

West Hillhurst Community Association  
Board of Directors Meeting Minutes  
Monday, June 7th, 2017

Attendees: Melissa Buirchell, Jordan Stuart, David Quaintance, Jan Cerny, Craig MacLellan, Bryan Polak, Brenda Annala, Chris (Green Committee), Brent Alexander, Jennifer Cardiff, Ehren Goodall  
Regrets: Jasna Heinrichs, Gerard VanGinkel, Richard Raap, Kerry Baird

1. Confirmation of quorum - ok
2. Call to Order, Approval of meeting agenda & minutes - approved
3. Acceptance into minutes of email motions passed subsequent to last meeting – approved
  - a. Additional spend on GEC Eng. Quote – approved. Quote sent via email.
4. External Reports
  - a. Brenda Annala, Neighbourhood Partnership Coordinator
    1. NPC Report (Appendix A)
    2. ALC Tips (Appendix B)

**Lounge:** inspectors found an issue with make-up air unit for the Lounge. Ice Rink City of Calgary Project team is working to resolve the situation so the Lounge can get up and running with the ice rink. More information to follow from Brenda.

5. Internal Reports
  - a. Bryan Polak, General Manager
    1. General Managers Report (Appendix C)
      - a. WHCA Forecast Appendix D)
      - b. Preschool Pricing (Appendix E)
      - c. Program Summary (Appendix F)
      - d. Social Media Report (Appendix G)
      - e. Utilization Report (Appendix H)

**Ice-Rink:** commissioning starts on the 19<sup>th</sup>. Working to understand timeframe and when the ice will be up and running. NHL starts July 3.

**Fire Panel:** new fire panel is installed. Working correctly with some fine tuning required. Walkthrough instruction on how to use it is required. Fire panel and security will be done by two companies. Fire panel service contract documentation is upcoming. Fire alarm verification done, now just closing out the building permit.

**Rink Doors:** Old rink doors to come onto the ice went up, new ones go out. When open, they extend into the garage. There is an overhead door. If there is a fire, then the overhead door would hit the rink doors.

- **Action:** Bryan to contact Gary.

Bookings for September 1 to August complete. A few lunch hour and early morning spots. Evenings and weekends we are on target. The gym we've lost some groups. Engaging to find new members.

Upper Studio and Dance didn't lose anyone but have a fair amount of availability.

Engaging a dance group to find out if the hospitality room can use the space. Paint and ceiling tiles would be required to clean up the space. Floor would remain as is for today.

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**WHCA Pre-School:** we will be operating half time for 2018. Other options to fill the space are up for discussion. Requires further review before a decision can be made. Any significant change would not be able to be implemented until September 2018.

**Casino:** July 24 and 24. Need more volunteers.

**Spruce Up the Neighbourhood:** this year was more lightly attended than last year. Last year held a soccer tournament at the same time. Next year work to align to a tournament or some other event that will draw more people. Could consider more small town festival. Ask the Barn put on the beer garden next year. Food truck rally would be a great idea. Long day. Need more volunteers.

**Stampede Breakfast:** require volunteers to flip pancakes. Action: Bryan to send out information to volunteer.

#### 6. Planning (Jennifer Cardiff)

- a. Presentation by Jennifer Cardiff – see Appendix.

#### Recent Development Proposals - Summary

- Item #1: owner came into obtain feedback on appropriate type of development to re-build. Excited to see development that fronts on Kensington. Good location for higher density. Committee would not be afraid of density in the area. Underground parking encouraged, understanding you offset that cost with further height.
- Item #2: backs onto City property. Semi-attached with suites over the garages. Need to re-zone the property to allow for the proposal. Committee has no concerns with the suites over the garages. Prefer legalized suites. Suggest a townhouse as another option.
- Item #3: three-storey demi attached. Neighbours are concerned about the massing on the structure. Councillor Farrell's Office also sends their comments, and voiced similar concerns about the size of the building. In relation to the other two buildings, it is very similar. It will create a wall of development.
- Item #4: close to girl guides. Application to sub-divide and put two homes on it. No concerns.
- Item #5: four-plex on 18<sup>th</sup> Street. Craig spoke to Druh, David spoke to the Planner. Councillor Farrell's comments were aligned with the Planning Committee. The proposal was denied. Disappointing that this is a member of our Community that put together the proposal – a lot of work and cost to get this to Council. Druh asked administration to look into the policies and procedures infill development to limit these things in future.
- Item #6: Single detached approved.

