

CHAE Minutes 18 & 25 November 2024, 10:00 a.m.

1. Call to order 09:55 Regrets: Pat McDonald, Erica Mark
Present: Anne Ladouceur, Tim Hicks, Bill Harper, Curt Albertson, Marilyn Remus
This meeting was suspended, and completed Nov. 25 when Erica and Pat were available
2. Adoption of the Agenda [Albertson]
3. Approval of minutes October 2024 [Harper]

4. **Special business** – guest Carole Wylie from Governance re AGM preparation, bylaw & policy amendment recommendations
 - Agenda: suggested sequence
 - note that the executive owns the agenda unless a bylaw says otherwise
 - bylaw changes will be early in the agenda because they are effective when passed unless that's infeasible; they need 3 weeks advance notice, and if AGM is Jan 29 that's Jan. 8 morning
 - AGM voting note – we will see if scanning can replace a list
 - Management of AGM – recommendation to have Governance create a crew of people not running for election (motion below)
 - At December chairs meeting, Mary Gagnon of Governance will prepare an overview of AGM process, mention closing date for nominations, present any promotional materials that are ready
 - Governance work will include review of eligibility to vote, noting logistical issues if a lot of people need to renew on AGM day
AGM date – discussion of various annual cycles; noted need for nominations to END well before AGM (motion below)
 - Nominating committee will be named by governance

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Bylaw and policy changes from that discussion

- **MOTION: AGM Management**
to accept Governance recommendations re management of the Association’s Annual General Meeting [Albertson, Remus - carried]
See the Appendix below for details.

- **MOTION: AGM Date [policy change]**
to hold the 2025 AGM on the last Wednesday of January, the 29th
[Harper, Remus – carried]
 - Executive confirmed Nov25 that this is a one-time vote and others will determine whether we go last-Wednesday in other years
 - ACTION: executive to update policy – note Handbook C-1-a
 - ACTION: Tim & Carole to ensure notice goes out at least three weeks ahead; [before 10 a.m. January 8] Carole will be away till Dec. 19
 - ACTION: Anne to ask Dec. 4 Chairs meeting if they want a meeting January 8, noting that by then we may have identified a need to have it for pre-AGM reasons

- **MOTION: Role of past president on nominations committee (policy change)**
Given that there is currently no Past President participating in the CHAE and given that the CHAE has delegated the duties of a nominating committee to a sub-committee of the Governance Committee, that SECTION THREE 6.c. of the current policy, which states that the Past President chairs the Nominations Committee, be removed. (Harper, Remus - Carried)

- **MOTION: Recommendation for Bylaw changes [Remus, Hicks – carried]**
 - **re executive positions:** *Section Two: Governance Documents A. Century House Association Bylaws* will change to read “The Executive positions for the Century House Association Executive Board shall be President, Vice-President, Secretary, Treasurer, up to three (3) Members-at-Large and the Past President.”
 - **re changing bylaws:** *Section 2 / A Bylaws / Item 4* will change to read “The bylaws of the Century House Association (CHA) shall not be altered, added to or deleted except by a two-thirds majority vote at an Annual General Meeting after proper notice (21 days) has been given of the date of that meeting and the changes, additions and/or deletions being proposed.”

- **MOTION: Staggered elections [recommendation for bylaw change]**
[Remus, Albertson – carried]
to recommend to the AGM amendments to the bylaws (section 7) to improve continuity by staggering the election terms for one year to create transition to two-year terms with half the executive to be up for election each year thereafter
“At the first election following adoption of these bylaws
 - the President, Vice president and one Member at Large of the Century House Executive shall be elected to a one-year term.
 - The Treasurer, Secretary and two Members at Large shall be elected to a two-year term.
 - Thereafter, all open positions shall be elected to two-year terms.”
 - ACTION: check handbook policy vs. bylaws in case cleanup is needed; note C-1-e and C-6-e and C-7-a [action AFTER changes go into effect]

5. Old Business:

- a. Strategic Plan – Bill reviewed progress on finding a facilitator
- b. Scanning – can we discontinue Chairs reporting? Deferred
- c. Clarion report – see staff report below
- d. Introduction handout for new members – development continues

