

**CENTURY HOUSE ASSOCIATION**  
**Chairperson's Meeting Minutes (DRAFT)**  
Wednesday Dec. 06, 2023 at 10:00 AM in ABC Room

1. **Call to Order** - by Joy St. John (President) at 10:03 am

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

**Staff:** Erica Mark (City Staff) Hannah Glavin (City Staff) Shelly Schnee (City Staff) Jenna Spears (City Staff), Silisha Ali (City Staff)

**Members in Person:** Debbie Tommila (CH Singers), Lynn Bittner-Jobson (BP Clinic), Linda Wilson (Carpet Bowlers), Richard Nazarewich (CH Walkers), Shirley Miller (Ukulele), Wanda Madokoro, (Conversational English), Pat McDonald (CH Peer Support), Joan Miller (Learning Garden), Pat Gerbrandt (Square/Line Dancing), Carole Wylie (Governance), Mary Gagnon (Bid Euchre, Governance), Anne Ladouceur (EPC / SGSA), Brian Brokenshire (Pickleball) Tim Hicks (SET) Judy Kearns (Pottery) Katherine McErlane (Bingo/Library) Dianne Clark (Tuesday Crafts) Laura Anstruther (Quilting) Chris Keough (English Conversation) Kathy Lynn (Parkinsons) Claudette Campbell (CH Players)

**Members on Zoom:** , Pauline Joyce (Conversational French), Elizabeth Christie (Wednesday Crafts), Mike Wilson (Darts) Elizabeth Philip (Peer Support) Ingrid Hedin (Scrabble)

2. **Land Acknowledgement** - Bibiana Lampert

3. **Adoption of Agenda**

**Motion** - Additions to Agenda

Old Business - Century House Peer-to-Peer Bullying Survey Results

New Business – Round Tables

Moved by Joy St. John      Seconded by Diane Clark      CARRIED

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

Adopted with one correction in 7. b) - Committee Reports    CHA Events Planning Committee – presented by Anne Ladouceur. Corrected to match Clarion.

The next EPSC event is the Golden Oldies featuring the Beauty Shop Dolls on Tuesday 19 December from 3 to 5PM. The ticket price of \$5 includes a cheese plate. The deadline to get your ticket is December 13th.

**Motion** - Event Correction for date, price and time.

Moved by Kathy Lynn      Seconded by Lynn Bittner-Jobson      CARRIED

5. **Old Business** - Century House Peer-to-Peer Bullying Survey Results - Shelly Schnee, Hannah Glavin, Jenna Spears

Century House Peer-to-Peer Anti-Bullying Survey October 2023 Addendum 1

Peer-to-Peer Anti-Bullying Program Addendum 2

Definitions / Examples Addendum 3

Carole Wylie - Requested a link to the National Study that was referred to.

Roger Pandolfo - voiced concerns about what crosses the line into bullying.

Jenna Spears - These processes are still in the building stages. There will be training for City Staff, Chairpersons and Volunteers. Target date for Workshops is Feb 2024.

Hannah Glavin - Complaints to now be directed to City Staff instead of Chairpersons.

6. **Treasurer's Report** - Gloria Haug

**Motion** - Gloria Haug has moved receipt of the January financial reports.

Moved by Gloria Haug      Seconded by Anne Ladouceur      CARRIED

Craft Bazaar proceeds netted \$4600-\$4700 over \$1000 more than last year!

December 31 is yearend for donations.

7. **Committee Reports**

CHA Events Planning Committee – presented by Anne Ladouceur

Movies Screening License: We discovered that copyright regulations require that we obtain a screening license to show movies, even if we own the movie and even if the screening is free of charge. The Movies crew lead, Audrey Soroka, did the research and we submitted a request for the payment of the license to Gloria in November.

Audey will mail the cheque as soon as she receives it from Gloria.

*A Merry Afternoon: 19 December 3-5PM*

Although the Events Planning Committee is expected to cover all special events expenses with the ticket revenues, the Century House Association does cover the cost of the birthday parties less the ticket revenues. Note that the ticket price revenue is the ticket price less GST. For those wondering why there is a small charge for the Merry Afternoon event this month, part of the reason is that the planning crew thought it best

to follow the birthday party format. The other reason has to do with the percentage of No-Shows. For the birthday parties we have a no-show rate of somewhere between 5% and 10%, whereas it's much higher for free of charge events. For example, the no-show rate for the Showcase was around 30%. The planning crew for the Showcase did decide to have this as a free-entry event to encourage attendance to support the CH Activity Group members who were performing. We also had a small reserve in our 'account' that would allow us to cover the cost of refreshments which were our only expense.

