

Executive minutes 2025-05-01

This is the April meeting, bumped into May by the election

Century House

1. Call to order 9:47 Ladouceur, Harper, Hicks, Hampel, Parry, Chambers. Mark (after #8)
2. Adoption of Agenda [Parry, Hicks]
3. Approval of previous meeting's minutes [Parry, Harper]
4. Old Business
 - Liaison re-assignments (see attached draft)
Amended to give Trudi Wed, Crafts and Wendy SET
Motion to accept as amended [Harper, Parry]
 - Seniors Week
 - T4C Committee requests \$, see treasurer section below
 - Freebie Wed. with band (The Geezers)
 - Meal meetup will have Raj Singh
 - **Resource Fair Sat June 7 10–2**
 - Who tells whom that we're in, and asks for a table?
 - CHA participation : Parry, Hicks, Harper, Hampel
 - Banner - Bill will have it from the Hyack Parade
 - literature, photos (Anne) (use on website later)
 - video/Powerpoint on tablet or Macbook?);
 - ACTION: Anne to check re hardware
 - ACTION: Wendy will do a Powerpoint
 - ACTION: Tim to continue to design a handout; one panel could list our activities we need to check the cost of colour copying; Communications Committee meets soon and will contribute
 - Communications Committee to monitor event
 - **Hyack Parade** – arrangements well in hand, including insurance; *see also Treasurer section below*
 - **Orientation**
 - proposed dates are 17 May and 21 May—both 10–noon
Chairs agenda will include this; signup sheet then?
 - We'd like all the executive to attend if available
 - Need room bookings, agenda and outline;
 - Refreshments covered by events budget

5. Treasurer

- MOTION: to authorize up to \$400 for catering at strategic plan meeting May 10 [Hampel, Chambers]
- MOTION: to authorize up to \$600 for the 2025 Hyack Parade [Harper, Parry]
- Bill - Progress re the craft/bake/etc sales having their own treasurer?
Finance Committee can oversee and assist; can team send a rep to join?
Bill & Wendy are working on this
- Authorize funds to repair Princess Margaret's picture frame (if we can find it) – deferred
- Clarification needed for whether we need insurance when doing offsite activities such as the Hyack Parade - deferred
- Request to authorize \$200-400 so that the CHA can share the costs of printing 1000 copies of an information booklet with the Seniors Services Society. This booklet will be distributed at the Seniors Week Resource event in June.
 - ACTION: Anne/Tim to raise at communications committee (May 20)
 - ACTION: Bill to ensure Judy Venable is up to date on this
 - ACTION: Bill to firm up the cost and get a commitment re how many copies we can have [*now done: \$350 for 700 cards*]
- Pre-authorize July expenditure of up to \$650 for three-year renewal of website hosting
renewal date is July 24, 2025, US \$395.64 is standard price - for 3 years; that's about \$548.12 CAD or \$15/mo. After discussion of reluctantly staying with a U.S. host:
MOTION: to authorize renewal with Dreamhost {Hicks, Chambers}
MOTION: to authorize up to \$650 for three-year renewal of website hosting [Hicks, Chambers]

6. Liaison Reports

- Wendy - nothing to report; noted the enthusiasm and commitment in activity groups.
- Walkers via Helen: Nancy Suda stepped down; no replacement yet (FYI, Nancy remains as secretary for Learning Garden)
- Peer Support (CHAPS): Bill has met them several times since Curt Albertson's report. He recommends an oversight committee and they are OK with that. There are also serious issues with funding [*since the meeting we have received a request for funds*]
ACTION: Bill to present a report on the CHAPS structure and financing at the next CHAE meeting.
- Bingo – those who scan are all members, but there appear to be non-members playing; we might have to make them scan re sign in to get a card. We also need to find a way to keep players from lining up outside the CHAPS office before they enter; perhaps signage re giving CHAPS privacy?
ACTION: Anne and liaison Sydney to look for solutions

7. Standing Committees:

- Bursary
- Events Planning
 - Social Dancing group is starting up
 - Sunday re-opening request – Erica explained that the first step would be for the CHAE to submit a formal letter, addressed to her as the Facility Manager, outlining the CHA's request to have CH open on Sundays, along with the CHAE's rationale for the proposal. Once the request is received, it will be reviewed and assessed, and we will proceed accordingly. We note that tāmasewtx^w and Queensborough are open Sundays, as were we before COVID
MOTION: to prepare a letter requesting the reinstatement of Sunday opening for September 2025 [Parrey, Hampel]
ACTION: Tim will provide letterhead and assistance; Anne to write letter
- Governance – see attached
- Communications (meets May 6)
 - Review of meeting with city staff – Clarion, graphics (meets May 6)
 - We should get a part-time member from CHAPS (now or later)

