

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

MINUTES for MEETING Tuesday 12 February 2013

ATTENDING

Lisa Johnston (LJ)
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

ABSENT

Charlie Holschuh (CH)
Heidi Otteson (HO) - v president
Mike Medwid (MM)

1. Meeting Called to Order at 7.03pm
2. Agenda
 - (a) Amendments to Agenda
 - Additions
 - addition to item 5 - SCC daycare proposal
 - amend wording item 6 old business from Dine in Creek to Taste in the Creek and addition budget approval for Taste in Creek
 - Items to be tabled
 - 6 old business - Consent to act as a director forms 12-12-1
 - (b) Approval of Agenda

MOTION to approve agenda as amended PF
2nd LJ
Unanimous
3. Approve Minutes January 2013
 - Corrections -
 - item 7a - add too many as a qualifier as to how many funds
 - capital replacement account is the correct term
 - The monthly operating finances too tight - not the operating budget too tight.

Jane Boyce joins meeting at 7:10pm

item 7b - David Willcox . Change wording “ and the artists agents were too vague reporting costs.”

item 7c - add sic to 7200, the value is noted as \$9690.90

Change wording “GST liability created by incorrect form filing in 2009.”

Spelling correction - “due tax”

Wording change “that is was recommended and the board supported that we commit to not put at risk the not for profit and charitable status of BCCA.”

(no item number} Bragg Creek Hockey proposal

Changs wording “BCH did not attend meeting.” and “ED decided not to continue chasing BCH.”

MOTION to approve minutes Jan 2013 with amendments SMO

2nd TR

Unanimous

4. President’s Report

See package item for details. No comments were received.

MOTION to accept SMO

2nd PF

Unanimous

5. Information Items:

- Enrique Massot, Resignation

MOTION to accept letter of resignation PF

2nd LJ

Unanimous

- SCC daycare proposal

Expression of interest by Stacy and Christine Chapman to assess potential for creating a daycare in the BCCC. The board feels that discussion will be needed if SCC make a full proposal.

6. Old Business updates

- Executive Director’s Performance Review 12-12-3a

IN CAMERA

MOTION of confidence in the Executive Director SMu

2nd LJ

Unanimous.

- Board Development Initiative 12-12-3c

Community Development were contacted. The Cochrane office will co-ord to meeting (provisionally half day Friday, full day Saturday) tailored to meet needs of BCCA. [SMu to arrange date for Board Development Meeting].

- Role of Board/Director Portfolios 12-12-4d

Director portfolios are being ad hoc created as needed. CLOSED

- Sustainable Funding Policy (update) 12-12-6e and Policy Manual 12-12-3b.1

It was noted the Sustainable Funding Policy is already approved.

TR review in context of the other policies is complete and there is no recommendation to have it amended at this time.

BCCC operationally reviewed the policy manual review and made recommendations, TR has collected all the data and the policy manual will be

updated. The Board will need to make a review of the changes. [TR - update policy manual and present 'track changes' version to board].

- Fundraising Events:

Board recognizes cash flow expectations need to be met. Chair urges board to fully support these events to help them be a success.

1. Events

(a) Family Dance - Feb 23rd

(b) Taste in the Creek 12-12-2c and 13-1-9ci

Jane Boyce briefed the board.

The whole 30 days is known as Dine in the Creek. A show case for the food industry in Bragg Creek. The event on Friday March 1st 5-9pm is called Taste in the Creek. 16 food/drink vendors are listed as being involved. One sample ticket is \$1.50, \$0.50 comes back to BCCA. Some samples will be \$1.50 (i.e. one ticket) and others more. Event expects around 100 people. A floor plan has been produced.

Jane is organising volunteers.

LJ to handle vendor ticket receipts. - collect from vendors at end of night to tally funds. SMO doing bar. BCCA bar is beer and hard liquor. Creekers and Lokos selling wine and caesars. Robert Sadee selling tickets. Brooke Sabourin managing ticket money. 50:50 will be at \$200 - woman'ed by ladies auxiliary. There will be another incentive for people to extend their visit.

A budget was prepared. It was noted: advertising is minimal in budget; after covering gym and kitchen hire the estimated revenue will be between break even and \$300.

