

# **Minutes of the Meeting of the Directors**

## **Bragg Creek Community Association**

**Tuesday, June 16th, 2015**

**7:00PM**

**Present:** Carla Cochran, Stella George, Jim Goldmann , Marci Matthews ,Mike Medwid, Luanne Murphy, Kristyn Schmidt, Catherine Watson.

**Guests:** Deb MacLean, Liz Breakey

**Absent:** Rob MacDonell

### **1. Call meeting to order at 7:03 pm**

### **2. Approval of the Agenda**

Add New Business items

Remembrance Day update in new business  
Councilors' update as item 4

Kristyn Schmidt moved to approve agenda as changed, 2<sup>nd</sup> Catherine Watson. Carried.

### **3. Approve Minutes of May 19th, 2015**

Motion to approve minutes of May 19<sup>th</sup> as circulated, Carla Cochran. Catherine Watson 2<sup>nd</sup> . Carried.

### **4. Councilor's update - hamlet pathways**

Councilor Breakey hopes interested residents will form a group to develop pathways grant applications.

Pathways discussed:

- Rocky View County will rebuild White Ave pathways over the summer.
- Balsam Ave. will need further consideration.

Councilor Breakey requests that the BCCA sets a committee to work with this group to handle the funds and provide a formal structure, work on developing the grant and managing any grant funds awarded. The board suggests that key people from this group become more closely associated with the BCCA.

[Deb MacLean joins meeting at 7:10pm.

Jim Goldmann joins the meeting at 7:11pm]

## 5. Bragg Creek Days Update

### a) Bragg Creek Days budget (Luanne)

Luanne walked the board through the budget.

- The board agreed admission age 2 and under free everyone else \$5.
- The mechanical bull should be fully sponsored; the insurance certificate providing liability coverage naming the BCCA as covered by it; a copy of the waiver participants will sign should be reviewed by the board.

**[Luanne/Kelsey to keep the board informed by email over the mechanical bull insurance status; sponsorship status and waiver status]**

### b) Volunteer and Membership Drive (Community Engagement Committee)

- The board noted BCCA bylaws state July 1 all memberships are due.
- Membership at Bragg Creek Days membership drive will be \$40 includes two free entry wristbands

Kristyn Schmidt motioned to approve the Bragg Creek Days budget as presented.  
2<sup>nd</sup> Mike Medwid. Carried.

## 6. Camp in the Creek Update

The board reviewed the budget for Camp in the Creek.

The board discussed the use of sponsorship and noted sponsorships this year are gift donations – the board thanks all the donors.

This year there are bandana's for campers to purchase at \$5 each.

The board discussed increasing advertising for Camp in the Creek. **[Luanne was asked to help Bella and Shaye make the most of free advertising ideas for Camp in the Creek.]**

**[Luanne to enquire about adding a sponsor for the Camp in the Creek t-shirts for specialty camps.]**

## **7. Grants Update (Financial Committee)**

- Canada 150 application has been made to cover the gym dividing curtains. RVC could endorse the application, the matching grants are advantageous a letter should be requested. [Jim]
- Travel Alberta grant application is a good idea for Taste of Bragg Creek event 2016. BCCA to work with Charlie H on this. **[Luanne will begin the process and work with Charlie on a Travel Alberta grant for Taste of Bragg Creek]**
- CO-OP grant for playground has been submitted. A request has been made to the Calgary Foundation that the grant award for playground be extended to allow it to develop within the Bragg Creek revitalization plan and the CO-OP grant dates.
- CAP grant has been received. Ice-making machine fridge and lock re-key are now all in progress.
- Rocky View County (RVC) monies have been received – the board thanks RVC.
- Stantec site survey invoice has been received so can be requested for RVC.
- Water-Sewer hookup invoice-part one has been received and submitted to RVC for their portion of the payment. The county grant (\$25,000) will expire at end of year end 2015 – **[Catherine - the little school house should consult with Raphael at RVC to secure their intentions for water-sewer hookup grant application and timing.]**

## **8. Site Development Drawings (Facility Committee)**

Mike reported on behalf of Rob MacDonnell - The basic land scans are being created and then Rob MacDonnell will work to create vision drawings. The costs for this process are expected to be in the range of \$3000 to \$4000.

