

Bragg Creek Community Association  
Meeting Minutes  
Location: Youth Room, BCCA  
Date: April 23<sup>rd</sup> 2013  
Time: 7:05 p.m.

Attendees: Heidi Ottesen, Steve Mowley, Mike Medwid, Peter Faloon, Lisa Johnston

Chair: Heidi Ottesen

Secretary: Mike Medwid

Facility: Brooke Sabourin Robert Sadee

Regrets: Sunil Mattu, Charlie Holschuh, Tim Rhodes

1. Meeting called to order at 7:05 pm by Heidi Ottesen, Chair
2. Approval of Agenda.

Changes made to the following agenda items:

9. New Business

Day Care Proposal – Changed to Day Care Lease  
Bragg Creek Hockey – Included in Executive Directors Report

A motion was made by Lisa Johnston to approve the Agenda as amended.  
2<sup>nd</sup> Mike Medwid  
Unanimous  
The Chairman then declared the motion duly passed.

3. Approval of Meeting Minutes 12 February 2013

A motion was made by Mike Medwid to accept the Meeting Minutes of March 12, 2013  
2<sup>nd</sup> Peter Faloon  
Unanimous  
The Chairman then declared the motion duly passed.

4. Presidents Report

See Attached letter by Sunil Mattu

Peter Faloon brought up Succession planning. Needs to be on everyone radar as Sunils term will be over soon.

5. Information Items

- Rocky View West Recreation Board

- Operating Grant
- Capital Grant

Presentations were made and we are waiting to get an official word on our approval, will report back at next meeting. It was noted that we have not used the money for two previous grants which includes cold storage and concession. Robert will look into the dead lines on these and will come up with a few plans to ensure we use the money for its intended purpose.

## 6. Old Business

- Physical Site Development plan
  - Plans are in place, looking to hire a professional cost estimator so we will have a better idea of each projects costs. Then we can go to the community with the plans and get feedback. An e-mail will go out to all board members to set up a meeting to discuss this further in terms of strategic plans for the future
- Rate Card  
Discussion on Ladies Auxiliary being exempt. Brooke will meet with the Ladies Auxiliary to get a better picture of the events they have planed so we can add those costs into next year's budget
- Business Plan/Strategic Plan/Communication Strategy – Still working on this
- Fundraising events  
Tim Hus: Great Night, snowstorm impacted numbers, overall profit \$2000  
Discussion on fundraising: it was decided that we should do one fundraiser a year and make it a true fundraiser with silent auction dinner ect.
- Policy Manual – Table
- Emergency Protocol and Emergency Agreements – still working on finalizing this
- Volunteer Sign up Forms- Database is currently being tested to incorporate membership and volunteers and match them with projects and events
- Remembrance Day – Robert spoke with John and requested a list of action items, still waiting to hear back
- Bragg Creek Days- See package
  - Budget presented

A motion was made by Steve Mowvley to accept the budget as presented.  
2<sup>nd</sup> Lisa Jonhnston

Unanimous

The Chairipm then declared the motion duly passed.

- External Relations - See attached report

## 7. Executive Directors' Report

- See attached

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- Finance: Two documents, the cash flow and the budget. Cash flow intended for Facility Manager and Executive Director to use. The Budget is also for their use but also for the board purposes.
  - o Working of a summary tool to present to the board at monthly meeting to giving everyone a good understanding of the numbers.
- Hockey Letter: Peter will meet with Hockey coaches to see what their plans are for next winter
- Safety: Have had some issues with people driving too fast and doing donuts in the parking lot. Will look into speed bumps as a possible solution to this problem
- Bus parking: would like to find a new location on the property to park busses, to allow for a more visually appealing front area.
- Recognition: looking for ways to recognize long standing community members. Maybe a plaque, flower garden  
Should be a set criteria as to ensure consistency

8. Treasurer's Report

Covered in Executive Directors report

9. New Business

- Day Care Proposal
  - o Monkey Business is looking to sign a long term lease with the facility using two fo the three meeting rooms.
- BCPA User Agreement: no one at meeting to report on this
- Bragg Creek Hockey – already dicuseed
- 18-30 Dance
  - o Steve will email a budget to the board
  - o June 28, all ages DJ event.

Motion to approve budget at a profit of \$3500 pending viewing of budget made by Peter Faloon

2<sup>nd</sup> Lisa Jonhnston

- Show and Shine
  - o Not enough time this year to put on anything large during Bragg Creek days. will look to do something small this year and plan for a bigger event next year.

Meeting adjourned at 9:22 pm

Next meeting 14 May 2013.

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Sunil Mattu, President                      Date

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Mike Medwid, Secretary                      Date

