

Meeting Information

Meeting Name:	West Hillhurst Community Association Board of Directors	Program/Department:	Board of Directors
Meeting Date:	May 08, 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	Jim Heater	
Attendees	Directors: <ol style="list-style-type: none"> 1. Dylan Richards (President) 2. James (Jim) Heater (Past President) 3. Angela Pucci 4. Gord Chester 5. Jan Burwell (PT) 6. Julie Impey 7. Lawrence Braul 8. Deborah Kowbel 9. Will Overend 10. Dave Best 	By invitation: <ol style="list-style-type: none"> 1. Susan Lenio (General Manager) 2. Brenda Annala (City of Calgary) 3.
Absent:	<ol style="list-style-type: none"> 11. Alberto Trejo 12. Maggie Lam 13. Margot Davidson (Treasurer) 14. Casey Kennedy (Vice-President) 	<ol style="list-style-type: none"> 4. Karen Dahl (Planning Committee) 5. Janice Paskey (Transportation Committee)

Meeting Minutes

Time	Topic	Summary Discussion / Decision / Action	Lead
7:00 pm	Call to Order	8 members in attendance 1 online	Casey K
7:05 pm	April 2024 Board Minutes	Jan Burwell made motion to approve Jim Heater 2 nd . Unanimously approved	Casey K
7:10 pm	City of Calgary Report	Brenda did not attend – several grants were discussed	Casey K
7:15 pm	HR Committee Report (Verbal)	Jim Heater explained that Susan's goals and bonus structure for FY 2024 are complete. FY 2025 are complete and will be discussed in our July HR meeting. Trevor will present to the board in our June meeting.	Jim H
7:20 pm	Action Items	Casey reviewed action items from previous meeting and were either resolved or addressed in the May 8 meeting. Action Items to be completed are Community Demographic Analysis and Board Committee Structural Analysis.	Casey K
7:30 pm	Transportation and Planning Committee	Karen and Janice did not attend. We had a brief discussion of pending HGO projects that are a concern.	
7:40 pm	Green Committee Report	Julie provided a brief report on our Solar panel celebration. Also talked about Butterfly Way. Our goal is to have 12 Native plant gardens in Westhillhurst for pollination.	Julie I
7:45 pm	Finance Committee Report	Financials are in good shape with a strong cash position. We set the AGM for November 13, 2024 at 7pm. Board meeting will start at 6pm prior to the AGM. Board meetings for FY 2025 will continue to be the second Wednesday of the month at 7pm. July and August will have no meetings. Margot and Will are evaluating our auditors for the future.	Margot D
7:50 pm	Safety Report	Lawrence stated WHCA has a strong culture towards safety. Trevor is very proactive. Enmax needs to complete the snow guards for the solar panels.	Lawrence B

8:00pm	GM Report	<p>Motion for extension of HVAC project to Dec 31, 2024. Motion made by Will and 2nd by Margot. Unanimously approved. Susan will apply for Outdoor Grant of \$5000 to be utilized for our outdoor rink.</p> <p>Next community events are Bikefest May 11, Spruce up the neighbourhood (May 19th) WHCA will be calling for volunteers for May 19th, community garage sale is June 15th (neighbours day) and kick-off to summer is June 22 with many activities scheduled.</p> <p>24th Annual Squash Championship was a huge success. Chris Cheng is doing a great job. Susan is authorizing new tiles in the Fitness Center showers.</p> <p>Nest is operating Tue-Friday. Susan continues to improve the operation and reducing waste.</p> <p>ECP's have been submitted for Arena Door and Drainage Study.</p> <p>Stairwell railing and floor project in on target.</p> <p>Governance training will be on Monday the 13th of May from 7-9pm.</p>	Susan L
8:10pm	Community Survey	The committee reviewed the responses from the RFP and selected Possibility Insights (Pi). Pi has provided a solid plan for the survey. The board discussed several options for 3 additional questions on the survey. It was a good learning experience and we agreed on the additional question. Good job by the committee for this important project.	Casey K, Jan B
	<u>In Camera:</u>		
8:55 pm	Further business	Our Strategy Meeting will be in October 2024	Casey K
9:20 pm	Terminate meeting	Meeting was terminated. Motion by Jan 2 nd by Margot.	Casey K

Board Action Register

Added: <i>(reverse chrono order)</i>	Action	Lead	Target Completion
2024-05-08 Item 18	Board Governance outcomes	??	??
2024-05-08 Item 17	Year End Audit	Margot/Susan	??
2024-04-10 Item 12	Create Board Skills Matrix	??	??
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
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 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 2, 4, 5, 9, 10, 11 and 13, 14, 15, 16			