#### Upcoming Events:

Tuesday 9 Jan: Elvis Birthday afternoon event

Saturday 13 Jan: Saturday Movie - Gran Torino

Wednesday 17 Jan: Black & White w Roy Orbison

Wednesday 31 Jan: Birthday party (maximum capacity is 100 people and we have been hitting that some months before the registration deadline)

Wednesday 7 Feb: Lunar New Year afternoon event (to be confirmed)

Saturday 10 Feb: Saturday Movie

Wednesday 14 Feb: Valentine's Day Wine & Cheese (evening event - the concessions crew is meeting next to discuss insurance and certification for serving volunteers)

Wednesday 28 Feb: Birthday party

**Report accepted as presented.**

#### CHA Governance Committee – presented by Carole Wylie

The Governance Committee continues to update the CHA Policy Handbook and is now waiting for the CHAE to pass proposed amendments to the current Financial policies.

Once those amendments are confirmed the new edition will be available before the end of December.

The CHA policy handbook can be found on the CHA website.

Chairs are asked to encourage members of their groups to view the handbook.

Members may refer to the CHA Policy Handbook for information pertaining to the CHA AGM and election of the CHAE Executive.

The Governance Committee will report to the AGM in January. Recommendations about issues that require policy will be included in the AGM report.

**Report accepted as presented.**

CHA Bursary Committee – Wenke Hogg Absent

Communications – Joy St. John - Nothing to report at this time.

**8. Coffee Break - 15 minutes**

**9. New Business**

- a) Annual General Meeting - Joy St. John - AGM is on January 10, 2024 at 10:00AM. Mayor Patrick Johnstone has been asked to speak. Up to 5 microphones will be provided.
- b) AGM Executive Members up for re-elections and new members on the slate for 2024 - Joy St. John

**Re-Election** - Joy St. John President, Gloria Haug Treasurer, Linda Kenning Member at Large, Michael Blanchard Co-Secretary,

**On the Slate** - Don Northup Co-Secretary, Chris Keough, Vice - President Anne Ladouceur, Vice-President, Curt Albertson and Lynn Meach, Member at Large

**Stepping Down** - Bibiana Lampert

- c) Margaret Law Highet's Legacy Donation - Mary Gagnon - Margaret's donation totalled \$227,035.61.  
**Notice of Motion** - Bibiana Lampert - Create ad-hoc Committee to gather inputs as to how this money could be spent.
- d) Activity Group Election Packages - Bibiana Lampert - Preparing new Election Packages for 2024 with input from Chairpersons. Don Northup and Mary Gagnon, and Lynn Bittner-Jobson have volunteered to help.
- e) Recruiting for Activity Group Leadership - Mary Gagnon - Creating an outline of what is expected from each position and how to handle succession planning.
- f) Survey for Activity Groups - Michael Blanchard - in tandem with the City have created a mockup of a potential Activity Group Survey that is now ready for feedback from the Chairpersons. The purpose of this Survey is to gather information and feedback from the Members which can be used to improve the programs and services offered. This can help Century House to better meet the

needs of the community and improve the overall satisfaction of the Members.

**Addendum 4**

- g) Orientation of Chairpersons and Treasurers - Joy St. John

This will be conducted shortly after our 2024 Activity Group Elections in late February early March.

- h) Round Tables - New round tables required for Activity Groups.

**Motion** - Approve up to a maximum of \$5500.00 for the purchase of new round tables.

Moved by Anne Ladouceur    Seconded by Carole Wylie    **CARRIED**

10. **Staff Report** - by Erica Mark, Manager, Seniors & Youth, Parks & Recreation

Wanted - Program Activity ideas and volunteers

Shelly Schnee - Parks and Recreation Explore registration program does not collect statistics such as attendance. Launching a trial in which members will need to scan their card to attend certain activities. The initial pilot will run Tuesdays and Thursdays. Feedback collected to be shared with Century House.

11. **Activity Group Highlights**

CHA Tuesday Crafts - Diane Clark - is now on Christmas break and returns on January 09 2024.

CHA Quilting - Laura Anstruther - They still have Christmas merchandise available for purchase from the quilting group.

CHA Peer Support - Pat McDonald - Peer Support training is ongoing. Aging in Place sessions to begin in January 2024 and run for 9-10 weeks.

CHA Blood Pressure - Lynn Bittner-Jobson - announces some changes in staffing They will not replace any current staff. Due to budget restraint, some staff hours may be reduced. Having additional staff from the Centennial Community Centre is a separate issue from Century House staffing restructure.

Group Activity Reports for October - **Addendum 5**

12. **Inspirational Quote** – Richard Nazarewich

*Pay people compliments. It can kindle confidence and spark smiles.*

13. **Drawing of prizes**

14. **Annual General Meeting** – January 10, 2024 at 10:00 AM

15. **Next Chairpersons Meeting** - February 07, 2024

16. **Adjournment** - 12:00 PM

Moved by Anne Ladouceur    Seconded by Bibiana Lampert    CARRIED