

Executive minutes 2025-05-26

1. Call to order 9:45 a.m.
Anne Ladouceur, Bill Harper, Tim Hicks, Sydney McGillis, Trudi Hampel, Helen Chambers, Erica Mark
2. Adoption of Agenda [Hicks, Harper]
3. Approval of previous meeting's minutes (April meeting, held 2025-05-01)
deferred – carry forward to next meeting
4. Old Business
 - Orientation feedback & notes for next time (see end of document)
 - Hyack Parade – good feedback; Bill will do a full report; photos to come; noted that if we get a late position again some of our people could join in at 8th & 8th or even later
 - New to New West Intercultural Festival & Information Fair – Sat. May 31
Staffing= Bill, Tim, Anne; handouts = Tim
 - Sunday openings – letter prepared to start the process
 - Princess Margaret frame – located; Erica will see if the City's Heritage team will handle this; if it comes back to us Helen will seek quotes and advice; repair was authorized by CHAE 2023-02-22 with no amount specified
 - Parkinson Society award – shown; will be publicized in Clarion and online
 - Seniors Week
 - Resource Fair Sat June 7, 10-2 with Anne, Bill, Trudi
New members package may be ready but is not an ideal handout
Tim will ask John Lynn to look into pens from 4M Imprint and other sources.
MOTION: [Harper, Chambers] to authorize the order of 500 pens by June 6
with imprint "CenturyHouseAssociation.com 50+"
(cost to be approved later by email)
 - Other events? Presence at T4C event?
5. Activity groups:
 - stop/start rules: working group report received
 - Keep in Touch: should never have been listed as an activity group
ACTION: Tim to remove Keep in Touch from group lists
6. Treasurer
 - Treasurer asks where legacies are documented;
ACTION: Erica to ask Erika Nikula
 - Treasurer is doing raffle tickets licence for Thrift Sale, and will ask Pat McDonald and Wendy Perry if they must all be \$2 or can we go three for \$5
 - Term deposits require attention; finance committee will address
 - Reports: to come; will be ready to go out with the agenda for next Chairs meeting

- MOTION [Hampel, McGillis] to authorize expenditure of up to \$300 plus tax to Prism Printing for Resource Fair handouts for Parkinsons and other groups
- MOTION: [Harper, Chambers] to authorize one-time expenditure of up to \$150 for refreshments for the Time for Change event on June 6

7. Standing Committees:

- Bursary – a successful trivia night at Kelly O’Bryan’s raised several hundred dollars
- Events:
 - June 4 free event sold out
 - Jun 5 meal meetup we are paying the entertainer
 - Jun 7 event we’d still like to get more videos
- Governance:
 - has sent us some questions to look at;
 - we will include them in the next orientation and invite them
- Communications
 - Clarion committee is John Lynn, Hannah Glavin, Lois Brassart, Curt Albertson
 - Working on a new-member package, including a facility map
 - Hoping for June 10 meeting with City marketing re Clarion

8. Committees

- Finance –
 - working on approval requirements for new money vs. spending money that is theirs; group noted need to oversee spending, and to ensure that the group supports its leaders’ decision
 - reviewing centralizing bank accounts (post-COVID motion said no group bank accounts, but this was before Motion Tracker)
 - will need to look at how we use donated funds vs regulations
- Thrift Sale
 - This is another semi-autonomous group whose only link to us is that our VP is traditionally the group’s note-taker
 - Erica reminded us of the impact of these large events, and asked if we are getting corresponding value from the sale
 - Can we avoid displacements? Noted that a July sale was tried and drew fewer people than the usual June
 - Could we try a crafts-only sale once a year?
 - Committee choosing dates must talk to CHAE before approaching city staff
 - We all need to work together to plan the sales’ dates and look at their impacts on CHA activities

9. Liaison Reports

- CHAPS – Bill’s full report and recommendation re latest funding request
- ACTION – special meeting Monday June 2, 10-11, cottage
- Players – performances completed;

10. Chairs meeting June 4

- ACTION: Silisha and Anne to pursue a maintenance manager as speaker

11. Strategic plan update

- Feedback from May 10 session: good
- Survey – need to use city email list (now arranged with Erica)

12. New Business

- Info tours:
 - Tuesday June 17 @ 10am - Trudi
 - Wednesday July 23 @ 5pm - Helen
 - Thursday August 14 at 2pm - Anne
- Who's away when? Vacation absence dates now in; Tim will add to calendar

13. Staff report

- Erica will be Acting Deputy Director till Aug. 1, so Silisha is Acting Manager
- E-bike stand installation is underway
- Work underway for signs that restrict parking in certain hours

14. Next meetings

- Monday, June 2 , 10-11 (special meeting re CHAPS)
- Monday, June 16, 10-12

15. Adjournment 11:57

Next Orientations

- 2.5 hours
- City should go first
- Do send out agenda ahead
- Have 4-up handouts of Powerpoints
- Keep the opening where they talk
- AB room was large enough
- May probably better than June; both are busy months