Managing water run off is the next proposed project. Liz informs the board that a master site drainage plan for the site is held by RVC. Councilor Breakey offered to help BCCA make an application for the technical evaluation (by consultants up to around \$35,000) to support the project work and an additional applications for the work that needs to be done to correct the run off water situation. - **[Luanne to request this master site drainage plan from RVC and Councilor Breakey]**

**[Luanne to follow up with Councilor Breakey on the applications for grants for**

**the technical evaluation and the work to rectify the situation. Please report back to the board about the process.]**

## **9. Treasurer's Report**

Carla Cochran presented the treasurer's report to the board.

- Good progress on rentals.
- Memberships are increasing.
- BCCA events are successful. Thanks to the staff (Luanne, Kelsey and Shaye) and the Ladies Auxiliary for all their work.
- Adult and kid programming are balanced, which additional kid programming can be added.
- Septic costs are increased in line with facility use. The hook up should solve this issue.
- Large item maintenance issues are evident in budget.
- Investigating the high printing costs.
- Amortisation account can be supported this year. It was noted emergency funds from RVC can be accessed in an emergency situation.

Kristyn Schmidt motioned to accept the treasurer's report as presented. 2<sup>nd</sup> Jim Goldmann. Carried.

**[Luanne to email Rocky View County and Councilor Breakey to receive the 6 point FCSS checklist for the next application.]**

Carla Cochran presented the proposed budget for 2015-16 to the board.

A balanced budget is proposed:

- Grant funding is a foundational part of this proposed budget. To succeed it will need the focus of the board and a member to identify and develop grants with Luanne.
- Events are also a fundamental part of the budget and the board must support them and the staff to make them successful.
- Leasable spaces are fully leased.

It is proposed that a committee for grants be struck. Jim Goldmann offers to be a member of this committee after he has served his board term.

Carla Cohran offers to be a board advisor on financial reporting after she completes her board term.

The septic costs will be reduced after hookup. The board discussed ideas to reduce other utility costs. **[Jim Goldmann will work with Luanne to make a proposal to the board about reducing utility costs for Community Centre.]**

Some guidelines are set up to assist staff:

- Programming should not be more than 50% operating costs on the revenue.
- Payroll levels set and payment should be monitored to stay within set levels.

The board recommends that the budget go forward to the AGM in October 2015 for approval.

## **10. Facility Managers Report**

Luanne presented her report to the board. There is much more interest in the facility for the coming year than the increased position of last year.

Notification to board that Lots 20 and 21 have been returned to RVC. The land plan will be part of the Revitalization meeting on June 18<sup>th</sup>.

### **a) Water sewage hook up work**

**[Luanne to work with contractor and advisor to determine an itemized quote for the water sewer hookup work.]**

Ladies Auxilliary has made an offer to donate \$2000 they've raised, to the BCCA for help with water sewer hookup costs. The board thanks the Ladies Auxiliary for this kind offer. **[Luanne to follow up with the ladies auxiliary offer]**

### **b) Meeting Room Renovation**

**[Luanne - to obtain and bring quote on the wall removal and separator doors and additional basin and installation to the board for approval. Circulate to the board for approval by email]**

[Marci Matthews leaves the meeting at 9pm]

## 11. New Business

### Remembrance Day 2015

**Mike** to contact John Patton for ideas on who would be the 2015 MC.

***Marci** will connect with Julie Handrahan about ladies auxiliary participation this year. (from May 2015 meeting – Marci could not report as she had left the meeting.)*

Councilor Breakey informs the board that

- A RVC steering committee for Bragg Creek revitalization will be set up.
- Flood mitigation committee will be set up in the community. Liz reports Mike Shay will lead the committee. Funding is being sought from Calgary Foundation
- **Community Group Input:**

Ladies Auxiliary - donation for water sewer hook up.	Marci
Junior Forest Wardens – no additional input	Kristyn
Church – no additional input	Mike
BCPA - no additional input	Catherine
Artisans - no additional input	Stella
Recreate the Creek - clean up event will happen on Saturday June 20 <sup>th</sup> . Trails association will be providing a team.	Stella
Tennis Club – no additional input	Mike
Historical Society – no additional input	Marci

## 12. Next Meeting – July 14<sup>th</sup> 2015 at 7pm

July meeting will be a first stage succession and planning meeting [**Stella to prepare a discussion framework and distribute by email**] plus an additional

invitee meeting will be held in September for building a bigger membership involvement in the board.

13. **Motion to Adjourn at 9:15pm by Mike Medwid . 2<sup>nd</sup> Catherine Watson Carried.**

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**Kristyn Schmidt, BCCA President**

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**Stella George Secretary BCCA**