

Minutes CSAC Subcommittee Meeting – Playscape Renewal
October 15, 2024
7:30PM – 8:30PM (Virtual)

Welcome (2 minutes)

Laurie to facilitate first meeting

Attendees

Laurie Geschi

Kyle Brennan

Jessica Sokolowski

Kendra Duench

Guest – Laura McBride – Love My Hood, City of Kitchener

Sayo Tola-Adenaike

Regrets

Sandra Soehner

Assign minute taker – Laurie Geschi

Carry Forward Action Items for Report Back (0 minutes)

New Business (55 minutes)

1. *Set meeting schedule & frequency (5 minutes)*

Group consensus to meet once monthly with emails as needed. Meetings to be held on Tuesday's, virtually (Microsoft Teams platform) from 7:30 – 8:30 PM.

Next Meeting Dates set for: Nov 5th, Dec 10th, Jan 14

Action: Kendra to send out meeting invites

2. *Identify 2024-25 project deliverables (15 minutes)*

- Target one to two grant applications for this school year
- Submit grant application to “Love Your Hood” November or March deadline
- Complete research on other grant opportunities
- Regular communication with students and their caregivers (3-4 communications)
- Fundraising Activity in October 2024 (Dance-a-thon)
- Develop a multi-phase project plan that minimally identifies timing of the first element installation (logjams priority as identified by student survey in 2023-24).

Action: Kendra will reach out to School Board contact, Jeff Admans regarding costing for logjams.

3. *Set roles (i.e., minute taker, facilitator, communications, researchers, grant writers) (10 minutes)*

Grant writers – Jessica lead with support from grant reviewers

Grant reviewer – Kyle, back up Laurie

Finance/Budget Support – Sayo

Researchers - Jessica

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Communications – Laurie with Kendra as a reviewer and distributor of communications
Meeting minute taker – Laurie, with Jessica as a back-up
Meeting facilitator – Laurie

Action: Anyone else who wishes to join the subcommittee or would still like to volunteer for a role, is welcome to, particularly where one person is otherwise fulfilling multiple roles, renegotiation of role assignment is welcome.

4. *Time sensitive Grant Opportunities including Love Your Hood Grant Application (15 minutes)*

Guest Laura McBride from Love Your Hood shared information and responded to questions:

The November intake for grant application is the “last one” of the calendar and fiscal year for the City of Kitchener and would likely provide the best opportunity to install a playscape component during the 2024-25 school year. March will be the next opportunity to apply for the grant.

QUESTION re Community Involvement section of the application. Indicate that we have a location in mind that would give the community access and we’ve conducted a student survey. Because this is on “private” property, there is a lesser requirement related to community involvement. Recommendation to refer to site area as accessible to broader community rather than “back of the school”, to strengthen this the community involvement section of the application. School community counts as part of community engagement. Perhaps we have a large percentage of children that live in the area/would access the area which could be highlighted or if there are other groups/stakeholders who may use the space, reach out to them and get them to sign a letter of support. Laura suggested volunteers or sandwich boards to catch foot traffic to get some interaction with community.

QUESTION re budget component. Indicate we’re applying for the full \$10,000 and justify how we need that \$10K. The matching does not need to happen in the same calendar year. There is no upper time limit within which the grant funding has to be spent by. Still, they encourage folks to match the funds within the first 2 years.

QUESTION re reapplication eligibility. Could reapply in other years if the project were renamed. Each project can get funding only once. So could be for logjams this year and something other than logjams another year, if distinct, though odds of success would decrease with each grant awarded.

QUESTION about reporting requirements after getting the grant. Evaluation at end of project (i.e., spreadsheet). Provide outline of volunteer hours contributed in activity/time and a spreadsheet for costs, though don’t typically request receipts, they could be requested if selected for an audit.

QUESTION re turnaround time for grant application decision. Would be notified around the end of December for November application. There would be an agreement signed between Love Your Hood and the Principal following that.

5. *Student engagement – “playscape” renewal project name (5 minutes)*

Deferred to October meeting

Action: Add to agenda for November meeting

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6. *Fundraising status and Fundraiser Activity (5 minutes)*

Kendra contacted Catherine (CSAC member) about the flyer which will be ready for distribution on or before Monday, October 21. Tax receipts will be available for donations over \$20 through support of another parent/caregiver volunteer.