



MINUTES

PRESENT:

Jane Kang, Chair
Amer Abirafeh

Alice Bradley
Nidhi Raina

REGRETS:

Alexandra Bailey
Paul Li

Ali Mojdehi
Michelle Niu

STAFF:

Glenda Ollero, Communications Manager

RECORDING SECRETARY:

Debbie Reimer, Mosaic Writing Group

A. CALL TO ORDER

Jane Kang, Chair, called the University Neighbourhoods Association (UNA) Community Engagement Advisory Committee (CEAC) meeting to order at 4:37 p.m.

B. APPROVAL OF AGENDA

Draft agenda of the May 24, 2023 UNA CEAC meeting was provided with the agenda material.

It was moved (Jane Kang) and seconded (Amer Abirafeh)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the May 24, 2023 agenda, as circulated.

Carried

C. APPROVAL OF MINUTES

Draft minutes of the April 12, 2023 UNA CEAC meeting was provided with the agenda material.

It was moved (Jane Kang) and seconded (Alice Bradley)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee approves the April 12, 2023 minutes, as circulated.

Carried

D. ITEMS/REPORTS

1. Social Event Planning Update

i. Introduction

Glenda Ollero, Communications Manager, provided information regarding UNA newcomers' social events and suggested collaborating with the UNA summer events.

ii. Discussion

Discussion ensued on:

- The high attendance at UNA summer events

- Suggestion that additional separate events be held
- Suggestion that the first newcomers' social event be held in partnership with the summer events:
 - Joint promotion for the event
 - Concern regarding the maximum attendance for a joint event
- Suggestion that all social events be scheduled on various days of the week to accommodate a variety of working hours and to maximize participation:
 - Suggestion that Friday evening or Sunday afternoon be considered for the first event
 - Suggestion that the first event be held in June or July 2023
- Concern regarding the certification required for the preparation of food:
 - Purchased food can be served without certification
 - Suggestion that vegetarian options be considered
 - Suggestion that a water station be included at the outdoor event
- Suggestion to include games or ice breakers to promote socialization:
 - Games should include few rules
 - Groups would rotate through multiple games or change groups frequently
 - At least one game to include gathering information from fellow attendees
 - Prizes can be offered
- Suggestion that newcomer social event volunteers be recruited from other events:
 - Suggestion that multiple language speaking volunteers be included
- Suggestion that giveaways be considered.

The Chair requested volunteers from the CEAC to organize food and games.

It was moved (Jane Kang) and seconded (Nidhi Raina)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee assigns:

1. Alice Bradley as the food coordinator for the first newcomer social event; and
2. Amer Abirafeh as the game coordinator for the first newcomer social event.

Carried

It was moved (Jane Kang) and seconded (Nidhi Raina)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee (CEAC) ask CEAC members to recruit at least one volunteer each for the event.

Carried

Action Item (01): *The Communications Manager to consult with UNA event planners to determine dates for a combined summer and newcomer social event.*

Action Item (02): *The Communications Manger to explore giveaways with CEAC branding and report back for CEAC consideration.*

2. Newcomer's Guide

Document titled "Draft: Content Outline for Newcomer's Guide, Table of Contents" was distributed prior to the May 24, 2023, CEAC meeting.

i. Introduction

The Communications Manager reviewed the document distributed to CEAC members.

ii. Discussion

Discussion ensued on

- Suggestion to include necessities in the Newcomer's Guide, such as information on nearby grocery stores and transit
 - Concern with the optics of the UNA providing business recommendations
- Suggestion that areas of the neighbourhood be identified for services
- Suggestion that a search function be included on the website
- Suggestion that an introduction be included regarding the intent of the Newcomer's Guide.

It was moved (Jane Kang) and seconded (Amer Abirafeh)

THAT the University Neighbourhoods Association Community Engagement Advisory Committee:

1. Approves the draft content outline for the Newcomer's Guide Table of Contents, with the suggested amendments, and
2. Directs staff to move forward with site mapping based on the above information.

Carried.

3. Other

i. Introduction

The Communications Manager provided information about a newcomers' orientation program and highlighted:

- Potential collaboration with newcomer social events
- The program will collect contact information from the newcomers and invite newcomers to submit stories
- The program will showcase newcomer stories through art displays, newspaper features and posters.

ii. Discussion

Discussion ensued on:

- The orientation program will provide additional information to be incorporated into the Newcomer's Guide
- Suggestion that the program promote CEAC social events
- Suggestion to request "buddy volunteers" to assist or guide newcomers.

E. ADJOURNMENT

The University Neighbourhoods Association Community Engagement Advisory Committee meeting adjourned at 5:42 p.m.