



West Hillhurst Community Association
Board of Directors Meeting
March 16, 2020 at 10AM (VIA Conference Call)

Attendees: Patrick Craddock, Jordan Stuart, Jan Cerny, Cher Jacobs, James Heater, Dale Voight, Anar Ramji, Michael Strilchuk, Marc Russo, David Quaintance, Cher Jacobs
By Invitation: Bryan Polak (General Manager)

Regrets: Christian Wulff, Stacey Ewing Stephanie Livaditis, David Best

1. Call to Order/ Confirmation of quorum – yes
2. Facility Closure

Board Motion Approved – WHCA facility to be temporarily closed immediately.

3. Memberships, Fitness, Classes, Bookings
 - a. WHCA Membership annual fees will not be refunded.
 - b. Fitness/Squash – a notification will be sent to the fitness and racket center memberships we be place on hold.
 - c. Any participant who is presently enrolled in an incomplete class will be credited the unused portion toward a future class.
 - d. Any paid Bookings that need to be cancelled will be receive credit toward a future booking. Any disputes will be handled by the general manager.
4. Vendors and Suppliers will be contacted by GM.
5. Staffing

Board Motion Approved – all employees will be paid their full salary until the pay period ending April 17, 2020.

- a. All employees who are able to work from home will start immediately.
 - b. Maintenance and janitorial staff need to work at the facility.
 - c. All staff will be utilized as needed and will remain at home unless required.
 - d. GM will work a combination 50/50 at home and the facility.
6. The Ice will be maintained and re-evaluated in the next week.
 7. Capital Projects
 - a. HVAC – on hold.



b. Washrooms – on hold

c. Squash Courts – will be evaluated if we can move forward.

8. Meeting adjourned at approximately 10:45am.