

**Minutes  
Meeting of the Directors  
Bragg Creek Community Association  
Thursday, February 9th, 2016 7:00 PM**

Attending: Mike Medwid, Ron Catchick, Stella George, Catherine Watson, Megan Keyser Bishop, Trisha Gizen, Dave Rupert, Luanne Murphy

Guests: Deb MacLean

Not attending: Rob McDonell, Kristyn Schmidt

Chair: Mike Medwid

Secretary: Stella George

1. Meeting was called to order at 7:08pm

2. Approval of the Agenda

Agenda was amended to insert guest update – wellness committee  
And remove the treasurer’s report.

Motion to approve the agenda as circulated/amended was made by Dave Rupert 2<sup>nd</sup> Megan Bishop Keyser. Carried.

3. Minutes of January 26th, 2016

Motion to approve as amended to incorporate Ron’s requested wording (from email review thread) with regards to credit card measures, Langdon revenue model and lost revenue reporting by Catherine Watson 2<sup>nd</sup> Megan Bishop Keyser. Carried.

4. Guest Update – Wellness group – Deb MacLean

The flood relief funded mental health service for Bragg Creek, Eric Howie, will be cut from June 2016. The wellness committee encourages the community to write letters of support for this position to be continued to be funded. **[Stella to circulate information to the board]**

The board wishes to thank the support of the Bragg Creek and Area Wellness committee providing a PCN funded grant writer in developing the Red Cross grant for the playground.

**[Luanne to contact the grant writer to determine availability for future help.]**

5. Facility Manager update

- Monday meeting with the insurance adjuster. Reviewed the timeline and develop the scope of work. Luanne and Peter Roker has drawn up

the amendments to scope of repair. The insurance adjuster will host a meeting on Friday to provide a review time for potential general contractor. It is noted the insurer will determine who will be the general contractor.

- Waivers drawn up for the Mac-A Doodles and the parents have signed.
  - The board recognizes that provincial Cool Little Towns initiative has funded the new information table at the centre.
  - Canada 150 grant have approved for an alternative to divider be proposed as necessary. The other part of this grant is being contacted about agreement to the possible change.
  - Bragg Creek Days will need a slightly different site footprint this year as the new play park will be incorporated into the event. The rink will have been removed by this time and the BCD event will use this area.
6. Steering Committee update: Framework moving forward, phasing and proposed funding models for priority projects
1. IMMEDIATE PROJECTS
    - a. Fire Suppression project – Luanne  
Quotes are being sought and RVC being consulted as to the level of their support.
    - b. Site Survey – Mike/Rob  
AutoCAD the site survey data (expected by Feb 29<sup>th</sup>).  
Provides a 3-D visualization for community consultation and better estimates for site preparation work and materials.
    - c. Play Park – Catherine focus on communication and planning.

Trisha has gifted the BCCA 4 hours of Bobcat time from David Foster. Using the site survey (Feb 12) AutoCAD drawings (Feb 29) Rob and David can map out the space. David has offered to be the site supervisor for the playpark install. GBCTA will be able to assist in the removal of trees in the site prep.

Volunteer Steve Gervais is creating an advertising design for the playpark. Heather Ramsay from the Chamber may help with the marketing overall.

- d. Communications – Stella and Mike communications, Church, BCPA (Mike and Paul and John, Carla’s husband to discuss BCPA needs), GBCTA (Catherine/Stella – project spec.) with user groups, Town Hall meeting has been proposed by Councillor Breakey this will need to be scheduled to occur after drawings are prepared . Signage on site.

**Further user group needs will be discussed: LSH (Stella), Wellness group, (Stella), JFW (Catherine).**

**[Call for volunteers list – on social media incl. business, buy sell, updaters, BCCA pages, and discussion page. Stella]**

- e. Fundraising – Luanne to contact grant writer and Jim to find suitable grants. **[Dave to look into crowd funding for community projects.] [Megan to work on thermometer communications]**

## 2. NEXT 3 MONTHS

- a. Inside building – quotes for insurance work general contractor – Friday 12<sup>th</sup> at 9am.  
Wording to be put out on social media about the general contractor and sub-contractor positions. “General contractor selection for Bragg Creek community Centre renovation. Experienced general contractors must pre-register a time to meet with the insurance adjuster on Friday 12<sup>th</sup> February to review the scope of work. Pre-register Thursday Feb 11<sup>th</sup> by 5pm by email [facilitydir@braggcreekca.com](mailto:facilitydir@braggcreekca.com) Experienced commercial general contractors interested in bidding for the work must be experienced in large commercial projects, insured and bonded, and have proven ability to meet tight deadlines.”
- b. Inside building – building design visualization **[Place a call for volunteers – Stella]**

- c. Outside building – playpark preparation planning –  
**[Catherine to continue with the playpark planning and organization]**
- d. Outside Building – overall site layout, signs, rocks etc.  
**[Mike to work on planning what and whgere layout and signage is needed]**
- e. **[Communication – call to action for volunteers, news articles – Stella]**

### 3. LOOK AHEAD

- a. Funding projects – which sources for which planned projects?  
**[Luanne connecting with Jim and Mary – updating the draft list and looking at building a stronger list and determining the timescales for applications.]**

- 7. Next meeting February 23rd , 2016 at 7pm
- 8. Motion to adjourn the meeting was made by Trisha Gizen 2<sup>nd</sup> Megan Bishop Keyser. Carried.  
Meeting was adjourned at 9:01pm.