

Minutes of the Meeting of the Directors

Bragg Creek Community Association

Tuesday, July 14th, 2015

7:00PM

Present: Stella George, Jim Goldmann, Marci Matthews, Mike Medwid, Luanne Murphy, Kristyn Schmidt

Guests: Kelsey Baldwin

Absent: Carla Cochran, Rob MacDonell, Catherine Watson

Chair: Kristyn Schmidt

Secretary: Stella George

1. Call meeting to order at 7:06 pm

2. Approval of the Agenda

Add New Business items

Remembrance Day 2015

Directorial Attendance

Marci Matthews moved to approve agenda as changed, Jim Goldmann 2nd. Carried.

3. Approve Minutes of June 16th, 2015

Marci confirmed \$2000 for water sewage hookup costs was donated from ladies auxiliary – this figure will be added to the minutes of June 16th 2015.

Motion to approve minutes of June 16th as circulated Kristyn Schmidt, 2nd Jim Goldmann. Carried.

4. Bragg Creek Days Update

Flyers given to all entrants with times on rest of weekend events. Free

advertising in papers. Radio promotions ongoing.

Mechanical Bull – BCCA liability confirmed on providers certificate of insurance. Two staff from supplier will manage the bull and mandatory waivers to be completed by participants.

Stampede travelling stage coming out to support the event with music between the bands on stage.

Sponsors have donated \$9100. The board thanks all the donors to this event.

BCCA have been given permission to use the empty lot adjacent to the Centre for parking.

The security and beer garden for Sunday are covered by Ride for Sight.

Waivers for unregistered parade entries will be available at the Forming Area pre-parade.

Shaye has been organizing the Volunteer Schedule. Volunteer orientations – Monday 13th 6:30pm-7:15pm; Wednesday 15th 6:30pm-7:15pm.

5. Camp in the Creek Update

Enrollment is steady and the goals are being met.

Bella is keeping to budget.

Booth is being set up for Bragg Creek Days.

Unfortunately, we were unable to get sponsorship for the t-shirts. The numbers looked great for week 1 (18 campers). Great feedback from parents for the organization of events and activities.

6. Playground Update (Facility Committee)

Co-op grant turned down due to volume of applications and limited funds.

Red Cross application grant to be made to meet the Calgary Foundation grant shortfall by the end of summer. Deadline for the implementation will be Spring

2015. Rocky View is requesting approval of any Playground Plans before initial relocation.

The site development drawings will be needed to complete the grant application.

Community Engagement Committee will need to be involved in community consultation in the fall and in recruiting a large group of playground installation volunteers will be needed in spring 2016.

7. Site Development Update – Drawings (Facility Committee)

The spend for the site drawings was discussed. Mike confirmed this cost would be a special payment for digitizing site plan to use for creating drawings, it would be a contractor with Scope Engineering. These new drawings are needed to show how site development vision has evolved post flood.

Jim Goldmann motions that payment of up to \$4k be approved to digitize the plan and Mike Medwid to act on behalf of the board to request a partial donation in kind. 2nd Kristyn Schmidt. Carried.

Mike presented And relayed rob's ides on the concept idea for site development **[Mike to co-ordinate with Rob on completing the site vision diagrams.]**

The vision drawings will go back to community for discussion in fall 2015. This will likely be a focused consultation for playground development.

Marci requested that the long term vision website be updated to reflect the need for change and the new diagrams be posted on it as they become available. **[Stella to update the long term vision website]**

8. Little Schoolhouse Lease

The lease for the Little School House expires August 31st 2015. Kristyn proposes building lease is sold back to Little School House for \$1 and a land lease fee is applied.

This would mean that:

- the Little School House building will be funded by the Little School House for insurance, renovations, utilities (which are now metered).
- BCCA is paid a land lease rather than a building lease. **[The rate needs to be proposed – Carla]**

[The BCCA Board will receive a full proposal from Little School House lawyer to consider the changes.]

[Kristyn and Luanne will action an extension to the August 31 2015 lease to allow time for the BCCA board to review the proposed change document.]

