

**CHA Executive Minutes**  
**21 October 2024, 10:00 a.m.**  
**Oak Room**

1. Call to order 10:06  
Present: Anne Ladouceur, Bill Harper, Curt Albertson, Tim Hicks, Pat McDonald, Marilyn Remus (via Zoom); Regrets: Erica Mark
2. Adoption of the Agenda [Harper, Albertson]
3. Minutes 16 September 2024 [accepted – Albertson, Hicks]
4. **Old Business:**
  - a. Thrift & Craft sale update: Treasurer provided details, noting an \$8202 profit to the CHA, but advised of her non-availability for the December sale  
MOTION: That the CHAE direct the Craft Sale Organizing Committee to appoint a head treasurer for the December sale and those that follow; this person will report to the CHA Treasurer. [McDonald, Albertson – carried]  
ACTION: Anne L will advise committee; the CHA Treasurer will continue to submit the raffle license applications.  
MOTION: to receive Treasurer’s report on sale [Harper, Albertson]
  - b. Air Conditioning in Spruce Room – work continues
  - c. Strategic Plan – Bill reported that he is working with Anne & Tim to set scope and direction and to find a facilitator; he has found a planning toolkit that looks suitable for us  
ACTION: Bill to send toolkit to executive, and update the Chairs briefly at their Nov. meeting  
MOTION: to receive Bill’s report [Harper, McDonald] **include his 1-pager minus names**
  - d. Scanning – Anne reported that it worked well for the October Chairs meeting and seems to be going well for other activities; Tim & staff are working to analyze uptake rate  
MOTION: CHA Executive will scan into its meetings [Albertson, Harper – carried]  
ACTION: Anne to set up scanning for this  
ACTION: Tim to meet with Erika Nikula about process for group reporting on paper and online, and report to next executive on whether it needs updating
  - e. Consent form update – deferred until Erica is available. Anne noted that a few things, such as notice of Annual General Meeting, don’t require consent.

- f. CHAPS funding (also see 8h) – after review of information available, the request for reinstatement of annual funding with an increase to \$6,500 requires further discussion  
ACTION: Anne to set up a special executive meeting on this and then an information meeting with CHAPS and the CHAE in the near future

### **Treasurer's Report**

- a. Report:
- Treasurer reported on the bank balance (cash on hand) and term deposits.
  - insurance premium paid re directors & officers
  - awaiting reply from possible new treasurer
  - MOTION: to receive report [McDonald, Albertson]
- b. MOTION: to approve expense of \$75 for a Remembrance Day wreath for City Hall Nov. 11 [McDonald, Albertson - carried] ...  
ACTION: Bill Harper will attend  
ACTION: Anne will see if the Youth Centre wants to participate (just me on this one)
- c. Reserve fund policy – underway;  
ACTION: Pat to talk to Mary Gagnon (Governance) re CHA's defined purpose
- d. Update handbook & responsibilities re Activity Group finances  
ACTION: Curt will discuss with Governance committee
- e. Funding management framework (including request process) – Pat reported using the latest version in reviewing the CHAPS request; ACTION: Pat to send Tim some suggested changes

### **5. Liaison Reports**

- a. An activity group has a possible code-of-conduct issue. ACTION: Anne & Erica will follow-up
- b. The snooker group reported two missing cues; one has been found, investigation continues
- c. The Darts group requested funds for an equipment upgrade  
MOTION: to authorize reimbursement for up to \$614 [Hicks, Albertson – carried]  
ACTION: Tim to ask Erica to include Darts in the review of the downstairs area
- d. Inquiry re art copyright- Anne following up with complainant
- e. Bursary funding request – will wait for the strategic plan and funding process

### **6. Staff Report**

Deferred due to Erica's absence

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**7. New business**

- a. Clarion: after discussion of the amount of content, photocopying, and pricing reviews:  
MOTION: to authorize running the Clarion at up to a maximum 24 pages when required until the end of December 2025. [Albertson, Hicks – carried]  
MOTION: to increase the print run to 1,000 copies for issues up to and including December 2025 [Albertson, Harper – carried]  
ACTION: Anne to coordinate implementation with Erica
- b. Parking options review – received for future use
- c. Introduction handout for new members – Anne explained the concept, a summary of things new members **will** probably find useful right away  
ACTION: Anne to circulate a first draft of the handout
- d. Info/Orientation Tours volunteers – next tour in November; we'll rotate day and time. **Bill**, Tim and Anne will each participate in presenting the CHA portion of the tours  
ACTION: Anne to set up dates with Hannah
- e. November Chairs – speaker is booked, details will be in Clarion;  
ACTION: Curt to introduce speaker    ACTION: Bill to do land acknowledgement
- f. AGM readiness – status discussed  
ACTION: Anne to schedule preparation discussion with Carole Wylie
- g. Communications committee – will remain suspended
- h. Funding request for Dialogue on Death & Dying  
MOTION: to approve granting \$650 to the event for speaker honoraria [Albertson, Harper – carried]    ACTION: Pat to exchange cheques for invoices

**8. Next Meeting: Nov. 18, cottage with no Zoom option**

**9. Adjournment 12:01 [McDonald]**