

## West Hillhurst Community Association

Board of Directors Meeting Minutes

Monday, Nov. 13th, 2017, 6pm

Attendees: David Quaintance, Craig McLellan, Jordan Stuart, Bryan Polak, Dion Lobreau, Jan Cerny

Guests: Karen Dahl, Brenda Annala

Regrets: Richard Raap, Ehren Goodall, Kail Ross

1. Confirmation of quorum – yes.
2. Call to Order, Approval of meeting agenda & minutes – to be sent and approved for next meeting.
3. Acceptance into minutes of email motions passed subsequent to last meeting - approval of the Financial Audit. Approved.
4. External Reports
  - a. Brenda Annala, Neighbourhood Partnership Coordinator
    1. NPC Report (Appendix A)

### Lounge Kitchen

- Anticipate some restrictions on the Lounge Kitchen. Fire safety came and identified poor air uptake earlier this year. WHCA is pursuing replacement of venting through new Engineering Consultant Program (Stantec) via the City of Calgary. A detailed analysis was done by Stantec to outline everything required to upgrade. The project is estimated to be completed at some point in February.
  - Contractor availability and Stantec project timelines is the reason for the time lag to February.
  - Safety provided a notification that they may need to reduce food services to limit safety exposure.
  - **Action:** Bryan and Brenda to follow-up on this and determine what mitigations are available.
5. Internal Reports
    - a. Bryan Polak, General Manager
      1. General Managers Report (Appendix B)

### Old Files

Request to go through old files and consider shredding. Consider if anything historical, financial, legal need to keep.

**Action:** Bryan to keep things of value for review.

### Pre-School

In 2018 and 2019, pre-school to offer morning and afternoon classes.

### Fire Door Replacement

Fire Door replacement should be submitted this year. Bryan was only able to obtain one quote.

### 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:** Brenda recommended to Bryan to submit the information he has to the City.

**Motion Fire Doors:** Board motion to apply for CCG to replace all interior and exterior doors, coverage up to 75% and to cover 25% from WHCA funds. Approved.

### Green Building

Bryan pursuing options to consider using renewable energy. Reduce hot water, solar panels, other energy saving initiatives, in particular through SAIT programs as a support resource.

#### 6. Planning

Introduction to Karen Dahl, new Planning Coordinator

### Planning Committee Report

- 2618 7 Ave. - duplex
- 2340 Westmount Rd. - townhouse
- 2126 5 Ave. - duplex
- 2115 10 Ave. – single family
- 2839 7 Ave. – single family

Reviewed recent proposals and comments from Committee. Received comments back from Druh’s office in alignment with the Committees comments. Committees comments have been submitted to the City’s File Manager.

### Planning Committee Status

Three people in attendance at the last meeting. Consider email, dropbox over formal meetings in the case where fewer proposals are available.

#### 7. Jan Cerny, Treasurer

- a. Acceptance of 2017 financial statements – complete via previous motion

#### 8. Capital Projects – per Bryan’s update.

9. Transportation (David Quaintance) - no update. Concerns from #9 bus continue to bubble up from community members. No new information from the City. Is an issue at the top of the WHCA Board list for 2018. Will look to Druh for a response from the City.

To bring back the Transportation Committee to support the busing concerns and the Crowchild Trail upgrade.

**Action:** David to work with Bryan to send out request for members on Facebook, other means.

#### 10. Social and Community Engagement – Bryan to provide update on Spring events for next meeting.

#### 11. HR (Dion Lobreau) – no update

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 Financial Review – move to May meeting  
 Capital Projects Review  
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 Present/Accept Audited Statements  
 Open  
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 Open

12. Governance (Dion Lobreau) – no update
13. Youth Sports Committee (Richard Raap) – not in attendance
14. Communications – no update
15. Green Committee – no update
16. Old Business – no update
17. New Business

### Strategic planning

- Brenda, Dion and Bryan to work on the list of objectives and bring forward a recommendation to the Board for the December meeting.
- Once objectives are set and prioritized, Bryan can build the business plan and work with the Treasurer to budget appropriately.

18. In Camera Session

Adjournment

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