Kristyn raised her conflict of interest and recuses herself from voting on any motion around this decision.

9. Facility Managers Report

Luanne presented her report to the board.

Funding:

- Looking into the marketing grant through Travel Alberta.
- Red Cross – Kristyn is working on the Playground Grant, Luanne is working on the Family Programming Grant.
- Rocky View County – BCCA will be receiving a \$9,000+ cheque for the Stantec Invoices. RVC Stantec cheque was issued for the wrong amount so will be recut by RVC.
- FCSS – Kelsey, Shaye and Luanne met with Randy Ell to discuss plans for the upcoming funding application.
- Summer Student Grant – All required submissions have been made to ensure the receipt of funds.
- **Donations – the board thanks all donors.**
 - Jane Boyce – donated many flowers to beauty up the place!
 - Asplundh – donated loads of wood chip for the garden beds, and fence lines
 - Clayton Foster – offered to move some of our landfill over to the empty lot across the road to prepare for parking at Bragg Creek Days
 - Family Foods – donated cases of chocolate bars and bags of cookies for Camp in the Creek
 - Sandstone Pharmacies – donated prizes and craft supplies for Camp in the Creek

Water/Sewer Connection:

The water sewer hooked was completed with no issues - the testing of lines to be completed yet. The site post-installation look fantastic! The crew has taken extra care with the grounds.

- Grant \$28,250 received from RVC in relation to water sewer hookup costs.
- Luanne received an itemized invoice for \$15,079.17 for completed water sewer hook up.
- Price adjustments for Little School House not being connected -\$10,000 off original estimate.
- An additional \$2,000 for line being added (T connection) for future water/sewer at front of site. Costs will be paid by BCCA, in future BCCA leases may access this connection

Building and Site Maintenance

Master Site Drainage Plan from RVC – does not reference the drainage issues that we are having directly from our building. Awaiting a response from Liz re: Grant funding for a technical evaluation to rectify our water run-off hazardous situation.

Poor water drainage is causing the recurring ice issue. Luanne to consult with contractors to work out actions required to create sufficient drainage. A roofer should be contacted to ensure the eaves-troughs are all connected and cost for addition snow rakes.

Meeting Room Renovation

Local contractors can't do the work. **[Luanne will identify three more quotes for room renovation.]**

HR

Summer Maintenance – new hire – Hendrik Medwid – Henk is a terrific worker, he's already shown us his awesome Bobcat operation abilities. Thank you Mike for allowing us to use your equipment. Henk is filling that need of an extra body to help Bill. Great addition to our team!

Camp Staff – all of the Counsellors seem to be working out fine. Camp Coordinator - Bella is keeping tabs on everyone and managing costs.

Kelsey is moving on in her career.

Shaye will be moving to Program Co-ordinator role in September.

[Luanne is seeking a replacement for special events coordinator post.]

10. September Planning Session

The board reviewed board membership as it will be at AGM in October 2015.

The Vice President and Secretary and two director roles will remain in place. Succession planning: the board are asked to think who could take on President, Treasurer, Assistant Treasurer and at least two directors roles.

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

Meeting Tuesday 8th Sept at 7pm - projects action plan for coming board year.

11. New Business

Remembrance Day 2015

Mike - John Patton will consider ideas on who could be the 2015 MC.

Marci - Julie Handrahan confirms ladies auxiliary participation for 2015. Terry Handrahan will lead the cenotaph ceremony.

Directorial Attendance – in accordance with by-laws board directors must not miss more than 3 meetings without notice. **[Kristyn to confirm with Rob his ongoing position as director on board or as committee advisor.]**

- **Community Group Input:**

Ladies Auxiliary - will do remembrance day refreshments.	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 - there will be a further event on August 29 th - no BCCA support required.	Stella
Tennis Club – no additional input	Mike
Historical Society – no additional input	Marci

12. Next Meeting – September 15th 2015 at 7pm

13. Motion to Adjourn at 9:00pm by Marci Matthews. 2nd Mike Medwid. Carried.

Kristyn Schmidt, Chair, BCCA President

Stella George, Secretary BCCA