

**East River, Louisiana Pacific
Community Environmental Liaison Committee Meeting**
www.compostinglepeastriver.ca

**February 18, 2015
Minutes**

Attendees: Sharon LeBlanc (Facilitator/Chair), Paul Kempster (Envirem Rep), Chris Rhodenizer (Envirem), Kate Spencer, Jennifer Frotten (LP Environmental Manager), Andre Veinotte (Councilor Blandford – East Chester), Matthew Zwicker (LP Environment Dept. Student)

Regrets: Kerry Keddy, Kevin Green

Opening – Sharon LeBlanc opened the meeting at 7:00 pm

Quorum was declared by Sharon LeBlanc

Minutes – The minutes for the September 4, 2014 meeting were reviewed and adopted. Moved by Paul Kempster. Seconded by Chris Rhodenizer

| ITEM | ACTION BY |
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| 1. Additional Committee Members <ul style="list-style-type: none"> • A thank-you card and a few corporate gift items from LP & Envirem were delivered to Susan Davis on behalf of the committee • Michelle Green and Bill Mercier have resigned from the committee as they are no longer living in the area. Marshall Hector has resigned from the committee due to other commitments. A thank-you card and a few corporate gift items from LP & Envirem will be sent on behalf of the committee • With the recent loss of several committee members additional members are needed. Committee Members were asked to provide name and contact information for any potential members to Sharon and Jennifer for follow-up. | Sharon LeBlanc and Jennifer Frotten to arrange |
| 2. Community Feedback <ul style="list-style-type: none"> ▪ No concerns brought forward. | No Action Required |
| 3. Website Updates – to be added: <ul style="list-style-type: none"> ▪ Most updates were made including reformatting pages to be more user friendly. Committee reviewed several websites for design options and decided that a more mobile friendly website with large icons would be preferred for the website. ▪ Meeting schedule for 2015, compost supplier information, September meeting minutes, and committee member changes will be made to website. ▪ The committee also requested information on how many visits the website has received. Webmaster will be asked to provide. ▪ The option is available to have a link for the committee website on the municipal website. The committee agreed that this was a good idea. | Jennifer Frotten and Sharon LeBlanc will work with LP webmaster to redesign website, make updates, and obtain visit statistics Jennifer Frotten Andre Veinotte to arrange for setting up the website link provided by Sharon LeBlanc |
| 4. Open House <ul style="list-style-type: none"> ▪ Date finalized – Saturday June 13, 2015 – to be sent for | |

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| <p>Municipality's website as well.</p> <ul style="list-style-type: none"> ▪ Open House will run from 9 am to 1 pm again this year with wrap-up meeting to follow ▪ Basin Gardeners' Club will again hold plant sale with all revenue going to the Garden Club. ▪ Chester Basin Beavers and Cubs to be invited to run the BBQ fundraiser for their organization and if needed, an alternate will be invited starting at the beginning of the list. ▪ Tours of the compost facility will again be offered. ▪ Kate Spencer offered to prepare the planters this year. ▪ We will again have the giveaway of bags of compost and the draw for a load of compost. Possible community garden in Blandford suggested as recipient of excess product. ▪ Confirmation will be made re Rod Fry and LP presenting again. Main speaker to be researched. Niki Jabbour was suggested along with a few alternates. ▪ Exhibitors will include CELC, Envirem, LP, Municipality and table with material from compost suppliers. Suggestion made to invite compost suppliers and local business that use compost to attend. We will again provide a table for pamphlets, etc. from other community groups such as Our Health Centre ▪ Ad-mail will be used with press releases to advertise again. ▪ Invitation list from last year will be used and updated. ▪ Union Hall has been booked and equipment will be moved to allow additional floor space. ▪ Staffing for event - at least 4 volunteers from LP, 4 from Envirem, and at least 12 people total to ensure that the event runs smoothly and everyone can take breaks. ▪ Sound barrier with Envirem's and LP's large display boards worked however microphone is needed. A similar layout will be used this year, keeping tables away to help reduce interference. ▪ Comment / suggestion cards for attendees to provide feedback will again be used. ▪ Improved signage will be looked at for this year's event as well as directional signage for indicating entrance and exit at the Hall. | <p>Andre Veinotte to set up with Municipality</p> <p>Sharon LeBlanc will contact the Beavers and Cubs</p> <p>Chris Rhodenizer to follow-up with Bob Kiely. Chris Rhodenizer to arrange bags of soil.</p> <p>Andre Veinotte to follow-up on status of community garden and potential use of excess product.</p> <p>Sharon LeBlanc to do research and make contacts as needed. Jennifer Frotten to arrange LP and Envirem presentations. Sharon LeBlanc / Jennifer Frotten will contact the Municipality. Andre Veinotte to explore interest with one major landscaping and follow up.</p> <p>Jennifer Frotten and Sharon LeBlanc will update and send invitations with help from Envirem</p> <p>Sharon LeBlanc to follow up with on microphone from Kerry Keddy.</p> <p>Jennifer Frotten to prepare cards and collection box Jennifer Frotten to have new signs made for the event</p> |
| <p>5. Meeting Schedule for 2015</p> <ul style="list-style-type: none"> ▪ May 7th – Annual ▪ Open House – June 13th ▪ September 3rd | |
| <p>Meeting adjourned: Paul Kempster moved.</p> <p>Next meeting: May 7, 2015 – 7:00 p.m., LP's Large Boardroom</p> | |