

**Champlain Heights Community Association
Board of Directors Meeting Minutes February 27th, 2023**

Attending: Andrew Pereda, Scott Glasgow, Andrei Studenov, Silvia Hagen, Shannon Carnegie, Hope Wolf, Grant Matsuda PB

Regrets: Damian Assadi

1. Call to order - The meeting was called to order at 7.00 pm
 2. Approval of the Agenda - Moved by: Andrew. Seconded by Silvia CARRIED 3.
- Approval of the Minutes - January 31st, 2023

Moved by: Andrew. Seconded by: Andrei CARRIED

4. Motion for the Champlain Heights Community Association to follow the Park Board city wide suspension of the mandatory employee, contractor and volunteer vaccination policy and suspend this policy as an association

Andrew: Explained that the Park Board decided to suspend mandatory vaccination on February 13th, 2023.

5. Motion passed and ALL in favour of reinstating Shannon to the board of Directors, in Guidance with the suspension of the mandatory vaccination policy.

6. Treasurer's Report - Andrei

- 6.1. Financial Report - Circulation of 2022-2023 budget for review
- 6.2. Cheque in Park Board safe processed, Grant to keep for 6 days.
- 6.3. Motion passed and approved by ALL for Quickbook upgrading and increase of fee by \$22 monthly.
- 6.4. Deadline for Insurance renewal is March 16th, 2023, there were no objections to Continuing the Insurance policy.

7. Programming Committee Meeting Report - Andrew, Silvia, grant, Scott, Shannon

- 7.1. Facilitating of more events, suggests to start preparing next year's special events budget as early as in June. Scott is looking into putting in a ledger relative to how much we want Stratos and Dave to do and how many hours to be spent on PA3.
- 7.2. Discussion by ALL on increase in wages for employees, ideas proposed includes educational and training incentives for employees.
- 7.3. Dave to send historic numbers regarding request for a revenue split by Bonnie McCoy
- 7.4. Newer equipment requested by Yoga instructor. Silvia to follow up with this and report back. Dave to ascertain with the contractor the state of the equipment and provide type and cost.
- 7.5. New playground completion in April approximately. Grant will look into inviting dignitaries for the ribbon cutting ceremony, could be in May. Stay tuned.
- 7.6. Family day event was a success with over 100 people attending. Stratos to confirm cost. Suggestions on ideas of fine tuning future events, special events committee is a consideration, signing up and showcasing of program events with a 10-15min time Slot. Dry run before the event - Grant
- 7.7 BC Gaming Grant, discussed by all, Shannon advised and reminded to apply as there is a deadline. Grant to be used for Arts and Culture, environment and sports.

Suggested by Grant for Board member to work with Dave and Stratos to apply for Grant.

8. **Marketing Report - Andrew, Silvia**

Silvia in touch with Christine regarding the QR code and will be set up for the Spring mail out. Good stats from use of the website, 361 users downloaded the winter brochure. Postcards to be mailed out mid March and local library to be utilized for Distribution.

9. **Secretary Report - Silvia**

9.1. Rob has done excellent work in organizing the storage and filing cabinets

10. **Everett Crowley Park Committee Report - Andrew, Silvia**

10.1 Getting ready for the Fest and everything looks good.

11. **Playground Committee Report - Scott**

Scott is working with the Landscape Architect and Engineer. Still waiting for Estimates.

12. **Preschool Report - Andrew, Scott**

12.1. Discussion on reducing overtime hours and decreasing burnout of staff
12.2. Ongoing discussion on utilizing Champlain Heights Annex and the cost.

13. **Park Board Report - Grant**

Handouts review, playground completion early April, grand opening and dignitaries.

14. **Other Business - Shannon**

Request for the inclusion of the following items in next meeting agenda

- Updating of website
- Emergency Preparedness

Meeting Adjourned at 8:30 pm

Next meeting Tuesday March 28th at 7pm