

Meeting Information

Meeting Name:	West Hillhurst Community Association Board of Directors	Program/Department:	Board of Directors
Meeting Date:	April 10, 2024	Meeting Time:	7:00 –9:00 pm
Meeting Location or Link:	WHCA Boardroom https://us06web.zoom.us/j/88355488246		

Attendees

Chair / Timekeeper	Dylan Richards	
Minutes	Deb Kowbel	
Attendees	Directors: <ol style="list-style-type: none"> Dylan Richards (President) James (Jim) Heater (Past President) Angela Pucci Gord Chester Jan Burwell (PT) Julie Impey Lawrence Braul Deborah Kowbel Will Overend Dave Best 	By invitation: <ol style="list-style-type: none"> Susan Lenio (General Manager) Brenda Annala (City of Calgary) Terry Wong (Ward 7 Counsellor)
Absent:	<ol style="list-style-type: none"> Alberto Trejo Maggie Lam Margot Davidson (Treasurer) Casey Kennedy (Vice-President) 	<ol style="list-style-type: none"> Karen Dahl (Planning Committee) Janice Paskey (Transportation Committee)

Meeting Minutes

Time	Topic	Summary Discussion / Decision / Action	Lead
7:00 pm	Call to Order	Ten members in attendance (2 Online). Quorum met.	Dylan
7:00 pm	March 2024 Board Minutes	Motion by Will Overend. Seconded by Jim Heater. Approved unanimously.	Dylan
7:01 pm	Introduce WHCA Staff	Introduced Carla Fiorentino (bookings and other facility administration) and Amanda Thompson (HR and HSE). Amanda has been with WHCA 5 yrs and Carla 9 yrs. Some feedback given is - the facility is old and the footprint limits the programs that can be provided (could do more with more space), the gardens need improvement, the building could be painted, covered tennis would allow more pickleball (very popular)	Susan
7:29 PM	Appoint New Secretary	Dylan made mention to thanks Marc for his great work as secretary and thanks to Jan for doing April Minutes.	Dylan

		Only Deb has volunteered as Secretary. Dylan Motion to approve Deb as secretary. Angela seconded and all were in favour. Deb appointed as Secretary	
7:30 Pm	Terry Wong Report	<p>Terry discussed many issues with the board that are not all summarized within these minutes – larger summary to follow however some specifics were –</p> <ol style="list-style-type: none"> 1. The H-GO at the corner of 19th St NW and 5TH Ave NW was approved. Mobility assessment will be completed once the building is complete and occupied. 2. Area on 19th St NW and 4th Ave NW will be re-evaluated from the row/town houses proposed. 3. Kensington Rd NW is having further assessments on traffic lights at Crowchild RD NW, using telemetric to assess mobility. 4. The bike community is small but extremely active and tends to convince city council to continue to add bike routes. 5. 150 people have signed up to speak at April 22 rezoning meeting 6. 6 counselors voted against blanket rezoning, Terry is proposing amendments to allow the public more say in the changes 7. Discussion about the H-GO rezoning application on 1st Ave NW where RG-C is the current proposed rezoning map 8. Terry encourages the use of public show of concern (i.e. media) to get our points to council, more letters will not be that impactful. 9. A regional facility study for community associations (downtown area) has been requested by Terry to look at needs and funds for new or improved facilities 	Terry Wong
8:00 pm	HR Committee Report	<p>GM (Susan) has signed employment offer and is working on goal setting for bonus program. GM Roles and Responsibilities are being updated. HR Committee action list is slowly being addressed.</p> <p>Marc has mentioned to Will that he is available for questions/support</p>	Deb
	Planning and Transport Committee Report	<p>Planning Committee is highly concerned with the H-GO application on 1st Ave NW and is addressing it now. Primary bus lines are not prioritized by city counsel even though this is a prerequisite of the new zoning. Transportation committee is pushing the city to maintain commitments. Planning committee is also starting to address this in responses to new builds that do not have parking for all residences.</p> <p>Dylan mentioned that he signed a multi-community letter against blanket rezoning</p>	Deb
8:04 pm	Green Committee Report	Solar Party April 21 st – wear yellow and ribbon cutting is at 11 am. At 11:30 Enmax will present and at 12:15 Solar Alberta will present. Any board member planning on attending should let Dylan know so he can acknowledge them.	Julie
8:07 pm	City of Calgary Report	Brenda will provide ribbon, scissors and 2 gift certificates for Solar Party	Brenda