8. Other committees:

- Finance;
 - Can't do much with treasurer away
 - two more members would be nice, one a group leader
failing that, we can ask people to serve on ad hoc subcommittees
 - policy re group donations to outside groups – exec suggest:
 - internal options (e.g. CHAPS) are OK
 - outside options (1) No (2) Executive-approved, keeping a list of approved targets (3) registered charities only, perhaps local only
- Activity Group start/stop – see Governance Report
 - New group forming – Wonders of Gardening

9. Chairs

- Meeting May 7 with Andrea Reimer
- Orientations May 17 & 21 – can we all attend? Duties? Agenda? Coffee?
pass a signup list at this May 7 meeting with the attendance list?
supplement with an email
- Need to explain that Finance Committee will tackle handing of \$, in consultation
- Speaker for June meeting? Hoping for a Parliamentary Secretary
- Roger Pandolfo suggestion that at each Chairs we recognize members we've lost - deferred

10. Strategic plan update

- Meeting May 10 – so far all members will attend
- Registration – a couple of people are waitlisted – see next item
- Need to decide room setup & capacity and then finalize review registration list

11. New Business

- “New to New West” Intercultural Festival & Information Fair – Sat. May 31 - please RSVP by Thu. May 8; agreed without motion that Bill will seek volunteers (including Wanda Madakoro); Anne will reply that we will attend
- Exec meetings twice a month in the busy time – before & after AGM, and as needed?

12. Staff report –

- Parking – Erica met with the manager of Transportation; they are at capacity already, but Erica now has the template for a request to scope the project
- Air conditioning
 - Spruce Room - pushing contractor to get it done as warm weather approaches
 - AC for snooker etc: there appears to be lead in the paint, which requires vacating the space completely during removal
- Lawn Bowling Tournament dates – now provided; we will make available

13. Any questions? None

14. Next meetings - May 26 and June 16

15. Adjournment 12:15

Governance Committee

- met 3 times in April to respond to CHAE requests to review proposed policy wording and to comment on the work to date of the Ad Hoc Committee on Activity groups. The Governance review of the proposal is below. We now pass it to the Ad Hoc Committee for resolution.
- The CHA Policy Handbook has been updated to the end of January 2025.
- met with liaison Tim to confirm the shared leadership model under which the GSC operates. The GSC will be represented at CHA Chairpersons' meetings by a spokesperson who will also vote on behalf of the GSC. Additional members of the GSC may attend to present information and or reports.
- MOTION: [Chambers, Hicks] Direct the Governance Committee to implement its own recommendation that the wording of Section Three, G, 2, d of the Governance Handbook be changed
 - from "The CHAE will name members to a standing Committee annually."
 - To "The CHAE will name members to a Standing Committee at the first CHAE meeting following the Annual General Meeting."

Hyack Parade

Century House Association Executive:

The Parade Committee has been meeting for the past month to plan for the CHA participation in the New Westminster May Day parade to be held on Saturday May 24th. Last year was very successful and drew much attention to Century House. This year we would like to focus more on promoting CH by distributing our newly updated Resource Card, T shirts and banners advertising the programs we provide. Priceless! Our budget this year will be approximately \$500.

T shirts with logo \$80 or less

Printing. \$ 89

Decorations. \$50

Insurance. \$125

Megaphone. \$ 50

Helium. \$40

Gas. \$25

TOTAL. \$470 *** plus possible \$80 as parade's share of costs for promotional cards

Val MacDonald on behalf of the CHA Parade Committee

Report of the Governance Standing Committee to the CHAE April 2025

(items omitted that were discussed above)

3. The GSC was asked by the President to review the interim recommendations of the Ad Hoc Committee on Activity Groups.

GSC response to the INTERIM AD HOC REPORT CHA ACTIVITY GROUPS

GSC is assuming that work of the Ad Hoc Activity Group Committee will result in the addition of new activity group related policies to the CHA Handbook and reviewed the work to date through that lens.

The comments of GSC are not recommendations for or against the proposals put forward by the Ad Hoc Activity Group Committee.

Proposal 1

All groups must be aligned with Section A. Introduction, point 3 in the CHA Handbook.

“Century house provides, within allocated resources, year-round opportunities that will help satisfy the leisure, education and social needs of adults, 50 and older, in New Westminster. It also provides an environment to assist members in maintaining a sense of continuing relevance to the larger community as well as fostering positive self-worth through acceptance by others, belonging, recognition, contribution and achievement.”

