

West Hillhurst Community Association
Board of Directors Meeting Minutes
Monday, May 8th, 2017

Attendees: Brenda Annala, Bryan Polak, Brent Alexander, Gerard VanGinkel, Jan Cerny, Melissa Birchall, Jasna Heinrichs, Richard Raap, Craig MacLellan, Jordan Stewart, Christine Fraser

Regrets: Kail Ross, Ehren Goodall, Kerry Baird, David Quaintance, Dion Lobreau

1. Confirmation of quorum – yes.
2. Call to Order, Approval of meeting agenda & minutes – approved.
3. Acceptance into minutes of email motions passed subsequent to last meeting – none.
4. Go Getters Presentation – Diane and Carol. Update on Go Getters, their work in the building. Attachment provided detailed status update on their programs and experiences. Highlight: last 3-5 years have experienced a positive improvement in the building, lots more activity. No particular asks for the Board or Staff at this time.
5. External Reports
 - a. Brenda Annala, Neighbourhood Partnership Coordinator
 1. NPC Report (Appendix A)
 2. Alberta Canada 150 Grant (Appendix B)
6. Internal Reports
 - a. Bryan Polak, General Manager
 1. General Managers Report (Appendix C)
 - a. Board Financials (Appendix D) – Jan Cerny
 - b. Facility Pricing (Appendix E)
 - Recommendation not to move forward with increase in facility pricing at this time.
 - c. Membership Packages (Appendix F)
 - d. Program Summary (Appendix G)
 - No concerns about returning ice customers in prime time spots.
 - Gymnasium is also fairly similar.
 - Dance studio night time customers are returning for the fall.
 - Things are looking fairly good.
 - e. Social Media Report (Appendix H)
 - f. Utilization Report (Appendix I)
 - Posted City survey on bus route, was posted on the website and sent out through other means.

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- Village brewery has done a deal with FCC for the summer. If the WHCA or individuals in the neighbourhood buy Village beer, the receipts can be brought to WHCA and 15% is given back to WHCA.
- b. Jan Cerny, Treasurer
 1. Treasurer's Report – see Capital Projects.
- 7. Planning (Jennifer Cardiff) – not in attendance.
 - a. Presentation by Jennifer Cardiff – not in attendance. Report in appendix.
- 8. Capital Projects (Melissa Buirchell)
 - a. Arena Update

Chiller and Options provided by City

Meeting held last week with the City team. Informed by Project Manager that Chiller was an issue.

Meeting held today to provide additional information on the Chiller issue and next steps.

Two options were provided by the City Project Manager (Gary). Both options were researched by the City of Calgary and provided to WHCA as options for selection to resolve the issue with the Chiller. Quotes in Appendix.

1. Option 1: Gateway at 140k. Finish in 7.5 to 8.5 weeks.
2. Option 2: Startec at 180k. Finish in 5.5 weeks.

City has determined that the Chiller replacement is not in the current scope of the arena project budget.

Therefore, the Chiller will have to fall under the CCG grant, per City. This means, WHCA will receive 75% coverage for the Chiller replacement by CCG and 25% will have to be paid by the Community Association.

When Dawson Wallace (General Contractor hired by City of Calgary) puts in their invoice it goes to the City (75%) and WHCA (25%).

- WHCA should not have to pay the 75% up front but you pay the 25% (Brenda Annala)

Board discussion and determined that the preference is to choose Option 1, Startec. It is understood this option poses lower risk, given they are a known successful contractor (per City recommendation) and the product is readily available. A shorter timeline allows the Board to see the Arena up and running sooner and bringing in revenue.

Financial Summary related to Arena

In August, WHCA will not have the money to cover the full cost of the Chiller replacement.

WHCA will need to temporarily lay-off employees. To be discussed further at next Board meeting.

Bryan considering alternative uses for the arena during the summer to bring in revenue. Could use it for Lacrosse (don't necessarily need lines to practice).

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- Gary (City PM) is looking into this and will provide an answer this week.

