



WHCA Board Meeting Minutes

Attendees: Craig MacLellan, Jordan Stuart, Richard Raap, Kerry Baird, Jan Cerny, Dion Lobreau, Christine Fraser, David Quaintance, Melissa Buirchell, Brent Alexander, Bryan Polak (WHCA), Brenda Annala (City)

Regrets: Jasna Heinrichs, Kail Ross, Gerard VanGinkel, Ehren Goodall

1. Confirmation of quorum – confirmed.
2. Call to Order, Approval of meeting agenda & minutes - minutes approved.
3. Acceptance into minutes of email motions passed since last meeting – N/A
4. External reports
 - a. Brenda Annala, Neighborhood Partnership Coordinator
1. NPC Report (Appendix A)
 - Met with new WHCA Programs rep and how City can support services as it relates to his portfolio.
2. Business Plan (Appendix B)
 - Lease agreement requires a Business Plan within a year from signing. Brenda sent an outline. Brenda can facilitate the creation of this. One day at a minimum will be required to complete this work.
 - A couple Board members will be required to help to build out the agenda.
 - Question: can the Board see some other examples, best practices as a starting point?
 - a. Brenda will look into this and find some examples, if she can.
 - b. Brenda will also send out a draft agenda for a Business Planning session to review.
3. Community Art Project Funding options – nothing to report. Funding no longer available.
5. Internal reports
 - a. Bryan Polak, General Manager
1. General Manager's Report (Appendix C)

Applied for courses for himself and the staff. Will receive some grant money. Use the set amount of money allotted in the budget for training.

Hospitality Room

- Eleven companies quoting on upgrading the Hospitality Room to a daycare to be leased by Summit Kids.

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- Add window, upgrade flooring, upgrade ceiling, walls windows interior, bathroom and handicap bathroom, small kitchen (countertop, range, etc).
- Some things can be put through CCG but until Fire Alarm panel is done can't explore what could be funded by CCG.
- Questions around business case and service to the community. Is this the right choice? Upgrades the facility and provides income and more options. Keep top of mind as more quotes come in and come to a decision.
- Awaiting remaining quotes, update at next meeting.

Exterior and Interior Doors (Fire Doors)

- Fire inspector was here to review the doors. Doors need to be fire rated.
- A part of CCG grant request. This will be funded by CCG given it's a fire code violation.
- Needs to be done this year ideally. Grandfathered in as is.
- Will have to happen after the Fire Panel is done given one CCG grant is done at a time.

Elevator

- Rick Hansen grant is available. Likely about \$30-40,000.
- Quote received was around \$230k. Too high based on our budget.
- Druh Farrell's office has access to additional information on accessibility grants.
- Decision to table until next year.

GoFundMe Page

- Propose motion to approve creating a page. Approved.
- Think about using individual items on the page – soccer ball, net as a way for people to know what they are donating.

Lake Bonavista lost charity status. Concern about status. Bryan investigating. Revisit our goals set during Charity status to ensure we continue to align to them.

a) Facility Pricing (Appendix D)

Reviewed Appendix that outlines comparable pricing by service across the City. For Non-Prime Time WHCA is low. Most comparable facilities: Brentwood, Crowchild.

Ice

Motion to increase Youth Ice to:

- **Youth Prime Time – \$190**

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- **Youth Non Prime Time - \$90**

Approved.

Ice Adult:

- Leave Adult the same, very comparable to like communities on these rates.

Health Club

For next Board Meeting, Bryan to provide registration numbers for health club membership to help make a decision.

Dance Studio

Motion to increase for Dance Studio to \$40 per hour. Approved.

Gym, Boardroom leave as is until revisit at a later date.

b) Proposed Motion – Fire Alarm contractor expenditure

See Capital Projects.

c) Proposed Motion – CCG Grant

See Capital Projects.

d) Energizing Spaces

<https://www.enmax.com/news-events/news/energizing-spaces-fund>

- **Motion to submit application to Enmax energizing spaces grant. Craig proposed. All approved.**

e) Social Media Report – nothing to update

f) Programs, registration and payments – nothing to update

g) WHCA utilization summary – nothing to update

b. Jan Cerny, Treasurer's Report

- Met with City and reviewed finances. Received support to fast track CCG grant approval for Fire Alarm panel.
- In case of shortage of Operations funding from the new arena project, the City said there are a number of avenues to explore to ensure the programs, building, facility doesn't have to be closed, people don't have to be laid off etc.
- Project is still not done so risk remains until that is closed but reassurance from the City was helpful.

