scott Welding. Mike is also making a stand for the tree. The tree will be erected on November 15, 2014 at Cameron and Old Montreal Road. Philip is talking to the Roads supervisor to provide electricity for the tree lights.</p>	<p>Philip Berthiaume</p>
<p>5. Business Arising</p> <p>CCA Banners Ongoing: Anda Bruinsma does not have any pictures that are suitable for the banners. Perhaps it would be an idea to reach out to the community for viable photos.</p> <p>Family Fun Day Application The application asking for a grant of \$2,000 has been submitted. Insurance for this event was also confirmed.</p> <p>Clean the Capital Kits Clean-up kits were available at the Cumberland Market on October 4, 2014. Bobbie Walker will provide a report with statistics.</p> <p>Firehall Signage Myroslava Mykytyn will follow up with Tim McNeely, Sector Chief, Ottawa Fire Services, with the paint chip number chosen for the upright's colour. Mr. McNeely stated that despite our desire to have a "heritage feel" for the sign, the City will not stray from its usual design.</p> <p>CCA Insurance for the Christmas Home Tour Insurance for this event has been confirmed.</p>	<p>Anda</p> <p>Bobbie Walker</p> <p>Myroslava Mykytyn</p>
<p>6. Update from the Co-Presidents</p> <p>Anda Bruinsma will provide her report in #8, Committee Reports, Social.</p>	

<p>7. Treasurer's Report Chris Thomas presented the monthly financial report. See Attachment 1.</p> <p>Chris Thomas requested that the Treasurer's Report be moved up in future Agendas for all to have an indication of the financial status before discussing activities.</p> <p>The Treasurer requested a copy of the key for access to the CCA mailbox. In the absence of Co-President Euan Swan, currently the only one with a key, no-one has access to the mailbox and more importantly, the financial mail.</p> <p>For budget predictions, email feedback from the committees is needed by Chris.</p> <p>Chris Thomas is requesting that a copy of all successful funding applications be forwarded to her.</p>	<p>Eva Lyons</p> <p>Euan Swan</p> <p>Committees</p> <p>Board</p>
<p>8. Committee Reports</p> <p>a) Communications: With Anda Bruinsma away last month, the usual communications took a slight hiatus. However, Cindy McKay, active in the Christmas in Cumberland Village event, created a website and wrote a historical timeline for promotion of the event. It has received tremendous response.</p> <p>b) Social:</p> <p>i) Family Pub Night: Bobbie Walker was absent for this meeting and no report was received. However, it appears that financially the Pub Night broke even. It required a considerable amount of work and major considerations were the cost of the DJ and the absence of bar sale proceeds for the CCA (the bar was run by the Lions Club). Arrangements for Pub Nights may need to be reviewed.</p> <p>ii) Christmas Heritage Homes Tour: see Attachments 2 to 7. Considerable time and effort has been spent to create a memorable day. Donna Nuttall reported that 7 homes will be featured, with events at the United Church, the Anglican Church, Maple Hall and the Cumberland Museum as well.</p> <p>Donna is continuing the process of getting sponsors. Media has been notified and coverage is expected. Advertising and marketing efforts include the Mail Chimp email which has been very positively received.</p> <p>Vintage Stock will be carolling and Blue Spruce Antiques will donate some of its wares for staging in the homes.</p> <p>Mathieu Blanchard raised an issue that the horse and cart would take a long time to do the loop from the museum to the village and back and that we should post a schedule. The organizing committee did not think this was feasible since there would be people getting on and off along the way and it would be difficult to adhere to a schedule. It was meant to add to the ambience, as most of the distances are easily walkable.</p> <p>Signage for parking still needs to be done.</p> <p>c) Beautification: Anne Hawley was absent and no report was received.</p> <p>d) Market: The summer Market season was a success and Mathieu Blanchard thanked all of the volunteers. The September 28th Harvest Market was well attended and discussions as to its continuance will follow.</p>	

