

**THE CAPITOL HILL COMMUNITY ASSOCIATION (the "CHCA")  
Minutes of the Meeting of the Board of Directors (the "Board")  
September 19, 2019 at 7:30 P.M. (Calgary time)**



**Attendance (Directors):**

Jessica Lajoie  
Mavis Sew  
Cam Collingwood  
Aarthie Fernando  
Jarvis Schmid  
Pat Conway  
Tricia Hamilton  
Jeri-lyn Zbytnuik  
Jody Roseneck  
Peter Roseneck  
Abi Harker  
Connie Harms

**Regrets:**

Renee Amber Ronga  
Owen McHugh  
Maria Castillo Stone  
Bryan Buss  
Jason Schultz

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.

Jody and Peter Roseneck, New member guests.

**A. INTRODUCTIONS**

Jody and Peter Roseneck, guests and observers of the board meeting made introductions to the board and were welcomed to attend the meeting.

**B. APPROVAL OF MINUTES**

The minutes of the meeting of the Board held on June 20, 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 June 20, 2019 were duly approved.

### C. TREASURES REPORT

Ms. Lajoie, on behalf of Mr. Schultz, presented the 2018 auditor report, updated progress on CRA compliance, reviewed 2019 budget and statement of finances as well as the AGLC casino financial report. Mr. Collingwood motioned to approve the 2018 audited financial statements as proposed by Nancy Murdock. Ms. Sew seconded the motion. **The 2018 audited financial statements is hereby approved.**

### D. PLANNING, DEVELOPMENT & TRANSPORTATION

Mr. Collingwood presented recent approvals of building permits in the neighbourhood. Mr. Collingwood updated the board on several four-plexes that are proposed mid-block. The planning committee is engaged with City Council regarding land-use changes and support increased density that would allow these developments. Mr. Collingwood is actively engaged with surrounding NW community associations to understand the issues and needs of the planning committees accepting density.

### E. EVENTS

Ms. Hamilton updated the board on fall programs: Senior Arts program, yoga classes, kids dance classes. Senior Arts program is well attended and requests for Adult art programs will be explored.

Ms. Hamilton updated the Board on garden workshops. The community garden has a lengthy waitlist. Ms. Hamilton is looking into plans to expand the community garden.

Ms. Hamilton led a discussion on wine and paint night at the community center. Ms. Hamilton motioned up to \$600 for the wine and paint night at the community center. Ms. Fernando seconded the motion. **It was resolved that an expenditure of up to \$600 for wine-and-paint night is hereby approved.**

Ms. Sew presented plans for a Halloween Family Dance. The event would include a pumpkin carving contest, dance, costume prizes and cash bar. Ms. Sew motioned up to \$1000 for the Halloween Family Dance night. Ms. Zbytniuk seconded the motion. **It was resolved that an expenditure of up to \$1000 for Halloween Family Dance is hereby approved.**

Ms. Sew led the Board on a discussion to continue pub nights every third Friday every month. The Board members supported continuation of pub nights.

### F. ENGAGEMENT/COMMUNICATIONS

Ms. Sew, on behalf of Ms. Stone, presented a new e-newsletter format. Board discussed the proposal and agreed to move ahead with the new design.

### G. FACILITY RENOVATIONS

Ms. Harker updated the Board on renovation progress. New facility doors and windows have been well received by renters. Ms. Harker led the board in a discussion on maintenance items and the facility report. Ms. Harker is reviewing snow removal quotes for the community center. September had three weddings at the community center. The Board discussed increasing rental prices for the upcoming year.

Mr. Schmid updated the board on flooring materials and budget. Flooring work will be completed when a week can be blocked off in the facility. HVAC engineering study has been completed and Mr. Schmidt presented the recommendations resulting from the study. Mr. Schmid led a discussion on options for heating the North and Lounge entrances with individual electrical heaters. Mr. Schmid urged the board to review insurance for the facility given the recent facility upgrades and security system additions. Mr. Schmid motioned for up to \$600 expenditure for LED lights and fixtures for the office. Ms. Conway seconded the motion. **It was resolved that an expenditure of up to \$600 for LED lights and fixtures is hereby approved.**

Mr. Schmid reviewed the benefits of Radon detection with the Board. Mr. Schmid motioned up to \$500 expenditure for Radon detection in the facility. Ms. Sew seconded the motion. **It was resolved that an expenditure of up to \$500 for Radon detection is hereby approved.**

Ms. Sew presented designs for the community center frontage. The City of Calgary is providing \$7,000 of funds for the project. Ms. Sew updated the board on the Capitol Hill Community billboard sign. A development permit maybe required for replacing the sign. Ms. Sew reviewed the risks of moving forward with the signage project. Ms. Sew motioned to approve Capitol Hill Community Association submitting a Development Permit application for the sign on the exterior of the CHCA facility (Northside). Mr. Collingwood seconded the motion. The motion was duly carried.

#### **H. AGM Planning**

Annual General Meeting of the members is set for October 22, 2019. Three board vacancies need filling for the upcoming year. Ms. Sew motioned up to \$300 of expenditure for the Annual General Meeting. Ms. Hamilton seconded the motion. **It was resolved that an expenditure of up to \$300 for the AGM is hereby approved.**

Ms. Fernando reviewed amendments to the by-laws to fulfill Societies Act requirements. Ms .Fernando motioned to approve the Capitol Hill Community Association amended by-laws. Ms. Sew seconded the motion. The motion was duly carried.

#### **I. NEW BUSINESS/ANNOUNCEMENTS**

No new business.

#### **J. NEXT MEETING**

Mr. Collingwood motioned to terminate the Board meeting.

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Jessica Lajoie

President

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Aarthie Fernando

Secretary