MOTION to approve budget as presented SMu
2nd LJ
unanimous

- FOR INFORMATION Ladies Auxilliary - Lobster feast will be held May 10th.

- TO NOTE: The BCCC thanks the ladies auxiliary for their donation - new plates.

Jane Boyce leaves the meeting at approx. 7:40pm

(c) Tim Huss

Ongoing

(d) Bragg Creek Days

Organisation to begin shortly. SMu to find a chair for the organizing committee.

2. Project Outlines

SMo raised that each event should have an event project outline, a budget and a communication strategy. Using a procedure to help this process occur - events can come from a number of sources. SMu underlines the intent of this will enable events to be more successful. TR supports a deliberate process being put in place. SMu suggests an operational template will help co-operation between BCCC and BCCA board decision making. PF suggested one tool be created for the event. [PF and Brooke Sabourin to develop a tool. SMO to review.]

MOTION Notice of BCCA events will include a description, budget and marketing plan 12 weeks prior to an event date for board approval subject to BCCA policy. SMO
2nd PF

Unanimous

7. Executive Director's Report:

The following items of old business were covered in Executive Directors report.

7.1 Old Business

- Physical Site Development Plan - waiting on strategic plan
- Business Plan/Strategic Plan/Communication Strategy 12-12-4f.1, 12-12-4f.2, 13-1-7d

Communication Strategy

Executive Director, Heather McCormick, Enrique Massot, TR, SMu, Percy Lazden met to discuss ideas around building engagement and trust in BCCC with the greater Bragg Creek community. A sketch was provided to the board.

MOTION to accept the direction presented in the sketch SMO
2nd SG
Unanimous

Strategy will be drafted. Information from the marketing strategy will be included. The chair of the communication strategy group will need to be determined at their next meeting. [TR to pursue communication strategy]

Business Plan - waiting on strategic plan

Strategic Plan

Executive Director provided a document about BCCC's view on strategic direction for review. After discussion PF suggests we establish priority order :

1. increase community engagement
2. grow and expand the programs and services provided to the community
3. improve financial sustainability
4. carry out PSDP improvements with a phased in approach.

MOTION to proceed with strategy from proposed strategic direction SMO
2nd PF
Unanimous

- Rate Card 12-12-3b.2
Brooke Sabourin presented the rate card proposal to the board. The board asks for more details for each of the user groups (e.g. community groups not for profit, Bragg Creek Community resident funerals, ladies auxiliary and so on). Is there a reduced rate for not for profit? Currently not - this will be reviewed.
- Marketing Strategy 12-12-4f.2
Progressing, more details being added and the strategy is being implemented.
- Emergency Protocol and Emergency Agreements 12-12-7a
In progress. RCMP recommend consulting with FCSS. Advised to talk to Banded Peak School.
- Volunteer Sign Up Form 12-12-7b - Ongoing
- Remembrance Day 12-12-2b 13-1-5 - Ongoing
- GST arrears
Call to CRA made. Advised us to amend our return and re-submit. Request W.Wong to make the re-submission on our behalf.

7.2 Executive Directors written report

7.2.1 Capital projects list - provide on second page of ED summary.

\$110K capital costs for 2013 - 50% from grant to RVC. The remaining can be matched from other granting sources or will need to be raised from BCCA events.

The grant application will need to be made by end of February 2013 - the next round of funding will be October 2013.

MOTION Approve the capital projects as itemized for the year SMu
2nd SMO
Unanimous

7.2.2 Lease Modifications - Executive Director proposed two additional clauses, to the standard form lease, to be used for Little School House, one regarding improvements and another regarding insurance exposure. Advice to be sought on specific language of the clauses.

8. Treasurer's Report:

Discussion about IN CAMERA status of the treasurers report.

MOTION the status around the discussion of the financials is not IN CAMERA SMu
2nd SMO

Vote is tabled as discussion cannot be completed within timescale of this meeting.

IN CAMERA

- Monthly Financials (December)

MOTION agree the December 2012 report SMo
2nd PF
Unanimous

- Cash flow report was received

9. New Business: none.

10. Next meeting March 12th, 2013

11. Adjournment at 10:30pm

MOTION to adjourn LJ
2nd TR