

**THE CAPITOL HILL COMMUNITY ASSOCIATION (the "CHCA")
Minutes of the Meeting of the Board of Directors (the "Board")
January 17, 2019, at 7:30 P.M. (Calgary time)**



Attendance (Directors):

Jessica Lajoie
Mavis Sew
Cam Collingwood
Jeri-lyn Zbytnuik
Aarthie Fernando
Jason Schultz
Maria Castillo Stone

Regrets:

Janet Ogden
Jarvis Schmid
Owen McHugh

Guests:

At the request of Board, the following guest of the Capitol Hill Community Association (the "CHCA") were also in attendance:

Tricia Hamilton, Capitol Hill Community Garden Lead
Connie Harms, CHCA Bookkeeper
Abi Harker, Facility Manager

Ms. Lajoie, as President of the CHCA and acting as chair of the meeting, called the meeting to order.

Ms. Fernando as Secretary of the CHCA, acted as Secretary of the meeting. Quorum being present, the meeting was declared to be duly called and constituted business.

A. APPROVAL OF MINUTES

The minutes of the meeting of the Board held on December 20, 2018 were tabled for review and approval. On a motion duly carried, the minutes were duly approved.

B. GUEST PROPOSAL

Ms. Hamilton presented proposal for garden workshops for the benefit of Capitol Hill community gardeners. Calgary's Cottage Gardner, Janet, facilitates three garden workshops during spring and fall: Edible Gardening Fundamentals (May 1st), Fall Garden (Sep 18th), Seasonal Centerpiece (Dec 15th). Board agreed the workshops are free for members and \$10 for non-members; space is limited to 20 people. Mr. Collingwood motion for an expenditure of \$600 for three garden workshops in 2019. Mr. Schultz seconded the motion. **It was resolved that an expenditure of \$600 for the Community Garden workshops is hereby approved.**

Ms Harker, is working with Catherine (NPC) and +55 club to organize and run an art program for seniors. Ms. Harker was successful in obtaining a grant of \$1200 for the art program "Find your inner artist". Ms. Harker will be providing more details on this program in the coming months, expected start is Spring 2019.

C. TREASURES REPORT

Mr. Schultz reviewed the cash holdings in the community association accounts. CHCA corporate taxes need to be filed for the year. Mr. Schultz is working to resolve tax compliance issues. The board agreed to request tax filings to be handled by the financial auditor, Nancy Murdoch.

D. NPC REPORT

Ms. Sew submitted 2019-2022 updated business plan as per City of Calgary LOC requirements.

E. PLANNING AND DEVELOPMENT

Ms. Lajoie highlighted an email from alarmed community member regarding pedestrian safety at the 14th St and 20th AVE NW intersection. She recommended the board take steps to raise awareness of pedestrian safety in the community. The board agreed to draft a template letter that community members could submit to Ward Councillor Druh Farrel. Ms. Zybtnuik volunteered to put together a template letter that can be made available on social media.

F. EVENTS

Ms. Sew motioned up to \$500 for Comedy night on February 15th, 2019. Ms. Fernando seconded the motion. **It was resolved that an expenditure of \$500 for Comedy Night is hereby approved.**

G. FACILITY MANAGEMENT

Ms. Harker reviewed key items in the facility report. She highlighted planned updates to blinds, led lights and kitchen inventory. Kitchen inventory needs to be checked and supplies need to be restocked. Dedicated, lockable cabinets for CHCA can be used to store items for social events. Facility rental rate increases are being reworked and will be posted on the website. Insurance coverage was discussed as well as abuse coverage.

Mr. Schultz motioned up to \$1500 for a new computer for the office. The motion was seconded by Ms. Zybtnuik. **It was resolved that an expenditure of \$1500 for a new computer is hereby approved.**

H. 2018 STRATEGY SESSION RESULTS

Ms Castillo-Stone presented Capitol Hill Community Association's new website. The business directory as well as planning & development sections need content updates before the end of January. Ms. Castillo-Stone volunteered her skills to take headshots and group shots of the board members for use in the website.

Mr Schulz has set-up the shared Google drive with corporate documents. New email accounts have been set-up and tested. Board and executive director distribution lists are set-up and being used.

Ms. Zbytnuik has been working on a micro-grant policy and will be ready to present to the board at the next meeting.

I. NEW BUSINESS

BTCA is hosting a winter bike clinic. Mr. Collingwood motioned up to \$500 to join BTCA in running a bike clinic. Ms. Zbytnuik seconded the motion. **It was resolved that an expenditure of \$500 towards BTCA winter bike clinic is hereby approved.**

J. NEXT MEETING

The next meeting of the Board was set for Thursday February 21st, 2019.

On motion duly made and seconded, the Board meeting was then terminated.

Jessica Lajoie

President

Aarthie Fernando

Secretary