

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

Attending: Carla Cohran, Peter Faloon, Stella George, Jim Goldmann, Sunil Mattu ,
Mike Medwid, Brooke Sabourin, Kristyn Schmidt

Absent: Steve Mowvley, Rob Paterson, Dave Rupert

Guests: Margaret Barclay, Ian Brown, Rick Godderis, Lowell Harder (Bragg Creek
Church), Charlie Holschuh (Taste of Bragg Creek), Debbie MacLean (CRPCN
Community Development Facilitator), John Patton.

Chair: Kristyn Schmidt

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

1. Call meeting to order 7:06pm
2. Approval of the Agenda

Additions

Guest reports: a. Charlie Holschuh; b. John Patton; c. Rick Godderis; d. Lowell
Harder

Motion to accept agenda as amended Peter Faloon 2nd Mike Medwid - carried.

3. Approve Minutes of February 18, 2014

Amendments Received

Typos and name corrections: [Admin section] Debbie Maclean's title, [item 4b]
Solana, [item 9b] Patton.

Item 3: "many members were clear ..." changed to "some members were
clear..."

Item 5b: Typo should read "minutes of the budget"

Motion to approve the minutes as amended Peter Faloon, 2nd Carla Cochran - carried.

4. Guests

- a. Charlie reported on Taste of Bragg Creek. Close to 700 people attended the event, a 40% increase in numbers. It was noted that RVC provided a grant to assist on advertising, some items (e.g. water jugs, town street-light banners) were purchased and would be used in future years. \$6000 of profit goes to BCCA. Charlie is investigating improvements for next year and also sources of additional funding e.g. Travel Alberta, Alberta Foundation for the Arts, etc. A question was posed: what can the BCCA learn from the taste of Bragg Creek's marketing strategy for other events? Possibly audience specific paid online marketing. Charlie indicated that post event success was also important for the event participants and that would be tracked. **Dates for 2015 will be posted on BC Centre website [Brooke]. The board will thank the participants with a hand written note [PF].**

Note: Charlie Holschuh leaves meeting.

- b. John Patton presented his hopes for the legacy of Remembrance Day. He requested that the Remembrance Day event be managed by the BCCA in perpetuity. John reminded the board this is a religious ceremony (Bragg Creek Church) and a formal ceremony (Royal Legion and Major Arnett) and requested that the format remain the same with a rotating MC. Examples of suitable MCs were provided as: Head of Banded Peak School, community members, President of BCCA.

The board responded that being mandated to rotate MC is a commitment that it felt it could not make in perpetuity, i.e., for future boards. It was suggested and acceptable to John that the wording in the agreement letter will be "the board will make best efforts to ensure that the MC is rotated each year." **A letter to reflect agreed wording will be drafted [KS]. Brooke to find storage for Remembrance Day materials. Planning for the 2014 ceremony should get underway - handover of materials and a planning and event timeline will be created [Brooke].** Cenotaph contact is Terry Handrahan.

Note: John Patton leaves meeting.

- c. Rick Godderis reported on Bragg Creek Musical Festival at Bragg Creek Days. He asked the board whether the event should be inside or outside in a cover stage - rain is an issue. Rick suggests that the festival be extended and an internal concert on the Saturday night of Bragg Creek Days be added to generate funds for day time bands. It was questioned whether Bragg Creek Days and the Music Festival were local events or aimed to draw Calgary to our event? Rick requests the budget be approved. **The board would consider the proposal outside the meeting and return a budget to Rick as soon as possible [KS].**

Rick also indicated that Open mike night was looking for a new location. He asked does the BCCA wish to consider open mike night at the centre? **Rick to talk to Brooke about would be needed for an open mike night and what the arrangement would be.**

- d. Lowell Harder chair of BC community church requested their signage to be improved. He suggesting Doug Ward be consulted in regards to their signage. **The board will discuss signage outside of the meeting and get back to Lowell [Community Engagement Committee].**

The Church would like to have a discussion about a separate church building and locating it on the BCCA site if this happens to be an option in the future. The BCCC congregation size is about 100. **The Community Engagement Committee will talk to Church to determine needs and actions. [Community Engagement Committee]**

Note: Margaret Barclay, Ian Brown and Lowell Harder leave meeting 8:21pm.

- e. Debbie Maclean (CRPCN Community Development Facilitator) presented a background and run down of events as part of Building Healthy Communities Now initiative to the board. See report.

