



## West Hillhurst Community Association

Board of Directors Meeting Agenda with Minutes

Monday Feb. 13th, 2017

**Attendees:** Craig MacLellan, Christine Fraser, Jasna Heinrichs, Kerry Baird, David Quaintance, Kail Ross, Richard Raap, Jan Cerny, Jordan Stuart, Ehren Goodall, Melissa Buirchell, Brenda Annala, Bryan Polak

**Regrets:** Gerard VanGinkel, Dion Lobreau

1. **Confirmation of Quorum** - confirmed
2. **Call to Order, Approve Meeting Agenda & Minutes (Appendix A)** – Craig call to order; Kerry second.
3. **Acceptance into minutes of Email Motions passed subsequent to last meeting.** – Approved December minutes. Craig – first; Kerry – second.
4. **External Reports**
  - a. NPC (Brenda Annala) (**Appendix B,C**)
    1. Board Orientation
    2. NPC Report

### NPC Notes

- Lifecycle Study –City facilitates the Lifecycle Study. To be done this year for WH. We are on the list.  
Action: Brenda to confirm when.
  - Board Orientation – referenced the material. Members did not think there was a need to review it in the meeting. No questions.
  - Brenda away from February 15 to the 22.
- b. Leasee Presentation/introduction – **Summit Kids**

### Summit Kids Notes

- Tyler Alden (Summit Kids) – Overview of their programs at WHCA.
- Expect a 30% increase for Summit Kids next year.
- Summit Start – daycare is a part of the plan for the coming year.
- All members of Summit Kids pay a membership fee for WHCA.

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### 5. Internal Reports

- a. General Managers Report (Bryan Polak) (**Appendix D**)
  - a. Utilization Summary
  - b. Social Media Report
  - c. GM Report
  - d. Programs and Payments
  - e. Financial Forecast

### General Managers Report Notes

- Board Binders – if Board members haven't signed everything required, they will receive a message from Carla to come in and sign.
- Facility Fees - looking at changing fees to ensure comparable to other inner city facilities. To bring forward to the Board next month.
- Hospitality Room Plan – in progress. Looking at what can be considered a Capital Project. Partly lifecycle replacement and partly for Summit Kids daycare.
- Safe Communities Workshop - Bryan to reach out to Constable Dore, Kerry to reach out to QE School Council.
- City Councillors interested in advertising.
  - Decision: No to political advertising.
- Ward 7 has \$5,000 for Canada 150 birthdays. WHCA team to apply for funds for WH Stampede Breakfast.
- Staff Changes - Jennifer (Events) is leaving and is being replaced by John. John comes from Tuscany Club. Lots of previous experience with events. Very interested in getting a Stampede Breakfast started for WHCA.
- Programs: all areas are down, aside from gym bookings for Pickleball. Seeing low volumes. Don't foresee dropping rates to help at this time given economic situation.
  
- Statistics on the community? Can find on the City website.
  - Kerry to look into this.

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- b. Treasurer's Report (Jan Cerny)
- c. Preferred timing on AGM

### Notes Financial Report

- Provided WHCA can obtain occupancy from the City on April 25, WHCA will stay in the black. Financials provided show revenue from the rink for April, require an update.
- d. Planning (Craig MacLellan)
  - a. Update on planning committee

#### 1. Proposed Motion – retain Jennifer Cardiff as planning admin/point person

### Planning Notes

- Planning Committee hasn't met yet this year.
- Volunteers - Craig put in a request for more volunteers in the Warbler. Received two replies.
- Chair to Change - Gerard to transfer leadership to the group; existing Committee member is interested. A Board member needs to remain on the Committee per the bylaws, this will continue to be Gerard.
- Staff Support Proposal - Gerard and Craig have met with Jennifer Cardiff to support the Planning Committee with all administrative work. Has a Masters in Planning, previous experience in Planning for Municipalities. Is interested in supporting the work for WHCA. Has experience with more complex projects – community visioning, etc could use this kind of support. Would like to accelerate discussions around Main Street, ADP. Hours could fluctuate greatly. Need information from the Financial Committee to understand what the ceiling is. Can't let it go until the Spring as the files are stacking up. Likely need 10-20 hours per month. Community expects that we are on top of planning issues e.g. the Legion.
  - Jan Comments – temporary contract good. Limit the hours to a maximum per month; the exact amount needs to be agreed upon with Finance Committee. Given the financial situation a temporary contract provides flexibility to cancel if necessary. Month to month is preferred. Contract should include a position description (scope of responsibilities).
  - **Decision:** Craig put forward motion to retain Jennifer with contract signed by Craig/Bryan and a ceiling on hours; Jan second.

