

West Hillhurst Community Association
Board of Directors Meeting Minutes
Monday, Feb.12th, 2017, 7pm

Attendees: David, Melissa, Brenda, Jason, Kristian, Dave, Karen, Bryan, Christine

Regrets: Jordan Stuart, Richard Raap, Craig MacLellan

1. Confirmation of quorum
2. Call to Order, Approval of meeting agenda & minutes – approve January minutes at next meeting.
3. Acceptance into minutes of email motions passed subsequent to last meeting – no email decisions made.
4. External Reports
 1. Brenda Annala, Neighbourhood Partnership Coordinator
 2. February Report (Appendix A)

Reviewed monthly report update in Appendix.

Action: Brenda to send value statements to the Board for review before next meeting.

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

Covered Managers report. Staff changes – hired booking coordinator to alleviate Bryan.

Arena plant issues have arisen, under warranty but awaiting answer from the City.

Strategic plan indicated an in your community/backyard. Applied for Canada Summer Grant for two students to go door to door about memberships – direct people to the website for membership. Consider an offer as a part of the drop off.

Business Card is being implemented now to use the free events for members. Discounts for local businesses.

Lifecycle Plan is in Appendix. Next three years are reflected. Doors work is underway. Need to wait to submit for other grants until a Door project is finished.

Action: Bryan will consult with Brenda once ready for quotes to determine best next steps to ensure estimates required and potential funding can be coordinated according to City process.

Pre-school registration begins.

Learn to Skate is doing well. Great attendance.

Next Meeting Dates:

Mon., Jan. 15th, 7pm Boardroom
Mon., Feb. 12th, 7pm Boardroom
Mon., Mar 12th, 7pm Boardroom
Mon., Apr. 9th, 7pm Boardroom
Mon., May. 14th, 7pm Boardroom
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

Soccer doing well on sign-ups to date.

Action: Bryan to summarize the groups that will remain next year and change out next year. Some shift for 2018.

2. Social Media Report (Appendix D)

6. Planning

- a. Janice Paskey – PC member
- b. Karen Dahl

Action: Planning Committee to revisit their terms of reference and define their purpose.

General concerns from the Board about purpose of the Planning Committee and value given limited action taken based on the comments provided, often no logic in what is taken or not.

Action: Christine follow-up with Ehren on meetings with Druh to see if discussion around planning Committee purpose is something he can broach with her for her input at the next meeting.

Board suggests looking at Kensington Road as a Main Street in advance of the City working on the street.

Action: Karen to take this back to the Planning Committee.

Guidance from the Board is for members to be residents (or by exception) and members must pay their membership fee. Terms of Reference should include requirements to sign conflict of interest statement.

7. Jordan Stuart, Treasurer – Bryan provided update; Jordan away.

- a. Treasurers Report
- b. WHCA Forecast (Appendix E)

Reviewed latest report from Appendix.

Action: Bryan to do a re-review of pricing to ensure we are still inline to comparable.

Hillhurst Sunnyside is interested in pool share. Bryan requested the Financial Statements from the Board for review.

8. Capital Projects

- a. Capital Form Draft (Appendix F)
- b. Capital Forecast (Appendix G)

Require approval from the Board for proposed upgrades to fulfill lifecycle report.

Action: Board to ask Finance Committee to review the proposal and provide recommendation back to Board for the next meeting.

9. Transportation

- a. City Memo (Appendix H)

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Update on Appendix. Permit parking process quite extensive.

10. Social and Community Engagement – covered in General Manager’s Report.

11. HR – no update

12. Governance

Action: Dion to initiate update for Committee TORs.

13. Youth Sports Committee – Richard unable to attend.

a. Soccer Survey (Appendix C)

14. Communications – no update

15. Green Committee – no update

16. Old Business – no update

17. New Business

Bryan received consult/quote to resolve hot water issue in the washroom. Fix will be minimal cost - \$2000. Then we have the ability to better control the water (avoid hot scalding water that players are experience right now). No concerns from the Board.

In Camera Session

Adjournment

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