

Century House Association Activity Chairs Meeting

Minutes for March 5, 2025

10 a.m. at Century House

1. Call to Order 10:02 President Ladouceur as chair
2. Land acknowledgement – Helen Chambers
3. Adoption of agenda [Kathy Lynn, Barb Moore)
4. Adoption of minutes from February meeting (Lynn Bittner-Jobson, Barb Moore)
5. Treasurer's Report
 - a. Standard monthly report
 - b. Income & expenses for 2024 *motion to receive: Sydney McGillis, Pat Gerbrandt*
 - c. Budget 2025 showing a small deficit if we assume no donations
motion to receive: McGillis, Moore
 - d. **Motion** to renew the contract of bookkeeper Penny McIvor, \$50 per hour, 2 hour minimum, to a maximum of 4 hrs/month, remote in 15 min increments, Jan. 1–Dec. 31, 2025 to a maximum of \$2000 *Kathy Lynn, Laura Anstruther - carried*
 - e. **Motion** to approve grant of \$2650 for Parkinson's exercise instructor through to Dec. 31 , 2025 *Bill Harper, Barb Moore – carried*
6. Executive Report
 - Clarion – At its next meeting the executive will make a recommendation for printing the Clarion, and bring it to the chairs at the April meeting.
 - We note that a layout error in the Clarion made it hard to see that we are still looking for a third member-at-large for the executive; chairs are asked to encourage suitable people to put their names forward via the Secretary
 - Chairs Election – each group is asked to select a date in April for electing its leaders (an executive member will run the election) and to consider succession planning as an ongoing responsibility. The Orientation for new chairs will be scheduled after we have all the election dates.
 - Craft & Bake Sale final reports (attached) – discussion included raffle ticket pricing, use of Square, rules for tables, and more. Val McDonald advised that 2025 planning is underway.

Standing Committee Reports: Bursary, Events Planning, Governance

- a. Bursary: Wenke Hogg advised via the executive that the group plans to continue with three scholarships of \$750, and will seek money from the association to supplement the revenue from the trivia contests.
- b. Governance: Carole Wylie invited applications to join the committee; reviewed the committee's role in the AGM
Motion to receive report (Carole Wylie, Mary Gagnon)
The chair passed the gavel to the Vice-Chair, Bill Harper in order to give the Events Planning Committee report.
- c. Events: Anne Ladouceur reviewed recent events and noted upcoming ones (March 6 meal meetup for International Women's Day; Totally Twain; Blood Pressure Clinic) plus a city housing forum March 5. Also:
 - We have new volunteers in the events team.
 - At the birthday party 35 people chose the diabetic option (cheese & crackers) and suggested that all our audiences may be looking for an alternative to sugary treats.
 - Seniors Week is the first week of June and the executive would like ideas for events and activitiesMotion to receive report (**attached**) (Anne Ladouceur, Lynn Bittner-Jobson)
The chair reclaimed the gavel

7. Strategic Plan

- Bill Harper introduced our facilitator, Andrea Reimer, who outlined what we plan to do and described how we hope to get chairs and members involved through interviews, meetings and surveys.

8. Activity Group management

- development working group – work has started, and will include a separate process for support groups via Barb Gordon
motion to receive report (Barb Gordon, Pat Gerbrandt)
- Secretary Tim explained his desire to improve the reporting system for groups so it is easy, useful, and consistent, even when groups vary widely in size, meeting frequency, and use of money. Scanning for attendance will be part of this in the future, but is not yet fully accurate as we get used to it.

9. Staff Report – Erica Mark

- Century House’s facilities wizard has had his city-wide assignment extended to September; please be nice to his replacements
- Erica Mark will be taking on a senior manager role for the summer, with Silisha Ali covering Erica’s position
- A heating issue in the snooker room is queued for action
- The Learning Garden fence project is seeking a funding source; the gate location has been adjusted to accommodate lawn bowlers; and the leaky shed roof is now on the to-do list
- The crowded-parking-lot has been addressed for the moment, and is now with the city transportation team for a lasting solution
- Long-range planning continues; surveys have led to 11 strategies now being developed
- The income tax help desk is open M-F 10-2, see the Clarion for details
- Erica introduced a Langara College recreation students currently **doing an internship** at CH. They report to Judy Venable, and will be putting on the March 11 Aloha event and a “saddle up” event March 28
- CH member Stephen Holmes donated several paintings for sale and raised \$5000 for the BC Cancer Society
- Reminder of the volunteer brunch March 22; if you are a volunteer and didn’t get an invitation, please see Jenna Speers

10. Activity Group Highlights

- a. Peer Support, Eva Robinson: the new trainees are ready and we have about 20 supporters now
- b. Singers: gave a performance Feb. 28
- c. Tuesday Crafts: doing fundraising, needs access to funds for necessities
Blood Pressure Clinic: welcomed Helen Chambers to the group
- d. Ukulele: will perform at the Aloha event soon
- e. Discussion Group has raised \$1000 from \$1 donations, and is giving half to CHAPS and half to the Purpose Society
- f. Conversational Spanish: Lizzy Sullivan reported that they are nearly a full activity group now

11. Inspirational Quote – Sydney McGillis produced a Basket of Inspiration so we could each have our own inspiration.

12. Next Meeting: April 2

13. Adjournment 11:45 (Kathy Lynn, Pat Gerbrandt)

Attachments

- Attendance
- Treasurer's report