

Champlain Heights Community Association's

BOARD OF DIRECTORS – In person

Minutes (Draft) – October 24, 2023

Present: Andrew Pereda (chair), Scott Glasgow (recorder), Silvia Hagen, Damian Assadi (online), Andrei Studenov, Juliana de Souza (recorder), Shannon Carnegie, Maria Rantanen Grant Matsuda (Parks Board Member)

Meeting to begin at 7:07 pm

1. Call to Order

2. Approval of the Agenda: Silvia forwarded. Juliana seconded. Carried.

3. Approval of Minutes – September 26: Silvia forwarded. Andrew seconded. Carried.

4. Treasurer report – Andrei (10 minutes)

4.1 Financial Report – Final balance: a term deposit of \$100,000 is maturing on November 25, 2023.

Motion: to reinvest \$100,000 (term deposit maturing on November 25, 2023) in a new multi-year term. Andrew forwarded. Scott seconded. Carried. Andrei accessed our taxes online, and previous board members' names are still there. Silvia and Andrew will review the names and advise Andrei on the ones to be removed.

4.2 Audit update and meeting regarding results next week: Garry Wozny will meet with the board members online on November 1, 2023, at 8:00 pm.

5. Secretary Report (10 minutes)

5.1 Have a member interested in the secretary position. Will attend the AGM: Andrew will follow up with this member on her interest in being a secretary for the board.

5.2 AGM Preparation notes and help required: Andrew is working on the AGM package and needs help completing the packages. **Motion:** to approve \$200 for snacks for the AGM. Silvia forwarded. Scott seconded. Carried. Juliana will bring the snacks.

5.3 ECPC, Childcare, Programs committees to be discussed and introduced during the AGM.

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

6.1 October 16 – update: three part-time workers are now managing the youth portfolio. David Leach is introducing a basketball night once-a-week program for girls 10 – 13 years old for the Winter season.

6.2 A few people have joined the Programming Committee. Outreach to new members: people don't need to be board members to participate. Spread the word and invite people to join.

7. Marketing Report – (5 minutes)

7.1 VSB newsletter update: David submitted a blurb to all admin contacts. Captain Cook added the blurb to their newsletters. Other schools have not.

7.2 CHCA newsletter: Maria is working on sending the newsletter before the AGM.

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

8.1 Updates on grant and hiring process (Contract vs employee): getting ready for the planting event in November. Will hire a new employee for January to December 2024; however, need to hire someone to start from now to December to complete a few tasks. Damian will use the CHCA's current contractor agreement to hire this person.

8.2 Duties and job description for new hire not presented

9. Playground Committee report – Scott (5 minutes)

9.1 Playground update: Celebrations for the playground are on hold. We don't have a date for when the accessibility ramp will be installed. The playground fibars isare paid and will be coming this Thursday October 27th.

10. Preschool Report – Andrew/Scott/Maria (10 minutes)

10.1 Child Care Committee update: Krystal Santor will offer her services as a consultant so that we can start the child care committee. Meetings will happen on the third Tuesday of the month from 6:30 to 7:30 pm. Next meeting is November 21st.

10.2 OSC staff meeting. Friday October 27 at 6 pm: board members are welcome to attend this meeting to meet the staff.

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

Staffing: staff has been extended and filling in for other staff on other temporary positions. Recruiting is on hold for the CYW – community youth worker. Jazzmine Lim is the new PA3 (Program Assistant); her onboarding shift was today, and she works 10 hours per week. Grant will check with Jazzmine to run an open house and breakfast with Santa in December.

12. Other Business

None.

Adjourned at 9:12 pm