

Executive minutes 2025-07-21

Century House – in the Oak Room

- Call to order 9:55 (technical difficulties)
Anne Ladouceur, Tim Hicks, Sydney McGillis, Helen Chambers, Trudi Hampel, Wendy Parry (Zoom), Bill Harper (phone)
- Adoption of Agenda [Hicks, Chambers]
- Approval of previous meeting's minutes [Hampel, Chambers]

Old Business

CHAPS - pursuant to previous discussions:

- **Motion:** That the CHAPS Peer Support be its own group and report directly to the Century House Executive, subject to bipartisan review one year after implementation
[Harper, Chambers - carried]
- **Motion:** That the CHAPS Program Group be its own group and report directly to the CHAE, and that it have five members on its leadership committee: Chair, Treasurer, Secretary, a member at large and the Coordinator/Facilitator - subject to bipartisan review one year after implementation.
[Harper, Parry - carried]
- **Motion:** That CHAE do a detailed analysis of CHAPS funding and make recommendations to the October 2025 CHA Executive meeting to ensure sustainable funding for the future.
[Harper, Hicks - carried]

Treasurer

- Sydney distributed her report It included a Statement of financial income and expenses as well as a report on assets of June 30, 2024 and June 30, 2025.
Motion to receive report [McGillis, Hampel] Carried

Standing Committees

- Bursary: next Trivia fundraising event will be on the afternoon of Oct. 7, 2025
- Events
 - Near-future events will appear in the Clarion July 25
 - Friday Night Fever will now be on the first Friday of each month, to avoid conflict with CHA Friday events midmonth
 - November will be busy; we'll remind the chairs to be flexible as we try to balance everything:
 - Nov. 4-7 Death & Dying - displacing quite a few programs and activities
 - Nov. 1 & 15 Karaoke; Nov. 8 movie
 - Nov. 27-29 CH Players
 - Nov. 22 Craft Sale - Val McDonald suggested Nov. 15 but CHA notes that Nov. 22 is much better for avoiding other high-traffic events.
 - December's birthday party will move to the 17th because Century House closes at 4 on the 31st (we might do something that afternoon)
- Governance:

The committee has recommended having the AGM later in January, but Silisha noted that programs and activities will have just re-started then, and we'd have to meet in the ABC room again. With January not scheduled yet, we can adapt a bit.

 - We could go Wed. Jan. 14 and bump the start of Fitness back a week
 - We could do Saturday Jan. 17 or 24 (bad for some, but much better for members 50-64 who might still be working; we noted good Saturday results for Orientation and Strategic Plan
 - Motion: to recommend to the governance committee that they select either Sat. Jan. 17 or Sat, Jan. 24 for the CHA Annual General Meeting.
[Harper, McGillis – carried]
- Communications:
 - **Motion:** to confirm e-mail agreement to accept committee's recommendation to authorize up to \$900 for promotional pens [Hampel, Chambers]
 - Clarion
 - Trudi is temporarily replacing Curt Albertson on the team, and we have some possible new candidates
 - Tim and Hannah are working on how many copies to print each month to reduce the number of photocopies. If an extra 50 print copies avoids 20 photocopies we win.
 - Anne & Silisha explained that with the Active Living Guide the August issue needs to be 28 pages **Motion:** to authorize printing 28 pages for the August 2025 Clarion only [Hicks, Hampel - carried]
 - new member package - received; committee may carry on development and present to August CHAE
 - Modified list of activities for use in Clarion etc.- a standard version for use when brevity is essential - received; further discussion later

- Finance Committee:
 - updates to Finances Policy, section 14 Cash Management and Investments Policy, as follows:
 - **Motion:** in item 14a, to replace “term deposits” with “low-risk investments” [Hicks, Chambers]
 - **Motion:** in item 14b, to replace the entire text with “Petty cash shall be kept in the safe at the CNW office. Group petty cash must be in its own labelled container. Transfers in and out of the safe are done only by authorized CNW staff, CHA treasurer, or treasurer’s delegate” [Parry, McGillis]
 - **Motion:** in item 14c, to replace the entire test with “Funds transferred in or out of investments can only be to or from the CHA bank account(s) and must be approved by CHAE.” [McGillis, Hampel]
 - **Motion:** to delete item 14d [Hicks, Chambers] (it is covered in the new 14a)
 - **ACTION:** CHAE to advise chairs and 2026 AGM of these changes
 - Remaining recommendations were deferred to August meeting, because of time pressure
- Chairs meeting next month - Anne & Tim to prepare agenda ASAP
- Strategic plan update - facilitator will meet staff July 29 and present report July 30

New Business

- Meeting with McKee Seniors group July 23
Motion: to authorize payment of \$52.50 to host lunch [Harper, Chambers]
- New activity group - Wonders of the Garden (see Aug. Clarion) - meets criteria to form; seeks to meet Fridays 1:30–3:30 in the Douglas Room starting in September
Motion: to accept Wonders of the Garden as an activity group [McGillis, Harper - carried]
Actions: Helen to be liaison for now; contacts for lists to be named
Note: a Chess group is also forming
- Deferred to August meeting:
 - Writing a President’s/Executive report for each Clarion
 - Possible volunteer position: Storage Manager
 - What to call everything (org chart)
 - New subcommittees (e.g. outreach)
- Liaison Reports -
 - *Motion* to go in camera for a conduct issue [Parry, Hicks]
Motion to end in-camera session [Chambers, Hampel]
Action: Silisha and Trudi will follow up on item discussed in-camera.
 - Thrift & Craft Sale group has been contacting schools re promotion of sales; CHAE should approve external communications using our name and logo; we also need to advise them that (see Events, above) Nov. 22 is the date available for the fall craft sale
Motion: to authorize President to inform craft groups of dates [Chambers, Harper]
Action: Bill, Anne & Tim to draft letter to craft chairs (cc Val MacDonald and communications committee via Trudi) re the above, noting that the CHAE liaison should be present for major planning decisions
 - Snooker - see staff report below

Staff report

- Sunday openings: letter status unclear
Action: Silisha to expedite letter.
- Parking signage: still in progress
- Bike parking: parks planner now involved, as concrete work is needed; summer projects are already scheduled and it may not happen this summer
- Princess Margaret picture: Heritage officer now involved
Action: Anne to show Silisha where the picture is; both to measure it
- Snooker room: the group appears to have done some inappropriate handiwork that has caused a delay and extra cost in the renovation of their space
Action: Bill and Silisha to investigate and recommend next steps

Closing

- Next meeting: August 18, 9:45
- Adjournment 12:10 p.m. [Hicks, Hampel]

Attachment: Treasurer's reports