

**Century House Association
Activity Chairs Meeting
Minutes for December 3, 2025**
10 a.m. at Century House

1. Call to Order 10:03 a.m.
2. Land acknowledgement
3. Adoption of agenda - adopted
4. Adoption of minutes from November meeting - adopted with minor correction re SOUL
5. Recognition of members we lost last month
 - Robert Wilson, from Bid Euchre; Rick Langerud, former member of Ukulele
6. **Guest Speaker:** Jamie Rennie, City maintenance
 - ABC room - air flow has been redirected; there's only one thermostat and he'll look into getting one for each part (A,B,C) if the roof ducts can support that
 - Oak Room - they've redirected the louvers and lowered the fan speed; next step would be an air balancing expert
 - space heaters are possible but must meet CSA and other codes
 - we'd like to be advised when they are doing work here
 - we'll probably see thermostat covers to stop adjustments. The front desk can't help much. Please don't request changes every few minutes
7. **Treasurer's Report**
 - financials are to end of October
 - local accounts \$58,000; chequing account \$9,000 less re uncleared cheques
 - interest income less than last year because interest rates are down
 - balance sheet - Long Term liabilities are grants etc. (constrained, dedicated \$)
 - working with staff to document grants that help fund us
 - The budget/cash setup with one bank account: Funds are credited to your line item, and you are free to use them according to your mandate. If an item is budgeted & approved, then no approval is needed when you draw on it. We hope to have a list of holdings by next month. Executive will clarify this policy in the near future
 - The petty cash process.
 - just get receipts reimbursed and get top-up as needed; details to be negotiated with each group
 - When you ask for petty cash at the front desk, have your Century House card ready, and be on the approved list for your group
 - If you don't have a bag ask Sydney - they were handed out at treas orientation
 - We're considering a larger safe.

- **Action:** CHA Finance Committee will review how craft/thrift sale is managed and distributed
- Motion to receive report: Sydney McGillis, Kathy Lynn

Finance Committee

- Reviewing honorarium policy
- Budget process going well
- bookkeeper has retired, we're looking, recommendations welcome
- planning to meet credit union to launch low-risk investment plan
- brushing up grant-writing skills to help SOUL and others
- Motion to receive report: Sydney McGillis, Barb Gordon

8. Executive Report

- Sunday opening - there was a Notice of Motion in the Dec. 3 City Council agenda. Bill & Anne spoke at this meeting in favour of the need. It returns to council Dec 15.

9. Standing Committee Reports:

a. Bursary

- will have an extra bursary in 2026 thanks to Tuesday Crafts
- Motion to receive: Tim Hicks, Bill Harper

b. Governance

- aiming for Dec31 Handbook update; we'll publicize where it is
- thanks the executive for passing policies as needed, and Secretary Tim for passing on information to all
- AGM
 - Only members in good standing can vote, so we have
 - Spoken to staff about checking address/email/etc on renewals
 - Planned to remind members before AGM to check their cards because we will not do renewals on AGM day
 - members without email - we're looking into phoning instead of mailing; we'll need volunteers; if interested ask any governance member
 - nominations - seeking people; working with office re how they will help ; deadline is Jan. 14 so we can publicize candidates
 - AGM info will come from Secretary; staff will run election & support AGM
- Motion to receive - Carole Wylie, Barb Moore

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c. Events Planning (EPC)

- An invitation to join the CHA Events volunteers went out to the city's volunteers list. About a dozen people responded. We organized two orientation sessions in November for new and current volunteers. To give folks a choice, one was on a Wednesday and the other on a Saturday. An additional session will be offered for those who could not make either event.
- The EPC volunteers provided support (reception, MC, refreshments, 'backstage' tasks) for the Players in late November.
- The December birthday party is full. There are no more seats available. The entertainer this month is Johnny the Rocker.
- Tickets for the New Year's Eve afternoon event are going well. Michelle Carlisle will be the entertainer. A small organizing crew is working on that event and it promises to be a fun afternoon – a great way to close out 2025.
- Another small crew is working on our February mid-month event – a pyjama party. Stay tuned for details.
- As always, if you're interested in having the EPC organize a particular themed event, let us know but be prepared to be part of the organizing crew.
- Motion to receive: Lynn Bittner-Jobson, Barb Gordon

