

THE CAPITOL HILL COMMUNITY ASSOCIATION
Minutes of the Meeting of the Board of Directors (the “Board”)
March 21, 2018 at 7:30 P.M. (Calgary time)

Attendance (Directors):

Jessica Lajoie
Mavis Sew
Jarvis Schmid
Jason Schultz
Jeri-lyn Zbytnuik
Tricia Hamilton
Cam Collingwood
Maria Castillo-Stone

Regrets:

Aarthie Fernando
Owen McHugh
Bryan Buss
Renee Amber Ronga

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

Ms. Lajoie, as President of the CHCA and acting as chair of the meeting, called the meeting to order. Ms. Sew, as VP of the CHCA, 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 February 21, 2018 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 February 21, 2018 be approved.

B. APPOINTMENT OF NEW DIRECTOR

Ms Ronga had expressed interest in joining the Board in January as Social Events Director. The requirement that her membership is held for 30 days, was met in March. Upon motion duly made and seconded, it was RESOLVED THAT Ms Ronga was appointed to the CHCA Board as a Director.

C. TREASURER'S REPORT

Mr Schultz presented the Treasurer's Report. He reported that cash held at the end of February include \$121,900 in the main account, \$41,150 in restricted casino account, and \$33,920 in paypal account. Mr Schultz has been having difficulties with TD Bank, with response times, and ability to conduct business, and Mr Schultz wishes to explore different banks due to these difficulties. The 2018 audit is scheduled to occur at the CHCA with Ms. Murdoch from the FCC, and Ms. Harms, on April 2 & 3. Ms. Lajoie to circulate February's treasures report digitally to the Board.

D. NPC REPORT

Ms. Gulinao has been in touch with the Transportation & Planning department to request if the CHCA would be able to fund traffic studies, or crosswalk improvements. She reported that this is the first request that they have received and do not have any policies in place to provide an answer and that likely it would take just as long for the City to create a policy than it would be to follow current procedure for traffic studies and crosswalk improvements. She also stated that we would require a financial review to be completed in order to obtain the CCG approval-to-proceed letter, for the upcoming renovations. Mr. Schmid and Mr. McHugh to work with Ms. Gulinao on these documents. Ms. Gulinao also noted that requirements for bylaws for societies had changed in 2010, and any bylaw changes will need to also include the new requirements. The timing of submitting these bylaw changes was discussed and it was determined that this will be done at the AGM in October. Ms. Sew reported that the changes to the indemnity clause in the Campus Preschool sublease are progressing. Ms. Sew to send Ms. Gulinao the latest request by Campus Preschool for review.

E. PLANNING & DEVELOPMENT

Mr. Collingwood reported that there are several developments that the Planning & Development committee are currently reviewing, and that the CHCA has received the Bike Bonanza Grant, for biking safety event during Neighbourday celebrations.

F. EVENTS & PROGRAMS

Ms. Hamilton reported that the Native Bee workshop has been sold out, and the Spring Gardening workshop is close to selling out. She also presented the idea of hosting a Community Potluck in the Fall or next Spring, and a budget for hosting a Movie in the Park evening, which was deemed too costly at \$3300. Discussion was had about approaching other CA's nearby to share in the cost. Ms. Hamilton also reported that the Fibre Arts Club has had 2 successful meets with around 20 participants, and will continue into mid-June.

Mr. Schmid presented details for Capitol Hill Brewfest. The entrance fee of \$10 will give participants 4 x 5oz. Samples which will be served by Brewery representatives. Food will also need to be served during the event. Approvals from Fire, and Health & Safety have been granted and AGLC approval is pending. One AGLC requirement is for volunteers to monitor the entrances and exits to the facility. The entrance fee for volunteers will be waived. Following discussion, it was RESOLVED that an expenditure of up to \$500 for Capitol Hill Brewfest be and is hereby approved.

G. COMMUNICATIONS

Ms. Castillo-Stone reported that unique views to the new website have increased from 420 views last month, to 1200 views this month. She also reported to have received 7 new e-newsletter subscribers through the website.

E. FACILITY MANAGEMENT REPORT

In Ms Harker's absence, Mr.Schmid presented the Facility Management Report. He noted that he will be applying for the Enmax Energizing Spaces Grant for a new freezer for the Kitchen, and a bar cooler for the Lounge. Following discussion, it was RESOLVED that the CHCA in pursue of an application for the Enmax Energizing Spaces Grant for a new freezer and bar cooler be and is hereby approved.

Mr. Schmid presented details for upcoming renovations, having received both the CFEP and CCG grants for the work. A discussion was had about the grants received and the work required which includes new doors and windows, new flooring in the hall, painting on the main floor, and HVAC optimization including air conditioning in Lounge. A discussion was also had about hiring a project manager for this work. Mr. Schmid to see if CFEP can cover this expense, and to create and chair a renovation committee to manage the details of the renovation. He is looking for enthusiastic members with experience in commercial renovation work.

F. FUNDING

Ms. Zbytnuik reported that she is awaiting responses from a couple of grants that she has applied for, and that there have been no applications for a CHCA micro grant yet.

G. NEW BUSINESS

No new business.

H. CONCLUSION OF MEETING

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

Jessica Lajoie
President

Mavis Sew
Acting Secretary