

Champlain Heights Community Association's
BOARD OF DIRECTORS – In person
MINUTES (APPROVED) – May 31st, 2022

Present: Damian Assadi (chair & recorder), Andrew Pereda, Silvia Hagen, Andrei (Andrey) Studenov, Rob Innes, Grant Matsuda

Meeting start at 6:35 PM

1. Call to Order
Silvia arrived at 7 PM
2. Approval of the Agenda. CARRIED.
3. Approval of the Minutes – May 25th, 2022. CARRIED.
4. Matters for Decision
 - 4.1. Motion to appoint Rob as a Board Director
Damian moved. Andrei seconded. CARRIED.
 - 4.2. Motion to appoint Silvia Hagen, Andrew Pereda, and Rob Innes as Signing Officers for the CHCA Board.
Rob moved. Damian seconded. CARRIED.
 - 4.3. Motion to confirm resignations of John Ames, Gurkaran Singh, Louise Towell, & David Hiebert as former Directors and to remove their signing/banking authorization.
 - 4.3.1.1. Damian to email former directors with confirmation of resignations.
Andrew moved. Rob seconded. CARRIED.
 - 4.3.2. Motion to edit/delete CHCA Director emails.
Andrew moved. Rob seconded. CARRIED.
 - 4.3.3. Primary Admin Access for Quickbooks
Motion to put Andrei in charge of primary admin access.
Rob moved. Andrew seconded. CARRIED.
 - 4.4. Park Board: Vaccination verification
 - 4.4.1. MOTION: To comply with the Park Board's mandatory vaccination verification and to check every current CHCA employee, contractor, volunteer, and director; proceeding only with written agreement from the Park Board, acknowledging no breach of JOA by running without insurance and ensuring that CHCA has full control over the process, unless requesting support from the Park Board. To be delegated to Park Board staff.
Andrew moved. Rob seconded. CARRIED.
 - 4.4.2. MOTION: Every incoming CHCA employee, contractor, volunteer, and director to be verified for vaccination with Park Board delegation.
Rob moved. Andrei seconded. CARRIED.
 - 4.5. Earth Fest

4.5.1. MOTION: To request the Park Board to pay for the portable toilets and garbage bins for Earth Fest 2022 (as agreed to by CHCA and Grant Matsuda from the Park Board), under the condition that CHCA will be paying for future amenities for Earth Fest.

Andrew moved. Rob seconded. CARRIED.

4.6. Usage of tents for a community non profit tent

4.6.1. MOTION: To lend out 2 tents for Free the Fern's community event, "Strawberry Social" on Sunday June 5th, with the expectation that Free the Fern will return tents dry, clean and in working order on the morning of Monday June 6th

Damian moved. Andrei seconded. CARRIED.

5. Matters for Discussion

5.1. Next steps to proceed as a Board

5.1.1. The fiscal year is Sept 1st to Aug 31st. Next year's budget needs to be approved by Aug 31st 2022. We will decide in our June or July meeting.

5.1.2. Grant to email last year's budget to the Board.

5.2. Licencing for the preschool

5.2.1. Licensing officers coming on June 1st to discuss the new playground. Andrew, Dawn, and Mimi will be meeting them.

5.2.2. Rob to look into the application of the rezoned building next to the community centre.

5.3. Motion to rejoin the Association President Group (APG) and to pay the \$400 annual admin fee.

Andrei moved. Rob seconded. CARRIED.

5.4. CCA Appreciation Dinner

5.5. Community Advisors

5.5.1. To seek Community Advisors in later months

6. Park Board Supervisor's Report

See Grant's report attached. Outstanding items to be addressed next meeting.

7. Other Business

7.1. Suggestion for rental system for tools

7.2. Suggestions by Grant to meet with our finance contacts (Chelsey and Gary) on our financial state and responsibilities, to develop our committees, to recruit more Directors, to secure a Treasurer, and to meet regularly with the CHCA childcare staff for an official update with the Board (Andrew will be meeting with them)

8. Next Meeting

8.1. To determine President and Treasurer next meeting

9. Adjournment

Andrei left early at 8:15 PM

Adjourned at 9 PM

Next meeting: Late June