

Meeting Information

Meeting Name:	West Hillhurst Community Association Board of Directors	Program/Department:	Board of Directors
Meeting Date:	June 12, 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) Casey Kennedy (Vice-President) Margot Davidson (Treasurer) James (Jim) Heater (Past President) Deborah Kowbel (Secretary) Angela Pucci Gord Chester Jan Burwell (PT) Julie Impey Lawrence Braul Will Overend Alberto Trejo Maggie Lam 	By invitation: <ol style="list-style-type: none"> Susan Lenio (General Manager) Janice Paskey (Transportation Committee)
Absent:	<ol style="list-style-type: none"> Dave Best 	<ol style="list-style-type: none"> Brenda Annala (City of Calgary)

Meeting Minutes

Time	Topic	Summary Discussion / Decision / Action	Lead
7:00 pm	Presentation by Scouts	New two story building of 13,500 ft ² to be built with 60% government funding. Will also house the National Access Arts Center. Currently at Class D estimate of \$14 million (high level). Will start presenting the plan over the next few months to the community. Located ???	
7:20 pm	Call to Order	All members in attendance	Dylan
	May 2024 Board Minutes	Dylan approved. Jan seconded. Approved unanimously.	Dylan
	WHCA Staff Presentation	Trevor Wise maintenance manager has worked with WHCA for 9.5 years Trevor presented a summary of the current state of the building. Highlights as follows: <ul style="list-style-type: none"> WHCA has a network of reliable contractors 	Trevor

		<ul style="list-style-type: none"> - The building has reached the end of useful life, maintenance projects are what extends the life of the building - The building rates as fair (pretty low) - Transformers are aging out and plumbing is at its capacity - Maybe we can do Esports or space for teaching aids for student from Queen Elisabeth high school as growth areas - Require passive income to keep facility operational (like in the case of a pandemic) - Trevor has split the building into A, B C block for maintenance purposes – The Nest is in A block - Header trench where the Olympia drive is showing signs of stress - There is efflorescence on some walls, not sure how it affects the integrity - Several RTU (roof top units) are at the end of life and requires a significantly large crane to change them - Rink floor is expected to last 50 years (new in 2017) - Electrical is the largest area of concern (breakers run HOT) - Building is inspected by the city every 5 years, last inspected 2022 	
	Finance Committee	<p>Audit is June 30. Working on next steps for the CRA audit of GST filings. Budget approval will be emailed out (post meeting budget was approved).</p> <p>Separately Margot is looking into the Bylaws and comparing to other communities. This started as the banking needed work. Anyone who wants to see copies of what she is looking at can request from Margot</p>	Margot
	Motion	Motion was read for Community Technical Advisory Services by Dylan (later) and approved by Lawrence, seconded by Will, all were in favour.	Susan
	GM Report	<p>Hvac project extended to Dec 2024</p> <p>Survey Grant was approved so promotions on the survey will start right away (note that the survey is a board initiative so use Susan for advice, don't add to her workload).</p> <p>Garden Hoses to the gardens are off due to water restrictions</p> <p>Susan Met with Karen Dahl from the Planning committee, the board would like to be better informed on meetings and issues ahead of the monthly report, in the future, Deb will send the planning committee agendas, summarize what is in the works and report at the BOD meetings.</p> <p>BOD to let Dylan know ASAP if there is anything other information required for the Strategic Planning session as gathering the data takes time. Data gathering is time consuming so Susan needs all requests to her through Dylan by August 1st.</p> <p>New advertiser – Team Town Sports</p> <p>PLEASE ATTEND the kick-off to summer June 22. Attendance by BOD has been none for the last few events.</p>	Susan
	Debrief of Workshop	<p>Highlights of Workshop</p> <ul style="list-style-type: none"> - BOD has a good cross section of skills and diversity 	Will

		<ul style="list-style-type: none"> - BOD needs to determine what model they will work under; Jenn suggests that the co-operative governance model seems to fit – does this resonate with the Board? - Revisit the volunteer committees and who they report to – these committees should be accountable to the GM instead of the board - Need to set up a time or conversation as to how we address the committee and the board model - Lawrence suggested a few meetings around governance outside of regular board meetings to address governance issues - Lawrence also suggested to Work governance into policies rather than bylaws, limit change to the bylaws. Also hire a lawyer to manage bylaw changes - Lawrence and Jan to initiate an email for consideration on governance within the next two weeks - Five values surfaced, see the package that went out with the agenda, if anyone wants context on this please send a note out to the BOD - NEXT STEPS – Strategic planning – Dylan to reach out to Brenda to see if Jenn can facilitate and then Brenda can participate 	
	Transportation Committee Report	<p>Hillhurst/Sunnyside get more funding than we do – the difference is substantial- we need more board advocacy and representation to the city</p> <p>Transportation committee would like a strategy session with the board/GM</p>	Janice
	Summary of Survey	<p>Done in 2021, attached with meeting agenda. Highlights.</p> <ul style="list-style-type: none"> - Compared to adjacent communities and the city of Calgary overall - Growth is based on single/semi attached dwellings, new zoning and densification will increase the numbers, this will result in underfunding - Hillhurst/Sunnyside is quite different from WHCA - High seniors and 5-14yrs old in the community <p>Casey asked if we could partner with other communities to use their space to handle overflow.</p>	Jan
	Summary of meeting on Capital Projects	<p>The city is not interested in sharing the costs of further expansion of the building, however, any effort WHCA makes to improve or add to the space is owned by the city</p> <p>There is emergency funding for catastrophic events</p> <p>Brenda has been asked to provide information on other models such as a regional recreation facility like the Genesis center, partnerships, corporate sponsorship, naming rights, etc.</p> <p>The city has a viability of facility guide to determine if they will put more money into the facility. So Brenda will also look at that.</p>	Dylan/ Margot

		Dylan indicated that if we determine at the strategic planning session we want big facility changes there will be “heavy lifting” required of the board	
	Board Action Register	Action register was not reviewed. Deb asked about the set up of the share point site which is not complete. Google drive will be used and the secretary will set up and administer the site on behalf of the board. Deb will get the procedure that WHCA uses for its administration of the drive to start.	Deb
<u>In Camera:</u>			
		None – Meeting Adjourned at 9:20 pm	

Board Action Register

Added: <i>(reverse chrono order)</i>	Action	Lead	Target Completion
2024-06-11 Item 20	Finish review of Bylaws/ suggested changes	Margot	September
2024- 06-11 Item 19	Strategic Session with Transportation Committee	??	September
2024-05-08 Item 18	Board Governance outcomes Email for review to be sent out by June 28 th Possibly set up governance committee before September	Jan/Lawrence	Summer 2024
2024-05-08 Item 17	Year End Audit and CRA Filings	Margot/Susan	June 30
2024-04-10 Item 12	Create Board Skills Matrix	??	??
2024-03-13 Item 8	September Strategic Planning session scheduling. Doodle Poll	Casey	Before September BOD
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 – use google drive, set up folders and processes	Deb	Summer 2024
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)	September Exec meeting
Completed Actions to date : Items 2, 4, 5, 7, 9, 10, 11 and 13, 14, 15, 16			