

Champlain Heights Community Association

Board of Director's Meeting Minutes – In person - January 31st, 2023

DRAFT

Attending: Andrew Pereda, Rob Innes, Scott Glasgow, Damian Assadi (via video conferencing), Andrei Studenov, Hope Wolf, Silvia Hagen; Grant Matsuda

Regrets: None

1. Call to Order - The meeting was called to order at 7:05pm.

2. Approval of the Agenda

Moved by: Rob Seconded by: Silvia CARRIED

3. Approval of the Minutes – January 3rd, 2023

Moved by: Andrew Seconded by: Damian CARRIED

4. Treasurer report - Andrei

4.1. Financial Report

Consideration of the Monthly Financial Statements was deferred.

Action: Most recent monthly financial statements to be distributed to the Board by Andrei as soon as possible.

Action: Andrew will circulate the approved Annual budget for 2022-23 to the entire Board.

4.2 PA 3 Hiring (Next Steps, not budgeted)

Discussion ensued around the merits of continuing to pursue hiring for a PA3. Decision was made to defer hiring until the next fiscal year and allow more time for new staff Dave and Stratos to get up to speed in their respective positions and portfolios. Discussion also ensued on what planning is needed for future special events such as Summer Fest, local Block parties throughout Champlain Heights, Earth Fest etc.

Action: Bring the PA3 position forward for discussion and review in the context of preparing the 2023-2024 Budget.

4.2 Bus Invoice

Andrew and Grant reported on the invoice for the recent bus repairs which amounted to approximately \$11,000. The Bus is owned by the Association but serviced regularly by the City of Vancouver Fleet Services. Servicing and maintenance costs are paid for by the Association.

The invoice will be paid through the 2022-2023 Association Budget. This was an unplanned expense for this fiscal year and will impact the overall budget.

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5. Programming Committee Meeting Report - Andrew

Andrew reported that two new staff have joined the Centre (Dave – Recreation Programmer and Stratos Youth Worker). Andrew will schedule the next Committee meeting for an upcoming Wednesday night. Andrew will also meet with Dave before the meeting.

Andrew and Silvia will attend the Associations President's Group (APG) Social Event on February 1.

The Board discussed potential special events for 2023 including Family Day in February, the opening of the new playground, Earth Fest in April and Summer Fair in June.

Andrew questioned if there is anything planned for opening of the new playground beyond a ribbon cutting expected in April 2023. (still tentative)

Andrew also asked if there is anything planned for Family Day at the Centre. Grant reported on a recent staff session preparing for key events and activities. Staff and Youth Council will be involved in planning and implementing future events.

Action: Grant to follow up on details including involvement of Parks Board Commissioners and staff for the opening of the new playground.

Action: Andrei to provide information on the financial situation of the Association and what funds may be available for the Programming Committee for future special events.

6. Marketing Report – Rob/Andrew

6.1. Spring Brochure timeline

Rob reported on timing to produce the Spring/Summer 2023 Recreation Brochure. The contract with Kristiina has just been signed and work has started. Expected distribution of brochure is March 13-16. A draft will be circulated for review by the Board once staff have completed their work and review - likely the third week of February.

Decision was made to continue with the post card distribution advertising the upcoming brochure. The Board discussed what should be included on the back of the post card. Decision made to include appeal for volunteers as well as advertising for upcoming special events at the Centre including the new playground opening, Earth Fest in April and the Summer Fair in June.

Up to 500 print copies of the brochures will also be ordered.

Action: Rob to follow up with Dave and Kristiina on next steps for brochure and post card.

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7. Secretary Report – Rob/Silvia

Rob reported on progress on cleaning up and organizing the Association's filing cabinet in the Centre Office. All previous years' filing has been boxed and in storage. The filing cabinet will only be for current fiscal year materials. Rob also distributed in advance of the meeting, a proposed filing system/directory.

Grant reported on need for better understanding of a defined work flow and protocol for approving and issuing payments and cheque. It was reported that this is currently done electronically through the Pluto system.

Action: Andrei to reach out to Chelsey on the cheque work flow process and report back to the Board. Also need to add Scott as an additional signing officer.

8. Everett Crowley Park Committee Report - Damian

Damian reported on the following:

- preparations for Earth Fest scheduled for April 22, 2023; Parks Board staff will not attend but will provide some resources for the event; potential costs for the event will be submitted for approval by the Board
- recent and future stewardship events – 26 people registered; 18 in attendance at most recent events.
- Proposed Community Cultivation Hub project – Cody still working on proposal for the association.
- Dog Stewardship – still back and forth with the Parks Board staff; reported on possible co-design process

Action: Damian to continue to touch base and work with Dave Leach and Stratos on preparations for Earth Fest.

Action: Andrew to find out about potential community donations to support Earth Fest.

9. Playground Committee Report - Scott

Scott reported on status of the pre-school playground project and a recent on-site meeting with Jack Tupper, a landscape architect with the Parks Board.

Scott also reported on preliminary discussions to date on the potential for a sport court on the east side of the Centre next to the pre-school playground. Possible item for discussion at AGM. Need to identify potential costs in the next couple of months for discussion as part of the 2023 - 2024 budget process.

10. Preschool Report - Andrew

Andrew reported on recent provincial funding granted for the Behavioural Interventionist (BI)

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Andrew also reported on the need to re-confirm that Parks Board staff will be undertaking Police Information Checks (PIC) for contractors and volunteers at the Centre.

Action: Directors were asked to review the email on this matter sent on Monday January 30, 2023 from Andrew and provide any comments back to him directly.

Adjournment at 9:20 pm

Next meeting: Monday February 27, 2023 at 7:00pm