

Executive minutes 2025-08-18

Present: Anne Ladouceur, Tim Hicks, Sydney McGillis, Helen Chambers, Bill Harper (on Zoom), Silisha Ali
Regrets: Trudi Hampel, Wendy Parry

1. Call to order 10:00
 2. Adoption of Agenda [Chambers]
 3. Approval of previous meeting's minutes [Chambers]
 4. Old Business
 - Early entry to rooms for activities - was approved and sent to chairs (attached)
Writing a President's/Executive report for each Clarion - could be an update or just a single topic. We agreed to try rotating responsibility.
Actions - CHAE as follows
 - Anne for Sep. issue, deadline today
 - Bill for Oct. issue, deadline Mon. Sep. 15
 - Sydney for Nov. issue deadline Mon. Oct. 20
 - TBD for Dec. issue, deadline Mon. Nov. 17
 - Anne for Jan. 2026 issue, deadline Mon. Dec. 8?
 - Organizational chart – deferred
 - Craft sale - an email was sent to the craft group chairs and the members of the organizing committee on 5 August 5; it advised of the Nov. 22 date for the sale, and the need to work with Executive if using the CHA name or logo outside Century House.
 - Princess Margaret photo / other memorabilia - discussion of what to mount and how
Action: Silisha to show picture to Helen, who will bring costing information to the Sep. executive meeting
 5. Treasurer
 - Reports: some discussion of individual items, all questions resolved
Motion to receive report [McGillis]
 - Policy update re budget date vs. AGM - With the governance-recommended later date of the AGM in January, a budget the first Wednesday following is not feasible.
Motion: To amend the CHA Finance policies in 4. Lines of Authority, item c
 - *FROM:* c. The annual budget shall be prepared by the treasurer, reviewed and approved by CHAE and presented to members at the **Chairpersons' Meeting directly following the AGM.**
 - *TO:* c. The annual budget shall be prepared by the treasurer, reviewed and approved by CHAE and presented to members at the **March Chairpersons' Meeting.**
- [Hicks, Chambers] carried

6. Strategic plan update

- We've received the facilitator's final report; Bill has done a summary, but with several exec members away we won't all have seen it till Sep.2 or so. With the facilitator scheduled to speak at the Chairs meeting Sep. 3, we may want to schedule a special exec meeting Sep. 2 if we can. Following the presentation of the report at the Sept Chairs meeting, the chairs will have a month to review the document and share it with their members for a vote at the October meeting.

7. Standing Committees: Bursary; Events; Governance;

- COMMUNICATIONS COMMITTEE

- **Logo** - are we ready to drop Go!Get!Give! ? designer? - deferred

- **Clarion printing and not-photocopying**

Motion: to accept and authorize the following recommendation from the Communications Standing Committee: [McGillis, Chambers] carried

- The Clarion print run will increase to 1200 starting September 2025 (except December & August when print run can be decreased)
- There will be no photocopying of the whole of the Clarion after the 20th of the month (excepting the Week at a Glance page)

Action: Hannah to order 1200 copies for September.

Silisha to confirm that the 50-50 cost sharing can be maintained, and confirm that this works for the office team

Action: Tim take to communications committee our suggestion that the committee work with the office team to set up a process to copy Week at A Glance a few at a time as needed, and provide a few "do not remove" house copies

- **New members info package**

- Distribution to begin on 2 September with Fall Info Tours dates added. New members to receive when they sign-up. Current or renewing members can also receive. Coms Cmtee to adjust texts as required going forward.
- **Action: Tim** to ask Communications Committee to advance its plan to develop a single sheet or equivalent for inquirers

- **Info Tours Schedule**

- September : Tue. 23rd at 11 Helen
- October: Thu. 30th at 2 - Bill
- November: Tue. 25th at 7- Tim
- December: Sat. 6th at 10 - Sydney

- EVENTS COMMITTEE:

- Anne & Hannah met to review planning calendars; this went well
- Craft sale team hasn't met yet, seeks new chair; we need a policy on terms for allowing outsiders to have a space;
Action: Bill - will assist them; he has all the procedures and will assist

- FINANCE COMMITTEE:
 - Motion to recommend at the AGM that Finance be declared a Standing Committee defer to next meeting
 - Recommendations on a variety of other matters - deferred (see attached)

8. New Business

- Congratulations Cards for Ricardo & Jessica
 - **Motion** [Harper, Chambers] CHAE purchases congratulations card for Ricardo on behalf of CHA
Action: Helen to get card, Anne to sign on behalf of the CHA
 - Agreement to do something for Jessica later
- Storage clean-up / space sharing - Paolo is working on this project involving all storage spaces in both CH and Youth Centre. Consulting with him are Helen, Anne and Pat Gerbrandt. Liaisons may be asked to outreach to some of their groups re their storage.
 - **Action: Tim** to schedule an update for the Sep. chairs meeting
- Date of AGM:
 - We agreed to recommend to Governance that it should be Saturday morning, January 24 (or 31 if necessary).
 - **Action: Silisha** to confirm facility availability; **then Tim** to advise Governance and schedule Chairs update when Silisha and Governance give clearance

9. Liaison Reports

- Snooker room - the bulkhead was painted Aug. 16, walls not yet, cost yet to be determined
- CHAPS next steps
 - The program side needs to elect a leadership team;
 - **Action: Tim & Sydney** - direct the Finance Committee to do a deep dive into the CHAPS finances
 - **Action: Bill & Hannah** will meet when Bill returns, to allocate the remaining Octopus grant funds that have supported a number of 'CHAPS programs' and to deal with some other logistics issues.
- Complaints/requests from groups – how to proceed - deferred
- Activity/Support groups contact information
 - **CHA would like each group to have an email address**, even if it is instantly redirected to an individual; Tim (as webmaster) can do this and has already done so for Singers
 - **Actions: Tim** to update handout (attached) with details for chairs meeting; **Anne** to launch via liaisons

10. Staff report

- **Sunday openings** - staff have submitted a request to Council for a budget increment to allow funding Sunday staff.
- **Parking signs** are back on the priority list, stand by

11. Chairs meeting Sep. 3

12. Next regular meeting - Sep. 15

13. Adjournment

Attachments:

- Communications Committee report to chairs re emails for groups
- Treasurer's reports (not sent out pre-meeting)
- Finance Committee policy tweak re budget, and list of deferred items
- Early entry to rooms – Meeting Protocols