

## Champlain Heights Community Association's

### BOARD OF DIRECTORS – In person

#### MINUTES (DRAFT) – October 25<sup>th</sup>, 2022

**Attending:** Andrew Pereda (President/Chair), Damian Assadi (Secretary), Silvia Hagen, Rob Innes, Andrei [Andrey] Studenov (Treasurer), Scott Glasgow, Matsuda Grant

Meeting began at 6:51 PM

#### **1. Call to Order**

#### **2. Approval of the Agenda**

Moved by Rob. Seconded by Damian.

#### **3. Approval of the Minutes – September 27<sup>th</sup>, 2022**

Moved by Rob. Seconded by Damian.

#### **4. Treasurer report - Andrei**

4.1. Financials update – CHCA is in a good financial position. Expenses to be reached out from Chelsey.

4.2 Association Credit Card from G&F

- G&F requires a name attached to the card. Criminal record check & paperwork needed. Perhaps under a signing officer? Best not to name under staff since they often move on. The card will be used by the youth worker & programming.
- Maximum charge per day suggested. If purchases need to exceed this, the Board can review. The card would stay at the centre in the safe for day-to-day purchases. Can limit it to a pin.
- Grant doesn't know if other centres have this card, but there is a corporate credit card option, perhaps not with G&F. Andrew can email other CCs on our options.

4.3 Audit update, before AGM - Garry preparing audit. Will discuss in the audit meeting.

#### **5. Programming Committee Meeting report - Andrew**

5.1 Discussion regarding minutes (attached) - Programming committee doing well. Board members encouraged to come.

5.2 Discussion around bus

- Discussed seniors and kids on trips, however, the bus is in the shop due to an electrical issue. Unable to use until further notice. If it is an issue with the back-up camera, it will be covered under warranty. Will wait and see.
- Rentals – Rental rate is \$39.50/hr. We can increase it to bring in more revenue. Wages were apparently increased for rentals, but not rental rate itself.
- **MOTION:** To increase the rental rate from \$39.50/hr to \$44/hr effective January 1<sup>st</sup>. Moved by Andrew. Seconded by Damian. Carried

## **6. Marketing Report – Rob/Andrew**

### 6.1 Brochure timeline

- Kristiina reviewing. To be delivered to staff on Monday and to be given to the Board next week for review. Printed copies & postcards will be available. Kyla will help distribute. For the winter season. Look ahead for significant events & happenings to include in the postcard.

### 6.2 Monthly PAC/school bulletin (CHCA space) – Update

- CHCA is on the VSB newsletter. CHCA events calendar states events coming up on a monthly basis. November will include the AGM notice. As we expand programs, we will be more interactive with the hope for parents to be more involved. Dungeons and Dragons highlighted among others.

### 6.3 Meeting with Kristiina

- Kristiina's duties: Seasonal brochures, emails & newsletter, social media (not currently active), posters, postcards.
- Her experience includes work with 5-6 other CCs and recreation work in CCs.
- She would like an updated photo library of Champlain Heights. Looking for spring/summer/fall. Hiring local photographer possible. Scott can put a call on social media for community submissions with permission. Indoors and seasonal for use for 5 years. Damian suggested ECPC Earth Fest to be photographed.

## **7. Secretary Report – Damian/Silvia**

### 7.1. Shredding of paperwork - Silvia will work on this in November

### 7.2. Organization of storage and filing cabinet – update

- Damian to check on what else is needed for the filing cabinet and will update the Board.

## **8. Everett Crowley Park Committee report - Damian**

### 8.1. ECPC Stewardship Program. Dates for Feb/March

- Stewardship events remain well-attended. November planting event upcoming.
- The South Van Neighborhood House inquired borrowing tents for their Harvest festival, which ECPC is attending. CHCA Board decided not to proceed with lending, but is welcome to collaborating in other ways.

