

Champlain Heights Community Association's

BOARD OF DIRECTORS – In person

Minutes – April 25th, 2023

Present: Andrew Pereda (chair), Scott Glasgow, Shannon Carnegie, Silvia Hagen, Damian Assadi (recorder), Andrei Studenov

Meeting to begin at 7:00 PM

1. Call to Order

2. Approval of the Agenda

Silvia forwarded. Damian seconded. Carried.

3. Approval of Minutes – March 28th, 2023

Scott forwarded. Shannon seconded. Carried.

4. Treasurer report – Andrei (15 minutes)

4.1 Financial Report

Business as usual. No big deposits made. If budget looks out of place, ask Andrei.

4.2 Credit Card; Proceed with G&F? If so; name on the card, procedures, storage, how many, etc.

Discussion on giving Stratos and Dave a corporate business credit card from the G&F Bank. Silvia can inquire to the bank if we can put the CHCA on the card rather than an individual, and can pass on Board questions on policies and liabilities. Grant suggests Board members to provide concerns/questions for Silvia.

4.3 Continuation of Community Youth Volunteer Scholarships

Two \$500 scholarships presented to youth volunteers. Board would like to proceed with offering to continue to have community youth involved.

4.4 Audit of wage increases and guidance (update) – Parallel program rates

Andrei to obtain rates of all staff/workers who has had a raise. In August or earlier, the Board would decide how to raise wages across all staff/workers for next year's budget. Gaming grant discussed for next year.

5. Programming Committee Meeting report – Andrew (10 minutes)

5.1 Ribbon cutting ceremony for new playground – Funding amount? Grants?

Soft opening will occur early May. Grand opening planned for June. The Park Board can help organize this event. We will hear more on the May 23rd meeting.

5.2 Next Meeting May 23rd

Program committee will continue to be on the 3rd Tuesday of the month. To discuss more on about the playground opening event then.

5.3 Gaming Grant Update

Shannon to get viewership of finance books for grant purposes. Grant deadlines upcoming. If grants will impact Park Board staff, to discuss/collaborate with the Park Board so we are coordinated on spending.

Grant application ideas to be brought to the programming committee. Then, the committee can be split into an Events Committee to involve Stratos and Dave.

6. Marketing Report – Andrew (5 minutes)

6.1 Resume Newsletter, Discussion with Maria

CHCA Newsletter to be resumed. Maria is willing to work on it as a lead. Can work with Kristiina on developing it.

7. Secretary Report (5 minutes)

7.1 In the works of having email consent on Active Net for membership notification Update

Email consent from CHCA members to be obtained for the fall season. Dave to plan starting in June.

7.2 Posting of BOD minutes monthly

Andrew is posting meeting minutes every month.

8. Everett Crowley Park Committee report – Damian (5 minutes)

8.1 Earth Fest, Stewardship updates

Earth fest successful, well-attended with 200-400 attendees. Scott to share photos folder.

8.2 Meeting in Everett Crowley Park with Jo Fitzgerald and Dana MacDonald

Park stewardship and dog stewardship discussed. Dog signage inventory on the way.

9. Playground Committee report – Scott (15 minutes)

9.1 Playground project contract to be signed off ASAP with Kinsol. Disposal estimates, other costs to discuss.

Bill date to be early as possible for the summer. Costs for the playgrounds and design discussed. Concerns of costs going over budget, particularly veggie boxes and wood chips.

Jack Tupper obtaining permission from the Park Board for the build.

MOTION: Authorization of Scott to sign off on the playground build contract once we have Park Board approval.

Andrei forwarded, Silvia seconded. Carried.

9.2 Sport Court awaiting Jack Tupper for estimates, which can then be discussed regarding the future of the project

Sport Court could be considered for the More sports grant and the next Capital grant in January. Andrei to ask Chelsey when the More sports grant was submitted.

10. Preschool Report – Andrew/Scott (15 minutes)

10.1 Meeting with Dawn and Mimi

10.2 Contract approval

Andrew brainstormed with the preschool staff on a contract, which has not been created before. Contract to ensure qualifications and succession planning. Would cover supplementary education certification costs. Board to view it in Google docs to approve. Written in collaboration, incorporated with other preschool contracts, labour laws, etc.

MOTION: To subsidize preschool and out of school care staff of up to \$500 per fiscal year for supplementary education enhancements.

Silvia forwarded. Scott seconded. Carried.

10.3 Proposal for Champlain Annex usage - Update

Grant to inquire on VSB rentals with the Annex principal.

12. Park Board Report – Grant Matsuda (5 minutes)

Ribbon cutting, scholarship, and playground covered earlier. Exterior painting is planned, no start date.

13. Other Business (5 minutes)

- Produce a code of Conduct for CHCA in addition to parallel code with Park Board/Governance

CHCA to seek filling the Secretary role to ensure documents are up to date within the CHCA and provincial database.

Adjournment 8:40pm

Next meeting: Tuesday May 30th – 7PM