

CENTURY HOUSE ASSOCIATION
Chairperson's Meeting Minutes
Wednesday April 05 2023 at 10:00 AM in ABC Room

1. **Call to Order and Welcome** - by Joy St. John (President) 10:05 AM

2. **Land Acknowledgement** - Joy St. John

Attendance: Joy St. John (President), Bibiana Lampert (Vice President), Gloria Haug (Treasurer), Michael Blanchard (Secretary) Don Northup (Member at Large), Linda Kenning (Member at Large)

Staff: Hannah Glavin (Acting Program Coordinator)

Members in Person: Debbie Tommila (CH Singers), Kathy Lynn (Parkinson Support Group), Lynn Bittner-Jobson (BP clinic), Linda Wilson (Carpet Bowlers), Richard Nazarewich (CH Walkers), Shirley Miller (Ukulele), Wanda Madokoro (English Conversation), Laura Anstruther (Quilting), Claudette Campbell (CH Players), Diane Clark (Tuesday Crafts), Pat McDonald (CH Peer Support) Joan Miller (Learning Garden) Wenke Hogg (Bursary) Judith Bogon (Discussion) Sam Li (Table Tennis) Pat Gerbrandt (Square/Line Dancing) Ted Grewcutt (Snooker) Carole Wylie (Governance) Roger Pandolfo (Cribbage) Barbara Gordon (Low Vision)

Members on Zoom: Tim Hicks (SET) Mike Wilson (Darts), Pauline Joyce (Conversational French), Elizabeth Christie (Wednesday Crafts), Val Caldecott (Bridge Social), Ingrid Hedin (Scrabble) Mary Gagnon (Bid Euchre)

3. **Adoption of Agenda**

Moved by Kathy Lynn Seconded by Lynn Bittner-Jobson CARRIED

4. **Adoption of the Chairpersons' Meeting Minutes of March 01, 2023**

Moved by Claudette Campbell Seconded by Richard Nazarewich CARRIED

5. **Old Business** –

a) Policy Update - Carole Wylie

Job 1 - Governance has been reviewing historical Century House documentation such as manuals and Motion Tracker for insight on how things are currently getting done and where Motions might have been superseded. This is to result in a new Policy Manual that will be available electronically with a printed version for the office. Included will be clarification of responsibilities for the executive.

Job 2 - Produce a series of handbooks codifying best practices. Small group meetings for feedback and to make sure everyone gets their say. And finally handbook codifying procedures.

b) CH Learning Garden - Equipment Update - Joan Miller reports that many of the garden tools thought to be stolen in the CH garden shed were found. Will need

less than the \$350 dollar amount budgeted to this effort. All members are encouraged to donate unused garden tools to Century House.

6. President's Report - Joy St. John

- a) Completion of Elections - Majority of elections are completed. There is an updated list of Activity Groups with the election changes at the front desk.
- b) Information on the Open House Chairpersons Meeting - All members are invited. Century House will have guest speaker Christina Coolidge - Manager of Indigenous Relations for the City of New Westminster.
- c) Clarion Deadline - April 13th deadline for May Clarion. Activity Groups are encouraged to read their group description in the Clarion and the web site for accuracy and any potential changes.
- d) Volunteer Appreciation Week Monday April 17th - 21st will include a raffle, baked goods and entrees. The last day of the event, April 21st, will feature a noon draw. All volunteers can enter. Tickets at the front desk.
- e) 65th Anniversary Celebration - Variety Show June 14 at 6:30PM will feature the return of The Three Tenors and tickets will go on sale in early May.
- f) Summer Bazaar - June 03 from 10:00AM to 3:00PM Volunteers needed. Contact John Lynn.
- g) Update on Activity Group Fees - Fee raises can move forward with the inclusion of the Liasson and approval from the Board. Don Northup asked if an Activity Group can designate funds. Carole Wylie replied that current rules require the Activity Group liaison to submit the request to the Executive. The flow of money is through the Executive. Motions are usually required.

6. Treasurer's Report - Gloria Haug

- a) Monthly report. Gloria Haug has completed and shared the January financial reports.

Moved by Gloria Haug Seconded by Linda Kenning CARRIED

- b) Activity report - Gloria Haug reported that seven Activity Groups make a once-a-year contribution.

7. New Business - Joy St. John

- a) New Activity Group - CH General Discussion Group has been officially launched. An official welcome to group Chairperson Judith Bogod. The new group will meet on Tuesdays from 11:00AM to 12:00PM.
- b) Raffle license(s) for Bazaar - Bibiana Lampert reports that there are many types of raffles with most requiring a license and fund raising component. House Rules must be clearly posted. Inventory and gaming records must be kept. Two reports are required: Revenue Report (quarterly) Summary Report (yearly) Terms &

Conditions document to be signed by CH signing officers. \$2000 was raised for Century House last year through these activities. Revenues from raffles are dispersed to Century House to cover events such as Birthday Parties. This is one of the best fund-raising tools for Century House. Any group wanting to conduct a Raffle should contact Bibiana Lampert.

8. **Staff Report - Hannah Glavin**

Hannah reports that April 13 is the deadline for input to the May Clarion Edition and May 11th for the June Clarion Edition. There are 2 postings to fill staff positions. Announces a potential replacement for Patty Look, who is returning to her previous position at the pool. Sign Up sheet for Summer Bazaar shortly available.

9. **Coffee Break (11:05AM)**

10. **Activity Group Highlights - See Addendum 1**

Roger Pandolfo (Cribbage) - Introduction from the new Chairperson of this group.

Wanda Madokoro (English Conversation) - Group continues to grow.

Ted Grewcutt (Snooker) - Chairperson for this group has been re-elected.

Linda Wilson (Carpet Bowling) - Seeing new members.

Claudette Campbell (Drama) - Experienced help wanted lighting & sound board.

Lynn Bitner-Jobson (Blood Pressure) - Needs another nurse. Asked for an extension of operating hours due to huge demand. A show of hands agreed.

Dianne Clark - (Tuesday Crafts) - 5 new members

Judy Bogod (Discussion) Asked question around support for low vision or incapacitated individuals. Bibiana Lampert replied that all Activity Groups support the disabled. It was suggested to add this to the Clarion for clarity.

Joan Miller (Learning Garden) - New soil has been adding and plantings of peas and Asian greens.

Laura Anstruther (Quilting) - Encourages members to visit. Items are sold directly from room.

Ingrid Hedin (Scrabble) - Group is growing

11. **Q&A -**

Barbara Gordon (Low Vision) Asked status of liquor license. (Still under discussion)

Ted Grewcutt - (Snooker) - Question about privacy and criminal record check for volunteers. The City of New Westminster does not keep records or data. It was also suggested that Century House staff should not be giving out phone numbers without consent. There was general agreement on this issue.

12. **Prize Draws**

13. **Inspirational Quote –** Michael Blanchard

“Don't judge each day by the harvest you reap but by the seeds that you plant.”
— Robert Louis Stevenson

14. **Next meeting** (Open Chairpersons) – May 03, 2023 at 10:00 AM

15. **Adjournment - 12:10AM**

Moved by Kathy Lynn Seconded by Laura Anstruther CARRIED