

Executive minutes 2025-12-15

Present: Anne Ladouceur, Bill Harper, Tim Hicks. Sydney McGillis, Helen Chambers, Trudi Hampel, Silisha Ali, Erica Mark Regrets: Wendy Parry

1. Call to order 10:01
2. Adoption of Agenda [Chambers, Hampel]
3. Approval of previous meeting's minutes with adjustments re names [Harper, Hicks]
4. **Old Business**
 - Sunday opening - it's in the budget and there's one last approval step. Silisha advised we can expect April-June start.
 - Info tour schedule & assignments - all OK, but we will rewrite our promotional blurb to be clear that all can come to these tours **Action:** Communications Committee to rewrite
 - Conflict resolution - some revisions agreed on (to be attached)
 - **Motion [POLICY]** to adopt conflict resolution policy as amended [Harper, Hampel - deferred vote]
 - **Action:** Bill & Tim to finalize; email vote if suitable;
 - **Action:** CHAE and Communications Committee to plan rollout, including at AGM
 - Wall space for awards & Princess photo
 - **Action:** Silisha to locate moved-again picture
 - **Action:** Silisha - ask manager of Culture re better pictures of Princess Margaret
 - We need to dispose of unwanted pieces - old frame, glass, etc.
Action: Bill to assist Helen in disposal
 - Helen has measurements now
Action: Helen to recommend next steps to January CHAE
 - MoU review letter
 - sent to mayor, Erica Mark has copy, now waiting for task assignment, likely to happen in spring
 - Action: CHAE to discuss and prioritize after AGM and collect ideas until then
 - Craft Sale Update - we need a debrief meeting when Wendy Parry returns (see also Treasurer's report below)
 - Snooker Painting invoice - discussion of what happened
 - **Motion:** CHA to pay half (\$1601.25) [Harper, Hicks - carried]
 - **Action:** Treasurer to arrange payment with City staff

- Activity group creation/dissolution
 - Two working groups have reviewed handbook and found no specification of conditions for creating or dissolving a group; they have now taken governance recommendations and created recommended content that codifies what we do
 - CHAE asked to add words re executive approving group fees, and include clearer wording on CHAE's authority re formalizing and disbanding
 - **Motion** [FUTURE POLICY] to receive as amended [Harper, McGillis - carried]
 - **Action:** Anne - present to chairs January meeting and bring motion to Jan. CHAE
 - **Action:** Anne to revise wording as above

5. Treasurer's Report

- Presented Reconciliation Detail and Profit&Loss statements
Action: Sydney to advise what is P&L item 5005 under Cost of Goods Sold
- Finance Committee
 - (POLICY) that activity and support groups' money is managed as follows:
 - In most cases money raised by CHA groups is managed via the CHA bank account
 - Treasurer can release funds quickly if item was budgeted; unbudgeted requests are subject to CHA approval process if over \$300
 - Petty cash can be retained but amounts greater than \$25 must be placed in the office safe when not in use; access to safe will be via a staff member, using a designated list of people who will be asked to show ID
 - Motion:** to adopt policy as amended [Hicks, Harper - carried]
 - Action:** Tim will send to governance, advise January chairs, and add to AGM list
 - (POLICY) That revenue from CHA sales (spring thrift sale/bazaar and winter craft sale) be credited as follows:
 - *sale of items made by members of an activity group:* group's account in CHA's accounting program
 - *sale of items donated to the sale, at a table staffed by CHA member volunteers:* CHA general account
 - *table rentals:* CHA general account
 - Note: Funds raised by outside vendors are theirs
 - Motion to receive** [McGillis, Chambers - carried]
 - Action:** Sydney & Bill to set up debrief session for craft sale that will include this policy session, discuss the thrift sale as well, and get Wendy Parry's input

