

Champlain Heights Community Association's

BOARD OF DIRECTORS – In person

MINUTES (DRAFT) – September 27th, 2022

Attending: Andrew Pereda (President/Chair), Damian Assadi (Secretary), Silvia Hagen, Rob Innes, Andrei [Andrey] Studenov (Treasurer), Scott Glasgow, Shannon Carnegie, Matsuda Grant, Kate Perkins (guest), Steve Kellock (guest), Luke Balson (guest)

Meeting began at 6 PM

1. Call to Order

2. Approval of the Agenda

3. Approval of the Minutes – August 23rd, 2022

4. Introduction Of Guests

4.1. Introduction of Kate Perkins, Steve Kellock and Luke Balson

4.2. Introduce and vote to add Shannon Carnegie as a new Director

- **MOTION:** To vote Shannon onto the CHCA Board of Directors. Moved by Andrew. Seconded by Rob. Carried.

5. Treasurer report - Andrei

5.1. QBO update

- QBO and Pluto is set to current signing officers. Updated completely.

5.2 Prospera/G&F update

- Prospera account is now closed. \$100k contingency fund. When the playground is paid, we can add another deposit. \$430k in our account currently.

5.3. Financials

5.4. Budgets and approval

- Profits are \$50k, as usual. Budgets chosen based on comparing COVID years vs normal years.
- Particular GL lines – Kelley/Kyla knows details. Youth budget upped.
- **MOTION:** Move to approve 2022 budget. Moved by Damian. Forwarded by Scott. Carried.

5.5. Audits to be completed October 11th for AGM

- Portal form signed to give permission for information access for our yearly business audit. Financial statement report is integral to the AGM report.

5.6. Discussion regarding association credit card and Bus gas card

- We need credit card protocols such as submitting receipts and tracking items.

- Next step is to contact Chelsey on how other CCs navigate admin and logistics. Andrei to reach out.
- Could have a key user under the CHCA OR one credit card account but under different names.
- To proceed with logistics over the coming months.

6. Programming Committee Meeting report - Andrew

6.1. Discussion regarding minutes (attached)

- Enrollment
- Gym is fully booked. Could also have drop-ins.
- Games night for revenue. Utilize upper room for families, kids, teens. Grant suggests to ask community on demands – e.g. soccer, drop-in sports
- Badminton is very successful as a potential addition
- Indoor soccer – check if there is interest
- Pickleball – all ages, expanding from adult
- Enrollment – Note there are drop-in
- Upcoming events: Halloween carnival, Breakfast with Santa
- CHCA can be included in the hiring for the new Programmer

6.2. Discussion around bus and ride sharing with Killarney, storage and possibility of loans

- Senior's program – guided bus tours. Currently parked at Fraser view golf course. We will start paying bus driver from \$20 to \$29/hr. He can design the tour (~\$40), or he can just drive them. Kelley is looking at areas. Killarney CC interested in sharing. We get profits to compensate for the gas, while we can park in the Killarney bus cage. Thus, we can generate revenue and cut losses on this bus. Hastings expressed interest in renting (to cover gas, mileage). Rental business to be discussed.
- **MOTION:** Move to ride share with Killarney for senior's bus trips to have full profits to the CHCA, in exchange for using the bus. Moved by Rob. Seconded by Andrei. Carried.
- Preschool to utilize bus for field trips.

7. Marketing Report – Rob/Andrew

7.1. Brochure timeline

- Winter brochure through Oct. Printed for the first week of Dec. Dec 15th - registration begins. In November, we will be able to look at the brochure draft.

7.2. Vote to print postcards and paper brochure for center

- Paper brochure for the centre, maybe with 50 copies on hand. Positive reception. Personalize the photo with Everett Crowley Park. \$2000 for a few thousand postcards. Kelley can check how many rec guides were printed in previous years.
- **MOTION:** To spend funds replicate the fall postcard to be used to promote the winter program. Moved by Rob. Seconded by Scott. Carried.

7.3. Reach out to schools in fall and onward – Monthly PAC/school bulletin (CHCA space)

- Grant has reached out to the community school coordinator. Reaching out to Champlain Heights Annex, MacCorkindale, Waverly, & Champlain Heights Main. One admin (Lanny) has agreed to put in the AGM/calendar into their school bulletins.
- Shannon can talk to the Captain Cook PAC and let them know we would like to get in touch and pass Grant's email.
- Damian to notify Janet from CH Main that the CHCA is connecting

7.4 Bulletin Board in centre/at mall and/or news letter – meet with Kristiina

- Changing out the constitution,
- To include timely information, AGM, ECPC Stewardship, and Board info.

