

Activity Chairs Meeting Minutes

March 6th 2024, ABC Room

Attendance:

Groups/Committees: Claudette Campbell (Players), Richard Nazarewich (Walkers), Wanda Madoloro (English Conversation), Laura Anstruther (Quilting), Katherine McErlane (Bingo), Elizabeth Philip (Events Planning Cmtee/Peer Support), Linda Wilson (Carpet Bowling), Judith Bogod (Discussion Group), Coreen Benson (Line Dancing), Carol Wylie (Governance Cmtee), Lynn Bittner Jobson (Blood Pressure Clinic), Mary Gagnon (Bid Euchre), Luna Acedillo (Mahjong), Sam Li (Table Tennis), Brian Brokenshire (Pickleball), Tim Hicks (SET), Wenke Hogg (Bursary Cmtee), Barb Gordon (Low Vision), Shirley Miller (Ukulele), Kathy Lynn (Parkinsons Group), Dianne Clark (Tuesday Crafts), Pat Gerbrandt (Squares), Lesley Hebert (Singers), Mariette Leppert (Artists)

Executive: Lynn Marsh, E Pat McDonald, Val MacDonald, Anne Ladouceur, Bill Harper, Curt Albertson

Staff: Erica Mark, Hannah Glavin

1. Call to Order at 10:00am
2. Land Acknowledgement – Bill Harper
3. Adoption of Agenda
 - Moved by Kathy Lynn, seconded by Mariette Leppert Carried
4. Adoption of Chairs meeting minutes of February 7th 2024
 - Moved with typos noted, by Pat Gerbrandt, seconded by Lynn Bittner-Jobson Carried
5. A. Liaison list update – attached to agenda.
 - B. Mary Gagnon explained that the Activity Group election packages will be ready mid March – pick up at Concierge desk and complete forms and return to your Liaison.
 - C. There will be a group leader orientation in mid May - Anne Ladouceur
 - D. Curt Albertson – re access to CHA membership list
The Access to Membership Working Group has consulted with the CH Chairpersons Council, the City of New Westminster, Tim Hicks for technical advice and the Century Executive. Upon receiving a positive response from all concerned it met in a brainstorming session and developed the following course of action:

1. Develop a plan, in conjunction with the City, allow access on the part of CH to access a City maintained CHA membership list. This plan, however may take 12 months, start to finish, to accomplish
 2. At the same time, as a stopgap, expand the 500+ membership email list developed by Tim Hicks by engaging the Chairs of the various CH Activity, Support and Service groups to collect email addresses from their consenting members.
- E Chairs were invited to submit interest in doing land acknowledgements and inspirational quotes to Bill Harper (bharper3@shaw.ca) or via (secy.chae@gmail.com)
- F. Round Tables should be ordered next month – Erica Mark, Staff
6. **Treasurers report** – Pat McDonald reported that a CHAE Bookkeeper has been hired on a six-month trial. She has heard from some groups re items to be added to the 2024 budget.
- Report moved for receipt by Pat McDonald and seconded by Mary Gagnon Carried

7. Standing Committees reports:

- a. **Bursary Committee Report** from Wenke Hogg:

We have received 32 applications for our 3 bursaries of \$750 each for this school year. We mark and choose 10 students to interview. From our interviews 3 students are chosen to receive our bursaries.

Our Trivia Fundraiser is approaching; March 26th from 1:00 to 3:00. Please support the Bursary Committee by attending this fun event. Tickets can be purchased at the office.
- b. **Governance Committee Report** from Carole Wylie:

Governance Committee has reviewed policy pertaining to Groups, responding to a request from the CHAE. Recommendations for changes will be presented to the CHAE at its March meeting.

Governance Committee will also recommend that the CHAE pass any necessary motions in response to the Ad Hoc Committee on Activity Group elections.

Governance Committee is considering the mandates of CHA Standing Committees and will make recommendations at a future CHAE meeting.
- c. **Events Planning Committee Report** from Elizabeth Philip:

This report is on our first licensed event that we had this year; The Valentine’s Day Wine and Cheese held on Feb. 14th.

- Overall feedback on the event was that: the Music was GREAT, and the Wine was YUMMY!
- **To put on a licensed Event, there are 3 main requirements:**
 - Volunteers who have had completed a Responsible Beverage Service (RBS) Training program.
 - This can include a certificate from either the SIR (Serve it Right) or SES (Special Event Server) programs.
 - Only volunteers with a SIR (Serve it Right) certificate can apply for a Special Events Permit.
 - The Concessions Group currently has 4 volunteers with SIR certification. I believe there are 2 more working on getting certificates.
 - A Special Events Permit(SEP):
 - Applying for a SEP is all done online. The person applying for the permit is called the Permittee.
 - The Permittee must have a SIR (Serve it Right) Certificate and must be present on the day of the event.
 - You can't change who the Permittee is for an event without applying for a new permit.
 - Recommendation is to apply at least 2 weeks ahead of your event. Certain times of the year are busier than others.
 - Some key information that the permit asks for is:
 - Total Attendees in the Service Area
 - Event Times and Service Times. Service Time must end 30 minutes before End Time.
 - Based on your Total Attendees it calculates the suggested number of servings and price per serving. Based on the servings it determines the number of bottles of wine you can buy. You can override the suggestions.
 - There's a formula that is used to calculate the Total Fees due upon Approval.
 - Calculation is based on the Estimated Revenue of the Liquor, estimated Liquor purchase cost, estimated profit from sales, PST Amount, Application fee (\$25).
 - Event Insurance:
 - One of the requirements for Event Insurance was that CHA would need 3million in Liability Insurance with the City of New Westminster named as an additional insured.
 - After contacting a number of Insurance Companies, I landed with DUOO which is affiliated with Cooperators

Insurance. CHA also has their Board of Directors Insurance with Cooperators.

