

**Champlain Heights Community Association's
BOARD OF DIRECTORS – In person
MINUTES – August 23rd, 2022**

Attending: Andrew Pereda (president/chair), Damian Assadi (secretary), Silvia Hagen, Rob Innes, Andrei [Andrey] Studenov (treasurer), Scott Glasgow

Meeting began at 6:05 PM

1. Call to Order

2. Approval of the Agenda

Moved by Rob. Seconded by Andrei. Carried.

3. Approval of the Minutes – July 20th, 2022

Moved by Rob. Seconded by Damian. Carried.

4. Treasurer report

4.1. QBO update.

- MOTION: To put Andrei [Andrey] Studenov in charge of Primary Admin Access (Primary Administrator) for Quickbooks Online. (Note: Andrew Pereda is the CHCA BOD President)
- Moved by Damian. Seconded by Andrei. Carried.

4.2 Prospera update

- The process of signing officers is proceeding. Moving our funds to Prospera based on rate of interest.
- MOTION: To move accounts and consolidate funds from Prospera to G&F when Prospera's term deposit comes due in September. Moved Rob, Andrew. Carried.

4.3. Financials

- Some funds have been transferred to the cash account.

4.4 Wage proposal

- Altering aerobic instructor wages: Currently paid \$60/session. Changing to up to \$40/hour.
- MOTION: To begin paying aerobic instructors per session rather than per hour with a pay rate of up to \$40 per session.
- Moved by Rob. Seconded by Andrew. Carried.

5. Programming Committee Meeting report

5.1 Discussion

- See Aug 17th Programming Committee Minutes.

5.2 First Tee

- Free program to introduce children (9-12 yrs) to golf. First Tee will supply equipment. We need to pay an instructor. Scott can reach out to Frasersview for a partnership between the groups. More financial details needed. Tabled for more discussion.

5.3. Bus

- We are paying insurance and maintenance for the bus, but it is not being used. Find senior/kids programs to use the bus. Other community centres are requesting bus use, but we cannot rent, only cost sharing
- Day trips - Scott suggests partnering with Ocean wise, in which participants sign up here, then are transported to the ocean.

6. Playground Committee report

6.1. New date and cost

- Jack Tupper (builder, PB staff) was concerned the playground materials cost will go up before the new year and suggests to sign the contract afterwards. South playground to be done Feb/Mar 2023, but as a non-profit, its possible that we need to use a % of our funds before the end of the year. Andrew will check with the auditor.

6.2 PB Playground Timeline

7. Everett Crowley Park Committee report

7.1 Cecilia new member and suggestions

7.2 People Parks and Dog Strategy – Dog Stewardship

- Scott – The app accepts personal reports only. Suggests to put the app on the signage.
- Andrew suggests reading on the city's Dog Stewardship Strategy and working on a dog stewardship group –What is dog stewardship, how to treat dogs, treat trails, etc.
- Rob – clear signage, emphasis on location

8. Marketing Report

8.1 Benefits of postcard

- 3 people have reached out to Andrew about the Board. One may be a dog ambassador.

8.2 Preparing for AGM – membership, terms, financial audits

- Membership list – 600 members. Can send out an email for the AGM. Andrew will prep materials.
- Hybrid AGM suggested (Zoom).

8.3 Preparing for the Thank You BBQ - BBQ purchase

- Youth council is organizing + making signage
- Entertainment and initiations secured. Silvia will bring non-disposable cups & cutlery
- RSVP will be in by Sept. 6
- \$500 - \$1000 needed for the BBQ

8.4. Recruitment for board

8.5. Reaching out to schools in fall onward

- Community liaison for the VSB – Welcome to K, will be marketing for us.
- Later, connect with PAC & strata councils.

8.6. Bulletin Board in centre/at mall and/or news letter – meet with Kristiina

- Champlain Square board can be added to. AGM & BBQ poster can be added. Rob to chat with Kristiina to understand the contract. Kristiina also manages CHCA Facebook.

9. Secretary Report

9.1 Shredding of paperwork, Organization of storage

- Silvia is proceeding with shredding old paystubs. Court 4 CHCA files has been cleared, moved to the kitchen.
- Shredathon event – Fundraising event suggestion, potentially youth run. By donation (\$10/person). Silvia to reach out to Kyla.

9.3 Future filing in cabinet

- Silvia and Damian to investigate/organize the filing cabinet. Andrei to organize financials.
- Files needed for teachers. Andrew to create contracts for each teacher, wages, annual contract, to be able to terminate if needed.
- Andrew can a send list of staff for filing.

9.4 Inventory of assets – Balls, etc.

- Inventory needed. Grant has been informed.

10. Other business (Tabled)

10.5. BC Societies Online update (Damian) – Awaiting mail with the Activation key.

BUDGETS

- Scott to create an online budget excel sheet
- See the 2022-2023 Budget excel sheet for changes
- Budget 2021-2022 to be kept similar for 2022-2023
- Youth/Senior program expenses – expect to have losses and subsidizing
- Revenue
 - Increase youth fundraising (e.g. shredding fundraising)
 - OSC – Consider future outdoor programming
- Add notes to budget lines that explain what some lines are. Andrei to ask Chelsey on explanations.
- Can approve budget at the Sept meeting

Adjournment at 8:45pm

Next meeting: Wednesday Sept 21st at 6:30pm