

Bragg Creek Community Association
Meeting Minutes
Location: Bragg Creek Community Centre
Date: Tuesday November 18th 2014
Time: 7:00 PM

Attending: Carla Cochran, Catherine Watson, Darryl Stanier, Jim Goldmann, Kristyn Schmidt, Marci Matthews, Mike Medwid, Stella George, Rob McDonell.

Guest: Debbie MacLean

Absent: Carmen Solena-Martin

Chair: Kristyn Schmidt, President

Secretary: Stella George

1. Meeting called to order at 7: 05pm

2. Approval of Agenda

Table

Item 8 - rental rates - tabled until December

Additions under new business

Merryfield family donation

Staff/board Christmas lunch

Flood donations final amount

Town revitalisation plan

Kristyn Schmidt moves to accept agenda as amended, 2nd Carla Cochran Carried

3. Approve Minutes of October 21 2014

Mike Medwid moved to approve the minutes October 21 Carla Cochran 2nd. Carried.

4. Welcome New Board Members

a. Confidentiality Agreements Signing

**Board members signed the form and returned it to Luanne Murphy. [All]
Luanne to file the copies and follow up with any missing agreements.**

Each board member introduced themselves.

Kristyn Schmidt welcomed the board.

5. Committee Assignment

Kristyn Schmidt introduced the committee structure and focus.

Members nominated the committee that they would like to be involved with:

Financial Sustainability - Carla Cochran, Darryl Stanier

Facility Care and Improvement - Rob McDonell (site), Jim Goldmann (Internal facility), Catherine Watson (site) and Mike Medwid

Community Engagement - Marci Matthews and Stella George

Programming and Events - Kristyn Schmidt and the office staff

Committees will set their agendas, after considering strategic plan (section 6 in directors binder) and report back at December 2014 board meeting. [ALL]

Darryl Stanier will review the strategic plan and make recommendations how to move forward on it towards success.

6. Treasurer's Report

Carla Cochran speaks to the treasurers report circulated by email to the board.

Highlights of the report - BCCA are on track on a overall basis.

Grants in the pipeline - other opportunities should be sought.

Rental Revenue - 28% actual vs 33% expected, low gym rentals account for this.

General Revenue - on target.

Membership - stands at 97 - room for growth.

Casino - first year being used for utilities.

Programming - Summer camp a little low, child programming OK, adult programming room for growth.

Expenses are on track. The booking system may be a candidate for cost reduction. **[Carla and Luanne to investigate]**

7. Facility Director's Report

Facility Director, Luanne Murphy, presented her report.

Events and Programming

- The Summer Camp numbers were lower than expected. A review has been held.
- Beatles concert was well received and profitable.
- Calendar of events was reviewed.

Advertising

- Reconsidering strategy.
- Printing costs to be reduced.

Rink

- Reviewed 2013 budget as a starting point for 2014/15.
- ENMAX program will be accessed to support lighting costs.
- Programming will be proposed for December board meeting.

Facility Services

- Waste Management - Errors in invoice are being rectified.
- Water testing to be covered by Alberta Health Service to reduce fees.
- Fire Inspection - Some amendments required. Fire suppression system needs maintenance. The building hydrant also needs maintenance. The fire alarm company actions are also to be reviewed in the event of a live alarm.
- Water Hookup - waiting for quote to do the work.
- Heating system - new part required for one of the heating units.
- Water pumps - stopped functioning, no washroom facilities available for weekend event. Awaiting estimate for new pump. PortaPotty costs to be covered.
- A conversation with the Artisans around the the impact of the facility services on their event and the BCCA actions taken.
- Evestrough issue with ice build up will be reviewed and proposal for action to be made.

Staff Development

Grant writing workshop attended. Community help would be welcomed with grant writing. Community helper program (FCSS) - helps local people understand services available. The community helpers help other in the community access support services as and when needed.

Bill is now trained in fire suppression system monthly testing.

8. Director Resignation

Carmen Solena-Martin's resignation has been tendered to the board. The board accepted Carmen's resignation.

9. New Business

a. Merryfield family donation

The Merryfield family are donating a hand crafted log bench to BCCA. The board thanks the Merryfield family for their kind donation. **[Facility staff to follow up]**

b. Staff/board Christmas lunch

The December meeting will be held Tuesday Dec 16th at 6pm and supper will follow. [All]

c. Flood donations final amount

A sum of \$891 remains to be allocated from flood relief monies.

Kristyn Schmidt motioned that \$891 remaining flood monies be put towards budget for playground flood restoration

2nd Jim Goldmann

Carried

d. Town revitalization plan

A small community group is working on creating a revitalization plan for Bragg Creek.

Rocky View Economic development and the Rick Butler fund is supporting this initiative.

An external consultant is being hired and will facilitate a community discussion with stakeholder groups, timescale is expected to be January/February 2015.

10. Next Meeting - Tuesday December 16th 2014 6pm

11. Adjournment

Rob McDonnell motioned to adjourn meeting at 9:14pm 2nd Carla Cochran Carried.

Kristyn Schmidt

BCCA President

Date:

Stella George

BCCA Secretary

Date: