

MINUTES
Bragg Creek Community Association
Meeting of the Board of Directors
September 19, 2017 at 7:00 p.m.: Bragg Creek Community Centre

Present

Trisha Gizen
Mike Medwid
Lisa Johnston
Laura Clarke
Shaye Radford
David Rupert
Stella George
Samuel Harder
Nigel Radwell

Regrets

Kelsey Baldwin
Meg Bishop

Guests

Suzanne Jackett
Shawntel Dickinson
Charlie Holschuh

Item

1. Call Meeting to Order
The meeting was called to order by Mike Medwid at 7:04 p.m.
2. Approval of Agenda
Motion by Stella George to approve the agenda as amended.
Seconded by Shaye Radford
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Carried.
3. Approval of Minutes from June 20, 2017 Board Meeting
Motion by David Rupert to approve the minutes from the June 20, 2017 meeting.
Seconded by Laura Clarke.
Carried.
4. Chamber of Commerce: Visitor Information Centre and Taste of Bragg Creek: Charlie Holschuh and Suzanne Jackett
Charlie noted he sent a letter to the BCCA this summer regarding establishing a Visitor Centre at the BCCC.
He suggests using the alcove to the left of the entrance.
If this is approved by the BCCA, he will apply to the government and then can apply for grants to have someone man the centre.
The Visitor Information Centre would serve a number of purposes including:
Providing information to the public; and
Helping with staffing at the BCCC, i.e. on weekends and assistance with events.
The Visitor Information Centre guests would use the BCCC's public washrooms and short term parking.
Charlie asked the Board if they could use this space and have it for an annual fee rather than a square footage rental.
They would need to know the rental price before moving forward.
Charlie suggested a rental rate of \$100 per month to be reviewed annually.
Motion by Laura Clarke to allow the Chamber of Commerce to establish a Visitor Information Centre at the BCCC with details including the rental rate to be determined going forward.
All in favour.
Motion passed.

Taste of Bragg Creek to be discussed at the Board's November meeting.

5. Treasurer's Report
The Treasurer's Report was tabled to the next meeting as Kristyn was not present at this meeting.
6. Community Outreach Manager Update: Shawntel Dickinson
See Shawntel's September 19, 2017 Report.

In addition:

a. Action Items:

Fire Suppression System and Water Lines:

Before Bragg Creek Days there was a leak in the compression room and a pipe had to be replaced.

Gunner Fire Protection indicated that there are a number of old pipes that will need to be replaced.

In addition, there is a valve that wasn't replaced during the post-flood renovations that they recommended replacing. This valve moves the fire suppression substance through the system. The Gunnar employee indicated it reaches the farthest area of the building but not quickly enough.

The Board agreed we should obtain a second opinion regarding whether the valve needs to be replaced and, if so, determine why it wasn't done in the first place. The same course of action is recommended for the pipes that Gunnar suggested need to be replaced.

In addition, a quote will be obtained for adding a floor drain to the compression room as Shawntel discovered this room does not have a drain.

Updating Phone System:

The Board agrees the phone system needs to be updated.

We now need to determine if we can afford the option recommended in Shawntel's report. Shawntel will determine whether the suggested system fits within the budget and will also explore cell phones as an option.

Updating Website:

Shawntel will determine whether we can afford the updates she has recommended.

Camp in the Creek – Plan for 2018:

Shawntel wonders if it is possible to establish a committee to deal with this?

Laura, Nigel, and Shaye would be interested in acting on this committee going forward.

Board Nomination Package:

Dave is willing to run the nominating committee at the A.G.M.

Shawntel would like to have a nomination package available on the website and on social media for individuals interested in Board positions.

b. Other Items:

Outdoor Rink:

Stella noted the wording for signage warning rink users of risks has been drafted. The signage needs to be posted.

Rate System for Funerals:

There is no system in place.

We will continue to use our judgment on a case by case basis.

7. Remembrance Day: David Rupert

Dave noted this is a two prong event:

1. The Remembrance Day celebration – The BCCA is committed to putting this event on and there is no issue with this.

2. The poppy campaign – this is run by the Legion. Dave recommends we advise the Legion that the BCCA will run this aspect as well.

