

Bragg Creek Community Association
Meeting Minutes
Location: Bragg Creek Community Centre
Date: Tuesday, June 17, 2014
Time: 7:00 PM

ATTENDING: Carla Cochran, Peter Faloon, Trevor Freeman, Stella George, Jim Goldmann, Sunil Mattu , Mike Medwid, Rob Paterson, Dave Rupert , Kristyn Schmidt,

GUESTS: Debbie MacLean, Liz Breakey (RVC Councillor)

ABSENT: Steve Mowvley,

Chair: Kristyn Schmidt (President)

Secretary: Stella George (Note: **Actions are shown in bold**)

1. Meeting called to order at: 7:03pm
2. Approval of the Agenda

Additions.

10. to include budget approval
12. HR Matters and code of conduct
13. flood debrief session

Motion to approve agenda as amend Kristyn Schmidt, 2nd Peter Faloon carried

3. Approve Minutes of May 20, 2014

Corrections:

Spelling and typographical errors were corrected.

Insertion/Deletion:

Item 10. "Facility Rental Revenue" rather than "Rental Revenue"

Item 8b. Deleted "Sunil to follow up with the Powderhorn on their proposal."
Sunil did not offer to do this.

The board confirmed the current process of minute review is acceptable to the board.

Motion to approve minutes as amended Jim Goldmann ; 2nd Carla Cochran
Carried.

4. ReCreate the Creek Update

The date has been moved to Sept 13th in consideration for KIDCO clean up.

Next meeting June 24 6:30pm at Countrywood.

It has been determined that Recreate Creek may access CIP provincial funding. The BC Centre has already applied for this funding in 2014 however, multiple applications may be allowed for 2014 and 2015.

[Sunil Mattu and Mike Medwid joined the meeting.]

5. Ladies Auxiliary

This item is tabled to September 2014 meeting. The Community Engagement committee will keep in touch with the Ladies Auxiliary over the summer.

6. June 20th Commemorative Event @ Powderhorn Update

Rose has everything under control of the June 20th event. Sunil is unofficially liaising with the Powerhorn.

It is an all ages event with a family outdoor area. BCCA contribution : coke cooler, tables and chairs, volunteers 2pm-9pm. BBQ cooks, drink server on family side (proserve not needed).

Sunil, Trevor and Steve are inventorying the tents, just in case it rains on Friday.

[Dave Rupert joined the meeting 7:17pm]

7. Membership

A membership drive will be held at Bragg Creek Days and at a fall event. The BookKing system supports online membership registration and payment. Movie night is a good night to buy memberships.

8. Bragg Creek Days

Kristyn confirmed all is in progress for Bragg Creek Days 2014.

Stage needs co-ordinating for the day. **A BCCA board member was sought to manage the people on the day - a number of volunteers were made - Dave Rupert to continue discussions and confirm the right person for the job!**

M.C. to be determined.

Parade - **application form are available on the BCCA website [Stella].**

9. Facility Manager Report

Approval has been gained for this year's operating grant 185K. **A letter of thanks to RVC will be made from BCCA [from the president].**

CFEB grant of 46K from RVC will be matched with the Provincial grant submission of \$42,500. Geotech surveys will follow the receipt of this money.

1K from Spruce Meadows. The auction is still underway all through the summer. Thanks to all community members who supported the event and the the Matthews family with their help in horse transport.

The flood preparation session (May 28) went ahead and appreciation was indicated by some attendees and presenters. RedCross has provided 100 flood prep kits for BCCA members. **RedCross drew a winner on the night for a kit, the remaining draw entrants will get a kit and any further remaining will be provided to the community on a first come first served basis Draw contact details will be destroyed after the winners have been contacted. [Facility staff]**

Humane Society event on June 7th went well.

Shaye Radford, Camp Co-ordinator has started work - Welcome Shaye! Seven councillors come in for a training weekend - June 21 2014 and start work July 7 2014.

The ice machine is broken. **BCCA requests that this is the item requested for the June 20th Powderhorn donation. [Trevor].**

The hook up to the RVC installed water system is coming - arrangements will be made with RVC by the new facility manager.

Trevor's last day is June 28th. Trevor offers a white board session to the board to provide feedback and brain picking opportunity. **A date will be set for this possibly June 30th. [Trevor]** . The Board wishes Trevor all the best and thanks him for his work.

The anti-spam legislation must be reviewed and BCCA compliance determined prior to July 1 implementation. Trevor and Carla.