Terms of Reference is draft. Plan to have those and website updated to include page for Planning Committee by end of summer.

#### 7. Jan Cerny, Treasurer

1. Treasurer's Report (Appendix I,J,K)

#### Budget

Presented the 2018 budget (Appendix), based on ice coming up and running in mid-July, \$50,000 in casino.

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Require further assessment of capital expenditures that are required for 2018 to ensure budget accounts for these items appropriately.

- **Action:** Melissa and Bryan to work with Jan to ensure items are incorporated.
- **Action:** Craig to send out budget prepared for review and approval by Board of Directors prior to end of this week.

2017: April deficiency of \$38,000, projections are similar for May and around \$60,000 for June and afterwards so see a return of positive revenue, correlated to the rink.

Chiller – for the Chiller the invoice is billed directly to the City for 75% and 25% will come to WHCA.

Fire Panel – we pay the cost for the fire panel and then is sent to the City for payment.

## Auditor

Auditors have been engaged to start review for 2016/2017. Recommend using FCC to support audit as was done last year. No concerns about service provided last year.

Start date was too late last year so Board is targeting to start earlier in the year to ensure audit is ready well in advance of Annual General Meeting.

### 8. Capital Projects (Melissa Buirchell)

#### a. Chiller Project Update

- See General Manager Update.

### 9. Transportation (David Quaintance)

- Bus route changes concerns from community members remain outstanding. Awaiting reply from the City.
- Once construction starts on the bridge, should anticipate there will be traffic issues. Do we have a position on the construction? This will be an upcoming issue. Construction will be two to three years. When construction starts late this year, will we see cut-through traffic and changes on 19<sup>th</sup> Street. Considering push for a traffic study.

### 10. Social and Community Engagement

See General Manager's Report.

- Magic Show this Saturday.
- Stampede Breakfast in July.
- Taste planning for Fall in progress.

### 11. HR (Dion Lobreau)

- GM year-end review is underway, completed by end of this month.
- Process improvement in mind during the process.

### 12. Governance (Dion Lobreau)

- Strategy session to develop a business plan is in progress with Brenda Annala.
- Revisit the Committee structure and set-up.
- Roles and responsibilities and layering more responsibility on Committee members than Board members.

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- Require 80% of the Board to complete the session. Target September.
  - **Action:** Christine to review previous Board documents to find Strategic plan done in past years. Release to Board as early prep.
  - **Action:** Dion to arrange Strategy session for September. Set agenda in advance and build long, medium, short term.
  
- 13. Youth Sports Committee (Richard Raap) – not in attendance.
  
- 14. Communications – no update.
  
- 15. Green Committee – Chris
  - Built the chess patio. A few finishing touches required. Need to get some chess pieces.
    - See if Calgary Foundation may be able to provide some support to get chess pieces paid for.
    - Contacted Calgary Chess club for kids who offered to donate t-shirts so kids can wear the shirt and play chess.
    - Queen Elizabeth also has a chess club.
  - Looking into improvements closer to the Go-Getters doors. Would like some shade for Go-Getters. Make the area more usable. End of the season have a fall harvest dinner. We could change it up this year and have a garden party. Use the garden. Once get some pergolas and get some lights you could host events outside.
  - Collecting money for bottles. Almost have enough for a garden shed. Lean to shed against the building.
  - **Ask:** seeking donations for chess, benches, landscaping.
    - Go Fund Me page created last year received a couple hundred dollars in donations. Could possibly consider using the funds for the chess pieces.
  - **Ask:** seeking ideas for what Board members would like to see out front the Community Association.
  
- 16. Old Business
  - Soccer Fields – Bryan looking into cost to maintain fields.
    - **Action:** Bryan to bring back proposal for September.
    - Consider adding further exploration of this to the Youth Sports Committee under Richard Raap.
  
- 17. New Business
  - Bryan would like to consider use of the Printer Room as waiting room for Gym. Could have room prepared for September if that's an appetite. Summit kids is willing to contribute benches to the room. Printers would be moved to the Admin office. Costs would be minimal to WHCA.
    - **Action:** Bryan to move ahead with the change.
  - All Candidates meeting in September. Consider gymnasium based on previous events.
    - **Action:** Bryan to pick times, obtain buy-in from candidates, circulate dates with other community associations interested in hosting an events. Work on finalizing moderator at a later date.
  
- 18. In Camera Session

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Adjournment

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