

Executive minutes 2025-03-17

Century House cottage

1. Call to order 9:46 Anne Ladouceur (chair), Bill Harper, Tim Hicks, Wendy Parry, Helen Chambers, Sydney McGillis, Erica Mark, Trudi Hampel (after point #5)
2. Approval of Agenda [Harper, Chambers]
3. Approval of Minutes from 2025-02-10 [Hicks, Perry]
4. Clarion Printing / Content (Hannah Glavin, guest)
 - **Motion:** To stay with Prism as our printer for the Clarion based on their quote matching Royal's price quote [McGillis, Chambers – passed]
Action: Bill to contact Royal to thank them for their time and very competitive bid, and say we hope to work with them on future projects (or similar words)
 - **Action:** Hannah to advise Prism of this decision (and advise CHA whether the new price will apply to the April Clarion)
 - Referred to the Communications Committee:
 - A policy on maintaining a competitive price for the Clarion
 - Discussions on Clarion content guidelines and how the Clarion should be represented at Chairs meetings
5. Report re 3rd Member-at-Large
 - Helen and Anne interviewed Trudi Hampel and recommended her to the Executive.
 - **Motion:** to appoint Trudi Hampel as the third Member-at-Large on the CHA Executive [Chambers, McGillis – carried]
 - **Action:** Tim to add Trudi to lists etc. as required; liaison assignments won't change until after the activity groups' elections
6. Standing Committees
 - **Motion:** to define February-February as the normal appointment cycle for standing committees, so they can be appointed after the Annual General Meeting [Harper, Parry – passed] Noted for clarity that committees can appoint members during the year to serve the rest of the current term.
Action: Tim to work with Governance on documenting this
 - **Motion:** to appoint to the **Bursary** Standing Committee: Wenke Hogg, Dave Lodermeier, Joyce Jackson, Kevin McKay, Marlene Larson, Debbie Tommila, Linda Kenning [Parry, Hicks – passed]
 - **Motion:** to appoint to the **Events Planning** Standing Committee: Anne Ladouceur, Louvaine Kadonaga, Lynn Bittner-Jobson, Pat Gerbrandt, Wanda Lee, Audrey Soroka [McGillis, Parry – passed]

- **Motion:** to appoint to the Governance Standing Committee: Mary Gagnon, Curt Albertson, Ardyth Moorcroft, Carole Wylie [Harper, McGillis – passed]
Motion: to accept the Governance report, previously provided [McGillis, Chambers]
- **Motion:** to appoint to the Communications Standing Committee: Anne Ladouceur, Tim Hicks, John Lynn, Hannah Glavin [Harper, Parry – passed]
This committee will consider the Clarion, the website, Keep in Touch, information tours, use of the city mailing list, and more; additional members may be appointed as needed.

7. Treasurer

- Finance Committee
Motion: to create an Ad Hoc Finance Committee, chaired by the Treasurer with members appointed by the Treasurer [Parry, Hicks = passed]
 - Tim asked to serve on this committee at least until current financial process definition is handed over.
 - The committee will be asked to
 - recommend policy re donations by CH groups to outside organizations; until that time we will ask affected groups to put a hold on such donations. Donations to CHAPS are OK.
 - review the rules and reporting process for groups that handle money, and recommend to the Executive a solution to take to the Chairs
 - review how best to report status to the Chairs meeting when the previous monthend's bank statement may not be available in time
- Bursary request for \$1000
Motion: to recommend to the Chairs that they approve a grant of \$1000 to the Bursary Committee, to supplement their planned fundraising and allow continuation of the current bursaries of three at \$750 . [Harper, Hicks – passed]
Action: Tim to schedule this for the April Chairs meeting
- Time4Change request for \$200
Motion: to grant Time4Change up to \$200 for refreshments at their April 4 event [McGillis, Chambers – passed]
- Contract renewal of bookkeeper Penny Mclvor is done
- **Action:** Treasurer to make arrangements with VP and bookkeeper for reporting as required while Treasurer is away 2nd half of April Chairs

8. Activity Group criteria for creation and disbandment

- **Motion:** To receive the working group's report [Harper, Perry]
- Action: Anne to send to Governance for cleanup then submit a recommendation to Chairs
- We will recommend to the Chairs that they expect each group to be represented at a minimum number of Chairs meetings, and we leave the process to them
- Barb Gordon and other Support/Service Group chairs are developing similar policies for their groups

9. Requests for activity group status:
 - **Motion** to approve Conversational Spanish as an Activity Group [Harper, McGillis – passed]
 - **Motion** to approve Tuesday Line Dancing as an Activity Group [Parry, Chambers – passed]
 - **Action:** Tim & exec to add these groups to all lists, files, accesses, etc. including the front desk scan system
10. April Group Elections
 - Will be announced in April Clarion (March 28 release)
 - Only activity groups; not service/support groups or standing committees
 - Liaisons will contact groups; Wendy will coordinate staff presences and liaison substitutions if needed
11. Chairs orientation sessions will be Wed. May 21 10–1 and Sat. May 17 **time?**
Our goal is to have each group send at least one person, even if their leadership hasn't changed
12. Speaker/topic/theme for open meeting in May – still seeking ideas; Age-Friendly Cities has been taken by Time4Change;
13. Space requests – groups seeking an ongoing meeting space should contact Anne Ladouceur, who will negotiate on your behalf with staff
14. Information Tours:
 - Tue. March 25, 11-12 (Bill)
 - Wed. April 23, 1-2 (Helen)
 - Wed. May 25, 5:30–6:30 (Helen)
15. Craft/Thrift sale (next sale Sat. June 14)
 - Since previous sale committees have had an executive member, usually the VP, who took minutes and exchanged information,
Motion: to appoint the CHA Vice-President to the Thrift & Craft Sale Committee (also known as the Bazaar committee) [Parry, Chambers – passed]
 - The Finance Committee will be asked to set policies for the handling of sale money
 - The CHA Treasurer will continue to assist in the production of a final report for each sale
 - The CHA President has passed on a how-to handbook from past sales
16. Liaison Reports - omitted
17. Staff report (Erica Mark)
 - Silisha Ali now has Erica's action items, including the garden fence, table replacements, Spruce Room air conditioning
 - Front desk staff will be asked to promote the Clarion, especially via Web subscription
 - Snooker room lights are fixed; repair of the heat system requires an empty room for an asbestos check. To be scheduled
 - **Action:** Silisha to contact Tim to discuss activity group statistics
18. Strategic plan update –

- Bill advised that facilitator Andrea Reimer is setting up individual meetings with 10-20 members as a scan of how people see Century House and how they feel about it
 - A facilitated meeting is planned for Saturday, April 26, 2-6 p.m. with a meal. We will ask the chairs at their April meeting to solicit & suggest names, noting that we seek variety. Posters and other channels will advise members that this is happening.
19. Name badges with job titles; new table signs for chairs meeting
 20. Google Drive – **Action:** Tim to admit Trudi and assist anyone who wants access; we will work on what lives there in the hope that someday we'll all be synced on one copy of each key document
 21. Adjournment [Hicks} 11:45
 22. Next Meeting April 28 ← date change because of long weekend (changed to May 1 when the federal election was called)