

West Hillhurst Community Association
Board of Directors Meeting Minutes
Tuesday, Oct. 9th, 2018, 7pm

Attendees: Jim Heater, Craig MacLellan, Dave Best, David Quaintance, Jan Cerny, Christine Fraser, Bryan Polak

Guests: Brenda Annala, Heidi Brauer

Regrets: Richard Raap, Christian Wulff, Jason Holley

1. Confirmation of quorum - yes
2. Call to Order, Approval of meeting agenda & minutes - accepted
3. Acceptance into minutes of email motions passed subsequent to last meeting - accepted
4. External Reports
 1. Brenda – has an update on the status of the CA given the loss of revenue due to the arena closure for renovations last year.
5. Internal Reports
 1. Bryan Polak, General Manager (Appendix A)
 - Energizing spaces grants submitted
 - Taste was a great event this year – 151 tickets sold. More information to follow next meeting on the results.
 2. Audit PDF (Appendix B)
 3. Health Club proposal (Appendix C)
 - Current memberships do not allow the WHCA to understand who is a tennis, squash or fitness member. Understanding this would help explain usage to better justify the space and improvements. Seeking updates to the fitness memberships to provide this information and help improve the facility.
 4. Squash Update (Appendix D)
 - Squash Director – this is a new volunteer position to work with Bryan and market squash to the community. The goal is to help provide communication about the Squash programs at the Community Association, support coordination of Squash tournaments, in support of Bryan and the team.
 5. Social Media Report (Appendix E)
 6. Proposed Health and Safety TOR (Appendix F)
 - New Terms of Reference – David Quaintance and Trevor are members of the Committee. Meet four times a year per Provincial requirements. Muster points to be changed to minimize risk of wind carrying chemicals to evacuees.
 - Suggested changes from David: co-Chair is the requirement for Management and Employees. Minimum of four people, 2 from employee side, 2 from management side.
6. Planning
 - a. Karen Dahl
 - At the last meeting, the Committee reviewed the proposal from CivicWorks for 19th Street and 2nd Ave. Proposed five storey building.
 - Next week there is an Open House on Monday, 5pm-7pm at the Commons Church.
 - Will have a planning meeting on Wednesday following.
 - The developer plans to put in their development permit the end of the month.

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

- The Planning Committee typically submits comments once there is a permit in place.
7. Jordan Stuart, Treasurer
 - a. FS West Hillhurst (Appendix G)
 - Heidi Brauer provided an overview of the Financial Statements. Revised set of statements to follow given a couple of errors – Community membership and Health Club membership requires revision in Statement of Operations. Also, Heidi to mark the Statements with the AGM date so they can be approved at the meeting. To remove the draft.
 - b. WHCA Forecast (Appendix H)
 - Forecast comes out fairly even.
 8. Transportation
 - Update provided by the City on October 9, 2018.
 - Crowchild is reopening the pedestrian bridge, path along the river is now open as well.
 9. Social and Community Engagement – no update
 10. HR – no update
 11. Governance – no update
 12. Youth Sports Committee – no update
 13. Communications – no update
 14. Green Committee
 - Discuss concern raised by Green Committee Chair. Consider review of concerns with General Manager to minimize risk and ensure volunteers can continue to come to WHCA and enjoy their experience.
 - **Action:** Craig to kick start a review process with Bryan.
 15. Old Business
 16. New Business

AGM

- Add volunteer recognition to the AGM.
- Need to market the AGM this year to get more attendance. Consider door prizes.
- **Action:** Bryan to work with Mitch (Marketing).

Board Representatives

- Succession planning for new President required.

Clothing Bin – remove from parking lot

Commercial Dishwasher and Stove in the Kitchen. Bryan to consider selling these items as the Kitchen isn't a rentable space.

Action: Bryan to get prices for the appliances.

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

17. In Camera Session

Adjournment

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