

West Hillhurst Community Association
Board of Directors Meeting Agenda
Tuesday, Sept. 12th, 2017, 7pm

Attendees: Craig MacLellan, Melissa Buirchell, Jordan Stuart, Jan Cerny, David Quintaince, Bryan Polak, Christine Fraser, Gerard VanGinkel, Dion Lobreau
Guests: Jennifer Cardiff
Regrets: Ehren Goodall

1. Confirmation of quorum - ok
2. Call to Order, Approval of meeting agenda & minutes – ok
3. Acceptance into minutes of email motions passed subsequent to last meeting
4. External Reports
 - Brenda Annala, Neighbourhood Partnership Coordinator
 1. NPC Report (Appendix A)
 - Strategy Plan: full-day workshop. Brenda and a colleague to facilitate. Required to meet obligations of City lease and grants recently received.
 - Business Plan: to follow, recommend this is built by Bryan.
 - Action: Board members to align on a date for the workshop.
 - Action: Brenda to have a preparation meeting with Dion and Bryan.
 - Question relevance given the indication that there is a review underway on roles for Community Associations. Funding will impact a strategy and objectives that can be defined, realistically for the Community Association.
5. Presentation from Pre-School Chairs
 - Megan Stuart and Marcy Hermary
 - Biggest change this year is morning class only. Expanded class size for the mornings.
 - Maintaining the same revenue but lower operating expenses.
 - Teachers renting the space for another program in the afternoons.
 - Community and demographics historically show ups and downs in preschool registration for afternoon classes.
 - Have waitlists for the morning classes and will track going forward.
 - Additional fundraising: apple sales, parent social etc provide about \$5,000 - \$6,000 in additional funding.
6. Internal Reports
 - Bryan Polak, General Manager

Next Meeting Dates:

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

1. General Managers Report (Appendix E)
 - a. Boardroom master (Appendix B)
 - b. Dance studio master (Appendix C)
 - c. Capital Cons. Grant (Appendix D)
 - d. Gym Master (Appendix F)
 - e. Hospitality Room Master (Appendix G)
 - f. Ice Master (Appendix H)
 - g. Programs and Reg. (Appendix I)
 - h. Questions and Emails Reports (Appendix J)
 - i. Upper A Master (Appendix K)

- Arena door design will not work during fire alarm. Requires follow-up with the City regarding renovation.
 - Requires additional staff onsite to ensure safety of staff.
 - Bryan to forward Melissa the last email.
 - Melissa to follow-up with the City.
- Approval for next Casino received. Date TBC.
- Candidates debate scheduled for September 21.
 - Require input regarding approach to gather questions (i.e. advance, at event, mic).
 - Requires marketing/promotion to ensure appropriate attendance.
- Soccer Fields
 - Action: Brenda to support Bryan in determining how we can revisit this proposal with City.

7. Planning (Jennifer Cardiff)

- Presentation by Jennifer Cardiff
 - Jennifer moving on from role, replacement strategy
- 7th Avenue NW – duplex proposal under review
- 3rd Avenue NW – single family under review
- Jennifer taking a new role at the City of Calgary so is stepping down.
- Recruitment to begin shortly.
- Recommendations being put forward by Jennifer and to be posted in the Warbler, website, facebook page.

8. Jan Cerny, Treasurer

- Treasurer's Report – no financials for this meeting.
- Expecting financials from auditor for review in October.

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9. Capital Projects (Melissa Buirchell)

- HVAC for Lounge – September 30 deadline to see a plan to resolve per Fire Safety
 - Motion approved: submit CCG grant application to request funding for Engineering consultant to review the requirements and provide recommendation to resolve this issue.

10. Transportation (Davide Quintance)

- We do not anticipate physical impacts for short-term Crowchild plan to residents and/or businesses.
- To consider request for a City traffic study once short-term plans are implemented.

11. Social and Community Engagement

12. HR (Dion Lobreau) – no update

13. Governance (Dion Lobreau)

- Strategic planning session date to be set per notes in Manager’s report.

14. Youth Sports Committee (Richard Raap) – not in attendance.

15. Communications

16. Green Committee

17. Old Business

- Hillhurst Pool
 - Action: Bryan to discuss with Hillhurst and report back to the Board regarding possibility of partnering on the facility.
- Upper Studio A and Hospitality Room Renovations
 - Renovations to these facilities discussed previously but put on hold due to funding require to support Chiller replacement for the arena. Will revisit in 2018 when financials have started to recover from arena renovation.

18. New Business

- Telus Pitch
 - Action: Bryan to apply for potential grant of \$100,000

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- In Camera Session

Adjournment

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