GSC response: Is the intention that this become a policy statement?

GSC notes the following is already CHA policy:

“F. CHA GROUPS

1. Activity Groups

- a. CHA members may form an Activity Group based on common interests.*
- b. An Activity Group must have a Group Purpose that describes what the group does.*
- c. If the Group is affiliated with an organization(s) outside of the CHA that information must be included in the Purpose.*
- d. An Activity Group may assess a fee to support an Activity. Fees must be approved annually by the group members.*
- e. An Activity Group must have a Leader elected at a meeting of Group members.*
- f. An Activity Group that deals with money must elect a Treasurer annually.*
- g. An Activity Group may elect additional officers as required.*
- h. An Activity Group will communicate with the CHAE through its Liaison.”*

Proposal 2 Additions/Changes

1) All Activity Groups will need at least 6 active Century House members who attend the group regularly.

GSC assumes this would be a minimum requirement for a Group to continue.

2) Average **group** attendance will be calculated over 6 months.

GSC asks what is the process for monitoring?

3) Time of year to be taken into consideration i.e. Summer and Christmas breaks.

GSC asks if seasonal activities are subject to the proposed attendance/time span requirements.

4) Activity groups need to send Monthly Reports to CHA except for the months the group does not meet.

GSC is under the impression that monthly reports are required now.

Will this change? What information is needed? Who will receive/monitor? Will the CHAE develop a PROCEDURE for monthly reports?

5) An annual election within the Activity Group is required. Expectations, duties, like a job description is required for smooth transitions between leaders/chairs.

6) The leaders/chairs will communicate with the Activity Group to ensure everyone is the loop of information and continuing the flow of information from the monthly Chairperson meeting or otherwise.

The CSC suggests the following rewrite: Group leaders/chairs are responsible for communicating all relevant CHA business from the monthly Chairpersons meetings to their group membership.

7) The CHAE has the sole responsibility for approving and disbanding activity groups.

The GSC reminds the CHAE that the CNW P&R manages the use of space at CH, with space/time being available as a criteria for new groups. Additionally, CNW P&R has the ability to shut down any activity that contravenes CNW facility rules.

Proposal 3 CREATING A NEW ACTIVITY GROUP

1) Quantify what the group will be doing. i.e. purpose of the group. Need a clear, concise description.

GSC find this currently in the Handbook with different wording

2) Activity groups are to have a leader/chair, a Secretary if needed, and a Treasurer if handling money.

GSC finds this currently in the handbook with different wording

3) Co-chairs are permitted in-order to share the knowledge and work.

4) A trial period of 4-6 months will occur..

GSC suggests this would need to be a firm number.

5) A minimum of 4 members of the activity group in attendance averaged over the trial period **is** required.

6) A meeting with CHAE will occur after the trial period to ascertain **(to determine)** if the activity group will continue.**(has met the necessary group formation requirements) new**
GSC suggests rewording: "A meeting with CHAE will occur after the trial period to confirm that the activity group has met the requirements to continue".

PROPOSAL 4 DISBANDING AN ACTIVITY GROUP:

- 1) If an activity group has no leader, the group is given 2 months to find a replacement. **new**
- 2) if an activity group membership falls below an average of *4 members* attending per session for a period of 6 months. **new**
- 3.. There must be a representative at monthly Chairpersons Meetings. **new**
4. Leader/Chair/Chairpersons Committee Representative has consistently failed to share information from the monthly Chairpersons Meetings to all members of that Activity Group. **new GSC asks who will monitor?**
5. Activity Group has failed to have a representative at the required number of monthly Chairpersons Meetings. **new GSC asks who will monitor and what is the required number ?**
6. Activity Group has failed to resolve a contravention of the MOU (Memorandum of Understanding) or Code of Conduct within 6 months. **new GSC suggests a PROCEDURE for dealing with issues reference above must be in place before #6 above can be implemented.**

GSC has no comments on the following Ad Hoc Committee plans.

Activity Group Committee suggested next steps:

- Present our Creating a New Activity Group and Disbanding an Activity Group policy to the Chairpersons meeting for review and comments. Request comments to be sent to their Liaison within 2 weeks so CHA can review those comments and forward to the Governance Committee for them to complete the next part of the process.
- Consider changing the name of the Chairpersons Meeting to Representative Meeting.

Barb Gordon will invite a couple of leaders from Support Groups to work on drafting requirements for the formation and disbandment of Support Groups.

Respectfully submitted,

Carole Wylie, Curt Albertson, Mary Gagnon and Ardyth Moorcroft