10. Treasurer's Report

a. May 2014 Financial Report

Treasurer reviews report with the board:

- Grants - lower than budgeted, the FCSS application was incomplete.
- Rental - 140K commercial revenue, 43K below the rental goal.
 - Room Rentals - lower than planned.
 - Facility leases - currently a good base of revenue and stable - aim to sustain this revenue stream.
- Membership - is not core revenue but it is a valuable measure of the centre's success and needs more work.
- Previous casino funds now exhausted. New monies from the 2014 casino are expected before fall.
- Programming revenues - Children's programming is better than planned. Adult programming needs work. All programming base costs are covered and there is slight extra revenue to offset other costs.
- Utilities - slightly over budget. Options for reducing costs need to be sought.
- Repair and maintenance is good. The flood related costs have been separated out.
- Payroll - at the beginning of the year the centre was over budget, natural staff changes over the year have slimmed down payroll and now it is in line with planned expenditure.
- Technical support is over budget. **A new proposal should be made to the board both for a new computer system and for ongoing maintenance - Trevor, Rob Paterson will help.** Sunil suggests he can donate 4 computers to the centre - once the tech proposal should be clarified (include hardware,

software, networking, support) this kind offer can be considered for fit. **A special board meeting will be called to action the proposal when it is ready.**

The overall statement for May is higher (40K) than original budget; the correction track is working and overall the centre is now in budget.

Note: Amortization goal not quite met, i.e. the centre will run a deficit/loss after including amortization.

The 2013 audited financial report will be added to the BCCA website [Stella].

b. Budget

The treasurer informed the board she has built the budget based on what we know today and the BCCA current track of operating assumptions.

The goal for this budget is - assuming same known operating rents, leases and event revenues, grants - to meet our costs and save for the capital expenses and amortisation. The overall aim is a net income for the budget of 0.

It was noted that no summer grant money was available this year, the BCCA will pay camp councillor wages.

Trevor to create timeline of grants and deadlines and an annual plan of grant actions.

Motion to approve the budget for 2014/15 as presented Peter Faloon, 2nd none. Defeated.

Discussion continued:

Trevor recommended the BCCA create facility and capital lifecycle plans in addition to the budget. Large item fixed assets may be better leased - this can be considered for items such as furnace, water heaters etc. **This lease approach will be taken under consideration [Treasurer and Board]**

In-kind donations could also be added to the proposed budget - in line with current guidelines. [Carla]

Motion to approve the budget for 2014/15 as amended Peter Faloon, 2nd Kristyn Schmidt. Carried.

Motion to approve the May financial report as presented (agenda item 10a) Kristyn Schmidt 2nd Peter Faloon. Carried.

The audited year end financials for year ending June 30 2014 will be approved at the AGM.

Carla will meet with Wilson Wong the BCCA nominated auditor tomorrow (June 18) to prepare for year-end to minimize journal entries and thus our costs.

11. Committee Updates

a. Financial Sustainability

Container being sought for storage on centre land. Further details will be emailed to the board [Jim Goldman]

Sunil reminds the board that a grant for 8K for on site storage. **Trevor will look to find the grant details.**

b. Community Engagement

no report

c. Facility Care & Improvements

no report

d. Programs & Events

no report

12. Facility Manager Position - IN CAMERA

a. Code of conduct

Code of conduct was reviewed with the board.

b. HR Matters

Contract structures were discussed.

Facility Manager position recruitment strategy.

Motion that Kristyn Schmidt, having removed herself as an active participant of the BCCA board in accordance to by-laws, be hired as interim facility manager from July 1 2014 until a maximum date of Sept 30 2014 by Peter Faloon and 2nd Rob Paterson. Carried.

13. New Business

a. For information

Salvation Army grants to individuals affected by the flood are available to community members (restrictions apply). **Information poster to be posted in community, on community social media and at the Community Centre.**
[Debbie and Stella]

Small business grants - Sue MacKenzie Red Cross case worker can be contacted in regards to these.

b. Flood debrief session

Sunil and Peter attended. Peter confirmed no points from this session need to be passed to the board.

14. Next Meetings – July TBD and September 16, 2014

Dates of Note:

Bragg Creek Days July 18th and 19th

AGM October TDB

15. Motion to adjourn meeting at 10:04pm Kristyn Schmidt by 2nd Mike Medwid. Carried.

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Kristyn Schmidt, President

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Stella George, Secretary