

Bragg Creek Community Association
Meeting Minutes
Location: Bragg Creek Community Centre
Date: 21 January 2014
Time: 7:00 p.m.

Attending: Carla Cochran (treasurer), Peter Faloon, Stella George (secretary), Jim Goldmann, Kristyn Schmidt (president), Sunil Mattu (immediate past president), Steve Mowvley (assistant treasurer), Dave Rupert (VP), Brooke Sabourin (Facility),
Absent: Mike Medwid, Rob Patterson
Guests: Liz Breakey, Shannon Bailey, Marina Cooke, Laura Matthews, Marci Matthews, Debbie MacLean

Chair: Kristyn Schmidt

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

1. Call to order at 7:07pm

2. Approval of Agenda

Deletions from agenda:

table top capital grant funding

New business additions:

division 1 town hall

funding deadlines for amenities

Motion by to approve the Agenda as amended by Kristyn Schmidt 2nd Dave Rupert.
Carried.

3. Approve Minutes of December 17, 2013

No comments received.

Motion to accept minutes as amended by Peter Faloon, 2nd Kristyn Schmidt. Carried.

4. Secretary Appointment

Motion by Kristyn Schmidt to appoint Stella George as secretary until special meeting or AGM. 2nd Jim Goldmann.

Stella George appointed as secretary to the BCCA Board.

5. Treasurer Appointment

Motion by Kristyn Schmidt to appoint Carla Cochran as treasurer until special meeting or AGM. 2nd Peter Faloon.

Carla Cochran appointed as treasurer to the BCCA Board.

6. Facility Manager's Report

Brooke Sabourin presented her facility manager's report (see inclusion).

Highlights:

- The range of Book King software reports were briefly overviewed.
- Partnership with Banded Peak School on their theatre production. Starting to build similar relationship with Springbank High School.
- BCCA Casino, at Century Casino, April 23 and 24 2014, looking for key volunteers - approx. 30 community volunteers will be needed, those volunteering are required to complete a form and select a time slot and role.
- Winter programming has started. The centre is also offering ongoing sports drop in-times for youth after school and adults in the evening.
- Roof leakage issue - still waiting on engineering report, initial inspections indicate it may be a heat issue and sealing and insulation might remedy the situation.
- Computer replacement may not be urgent as the server is performing well with the new BookKing software. Brooke confirmed offsite backups are being done. Review computer replacement postponed until after casino.
- We have a new rental space at the front of the building. Brooke is exploring long term lease around \$500 pcm vs room rental fees. The centre room rentals are down (on expectations) and more thought on options to encourage rentals is needed. **Brooke will provide options at Feb 2014 board meeting.**

Brooke Sabourin will be on maternity leave at the end of April 2014, and Laura Matthews will be on maternity leave at the end of May 2014. Current thinking is one full time hire will be advertised to cover both maternity leaves.

The Board congratulates both Brooke and Laura.

7. Treasurer's Report

Carla Cochran presented an overview treasurer's report (see inclusion).

Highlights

- Donations and grants on track or higher. Flood relief monies are being processed and should be finalised soon.
- Rentals are lower than expected - this is a revenue rather than cost issue and will be address by Facility Manager as per her report (in item 6).
- Membership revenue is an area that could be improved.
- Event revenues are in line with expectations.
- Camp reports are completed and are in line with financial expectations.
- Programming. Children programs are OK in revenue, we may need to review costs. Other programs need consideration.
- Expenses: Utilities are in line with previous years or are seen to be flood related. Payroll is high - however, some areas have been fully charged for the year already - **Carla will break out payroll so we have a clearer view on expenditure.**

Consulting costs have been used up. Financial payment expenses (e.g. credit card and bank fees) are being consolidated to reduce them.
Overall, the centre is in line with where it is expected to be.

Carla noted: Ladies Auxilliary and BCPA reporting needs to be included in our records. For BCPA, this must be up to the point when formal association ceased.

Motion to accept to financial report as presented by Carla Cochran made by Dave Rupert 2nd. Jim Goldmann. Carried.

8. Emergency Response Centre Volunteer Information

Clarification has been provided by Calgary Federation of Community Associations (CFCA) that BCCA, under the societies act, is not under FOIP or PIPA requirements.
The BCCA should set up privacy guidelines - Secretary.

RVC provided information that the records should be destroyed.

The question 'Other than sending a thank you card to those in the records why would we not destroy the information?' was raised by several at the meeting. There was some concern that the BCCA may have a legal obligation to keep the information in case of legal actions in future, not holding the information would be a liability issue. Others view holding the information as a liability issue to privacy protection.

Both CFCA and RVC recommended that if the BCCA holds the data each individual must be contacted directly and informed why, how long etc. the information would be kept. This would be a time consuming action.

Request by Peter Faloon for the executive to seek the information we need to make a decision on this. The following actions were put forward: **Contact community member Clint Docken as a lawyer and other response centres to establish other best practices with regard to holding emergency centre data post emergency - executive.**

9. Charity vs Funding

Item not presented as director absent from meeting. Tabled.

10. Remembrance Day Ceremonies

John Patton presented to the board in 2013 and provided a proposed agreement (see inclusion) with regards to the BCCA running the Remembrance Day Ceremony.

