

Executive minutes 2025-11-17

Century House

Regrets: Wendy Parry, Trudi Hampel

1. Call to order 9:44
2. Adoption of Agenda [Harper, Chambers]
3. Approval of previous meeting's minutes [Hicks, Chambers]
4. Old Business
 - Dispute resolution - discussion revised version; suggestion that other policies can be used to declare that an unacceptable action has happened, and this process would describe how to resolve the situation. Motion to table [Harper, McGillis]
Action: Bill to discuss it with staff (especially re use of "dispute" and "grievance" then merge in the Code of Conduct and bullying policy to produce a new version for the Dec. CHAE.
 - Wall space for awards that don't fit present glass case to be negotiated with Parks & Rec staff via Silisha or Erica. We'll start with Helen getting cost estimates for the Princess photo.
Action: Helen to ask Paolo if he knows where the photo is
Action: CHAE can send suggestions for possible areas to Silisha (not the front area though)
 - MoU review letter - letter to mayor as original City signer, expectation that mayor will assign to Parks & Rec staff. Minor edits were suggested.
MOTION: to finalize and send the letter to the Mayor [Harper, Hicks]
Action: Tim to work with Bill on final version, put it on letterhead, and send to Mayor
 - Wreath placement Nov. 11 - large crowd, went well. Agreed that we want a bigger wreath next time, with our name on it.
Action: Tim to create agenda item for Sep. 2026 CHAE (done)
 - Craft Sale Update - All looking good. Some of the poster text was not as we expected, and in future outside facing promotional material should get a quick review from the Communications Committee; noted that City staff usually make posters for the sales.
Action: Tim to refer to Communications Committee (done)
5. Treasurer's Report SEE PAPER NOTES
 - Question re large balance; strategic plan will determine where to direct various slices of the money; some may be assigned to earn more money, some spent on one-shot projects, some allocated to budgeted items, some placed in reserve funds, etc.
 - We don't appear to have ever moved the policy that money raised by groups is theirs to manage. **Action:** Tim to confirm and refer to Finance Committee for possible policy motion.
 - Our bookkeeper has moved on, and we need a replacement. Since the Treasurer would also like to seek advice from an accountant specializing in non-profits, we may end up getting bookkeeping support that way.
Action: Sydney to seek accountant advice and give Dec. CHAE an idea how much accountant support might cost. This would include a recommendation on which software package to use and how much it should cost.

- The laptop allocated to the treasurer is obsolete and can't run the software we need. CHAE owns a Dell laptop but we agreed the Treasurer/bookkeeper should have their own device. Since we need to spend the Octopus grant money, and such a purchase would fit the Octopus criteria, this might be an option. **Action:** Sydney to price a computer (SET can help spec and select it) then discuss with Hannah re Octopus
- Sydney warned that we might need a more substantial audit each year than we have had to date **Action:** Sydney to include in accountant advice and get a cost estimate
- Bank accounts: Agreed that an extra meeting is needed to discuss this and CHAPS/SOUL funding. Set for Tue. Nov. 25 at 1:30.
- Motion to receive Treasurer's report [McGillis, Chambers]
- Finance Committee (to report with the Treasurer in future):
- Don has done 2026 budget templates for all groups, and will send them to treasurers and chairs asking for a reply by the end of November; for most groups this will be easy.
- Sydney asked to work with staff on changes to money handling, and the need to train staff and volunteers **Action:** Sydney to talk to Silisha on this

6. Strategic Plan Adoption

- **Motion** [Harper, Chambers - carried] to adopt the Strategic Plan as amended (*see next item*)
- **Motion** [Hicks, Chambers - carried] to amend the Strategic Plan by rewriting Emerging Action 2 as follows:

From

“Embark on a learning journey to support greater participation of Indigenous people.”

To

“Embark on a learning journey to build relationships and support greater participation of Indigenous people, newcomers, and diversity groups. The aim is to ensure that the membership of Century House Association in the future will reflect the demographics of the city.”

