

Bragg Creek Community Association
Meeting Minutes
Location: Bragg Creek Community Centre
Date: 17 December 2013
Time: 7:00 p.m.

Attending: Kristyn Schmidt, Stella George, Peter Faloon, Jim Goldmann, Sunil Mattu, Brooke Sabourin (Facilty)

Absent: Mike Midwid, Dave Rupert, Rob Patterson

Guests: Debbie MacLean, Liz Breakey

Chair: Kristyn Schmidt

Notetaker: Stella George (please note: **actions are in bold**)

1. Call to order at 7:04pm

2. Approval of Agenda

Additions to the agenda:

Councillor Report as item 7.

Deletions from agenda:

Item 9 Payroll options (on agenda in error)

New business additions:

Red Cross

Casino 2014

Website

Motion by Peter Faloon to approve the Agenda as amended. 2nd Jim Goldmann
The Chair then declared the motion duly passed.

3. Approve Minutes of November 19, 2013

Typos and amendments discussed and noted.

Motion to accept minutes as amended by Jim Goldmann, 2nd PF. Carried.

4. President's Report

a. President Kristyn Schmidt reported on the direction of BCCA: she would like the BCCA to complement to community rather than compete directly in terms of our programming. After discussion the board understands that this is important to phrase this direction in a useable way in supporting our community. **Kristyn notes that at the January 2014 board meeting we will discuss the direction of centre for 2014 and will be formalising a plan of action.**

Brooke will circulate the strategic plan and the current business plan to the board.

b. There has been a request to re-consider the dates of the board meetings.
Kristyn Schmidt will assess and confirm meeting dates.

c. Elves anonymous projects went over very well and was appreciated by recipients.

Jim Goldmann moved to accept the president's report. 2nd: Peter Faloon Carried.

5. Treasurer's Report

Comparative income statements were reviewed for November 2013.

Brooke Sabourin notes:

a. Rental revenue down compared to 2012 but is expected to recover with winter renting. We may have a shortfall when we consider facility maintenance that is expected to arise.

b. Looking to increase corporate rentals. Changing advertising locations and tracking effectiveness. Wishes to consult Admaki on templates and marketing tools.

c. Insurance deductible expected to be \$5000 rather than initial cited 12-15K. Expected playground flood repair will be \$9000 covered by external relief funds - applications are in.

d. 2013 Payroll is greater than that of 2012 - due to lack of staffing for this period in 2012.

e. Cash balance is looking healthy after the surplus moved to GICs for future capital expenditures, in region of 200K.

Motion to accept to financial report as presented by Brooke Sabourin. made by Peter Faloon. 2nd Jim Goldman. Carried.

6. Facility Manager's Report

a. Barney Bentall event made about \$17K which was ahead of target. Partnering with Rick Goderis worked well. BS Thanks the PF and DR for set up and take down. Request to bring the same event back next year is being seriously considered in the wrap up meeting. Discussion as to how many events such as this we have per year. Best time to have one concert in the Fall, Taste of Bragg Creek in Spring, Bragg Creek Days in the Summer. **Brooke Sabourin will bring full proposal to Feb meeting.**

- b. Movie nights being held monthly. 1 staff plus volunteers will be our model for operation.
- c. Winter Program Guide has been released.
- d. Maintenance is noted as per report.
 - di. Replacement costs coming up: bar fridge, ice machine, computers. The next costs will be computers: **options and financials for computer update will be presented to Jan 2014 meeting by Brooke Sabourin** this will include details about options for backups we currently have a paid offsite daily backup.
 - dii. Maintenance office roof needs a repair. Temporary repair will be handled immediately and full repair will occur in the spring.
- e. We now have a booking software package (*Booking*). The calendar is web based and can be viewed by potential bookers and requests for bookings can be made online. Hope is to be live, including calendar and payments, by January 2014.
- f. Inside Out has given notice on their lease. **Brooke Sabourin will send a letter to Inside Out outlining the lease conditions. Brooke Sabourin will advertise for a new tenant.**
- g. First teen dance happened with 40 attendees. The following one will be a Valentines dance. Other dates are noted in the Winter Program.
- h. Brooke was asked what evaluation statistics were being captured for these programs. **Fall program evaluations will be presented at Jan 2014 board.**

7. Councillor's Report

The Rocky View County (RVC) master recreation facility evaluation will occur, consultation will start in January 2014. This will cover users, non-users and staff of recreational facilities in RVC. The BC Community Centre is now classified as a district level facility, it is noted, although our facility is large, Bragg Creek is now a small community in comparison with other district level centres. The evaluation will help RVC determine criteria for financial requests, both operational and capital grants. The perception is funding will be provided to match strengths of the recreational centres in RVC. BCCA must consider social, cultural and recreational value of BCCA and should capture statistics for all programs: sports and community-building style programs.

8. Secretary Resignation and Appointment

Mike Medwid has resigned as secretary and would like to stay as board member. Mike's resignation as secretary was accepted by the board. **His**

position as director on the board will be brought to January 2014 board meeting.

Stella George will step in as acting secretary and appointment will be brought to board meeting in January 2014.

9. Treasurer Position

Carla Cochran is proposed to be appointed to Board as Treasurer this will be moved at January 2014 board meeting. Kristyn Schmidt will confirm Steve Mowvley's position with him as he has been acting treasurer.

10. New Business

a. Casino fundraiser will be April 23/24 2014, at the Century Casino.

Approximately 30 volunteers will be needed to cover both days. Funds are expected to be in the region of \$30,000, these funds can be used on utilities up to a max of 3 years or a specific project and are of high value to the centre. **A committee will be struck by the Jan 2014 board meeting.**

b. Red Cross has assistance available for community members affected by flood (this covers those already in the DRP process). Community members are encouraged to come forward if they can benefit from these funds. Red Cross will be at the BC Community Centre every Tuesday until March 2014.

c. Discussion was held about the role of BC Community Centre in the emergency flood-response centre as the centre is holding the contact information gathered in the name of emergency response centre operations. **Liz Breakey will query with the county how long personal information should be held in this circumstance. A summary stats. level report will be generated to indicate how the centre was used, lessons learned and response levels in the event of a community wide emergency.**

d. Website updates are required. **Brooke Sabourin will action updates with data she has.**

e. Debbie MacLean, Community Development Facilitator for Bragg Creek and Redwood Meadows, invited all board members and facility to *Building Healthy Community Now* workshop January 15 2014.

11. Adjournment

Move to adjourn by Kristyn Schmidt 2nd: JG Carried

Meeting adjourned at 9:19pm

Next meeting January 2014 - **date will be set by email debate led by Kristyn Schmidt.**