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- e. Capital Projects (Melissa Buirchell)
  - a. Update on Arena meeting and walkthrough
  - b. Fire alarm issue/City/CCG funding

### Capital Projects Notes

- Arena – ice should be in April 25 (building occupancy) and ready to go. Timeline is fairly tight based on schedule provided by the City. Unexpected issue discovered is that compressors need to go through a re-build / overhaul; Bryan coordinating to get them fixed. Government 150 grant was granted for \$500,000 which the City will roll into the \$3.8 million approved for the project.
- Fire Panel – Melissa is working on a grant to obtain 75% coverage for the fire panel. 25% would be funded by the CA. This would be done after the arena is up and running. Current fire alarm for the arena will have to pass to obtain occupancy. Fire has said they will pass as is but require verification to that end to ensure there are not further delays past April 25. General concerns raised from the Board regarding the lack of contingency both for time and budget and safety concerns about the fire panel.
  - Action: Brenda to follow-up with Gary/Dan on fire alarm reassurance for April 25, understanding what we know about the panel right now. If we are not able to get confirmation of approval, the Board will have to develop contingency plans to ensure the panel is up and running in time. WHCA does not have the money to fund a complete panel upgrade.
  - Action: Melissa will work with Gary to determine the contingency plan or some kind of commitment as to what occupancy means with the fire alarm in its current condition.
- f. Transportation (Kerry Baird) (**Appendix E**)
  - No specific questions.
- g. Community Engagement (Craig MacLellan)
  1. Review key dates and volunteer obligations/needs – Bryan
  2. Casino – July 24<sup>th</sup>, 25<sup>th</sup> – Kerry

### Community Engagement Notes

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- Spruce Up and Taste are set for May and end of September. New employee, John, to support organization. Bryan feels comfortable that he and the staff can organize these events. Consider doing the Soccer tournament during Spruce Up the Neighbourhood.
  - Casino is booked July 24 and 25. Need someone to coordinate/captain. Morgan (staff WHCA) can get sign-up genius signed up. Need the Board to volunteer. Total of 36 volunteers required over the course of two days; can't incentivise people to come.
- h. HR (Gerard Van Ginkel) - no update
- i. Governance (Dion Lobreau) - no update
- j. Community Safety (Craig MacLellan)
1. Building Safe Communities – workshop dates – Bryan

### Community Safety Notes

- Workshop dates set up. Marketing to begin shortly.

- k. Youth Sports Committee (Richard Raap) (**Appendix F**)

### Youth Sports Notes

- Richard will be working with John (Community Engagement WHCA Staff) to support the program.
- Partnering with Alberta Soccer Association to ensure coaching is up to a certain standard. Process to get parent coaches engaged is in progress.
- Terms of Reference for youth sports committee drafted. Soccer is the focus for now. Expanding to other sports is the future vision.
- Recreational soccer, not competitive.
- Richard to put forward motion to approve Terms of Reference (Appendix F); Kerry second.

- l. HSCA and Heritage Media Workshop Recap (David Quintance)

### Heritage Notes

- Purpose of workshop to determine how to engage the media on heritage issues.

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- Specifics about how to complete a media interview were included.
- How it might apply here – how to have a communications plan, how to deal with interview requests. Having something in place for interviews, referral, interview responses, etc.
  - Action: David can send the media report and communications plan document to the Board for review, upon request (file size is quite large).

m. Community Garden's Report – nothing to report

#### 6. Old Business

1. Canada 150, City gift ~\$10,000
  1. Assistance from Dawn (artist referred by Brent Alexander) – Melissa

#### City Gift Notes

- Melissa to engage Dawn to move forward. Need to bring the idea forward to the City for review. Likely need to conduct stakeholder engagement first, then determine what, RFP etc. Hope to get it done by end of summer.

2. Board term appointments (**Appendix G**)

#### Board Term Notes

- Terms end in 2017: Kail Ross, Jasna Heinrichs
- Terms end in 2018: Richard Raap, Gerard VanGinkel, Ehren Goodall, David Quaintance

#### 7. New Business

- a. Ward Community Event Fund, up to \$1000 available. Will process app with Bryan asap. Pancake breakfast.
- b. Feb. 16<sup>th</sup>, Ward 7 Traffic Safety Meeting.  
<http://www.calgary.ca/Transportation/Roads/Pages/Traffic/Traffic-safety-programs/Traffic-safety-ward-meetings.aspx>

Meetings in Lounge until May at 7pm.

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**In Camera Session**

**Review of Action Items for Next Meeting**

**Adjournment**

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