

Century House Association Executive Meeting Minutes 17 June 2024, Cottage

1. Call to order at 10 a.m.
Present: Anne Ladouceur, Tim Hicks, Marilyn Remus, Curt Albertson, Pat McDonald, Bill Harper
Regrets: Erica Mark
2. Adoption of the Agenda [approve: Pat/Curt]
3. Minutes 13 May 2024 [approve: Pat/Curt]
4. Old Business:
 - a. CHA participation in staffing process – staff received Curt’s comments focused on understanding of CH and possible ageism
 - b. Gift for Jessica Wong – done: gift certificate to massage spa, with card
 - c. Seniors Week – discussion agreed it was successful
 - Pat attended elder abuse session, has provided information to Curt [[list of organizations in BC](#)]
 - Music in the Lounge was well received
 - Town Hall sold out at 90 people; a grant paid for the meal; speakers were good and advocate David Levitt already knows us; we got good media coverage
ACTION: get a debrief from the organizers [**UNASSIGNED**]
 - d. Intercultural Festival and Info Fair 8 June (Tim)
 - Moderately successful; we met many people and local organizations and got some visibility and maybe contacts for future events; English Conversation raised its profile; we wore the new CH T-shirts
 - We noted that the Welcome Centre at NWSS did not have any Clarions; future marketing might include \$ to print extra Clarions; we’ll keep reminding the world that the Clarion is always online
 - We agreed to accept a repeat invitation if offered
 - ACTION from related discussion: Bill to develop a guide for organizing for the Hyack parade, to be sent eventually be sent to the Governance committee.
 - e. Leaders Orientation Sat 15 June: successful, with all but five groups represented between the two sessions.

- f. Council presentation May 27 – video available [here](#) – go to 1:09:40
- g. Motion Tracker and pending Action items: new look deemed satisfactory
ACTION: Tim to ensure Governance team has access
5. Treasurer’s Report (financial reports were attached)
- ACTION - Pat will proceed to buy printer, software and toner (expense approved by Chairs at June meeting) (she may need some tech support)
 - ACTION – Tim will arrange for testing of the laptop Pat provided; it could also be made available for some volunteer work
 - **MOTION** – Approve shredding of activity reports 2014-2017 *[Curt, Bill] passed*
ACTION – Anne to arrange
note: attendance details in the reports won’t be needed when scanning is fully in place
 - ACTION – Tim to ask Joy about binder and also photo review
 - ACTION – Pat to review interest earned by our term deposits for the last two years
 - **MOTION** – receive report *[Pat, Curt] passed*
6. Membership access update (Curt)
- Opt-in signup will occur through the year as members join or renew (Tim noted that this will clean up a list that has probably become “dirty” as people change their email addresses etc.)
 - We will always have the option to go full-blast with the staff list or to use the chairs contacts list at various levels (e.g. all or chairs-only)
 - ACTION – communications committee to develop criteria for using the staff list
 - ACTION – Anne to ask Erica what’s planned when, and discuss explaining opt-in to members
7. Liaison Reports
- a. Learning Garden
- Curt reviewed the recent vandalism and how seriously it has affected the group
 - We must be prepared to spend money or get a grant
 - We must be prepared to refute suggestions of shutting the garden down
 - **MOTION** – launch project to work with group and city to find solutions, reporting back to July exec meeting *[Tim, Curt] passed*
 - ACTION – Anne to arrange meeting(s): Garden people, staff, Bill, Curt, Parks & Rec
- b. Space Requests – list will go to Erica Mark; we noted our understanding that any changes will be in September and no group will be bumped against its will
ACTION: Anne to work with Erica on this

- c. Swiping info to groups – discussed need to get detailed instructions etc, and get it out in various ways; noted that many groups aren't meeting over the summer

MOTION: Approve actions to obtain and distribute swiping documentation before
July 2 launch *[Anne, Bill] passed*

ACTION – Anne to meet Erica & Silisha to request details *{done}*

ACTION – Tim to send to full chairs list when ready, with reminder in late August

ACTION – Curt to place items in Clarion as appropriate Jul-Aug-Sep

8. Staff Report

- No staff rep, so no report
- ACTION: Anne & Bill & Erica Mark to meet with snooker group re ongoing use of their space

9. New business

- a. Google Drive – agreed to use for current files and a how-to repository

ACTION: Tim to do a basic test re access to one document, then see if everyone can work with folders

- b. Strategic Plan – latest may have been 2012; we are in a very different financial situation; noted that the Governance group is reorganizing and busy, but wants to be involved; noted possibility of a skilled facilitator among our members; possibility of a grant if we will have expenses?

MOTION: form a committee to meet over the summer with the goal of having an outline plan for the January 2025 AGM *[Tim, Bill] passed*

ACTION: Anne, Tim, Bill to meet to set this up and report to next meeting

- c. Promoting awareness

- Handbook – needs cleanup but we can still give people a link to it
ACTION – Tim to include in next email, Curt to consider for Clarion

- Clarification of \$ rules

ACTION – Tim to summarize from orientation notes for exec review; Handbook team to ensure everything aligns

- d. Ruby Grewal departure

ACTION – Anne to discuss with staff *{done}*

ACTION – Anne to ask Audrey Soroka to do a card/poster *{done}*

10. Next Meeting – July 15, 10 a.m. on Zoom only

- <https://us02web.zoom.us/j/88462942372>

11. Adjournment 11:52 a.m. [Tim]