

Bragg Creek Community Association
Meeting Minutes
Location: Bragg Creek Community Centre
Date: Wednesday July 9 2014
Time: 7:00 PM

Attending: Carla Cochran, Dave Rupert, Jim Goldmann, Kristyn Schmidt (for the community centre) Mike Medwid, Peter Faloon, Rob Paterson, Stella George, Sunil Mattu

Absent: Steve Mowvley

Chair: Dave Rupert (Acting President)

Secretary: Stella George

1. Call meeting to order at 7:07pm

2. Approval of Agenda

Additions under new business

Bragg Creek Days update

Container storage

Peter Faloon moves to accept agenda as amended, Carla Cochran 2nd. Carried

3. Approve Minutes of June 17 2014

Moved to approve the minutes for June 17th 2014 as circulated Dave Rupert, 2nd. Carla Cochran. Carried.

4. Computer Replacement

Kristyn Schmidt summarises the system as it stands.

The board suggests the functional needs of the centre are identified first and proposals made that fit this need.

Rob Paterson and Kristyn Schmidt to work out a hardware and software proposal (for a replacement system and for a leasing option) within next two weeks (July 23rd).

Options for going forward to resolve the issue over the summer, note: operating budget is agreed, for IT \$5000 per year, Capital budget will not be approved until AGM.

- a. ID and agreed maximum budget allocated for this type of system replacement.
- b. Pre-approve leasing spend if costs are within agreed operations budget,
- c. Email vote on proposal and spend.

An email vote on the solution proposal spend is proposed and acceptable to the board.

5. Facility Manager/Director Position

Peter Faloon highlights the comments made by Trevor Freeman (recent Facility Manager) at his exit interview that the title Executive Director (ED) rather than a facility manager might help in recruitment. Trevor suggested this should be someone outside of the community but the skill set (especially promoting the BCCA and BC Centre's story to our community and to RVC) is more important than location of the applicant. An ED would allow the board to be more governance.

BCCA main activities are :

- Maintenance;
- Children's programming
- Adult programming
- Events - rental focus, administrative and good organizational role with polite customer service.
- Management- Overview, implementing strategy, paperwork, team operations.
- Grants and financial process.

How the people hired by BCCA will cover these roles is flexible.

In terms of revenue activity:

- Grants - more than half our revenue will come from RVC and the West Rec Board;
- Rental is the secondary portion of the revenues.
- BCCA events is the third level along with Casino.
- Programing is the fourth area.

The facility manager/director role must be able to deal with grants, rental and the paperwork associated with the centre. They must have suitable experience and be a professional.

MUST HAVES for a Facility Director Role

Management Experience (not necessarily facility) min 3 of 10 years work experience

People management skills - community and team

Excellent written and verbal communication skills

Fund development experience min 2-5 years

Project management experience min 3 years

NICE TO HAVE for a Facility Director Role

Event experience

Programming experience

Hiring committee to review the existing facility manager role description and update it in line with the board's discussion for a facility director.

This role description should be agreed by board via email.

Motion to create the facility director hiring committee as follows by Stella George, 2nd Carla Cochran. Carried

Peter Faloon

Carla Cochran - for July only.

Jim Goldmann

Kristyn Schmidt

6. New Business

6.1 - Bragg Creek Days Update (Kristyn Schmidt)

Mike Medwid appointment for stage management

Carla Cochran and Stella George - admissions table

Everyone else please help with set up on Friday evening, Saturday morning.

Tim Jeffreys will do sound (\$300).

Parade (Peter Faloon)

Liz and Ron Casey both need transportation - ask Dick about his car.

Marshall to be approached - (1) Karen Norgaard or the (2) Post Office

Judges will be appointed (the prizes are for best horses, best car and best group) Peter to approach the Snowbirds, Chamber and community groups without a float.

Peter notes Gail Gold and Lisa Bannerman are an enormous help.

6.2 - On site storage solution (Jim Goldmann)

Existing storage grant is available to use before end of July 2014.

Two quotes are provided, both are in the region of \$11,000. A third will be sought if process states necessary.

Storage will need to be warm to prevent freezing of stored items (and damage) and will be added to the project action list and for cost determination.

Carla Cochran motions to approve a container storage unit within the approved capital grant funding 2nd Peter Faloon. Carried

7. Next Meeting - September 16, 2014

8. Adjournment

Motion to adjourn meeting at 8:26pm by Dave Rupert 2nd by Stella George. Carried.