

**Champlain Heights Community Association's**  
**BOARD OF DIRECTORS – AGENDA – July 25<sup>th</sup>, 2023**

Meeting began at 7:07pm

In attendance: Andrew Pereda (Chair and recorder), Scott Glasgow, Andrei Studenov, Damian Assadi, Silvia Hagen, Maria Rantanen. Regrets: Shannon Carnegie, Juliana De Souza, Grant Matsuda PB

2. Approval of the Agenda **Silvia Moved, Damian Seconded – CARRIED**

3. Approval of Minutes – May 30<sup>th</sup> and June 27<sup>th</sup>, 2023 – Edits to be completed by Juliana for May 30<sup>th</sup>, to approve at the next meeting. **Approval of June 27<sup>th</sup> minutes moved by Scott and seconded by Silvia - CARRIED**

**4. Treasurer report – Andrei (20 minutes)**

4.1 Financial Report – Books are good, Andrei to look into clarifying investments, their terms and when they mature. Also, to consult wage policies with APG in order to gage future increases of wages and programs

4.2 Budget preparation and discussion – Due August 30<sup>th</sup> – A special budget meeting has been set on August 15<sup>th</sup> at 6:30pm to finalize CHCA portions of the budgets. Dave and Stratos will have their portion in by August 9<sup>th</sup>.

Summer camps require large amounts of money for out trips (ie Science world). **MOTION: to approve money orders for the amount of \$8500 as an advance to Dave and Stratos for summer camps, as budgeted, and will be tracked with receipts. Move: Andrew, Second: Silvia, Carried**

4.3 Credit Cards – Limit to be set at \$10,000 – Mimi (preschool), Damian (ECPC), Dave (programmer) and Scott (Board member) to hold cards with their names on them. Consent and a letter to the bank to be completed by Andrew

**5. Programming Committee Meeting report – Scott (5 minutes)**

5.1 Summer hours and fall brochure are complete

5.2 Preparation for Winter and Spring ideas

**6. Marketing Report – Andrew (5 minutes)**

6.1 Newsletter update – September, December, March, July set as target months for quarterly newsletter. Ideas of a photo contest with a prize for excitement to be placed in the newsletter

6.2 Fall Brochure and Postcards - - Concern around accuracy as the final copy of the brochure was printed, with errors again. ECPC being one of the main ones, even after Damian confirmed corrections, which were not inserted.

6.3 VSB newsletter

## **7. Secretary Report (5 minutes)**

7.1 Filing and minutes – Calling for a secretary, in the mean time, Andrew will take minutes and file

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

8.1 Updates – Planting event November 5<sup>th</sup>

Park People grant, they want to indemnify under our insurance. Damian to request information from the group as well as Grant/parks board, due to the risk the board feels, is involved

## **9. Playground Committee report – Scott (5 minutes)**

9.1 Playground project dates and final steps – August 7<sup>th</sup> to be the start date of the project, September 15<sup>th</sup> the target completion. Then we will decide to hold an opening ceremony. We will then hold one for the big playground at the same time and invite dignitaries.

## **10. Preschool Report – Andrew/Scott (5 minutes)**

10.1 Contracts from Dawn and Mimi

10.2 Proposal for Champlain Annex usage

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

- Absent

## **12. Other Business (5 minutes)**

- AGM DATE SET – November 7<sup>th</sup> – 7PM

Adjournment 8:36pm

Next meeting: Tuesday August 29<sup>th</sup> – 7 PM