

Bragg Creek Community Association
Meeting Minutes
Location: Bragg Creek Community Centre
Date: February, 18 2014
Time: 7:00 p.m.

Attending: Carla Cochran, Peter Faloon, Stella George, Jim Goldmann, Sunil Mattu, Dave Rupert, Kristyn Schmidt.

Absent: Mike Medwid, Steve Mowvley, Rob Paterson

Guests: Shannon Bailey (community member), Lisa Bannerman (Chamber Liaison), Liz Breakey (RVC Councillor), Elizabeth Hertz (community member), Charlie Holschuh (Taste of Bragg Creek), Debbie MacLean (CRPCN Community Development Facilitator), Judie Norman (Historical Society).

Chair: Kristyn Schmidt

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

1. Call meeting to order 7:03pm
2. Approval of the Agenda

Additions

Historical Society presentation

Taste of Bragg Creek report

Tabled

Director appt - the proposed director is absent

Correction

Director resignation removed - miscommunication.

3. Approve Minutes of January 21, 2014

Motion to approve the minutes Carla Cochran, 2nd Dave Rupert - carried

4. Community and Guests

a. Historical Society

Judie Norman presented background on the Historical Society (part of the larger Chinook Historical Society). They are looking to display historical records and to run sessions for the community. Projects under consideration include: provide local community historical signage; and organising and running tourist information sessions over the weekends. The historical society is looking for grant funding (from West Rec Board) to support their operation and would like to grow their membership. A request to rent a space in the community hall (needs to be secured) as a place to meet, and display artifacts for community interest was made. There is a suggestion that this might be perhaps in partnership with the Marigold Library, the Albertan digital library.

The Board thanks Judie for her presentation. **The board will consider the longer term lease and the rental fee for the historical society this week.**

b. Taste of Bragg Creek

Charlie Holschuh presented a short report on last years event and challenges of the event this year. Not all local food and drink food services are able to participate this year and so the invitations have been widened.

This event, Taste of Bragg Creek - Feb 28th, is the start of Dine of Bragg Creek a month long event. To make Dine in the Creek successful more advertising is needed. Mark Kamachi and Dwayne Zaba have collaborated on advertising. Avenue, City Palate and Calgary Herald have already done write-ups on the event. Grant applications (iro \$6,100) for advertising have been made and approved. Merchants are encouraged to develop offers for the Dine in the Creek month. **On Tues March 25th (6:30am - 7:30am) CTV will come to the community hall to film segments with the merchants to advertise the Taste of Bragg Creek event. Charlie will be managing merchant participation.**

Volunteer and office effort has been large - Charlie thanks Laura Matthews for her help. Brooke recognises the Taste of Bragg Creek committee Charlie H, Jane Boyce and Carmen Solana for all their hard work.

3. Flood Volunteer Information

The BCCA Exec consulted on this issue as requested by the board (Jan 2014 minute): RVC stated we should destroy the records OR communicate to each person on them, why, what purpose and how long the records will be held; City Calgary CAs have handed their information back to the city; and a local lawyer advised either course of action (destroy or hold securely) would be appropriate.

Kristyn Schmidt moved that the information be handed back to Rocky View County to be handled. 2nd Peter Faloon. Following discussion the motion was withdrawn.

Motion by Kristyn Schmidt to destroy the flood information by centre staff witnessed by a member of the board. 2nd Dave Rupert. Following discussion the motion withdrawn.

Discussion: BCCA should destroy the information ourselves to be sure we control information. Some members are clear that the information was not collected by the BCCA. Councillor Breakey confirms that under the state of emergency the centre was under the jurisdiction of Rocky View County not the BCCA. At least one member of the board is still not clear whether the BCCA would be liable. **Exec action to contact the insurer in order to clarify liability exposure to help ease minds of those board members who were in place at the time.**

4. Certificate of Insurance

Tabled to March 2014 meeting.

5. Treasurer's Report

BCCA financial status is in a good position as per the report received. Carla Cochran presented a review and a monthly report to the board.

a. Review Highlights

Reviewed financial statements and situation in preparation for audit July 30 to reduce the cost so the audit.

Cash situation was reviewed and all accounts were reconciled. A correction (\$890.94) is needed to flood money. The decision on how to use the money will need to be discussed. **Mike Medwid will be tasked to propose how funds can find their way to flood victims.**

Other community accounts are being processed ready for audit.

Grant reporting - operating grant is income at the month of receipt.

Casino and Capital grant is not recorded as income until it is spent.

Payroll expenses are split out now.

Recommendations:

Prepare auditor to receive materials late July, early august. The information return should be done on behalf of BCCA by auditor.

Use savings to generate interest for use in operations.

Hold money to go to cashable GIC until it is needed.

b. Monthly financial report

Expenses are higher than budget. Payroll must be considered.

