

**THE CAPITOL HILL COMMUNITY ASSOCIATION (the "CHCA")
Minutes of the Meeting of the Board of Directors (the "Board")
May 16, 2019, at 7:30 P.M. (Calgary time)**



Attendance (Directors):

Jessica Lajoie
Mavis Sew
Cam Collingwood
Aarthie Fernando
Jason Schultz
Maria Castillo Stone
Jarvis Schmid
Owen McHugh
Tricia Hamilton
Bryan Buss

Regrets:

Renee Amber Ronga
Pat Conway
Jeri-lyn Zbytnuik

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 April 18, 2019 were tabled for review and Approval by the Board. Following review and discussion, on a motion duly made and carried, the draft minutes of the Board meeting held on April 18, 2019 were duly approved.

B. TREASURES REPORT

Mr. Schultz presented the Treasurer's Report and reviewed the CHCA's financial position with the Board. Mr. Schultz informed that the audit of 2018 financial statements are in process. He has filed the necessary forms with the CRA and has recieved a corporate tax number. Tax returns can now be filed back to 2009 by the auditor. Mr. Schultz reviewed usage of Casino account funds with the Board. Annual AGLC gaming financial report is due in May. Prohibitive payments made from the casino account were discussed. Mr. Schultz recommended voluntary disclosure to ascertain implications of the incorrect usage of gaming funds.

C. PLANNING, DEVELOPMENT & TRANSPORTATION

Mr. Collingwood informed the Board on Traffic safety initiatives pursued by the Planning sub-committee. He reported flashing light crosswalk additions have been approved by the City of Calgary's Transportation Planning department. Locations of the new traffic calming measures are to be determined.

D. EVENTS

Mr. Buss updated the Board on Neighbor Day Business Fair preparations. He informed the Board that online registrations are now open to business. He has reached out to business in surrounding communities also. Digital mail-outs went to more than 60 businesses. Ms. Lajoie has collected signatures for temporary road closure for the event and will be submitting the request to the City. Mr. McHugh informed the Board that the bike workshop will go ahead and registrations at the event will be accepted. Ms. Sew informed the Board that activities for Neighbor Day include bouncy castle, outdoor activities, demonstrations, food trucks and live music. Ms. Sew motioned up to \$3000 for Neighbor Day on June 15th, 2019. Ms. McHugh seconded the motion. **It was resolved that an expenditure of \$3000 for Neighbour Day is hereby approved.**

Mr. Collingwood updated the Board on preparations for Dad's Night Out event. Cashless Poker game will be set-up in the lounge. The event is open to any CHCA member, not only dads, and their invited guests. The bar will be open for the event. Mr. Collingwood motioned up to \$600 for the Dad's Night Out on May 25th, 2019. Mr. Schmidt seconded the motion. **It was resolved that an expenditure of \$600 for Dad's Night Out is hereby approved.**

Ms. Hamilton updated the Board on workshops and ongoing programs at the community center. Kids in the Garden workshop was cancelled due to low number of registrations. Fiber Arts program is successful at bringing more than 12 members regularly; the program will run until June and restart in the fall. Ms. Hamilton met with Yoga instructors from local yoga studio – Yoga Shala. She proposed a new yoga program starting the fall on Thursday evenings. Board discussed sessional fees versus drop-in costs. Ms. Hamilton informed the Board on artists she is recruiting to run a Seniors Art program to begin in the fall.

E. ENGAGEMENT/COMMUNICATIONS

Ms. Stone updated the board on citizens and businesses to be highlighted in the fourth issue of the community paper newsletter. The newsletter team will be finalizing content for distribution in June 2019.

F. FACILITY RENOVATIONS

Mr. Schmid reported that the project to replace the windows and exterior doors will proceed once programs at the community center are completed for the year. Light fixtures in the community center will also be updated. Flooring replacement in the basement preschool space as well as lighting updates have been added to the CCG application. Mr. Schmidt suggested appointing a PM to coordinate the renovation activities would be beneficial for the timely completion of the renovation activities. Mr. Schmidt motioned to add Project Management fees to the CCG application. Following discussion, Ms. Sew seconded the motion. **It was resolved that the Board include Project Management fees to the CCG extension is hereby approved.**

Mr. Schmid mentioned that the preschool renovation plans include updates to the bathroom, kitchen and wall paint.

Ms. Sew proposed purchase of new patio furniture to replace the older plastic tables and chairs that require storage in the lounge. The Board discussed metal and wooden options for picnic tables and benches. Ms. Sew motioned up to \$4500 for metal tables and benches as well as umbrellas to be mounted

on the deck railing. Mr. Collingwood seconded the motion. **It was resolved that an expenditure of \$4500 for new patio tables and benches is hereby approved.**

G. 2018 STRATEGY SESSION RESULTS

Ms. Sew informed the Board that no applications for Micro-Grants have been received.

H. NEW BUSINESS/ANNOUNCEMENTS

No new business.

Mr. Schmidt announced that Capitol Hill Brewfest event was a success. The event brought more than 180 people to the community center and resulted in profit of over \$500. He suggested the Board consider supporting this event again.

I. NEXT MEETING

The next meeting of the Board was set for Thursday June 20th, 2019.

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

Jessica Lajoie

President

Aarthie Fernando

Secretary