This involves leaving poppy containers at local businesses, collecting them, then sending in the donations.

Nigel will assist with this.

Dave is seeking other volunteers as well and will send an email out regarding same.

8. Bike Trails Update: Mike Medwid

Mike distributed a site plan created by Scope.

The first phase is a rough contouring that will take about three weeks to complete.

Mike's wife, Helen, has offered to pay for the first phase which will cost \$7,000 to \$8,000.

Scope has been making calls regarding the relevant permits, etc.

Scope will be responsible for completing the work involved in the first phase.

Mike noted the figure above does not include some of Scope's cost which should not amount to much.

9. Strategy & Planning for 2017/2018: Stella Goerge

Stella distributed documents setting out the goals we set for the Board last fall and what will need to be carried forward to the new Board. In addition, the documents set out other initiatives the Board took on this past year.

i. Obtain grant funding for bike trails – This goal failed as the grant was declined.

ii. Parking lot improvement – We got as far as identifying what needs to be done and determined the budget for the work is very expensive. We also completed some immediate site clean up.

Going forward the Board's goal will be seeking funding to complete the work on the parking lot.

iii. Long term site planning – Nothing was done with respect to this goal. It is recommended that this goal stay on the books for the new Board.

iv. Leave a Legacy fund – Nothing was done with respect to this goal. There is a question as to whether we want to carry on with this goal?

v. Donor fundraising – Mike communicated with Spray Lakes Sawmill regarding funding and recovered money from Davinci.

Going forward Spray Lakes Sawmill is interested in the Leave a Legacy idea. They want to see the community is actively engaged in fundraising before making their own contribution.

vi. Rink maintenance – Kelsey lead with a volunteer committee and reported back to the Board. She has expressed interest in going ahead with this next year.

vii. Bylaw review – Trisha reviewed the existing Bylaws and draft amendments have been created. A final draft will be presented at the AGM.

viii. Staff goals – Two fundraiser events were held in an attempt to increase membership to 200.

Membership is at 184. We plan to continue with these events, namely, the Sprit of Christmas and Bragg Creek Days, as well as movie nights in an effort to increase our membership.

ix. One community fundraiser event – We met this goal by hosting a murder mystery dinner as well as the Taste of Bragg Creek.

Going forward the Board will need to decide whether to hold another fundraiser such as the murder mystery. It was noted that this is part of Russ's role and he can explore this further. Taste of Bragg Creek will run again. The Chamber will run this event with funds going to the BCCC.

Other initiatives the Board completed that were not discussed last fall include:

Getting the BCCC open and running after the flood – This goal was completed.

Library services – We discussed the possibility of library services in the community with interested individuals and determined that the first step should be a community survey.

Support the Wellness Committee – This goal was completed.

Other Board goals for next year include:

Opening the Visitor Information Centre at the BCCC.

Build phase one of the bike trails.

Prioritizing building maintenance.

Determination whether Camp in the Creek will run again and invite community members to be part of a committee to discuss same.

It was noted that the new Board will need to determine their goals going forward.

10. Board Committee Reports

All Board Committee Reports with the exception of Bylaws were tabled to our next Board meeting in the interest of time and as there is nothing pressing that must be dealt with at this time.

- Bylaws: Trisha Gizen

The draft Bylaw amendments were distributed to Board members a number of months ago for input. No input was received. Shawntel has passed the draft amendments onto an individual with experience drafting bylaws for review and input. A final draft will be distributed to the Board for review and approval. We hope a final draft will be ready to be voted on at the A.G.M.

11. Community Group/Committee Liaison Reports:

All Community Group/Committee Liaison Reports were tabled to our next Board meeting in the interest of time and as there is nothing pressing that must be dealt with at this time.

12. Other Business

Stella noted that members of the BCCA must remain neutral with respect to the municipal election while they are acting in their capacity as representatives of the BCCA.

13. Confirm Next Board Meeting Date: October 17, 2017 (tentative) and AGM: October 24, 2017

14. Adjourn Meeting

A motion was made by Laura Clarke to adjourn the meeting at 9:00 p.m.

Seconded by Nigel Radwell.

Carried.

The meeting was adjourned at 9:00 p.m.