

THE CAPITOL HILL COMMUNITY ASSOCIATION
Minutes of the Meeting of the Board of Directors (the “Board”)
April 18, 2019 at 7:30 P.M. (Calgary time)

Attendance (Directors):

Mavis Sew
Jarvis Schmid
Jason Schultz
Jeri-lyn Zbytnuik
Cam Collingwood
Maria Castillo-Stone
Owen McHugh
Renee Amber Ronga
Pat Conway

Regrets:

Jessica Lajoie
Aarthie Fernando
Bryan Buss
Tricia Hamilton

Guests:

At the request of the Board, the following guests of The Capitol Hill Community Association (the“CHCA”) were also in attendance:

Catherine Gulinao, City of Calgary, Neighbourhood Partnership Coordinator
Pam McHugh

Ms. Sew, as Vice-President of the CHCA and acting as chair of the meeting, called the meeting to order. Mr. Collingwood acted as Secretary of the meeting in Ms. Fernando’s absence.

Quorum being present, the meeting was declared to be duly called and constituted for business.

A. APPROVAL OF MINUTES

The minutes of the meeting of the Board held on March 21, 2019 were tabled for review and approval by the Board. Following review and discussion, upon motion duly made and seconded, it was RESOLVED THAT the draft minutes of the meeting held March 21, 2019 be approved.

B. APPOINTMENT OF NEW DIRECTOR

Ms. Conway expressed interest in joining the Board. Upon motion duly made and seconded, it was RESOLVED THAT Ms. Conway was appointed to the CHCA Board as a Director.

C. UPDATE ON BIKE SAFETY EVENT

Ms. McHugh updated the Board on the plans for the Bike Bonanza event to promote bike safety in the neighbourhood to be held in conjunction with the CHCA Neighbour Day event on June 15th, 2019. The funding for the event was provided through a grant from the Alberta Traffic Safety Fund. Details for the event were discussed and the Board requested that Ms. McHugh apply for a block party permit so the bike safety workshops could be held on 21st Avenue in front of the community centre.

D. TREASURER'S REPORT

Mr. Schultz presented the Treasurer's Report and reviewed the CHCA's financial position with the Board. Mr. Schultz reported that he has filed the necessary forms with the CRA to establish a corporate tax account and has sent the relevant information to the auditor so tax returns can be filed back to 2009.

E. NPC REPORT

Ms. Gulinao presented the NPC Board Report. Ms. Sew reported that the Campus Preschool sub-lease has been approved. The Senior's Art Program has been postponed and Ms. Gulinao commented that the grant for this program is valid until the end of 2019. Ms. Gulinao reported that the Calgary Police Service's Residential Traffic Safety Unit is offering to present to Community Associations on local issues, Mr. Collingwood will reach out to arrange a meeting.

F. PLANNING & DEVELOPMENT

Mr. Collingwood reported that the Planning & Development committee is hosting an open house for a proposed development at 1516 21 Ave NW. Affected neighbours have been invited. The committee has also received an application for renovations to the Scouts Hall, mostly exterior and landscaping work.

G. EVENTS & PROGRAMS

Ms. Sew reported that the April Pub Night was cancelled and that the Easter Egg Hunt is taking place on April 20th. Mr. Schmid discussed the plans for the April 27th Brew Fest and said we are still looking for additional volunteers. Mr. Collingwood is organizing the May 25th Dad's Night Out and will report back next month with further details. In Ms. Hamilton's absence, Ms. Sew outlined the Garden Committee's plan to apply for grants in order to add more garden beds and the Board was in favour. Ms. Hamilton would also like to organize a Kid's in the Garden workshop for June. Following discussion, it was RESOLVED that an expenditure of up to \$250 for a Kid's in the Garden workshop be and is hereby approved.

H. ENGAGEMENT & COMMUNICATIONS

Ms. Castillo-Stone requested that all Board members confirm that their profiles on the website are up-to-date.

I. FACILITY MANAGEMENT REPORT

Mr. Schmid reported that the project to replace the windows and exterior doors is ready to move forward. The city has completed its technical and financial reviews and formal approval will follow shortly. There was discussion regarding how to proceed on further renovation projects including replacing the flooring in the

preschool space, an engineering review of the facility's HVAC system and updating and replacing lighting in the lounge and preschool space. Mr. Schmid would like to add the flooring replacement and lighting updates to the current and open CCG application and believes that there is sufficient time to allow for this.

Following discussion, it was RESOLVED that the CHCA submit an additional funding request under the current CCG application for the replacement of the preschool flooring be and is hereby approved.

Following discussion, it was RESOLVED that the CHCA conduct an engineering review of the facility's HVAC system through the City of Calgary's ECP program, expenditure amount to be determined later, be and is hereby approved.

Following discussion, it was RESOLVED that the CHCA submit an additional funding request, expenditure amount to be determined later, under the current CCG application for the lighting updates in the lounge and preschool space be and is hereby approved.

Ms. Sew presented some options for replacing the signage on the front of the community centre and the billboard sign at 14th Street & 20th Avenue. Following discussion, Ms. Sew will proceed with obtaining quotes for the project including the additional work needed around the front door, such as painting and adding wood trim and wood soffits.

Mr. Schmid mentioned that the preschool is in the planning stages of some significant renovations.

J. FUNDING

Ms. Zbytnuik reported that there have been no applications for a CHCA micro grant yet. She also announced that the application for a TD Park People grant was unsuccessful but the CHCA did receive a Ward Community Grant of \$1,000 which could be applied to the holiday party.

K. NEW BUSINESS

No new business.

L. CONCLUSION OF MEETING

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

Mavis Sew
Vice-President

Cam Collingwood
Acting Secretary