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1. Treasurer's Report
 - January better than budgeted.
 - Still in a good financial position but in a couple months will have to start drawing from the capital account given arena project impacts to revenue.
 - Limitation in applying for CCG grant, one at a time limits what the WHCA can do and the funds / reserves available.

2. AGM Timing
 - Set date for November 14, 2017.
 - Board to review draft financials in October.

6. Planning Committee (Craig MacLellan)
 - a. Gerard has stepped aside
 - b. Interim Chairperson – David Sol, community member
 - Group will formulate a meeting schedule
 - Nominations for a Chairperson will be made at a quorum meeting, Chairperson to be ratified by WHCA BoD as per TOR.
 - Group has some thoughts on improving TOR
 - Group has a platform of improving communication with the City
 - c. BoD participation – board rep, Jennifer Cardiff, will update in future via memo or in person.
 - Craig to post in Warbler regarding membership and Chair openings.
 - Jennifer joined the group as a Planning Committee support.
 - BoD would like to see her at the Board meetings. Introduction would be nice and add some transparency.

7. Capital Projects

Arena Update

- Quotes gathered and reviewed by SMP (Electrical Engineers hired for the project last fall. They will manage the project and provide recommendations for hire.
- Queries remain outstanding on one quote that requires clarification.
- Skyline is currently the electrician's onsite and SMP is comfortable with them, they have a good relationship with the current contractor.
- Recommendation is Skyline; Mircom is a good product.
- This is what will be proposed. Not cheaper but best value for money
- Melissa will go and submit permit once we get CCG approval for the fire panel.

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- Asbestos abatement notice needs to be signed to confirm that if we need abatement, it will be done. This would (if discovered) be a scope change and would have to be dealt with, additional funds would be requested in this case.
- Question: if fire alarm is pulled out and the arena when we are applying for occupancy how does that work? SMP will accept occupancy (monitor onsite) and then have to do the install afterwards. This is a part of the quote provide.
- **Motion: Approval for application for CCG grant. Kerry puts forward. Approved.**
- **Motion: Approval to spend money to replace fire panel for \$57,000 or such amount as deemed necessary. To be reimbursed up to 75% through CCG grant. Christine puts forward. Approved.**

Project is on time, on schedule. Still on for May 1.

Transportation (Kerry Baird)

City of Calgary has a Traffic Unit dedicated to issues through Calgary Police. Can submit concerns and the police will follow-up.

<http://www.calgary.ca/cps/Pages/Traffic/Traffic-reporting.aspx>

- Update was written for the Warbler by Kerry. Will have a traffic report running every month in the Warbler.
- New information: three people in the community can come together and obtain a 'speed' monitoring /sign for a specific street.
 - a. Negative Impact on Bus Route Changes (Appendix K)
- Meeting with the Go-Getters delivered by the City. Overall message delivered was that recent changes are taking independence away.
- Carol facilitated (a community member and spokesperson for Go-Getters in this regard).
- City to follow-up on this.
- Focus on changes to support mobility and independence.
 - b. Committee Chair - Kerry to remain

9. Social and Community Engagement

- a. Review status of events

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- Building Safe Communities – tomorrow at 6pm.
- Using Earth Day – Saturday April 22. Garden theme and will also kick-off garden year.
- Spruce Up – May 27. More information to come. Same as last year.
 - Add: Soccer tournament to be run at the same time.
- Neighborhood Community Garage Sale – Saturday, June 17
 - WHCA to promote garage sales throughout the neighborhood
- Stampede Breakfast – Wednesday July 12 9am -11am
- Casino Sign-Up Update – sign-up to be sent out.
- Taste – September

b. Review Board role and engagement – next meeting

c. Casino sign-up update – next meeting

d. Building Safe Communities – as above

e. Committee Chair – Chair required. Discuss further at next meeting.

10.HR (Dion Lobreau) – nothing to update

11. Governance (Dion Lobreau)

- Business planning exercise will help bring this forward.

11. Youth Sports Committee (Richard Raap)

a. Expanded explanation on Committee

- Shared Youth Sports Board update detailing vision and principles, structure for teams.
- If sports come up from other operators, Summit Basketball for example. Should it come through this Committee.
- Question: how much staff time do we anticipate this will take up?
 - Bryan, Jon and Maintenance staff would support.
 - No net new activity on staff. In the meantime, Community Centre has changed for events and those items.
 - Fees are paid by parents so some income coming in. Could afford (given paid \$7k last year) to hire support if needed. For consideration and further discussion at next meeting.
 - Consider properly logging time spent on this work to share back with other Communities that leverage the service.

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12. Green Committee – nothing to update

a. Committee chair

13. Communications Committee – nothing to update

a. Committee chair

Old Business

Community Art Funding

New Business

In Camera