d. Craft & Bake Sale

- an outside vendor was selling in competition with a [craft group](#); we'll need more vigilant screening in future
- Expect a debriefing meeting when Wendy returns;
- **Action:** executive to work with Crafts team to set some policy re outsider tables
- **Action:** Wendy Parry to report results to next Chairs (Treasurer has revenues and will soon have expenses finalized)
- Bill thanked Wendy for stepping up to lead sale committee.
- Over the last year the committee has developed a procedure manual
Action: Bill to ensure each participating group has that manual
- Motion to receive: Lynn Bittner-Jobson, Barb Gordon

e. Communications

- Continuing oversight of Clarion printing
- Discussed modifying Clarion in months when an Active Living Guide is released to show that registration dates differ for City activities
- Discussed increased engagement with Freshet News
- Started process to redesign the CHA logo
- Motion to receive: Tim Hicks, Norman Daykin

10. Strategic Plan

- Adopted by executive with one change in wording re outreach
- Strategic Plan Organizational Committee (SPOC) expanded to include Lynn Bittner-Jobson, Ted Grewcutt, and Carole Wylie
- next steps: priorities & structure; forming work teams & subcommittees to get things going; recruiting then how/when to meet
- Motion to receive: Bill Harper, Richard Nazarewich

11. Staff Report

- parking lot
 - city Transportation team involved, with high-level managers. Sign will be replaced and moved to a more visible location; it states limited parking M-F 9-5 (just an advisory, not a ticket item); further work will be considered in the Parks & Rec Comprehensive Plan
 - Royal City Mall can't offer parking for a couple of years because of roof construction (Anne will persist)
 - City will do a brochure to update everyone; lessons learned from tēmāsewtx^w parking will be applied to perhaps having people out there educating parkers
- more Seniors on the Move planned
- some people don't know we are a seniors centre; the sign on the door fell off; we might look at the wording of the big sign at the street entrance to the lot
- some groups want to have parties at Century House; it's hard to get space outside your scheduled time; if you don't have a regular space staff will do what they can, but please ask early
- it is OK to talk to the desk about heat or anything else (staff will note it and pass it on to appropriate person) but further complaints on same topic won't help. Liaisons are also fine, especially for long-term less-immediate things (Helen Chambers: space/time changes definitely liaison)
- We're working with staff to develop an educational program about Code of Conduct, bullying, etc., and we'll ask chairs' help in spreading the word
- If you need a Building Service Worker (BSW) ask the desk. Ryan is the new BSW Tue-Sat; Michael continues in evenings
- Programs
 - Cancer Wellness Dec. 10; special café lunches Dec. 17-18 (book ASAP!)
 - Registration is Dec. 11 for City-run programs
 - Dec. 26 is the last Connections Café of the year

12. Activity Group Highlights

- Square dancing: new set of classes Jan 3, beginners 1st 2 lessons free
- Parkinsons - Sandra
- Bid Euchre - lesson Dec. 5 130, stops Dec. 16 resumes Jan. 6
- Walkers - averaging 14 per session; recommended their most recent walk to others
- Bingo - cake day Dec. 12, no session Dec. 26
- BP - Dec. 11 clinic
- Wednesday Crafts - made more than \$1000 at craft sale
- Quilters - also had a conflict with outside seller. \$1400 from craft sale
- Peer Support - did 2 training sessions for the group, one with Judy Venable; would welcome more clients
- Notable 90s - had an informative Legion speaker
- Canasta - numbers increasing
- Hannah asked that if you are not using your time in December please tell her.

13. Inspirational Quote - Debbie Tommila

14. Next Meeting: **Wednesday 7 January**

15. Motion to Adjourn [Barb Gordon, Kathy Lynn]

Adjournment 11:59