

**THE CAPITOL HILL COMMUNITY ASSOCIATION (the "CHCA")
Minutes of the Meeting of the Board of Directors (the "Board")
January 20, 2020 at 7:35 P.M. (Calgary time)**



Attendance (Directors):

Mavis Sew
Cam Collingwood
Jarvis Schmid
Jeri-lyn Zbytnuik
Peter Roseneck
Owen McHugh
Pat Conway
Bryan Buss
Tricia Hamilton

Regrets:

Maria Castillo Stone
Reneé Amber

Also in attendance: Catherine Gulinao, Neighborhood Partnership Coordinator

M. Sew, acting as chair of the meeting, called the meeting to order at 7:37pm.

J. Zbytnuik acted as Secretary of the meeting. Quorum being present, the meeting was declared to be duly called and constituted business.

A. BOARD and EXECUTIVE

O. McHugh motioned to approve the meeting minutes of September 19, 2019. The motion was seconded by B. Buss. All in favour.

J. Schmid motioned to approve the meeting minutes of December 16, 2019. The motion was seconded by T. Hamilton. All in favour.

B. Neighbourhood Partnership Coordinator (NPC) update

C. Gulinao encouraged the Board to be accountable to the CHCA Action plan 2020 document that was compiled based on the January 12 Strategy session. C. Gulinao will also highlight items in her NPC report that relate to this document.

P. Roseneck suggested reviewing the document at February's board meeting. All agreed.

C. TREASURER'S REPORT

P. Roseneck reviewed the items which were outlined in the Treasurer's report that he shared with the Board. These included:

- Historical T1044s (Non-Profit Organization Information Return) and Financial Statements for 2000-2017, as well as for 2018, were submitted to CRA on Dec 18.
- Our new bookkeeper Michelle Melski started on Jan 10.
- CHCA received new letter from CRA on Jan 6 regarding their examination of our historical GST returns. Michelle is working on our response, which is due by Jan 29. She also suggested submitting yearly, not monthly.

- The consolidation and correction of our code of accounts is underway. These still have to be reviewed and verified. J. Schmid asked for a 'legend' of the codes for better understanding.
- Accounts have been reconciled with bank and paypal statements as of Dec 31 and visa statement as of Jan 6.

D. Planning, Development and Transportation

C. Collingwood mentioned that the applications continue to be slow. He did attend a meeting on our local area plan which is a 30 year vision for the area. The height restrictions along 20th Avenue are proposed to change to allow for six stories. The planning committee will submit a response to this, with our objections.

E. Programs

T. Hamilton updated the Board that the morning and evening yoga classes and kids dance class are slated to start in two weeks but there have been few registrants. It was decided to send an announcement to the newsletter mailing group. She also gave an update on the container garden workshop, to be held May 6. **T. Hamilton motioned for an expenditure of up to \$600 for the cost of the Container Garden workshop.** B. Buss seconded the motion. All in favour.

Tricia is also considering a community potluck, but needs to research further before bringing this to the Board.

F. Events

J. Schmid mentioned that Brewfest is planned for April 4, with a similar format as last year. He noted that the challenge last year was in securing volunteers. He will promote this more. C. Gulinao said that the City of Calgary can provide event support as well.

J. Schmid motioned for an expenditure of up to \$1000 for costs related to Brewfest. P. Roseneck seconded the motion. All in favour.

M. Sew noted that the Easter Egg Hunt is scheduled for April 11, 2020. Since this is our most well attended event, the Board discussed ideas for leveraging this. Again, C. Gulinao said that the City of Calgary can provide event support.

G. Communications

M. Sew said that the paper newsletter will be ready for distribution by the end of January.

H. Facility

J. Schmid informed the Board that the he has applied for another CFEP grant to redo the stairwell, replace toilets, replace window wells for the pre-school, lighting, security and points of access upgrades. The CFEP grant will cover 50% of the costs. He would also like to apply for the CCG grant to cover up to 75% of the costs of some of these grades.

J. Schmid motioned to apply for CCG for accessibility, plumbing, stairwell and window well upgrades and landscaping for up to 75% of \$180,000 with the remaining funds coming from the CFEP grant or CHCA Capital expenditure. P. Conway seconded the motion. All in favour.

J. Schmid motioned for an expenditure of up to \$1000 for a custom floor mat. B. Buss seconded the motion. All in favour.

J. Schmid motioned for an expenditure of up to \$300 for a custom wood box to hold our salted gravel.
P. Roseneck seconded the motion. All in favour.

Finally, J. Schmid updated the Board on the deficiency with the flooring in the hall. He is currently holding back the remaining 50% payment until this is addressed.

M. Sew mentioned that we will be moving to the City of Calgary recycling/organics system in February.
C. Gulinao will send some educational material.

O. McHugh said that the simplified version of proposed rental rates will be reviewed by Mavis and then posted. He worked with Abi on the rates which are still in line with current rates. He explained that this is the first step to an automated process of renting through the CHCA website. He also reiterated that our mission is not to secure as many private rentals as possible, but to provide a space for community groups and programming.

I. NEW BUSINESS

- a. C. Gulinao will start the process for the conceptual drawing grant.
- b. CHCA would offer free space for the Calgary Association of Lifelong learners if they wanted to hold events at the hall. CHCA members would have to be welcome.

O. McHugh motioned to adjourn the meeting. The motion was seconded by C. Collingwood. All in favour.

NEXT MEETING

To be held February 19, 2020.

Meeting was adjourned at 9:14pm.

Mavis Sew
President

Jeri-lyn Zbytnuik
Secretary