<p>On December 6th, 2014, the Christmas Market will be held at 3 locations – 1115 Dunning Rd, 2620 Market St, and 2557 Old Montreal Rd – with a Lions Breakfast in Maple Hall that morning as well.</p> <p>e) Trails: Lyle Fair circulated a graphic, see Attachment 8. He reported that the entranceway to the trails is moving forward and the gate situation needs to be addressed. Future tree planting with the Rideau Valley Conservation Authority will help define the trails and property lines. Chris Thomas asked about the type of trees proposed, and suggested that endangered species, such as butternut trees, be considered.</p> <p>Lyle has a third load of materials being brought in to a corner area (geotech fabric and stone dust).</p> <p>Eventual signage for the trails will be needed but this a very expensive proposition and will require major funding.</p> <p>f) Ice Rink: Brent Chisholm reported that the snowblower in the fieldhouse is broken. Arrangements would need to be made to either fix it and have volunteers available to clear the snow or to have the snow removed from the ice rink by a contracted company. One issue is that the snow needs to be removed in a timely fashion.</p> <p>The City grant needs to be applied for and funding covers two factors: 1) creation and maintenance of the rink; and 2) supervisory compensation. Canvassing for volunteers is ongoing.</p>	
<p>9. Other Business</p> <p>There was no Other Business.</p>	
<p>10. Adjournment / Next Meeting</p> <p>Russ Thomas moved that the meeting be adjourned at 8:45 pm, seconded by Lyle Fair. Passed.</p> <p>The next meeting is Thursday December 4, 2014 at 7 pm.</p>	

Cumberland Community Association
Treasurer's
Monthly Report

**November 5th,
2014**

**Bank balance of October 2nd,
2014**

**\$
6,968.58**

Disbursements October 2nd, 2014 - November 5th , 2014

	\$
James Wilson, DJ Pub Night	(350.00)
	\$
Anne Hawley - scarecrows beautification	(50.71)
	\$
Lyle Fair 3rd Trails	(2,711.04)
	\$
Roberta Walker - remainder Pub Night monthly fee Oct & Nov	(111.51) \$ (8.00)

Total disbursements

**\$
(3,231.26)**

Receipts since October 2nd 2014

	\$
Pub Night	925.00

Total Receipts

**\$
925.00**

Bank balance as of November 6, 2014

**\$
4,662.32**



Participant Meeting

Thursday, October 30
Maple Hall
7 – 9 p.m.

Dear Home Owners, Collaborating Organizations and Individuals,

The Cumberland Community Association is thrilled by the response and enthusiasm by which our new initiative;

Christmas in Cumberland

Heritage Home & Village Tour

has been received by people within the community as well as many others from outside who have heard about it. We have partnered with the Orleans-Cumberland Community Resource Centre to plan, organize and realize this event.

We are grateful to you as homeowners who are interested in sharing the rich history of your homes and willing to give them a 'heritage Christmas ' look so participants can be transported back in time as they visit. As well, in order to fully create the experience and ambience we are delighted that so many of our community organizations and individuals have agreed to contribute to the event's success.

You are invited to attend this planning meeting where we would like to share details of our plan, clarify expectations and answer questions. We look forward to bringing you into the planning process and helping to ensure that everyone is clear and comfortable with our vision for the day.

We would like to thank you for volunteering to be part of this great occasion to share the history of our village and enable participants to immerse in a simpler time. We hope that as a result of this initial experience a tradition will be born that people will look forward for years to come.

With heart felt thanks and kind regards,

**2014 Heritage Home & Village Tour
Organizing Committee**

Email: christmasincumberlandvillage@gmail.com

Website: www.cumberlandvillage.com



Christmas in Cumberland
Heritage Home & Village Tour



**Saturday, November 29th
12-4pm**

Please join us for a festive afternoon tour steeped in historical nostalgia. Peek inside several heritage homes and notable buildings in our village, stroll along main street, enjoy carolers, and take a ride on a horse drawn cart.

Tickets are \$20 per person & available through advanced ticket sales only Nov. 1st-26th



*Brought to you by
The Cumberland Community Association.
A portion of the proceeds will be proudly
donated to the Orleans-Cumberland
Community Resource Centre*



*For Ticket Information please:
Call : 613-833-2507
or*



Visit www.christmasincumberlandvillage.com



*Welcome to Cumberland Village!
A wonderful afternoon of heritage nostalgia awaits as you visit the homes in our village that have generously opened their doors. As well, enjoy the other many offerings that collaborating village organizations have made available.*

**Saturday, November 29
2014**

Participant Package Pick Up ~ 11a.m.-2p.m.

