

Minutes of the Meeting of the Directors

Bragg Creek Community Association

Tuesday, February 17, 2015

7:00 PM

Present: Carla Cochran, Jim Goldmann , Marci Matthews, Mike Medwid, Rob MacDonell, Stella George.

Absent: Kristyn Schmidt, Darryl Stanier, Catherine Watson.

Guests: Debbie MacLean, Liz Breakey.

1. Meeting called to order at 7:07pm by the chair.

2. Approval of the Agenda

Table item 4 - presentation Bragg Creek and Area Wellness Committee door to door report to March meeting.

Carla Cochran motioned to approve agenda as amended. Rob 2nd. Carried.

3. Approve Minutes of January 20, 2015

Marci Matthews motioned to approve minutes of January 20th 2014. Jim Goldmann 2nd. Carried.

4. Bragg Creek and Area Wellness Committee – Debbie Maclean

Tabled to March Board Meeting.

5. Treasurer's Report

Carla presented her report to the board.

Income

The GST refund was received.

The FCSS grant monies were received.

Grant view deadlines at the end of this month Luanne and Jim are working on this.

Expenditure

More bills this month – regards to repairs.

Marci Matthews motioned to accept the treasurers report as read . Rob McDonell 2nd.
Carried.

6. Facility Manager Report

Luanne presents the facility manager's report to the board.

January facility usage 345.5 hours, 1382 people.

Maintenance

Kitchen fire suppression system work still required, currently determining what needs to happen and the cost.

Quarterly maintenance of heating system will be put in place.

Water sewer hookup quotes being sought. RVC will then consult on the application for the grant. Liz confirms this is the usual Rec. capital - the grant should be submitted as soon as possible. The application will then be put forward to RVC council.

Approval of well to remain on site for rink flooding and fire suppression. **RVC to do this on BCCA behalf.**

Events

The calendar of events was reviewed. A mixture of community and rental events have created a busy calendar. Luanne and her team are looking to fill the remaining rental slots. Volunteer appreciation night is March 3rd (not March 24th) 6-8pm.

Grants

FCSS grant shortfall was noted, of a 32K request, 15K was awarded. A second

application for the summer period to cover the short fall should be made. Luanne spoke with FCSS staff to understand how to improve the application, it appears evaluation criteria have changed.

[Luanne to circulate the FCSS application criteria to the board for information.]

The focus on the capital grant would be requests for funding specifically linked to support the creation of operational revenue for the facility e.g., dividers and wall cladding (sound deadening). The BCCA will be looking to supplement and support grant applications with corporate gifting.

The board thanks Luanne for a clear well thought out report.

7. 2 Top Priorities for each committee

a) Financial Sustainability

1. Diversify and apply for grants – Jim and Luanne are leading these actions.
2. Set financial control and reporting systems and budget process. Carla will lead these actions.

b) Community Engagement

1. Community needs analysis – Marci is leading this project. Contact list created, questionnaire formed, using a conversational approach. Invite each group to have a BCCA board representative.
2. Increased and effective communication around the community about what the centre does. (Including: Volunteer roles available, correct information routes and timing, board materials transparent, how to scale communication and operations with only 3 office staff) - Centre staff and Stella will lead these actions.

[Luanne to create a list of all the services available at the facility to circulate to board for use when supporting Marci in any community interviews]

c) Facility Care & Improvements

1. Identify and action improvements to inside of facility that will support increased usage and revenue. (e.g. consideration of internal space dividers, wall placements etc.) Feedback from

the community needs analysis will inform the actions.
[Rob and Mike to obtain quotes for improvement suggestions: foyer renovation and joining the two meeting rooms]

2. Create an intermediate and long term site plan. Feedback from the community needs analysis will inform the actions. (e.g. needs of LittleSchoolHouse, Church, facility site beautification, playground). First step is the Geotech survey which is underway, Mike Medwid is leading the Geotech project.

[Luanne to forward Marigold library contact to Stella. Stella to request a proposal on Marigold library being at BCCA that can be brought to the BCCA Board April meeting.]

d) Program & Events

Tabled.

8. New Business

Councilor Liz Breakey reports that the RVC commissioned planning group are opening an office in Bragg Creek and the public consultation will be held in Bragg Creek. The BCCA should be hearing from the group very soon.

Tara Jenson is the BCCA representative on RVC West Recreation Board. Kristyn has briefly met with her.

Hamlet issue – pathways need attention. The pathways are under provincial jurisdiction and a small group is forming to consider how to address concerns.
[Marci to contact Julie Handrahan to formulate a proposal to come to BCCA board] to determine how the BCCA could help this group perhaps around the management of grant applications.

9. Next Meeting – March 17, 2015 at 7:30pm

10. Adjournment

Stella George moves to adjourn the meeting. Marci Matthews 2nd. Carried.

Mike Medwid – Chair VP BCCA

Stella George Secretary BCCA