

**MINUTES**  
**Bragg Creek Community Association**  
**Meeting of the Board of Directors**  
**June 20, 2017 at 7:00 p.m.**  
**Bragg Creek Community Centre**

**Present:**

Trisha Gizen  
Megan Keyser  
Nigel Radwell  
David Rupert  
Kelsey Baldwin  
Laura Clarke  
Lisa Johnston  
Mike Medwid  
Kristyn Schmidt  
Shaye Radwford

**Guests:**

Shawntel Graybill  
Russ Fergstad

**Regrets:**

Stella George  
Samuel Harder

**Item**

1. Call Meeting to Order  
The meeting was called to order at 7:04 p.m. by Mike Medwid.
2. Approval of Agenda  
Motion by Dave Rupert to approve the agenda for June 20, 2017 meeting as circulated.  
Seconded by Laura Clarke.  
Carried.
3. Approval of Minutes from April 25, 2017 Board Meeting  
Motion by David Rupert to approve the minutes from April 25, 2017 meeting as circulated.  
Seconded by Kelsey Baldwin.  
Carried.
4. Red Delicious Bistro Proposal  
Shawntel suggested we have a plan in place for food trucks generally in the event we are approached by others.  
The board voted in favour of food trucks generally operating at the BCCC.  
Shawntel and Russ will research and determine the details for a policy for food trucks operating at the BCCC.
5. Community Outreach Manager Update: Shawntel Graybill  
See Shawntel's June 20, 2017 Report.  
In addition:  
Maintenance Position:  
Shawntel has discussed Eric's hours with him.  
The Board voted in favour of splitting the current maintenance position into two positions - maintenance (10 hours) and cleaning (20 hours).  
Eric will be invited to apply for either of these positions if he wishes to do so.  
The Board agreed that Shawntel should continue to research the new website platform.  
The Board also supports employees' continued research re updating the Centre's phone system.  
Clarified that reduced funding from Rocky View does not take effect until June 30<sup>th</sup> and, as such, has not

been reduced quite yet.

The Board supports Shawntel going ahead with a list of criteria for community groups receiving reduced or free rates from the BCCA.

PCI Compliance – Shawntel has been dealing with them to ensure our credit card system is in compliance. There will likely be a cost associated with this.

6. Staff Email Addresses and Employment Contracts: Shaye Radford  
See Shawntel's report, above, re email addresses.  
None of the current employees have employment contracts.  
This task falls under the Vice President's responsibilities but Dave is not able to complete this task and requested that someone else take on this responsibility.  
Shaye will help Shawntel to create these documents.
7. Bragg Creek Days Update: David Rupert  
See Shawntel's report, above.  
In addition:  
Budget for music is \$250.  
Performers have been finalized.  
Games and market are underway.  
Our only sources of revenue are the sale of tickets and liquor.  
All of the various parts of the event are now covered.
8. Treasurer's Report: Kristyn Schmidt  
The report is not prepared as the board meeting is early in the month.
9. Strategy & Planning for 2017/2018: Stella George  
Tabled to our next meeting as Stella was not present at this meeting.
10. Board Committee Reports:
  - Finance: Kristyn Schmidt  
Nothing to report at this time.
  - Facility Care and Improvement: Stella George  
Tabled to our next meeting as Stella was not present at this meeting.
  - Program and Events: David Rupert  
Remembrance Day is a BCCA event. Dave is in the process of recruiting local individuals to assist with this event.
  - Community Engagement: Trisha Gizen  
Trisha did not have anything to report at this time.  
Shaye noted it's important to assist with the West Rec Board survey so the West Rec Board knows the BCCC building is important and utilized.  
We can answer individually and also provide our answers to Shawntel for the BCCA board survey.  
Shawntel will get the word out to BCCA members as well.
  - Bylaws: David Rupert  
Nothing to report at this time.

## 11. Community Group/Committee Liaison Reports:

- Bragg Creek Rink Committee: Kelsey Baldwin  
Terry is putting together sponsorship packages for board logos.  
Money from sponsorship packages would go to a pooled fund or toward hiring someone to help take care of rink.  
The Committee is interested in putting a float in the Bragg Creek Days parade.
- Bragg Creek Ladies Auxiliary: Laura Clarke  
Nothing to report at this time.
- Bragg Creek Community Church: Samuel Harder  
Tabled to our next meeting as Samuel was not present at this meeting.
- Bragg Creek Chamber of Commerce: Nigel Radwell  
Nothing to report at this time.
- Bragg Creek Performing Arts: Stella George  
Tabled to our next meeting as Stella was not present at this meeting.
- Bragg Creek Artisans: Stella George  
Tabled to our next meeting as Stella was not present at this meeting.
- Junior Forest Wardens: Lisa Johnston  
Lisa sent a message to the group re volunteering on Saturday for Bragg Creek Days but she has not heard back from them.
- Acrobatics Studio: Meg Keyser  
Peter is actively recruiting participants for the acrobatics camp.
- Redwood Meadows Community Association: Shawntel Graybill  
Nothing to report at this time.
- Bragg Creek Snowbirds Senior Fellowship: Laura Clarke  
The group is excited about participating in the Bragg Creek Days parade again this year.
- Banded Peak School: Trisha Gizen  
Trisha has obtained a copy of the Reciprocal Use Agreement between the BCCA and Banded Peak School.  
We need to update BCCA user groups and determine user rates for the BCCC.  
There was also a discussion regarding community use of the climbing wall at the school and how this would fall within the agreement. Trisha can explore this further and report back to the Board in the fall.
- Redwood Emergency Services: Lisa Johnston  
The Firefighters Association has dissolved. There is a group of firefighters that will continue to attend at and support community events.

- Greater Bragg Creek Trails Association: Stella George  
Tabled to our next meeting as Stella was not present at this meeting.
- Kiwanis: Christa Ruff  
Tabled to our next meeting as Christa was not present at this meeting.
- Camp Horizon: Trisha Gizen  
Nothing to report at this time.
- Taste of Bragg Creek: Shaye Radford  
Nothing to report at this time.

12. Other Business

Pump track – Scope is going to complete the drawings and determine the costs. We are hoping to raise money through local groups.  
Please add the Bragg Creek and Area Wellness Committee to our next agenda and Shawntel will act as their liaison.

13. Confirm Next Board Meeting Date: September 12, 2017

Confirmed.

14. Adjourn Meeting

Motion by Lisa Johnston to adjourn the meeting at 8:30 p.m.  
Seconded by Nigel Radwell.  
Carried.