

Champlain Heights Community Association's

BOARD OF DIRECTORS – MINUTES – September 26, 2023 – 7 pm

Members In Attendance - Andrew Pereda (Chair), Scott Glasgow (Recorder), Damian Assadi (online), Silvia Hagen, Andrei Studenov, Maria Rantanen, Shannon Carnegie, Juliana De Souza (Recorder), Grant Matsuda PB.

1. Call to Order - Meeting began at 7:05 pm

2. Approval of the Agenda – with amendments **Scott Moved, Maria Seconded – CARRIED**

3. Approval of Minutes – August 29 – Tabled

4. Treasurer report – Andrei (20 minutes)

4.1 Financial Report – A board member suggested a fraud risk assessment to ensure expenses are accurate and the year-end is complete.

4.2 Audits – G. Wozny will complete our annual audit.

5. Secretary Report (5 minutes)

5.1 Annual reports filed online and received via mail – filed.

5.2 AGM Preparation – Stratos will get all the reports for the AGM package by October 20. The AGM notice is not on the website. Maria will help prepare the packages with Andrew.

6. Programming Committee Meeting report – Scott (5 minutes)

6.1 Resumed September 19 – updates – next meeting Tuesday, October 16 – meeting was good. Discussion around police information check (new policy with Park Board: all volunteers must complete a police information check, including working with vulnerable populations. Board members also need to have one done. It costs \$80 but costs less for volunteers. It is valid for five years and can be used across different community centres. We need to comply by December 31, 2023),

6.2 Playground Opening ribbon-cutting event was discussed.

6.3 Programs that are doing well include bus programs, pickle ball, Chinese dance, Babysitting and First Aid courses.

6.4 The following programs need support to increase registrations: Pilates and Wing Chung.

6.5 **Motion:** the community centre will cover the cost of police information checks for all staff, volunteers and contractors. To be reassessed by 2024. Andrew **Moved** Maria **Seconded** - **CARRIED**

7. Marketing Report – (5 minutes)

- 7.1 AGM (20 days in advance) notification to members (posters) – Andrew reached out to Kristiina Oinonen to have generic posts up on businesses around the community and on social media. Community members received a postcard via mail with information about the AGM.
- 7.2 VSB newsletter (September?, October) – Grant will ask David if he contacted the schools.
- 7.3 Maria's newsletter – playground opening, call out for AGM, we need more members, highlight special events and activities that require an increase in the registration and photo contest. Grant will contact risk management about the photo contest regarding consent and permission waiver. Maria will check with Kristiina Oinonen about submitting photos online.

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

- 8.1 Updates on spending money and environmental work – preparing fall planting with complete registration. 2 events confirmed. Part of the funding will be used to hire a new staff—someone is lined up for the position.
- 8.2 ECPC will have a booth at the Harvest Fest event on October 28 at David Thompson Park – board members are welcome to help with the booth. Damian will email the board members with more details. Damian will send information about the events to Maria for the newsletter.

9. Playground Committee report – Scott (5 minutes)

- 9.1 Playground Update and veggie boxes – waiting for the Parks Board to install the accessibility ramp to open the playground to the public. Veggie boxes – are in the works with the Parks Board to provide permission and funds to install
- 9.2 Grand Opening Dates – The proposed date is October 21, Saturday. Host an event with hot dogs, face painters, cake, and other refreshments. **Motion:** to approve a budget for a maximum of \$1000 for a grand opening event (pending the completion of the playground) Andrew **Moved** Shannon **Seconded CARRIED**

10. Preschool Report – Andrew/Scott/Maria (20 minutes)

- 10.1 The need to form a Child Care Committee – **Motion:** to form a childcare committee. Andrew **Moved** Scott **Seconded CARRIED** Committee should have members of the community.
- 10.2 Complaint regarding waiting list (Strategies to expand space to schools) – the waiting list can be interpreted differently if the person looking at it doesn't understand the system. Mimi is the best person to provide information on the waiting list.

10.3 OSC field trip October 20. It is the same date as the seniors' bus trip, but they can charter a bus and open up to more seniors – children will use the community center's bus. The seniors will use a charter bus, a bigger bus that will accommodate all the seniors, including the ones on the waiting list. In the future, avoid booking senior trips on Mondays or Fridays.

10.4 OSC staff meeting. Budget to provide refreshments. Calling board members to attend when a date is set to introduce ourselves and get to know the staff. – **Motion:** to approve \$400 for the staff meeting with refreshments Silvia **Moved** Maria **Seconded** **CARRIED**

10.5 OSC requesting new walkie-talkies - 6 for approximately \$600 (Old ones used by day camps) **Motion:** to approve \$650 to buy new walkie-talkies for the OSC. Shannon **Moved** Maria **Seconded** **CARRIED**

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

11.1 Older Webber BBQ – Grant will dispose of it. Staff update: Marcy has been extended until October. Stratos' last day is September 30. Grant is looking for Stratos replacement. PM3 – position is posted.

12. Other Business (5 minutes)

- Bus Rental agreement – tabled
- Community Centre hours of operation – tabled
- Update Membership by no later than October 6 - board members please update their membership

Adjournment 8:52 pm Next meeting: Tuesday, October 24th – 7 pm