

Champlain Heights Community Association's
BOARD OF DIRECTORS – In person
MINUTES FINAL– July 20th, 2022

Present: Andrew Pereda (president), Damian Assadi (secretary), Silvia Hagen, Andrei [Andrey] Studenov (treasurer), Scott Glasgow, Rob Innes, Grant Matsuda (centre supervisor)

Meeting began at 6:40 PM

1. Call to Order
2. Approval of the Agenda
Moved by Rob. Seconded by Andrei. CARRIED
3. Approval of the Minutes – June 23rd, 2022
Moved by Rob. Seconded by Andrei. CARRIED
4. Treasurer report
 - 4.1. QBO update, Prospera update
 - Andrew to send letter & ID to QBO
 - Quickbooks – Andrew to email our auditor
 - Prospera – Emails have been sent
 - 4.2. Budgets, meeting date – July 25 at 5PM
 - Due date for 2022-2023 budget is end of August
 - 4.3. Financials
 - Andrei to do a weekly report
5. Programming Committee Meeting report – Andrew to set a date.
 - 5.1. Members – Create a list of interested members
 - 5.2. Discussion – Focus on turning ideas into action
 - 5.3. Brochure
 - Update Board and list updated contact info (Andrew's email)
6. Playground Committee report (Scott)
 - 6.1. Discuss playground options and modifications.
 - Goal: 2-5 yr old age range. Outdoor classroom environment with an aesthetic towards nature, natural wood, less plastic/metal
 - ParknPlay – Nice play options, but not a fan of log steppers. Log bench area needs reworking. Proposal expires in 2 months. Removal and installation included in the budget.
 - Habitat – Nice option, but small structure and not many play options. Fits age range and a unique landmark, but we need to remove equipment on our own budget.

- Kinsol – Might not be accessible to younger than 3 yrs old, but lots of play options. Hideaway logs, tunnels. Tops could be perforated, holes in log. Veggie boxes easy to add. Musical aspect.
- Concerns about usage from homeless / camping.
- Kinsol can add recommended sign for safety to deter over-usage - Fencing is an option.

MOTION: To accept the Kinsol proposal for the east playground.

Moved by Rob. Seconded by Andrei. CARRIED.

6.2 Report from Rob on development of the east building (adjacent to the current playground) - Rezoning was approved a year ago, but development permit needed, so stalled perhaps by 1 yr – 18 months.

7. Everett Crowley Park Committee report

7.1. Walk in the park with Krista and Jo (Park Board environmental coordinators) – July 13th 2022

- Stewardship of Mount Everett approved. Focus on future programming and PB relationship.
- Indigenous learning - Andrew has a local contact and suggests a workshop
- Community concerns on negative dog interactions – ECPC is looking at 311 signage and increased park rangers
 - Etiquette – multi-use
 - Scott & Andrew to report complaints
- Commissioners to be invited to next CHCA meeting with above concerns noted
- Damian to send future ECPC minutes/reports to the Board

8. AGM date and what is required

8.1. Recruitment for Board -

- AGM date proposed for November 8 2022. The Board discussed ways to advertise the AGM, recruitment for new Board members and Board member terms, such as focusing on electing new members for an off year to have concurrent members.
- Andrei suggests word of mouth by instructors, then to direct interested individuals to a phone number to administration for a preliminary screening before invited to the Board

9. Marketing plan

9.1. BBQ for a volunteer & staff appreciation day (Sept 17, 2-5pm in afternoon)

- Current year volunteers to RSVP. Andrew can get a new BBQ (reimbursed) or fix the current one. Kyla/Kelley to assist. Youth could assist. Signage needed. Andrew, Rob & Silvia can help with planning. Event to be put up on Activenet.
- Other events to be planned: End of summer community BBQ + a fall ECPC community event

9.2. QR codes to house

- QR code for houses brochures? Ask Kristiina on how many to make. Estimate postcard + postage cost and use bulk unaddressed mail.

9.3. Reaching out to schools in fall onward

- Table until principals come back

9.4. Bulletin or newsletter

- Schools/strata

10. Other business:

10.1. Board contact list

- Damian to print out for the BOD filing cabinet + email

10.2. Clerical organization, hiring someone?

- Diane (potential hire) can teach us how to organize
- Andrew to contact Grant on how much BOD interest is received.
- Silvia to look at archived CHCA files

10.3. Key to cabinet/consolidate

- We will have it locked, need to move paperwork.

10.4. FOI, legal proceedings, communication, SGM, CHCA property returned

- Andrew to send a courier to pick up items. Park Board lawyer for advice?

10.5. BC Societies Online update (Damian)

- Community centre to receive mail with the new registration key.

11. Next Meeting

12. Adjournment

Next meeting: Tues Aug 23rd at 6:30 PM