

# Century House Association Activity Chairs Meeting

## Minutes for September 3, 2025

10 a.m. at Century House

Zoom link: <https://us02web.zoom.us/j/88214700248> passcode 2rqA85

- Call to Order 10:00
- Land acknowledgement - Bill, new version from strategic plan
- Adoption of agenda [Claudette Campbell, Donna Milligan]
- Adoption of minutes from August meeting [Norman Daykin, Wenke Hogg]
- Recognition of members we've lost
- Strategic Plan - facilitator Andrea Reimer presented an overview of the plan document.
  - She noted that the process has clarified our mission, vision, and values. She reviewed the process, including input from meetings, the Memorandum of Understanding [MoU], and a survey.
  - Areas of focus can include measurement, an annual review, a leadership development program, an update to the MoU, tying capital projects into the city's plan, and exploring models for building trust
  - Andrea reminded us that it's a process, not an outcome, and recommended having it on the agenda for every executive meeting
  - The group agreed that we have to get a LOT of participation to make this fly. Participants would like to stay involved. There was strong support for making the October chairs meeting open to all.  
ACTION: Executive to confirm that Oct. 1 meeting can be open
  - ACTION: Tim to place strategic plan on the website
- BREAK
- Treasurer's Report
  - Sydney presented the balances; CHAPS on a separate page; budget vs actual (attached)
  - We've been letting term deposits run out while we get the investment plan going
  - Motion to receive [Sydney McGillis, Norman Daykin]

- Executive Report
  - **President's report**
  - Anne will be away for a month starting Sep. 9
  - We want each group to have an email address, mainly for continuity as individuals come and go, but also for reachability. Tim presented an overview with options, the simplest being auto-forwarding from the new address to the address of your choice; he also reminded us that "centuryhouseassociation.com" is interchangeable with "chanw.ca" and can be substituted when space is tight. The CH Singers are already using [singers@chanw.ca](mailto:singers@chanw.ca); Tim will provide support as we implement this.
  - Storage review; Silisha and now Paolo have been working with some CHA volunteers; a lot of the unidentified material appears to be CHA's.
  - Helen has emailed some groups re lockers; Scrabble (for example) only uses one shelf in the locker labelled Scrabble  
**Action: group leaders** -Inventory your stuff, label it, tell Helen [hchambers@telus.net](mailto:hchambers@telus.net)
  - Sunday openings – pushing hard, 2026 budget is in but allows for interim steps; we hope to have a preliminary decision by January so maybe we can find a way to open
- **Finance Committee**
  - Tim advised Chairs of financial policy change to declare that the treasurer will present the budget at the March chairs meeting.
  - workshops on Budgets and Petty Cash – Sydney explained that we need to be aligned with requirements for proper management. We want budgeted spending to be easy; we want a petty cash amount and process that's suitable for you. You don't HAVE to have a budget  
**Action: Workshop** for all who have petty cash – bag & record book; Tue. Sep. 23 at 2:30 or Sat Oct.4 at 10. Treasurers expected; others please choose the same day as your treasurer. Awaits how-to-register details from Sydney
- **Standing Committee Reports:**
  - Bursary - next Trivia game is Oct. 7 afternoon. 2:30 Motion to receive [W. Hogg]
  - Governance – report attached
    - They seek volunteers for the AGM committee, and for a committee to oversee nominations, so please step up (unless you intend to run for office) or persuade a friend. Contact Carole Wylie [carole@cwylie.ca](mailto:carole@cwylie.ca) if interested. Motion to receive: C. Wylie
  - Events – Birthday parties continue to sell out; Anne explained the City's very restrictive consent form for photos. Motion to receive: C. Campbell

- Communications
  - Clarion printing and photocopies – we’re printing more copies to reduce the demand for expensive photocopies; no such photocopies will be made after the 20<sup>th</sup> of each month, although the Week at a Glance can be copied on request
  - A New Member Package is being finalized now; a general information item for “just looking” contacts is next
  - Action: Tim to set up [clarion@chanw.ca](mailto:clarion@chanw.ca) - forwarded to the Clarion editor (currently Trudi Hampel)~
  - Motion to receive -Trudi Hampel
- Staff Report - Paolo
  - Front desk – Jessica Wong is now on maternity leave; new hire expected by end of month
  - bike parking will be at concrete planter, quotes out for work
  - signs info sent to marketing
  - Budget submitted to council with Sunday
  - Snooker walls still being scheduled ...
  - New West Tenants Union popup 1<sup>st</sup> Thu
- Activity Group Highlights
  - New group Wonders of the Garden meets every 2<sup>nd</sup> Fri 130
  - SET is planning an October event on AI
- Inspirational Quote - Debbie Tommila
- Next Meeting: October 1
- Adjournment 12:09 [Mariette Leppert]

#### Attachments

- August minutes