

Champlain Heights Community Association's

BOARD OF DIRECTORS – In person

Minutes – May 30, 2023

Present: Andrew Pereda (chair), Scott Glasgow, Silvia Hagen, Damian Assadi, Andrei Studenov, Juliana de Souza (recorder), Maria Rantanen, Grant Matsuda PB

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 28, 2023

Scott forwarded. Juliana seconded. Carried.

4. Treasurer report – Andrei (15 minutes)

4.1 Financial Report

\$215,460.00 were cashed from Westminster Savings Term Deposit; the account is now closed.

Action: Andrei will follow up with Chelsea to determine where withdrawal appears in the balance sheets.

4.2 Credit Card; update from Silvia

Discussion about approving credit cards for staff at the community centre, including pre-school, out-of-school care and ECPC.

Motion: to apply for a credit card with a limit of \$5,000 to divide

between five people, details to be figured later. Maria forwarded. Andrei seconded. Carried.

4.3 PA3 hiring proposal

To hire a PA3 to focus on special events with some capacity for programming: 10 hours per week, 40 hours per month, 2 5 hours shifts; this position is part of group 1, paid by Park Boards and reimbursed by the organization later. It is an auxiliary part-time position. The association must commit to a maximum of \$20,000.00 to hire the new PA3.

Motion: to hire a PA3 for the association's special events, 10 hours per week, allocating \$20,000.00 per year, starting in September 2023. Andrei forwarded. Scott seconded. Carried.

5. Programming Committee Meeting report – Andrew/Scott (5 minutes)

5.1 Update Meeting May 23

The Pilates activity has fewer participants registered and could be doing better; it will be promoted during the summer fair. Request to use VSB space denied - new discussion will start in June to see if we can use the space.

5.2 Gaming Grant Update

Tabled

5.3 June Fair – CHCA booth

\$15,000.00 budget approved previous meeting. Silvia will work the CHCA booth, and Maria will collect people's emails for the association's newsletter and sign up people interested in being board members. Maria will also promote the fair with Vancouver is Awesome. The staff organizing the event: Dave, Stratos and Michelle.

6. Marketing Report – Andrew (5 minutes)

6.1 Resume Newsletter, Discussion with Maria

Discussion around newsletter: once a month or seasonally, photograph contest around the neighbourhood to be used in the community brochure. Ideas for the newsletter to be sent to Maria. Facebook page is still active but is very basic.

7. Secretary Report (5 minutes)

7.1 Governance with Societies; Update

The annual report has yet to be filled since 2020. Andrew will file the missing reports.

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

8.1 Grant proposal for environmental usage

Discussion about applying for \$30,000.00 in connection with Free the Fern; each group would get \$30,000.00. Damien will inquire about possible liabilities.

Motion: To proceed with the Cornerstone Parks funding and approve a representing Board member, Damian Assadi) to sign the Memorandum of Understanding on behalf of the CHCA/ECPC. Maria forwarded. Juliana seconded. Carried.

9. Playground Committee report – Scott (15 minutes)

9.1 New Playground Open

The new playground is open; a grand opening is to be scheduled.

9.2 Playground project contract to be signed off ASAP with Kinsol.

The pre-school playground will cost \$140,000.00 in total.

9.3 Disposal cost savings

The Park Board is going to remove the playground, waiting for the Park Board's approval to decide on the date of construction

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

10.1 Fee Reduction

Families are eligible for reimbursement from the Ministry. They must pay first and apply for reimbursement.

10.2 Contract approval

Pre-school workers need an updated annual contract; a lawyer must see and approve these new contracts. Mimi is writing the contracts for the staff.

10.3 Group Benefits

APG put together a group of associations to be part of group benefits

10.4 Proposal for Champlain Annex usage – see 5.1

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

Painting the exterior of the building, supporting the staff organizing the Summer Fair, gearing up for the summer camps, and registration is going well

12. Other Business (5 minutes) - none

Adjournment 9:10 PM Next meeting: Tuesday, June 27 – 7 PM