

**UNOFFICIAL MEETING MINUTES
(NO QUORUM REACHED)**

**Bragg Creek Community Association
Meeting of the Board of Directors
May 23, 2017 at 7:00 p.m.
Bragg Creek Community Centre**

Present:

Trisha Gizen
Stella George
Shaye Radford
Mike Medwid
Megan Keyser

Absent:

Samuel Harder
Lisa Johnston
Laura Clarke
Kelsey Baldwin
Dave Rupert
Kristyn Schmidt

Guests:

Shawntel Graybill
Peter van Thiele

1. Call Meeting to Order

The meeting was delayed until 7:13 p.m. in an attempt to reach quorum. However, quorum was not reached and, as such, this was not an official meeting and no actions were taken.

2. Approval of Agenda

Tabled to next meeting as quorum was not reached.

3. Approval of Minutes from April 25, 2017 Board Meeting

Tabled to next meeting as quorum was not reached.

4. Summer Camps Update: Guest: Peter van Thiele

Peter hopes to run a circus and acrobatics themed camp out of the BCCC. He is looking at the second or third week of August (August 14-18 or 21-25) and prefers the latter week. He would need 15 registrants at \$280 to cover the cost of camp, though he could run with fewer participants as he would need one less staff member. He proposes a 50/50 split in proceeds with BCCA for the next 15 campers. The camp would have one group of beginners and another group of more experienced athletes. The maximum number of campers would be 30. The age group would be 6 to 18 years. The camp will include one field trip, likely horseback riding. Peter plans to market locally as well as in Calgary, Cochrane, etc.

Shawntel has had community members contact her regarding running camps. She needs to put together a list of requirements for people interested in running a camp at the BCCC.

The Jubilee Insurance representative advised Stella and Trisha that BCCA volunteers or staff would be covered under our insurance policy.

Amanda Haywood has expressed an interest in running a camp for the week leading up to

Bragg Creek Days.

The Boys and Girls Club of Cochrane is running two camps at the BCCC and is transporting campers to and from Cochrane from Bragg Creek for their Cochrane-based camps. There is no cost for the transportation.

Going forward we will have two models for camp:

1. volunteer model – no cost to rent the facility, BCCA will receive camp registration fees to cover cost of space, etc.
2. third party model (i.e. Peter's circus and acro camp) – third party covers their costs then splits profits 50/50 with the BCCA

Shawntel will check with FCSS to see if grant funding can be used to employ camp counselors under the volunteer model.

It may be possible to use this funding to hire individuals for other work opportunities as well.

Shawntel will contact Randy at FCSS to find out what the parameters are for this funding. BCCA board members are encouraged to find individuals and organizations interested in providing camps at the BCCC and ask them to contact Shawntel regarding same.

5. BCCC Staffing and Hiring Update

Lori is picking up more bookkeeping hours as per her proposal.

Her fees will increase from \$12,000 to \$16,000-\$17,000 per year.

She won't be able to move into the BCCC office until the end of August/September as she is doing large audits for other clients.

She will be able to do the work she proposed, namely, all of Luanne's financial/bookkeeping duties.

Shawntel has accepted the new position of Community Outreach Manager. She is taking over Luanne's managerial duties.

Community Outreach Manager: 40 hours per week, \$20 per hour; Monday to Thursday plus flex hours

Hiring is ongoing for the Event and Program Coordinator. Interviews will be completed by the end of the week.

Event and Program Coordinator: 40 hours per week, \$20 per hour; Tuesday to Friday plus flex hours

We are still hiring for the part time position. This individual or pool of individuals will assist with set up and take down of events as required and be present during events.

Part time position (name TBD): 20 hours per week, \$15 per hour

Current maintenance position: 30 hours per week, \$20 per hour

Shawntel spoke with Dave Zimmerman and the Bragg Creek Community Church is interested in running the movie nights. They would set up, run concession, and take down. The BCCA would still buy concession items, handle money, and receive proceeds from the event. This will free up some staff time.

6. Bragg Creek Days Update

Peg Rupert and Renate van der Zande have volunteered to take care of games.

At this point, we are looking for a Volunteer Coordinator and more volunteers.

Another Bragg Creek Days meeting will be held in the near future.

7. Strategy and Planning for Coming Year

Stella will create a draft strategy for the upcoming year and distribute it to board members for their review and input.

8. Community Outreach Update: Shawntel Graybill
Nothing further to report at this time.

9. Treasurer's Report
Tabled to next meeting as quorum was not reached.

10. Other Business
Nothing at this time.

11. Confirm Next Board Meeting Date: June 20, 2017

12. Adjourn Meeting
The unofficial meeting ended at 8:54 p.m.