Highlights:

- BCCA to get access to the updated county emergency response plan and co-ordinate what the centre needs to do to fit into it.
- Funding exists for running flood related events. The BCCA can support Debbie by applying for grants where appropriate. The PCN grant writer might be able to help in reviewing applications. A Serving Communities Internship Program - employing post secondary students is also available.
- On-line emergency communication hub - web-based. In an emergency how will this site be updated and made robust enough to support demands placed on it?

An informal meeting to identify what the BCCA can do to support flood related activities and preparedness will be held. **Tuesday 25th 7pm at Centre. Stella and Debbie build agenda and circulate.**

6. Flood Volunteer Information

Investigations were carried out and recapped at the meeting. (emails attached)

Peter Faloon moved that the information collected during flood response centre initiative be destroyed by the facility manager and witnessed by a board member. Kristyn Schmidt 2nd.

Sunil Mattu: Requested the board understand his perspective on the matter. Sunil stated he has no problem with whether or not the data be destroyed. Sunil suggested that his main point is the BCCA should follow a process. After considering legal advice he is now satisfied that suitable investigation and advice has been sought however liability may still exist.

The motion was carried. **Brooke to destroy the information and Carla to witness.**

7. Strategic Plan Approval

Comments were received on the organisation diagram.

It was noted that the bookkeeper reports to the treasurer who is on the exec committee. The practical operation of this must be clear to facility manager and the treasurer. **Treasurer has duty to communicate the arrangement as necessary.**

It was noted the position of Ladies Auxiliary on the organisation diagram is historically located in the indicated position, the BCCA must include them in their financial reporting. **A conversation with Ladies Auxiliary around their financial autonomy will be made by Treasurer.**

The phrase “Evolving physical site development plan” will be inserted into section 3.3.

It was noted the budget table for 2013 is in \$ and that values should be adjusted for 2.5% inflationary growth across the years.

Motion to approve the 5 year strategic plan as amended Peter Faloon. Jim Goldmann 2nd. Carried.

8. Treasurer’s Report

See attached report.

Highlights

Payroll is high and will reduce as some of the coming staffing changes

Carla noted- the flood resulted in donations flowing through the books of the BCCA. This makes the revenue line look good, but after disbursements/expenses we are actually \$40K below last year.

Grants applications are being pursued.

Motion to accept Treasurer's report, as it is presented Kristyn Schmidt, 2nd Peter Faloon. Carried.

9. Facility Manager's Report - see report

a. Membership Proposal

The board reviewed the proposal. Brooke noted it is in line with current by-laws. **Brooke to implement the membership proposal.**

b. Rental Rates

Tabled due to time constraints.

7. Committee Reports

a. Financial Sustainability - see report.

Sponsorship proposal. Sponsorship sought for physical changes to gym space to make it more engaging/suitable for community use for sports.

Detailed proposals will come back to the board for considering on a per proposal basis.

It was noted, there is also an agreement in place to use Banded Peak gym for a fee, this arrangement has insurance and practical restrictions.

Motion to proceed with corporate sponsorship plan subject to budget and board approval going forward. Jim Goldmann. 2nd Kristyn Schmidt. Carried.

b. Community Engagement

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

Community group engagement continues - the committee have talked to 7 groups so far. Information collect will be collated and shared back with all the groups talked to.

c. Facility Care & Improvements

Facility review will be held on Sunday March 23rd.

d. Programs & Events

Barney Bentall is booked for Nov 29th 2014 pending agreement details.

8. New Business

a. Director Appointment

Kristyn Schmidt moved to appoint Mike Medwid to acting director position for the rest of term 2nd Stella George. Carried. Welcome back Mike!

b. Human Resources - in camera

Facility Manager position (F/T) has been advertised and applications have been received. Interviews held week of March 24th.

F/T maintenance position has been advertised and applications are being received.

The board welcomes Nick Kostyn as evening facility maintenance position.

c. Elkana Water co-op has closed its account and has donated \$382.97 to the BCCA.

9. Next Meeting

April 15th 2014

Other dates to note

- Chamber of Commerce board meeting is the last weds of the month.
- Casino at Century Casino April 23rd and 24th 2014
- Tunes for Trails May 24th

- Bragg Creek Days July 19th

- Banded Peak Challenge is July 26th

10. Adjournment

Motion to adjourn 2nd. Carried at 9:47pm

_____ / _____

Kristyn Schmidt, President

_____ / _____

Stella George, Secretary