## **9. Playground Committee report - Scott**

### 9.1. New date and cost – Payment schedule with Jack Tupper/Kinsol?

- Need details on deposit to keep things on-time. Materials cost to be frozen when done.
- Andrew would like to eventually place a sports court adjacent to the playground

### 9.2 Duplicate play structures based on plans?

- Structures of note: Trampolines with an age-spread build. Music set by Kinsol are drums, versus metal chimes on the PB. Our climbing structure is lower, which makes it better suited for the pre-school.
- Jack suggested after the southwest playground is completed, to ask parents on feedback and to make final decisions on the east playground.
- If we get community input, it will stretch the timeline. Scott says our playground is intended for our pre-school, so duplicating structures are acceptable.

## **10. Preschool Report - Andrew**

### 10.1. BC Societies Online – access to Mimi

- Mimi – Asked if she could have admin access. Access for day-to-day work to input Ministry subsidies & top-offs. Granted.

### 10.2 APG Group Benefits

- APG – Andrew attended. Discussed group benefits as a whole for pre-school staff. Incentive for working with us. We can shop around. All in favour.
- Scott is looking into the West End CC. There will be added expenses for the CHCA. Will it affect childcare pricing? Look to mitigate added expenses. Date/timeline to be determined.

### 10.3 \$10 a day daycare

- Effective Dec 2, 2022 – Subsidization by government to ensure everyone pays \$10 per day for affordable childcare. Rob can look into \$10 per day information. Rob & Andrew to meet on this, and Andrei can join. Must ensure we are breaking even.

## **11. Park Board Report – Grant Matsuda**

- See Grant's report.
- Associations can provide input on hiring for the RFT Recreation Programmer 2
- Community Youth Worker- Kyla will be on leave for 18 months. Securing a replacement in early December.
- Kyla will be around until mid-December. Kelley has a back-fill as well, who is an Program Assistant 2 (doesn't normally do programming). Will start next week. Will take on Kelley's shifts with staff support.

## **12. Other Business**

### 12.1 APG info

- Discussed changes between the PB and CC. Andrew can bring in information on how to strategize our centre. Note there is a pre-school coordinator.

### 12.2 Delegation of Duties (Document attached)

- Delegation of duties –Remember to contact the Board with ideas or initiatives, then transfer to PB. CC Andrew & Grant.

### 12.3 Rentals

#### 12.4 Adjacent Building permitting stages and comments

- Wilson Kids Garden development is the academy coming in. Application letter from Wilson's asks for a parking lot for a portion of staff & states to work with the CHCA. The city website is unhelpful on status & information. On the site plan, it mentions a proposed outdoor play area. There are ~15-20 part-time staff but not enough space for their parking. Concerns of overflow parking. 150 children to their school & no information on their outdoor recreation.
- Licencing approval has not occurred yet. Not much information on the operator.
- Parking lot is not managed by PB staff in the CC
- Sign on Maquinna asked for public input, but there are no notifications. Grant suggests to ask operators next door on concerns. Can potentially create a united front.
- Can we share this letter with the community? Rob says we are stakeholders but consultation with the City is limited.
- Rob can insert questions to the City on behalf of the CHCA BOD and as public feedback on lack of parking and lack of public info. All in favour of Rob proceeding.

#### 12.5 AGM Preparations

- Table of contents are the same as AGM Minutes last year (i.e. agenda & reports: President, Recreation, Programmer, Fitness, Youth Worker, ECPC)
- Andrew to ask Joanne on # of copies. Perhaps 30 copies.
- Table for Directors. Silvia to provide refreshments
- Vote on people for 2 year overlap. 2-3 possible new members. Present a nomination list?
- Provide a short bio for re-nominations. New nominees to explain reasoning. Re-elected directors (us) will have one more year.
- Inviting Auditor. Luke Balson & Kate Perkins are attending. Steve Kellock is not attending. Elections just occurred, so a Commissioner attending is slim. Grant can check in. Normally a Commissioner votes Board members in.

Adjournment 9:05pm

Next meeting: CHCA AGM on Nov. 8<sup>th</sup> 2022 at 6:30pm