

West Hillhurst Community Association
Board of Directors Meeting Minutes
Monday, Sept. 10th, 2018, 7pm

Attendees: Craig MacLellan, Jordan Stuart, Jim Heater, Christine Fraser, David Quaintance, Christian Wulff, Jason Holley, Dion Lobreau, Bryan Polak
Guests: Brenda Annala, Mike Gayley (Pickleball Calgary)

Regrets: Richard Raap, Jan Cerny

1. Confirmation of quorum – quorum confirmed
2. Call to Order, Approval of meeting agenda & minutes – minutes not complete. Require submission and incorporation into minute log. **No one had the minutes from the June meeting.**
3. Acceptance into minutes of email motions passed subsequent to last meeting – none
4. External Reports
 1. Brenda – Appendix A
5. Internal Reports
 1. Bryan Polak, General Manager

Staffing concerns at this time. Three employees gone in recent weeks has left the team at a deficit. Bryan is working to find coverage and he and the team are working together to cover additional shifts whilst they work to fill the positions.

2. General Managers Report (Appendix B)

Pickleball Special Guest – Mike

General presentation from Vice President of Calgary Pickleball Club

- 800 members today. Around ¾ of members likely play at WHCA. Tennis courts can be used for pickleball and courts can be converted. There is always a priority for more year round access to courts for the CPC.
- For new members or those interested, there is an onboarding course about 2.5 hours to get started. This is offered during the week and weekends for those with different schedules. It is quite easy to get started. A great networking opportunity for those looking to get active and better connected with their neighbors.

Health Club – focus is on improving the utilization in the Health Club. More information to be provided by Bryan later this year on plans for 2019.

Capital Projects – 2017 projects

Ladder added to the roof as a part of the MUA project. Now all projects are complete.

Action: Bryan to review and confirm at next meeting where the \$8100 from the make-up air unit work will be allocated – 2017 or 2018.

Next Meeting Dates:

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

Both CCG grants for doors and lounge MAU were approved through motions in October 2017.

Capital Projects – 2018 projects

Boiler room piping needs to be replaced. Quotes are in progress. Add a new hot water heater to make it more efficient.
Building washrooms require upgrades. Quotes have been received.

Going forward must plan for each project with lots of lead time. There is about 6 weeks to get quotes and then another six weeks after project completion to get final payment.

Engineering Study for HVAC: this study is recommended / required through the lifecycle report. The money for this study is fully refunded through the grant.

- Board motion to submit grant application for funding for an Engineering Consultant study for HVAC, per the Lifecycle report. **Approved.**

Washroom, Boiler, Hot Water Tank: desire to submit application for Washroom Renos, Boiler Room Renos, Hot Water Tank to be completed before next meeting.

- **Action:** Bryan to provide the final quotes via email for Board motion.

3. Apr. Newsletter (Appendix C)
4. Energizing Space (Appendix D)

Enmax Energizing Spaces: grant is desired to be used for a new dryer and washer in the Health Club as well as a new ice machine. All are at end of life.

- Board Motion to submit application for energizing spaces grant. **Approved.**

5. LCP (Appendix E)
6. Soccer Program Analysis (Appendix F)
7. Soccer Satisfaction Survey (Appendix G)
8. Social Media Report (Appendix H)
9. Social Media Report (Appendix I)
10. Washroom and Boiler Quotes (Appendix J)

6. Planning

- No presentation – October update on new application on 19th St.

7. Jordan Stuart, Treasurer

- Covered latest Financials
- Draft audit report will be available at presented at the next Board meeting

8. Capital Projects – covered under General Manager's report

9. Transportation

- Crowchild Trail expansion continues. No major complaints from residents at this time.

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10. Social and Community Engagement

11. HR

12. Governance

- **Action:** In December, Board to review the non-operating Committees to determine if they should be removed from the Governance structure,

13. Youth Sports Committee

14. Communications

15. Green Committee

16. Old Business

17. New Business – Occupational Health and Safety Committee

Community Association requires a OHS committee. This is being led by David Quaintance and will require ongoing Board membership to stay in compliance.

Committee will need to be stood up with Terms of Reference and will need to meet at a minimum of four times per year.

- **Action:** Bryan will write up a draft Terms of Reference based on the existing templates for review at the next Board meeting in October.

18. In Camera Session

Adjournment

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