



Hamilton Civic League: Working Meeting #3

October 28, 2009

Working Group meetings are held every Wednesday at 7:30 p.m. at the House of Dance, 145 Main St. E.

7:30-8:30: Meeting 7:30-7:50: Discussion

Attendance: 11

Our Vision

All eligible Hamiltonians will vote in the next municipal election as informed, empowered and engaged citizens in order to bring about positive change to our city.

Our Mission

Our mission is to develop an all-inclusive, non-partisan civic league representing Hamilton community stakeholders to encourage and inspire our community to become informed about local issues, to raise community involvement in local democracy, and to support accountability, accessibility and transparency in our municipal government.

1. Acceptance of the Minutes & Updates from Last Meeting's Action Items

- After today's meeting, please review the minutes sent to your e-mail from the previous meeting, and if you would like, print yourself a copy or note any issues in advance to bring up at the next meeting.

2. Developing Tools to accomplish our Vision and Mission:

a. Tools in process/in use that need refining

i. New Member Handout

- Meredith has it about half done, will finish it and get feedback from other members this week to ensure clarity and usefulness.

ii. Membership Form

- Marco (new member) gave feedback about the online membership form, and said that the website itself worked well to deliver the information effectively
- Brian will upload the print membership form to be downloadable by anyone who prefers paper or knows individuals who would prefer a paper application

iii. Partnership Information Letter

- Multi-page
- Much more detailed than the executive summary

iv. Partnership Agreement

- Meredith will modify our membership form and add additional fields so that it works with the partnership agreement
- It can be worked on simultaneously with the executive letter, the partner letter

v. Executive Summary for Partnership

- One-page summary
- Most organizations will not be able to make a decision based solely on this
- “Why should a corporate entity join with the HCL?”
- The letter may be confused by making people think we are asking for money and not just support and general assistance
- It is possible and suggested that we need more letters which will cater to a specific market
- Members will be responsible to download and make the requests personalized
- People will want to see what the HCL can do for them to help motivate them to become partners
- Larry mentioned we should have a sponsorship section on the website
- The phrase where we say “not reflected in our leadership” should be reworded to prevent finger pointing
- “We also KNOW that the rich diversity of Hamilton’s population can be BETTER represented...”
- This letter should be more about outreach and education

vi. Sponsorship

- This will be something we will look at another meeting, but it should be getting underway soon.

b. New Tools that need to be created

i. How to Get Involved (e.g. in 5 minutes)

- Meredith will begin working on these and others are invited to step in at any point

ii. Brochures/Information

- How your city government affects you specifically
- Should be focused on specific groups (students, renters etc.)

iii. Displays

- Larry has found a few sources to purchase a display board
- Maybe a partner will donate

iv. Other

- Eventually we need a process for establishing a vote and decision-making on any contentious decisions should they arise
- How should we place ads, where should we post ads
- Who already posts ads?
 - Tanya contacted the View, Cable 14, CH community listing, McMaster Silhouette
 - Larry posts at ActLocally
 - Meredith posts at RTH event listings
- What else can be done?
 - Column in the Spec that takes 2 weeks – Tanya will look into this as well
 - H Magazine, CATCH, St. Joseph's immigrant women's immigrant center, neighbourhood committies
- Holidays
 - Last meeting before Christmas: December 16th
 - First meeting in New Year: January 6th

3. Upcoming Activities/Deadlines

a. Community Events

b. Funding Applications

- Larry read from the Trillium Fund Application outlining what our plan is, and our methods of proving what we have accomplished
- It is focused primarily on outreach and education (as recommended by Trillium)
- Trillium funds enhanced success for students and learners
- Enhanced employment for workers and their families (encouraging community planning and processes)
- He is 95% finished and will complete and submit it this week!

c. Administrative/Governmental Deadlines

d. Other

4. Other Business

<http://www.hamiltoncivicleague.org>