Question from Sunil - The Aug 2013 board added an amortisation line in the budget to help save funds to indicate strength for future grant requests. It was suggested that minutes as to the budget passed should be checked. **Request was made for Sunil to pass minutes of budget (August 2013?) to Treasurer** so she can investigate and propagate the amortisation line, if required, into 2014 budget. It was noted these minutes have not be made available to the Secretary in her requests for them.

6. Facility Manager's Report - see report

Brooke Sabourin presented her facility manager's report. Report highlights

Drop- ins programs are working well, particularly youth basketball.

Roof inspection report and bill not yet received. It is thought by all involved to be a heat loss issue. Rick Goderis will be supervising Dale on the interim work required. In spring a permanent fix will need to be implemented.

- a. Fundraising Event Proposal - not yet complete
- b. Long term lease vs room rental options

Brooke confirms we need more monthly rentals. Long term lease of the the empty space is her recommendation.

c. Fall program evaluations

Feedback forms from programs were not handled correctly. This will need to be handled better for winter programs, forms should go out 3 sessions from the end of each program.[Brooke]

7. Committee Reports

a. Financial Sustainability - see report.

Carla Cochran and Jim Goldmann presented the financial sustainability report to the board. Highlights from the report:

- \$500,000 is running budget for the centre.
- Change focus of funding from grants to income. Income from a range of areas: program revenue increase, casino, events, rentals need to increase, leases to continue, new donations, new sponsorship and advertising can be included.
- More media exposure: print and website to help build community engagement.
- **Jim Goldmann will investigate and propose Corporate Sponsorship especially around capital items.**
- Focus on a high use suite of programs. How do external events fit in? **Carla Cochran will create templates to support metric and targets for reporting** - good statistics and evaluation are essential.
- Membership not a high revenue source - this means we have options to manage membership. Membership numbers are more important than revenue.

b. Community Engagement - see report

Stella George and Peter Faloon delivered a report to the committee.

Highlights of goals and actions for 2013/14

- Clarify membership: why buy, how much, when and how to motivate people to sign up. Work out how to do a membership drive (April through July). Combined project with Finance Committee and Office.
- Help casino committee access volunteers
- Build trust with community:
 - Stage 1: face to face contact with key local groups. Build a community resource form information we discuss. Share with groups.
 - Stage 2: face to face with key individuals in the community.
 - Stage 3: Develop a community meeting possibly with a grassroots group Recreate the Creek.
- Support community around the flood anniversary - which events, budget, engagement - work with office and Program,events committee
- Support Bragg Creek Days committee.
- Improve transparency.
- Use communication channels better.

Summary of actions taken to date

- We have through BookKing the ability for people to purchase membership on-line.
- Brooke has made a proposal for membership - which we need to **review with her and financial committee.**
- Started face to face meetings with community groups. Local groups have been identified and **we will continue to meet with them all.**
- Agenda and minutes now on the BCCA website as far as were possible (still missing minutes for June 2013 and August 2013).
- Stella George welcomed and thanked community for being present at board meetings.

c. Facility Care & Improvements

no report

d. Programs & Events

KS delivered a report. The highlights:

- Increase membership
- Programming feedback - children and adults

- Suitable marketing - **Program update will appear monthly in HCN [Zac]**
- **Local instructors should be used where possible, contract templates and a payment structure will be created [Brooke]**
- Events
 - Annual fundraiser - assess what it can be, themed galas perhaps?
 - Community building event is Bragg Creek Days
 - **Flood anniversary events will be considered.**
- **Timeline of events compared to other local events and planning cycle will be created [Brooke and Kristyn]**
- **A proposal will be made on 2014 fundraiser event - assess if it will be Barney Bentall again?[Brooke and Kristyn]**

8. Strategic Plan - tabled to March 2014 due to time constraints

9. New Business

- a. Art Market Update - Representative of the Exec met with Marina Cooke to look at ideas to address community concerns. We are awaiting to hear her feedback. **Exec to keep in touch with Marina Cooke regard Art Market.**
- b. Remembrance Day letter - a letter was drafted and sent to John Patton for signing. The board noted the November 2013 event was testament to the BCCA's commitment to organising Remembrance Day on behalf of the community.
- c. BCCA Board Member emails - It was proposed that an exec email and board email are created @braggcreekca.com so that personal emails are not being given out to the community. Agreed. **Brooke to action creation of exec@braggcreekca.com and board@braggcreekca.com.**

10. HR

Exec met on Sunday Feb 16 to discuss HR issues and presented a report to the board.

Discussion in camera as per by-laws.

11. Next Meeting

March 18th 2014

Other dates to note

- Chamber of Commerce board meeting is the last weds of the month.
- Casino at Century Casino April 23rd and 24 2014
- Bragg Creek Days July 19th
- Banded Peak Challenge is July 26th

12. Adjournment

Motion to adjourn Kristyn Schmidt 2nd Stella George. Carried at 9:27 pm

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Kristyn Schmidt, President

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Stella George, Secretary