

Meeting Information

Meeting Name:	West Hillhurst Community Association Board of Directors	Program/Department:	Board of Directors
Meeting Date:	March 13, 2024	Meeting Time:	7:00 – 8:20 pm
Meeting Location or Link:	WHCA Boardroom https://us06web.zoom.us/j/88355488246		

Attendees

Chair / Timekeeper	Casey Kennedy	
Minutes	Jan Burwell	
Attendees	Directors: <ol style="list-style-type: none"> Dylan Richards (President) Casey Kennedy (Vice-President) Margot Davidson (Treasurer) James (Jim) Heater (Past President) Angela Pucci Gord Chester Jan Burwell Julie Impey Lawrence Brault Maggie Lam Will Overend 	By invitation: <ol style="list-style-type: none"> Susan Lenio (General Manager) Brenda Annala (City of Calgary) Julie Impey (Green Committee)
Absent:	<ol style="list-style-type: none"> Alberto Trejo Deborah Kowbel Marc Coyte (Resigned March 10) 	<ol style="list-style-type: none"> Karen Dahl (Planning Committee) Janice Paskey (Transportation Committee)

Meeting Minutes

Time	Topic	Summary Discussion / Decision / Action	Lead
7:05 pm	Call to Order	Eleven members in attendance (1 Online). Quorum met.	Dylan
7:05 pm	February 2024 Board Minutes	Motion by Dylan Richards. Seconded by Margot Davidson. Approved unanimously.	Casey
7:10 pm	HR Committee Report / Staffing Update	<ul style="list-style-type: none"> Susan Lenio selected as new GM. Congratulations Susan! Employment Contract (Deb) and bonus structure (Jim) under development. Signing retroactive to March 1. Thanks to all who stepped up during the transition and recruitment effort. Deb -job descriptions/ posting / screening. Margot – fielding calls/questions; Will & Jim – speaking with staff, interviewing candidates. [Q: Dylan - any thing I missed?] 	Dylan

		<ul style="list-style-type: none"> • Role Back-fill. Susan currently interviewing for her replacement. • Action: HR Committee to review/ approve proposed additional hires. [Susan – is this your understanding?] • Board Secretary resignation. With Marc’s departure, Deb has [tentatively] volunteered to step in. <ul style="list-style-type: none"> ○ Dylan asked for others interested in Secretary role; no takers. General agreement that -were Deb to accept the Secretary role- she would be excellent. ○ Action: Dylan to discuss/ confirm with Deb. 	
7:20 pm	Board Action Register	<ol style="list-style-type: none"> 1. Zip folder of Planning Committee documents (Karen)for background/ context going forward. Action: Susan to confirm this has been received. 2. SharePoint Strategy discussion (Casey). Deferred. 3. Community demographic analysis (Jan). Jan to distribute to Exec Committee by month end. 4. Exec Committee meeting with Hillhurst-Sunnyside Exec (GM). Susan meeting with H-S GM March 19. Follow-ups debrief with xx [Q: Susan – with Exec Committee? Dylan?] 5. Financial statement restructuring (Margot). In hand – Finance Committee has more confidence. [Q Margot – is there a ‘next step’ I missed? Can this be removed from Action Register?] 6. Board Committee Structure/ Terms of Reference analysis. (Jan). <ul style="list-style-type: none"> • Action: Jan to share [short] written analysis / options to Exec Committee before June EC meeting. • Board Committee finalization to be determined post-Strategic Planning session. 	Casey
	Strategic Planning Session - Scheduling	<p>Decision – defer Strategic Plan session until September.</p> <ul style="list-style-type: none"> • Allows Susan time back -fill / train new people’ acclimatize to role and gain her perspective on issues. • Action: Casey to send Doodle poll to Board to determine preferred dates. 	Casey
7:35 pm		<p>Board Governance – Best Practices</p> <ul style="list-style-type: none"> • Attached material provided by WTW (Willis Towers Waston- global consultancy works extensively with Boards (specializes in pension). • WTW associate based in Calgary lives in West Hillhurst – has offered to provide a ‘ Board effectiveness’ workshop <i>pro bono</i>. Available weeks of March 28, April 1 or April 15. • Week of April 15. WHCA Board preference is [Our next Board meeting is April 10.] Action: Will confirm her availability to lead a Workshop & exact date / time. 	Will