7.5. Rob to meet with Kristiina regarding contract and maximizing her services

7.6. Preparing for AGM – membership, terms, financial audits October 11th

- OPT out membership when signing up for a program, and consent for sending emails for next year's AGM.
- 30 days prior, post a notice on AGM date on the bulletin
- President report and ECPC report needed

7.7. Appreciation BBQ afterthoughts.

- Mostly youth (especially new youth), pre-school, OSC staff. 20 people attended. We were hoping for more instructors
- To connect throughout the year with instructors & volunteers: Mandatory instructor meeting, team-building workshop, seminar, second BBQ, etc.
- 'Outstanding community member' suggested for the centre display window
- Scott: Can create promotional blurb & profile on people who enjoy the programs and post on the CHCA Facebook.

8. Secretary Report – Damian/Silvia

8.1. Shredding of paperwork

- Silvia – Continuing kitchen organizing. In 2023, we can dispose of old 2015 financial papers. Kyla moved remaining items from court 4. \$80 paid for shredding. 10 boxes left.
- Organizing in court 4.

8.2. Organization of storage and filing cabinet – Action required

- To add current fiscal year.
- Filing cabinet – Chronological. Expense per month. Payroll. Get folders.
- Needed for auditing & contracts for instructors.
- Damian to print and add minutes. Shannon and Damian to set a time look at the cabinet.

8.3. Inventory of assets – Balls, etc. (attached)

- Inventory – Needs to work through on what is needed. E.g. broken toys. Action to remedy broken toys. We need feedback from contractors for this.

8.4. BC Societies Online update

- Damian confirming with the BCeId on Activation Key

8.5. Bylaws – worth changing number of directors, any others to add/change?

- Can change director max at the AGM. Rob to forward Constitution and By-Laws to Shannon.

9. Everett Crowley Park Committee report - Damian

9.1. ECPC Stewardship Program, Fall planting (October) and UBC Forestry event (November)

9.2. Dog Stewardship event in May 2023

- Fun educational event for better dog etiquette to address community safety & comfort concerns. Can bring in an expert and Park Board (Krista/Dana).

10. Playground Committee report - Scott

10.1. New date and cost – Payment schedule with Jack Tupper/Kinsol

- Scott would like to fine tune the proposal and sign off by end of November (next meeting). Breaking ground perhaps in March. When signed, Kinsol can freeze the cost of lumber. Kinsol asks for 50% deposit upon signing, and 25% deposit on mobilization. Scott to ask for clarification.
- Grant can share early design copy for the south playground.

10.2 PB Playground Timeline

- Broke ground in Sept. Will finish in March.

11. Preschool Report - Andrew

11.1. Vote on wage increases for OSC and Preschool

- \$1/hr raise suggested. \$18-\$20/hr currently, \$22/hr for those who don't have ECE. \$25/hr for those who do (plus top-off). 5% increase had been added to OSC and Preschool budget because of support staff. This is covered as more people are signed up for preschool this year.
- **MOTION:** Move to increase all OSC and preschool wages by \$1.50 / hr, retroactive to the beginning of the school year to end. Moved by Shannon. Seconded by Andrei. Carried.

11.2. Contracts to be signed after vote, for 2022/23

- Killarney passed on a sample contract. Most CCs offer contracts May-June, but we do not have one. This would be a legal paper to let go, give raise, etc. No raise since prior to COVID.
- The contract is being worked on with Dawn, Jennifer Wineberg. To be signed in the coming weeks.

11.3. Contracts to be offered in May/June of every year, for the following year.

11. Park Board Report – Grant Matsuda

- See Grant's report.

- Civic elections: Election staff will have access to the CC.
- Park Stewards: Many 311 reports. Poster provided for the CC for awareness. Presentation to train staff and ECPC. Possible program with public. Grant to connect with Dana (Park Board).
- Moving bus from Fraserview, need to hear from Associations here and Killarney on inputs/agreements.
- 2 projects: Playground & repiping. Water pipe construction to start next week or after. Originally overnight, but city changed it to operating hours. Timeline: Completion in middle of December, paid by the city.
- Pickleball is popular in the outside court. We do not receive revenue, but good to note popularity. Remaining until early October.

12. Other Business

Adjournment 9pm

Next meeting: Tues Oct 25th at 6:30PM