

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

Present: Andrew Pereda, Damian Assadi (recorder), Silvia Hagen, Andrei (Andrey) Studenov, Scott Glasgow, Rob Innes, Grant Matsuda, Kelley Hindley (centre programmer)

Meeting began at 6:34 PM

1. Call to Order
2. Approval of the Agenda
Andrew moved. Damian seconded. CARRIED.
3. Approval of the Minutes – May 25th, 2022 and May 31st, 2022
 - 3.1. Amended May 31st Minutes to mention Quickbooks
Andrei moved. Rob seconded. CARRIED.
4. Matters for Decision
 - 4.1. Appointment of new Director – Scott Glasgow
Andrew moved. Rob seconded. CARRIED.
 - 4.2. JOA implementation items
 - 4.2.1. Asset inventories: Park Board to proceed with an asset inventory on behalf of the CHCA.
 - 4.2.2. 2021/22 budget: CHCA has decided not to approve the budget retroactively due to extenuating circumstances.
 - 4.2.3. Retained Earnings: CHCA to decide the amount to give to the Park Board.
 - 4.3. Programming
 - 4.3.1. Begin formation of program committee – evolution to build up the board
 - 4.3.1.1. To begin next month.
 - 4.3.2. Print schedule of room bookings to see where we can look at inserting programs, if need be.
 - 4.3.2.1. Kelley to email weekly timeline of programming.
 - 4.3.3. Outdoor programs ideas (i.e. outdoor aftercare) were suggested by Andrew.
 - 4.3.4. Survey 2020/21 – ideas
 - 4.3.4.1. Andrew to forward survey results.
 - 4.3.5. Brochure/QR marketing – Rob and/or advertising/marketing committee to develop.
 - 4.3.5.1. July 11th – Kriistina to send the first draft of the brochure.
 - 4.3.6. Big Brothers summer program to begin at the centre.
 - 4.3.7. Kelley (Park Board Programmer) talked about her role with the centre programming – e.g. program proposals, finding program instructors, organizing daytime & senior programming

5. Old Business

5.1. Financials

5.1.1. Accounts

- 5.1.1.1. G&F (everyday banking), online access secured, ~250k
 - 5.1.1.2. Prospera (investment account), access in progress, forms have been filled
 - 5.1.1.3. QBO/Quickbooks Online (payroll system for employees biweekly), not proceeding, will try again with ratified Minutes. Pluto (associated online account) is accessible.
- 5.1.2. John Quickbooks - payments owed
- 5.1.3. Philip Chung owed for toys
- 5.1.3.1. To itemize. Consumable items to be reimbursed to Philip. Non-consumable items (e.g balls) to be given to Philip.
- 5.1.4. Understanding books (prep programming). Kelley to provide ActiveNet profit and losses.

5.2. BC Societies Online update (Damian)

- 5.2.1. Damian is awaiting a call back to confirm the transfer of the account.

5.3. Preschool

- 5.3.1. Karen and Coco. Someone has requested Karen's record of employment. To see who is the requestee before releasing. Andrew to discuss Coco's payment (retroactive pay) with Mia.
- 5.3.2. Staffing changes, OSC and Preschool Details.
 - 5.3.2.1. Expanding OSC to have an outdoor daycare program.
 - 5.3.2.2. Philip is leaving. Jennifer is subbing in, but Dawn needs support for afternoon classes. We should understand if our contract is school year/annual/etc. Rob & Andrew to discuss who to hire next year.
- 5.3.3. Safe combo needed. Andrei to contact Birgit Petersen. Alternative contact is Jinder (previous teacher).
- 5.3.4. Any questions regarding preschool.

5.4. Playground

- 5.4.1. Scott's update: To choose the proposals between Kinson, Park and Play, and Habitat. We prefer natural, but Habitat's design is high in plastic. After Habitat resends their proposal, Scott will present all 3 proposals to the Board.
- 5.4.2. Playground building to break ground in August, but can delay up until the new year if needed. Ready by next spring.

5.5. Freedom of Information Notification – Grant will review and update the Board.

5.6. CCA/PB Annual Deliverables Check List – Not needed this fiscal year.

6. Reports

6.1. ECPC Report

6.2. Park Board Supervisor's Report

6.2.1. See Grant's email report.

6.2.2. 2022/23 Budget: Currently in progress by Grant. Planning & approving needed. Meeting to be set up in July/August to further understand the budget.

7. New Business

7.1. Organizing Minutes – Can access electronic drives/folders (via Joan) to save electronically. Physical files to be organized/stored in the filing cabinet.

7.2. Organizing general files – Silvia can organize, or we can hire someone.

7.3. Suggestion revisited for a committee for complexes & co-ops

7.4. Suggestion for an appreciation party for volunteers, instructors, & staff

7.5. Board Positions - Discuss/vote

7.5.1. Nomination for Andrew as President

Andrei moved. Rob seconded. CARRIED.

7.5.2. Nomination for Damian as Secretary

Andrei moved. Rob seconded. CARRIED.

7.5.3. Nomination for Andrei as Treasurer

Damian moved. Rob seconded. CARRIED.

8. Next Meeting

8.1. Park Board Invitation for our upcoming meeting.

9. Adjournment

Ajourned at 8:30pm.

Next meeting: Wed July 20th 2022 at 6:30pm