

**CHAE Minutes**  
**15 July 2024, 10:00am -ZOOM**

Regrets: Erica Mark

Present: Anne Ladouceur (Chair), Curt Albertson, Pat McDonald, Marilyn Remus, Bill Harper, Tim Hicks

1. Call to order 10:01 a.m.
2. Agenda was adopted as amended re Erica's absence [Curt, Pat]
3. Minutes 17 June 2024 approved with two minor corrections [Curt, Bill]
  
4. Old Business:
  - a. CHA participation in staffing process – two positions are now filled: Jenna Speers in Hannah Glavin's former position, and a new hire at Hannah's level to support seniors at other locations (community outreach)
  - b. Reviewed Motion Tracker and pending Action items
  - c. Strategic Plan – postponed by circumstances  
**ACTION:** Anne to organize first meeting with Bill & Tim before next exec meeting
  
5. Treasurer's Report
  - a. Pat reported that the computer and printer and software are now set up, and noted that a shredder would be useful  
MOTION: authorize up to \$75 for purchase of a shredder for the executive office [Pat, Curt]
  - b. We agreed on a simpler approach to financial reporting at Chairs' meetings; the details will be attached to the agenda, and only a short summary done at the meeting
  - c. **ACTION-** update handbook & responsibilities to clarify activity group financial rules and guidelines; Curt advised that new financial reporting details in terms of the Handbook are considered "procedures" and Governance at this point is still dealing with "policies" but will keep a record. A revised Handbook hopefully will be available by the August 7th Chairs meeting.
  - d. Pat noted that the money in High Interest Savings puts \$80-90/month into our chequing account
  - e. Pat reminded us that she is interim treasurer; a notice advertising for a new treasurer has been prepared for the August Clarion
  - f. Financial Report received [Pat, Curt]

## 6. Liaison Reports

- a. Marilyn to meet **Canasta** reps July 19
- b. Pat renewed **Bingo's** license
- c. Anne resolved a minor conflict in a group
- d. Bill reported **Lawn Bowling** is requesting tournament vests and will let us know when they provide cost estimates.
- e. Anne, Bill & Erica met with **Snooker** reps several times to discuss opening the space to others in non-reserved hours.
- f. Curt reported **Learning Garden** has elected two facilitators(Nancy Suda, Susan French); security awaits results of Erica's meeting with city re fence & gate; staffer Mandeep now does walkaround every morning  
**ACTION:** Anne to ask Erica to clarify whether Learning Garden members (and others, such as craft activity group members, who only work within their group) need full clearance
- g. **Space Requests** – Anne working with Erica on the requests. No final decision yet.
- h. **Card-swiping info** to groups – distributed; few problems so far but now many groups are off for the summer

## 7. Staff Report – deferred because of Erica's absence

*[ continued next page ]*

## 8. New business

- a. **Governance Report** - recommendations for updating CHA AGM policies & procedures; we had not defined some parts and wanted to make them official. A motion at the 2024 AGM allows us to do this before the 2025 AGM.  
**MOTION/ACTION:** directing Governance to form a subcommittee to do this [Tim, Curt]
- b. **In-camera item** re group membership and leadership (probably need indicate motions in and out)
- c. **New West Cultural Crawl** - our craft groups are invited for Sat-Sun. Oct. 5-6 11-5; this is not part of our bazaar/craft sale actions but we can help promote it
- d. **Bazaar update** – plans to date were reviewed, including raffle license requests  
(Sep. 14: Quilters, White Elephant, Artists; Dec. 14 Low Vision)  
**ACTION:** Tim to place Bazaar in agenda for Aug. 7 chairs meeting, noting Aug. 9 deadline to apply
- e. **Parkinson’s group request** – support for an exercise program 2 hours/week, 40 weeks/year; we discussed funding sources and noted that finding space may be challenging; amount requested will need approval from chairs; **ACTION:** Anne to meet Erica; discussion will include plan to inform chairs as this develops; further meetings as needed
- f. **Promoting awareness of Handbook** & new \$ rules – covered in 5c
- g. **Google Drive** – Tim advised that access to this shared drive seems to work but he has work to do on how to organize it, since many documents pertain to several meetings and dates
- h. **August Chairs Meeting**  
**ACTION:** Tim’s pre-meeting email to chairs will remind them that we and staff appreciate advance notice of questions so we can have answers ready

## 9. Next Meeting – August 19 by Zoom

## 10. Adjournment 11:27 a.m. [Pat, Curt]

The following is for CHAE only and will not be published

***Pending Actions – status after meeting***

**Closed at this meeting:**

Unassigned	Seniors Week – debrief from organizers –	committee met, done, to be filed
Bill	Hyack Parade organizer’s guide	Done but for final touches
Tim	ensure Governance has access to Google Drive – limited use	done
Anne	arrange shredding of old activity reports –	assigned to staff
Pat	review interest earned by our term deposits for the last two years	done

**Still open :**

Tim	ask Joy about binder – not done	
Anne	email opt-in - ask Erica what’s planned when, discuss explaining opt-in to members	Postponed in Erica’s absence
Curt	email opt-in – communications cttee to develop criteria for use of staff list	need to revive cttee, Anne to lead ... Tim has chairs list, use for Aug agenda; use this list until we have access to staff list?
Anne, Bill, Erica	snooker space discussion	(progress made, continuing)
Anne, Bill, Tim	meet to set up strategic plan committee	Before next CHAE

**New :**

Curt	Update handbook & responsibilities to clarify activity group financial rules and guidelines;	Curt will try for a draft version by next exec meeting
Anne	Clarify whether garden volunteers (and others who only work within their group) need full clearance	Anne to ask Erica
Curt	Governance to form a subcommittee to revise AGM processes	By next exec meeting
Tim	Remind chairs of Aug 9 deadline for raffle license requests, and that submitting questions in advance gives better answers	In pre-mailout for Aug. 7 meeting
Anne	Parkinson’s group program request – next steps	Meet with Erica, inform chairs Aug 7 if appropriate

## ***Summary of Activity Group \$ updates***

At recent Chairpersons meetings the Executive explained the revised rules re money and activity groups. Here are the key points:

- It is no longer necessary or expected for an activity to contribute money to CHA
- Activity financial accounts belong to the activity and will not be zeroed at yearend
- It's OK to spend the activity money on a social or equipment or whatever
- An activity fee need not be charged at any particular time or year
- In the past fee changes had to be approved by executive, but now the group sets its own fee and can change it at any time, with approval needed only for extreme changes (but please tell your liaison and [webmaster@centuryhouseassociation.com](mailto:webmaster@centuryhouseassociation.com))
- Bazaar revenue generally will go to CHA although craft groups may keep theirs (?)
- Sales from the artists' gallery are 10% to CHA, the rest to the artist