- Important information for Event Insurance is: Total Attendees, Event times, Type of Event.
- Anyone can apply for the Event Insurance.
 - CHA is required to keep all records related to a Special Events Permit for 2 years after the permit expires.

8. Coffee Break

9. **Distribution of CHAE and CHAIRS Minutes** – Val MacDonald.

Only adopted CHAE and Activity Chairs meeting minutes will be posted on the CH Bulletin Board and on the CHA website.

10. **May Open Meeting Planning** – Chairs are invited to submit suggestions for a speaker for the May meeting ASAP.

11. **Bazaar/Craft Sale** – To determine the appetite for holding a Summer Bazaar this year, chairs are asked to consult their members to find out if the answer is yes or no; if yes, to also ask why (raise money for the CHA, develop community, give craft groups an opportunity to sell their creations or other). Feedback from the consultation at the April Chairpersons meeting.

10. Staff report attached. Report pending.

11. Activity Group Highlights – see reports attached

12. Thanks to Barb Gordon for her inspirational Quote by Ralph Aldo Emmerson.

13. Next chairs meeting will be held on Wednesday April 3rd. at 10:00am

14. Adjournment at 11.40am

Moved by Val MacDonald, seconded by Curt Albertson to adjourn meeting.

ACTIVITY GROUP REPORTS:

Century House Quilters by Laura Anstruther, Chairperson

Monthly Activity Report

ACTIVITY GROUP NAME: Century House Quilters Month of: Feb 2024

FINANCIAL REPORT:

Bank Balance as of Dec 2023	\$ 1353.25
Total Receipts for Feb 2024	\$ 80.00
Total Disbursements for Feb 2024	\$ 54.40
Interest	\$.01
Bank Balance as at end of month: Feb 2024	\$ 1378.86

Date: March 1, 2024

Submitted by Dianne Ruzgaitis, Treasure

Feb Activity

Number of Times Met: 8 Total Attendance: 41

Highlights: Nothing new to report

Scrabble Report February 2024

Submitted by: Ingrid Hedin

Number of Times Met: 8

Total Attendance: 26

Cash in Hand at End of January: \$15.00

Total Receipts for February: \$26.00

Amount Paid to Century House: \$35.00

Cash in Hand at End of February: \$6.00

Century House Players by Claudette Campbell

The CH Players will be presenting the following: Three short murder mysteries for the audience members to participate in as detectives. Thursday 1:15 pm March 14 Admission: Free, code 209565, Performances Did the cat burgle the jewels? Did someone sabotage the staircase? Who torched the car? Century House Players invite you to discover answers to these questions.

Century House Singers by Lesley Hebert and Debbie Tommila.

Our Chairperson's Report is as follows:

Our numbers continue to grow. February attendance figures are as follows:

Feb 5 35

Feb 12 37

Feb 19 - FAMILY DAY. CH Closed

Feb 26 40. This put the Oak Room, where we meet, at full capacity, so we have decided to discontinue our monthly announcement in the Clarion for the time being.

We have added some more new songs to our book and are having fun practicing for a multi-choir event at Edmonds in May.

Seniors Embracing Technology (SET) by Tim Hicks

- continues to present a Bring Your Own Device (BYOD) support session once a month, with good turnouts for most.
- continues to assist staff and members with technical advice.
- has just started building Technology Corner, where we hope to offer techno-learning in small bites.
- is about to start an educational offering with a local/national partner
- is planning a fall Tech Fair

And SET president Tim is now on an advisory panel for a seniors-and-technology project in SFU Gerontology.

Low Vision January 2024 by Barb Gordon

8 members, I spouse, Vic Leach from Walkers caucus

Jamie McEvoy from City Hall was unable to attend as scheduled due to a serious illness. H will be unavailable for three months.

At the request of the executive, we discovered the tole of the Liaison. Barb will take the recommendations to the Chairpersons Meeting. Vic Leach updated us on the walks for politicians, fire fighter's media etc. which are led by blind volunteered, CBC Radio detailed one of these walks on the January 28th program of North by Northwest with Margaret Gallagher. The numerous factors which cause difficulty for those with low vision were discussed by the group. Margot provided us with some comic relief prior to the end of the meeting.

Blood Pressure Clinic Feb 2024 by Lynn Bittner-Jobson

Met once with 46 in attendance.

There are now 3 nurses/clinic. Each working 3 hours with ½ hour break on a staggered schedule. There will be a meeting of the group after the 3rd clinic to assess reactions of the group to these changes., this was necessary as the clinics are 4 hours long with as added ½ hour added for set up and dismantle.

Tuesday Crafts by Dianne Clark

We met 4 times with a total attendance of 28.

We are carrying on as usual enjoying each other's company while knitting and crocheting.

We have \$1121.00 in our Petty Cash.
