

# **Century House Association Activity Chairs Meeting**

## **Minutes for August 6, 2025**

10 a.m. at Century House

1. Call to Order 10:00
2. Land acknowledgement
3. Adoption of agenda [Mariette Leppert, Donna Milligan ]
4. Adoption of minutes from June meeting [ Donna Milligan, Lynn Bittner-Jobson]
5. Treasurer's Report
  - Review of status - a bit less on hand than last month because of planned expenditure for strategic plan; grants shows as a liability because the money is committed to a specific expenditure
  - Sydney explained that she is asking groups about their bank accounts (if any) and petty cash because (a) they should be documented, and (b) we seek consistency. We're trying to set up a Treasurers' Orientation in September
  - Motion to receive report [Sydney McGillis, Norman Daykin]
  - Finance Committee - policy change; Tim explained that these minor changes
    - allow low-risk investments as well as term deposits (low-risk defined in attachment)
    - document the present process for handling petty cash at the office
  - Motion to receive report [Kathy Lynn, Lynn Bittner-Jobson]
6. Executive Report
  - Welcome to new group Wonders of the Garden, meeting Friday afternoons in the Douglas Room. Other new groups are forming, and facing space issues
  - Early access to rooms (details in attachment) - Anne reviewed the need to respect the agreed rules for access to rooms, and explained that the short-handed and sometimes non-regular Building Service Workers (BSWs) are on a schedule that can be tight sometimes and may not have the room available early. Key points:
    - don't try to barge into the room before your scheduled time
    - don't hover at the doorway or windows trying to intimidate the previous group into leaving
    - don't you DARE hassle the BSWs, or there WILL be consequences and they may be applied to the entire group
  - Motion to receive protocol for room access [Kathy Lynn, Richard Nazarewich]

- Sunday opening - no progress; request letter resubmitted (see minutes)
  - Anne Ladouceur noted the highlights: that tāmāsew̄tx<sup>w</sup> and Queensborough are open Sundays, and we were too before COVID
  - Ted Grewcutt noted that other local centres such as Edmonds, Bonsor, and Dogwood were also open Sundays
  - Motion to receive copy of Sunday opening letter [Ted Grewcutt, Tom Moody]
- AGM date -
  - Our bylaws require us to have the AGM in January
  - Governance has recommended a date in the second half of the month
  - if we go for a Wednesday morning, we must squeeze into the ABC Room [Fitness requires too much space to use the ABC that day]
  - A Saturday meeting gives us the larger room, and may allow younger members who work during the week a chance to attend
  - In an informal show of hands, only two chairs opposed a Saturday date

#### 7. Standing Committee Reports:

- a. Bursary - award winners' names announced; next Trivia fundraiser is Tue. Oct. 7 from 2 to 4, and promises to be the easiest yet  
Motion to receive Bursary report [Wenke Hogg, Kathy Lynn]
- b. Governance - no report
- c. Events Planning
  - We're easing in a new policy that a photo with people in it can't be used in the Clarion, Website, City materials, etc. unless all people have signed releases. At the last birthday party we asked people who didn't want to be in the picture to step aside, then gave permission forms to those who did. This process is still very much in development.
  - September will be quiet, but November will be busy; the first week will have Death & Dying, and the 22<sup>nd</sup> will be the Craft Sale (avoiding an overlap such as we had with a sale right after Seniors Week)
  - Motion to receive Events report [Tom Moody, Kathy Lynn]
- d. Communications
  - Email addresses for groups and committees: Tim explained that each group can and perhaps should have a permanent email address such as [Singers@centuryhouseassociation.com](mailto:Singers@centuryhouseassociation.com) or CHSingers or whatever. A more complete explanation will be presented at the September meeting.
  - Clarion - we are looking for a replacement for co-editor Curt Albertson, who deserves thanks for his hard work in that position. We also continue to work with City Marketing to revise the Clarion; this has included the new logo, a new look (especially in the middle pages), a new deal on how many pages when, and

efforts to reduce the number of costly photocopies by judiciously printing more copies in the first place

- We're also working on a new logo of our own, ordering pens to give away when we meet outsiders, and an information package for new members
- Please review your page on [the website](#) (under Activities or Service Groups) and send any updates to [webmaster@chanw.ca](mailto:webmaster@chanw.ca)
- As we increase our efforts to reach out into the community, we ask that you help us with brand management. For our purposes, that means that anything going outside Century House with our name or logo on it should be checked by the Communications team (which will probably have its own email soon). We just want to ensure consistency and correctness.
- Motion to receive Communications report: [Tim Hicks, Pauline Gensick]

#### 8. Strategic Plan - Bill Harper

- We were surprised to get more than 300 responses to our survey, with 80% of them online
- Our facilitator is now developing priorities, and meeting with staff; her final report is imminent. We will report in full to the September chairs meeting
- Motion to receive report: [Bill Harper, Ted Grewcutt]

#### 9. Staff Report - Silisha Ali

- Parking: signage upgrades are in discussion with City Marketing. We haven't yet approached Royal City Centre; Erica Mark said that this should be a joint CHA/City effort and might best be done when she returns to her normal position
- Bike racks: The city planner is struggling with new complications but has also found some new options
- Snooker room: walls are repaired; painting is delayed and will be done on a weekend if possible. Complaints about this have been increasingly disrespectful and are a major factor in the policy stated above in the Executive Report. Ted Grewcutt promised a letter from the Snooker group about this.
- Learning Garden gate: it's a capital expense and not budgeted, so there's no money; Staff are still trying to find a way but it's complicated
- Programs - last week was busy with fall registration for residents; this week we're seeing registration for non-residents
- Motion to receive report [Donna Milligan, Norman Daykin]

#### 10. Activity Group Highlights

- Our Dragon Boaters won bronze medals at a recent regatta in Harrison, and have two events in September; Wendy Parry noted that Canada is a world power in dragon boat racing **ACTION:** executive to see if wall space can be found for awards that don't suit the present glass case
- Many groups plan to resume activity in September
- SET reported unexpected success with summer sessions of BYOD

- Learning Garden is busy, and selling produce Mondays & Fridays at 9 a.m.
- Singers report success in clearing out some storage space
- The Parkinson Super Walk is Sep. 6 in Moody Park, 11:30 for 12, and it's quite OK to just come and hang out without walking

11. Inspirational Quote - Debbie Tommila

12. Next Meeting: September 3

13. Adjournment 11:51 [Bill Harper, Wenke Hogg]

Attachments (some re-sent because of mix-up in pre-meeting mailout)

- June Minutes
- Treasurer's report
- Meeting protocol
- Emails for groups