- **Motion** [Harper, Chambers - carried]: to appoint to the Strategic Plan Organizing Committee (SPOC) three new members: Lynn Bittner-Jobson and Ted Grewcutt as Chairs representatives and Carole Wylie as Member at Large. They join current members Anne Ladouceur, Bill Harper, Tim Hicks, and Sydney McGillis.
- It was earlier agreed that this Committee will outline an action plan with a structure for each of the main themes PLUS any new ones that emerge (could include subcommittees)

7. AGM

- Planning Update (Tim) - Tim outlined preparations to repeat last year's process.
 - AGM day is Jan. 24; last day to send Notice is Jan. 2, but we should go earlier because Jan. 1 is a holiday and key people may not be available. The Clarion release date is Dec. 19 and if we can make that we may reach more people.
 - Tim has asked Silisha if staff can run a quick scan of the membership list to see how many members will require paper mail. We'll need to buy envelopes and stamps, and line up volunteers to fold, stuff, and stamp.
 - Tim has advised Silisha that we need to line up availability for someone to approve the draft Email for the City before send day, and someone who knows how to send it on send day
 - We noted that we get quite a few bounced emails each year; suggestion that at membership renewal time we should ask members if they have changed their email, address, or phone number. Action: Tim to raise with Silisha
 - Tim is summarizing the financial policy decisions we made through the year, because we are required to advise the AGM of them
 - Tim & Trudi will prepare materials re the Staggered Election bylaw change
- Staggered Elections Motion (Tim for Trudi) - CHAE requested an adjustment to motion 3, bullet 2 - the process when an appointee is placed with more than 12 months to go in the term. This would replace the ratification with a full run for election, on a special 1-year term that would preserve the two-group division. We want to send to governance, then advise chairs in December for feedback,
Motion [McGillis, Harper]: to receive this report and authorize Trudi to revise and send to Governance by the end of November, get chairs' feedback at their December meeting, then present to the AGM [*if passed, it becomes active and can be used in the 2026 elections if needed*]
Action: Trudi to do as above; Tim to prepare slides for Chairs that we can re-use at AGM

8. Standing Committees:

- Bursary – no report other than what was reported at Chairs
- Events- We expressed concerns about privacy and convenience re new requirements for full registration of non-members attending events, even one-off events as guests of a member
Action: Events team to investigate; exec will discuss with staff
- Governance
 - Policy clarification - see below
- Communications -
 - Silisha asked that staff issues be placed at the front of the agenda so Hannah can leave; **Action:** Tim to arrange via Trudi (done)
 - new member package
Action: Tim to determine whether they are being distributed (they are)

9. Chairs meeting

- We agreed to continue offering members a chance to speak in memory of a fellow member who passed away since the last meeting; we won't offer a moment of silence in most cases
- Plans for next month - guest speaker re heating and cooling in the building Some chairs would like to see the minutes sooner, even in draft form
Action: Tim will try to get them ready for a mid-month distribution; they will NOT then be attached again to the notice of meeting (minutes sent Nov. 22 with financials)

10. New Business

- Collapsing tables - unconfirmed
- Partisanship policy - deferred (Bill)
- Email rejections when sending to outlook, hotmail, shaw - deferred

11. Liaison Reports

- Canasta & court whist have been starting at 12:30 for quite a while, despite their scheduled start time of 1:00. They ask to make 12:30 their official start time. CHAE are OK with this provided they also stop half an hour earlier; we understand the groups will be OK with this.
Action: Helen to confirm details and present to Anne for request via Silisha.
- Pickleball - monitoring of safety continues

12. Staff report

- All requests for volunteers should now go through Jenna Speers
- Honoraria policy - Silisha has not found such a policy **Action:** CHAE and Silisha to keep an eye out for a separate city policy (*a few clauses in CHA's document suggest possible joint development*)
- SOUL committee - Hannah is on committee but can't approve requests for a new program; those have to go via the manager (Silisha for now)

13. Review Pending Actions list - deferred

14. **Next meeting Monday December 15, 10:00** (not 9:45)

15. Adjournment [Hicks - unanimous]