It was noted the BCCA was involved in running the ceremony for 2013. Laura Matthews confirmed there is defined workload but that it is manageable with support from Ladies Auxilliary to provide food and the legion in Black Diamond for protocol. The commitment to the BCCA would be to: find and organise the host for the ceremony, two presenters,

the chairs and tables, ordering poppies, wreaths and participating in the BlackDiamond/ Turner Valley Remembrance committee.

It was felt that the terms of the proposed agreement requested commitments that the BCCA could not in good faith honour; the board supports the work done in the past and will support the future of Remembrance Day in the Creek.

In support of the personal commitment of John Patton a motion to write a letter to John Patton confirming BCCA will work with Ladies Auxiliary and the Black Diamond Legion going forward to host the Remembrance Day was made by Peter Faloon 2nd by Steve Mowvley. Carried

Kristyn Schmidt will write, send and sign the letter to John Patton on behalf of the board.

11. Casino Committee

Brooke Sabourin will manage the casino work for the Century Casino on April 23 and 24th. Carla Cochran will be the board member on the Casino Committee. Brooke confirmed that Greg Wong will be our casino advisor.

12. Strategic Plan

Kristyn Schmidt presents amendments to the strategic plan.

Main amendment - the division of the Strategy and Business Plan - was proposed. The strategy document (covering 5 years) would be tightened with amendments as follows. A separate annual business plan would focus the actions of BCCA.

Amendments to strategy:

- Vision - supported.
- Mission - supported.
- Guiding principles - supported.
- Org chart from 2013 strategy with addition of Ladies Aux and bookkeeper.
- Situational and SWOT small additions / wording changes - supported.
- Goals and strategies are included under the special committee descriptions.
- Special Committee details - supported
- Financials are an overview - Brooke Sabourin informs this is not the finalized budget, an updated chart for expenditure is also needed. **Carla Cochran will provide the up to date financial summary** information. A suggestion was made to remove financial summary from the strategic plan and put into the business plan as it changes annually.
- Revenue mix diagram to be reviewed for better presentation style.
- Title to be changed to strategic plan rather than strategy plan.

Kristyn Schmidt to circulate the as-is strategy and the amended version as soon as possible to the board.

Special Committee are implemented to direct and support the actions of the centre staff. Kristyn Schmidt presented the committee assignments asked for acceptance of committee role:

Financial Sustainability - Carla Cochran and Jim Goldmann - agreed

Community Engagement - Stella George and Peter Faloon - agreed

Facility Care and Improvements - Interior - Steve Mowvley and Dave Rupert -agreed

Facility Care and Improvements - External - Rob Patterson and Mike Medwid - to be confirmed

Programming and Events - Kristyn Schmidt - agreed

Each committee to propose a detailed action plan (goals, timelines and resources) for Feb 2014 board meeting for the current fiscal year and the following year in mind.

It was noted that the plans for each of the committees would be rolled up into the annual business plan. The approved budget needs to be included. **Brooke Sabourin / Carla Cochran to provide up to date budget to the board members.**

The structure of the committees and their roles should be publicly advertised to help direct community engagement with the BCCA - Community Engagement Committee

13. New Business

a. Division 1 town hall

Liz Breakey thanks the BCCA for hosting and their supporting work on the town hall. The event has provided general direction and the data will be discussed once the missing demographics have been included. Raw data was handed over to Councillor Breakey.

RVC has demographic statistics for division one and the hamlet. **Liz Breakey will share the full demographics report with the centre.**

b. Funding deadlines for amenities

Liz Breakey stated the RVC West Rec. board met this afternoon - Rob Patterson handed in his resignation and Robert Sadee is on vacation so did not attend (Robert Sadee will serve until 2016). If the representative for the Bragg Creek area cannot make it to the meeting, the BCCA can send another temporary representative in their place. All the BCCA reports made to West Rec Board are to be CC'd via Councillor Breakey in case BCCA are not represented at future meetings.

Consensus from West Rec Board for BCCA to go ahead with putting forward a capital grant proposal to support the geophysical site studies.

RVC district recreation review consultants will be at the Bragg Creek Community Centre Tuesday Jan 28th 1pm to view facility building and meet with staff and board members [All]. A public meeting about recreation in Rocky View County [post

meeting this was confirmed to be a workshop for public to “share their understanding and thoughts regarding recreation and culture.”] will be held on Wednesday Jan 29th 6:30-8:30pm at the RVC Council chambers.

c. Summer arts festival

Marina Cooke is heading up an arts festival to encourage tourists to visit Bragg Creek this summer. The festival would like to use the outdoor rink space. The Board supports this initiative. **Brooke will determine suitable rates and make an agreement with Marina.** Artist, artisans and buskers wishing to participate should contact Marina Cooke. The Bragg Creek Chamber of Commerce is also supporting this initiative.

Other dates to note:

Taste of Bragg Creek Feb 28th 2014

Casino at Century Casino April 23rd and 24 2014

Bragg Creek Days July 19th

Banded Peak Challenge is July 26th

14. Adjournment

Move to adjourn by Kristyn Schmidt 2nd: Dave Rupert Carried

Meeting adjourned at 8:55pm

Next meeting February 18th 2014

_____/_____
Kristyn Schmidt, President

_____/_____
Stella George, Secretary