

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

Attendees: Craig MacLellan, David Quintance, Ehren Goodall, Richard Raap, David Best, James Heater, Christian Wulff, Craig, Jordan, Christine Fraser, Jordan Stuart, Brenda Annala, Bryan Polak

Regrets: Jan Cerny, Brent Alexander, Jason Holley

1. Confirmation of quorum – confirmed
2. Call to Order, Approval of meeting agenda & minutes – approved
3. Acceptance into minutes of email motions passed subsequent to last meeting – N/A
4. External Reports
 - a. Brenda Annala, Neighbourhood Partnership Coordinator
 1. WHCA Board Orientation (Appendix A) - brief overview provided to new board members of Board Orientation
 2. December Report (Appendix B)

Strategic planning update: strategic statements to be built and distributed before Christmas. Draft plan sent to Board of Directors.

CCG submission for Lounge Air Uptake

Require a decision today on air-intake. Applied to CCG to do the lounge air uptake for the lounge.

Don't have the ability to cover the cost for both the make-up air unit and the fire doors.

Dave part owner of mechanical contracting company. Awareness for the Board should there be conflicts of interest.

New quote submitted by A.K Brown to replace make-up air unit came in at \$104,770.

This is the lowest quote received so option best recommended by the City and Bryan.

It was identified that the roof will require additional roof and structural work. This could run the cost up by \$50,000.

CCG grant will max out on the \$104,770 therefore any additional costs run up would be at the cost of the CA.

Motion to authorize CCG application for make-up air unit. Authorization to spend up to 25% of AK Brown quote of 104,770 – approved.

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Mon., Jun 11th, 7pm Boardroom

Mon., Sept. 10th, 7pm Boardroom

Tues., Oct.9th, 7pm Boardroom

Mon., Nov. 12th, 7pm possible AGM

Mon., Nov. 12th, 6pm Boardroom

Mon Dec 10th 7pm Boardroom

5. Internal Reports
 - a. Bryan Polak, General Manager
 1. General Managers Report (Appendix C)

City Staff

Reference motion to approve submission to CCG.

Staff

Morgan Fraser (Marketing Administrator) presented Marketing Plan in draft.

- Communication flow of what gets posted requires further detail.
- Breakdown for postings: 25% engagement of personal items, 75% community association related.
- CA could post more if they are provided with content.
- Setting understand about roles on the Board to ensure Morgan could be provided with the right contacts and then post information with them.
- Marketing calendar and plan to be completed in the next couple of weeks.
- **Action:** add posting guidelines, responsibility and title given authority to post information to social media.

John Mains (Special Events) presented update on 2018

- Various events by month for the year presented to the Board.
 - January: Recreation Open House
 - February: Winter Carnival
 - March: Art Show, Kids Toy + CLOthing Sale
 - April: Earth Day Garden Show
 - May: Spruce Up the Neighborhood, Spruce Cup
 - June: Community Garage Sales, Soccer Wrap-up Event
 - July: Stampede Breakfast
 - September: Taste of the Neighbourhood
 - October: Halloween Party
 - November: Holiday Market
 - December: Skate with Santa, Letters to Santa
- December 21, 2017 – Skate with Santa upcoming this year.
- Other events to be added as the year unfolds.

Energy Consumption

Would like to get an energy audit done on the building to determine where the biggest savings are.

Target to get an audit this year.

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Action: Bryan to provide a quote to the Board for approval later this year.

2. Social Media Report (Appendix D)
3. Toole Peete (Appendix E)

Insurance is \$24,403. Renewal slightly up from last year but coverage remains the same.

Action: Bryan to ask Neil to update to reflect current president, Craig McLellan.

4. Update on business/strategic plan

Action: Bryan to provide the Board with draft strategi plan in January for February review and approval.

Consideration for document that is shared with the community more broadly in 2018 to support membership drive.

5. Director Terms

Updated in Board Contact List:

- Brent Alexander – Nov 2018
- Craig MacLellan – Nov 2018
- Dion Lobreau – Nov 2018
- Christine Fraser – Nov 2018
- Jordan Stuart – Nov 2019
- Richard Raap – Nov 2018
- Ehren Goodall – Nov 2018
- Jan Cerny – Nov 2018
- David Quaintance – Nov 2018
- Christina Wulff – 2 year term, Nov 2019
- Jason Holley – 2 year term, Nov 2019
- David Best – 2 year term, Nov 2019
- James Heater – 1 year term, Nov 2018

6. Planning
 - a. No presentation

Planning Committee Members

- Latest Board member on Planning Committee stepped down. Bylaws require a Board member to sit on the Planning Committee.
- **Action:** Ehren Goodall to volunteer to sit on the Planning Committee.

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7. Jordan Stuart, Treasurer
 - a. Brief overview of WHCA financial system

Action: Christian Wulff to join the Finance Committee.

8. Capital Projects
 - a. Bryan to explain CP projects we take on

Arena

- Doors for Zamboni installed through arena project require additional employee to help open. Also, doors in the event of a fire would break, risking the Community Association to have to pay for repairs if a fire alarm is pulled. Outstanding issue awaiting updates from City for the past couple of months.
- **Action:** Bryan to arrange meeting with Craig and the team from the City to discuss a resolution.

9. Transportation
 - a. David to explain the initiative the Transportation committee has led over the years

Latest update on Crowchild project

No traffic study planned for 19th Street or 14th Street until after Phase 2.
Would like to suggest to the City to consider assessment after Phase 1.

10. Social and Community Engagement
 - a. Brief overview of social and community engagement

Per John's update under Bryan's Report

11. HR
 - a. Board's role in WHCA HR

12. Governance - no update

13. Youth Sports Committee - open house in January and kick-off to soccer registration. Considering how the work can be done

14. Communications - no updates

15. Green Committee - no updates

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16. Old Business - no updates

17. New Business

Consider business cards as a means to communicate.

Action: Bryan to create some business cards for Directors with general contact information, email and phone number.

18. In Camera Session

Adjournment

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