Executive minutes 2025-09-15

Century House
Bill Harper (chair), Tim Hicks, Sydney McGillis, Wendy Parry, Trudi Hampel, Silisha Ali (CNW)
Regrets: Helen Chambers, Anne Ladouceur

1. Call to order 9:50
2. Adoption of Agenda [Harper]
3. Approval of previous meeting's minutes. [Parry]
4. Governance Report – guest Carole Wylie
   - they are forming two subcommittees, and seeking volunteers for same:
     - Annual General Meeting - led by Ardyth Moorcroft - responsible for a framework, agenda, reception, registration (with staff), notices; will work closely with CHA secretary. If interested contact Carole.
     - Nominations - refine the nomination form to allow for biographies (thus requiring an earlier deadline); consider giving nominees time to speak, and how to make this process better known to members. Again, contact Carole, but not if you are considering running for office.

   Motion to receive [McGillis, Parry]
   - Carole reminded us that Governance provides opinions ("we see") rather than advice ("you should"), and that a revision of the Memorandum of Understanding is due (and noted in the Strategic Plan)
   - Carole also provided an update on Time 4 Change, an independent vehicle for seniors who are interested in a topic to gather and discuss whether CH/CHA can/should do something. The City provides space & some staff time. CHA has supported it. Its independence allows it to speak freely and perhaps do advocacy, while still operating within our Code of Conduct. The group's next topic will be pedestrian safety. There were concerns about independence vs. the Memorandum of Understanding and CHA policies, and clarifying when the group speaks that it IS independent
     - Motion to receive: Hampel, Parry
     - **Motion** [Parry, Hicks; carried]: to authorize expenditure of up to $150 for coffee & cookies at Time for Change event

5. Old Business
   - Princess Margaret picture - deferred in Helen's absence

6. Treasurer

    - Reports (same as presented to chairs) as well as the current bank balance (to CHAE only).
    - **Budget development** is underway, and we will be stressing to groups that spending will be much easier if budgeted.
    - **Bank accounts:** Some groups want to retain financial autonomy and are being firm about it.
      Action: Sydney will ask each group with a bank account why it needs one, and present the results to the October executive meeting
    - **Treasurers' orientations** will be held Tue. Sep. 23 at 2:30 and Sat. Oct. 4 at 10:30. Groups are welcome to send anyone they like but we ask that each group send all its representatives to the same session if possible
      Action: Liaisons to ask their groups which session they would like to attend

    - **Finance committee**
        - Motion: [Parry, Hicks - carried] to receive committee recommendations
        - **Motion** [Hicks, McGillis - carried] to amend Lines of Authority policy item (d)
          FROM
          d. Any CHA group or committee expense over $300.00 must be preapproved by CHAE.
          TO
          d. Any *unbudgeted* CHA group or committee expense over $300.00 must be preapproved by CHAE.

          This motion allows the treasurer to act quickly to pay items that were budgeted.
        - **Motion:** to recommend at the AGM that Finance be declared a Standing Committee [Parry, Hampel - carried]

- **Funding requests:**
    - Parkinson's
        - **Motion:** to recommend to the Chairs that they approve funding to the Parkinson's group of $3778.80 to pay for their therapist for 2026 [Harper, Parry - carried]
    - CHAPS
        - **Motion** [Harper, Hampel - carried] to authorize $650 for the Death & Dying event to cover honoraria and other expenses
        - *motion to go in camera [Harper, Hicks]*
          motion to end in camera session [Parry, Hampel]
        - **Motion:** To table the CHAPS request for $2500 [Harper, Parry - carried]

7. Standing Committees:
    - Bursary: no report
    - Events: no report
    - Communications
        - **Pens** are in front office **Action:** Executive to move them to its office; done – now in CHAE office (the pens look good!)
        - **new member guide** version 1 is ready. Helen can make or print copies as needed, and the new office member can also do so when settled in
        - next **information tours:**
            - September: Tue. 23rd at 11 Helen
            - October: Thu. 30th at 2 - Bill
            - **Action: Trudi** to negotiate November & December dates (originally planned dates did not work) – done – deferred until Anne's return; **executive** to plan dates via Silisha (manager) in future

8. Chairs meeting next month – will discuss next steps in strategic plan; we must make it clear that the document we showed at the September meeting is just the base camp for a long climb
9. Strategic plan update
    - Motion [Harper, McGillis] to receive the final report.
    - Confirm that Oct. 1 chairs meeting will be open, with a focus on the strategic plan, and we will invite the participants in the May 10 planning exercise
    - **Action: strategic plan committee to meet** and start expanding with helpers and subcommittees
    - **Action: strategic plan committee** to address concerns re indigenous content by noting that the main recommendation in that area is simply to start a learning journey, and that the City is leading in this area: it has a reconciliation manager and an inhouse elder

10. New Business
    - Time 4 Change plans for 2025-26   SEE GOVERNANCE
    - Policy and consequences for **disrespectful behaviour**
        - Silisha reported that complaints are up, and the suggestion box has been appalling. We agreed on the need for a plan to address this; Tim provided a starter document
    - Action: Bill - form an ad hoc committee – with Silisha and Hannah Glavin to set up ongoing education, awareness, and consequences. There may be some grant money for an introduction to diversity, equity, and inclusion (mentioned because some of the recent reports have been in that space). The committee could also investigate using orientations etc. as opportunities to enlist group leaders to help.

11. Liaison Reports
    - **CHAPS**
        - Deep dive into finances – met our Finance Committee
        - Octopus grant status – balance $17,000. Hannah has done a report; we need to use it up
          Action: Bill to meet with Hannah
    - **Craft sale** – Val McDonald has resigned as coordinator; Wendy Parry will take over, with full involvement not until October
      Action: Bill to set team meeting for Oct. 10
12. Staff report (Silisha Ali)
    - remember the city staff are doing what layers of people above them require and want - can we get Erica's boss at an orientation?
    - AGM - room is confirmed for January 24 CHA Annual General Meeting
    - **Sundays** – having no leaders for Sunday dance led to stoppage post-COVID. We need to be clear that this is NOT a done deal. Bill outlined how we could present to the City budget committee in various ways, visit the mayor, leverage the Age-Friendly Strategy, etc.
      Action – Bill to write Clarion item for November issue
    - All new requests for staff time must start via Silisha (email okay)
      Action: Silisha to mention it at next chairs meeting
    - **New office processes** (1) **keys** – some going missing; policy to come for October; cupboard keys still there, master keys must be signed out via staff (2) **photocopying** requires a code, we must choose who to give it to (Singers are only group we can think of that might need it)
    - **Art gallery:** in November Death & Dying will take it over, and in December we'll see a Filipino artist via city Art Services
13. Next meeting Mon. Oct. 20 (Tim away - Trudi will try to record the meeting somehow for minutes purposes; Bill & Tim will do basic agenda after Chairs meeting)
14. Adjournment 12:23 [McGillis]