6. Treasurer’s Report (Nov. 25)

- a. Pat presented the Balance Sheet and Profit&Loss Statement as of Oct. 31
- b. GST form was submitted to CRA, and refund received in October.
- c. A past self-certification from Benevity re donations will not be renewed
- d. Pat noted that the funds approved for the Parkinson’s group will be paid to the City to cover expenses the City has already paid
- e. Two already-approved requests were presented in the new request format , which will now be formalized as a template.
- f. Noted that the request from CHAPS re peer support training requires CHAPS to provide a full financial report (invoices & payments) by May 31, 2025
- g. Reserve Fund Policy – Pat will meet Mary Gagnon of Governance to provide a Purpose statement as required for Revenue Canada
- h. CHAPS – A pending funding request is not urgent and will be deferred pending the formation of a CHAPS steering committee for oversight
ACTION: note that June 2025 exec expects a report from CHAPS re its shorter-term funding expiring May 31
- i. Next treasurer – Pat has been working with a potential candidate
- j. ACTION – Executive to ask Chairs to advise Pat if you have a bank account

MOTION – to receive treasurer’s report [McDonald, Albertson]

7. Liaison Reports

- a. Parkinson's group is funded by CHA at \$2500 for 40 sessions until April 2025.
Executive approved request to run that as two streams at 20 per class
ACTION: revisit this funding at March executive (or Feb. if necessary)

8. Staff Report (Nov. 25)

- The air conditioning in the Spruce Room will require substantial funding, and in the interim use of the room may be restricted at times.
- Use of city membership list – is OK for the AGM etc., still under discussion for promoting events. For now we should perhaps encourage subscriptions to the website.
- Clarion printing
 - Noted that photocopying was required this month even with the increased number of copies; at least the requests started later
 - We reviewed quotes from several printers, and preferred Royal's offer for 60-lb. bond paper
ACTION: Bill & Curt to meet with Royal
ACTION: Erica to ask Marketing if there's a problem with switching, and ask Prism if they can match Royal's price
ACTION: add to December executive agenda
- Use of computer lab and perhaps Youth Centre as a meeting space – we can usually use the lab space in the daytime (mornings better, evenings no) if a volunteer is present. Full plans for the Centre are still being discussed,
- Information Tours – Bill will lead Nov. 27 tour
ACTION: executive to plan next few dates; Anne to consult Hannah re dates/times before Clarion deadline.
- Computers in the lab – Deep Freeze has been approved as the security solution, next step is acquisition
- Learning Garden security – the third quote has come in, and evaluation is underway
- Rectangular tables – these are wearing out, snagging clothing, etc.; CHAE paid for the new round tables because we use them for events, but we don't use these ones as much. Erica advised that the café chairs will be re-covered as part of a Youth Centre upgrade
ACTION: Erica to determine how many tables are nearing end of life and what it might cost to replace them
- Parking – discussion of signage to restrict use of lot at set times
MOTION: to recommend to the city that we set this at 9–6 Monday-Friday [Albertson, Harper]
- Christmas lunches – discussion of who invites VIPs; for 2024 it will be the city
ACTION – add to CHAE agenda in fall 2025
- Strategic plan coordination – we agreed to invite Erica to planning sessions, at least to make sure our assumptions and analyses align with theirs

9. New business

- a. Discussion re election
- b. Use of the cottage office
- c. Christmas lunch - program and details are decided by City; if Executive members aren't serving we need to buy tickets

10. Next Meeting(s)
 - a. **Next regular meeting: Dec. 16**
11. Adjournment Nov 25, 11:57 a.m. [McDonald, Hicks]

Appendix

Governance recommendations re management of the Association's Annual General Meeting

- That the **agenda** be available to people on-line, on the bulletin board and projected at the AGM. If people want a hard copy they should print it themselves. For people who do not have access to a computer or printer they may call the office and request a copy be made for them.
- That the **previous year meeting minutes** be available to people on-line, on the bulletin board and projected at the AGM. If people want a hard copy they should print it themselves. For people who do not have access to a computer or printer they may call the office and request a copy be made for them.
- That AGM advance materials include a **one-page cheat sheet on Robert's Rules of Order**

Also, Executive agreed with Governance that we'd like a post-AGM report and documentation of the process in the Handbook and a supporting file