

Executive minutes 2025-02-10

Century House

1. Call to order 9:47 - Anne Ladouceur, Bill Harper (chair), Tim Hicks, Helen Chambers, Wendy Parry, Sydney McGillis, Erica Mark
2. Acceptance of agenda [Anne/Tim]
3. Acceptance of Feb. 3 minutes with correction of a typo [Anne/Helen]
4. Orientation for CHAE – Anne & new members will meet Thu. Feb. 20 at 10:30
5. Signatories
MOTION: approve Sydney McGillis, Bill Harper, Anne Ladouceur as signing authorities
[McGillis, Harper]
6. Debrief re CHAE Nominations and AGM
 - Agreement that the meeting process generally went well, and handing off the nominations to Governance (with staff for the election) should be continued
 - Tabled Governance request (to appoint committee members and request report) for future meeting after Chairs elections
ACTION: April chairs is too soon, May chairs is open; negotiate timing
 - Nomination process should acknowledge receipt of a nomination, clarify deadline terms, and indicate next steps after nomination. Executive should be notified if we are short on candidates so they can try to recruit.
ACTION: exec & governance to firm up executive role definitions for when the next AGM is announced (perhaps after the strategic plan)
ACTION: exec should discuss possible candidates a couple of months ahead of the AGM
ACTION: set date of next AGM so we can get the big room (perhaps after Governance report on AGM)
 - Microphone tutorial should be repeated at the start of all meetings where mic is used; we could remind hearing aid users that they may be speaking more quietly than they think they are
7. Chairs meeting tasks: volunteered as follows:
 - Helen: land acknowledgements; coffee prep (order slip to café a month ahead) plus cake at open meetings May & Nov.; door prize tickets
 - Wendy: name tags
 - Bill: prizes (with café vouchers from Events)
 - Sydney: inspirational quote (with Debbie Tommila)
 - Microphone runners: ask for volunteers at meeting
8. Standing Committee appointments: Bursary (none); Events ; Governance*
 - Governance request tabled until after Chairs elections
ACTION: table all till next executive meeting

9. Appointment of 3rd member-at-large
 - One candidate is known, and another possible
 - MOTION [Ladouceur, Parry] to initiate a selection process with an item in the March Clarion (and elsewhere) inviting applications by March 14; interview panel Sydney, Anne, Helen
10. email@Centuryhouseassociation.com (president, secretary, treasurer) are available
ACTION: Tim will help Sydney get the Treasurer one going
11. Regular executive meeting dates - 3rd Monday at 9:45 a.m. except April 14 and May 12 (regular date is a holiday)
12. Treasurer
 - MOTION: to authorize Audrey Soroka to issue charitable donation receipts and letters of thanks on behalf of the CHA [McGillis, Parry]
 - MOTION: to recommend to the Chairs that we renew the contract of bookkeeper Penny McIvor, \$50 per hour 2 hour minimum to a maximum of 4 hrs/month, remote is 15 min increments, Jan. 1–Dec. 31, 2025 to a maximum of \$2000 [Harper, Chambers]
 - MOTION: that CHAE funding requests & commitments must have an end/renewal date [Hicks, Ladouceur]
 - Staff report – Funding has been found for the Spruce Room air conditioning, and the work should be done in time or summer; the Learning Garden fence project is still developing
13. Liaisons reports – Bill explained that the Parkinson’s group got \$2000 from us for weekly exercise sessions, and now their therapist recommends twice a week for better results. They use the Oak Room and availability is OK for now; it’s a reasonable number of participants
MOTION: to recommend to the Chairs a grant of \$2,650 for the Parkinson’s therapist [Harper, McGillis]
14. Clarion
 - We have the same printer for March pending some final details
ACTION: Bill to determine status and advise executive by email; Anne to set up a special executive meeting (possibly Zoom or email) to approve decision
 - Wendy noted some accessibility issues in the Clarion, and Tim had some questions about content; agreed to discuss at a future meeting
15. What’s on our radar
 - Strategic plan has started; Activity Group start/stop committee will meet this week; chairs election will probably be in April
16. Volunteer hours / criminal check
ACTION: Erica to check if new executive members are now complete on this
17. Information tours – next is Feb. 12 at 5:30; suggestion to have a concierge as the member guest for a future meeting
18. New table signs for chairs meeting; do chairs’ signs after elections, and after discussing what they should have on them and how to make them readable.
Action: Wendy to update executives’ signs as needed for next Chairs meeting
19. Google Drive – Tim will make it available and assist executive members in accessing it; it is not compulsory

20. Adjournment 11:17 [Ladouceur]

Attachment: Pending Actions list