

**THE CAPITOL HILL COMMUNITY ASSOCIATION (the “CHCA”)
Minutes of the Meeting of the Board of Directors (the “Board”)
November 13, 2019 at 7:35 P.M. (Calgary time)**



Attendance (Directors):

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

Regrets:

Pat Conway
Maria Castillo Stone

Also in attendance: Renée Amber, Connie Harms, and Catherine Gulinao.

M. Sew, acting as chair of the meeting, called the meeting to order at 7:38pm.

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 October 22, 2019. The motion was seconded by B. Buss. All in favour.

M. Sew introduced Renée Amber and noted that she would like to re-join the Board and assist with the Events portfolio. **T. Hamilton motioned to add Renée Amber to the Board of Directors.** B. Buss seconded the motion. All in favour.

B. Orientation

M. Sew mentioned that she has given the Board members access to the Google drive. There are reference documents that can be accessed. The google drive can also be used for sharing documents.

C. TREASURER’S REPORT

P. Roseneck noted that with the timing of the Board meetings, it would not be possible to present financials. Therefore, he proposed to move the Board meetings to the third Monday of the month. All agreed. There was a discussion of using PO’s to track project costs which will be helpful when reporting for grants. He also said that the AGLC funds need to be spent by May 2020, although he will apply for an extension, considering our next casino will not be until Q3 of 2020. This may leave funds tight for 2020.

D. Planning, Development and Transportation

C. Collingwood attended a meeting regarding changes to the inner city communities’ ARP’s (area re-development plans), as well as the land use bylaws.

E. Programs

T. Hamilton provided updates on the various programs:

- a. The Seniors Art class went very well and they will be creating their own Art Club. They will be encouraged to apply for the CHCA micro-grants for any funding needs.
- b. Yoga has 9 attendees and will continue.
- c. Wine and Paint night was successful. T. Hamilton suggested increasing the price to \$50 for any future ones.
- d. Kids' Dance class will continue, but with a shortened class for the younger kids.
- e. The Holiday Arrangement Workshop has 13 of 20 people registered.

F. Events

- a. Halloween Dance - was very successful. Ideas for next year included having an RSVP to track attendance which will make it easier for planning, assigning shifts to volunteers and continue with the flyers.
- b. Holiday Party – is scheduled for December 20. We have received \$1000 from the City of Calgary (Ward grant) for this event. **R. Amber motioned for an additional expenditure of up to \$500 for the Holiday party.** S. Smith seconded the motion. All in favour. C. Gulinao also said that City staff can assist with the holiday party.
- c. J. Schmid noted that the Winter bike workshop had 9 attendees. The collaboration with Banff Trail community association worked well.
- d. He also suggested bringing in the Calgary Opera to do a performance for kids, in the hall. There could be a charge of \$10/family. **J. Schmid motioned for an expenditure of \$1000 for the Calgary Opera.** T. Hamilton seconded the motion. All in favour.

G. Neighbourhood Partnership Coordinator

C. Guliano updated the Board on the City budget restrictions. The money allotted for the Capital Conservation grant (CCG) should remain status quo for the next 4 years. She also reviewed the Board orientation presentation that was included in the pre-read material.

H. Communications

In Maria's absence, M. Sew reminded Board members to please send an 'about you' blurb to Maria and arrange with her for a picture, if you have not done so.

I. Facility

J. Schmid noted that the renovations to the centre are ongoing, with HVAC and flooring remaining. Flooring will be done during the Christmas break. He will also be applying for another round of funding in January and may work with a Project Manager for the grant application and renovations.

There was a discussion about the remaining funds needed to complete the renovations. The CCG would cover 75% of the costs and CHCA would pay for the remaining 25% which totals \$1823.22. **J. Schmid motioned for the approval of the CCG additional funding request.** O. McHugh seconded the motion. All in favour.

J. Schmid will also get a quote for lighting. M. Sew noted that the new Billboard on 14th Street is up, and the development permit (DP) for the front fascia and sign has been approved, and is now going to the City advertising department for approval. The costs for this are being paid directly by the City – please send all invoices/receipts to Catherine before year end.

M. Sew also reviewed Abi's facility report. She requested a lockable cabinet to be installed in the boardroom to house the security equipment. **C. Collingwood motioned for an expenditure of up to \$600 for a lockable cabinet.** J. Schmid seconded the motion. All in favour. There was a discussion about increasing rental fees. O. McHugh agreed to review this and present to the Board in December. A two week daycamp for Trickster Theatre has been secured for the summer.

J. **Funding** – no updates.

K. NEW BUSINESS

- a. M. Sew suggested holding another Strategy session. It was agreed that this would be held in January 2020.
- b. Jessica Lajoie has agreed to be the Casino chair. The casino is expected to be held in Q3 of 2020. We will receive confirmation of the date in February.
- c. Insurance - Renewal is December 1, 2019. **P. Roseneck motioned for an expenditure of up to \$9552 for Insurance.** C. Collingwood seconded the motion. All in favour.
- d. The paper newsletter will be distributed in June.

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

NEXT MEETING

To be held December 16, 2019

Meeting was adjourned at 9:19pm.

Mavis Sew

President

Jeri-lyn Zbytnuik

Secretary