

West Hillhurst Community Association Board of Directors Meeting

October 12, 2021

Attendees: Patrick Craddock, Jan Cerny, Jordan Stuart, Cher Jacobs, Jim Heater, Anar Ramji, Dale Voight, Michael Strilchuk, Christine Brown, Marc Rosso

By Invitation: Bryan Polack, Brenda Annala (City of Calgary)

Regrets: Dave Best

1. Call to Order

- Quorum confirmed

2. Approval of meeting minutes

- **Decision:** Board approves September meeting minutes (Dale motions to approve, Jan seconds)

3. Financial Statements - Federation of Communities Auditor

- Review draft final financial statements (June 30 2020) and share final at AGM in Nov
- Insertion of an additional comment in row 11 to acknowledge uncertainty due to COVID 19
- Financial position is approx. \$100K ahead of this time last year – mostly due to cost management during COVID and government grants
- Schedule of cost of goods sold needs to be reviewed to confirm how wages are allocated to various programs (rentals, programs, and services)
- Questions:
 - Q: Do we have a sense of the impact that the staffing changes?
 - A: Wages dropped from ~\$500K to ~\$200K in 2021. The first round of layoffs were outside of the fiscal period (before June 2020)
 - Q: Does including costs of good sold add value to financial reporting?
 - A: COGS are allocated based on percentages, they can add value for internal analysis, but we can re-evaluate if these add value for next fiscal.
 - Q: How was the auditor's interaction with the WHCA team?
 - A: They were easy to work with, any missing information was provided. Auditors don't specifically ask about fraud but did not see any indication of fraudulent activities in their review.

4. City of Calgary Updates

- Community Capital Grant funding for HVAC upgrades is outstanding. The Engineering Consulting Plan application will stand. Bryan and Brenda will meet with the City at the end of October for the pre-tender meeting to discuss timelines. Estimate that the work will be out for tender for January with a construction estimated for June 2022.

- Board motion: WHCA would like to move forward with the tender from the ECP application through CCG from 2020
- Jan motions Pat seconds – motion passes

5. Planning Committee

- Karen can't make it tonight, but report is included
- Several proposals that had a lot of community opposition were approved for 19th street.
- Planning committee has suggested to the city planning that an area land use plan be in place before continuing to approve changes. No commitment from the City.
- Planning Committee chair is vacant. No interest from the current board to fill this role.

6. Transportation

- No update

7. Health and Safety

- Dealing with the public and expectations with COVID rules that are continually changing
- Bryan and Trevor are looking for a longer-term solution for one employee with concerns cleaning the dressing rooms because of poor ventilation.
- The number of people on the ice for learn to skate is increasing. Bryan and team will look for solutions to manage this.
- Health Club is managing vaccination record by requesting members provide verification and take pictures indicating they are vaccinated. Go-Getters have a vaccination documentation program in place. 3rd party bookings are responsible to manage their own vaccination records.
 - Incident between an aggressive spectator in the arena and an employee. When asked to adhere to the COVID protocols the spectator got aggressive with the employee and threatened that their partner would be waiting for them at the end of their shift. The employee made it home safely and the incident did not escalate further.
- WHCA has a ZERO tolerance policy for physical threats against their staff. NCHL will be made aware that this behaviour is not tolerated. And any threat should be reported to the police immediately.
- Board approves (Jan motions to approve, Jim seconds) hiring security staff if required. Bryan to monitor the situation and decide what is most appropriate.
- Still looking at options to for backfilling for ice maintenance. May shuffle existing staff to fill short term need. While longer term need to capacity build before anyone can work independently.

8. Community Events

- Halloween
 - Community party – finishing touches, free community event, will decorate the back area, and used some decorations from the facility. As of Oct 12 approximately 40 kids are registered
 - Food trucks – despite cold weather we have good turnout
- Christmas
 - Ice has been booked for a Santa Skate on Dec 22 and well ask time for a family sake
 - Need a volunteer Santa
 - Looking for additional family skate or possibly shinny if the outdoor rink is available
- Outdoor rink
 - Where does rink planning fit in committee?
 - This was very popular in the community last year; we should look to expand with maybe add fire pits and lights?
 - A liner for the rink would be ideal, but a better discussion for next year.

9. Green Committee

- no update

10. Bike Park

- no update.
- Reach out to Geoff in the next few weeks.
- Brenda to provide an update for next steps to lease the space at next meeting.

11. GMs Report

- Bookings
 - Overall lower than pre-COVID but bookings are increasing over time.
 - Tennis courts have had very low booking, Bryan is talking to Alberta Tennis Club to see about additional learn to play sessions for kids and adults, also to pickleball
- Financials
 - Covered in Auditor review.
 - Applied to have five employees covered by the Alberta Jobs Plan that will cover 20% of salary covered.
- Capital projects

- Auto closures have been installed and HVAC upgrades for dressing rooms are scheduled for 2022
- Improvements to squash court walls are planned after tennis courts are rebuilt
- Community would likely value an ice pad over tennis court upgrades.
 - Funding from community would be needed for either
 - Rebuilding tennis courts est. \$140K
 - Two different contractors for each tennis courts (asphalt) and ice slab (concrete).
 - Need an ongoing discussion on the value of upgrading tennis courts
- Applications for grants to replace paper towel dispensers for hand dryers with HEPA filter in preschool and Summit Kids and a floor cleaning machine. Both should reduce operational costs
- Parkdale Community Association
 - Parkdale has reached out to WHCA for support: the extent of the support is unclear at this point. At the moment it is limited to putting the PCA in touch with suppliers and service providers.
 - Some discussion has been had with their board about WHCA managing their building but no extensive discussions
 - Bryan expects that we would know more about the kind of support they are looking for in in November
 - Bryan to be mindful of time invested in the Parkdale (email introductions are easy but spending time assisting is different)
- Other
 - TD Bank at North Hill provided \$1000 grant for children's programming
 - Annual General Meeting (AGM) scheduled for Nov 8 @6PM on Zoom
 - Will need to approve the audit findings, message from President and Treasurer
 - Openings are available for new directors.
 - Door prizes from local businesses - will be available for people who attend.

12. Meeting Adjourned