St. Andrew's United Church Hall, Old Montreal Rd.

Lunch available for \$10 ~ 11a.m.-3 p.m.

Maple Hall, Old Montreal Rd.

Houses open 12-4 p.m.

Last house entry 3:45 p.m.

Please have your ticket stamped at all the venues that you visit.

At the conclusion of your tour, write your name, phone number and email address on the back of the ticket and drop it into a ballot box in any of the locations. You will be eligible for a draw prize.

St. Andrew's United Church 	Maple Hall 	Log House 	'Birdsong' Kennedy House 	Ferguson House 
St Marks Anglican Church 	Allan House 	Hutton House 	Watson House 	Wilson House 



\$20.00

Ticket# SAMPLE

Organized by the Cumberland Community Association (CCA) & Orleans Cumberland Resource Centre (OCRC) and supported by other community partners. All proceeds will be shared equally between the CCA & OCRC and will directly benefit the community.



Museum opens at 3 p.m.

*Village
Village of Lights*

Cumberland Heritage Village Museum
invites you to

Please present this stub at the museum and enjoy the lighting of the Heritage Village lights.

Ticket # SAMPLE



Event Sponsorship Package

Level	Cost	Sponsor benefits
Event Bag	\$100 3 available	<ul style="list-style-type: none"> 🌟 Listed in event booklet 🌟 Listed on event website 🌟 Listed on large sponsor board 🌟 Can add business 'swag' for event bag
Horse & Cart Transportation	\$100 6 available	<ul style="list-style-type: none"> 🌟 Listed in event booklet 🌟 Listed on event website 🌟 Listed on large sponsor board 🌟 Can add business 'swag' for event bag
Signage	\$100 (or in kind) 5 available	<ul style="list-style-type: none"> 🌟 Listed in event booklet 🌟 Listed on event website 🌟 Listed on large sponsor board 🌟 Can add business 'swag' for event bag
Floral/ Decorations	\$100 (or in kind) 2 available	<ul style="list-style-type: none"> 🌟 Logo in event booklet 🌟 Listed on event website 🌟 Listed on large sponsor board 🌟 Can add business 'swag' for event bag
Printing	\$100 (or in kind) 3 available	<ul style="list-style-type: none"> 🌟 Listed in event booklet 🌟 Listed on event website 🌟 Listed on large sponsor board 🌟 Can add business 'swag' for event bag
Booklet Ad (63mmx40mm)	\$50 20 available	<ul style="list-style-type: none"> 🌟 Business card ad in event booklet

Organized by the Cumberland Community Association (CCA) & Orleans-Cumberland Community Resource Centre (OCCRC) and other community partners. All proceeds will be shared equally between the CCA & OCCRC.

Christmas In Cumberland – Budget

INCOME	PRICE/ITEM	NO.	BUDGET	ACTUAL
<u>Tickets</u>				
Ticket Sales (250x\$20)	20	250	5,000	-
Subtotal Tickets			5,000	0
<u>Sponsors</u>				
Bag	100	3	300	100
Horse & Cart	100	5	500	
Signage	100	2	200	
Flowers/Decorations	100	2	200	
Printing/paper/ink	100	3	300	
Booklet	50	20	1,000	150
Subtotal Sponsors			2,500	250
TOTAL INCOME			7,500	250
EXPENSES				
<u>Swag Bag</u>				
Bag			250	
Plastic Shoe Bag			30	
Bag tags			15	
Subtotal Swag Bags			295	
<u>Printing</u>				
Tickets	1	250	250	
Advertizing Posters	50	2	100	
Booklets	275	1	275	
Road Signage	10	6	60	
House/Building Posters - laminated	10	2	20	
Posters for sandwich boards	20	5	100	
Subtotal Printing			805	
<u>Other</u>				
Museum fee per ticket	4	200	800	
Horse & Cart	500	1	500	500
Christmas Lights	100	2	200	100
Miscellaneous			100	
Subtotal Other			1,600	600
TOTAL EXPENSES			2,700	600