

CHAE Minutes 16 December 2024, 10:00 a.m. Cottage

1. Call to order 10:05
Anne Ladouceur, Tim Hicks, Curt Albertson, Bill Harper, Pat McDonald; absent: Marilyn Remus
2. Adoption of the Agenda [Harper, McDonald]
3. Minutes from November 2024 accepted [Harper, Albertson]
4. **Old Business:**
 - a. **Strategic Plan** – the team has met Jason Campbell, met John Talbot earlier, and will meet Andrea Reimer Dec. 17
 - b. Chairs **working group re Activity Groups** creation/termination
 - Two volunteers so far
 - ACTION: Tim to ask Erika Nikula if there's a record of previous work on this
 - c. **AGM prep**
 - Date is Jan. 29, preferred venue is ABC room (Fir Room would displace two classes and cost the city quite a bit);
ACTION: Pat to ask CHAPS to release its booking for that time slot [*DONE, room is ours*]
 - we noted ABC can hold 80-90 and we can run an overflow in the Oak Room if needed - with a video feed (Zoom in both rooms, staff monitor to run Zoom and supervise voting for those people)
 - in support of this we will ask people to pre-register so we know how many to expect
 - date of notice – We agreed that 21 clear days of notice is best (Jan. 7 latest) and agreed to aim for Fri. Jan. 3, which is consistent with availability of key players
 - ACTION: Tim to add the above to AGM preparation list
 - also see Appendix below
 - d. **Jan. 8 Chairs meeting** – not needed ACTION: Tim to advise chairs, additionally using this opportunity to invite them to submit year-end reports for the AGM minutes, and suggest key highlights to be mentioned at the AGM.
 - e. **Clarion update**
 - Bill and Curt visited Royal printers and got new quotes that are less than current rates and on better paper.
 - Erica has reported that we are free to switch if we wish.
 - Royal has confirmed a two-day turnaround time; ACTION: Curt to coordinate with Hannah on this
 - **MOTION** [Albertson, Harper] to authorize Curt to—when he is satisfied that details are settled—poll the executive by email to confirm that he can switch the Clarion to Royal for the February issue
 - f. Christmas lunches – our involvement is sorted out

5. Treasurer's Report

- a. **Reserve fund policy** – progress continues; Pat gave an overview noting that it's a legal document with limitations and we must respect its terms.
ACTION – Pat to take our Purpose from the Handbook, fill out other details, and take to our accountant; update at next executive meeting
- b. Review of approach to Activity Group finances - deferred to next Treasurer
ACTION: Tim to summarize reports provided by chairs, for discussion next meeting– specifically about unused money
- c. **Treasurer's checklist/calendar** –
ACTION Tim, Pat, & new Treasurer to develop one from recent reports and other sources; to include:
 - Tell federal government annually that we have no employees
 - For bursary recipients, issue T4As and T4A summaries by Dec. 31
 - Submit charity compliance form by Dec. 31
 - By our year-end Dec. 31, assemble all documents for accountant (plus late-processed cheques etc. from January)
 - Close the books on the craft sale(s) etc.; that can take a while
 - Update directors' insurance details & renew policy
 - Manage licences (bingo, etc.), noting maxima of \$20,000/year and \$5,000/quarter – beyond which we must re-apply

6. Liaison Reports

- Tim – Darts thanked us for new equipment and reported new members (see Clarion)
- Marilyn-Carpet bowling request to go twice a week; ACTION: Anne to forward to Erica
- Anne – cribbage behavioural problem may have been solved for now
- Learning Garden – Susan French has resigned as co-chair; Tim has advised Erika Nikula
- Table Tennis – has reported a problem with lights in the Multipurpose Room, but no one else can see the problem

7. Staff Report (Erica absent) updates via Anne:

- Three computers should be installed in the computer lab in January; CHA will have to pay for maintenance and some software
- Learning Garden security: Nancy Suda, Anne and Erica met with maintenance department and gates should be up by end December/January.
- The City is phasing out the Crown logo, and has the patent on the crown design the CHA uses in its logo, we will not be able to continue using it once the city has stopped doing so..

8. New business

- **Plan to have an investment plan** - Tim provided a brief presentation to introduce the concepts, and an example of a possible investment plan. This can develop along with the strategic plan. We noted the need to find a financial advisor who will be at arm's-length and ideally independent of a particular financial institution
- **Future of Chairs reporting** - for Tim & new treasurer; we noted that scanning does not yet match actual headcounts, but some groups aren't reporting counts; we agreed that the financial information some groups provide is inconsistent, incomplete, and not useful. ACTION: secretary & new treasurer to develop a solution in 2025
- **Information Tours:** ACTION: Tim will lead the next one Wed. Jan. 22

9. Next Meeting(s):

- a. Next regular meeting: Jan. 20
- b. Feb. 17 is Family Day, we'll need to reschedule
- c. All meetings in cottage until further notice

10. Adjournment 11:52 a.m. [McDonald]

Appendix: Pre-AGM actions in detail

Work for US to do

- Defer the 2025 budget by a month
 - Handbook section 5 Appendix, A Finances, 4. Lines of Authority Policy
c. The annual budget shall be prepared by the treasurer, reviewed and approved by CHAE and presented to members at the Chairpersons' Meeting directly following the AGM.
 - With a Jan. 29 AGM, the next Chairs meeting is too soon for a new treasurer to do a budget.
 - **MOTION** [Hicks, Albertson] to schedule the 2025 budget for the March chairs meeting
Note: Handbook S5 Appendix, A Finances, 4. Lines of Authority Policy
*again, 4b b. Changes in financial policies shall be approved by CHAE and **presented at AGM***
ACTION: Tim/Pat to include this in AGM draft agenda, within treasurer's report

- Bylaws section 3 #5
 - says "Member at Large (x2)"
The bylaw update at the AGM changes the number of members at large.
This is a separate reference that might be missed in a handbook update, and Tim has pointed it out to Governance

- Annual activities report
 - Handbook re Groups - 3g "Submit a written monthly group report to the Chairpersons' meeting and a **yearly group report** to the CHA Annual General Meeting to the CHAE Secretary and/or Treasurer within parameters set by the CHAE."
 - ACTION: (Tim) For 2025, the email notice of AGM can include an invitation to submit a BRIEF annual report for inclusion in the AGM minutes, and to submit exceptional highlights for mention at the AGM