

**MEETING OF THE DIRECTORS OF
BRAGG CREEK COMMUNITY ASSOCIATION
Bragg Creek Centre, 39 White Avenue, Bragg Creek**

MINUTES for MEETING Tuesday 8 January 2013

ATTENDING

Heidi Otteson (HO) - v president
Lisa Johnston (LJ)
Mike Medwid (MM)
Peter Faloon (PF)
Stella George (SG) - secretary
Stephen Mowvley (SMo) - v treasurer
Sunil Mattu (SMu) - president(chair)
Tim Rhodes (TR)

Robert Sadee _Executive Director
Brooke Sabourin - Facility Manager
Cheryl Hagan - Community Member
Carmen Solana-Martin - Media

ABSENT

Enrique Massot (EM)
Charlie Holschuh (CH)

1. Meeting Called to Order at 7:00pm
2. Agenda
 - (a) Amendments to Agenda
 - Items to be tabled
 - Board Development Initiative 12-12-3c tabled
 - Role of Board/Director Portfolios 12-12-4d tabled
 - Sustainable Funding Policy (update) 12-12-6e - tabled
 - Physical Site Development Plan -tabled

(b) Approval of Agenda

MOTION to approve agenda as amended PF
2nd TR
Unanimous

3. Approve Minutes 4 December 2012
Brooke's name to be spelt correctly.

MOTION to approve minutes 4th Dec 2012 with amendment LJ
2nd SMO
Unanimous

HO Joins the meeting at 7:06pm

4. President's Report
See package item for details. No comments were received.

MOTION to accept HO
2nd PF
Unanimous
5. Informational Items:
Remembrance Day
Exec Director sent request for written information from John Paton to be brought to Feb 2013 meeting - [13-1-5]
6. Old Business
Updates
IN CAMERA - Executive Director's Performance Review 12-12-3a

MOTION to accept performance review template HO
2nd LJ
Unanimous
7. Executive Director's Report:
See package item for details.

(a) Previous Board had made motion to move 'excess' funds into a number of 'savings' accounts, including a Capital Replacement Account. \$40K had been transferred out of Capital Replacement Account to meet cash flow shortfall in December 2012. Essentially the three reasons we fell short were: i. Board/ Management has never had detailed cash flow in order to manage day to day operations; ii. this caused an over allocation to 'savings' accounts considering real cash flow needs, i.e. too many fund were transferred; iii. postponement of fall fundraiser.

Discussion indicated the process to make these fund movements are suitable. The board suggested reconsidering the timing of the capital replacement account funds transfer and the sum transferred for future transfers. Future improvements in cash flow projections should help prevent this situation occurring in the future. The capital replacement account money will need to be replaced over the coming year.

(b) David Wilcox (update) 12-12-7c

Exec. Dir. reported that a learning on the offering process occurred. Due to the artists agents were too vague reporting costs, the concert was too expensive to host at BCCC.

Actions to secure a big act for 2014 will now be pursued.

Ideally the centre will host two commercial events per year, aiming to net 7.5K per event in addition to the main community events which are largely not for profit.

An additional event - a family dance with DJ - will be held on the date allocated for the David Wilcox concert, Feb 23rd 7pm - midnight.

(c) GST liability (\$7200 (sic)) created by incorrect form filling in 2009. Even though this is a CRA error (in overpayment) the recommendation is to voluntarily pay back due tax as soon as possible. The board is concerned that the payment be reflected in the cash flow. Consensus is that we should bring this to the attention of CRA and determine when we will repay this error.[13-1-7c.1]

The board supported that we commit to not put at risk the not for profit and charitable status of BCCA.

It is noted (on approval of these minutes at FB board meeting) the actual amount is \$9690.90

This payment must be reflected in the operating budget.

The board will write a letter to thank Carla Cochran for her assistance in sorting this outstanding matter out. 13-1-7c.2 SMu

(d) Community Centre Article

A feature story on the BCCA is to be written by Carmen S-M for the Western Wheel, Cochrane Eagle and RockyView Weekly. PF suggests that a broad story about the community involving a range of groups and what events are happening in Bragg Creek. A news story based on an interview with Exec Director and Facility Manager would also be created for the High Country News.

A discussion regarding the communication and marketing of the Bragg Creek Community Centre identified that the board feels advice is required. Administration to investigate options and EM to be approached regarding developing the BCCA communications. This will be in addition to and in conjunction with TR leading the marketing direction [12-12-4f.2]. A report back to next board meeting Feb 12 was requested [13-1-7d].

(e) Ice issues

i. all reasonable steps have been taken on the BCCA's part to deal with the ice issue;
ii. we are cooperating with the Little School House; iii. BCCA expect the Little School House to communicate safe practices to and manage their clientele/staff.

(f) BCCA Membership There is agreement that membership should be annual and a membership drive is an event although not a major one.

(g) Policy Manual (update) 12-12-3b.1

Recommendations on policy manual presented by TR - all are in need of an update particularly due to timescale. This will be done with centre administration initially, projected by end of Q1 2013. It will be drafted by TR returned to the board for completion of the review.

SG requested we have more specific figures in the Ex. Dir report. With regard to membership Ex Dir confirmed that with computerization and central location, it will be easier to provide these details.

Recommendations/updates

- Little School House request for Space (update) 12-11-6.3 LSH have chosen to not rent the room. CLOSED
- Bragg Creek Hockey Proposal (update) 12-11-6.6 - BCH did not attend meeting. Executive Director decided not to continue chasing BCH. CLOSED
- Emergency Protocol and Emergency Agreements 12-12-7a consultation with County, fire chief, police Federation of Communities and the Boys and Girls Club of Canada. ONGOING
- Volunteer Sign Up Form 12-12-7b ONGOING
- Liability Waiver: Liability addition for our leases as well as the Liability clause for our on line registration has been prepared. CLOSED

Visitors leave meeting at 8:56pm

8. Treasurer's Report: IN CAMERA

Thanks given to Laurie for her bookkeeping work.

MOTION to approve the actual financials month ending
July, August, Sept, October, November 2012 SMu
2nd SMO
Unanimous

9. New Business:
 - (a) Rate Card - not covered due to time restrictions
 - (b) Business Plan/Strategic Plan/Communication Strategy - not covered in addition to item 13-1-7d.
 - (c) Fundraising Events:
 - (i) Dine in the Creek
Exec. director presents original plan. Expected to be a fundraiser in the region \$5-6K.
CH and Jane Boyce will be leading the event. SMu will follow up with them [13-1-9ci].
 - (ii) Tim Huss preparation is ongoing
 - (iii) Bragg Creek Days preparation has begun

10. Next meeting February 12th 2013
11. Adjournment at 9:20pm

MOTION SMO
2nd TR
Unanimous

Signed (Secretary)

Signed (Chairman)