		Dylan and Brenda to meet in the next two to three weeks on capital budgeting process.	
8:08 pm	Finance Committee Report	There will be a finance committee meeting next week on the upcoming audit Margot still getting up to speed on requirements, but the process is moving along. Still need to address the capitalization of “the Nest” one-time costs as well as inventory.	Dylan
8:10 pm	GM Report	<p>There is an Open House scheduled for May 29th on Riley Park Planning, all may attend. No registration is required and will be held in go-getters’ lounge.</p> <p>Next community events are Spruce up the neighbourhood (May 11th) WHCA will be calling for volunteers. Bikefest is May 19th, community garage sale is June 15th (neighbours day) and kick-off to summer is June 22 with many activities scheduled.</p> <p>On Financials, The Nest had the head chef quit and the restaurant manager (Jen) did not renew her contract. This has not affected the operation of the facility. The operation of “the Nest” continues to move in the right direction. Hours of operation for summer months may be adjusted. Other areas are overperforming, so financials look good for business year end.</p> <p>Stantec has redone evaluation of the HVAC requirements to close the project. Recommendations will be sent to the city for approval. Scope has changed and could be less than previous estimates.</p> <p>Spectacle has been engaged for the engineering studies and has sent proposals for these to the city. Waiting for approvals.</p> <p>Snow guards for the solar panels have been approved and expected to be installed within 3 weeks. This is no cost to WHCA . Susan and Brenda are looking into Solar Panel maintenance. WHCA is hoping that the costs will be shared from a common community pool. Once the solar panel project is complete WHCA will get access to a portal where we can see how much electricity the panels are producing. Insurance for the Solar Panels is being sought.</p> <p>The association is looking at temporary solutions to address the water problem on the North side of the facility since the studies and recommendations cannot be completed until 2025.</p> <p>Sasha Tompson was hired as Facilities and Events Co-ordinator. She has worked at WHCA in the past and is part of the community.</p> <p>Susan met with Kate (Hillhurst/Sunnyside) to discuss the pool. The swimming pool is a service agreement not a lease. There is issues that need to be ironed out on this agreement, including insurance and maintenance. Proposed to leave this as a 2025 item. All agreed.</p>	Susan
	Motion #20240410	Motion to apply for the Inspiring Neighbourhoods Grant and use it for a community engagement survey was discussed. In addition, a motion to approve WHCA spending up to \$11,500 was tabled.	Susan

		Discussions on number of bids, RFPs, survey questions, survey distribution, funding, and expected outcomes ensued. It was agreed that the motion, as it is written, made no commitments but rather agreement to pursue this activity. Dylan made two motions 1) to apply for the grant and 2) to approve the WHCA spending up to \$11,500, Jim seconded both motions and all were agreed to be in favour of the motions.	
8:40 pm	Board Action Register	<ol style="list-style-type: none"> Board Governance – Best Practices – to be presented May 8 BOD meeting - Action Will All other actions were either address in the presentation of reports or the assigned owner was not at the meeting to present progress. 	Deb
<u>In Camera:</u>			
8:50 pm	Further business	<ul style="list-style-type: none"> Require terms of reference for Secretary position Some BOD members expressed interest in attending a presentation from Brenda on how capital projects are chosen. Some BOD members expressed interest in having Trevor present his list of capital projects in need 	
9:00 pm		Termination of meeting	Dylan

Board Action Register

Added: <i>(reverse chrono order)</i>	Action	Lead	Target Completion
2024-04-10 Item 17	Finalize Goal Meeting	Deb	
2024-04-10 Item 16	Trevor present Capital Projects identified	??	June 2024
2024-04-10 Item 15	Brenda Annala present capital projects Budgeting	Dylan	June 2024
2024-04-10 Item 14	Safety Committee Quarterly Report	Lawrence	May Board Meeting
2024-04-10 Item 12	Create Board Skills Matrix	??	??
2024-03-13 Item 9	Schedule WTW-led Board Workshop	Will	By March ME
2024-03-13 Item 8	September Strategic Planning session scheduling. Doodle Poll	Casey	By March ME
2024-03-13 Item 7	Community Survey Grant Application / Objectives Development. Support to Susan (e.g. cost estimate, survey objectives/ topics, target respondents.)	Jan / Casey /Susan/ Lawrence	April - Grant Application; June – Survey.
2024-02-13 Item 6	Zip folder of Planning Committee documents Karen Dahl to send zip folder of Planning Documents to Marc to distribute.	Susan	May

Added: <i>(reverse chrono order)</i>	Action	Lead	Target Completion
2024- 01-10 Item 4	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 Item 3	SharePoint Strategy - bring straw model forward to Exec Committee.	Casey (Jan to support)	June Exec meeting
2023-12-12 Item 2	Community demographic analysis. From StatsCan 2021/ Calgary community reports. Use to inform WH Community Survey questions.	Jan	
2023-12-12 Item 1	Board Committee TOR / structure analysis. Benchmark for gaps against other Alberta non-profit Boards. Basis for any mergers/ changes post Strategy session.	Jan (Exec Committee)	May Exec meeting
Completed Actions to date : Items 5, 13 and 14			