- craft sale revenue reviewed revenue; will clarify how money flows after debrief
 - **Action:** SM will adjust revenue re artists - report showed our 10%, should show full \$455 as revenue
 - Motion to receive [McGillis, Hicks - carried]
 - update on budgeting - nearly complete; Sydney plans to request a new laptop, has advice from SET, and will budget for it
 - bookkeeper vacancy - treasurer continuing search but as our revenue does not justify the costs of hiring a larger firm, we will focus on independents
 - Action - SM to advise what is P&L item 5005 under CoGS
 - Motion to receive report - [McGillis, Harper - carried]
6. **Strategic Plan** - Organizing Committee (SPOC) has met once; next step is to expand plan's recommendations on structure and priorities; full speed ahead in January
7. **AGM**
- Staggered Elections Motions to change **bylaw**
Motion - to approve the two motions as presented [Hampel, Hicks - carried]
Actions: Tim to advance to governance and AGM, Trudi to present to chairs Jan.7
 - Also see below
8. Standing Committees:
- Bursary - nothing to report
 - Events - planning a PJs party and something for Black History Month
 - Governance (addressed earlier)
 - Communications
 - Freshet - column future topics, Freshet advertising

At 12:00 Motion to recess, resuming at 10 a.m. Monday Jan. 5 [Hampel, Hicks - carried]

At that time, the meeting continued. See next page.

9. Liaison Reports

- **Blood Pressure Clinic** - concerns have been raised about the legality of retaining records for clinic users. After discussion,
Motion [McGillis, Parry - carried] that the Clinic team shall stop collecting personal information from clinic users, destroy all personal records previously collected, and explain to all involved why this is necessary.
Amendment [Harper, Hicks - carried] that a CHAE representative will first meet with Lynn Bittner-Jobson to review the rules and logistics of carrying out the motion, and consider what might be done with Fraser Health
- **Amendment** [Hampel, Hicks - Jan. 9 by email - carried] the above meeting having been held) current forms will be returned to owners by January 15th and any forms not returned will be shredded. No form containing personal medical information will be collected in future.
- **Crafts** - both crafts groups are having issues with new members, with language being a barrier to understanding and resolving these issues.
Action: Trudi Hampel and Bill Harper will work with Silisha Ali to arrange for a meeting of the crafts leaders with the newcomers and a part-time staffer who speaks the newcomers' language. They will (a) try to confirm that the newcomers are members, (b) help them understand the process and expectations of the groups they are joining, and (c) be creative and flexible in finding a solution everyone can live with, in line with our diversity goals
- **Court Whist and Canasta** - both now start and end half an hour earlier. Canasta now meets every Friday in the Oak Room from 12:30 - 3:30; Court Whist every Tuesday in the Arbutus Room from 12:30 - 3:00.
- **Cribbage** - when the line dancers are active in the Fir Room, the air conditioning comes on, and chills the less-active cribbage players in the Douglas Room. A space heater in the Douglas Room would just make the AC work even harder. Cribbage can only have a different room by changing their date/time.
Action: Anne Ladouceur to visit cribbage, which happens to be meeting later this day
- **Artists** - the group is unclear about whose art will be on the walls when. Outside groups were twice given space at key times. The CH Artists want to sell their work in the pre-Christmas time
Action: Trudi Hampel to meet with Hannah Glavin about the application and allocation process
Action: after the above meeting, Bill Harper and Erica Mark (with Trudi?) to review applicable city policies, work out a solution, and if necessary include some wording in the next version of the Memorandum of Understanding
- **Line dancing Tuesday** - they are at capacity in the ABC room, and can see a very small City program using the larger Fir Room. They requested a switch, and the City program's instructor replied about the wrong group.
Action: Erica Mark to check data on the programs and report to CHAE Jan. 19

10. **New Business** - all deferred to Jan. 19

- Pink Shirt Day Wed. Feb. 25 = what can we do? Ref. Strategic Plan actions 1 & 6
Action: Bill to write an item for the Clarion and get it to Trudi by Jan. 14
- Partisanship policy - Bill
- Vic Leach request re curb ramps

11. **Staff report** - abbreviated

- Parking sign awaits proof, will be made when approved
- Behaviour at Century House is a bit better, but discussion is needed re some ongoing issues
Action: CHAE to set up a meeting, to include code of conduct and conflict resolution

12. **AGM preparation**

- Notice sent, agenda and election in good order, presentation being prepared
- **Motion:** [Hicks, Harper - carried] to authorize Governance to pay up to \$500 for catering and door prizes
Action: governance to put same in 2027 budget
- Decisions:
 - as it is an election year, we will not Invite elected political officials to the AGM
 - a member whose membership expires Jan. 24 is in good standing on that day
 - non-members may attend, but will not be given ballots or voting cards
 - Each executive member will speak for about a minute, in their own words.

13. Next meeting Jan. 19

14. Adjournment 11:50 a.m.