

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

**May 5, 2016
Minutes**

Attendees: Sharon LeBlanc (Facilitator/Chair), Kate Spencer, Jennifer Frotten (LP Environmental Manager), Chris Taylor-Habib (LP Environment Dept. Student), Kerry Keddy, Paul Kempster (Envirem Rep)

Regrets: Andre Veinotte (Councilor Blandford – East Chester), Chris Rhodenizer (Envirem),

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

Quorum was declared by Sharon LeBlanc

Minutes – The minutes for the September 3, 2015 meeting were reviewed and adopted. Moved by Kerry Keddy. Seconded by Jennifer Frotten

ITEM	ACTION BY
1. Guideline Review <ul style="list-style-type: none"> • The Guidelines for the Community Environmental Liaison Committee were reviewed and no changes were required. 	No Action Required
2. Committee Members <ul style="list-style-type: none"> • Kevin Green has resigned from the committee. • Discussed having a bigger advertisement for new members at the open house with a sign-up sheet for potential new members • Discussed a few area residents to approach to see if interested in committee membership. 	Jennifer Frotten and Sharon LeBlanc will develop sign-up sheet and new member poster Members will follow-up with specific area residents
3. Community Feedback <ul style="list-style-type: none"> ▪ No concerns brought forward. ▪ Potential to donate compost to gardens for Our Health Centre project 	Kerry Keddy will investigate
4. Website Updates – to be added: <ul style="list-style-type: none"> ▪ Updates were not completely finished. Jennifer Frotten spoke with web master and he will make corrections early next week. ▪ Also post announcement for this year’s open house and add minutes from September 2015. 	Jennifer Frotten and Sharon LeBlanc will work with LP webmaster to make updates
5. Open House <ul style="list-style-type: none"> ▪ Reviewed invitations list and made minor changes. Invitation letters will be prepared for the event and sent out. Bob Kiely will take care of sending to Envirem contacts. ▪ Posters have been prepared and given to committee members to distribute as required and posted in various locations. Rain or Shine added to posters. Posters will also be sent to the public via ad-mail and ads will be taken out in local publications (Aspotogan Recreation Association and New Ross Family Resource Centre newsletters) as well as put onto any community bulletin boards and into publications as appropriate. 	Jennifer Frotten, Sharon LeBlanc, and Bob Kiely to facilitate. Jennifer Frotten and Sharon LeBlanc to facilitate.

<ul style="list-style-type: none"> ▪ Press release has been revised and sent out as well. ▪ Open House will run from 9 am to 12:30 pm this year with wrap-up meeting to follow ▪ Basin Gardeners' Club will again hold plant sale with all revenue going to the Garden Club. ▪ Two local 4H clubs will run the BBQ fundraiser. Kate has a BBQ that they can use. Also discussed make a "wheel of dirt" they could use with Envirem product as prizes to raise money. LP to donate materials if SSWAP organization can produce. ▪ Tours of the compost facility will again be offered using the flip chart to sign people up, starting at 9:00 a.m. and scheduled every 45 minutes. ▪ Kate Spencer offered to prepare the planters this year. Kate will check planters and let Sharon LeBlanc know if more soil is needed. ▪ We will again have the giveaway of bags of compost and the draw for a load of compost. LP Volvo will be used to move compost pallets. Municipality will be providing a backyard composter for giveaway. ▪ Confirmation needed for Envirem presenting again. LP will not be presenting, but will have "smash-o-matic" demonstrations. ▪ Niki Jabbour will present on Groundbreaking Food Gardens ▪ We will again provide a table for pamphlets, etc. from other community groups. Table at the exit will also have tubs of the 3 grades of compost for guests to view. ▪ Union Hall has been booked and equipment will be moved to allow additional floor space. Inspection of parking lot condition will occur prior to event to ensure pot holes are marked. ▪ Committee members and volunteers: Will Attend: Sharon LeBlanc, Kyle Kennedy, Jennifer Frotten, Chris Taylor-Habib, Kerry Keddy, Robert Kiely, Kate Spencer, Paul Kempster, Andre Veinotte. Unconfirmed: Chris Rhodenizer, Colin Murray (Envirem). Members invited to bring other volunteers. Members asked to confirm any additional volunteers prior to event to ensure there are enough. At least 14 needed. ▪ Kerry Keddy will bring PA system and LP will provide screen and projector. Both Kerry and LP will bring traffic cones ▪ New road signage worked well last year. Need additional entrance and exit signs for building to direct people into front door. 	<p>Jennifer Frotten and Sharon LeBlanc to facilitate.</p> <p>Sharon LeBlanc, Kate Spencer, and Kerry Keddy to facilitate.</p> <p>Paul Kempster to follow-up with Bob Kiely.</p> <p>Kate Spencer to follow-up.</p> <p>Paul Kempster to follow up.</p> <p>Sharon LeBlanc / Jennifer Frotten will contact interested community groups.</p> <p>Jennifer will arrange pot hole inspection.</p> <p>Members will follow-up with additional volunteer names. Sharon LeBlanc & Jennifer Frotten to coordinate as needed.</p> <p>Kerry Keddy</p> <p>Jennifer Frotten to have new signs made for the event</p>
<p>6. Meeting Schedule – remaining for 2016</p> <ul style="list-style-type: none"> ▪ Open House – June 11th ▪ September 1st 	
<p>Meeting adjourned: Kerry Keddy moved. Next meeting: September 1st, 2016 – 7:00 p.m., LP Large Boardroom</p>	