Financial Overview created by Jan Cerny and titled - Chiller Planning Scenario – added to Appendix. This appendix considers scenarios for September or October to have the rink up and running, as well as considering a 75% return on the CCG Grant. Under both scenarios WHCA will be in the red and require financial assistance from the City to meet operating obligations beyond a certain threshold in the later summer.

1. **Motion to apply to Engineering consultant program, approximately \$10,000. Approved. *GEC Engineering will be the consultant on the installation and supervision of the chiller replacement project.***
2. **Motion to proceed with CCG Grant for the Chiller. Approved.**
3. **Motion to apply for 75% of approximately 180k from Capital Reserve and of which 25% will be paid for by WHCA. Approved. *The contractor bid selected for the chiller replacement project is Startec***
4. **Motion to allocate money from capital account to operating account approximately 230k, given the unforeseen circumstances encountered during the renovation, with the intention of returning the funds as they become available. Approved.**

Action: Craig and Jan to reach out to Jim Sulpher and Druh Farrell to determine what can be done to mitigate the current situation and plan forward for financial support. WHCA Board would like to be proactive and avoid having to ask for more money later.

Action: Ask from Brenda, to please let her know if we have conversations with Jim Sulpher and Druh Farrell.

9. Transportation (Kerry Baird) – not in attendance.
 - a. Transportation Report (Appendix J)
 - b. Bussing Survey (Appendix K) – covered in General Manager's update.
10. Social and Community Engagement
 - a. Building Safe Communities presentation – Tyson Bankert

First two sessions were well attended but the third session was not (only one person). The last session is the critical one in the series as it is when you define plans for your neighbourhood. Biggest concerns heard were on the bus route changes and traffic, crosswalks. Summary of results provided by Tyson. Board to focus on closing out concerns for traffic and crosswalks.

Question: concern raised about crosswalk signage at 24 and Kensington and if it's sufficient. Requires follow-up. Follow-up to be added to the Warbler to confirm what was concluded and next steps once we have an understanding of what is going to actually happen.

Additional information: activate YYC grants are available in the June as a part of Canada 150. Opportunity to

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determine ways to engage and get residences to come together more often. Paint the pavement event as an idea.

11. HR (Dion Lobreau) – no update.

12. Governance (Dion Lobreau) – no update.

13. Youth Sports Committee (Richard Raap) – Appendix report provided.

Summer soccer to start up again as a part of Community sports. Advertise this at Spruce Up the Neighborhood. Pick-up for anyone in the neighbourhood.

Fields could be booked as they are City fields.

Action: Bryan can call and confirm if the fields are open.

Feedback on varying skill levels for older children created a challenge. Suggest considering a club/community hybrid next year to improve the skill level alignment for more talented children.

Response: long-term goal for community soccer but not this year, as this is the start up year. Focus for community soccer is not competitive.

14. Communications

15. Green Committee

16. Old Business – no update.

17. New Business

Old arena manager came to visit the WHCA arena. Understood they went to the City and requested to have the fields back from the City. Bryan would like to consider making a request to take the fields back.

Bryan chatted with Parks and Rec on what this process is.

Question: is it a revenue generator? Likely break-even given the costs to maintain but allows the Community Association the chance to plan additional community programs.

Board ask: obtain third party quotes to help determine if making a request for the fields is something we would want to pursue as a Community Association. To follow-up at the next Board meeting.

Pool is another item the Board would like to explore. Bryan to continue conversations with Hillhurst Sunnyside on the possibility of supporting this facility.

Audit. Ask to the Board regarding continuation of FCC auditor for 2016/2017. Initially was a long process but foresee it going better as we work with the auditor. No concerns raised.

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Restricted funds in the capital account. Portion would be go-getters washroom, 25,000 needs to be considered in motion to transfer funds. Add to agenda in October how money will be returned to the capital account based on the transfer to operating account (Motion 4 passed in Section 8).

18. In Camera Session

Adjournment

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