

Meeting Information

Meeting Name:	West Hillhurst Community Association Board of Directors	Program/Department:	Board of Directors
Meeting Date:	September 11, 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 Will Overend Maggie Lam 	By invitation: <ol style="list-style-type: none"> Susan Lenio (General Manager) Brenda Annala (City of Calgary)
Absent:	<ol style="list-style-type: none"> Alberto Trejo Lawrence Braul 	

Meeting Minutes

Time	Topic	Summary Discussion / Decision / Action	Lead
6:45 pm	Presentation by Green Committee	Utility Box Arty Project presented to the Borad of Directors	
7:05 pm	Call to Order	<p>Alberto and Lawrence absent, Dave has left the BOD. Everyone should reach out to Dylan/Casey if they will not be continuing on the board or if there is a committee they would like to join.</p> <p>Jan has indicated she is leaving.</p>	Dylan
7:08 pm	Survey Results	<p>Mike presented a summary of the survey results in SWOT format (strengths, weaknesses, opportunities and threats)</p> <p>Some highlights</p> <ul style="list-style-type: none"> Room to sell more memberships to people who don't use the facility but want to show community support 	Mike Napier

		<ul style="list-style-type: none"> - Most communication is word of mouth, need to look at how to best use other forms of communication - Facility - lighting, signage, exterior and carpets need work - Most members sign up because they had to to participate in programs - Nest food quality, menu and hours could be improved - Increase awareness of programs to increase use - Need to somehow measure how increased awareness = increased use to claim success - Target new members who are willing to pay to support the community - There is a large number of people that look to WHCA for something to do - Lessening of greenspace to develop larger or new facilities is an issue for the small group, others start to have concerns about traffic and parking amongst others - The Nest is not yet “a place to go” needs to create more of a reason to go to The Nest 	
	Round table conversation	Strategic planning must address Community vs Facility or both Everyone should do a deeper dive into the data prior to strategic planning	Dylan
7:40 pm	AGM	AGM on November 13 th will be in person and on ZOOM Susan will set it up and advertise it Deb to forward Susan last years agenda Need to be a member at large to attend AGM Anyone volunteering for the BOD at the AGM will be vetted following the meeting. To be held in Go Getters area. BOD meeting will take place before the AGM from 6 to 7pm	Dylan
7:44 pm	BOD Meetings	Suggest the BOD meeting start earlier at 6 pm Dylan motioned, Casey seconded, all in attendance were in favour of the new Start time starting October Also Margot suggested we should try and do some socializing as the BOD, in general people agreed we should try for some	Dylan
7:54 pm	Bylaws	Margot discussed a need for Bylaw committee. Three people maximum Jan reminded the board that we had discussed a governance committee. Jan will forward her draft of both fund development and governance committee TOR. Brenda indicated that the FCC website and the Societies Act are good references for governance.	Margot
7:58 pm	Finance Committee	There is an amount of \$18,000 owing to the government due to “misinterpretation of calculations”. Audit is yet to close. Margot is looking to hire a new auditor as the current one is not offering value	Margot
8:02 pm	Park upgrade project	This is just a heads up that there are some upgrades that St Andrews heights are considering. Brenda indicated that there will be an engagement process to follow.	

		Casey also asked how the upgrades to the playground and baseball diamonds in Helicopter Park went ahead with little to no communication to West Hillhurst. WHCA is receiving questions on this project and has no information.	
8:09`	GM Report	<p>Susan suggested we do not make the greenspace north of the building part of the lease agreement until we have a better plan of how it will be utilized. After digging into the costs to put the annual budget together, she found the cost to maintain this area exceeds the income from rental.</p> <p>Deb Made motion: Continue to rent the greenspace until WHCA has a plan for the use of the space. Will seconded the motion Dylan voted no, Casey remained undecided, all others voted in favour, motion carried</p>	Susan
		<p>The Nest hours have been extended. Susan has a lot less involvement in The Nest now that Amy started.</p> <p>The City has allowed 2022 closure of the HVAC project. A new 2024 CCG project (Areana Dressing Room Safety Upgrade) will be opened to finish that project. The permit has to be sorted by the city. Require \$200,000 to finish the project which will be partially funded by the city.</p> <p>2024 CCG projects – arena door by Spectacle, drainage study lacked a good solution, the city and Susan working out a better slolution that can hopefully get funded in the CCG</p> <p>The funds for the compressor project have been received</p> <p>Solar inverter needs repair, and we are not selling power yet as the bi-directional meters have not been installed.</p> <p>There has been some staff turnaround on the arena and teaching assistant– people are being trained to take the positions</p> <p>14 subcontractors have been hired for the skate program</p> <p>Life Cycle Review with the city will be booked. Susan and Trevor will attend. City will make recommendations. Provide feedback if you would like to attend. Likely Dec/Jan</p>	
		<p>Casino night is March 16th and 17th requires lots of volunteers.</p> <p>Wellness (educational) series by Calgary Health Collective starts October 3rd for seven weeks. Every Thursday at 6 pm</p>	
	Questions	Will asked what the \$11,000 deficit was on the financials	
	Strategic planning	<p>Casey and Dylan asked for the WHCA program vacancy rates for 23/24 season for the strategic planning session</p> <p>Susan to book WHCA hospitality room for sept 21Brenda will order and bring in food</p>	Casey

	Board Action Register	See following Board action register is restarted as item 1. The first 6 items are from the previous year. Discussion on Matrix – Deb will update. Casey and Dylan will vet any new candidates.	Deb
<u>In Camera:</u>			
		None – Meeting Adjourned at 9:00 pm	

Board Action Register

Added	Action	Lead	Target Completion
2024-09-11 Item 1	Board Committee TOR / structure analysis. Benchmark for gaps against other Alberta non-profit Boards. Basis for any mergers/ changes post Strategy session.	(Exec Committee)	Following strategic Planning Dec 2024
2024-09-11 Item 2	Set-up google drive to share BOD documents, set up folders and processes Include Zip folder of Planning Committee and other committee documents	Deb	Fall 2024
2024- 09-11 Item 3	Strategic Session with Transportation Committee	??	After AGM
2024-09-11 Item 4	Board Governance outcomes Email for review to be sent out by Possibly set up governance committee before September	Jan/Lawrence	Sept 2024
2024-09-11 Item 5	Finish review of Bylaws/ suggested changes Need a bylaw/board governance committee	Margot	September
2024-09-11 Item 6	Update Board Skills Matrix	Deb	October
Completed Actions to date :			