7:45 pm	City of Calgary Report	<ul style="list-style-type: none"> • Quick overview of March monthly Report. • Inspiring Neighbourhoods Grants • Five different 'Streams'; each Community can only apply for ONE Stream each fiscal year. • The grants are MATCHING funds – the community has to put up half the cost of the initiative they apply for. • WHCA interested in 'Communications & Engagement' grant , maximum of \$10,000. Would use for robust survey of West Hillhurst members/ community [TBD if adjacent communities would be invited to responds; whether their CAs would be asked to collaborate.] <p><i>Action: Susan leads Grant application, supported by Will, Casey & Jan to provide drafting support as requested.</i></p>	Brenda Annala
7:50 pm	Finance Committee (Verbal Report)	<ul style="list-style-type: none"> • No written report this month (lots of activity!); Margot provided overview Finance 'Hot Topics' this month: • The Nest – greater comfort with ongoing losses' Gord's work reducing/ shifting menu - coupled with next steps - reviewing liquor management, xxx should start showing results. • Nest Staff Tips / Policy Change – significant staff resistance to not receiving tips in cash. Resolved by change to Finance/ banking policy so that Susan can withdraw up to \$1,500 with only a single signature. • Thanks to Susan for championing this resolution, and Lawrence for review/ revision of Finance Bylaws {Q: confirm that this was done and not or is it yet to be done?} <ul style="list-style-type: none"> ○ important side benefit was that staff perceive Susan / the Board are listening and resolving their concerns. 	Margot / Gord
8:00 pm	Green Committee Report	<ul style="list-style-type: none"> • <i>See attached report.</i> Julie highlighted upcoming Clothing Swap on March 17 and upcoming Earth Day (Apr 22) WHCA Earth Day celebration 11 am – 1 pm Sunday Apr 21. Volunteers needed. • Board member volunteers: Maggie, Will, Jim, Lawrence, Jan (if in town) 	Julie Impey
8:05 m	GM Report	<ul style="list-style-type: none"> • <i>See attached report.</i> Susan highlighted: • HVAC. City's approval of request to extend time period for HVAC funding expenditure. <ul style="list-style-type: none"> ○ Stantec needs two weeks to revise scope of work to address ongoing issues. • Solar Panels. Have started to produce electricity. <ul style="list-style-type: none"> ○ ENMAX still has work to do. ○ Snow fall/ safety hazard only temporarily resolved (barriers blocking walkways). ○ Awaiting insurance quote. • Programming. Summer registration opening May 19. <ul style="list-style-type: none"> ○ In development: ○ Bike Fest / Pedal heads Clarification: these were discussed as two different things. Kindly provide the take-away point on this. ○ Summer Kick Off (Sar June 22) proposed - more positive than 'Summer Wind-down 	Susan Lenio

In Camera:			
8:15 pm	Further business	<ul style="list-style-type: none"> Board 'skills matrix' exercise - useful for additional recruiting (e.g. would benefit from a lawyer) Request (Gord) - Board Members all try the Nest new menu before next meeting; provide feedback. Observation: In-person meetings seem more efficient/ harmonious. Resolve for members to come when they are 'in town' (barring emergencies like sick babies!) 	
8:20 pm		Termination of meeting	Casey Kenned

Board Action Register

Added: <i>(reverse chrono order)</i>	Action	Lead	Target Completion
2024-03-13	GM Contract & Bonus Structure. For Susan in new role.	Deb / Jim	Before March ME
2024-03-13	Appointment of new Board Secretary.	Dylan	April Exec meeting.
2024-03-13	Schedule WTW-led Board Workshop	Will	By March ME
2024-03-13	September Strategic Planning session scheduling. Doodle Poll	Casey	By March ME
2024-03-13	Community Survey Grant Application / Objectives Development. Support to Susan (e.g. cost estimate, survey objectives/ topics, target respondents.)	Jan / Casey /Susan	April - Grant Application; June - Survey.
2024-02-13	Zip folder of Planning Committee documents Karen Dahl to send zip folder of Planning Documents to Marc to distribute. Follow-up with Karen	Susan	March
2024-02-13	Meeting with Hillhurst-Sunnyside Board leaders. Discuss collaboration topics (e.g. day care, shared learnings, swimming pool management) initial approach to H-S GM	Susan (Exec Committee)	April Exec meeting – report next steps.
2024- 01-10	Board Financial Summary rework. Split out capital, inventory, start up costs, one time costs, equipment, etc. from general operational expenses	Finance Committee (Margot)	** Margot – are you happy this can come off Action Register?
2023-12-12	SharePoint Strategy - bring straw model forward to Exec Committee.	Casey (Jan to support)	June Exec meeting
2023-12-12	Community demographic analysis. From StatsCan 2021/ Calgary community reports. Use to inform WH Community Survey questions.	Jan	
2023-12-12	Board Committee TOR / structure analysis. Benchmark for gaps against other Alberta non-	Jan (Exec Committee)	May Exec meeting

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	profit Boards. Basis for any mergers/ changes post Strategy session.		