

West Hillhurst Community Association  
Board of Directors Meeting Minutes  
Tuesday, Oct. 11th, 2017, 7pm

Attendees: Craig McLellan, Gerard VanGinkel, David Quaintance, Dion Lobreau, Christine Fraser, Jan Cerny, Bryan Polak

Guest: Jon

Regrets: Melissa Buirchell, Ehren Goodall, Jasna Heinrichs, Jordan Stuart, Kail Ross, Richard Raap, Brent Alexander

1. Confirmation of quorum – no
2. Call to Order, Approval of meeting agenda & minutes
3. Acceptance into minutes of email motions passed subsequent to last meeting
4. External Reports
  - a. Brenda Annala, Neighbourhood Partnership Coordinator
    1. NPC Report (Appendix A)
    2. Discussion on upcoming strategy session

Board to complete homework for Strategy Session. Not the business plan just yet.

- **Action: all Board members to complete strategy session homework before end of this week in preparation for Strategy Session on October 20.**

Presentation from Jon (Event Manager):

- T-ball to start in the Spring on Mondays.
- Basketball will start this fall and in the winter.
- Teen gym has low numbers. Odd time slot. Going to continue for a few months. If numbers are too low, will update to family event (under consideration).
- Various events throughout the year – Halloween, Christmas Bake and Craft, Santa, Art Show.

5. Internal Reports
    - a. Bryan Polak, General Manager
      1. General Managers Report (Appendix B)
        - a. Programs/Registrations (Appendix C)
        - b. SysGen proposal (Appendix D)
        - c. Social Media (Appendix E)
- Lifecycle Planning completed last month. Report to follow.
  - Fire department provided a verbal suggestion was made to update fire doors as appropriate and as finances are available. Board to request an official review by Fire Marshall to have clear direction from Fire Department.

**Next Meeting Dates:**

Mon., Mar. 13 <sup>th</sup> , 7pm The Lounge	Community Engagement Review
Mon., Apr. 10 <sup>th</sup> , 7pm The Lounge	Financial Review – move to May meeting
Mon., May 8 <sup>th</sup> , 7pm The Lounge	Capital Projects Review
Mon., Jun. 12 <sup>th</sup> , 7pm The Lounge	Annual GM Review
Mon., Sept. 12 <sup>th</sup> , 7pm Boardroom	Planning Review
Tues., Oct. 11 <sup>th</sup> , 7pm Boardroom	Present/Accept Audited Statements
Mon., Nov. 13 <sup>th</sup> , 6pm Boardroom	Open
Mon., Nov.13 <sup>th</sup> , 7pm AGM	AGM prep
Mon., Dec. 11 <sup>th</sup> , 7pm Boardroom	Open

- **Action: Bryan to contact Brenda to request an official review by Fire Safety and determine what is required.**
  - Telus is updating cable lines to fiber optic.
  - Some interested Board members to join next meeting.
  - Lounge Air Uptake quotes from Stantec received
  - SysGen is potential company to provide IT support.
    - **Action: Bryan to look into further options for support and to revisit at upcoming Board meeting.**
6. Planning  
Bryan bringing forward new candidates for Jennifer's replacement.
- Review in progress.
7. Jan Cerny, Treasurer
- a. Treasurer's Report
  - b. Statement review
- Financial statements reflect a reduced revenue due to the arena construction that occurred throughout most of 2016. As such lowered rentals and members are primarily impacted. Expectations are that the new and upgraded facility will bring in equivalent of 2016 revenue for 2018, as reflected in 2018 budget. Statements were completed mid-renovation. Payments from grants were in progress and therefore liabilities were higher (grant funding came through shortly after year-end). Per Note 10, Page 11 under Subsequent Events.
  - Investment in the arena is reflected on the City of Calgary's financial statements under Property and Equipment. Therefore, net investment is not reflected in West Hillhurst statements. Per Note, Page 9.
  - Association expected to received proceeds from Casino by end of 2017 which will provide additional security for budget. Per Note 10, Page 11 under Subsequent Events.
  - Further review by Finance Committee is required.
    - **Action: Board to provide feedback within 10 days. To approve at next meeting.**
8. Capital Projects (Melissa Buirchell) – not in attendance
- a. Melissa's departure and the Cap Pjts committee
    - Melissa moving back to Australia. Board considering ways to manage the Capital Projects going forward with Bryan's support. Need to consider before end of year.
      - **Action: Board to recruit new member that has construction, architecture or related background to support.**
9. Transportation (David Quintance)
- Consider post-election, ask to Ward 7 Councillor for a response on the new bus routes for concerned citizens. This issue needs to be put to rest for the community. It has been ongoing without a clear response for too long.

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Community Engagement Review  
 Financial Review – move to May meeting  
 Capital Projects Review  
 Annual GM Review  
 Planning Review  
 Present/Accept Audited Statements  
 Open  
 AGM prep  
 Open

10. Social and Community Engagement – per Jon.
11. HR (Dion Lobreau) – nothing.
12. Governance (Dion Lobreau) – nothing new.
  - a. Strategic planning session prep work
13. Youth Sports Committee (Richard Raap) – not in attendance.
14. Communications
15. Green Committee
16. Old Business
17. New Business

**AGM Agenda - Proposed**

- Treasurers Report & Financials
- Presidents Update – construction and financials
- Questions from the Audience
- Call for New Board Members
- Councillors Address

***Action: Board to provide suggestions to Craig for updates / adds***

***Action: Bryan to look into advertising for new Board members and provide suggestions for Board***

***Action: Gerard's term to end this year. Out of community.***

18. In Camera Session

Adjournment

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