

## CHAE Minutes

### 16 September 2024, 10:00 a.m.

1. Call to order 10:03 a.m.  
*Anne Ladouceur, Bill Harper, Tim Hicks, Pat McDonald, Curt Albertson, Marilyn Remus*
2. Adoption of the Agenda [McDonald, Albertson]
3. Minutes 19 August 2024 [Hicks, Harper]
4. **Old Business:**
  - a. AC in Spruce Room – a duct needs replacement  
**Action:** track this and provide an update by the January AGM or sooner if available
  - b. Strategic Plan –  
**Action:** preliminary meeting Sep. 19 (Ladouceur, Harper, Hicks)
  - c. Scanning – it is possible to use scanning as an attendance sheet for meeting that require it (such as the Chairs)  
**Motion:** [Albertson, Hicks- carried] to confirm feasibility and set this up as a pilot project at a Chairs meeting, with information when appropriate in the Clarion and the Chairs’ pre-meeting notice
  - d. Consent form update – The privacy impact assessment has provided wording we will use to ask members for consent to email them occasionally using the City membership list.  
**Action:** Erica to set up staff training and process, and provide material on this for the October Clarion
  - e. CHAPS funding  
“We request the reinstatement of the annual funding with an increase to \$6,500 to cover the impact of inflation, increased material costs and consulting fees. The original amount of \$4,000 is no longer sufficient to cover our basic operating expenses.” Bill & Curt have met with Pat McDonald & Elizabeth Philip to review the details of this, and will connect it to the strategic plan and funding framework as those develop.  
**Actions:** Bill & Curt to bring a review document to the October or November executive meeting. Curt to provide a copy of the CHAPS Horizon grant application to the executive via Anne.

## Treasurer's Report

- f. Thrift & Craft sale preliminary numbers indicate a successful event with about 700 attendees
- g. Reserve fund policy - developing
- h. update handbook & responsibilities re Activity Group finances - underway
- i. Funding management framework (including request process) -  
**Motion** to receive: [Hicks, McDonald – carried]  
**ACTION:** Tim & Pat to develop for next meeting, including lessons learned from recent funding requests
- j. Motion to receive Treasurer's Report [McDonald, Albertson – carried]

## 5. Liaison Reports

- a. A Bid Euchre request to adjust for occasional cancellations led to:  
**Action:** Curt will ask Bid Euchre to set up a meeting with several other cards groups
- b. Learning Garden's new leaders are reviewing their mandate and processes; there has not been an update recently on security

## 6. Staff Report

- a. The first Social Meal drew 123 people, who stayed longer than usual; the first Community Connection event drew 30.
- b. Fall programs are all started, and new staff members are all in place, except that the Youth Centre leader has resigned
- c. Winter program planning is underway and if chairs want any changes now is the time to speak up **Action:** exec to mention this at Oct. Chairs meeting

## 7. New business

- a. Clarion printing: staff are tracking uptake of printed copies and the number of extra copies made, to see if we need to print more; we're reviewing supplier prices; and we discussed restoring the four pages that were removed recently to save money  
**Motion:** [Albertson, Hicks – carried] CHA executive will cover the one-time additional cost of having four more pages in the October Clarion  
**Action:** staff will report to October CHA executive meeting re review of prices
- b. Parking request: discussion of options to make more spaces available in our parking lot for mobility-challenged members. **Action:** Tim to gather data and review at October executive meeting
- c. Introduction handout for new members – this will be a short outline of the basics that a new member needs to know, as explained in the ...
- d. Info/Orientation Tours – Bill and Tim are now prepared to take a turn leading one of these

- e. October Chairs – Tim will be away; Anne will prepare materials, Marilyn will take notes at meeting
  - f. November Chairs – several speakers/topics were suggested  
**Action:** Curt will investigate the NWPD mental health liaison person, and Erica may have some options re Adult Abuse
  - g. Next Meeting Monday, Oct. 21
8. Adjournment [McDonald] 11:50