

Bragg Creek Community Association  
Meeting Minutes  
Location: Youth Room, BCCA  
Date: May 14<sup>th</sup> 2013  
Time: 7:05 p.m.

Attendees: Heidi Otteson, Tim Rhodes, Peter Faloon, Lisa Johnston, Sunil Mattu

Chair: Heidi Otteson

Secretary: Brooke Sabourin

Facility: Brooke Sabourin Robert Sadee

Regrets: Charlie Holschuh, Steve Mowvley, Mike Medwid

1. Meeting called to order at 7:05 pm by Heidi Otteson, Chair
2. Approval of Agenda

A motion was made by Lisa Johnston to approve the Agenda as amended.

2<sup>nd</sup> Peter Faloon

Unanimous

The Chairman then declared the motion duly passed.

3. Approval of Meeting Minutes 23 April 2013

A motion was made by Tim Rhodes to accept the Meeting Minutes of April 23, 2013

2<sup>nd</sup> Lisa Johnston

Unanimous

The Chairman then declared the motion duly passed.

4. Presidents Report

Table, as no report provided

5. Information Items

- Signage

- o Front Sign is up. Bragg Creek does not stand out. Company is looking into options to correct this.
- o Sign facing 22X will hopefully go up this weekend pending lack of rain
- o Lettering on building will go up as soon as we get official grant approval

6. Old Business

- Physical Site Development plan
  - o Status Quo
- Business Plan/Strategic Plan/Communication Strategy – See attached, still needs some tweaking. Brooke, Tim and Robert will meet and hammer out the details to make is simple and clear
- Emergency Protocol – In progress, Brooke will do a few drills with staff

- Remembrance Day – Nothing new to report
- Bragg Creek Days- See package
  - o Still looking for three volunteers, Sponsorship, Attendance Marketing and Parade. Most concerned on getting the sponsorship Volunteer. Richard in the office has taking on part of this but still need someone in the community to make the connections
  - o Looking to get local groups to e-mail their contact with info on BCDS, are we willing to do the same for them. Board Agreed that we are the community centre and should be the source for all community information, so yes we will be willing to do this

7. Executive Directors' Report

- See attached
- Finance: Still working on this. Would like to move the board meeting to the third Tuesday of every month to allow time to get all banking info in ad prepare a report for the board.
- Need more people on signing authority. Need to send a letter to the bank to Add Mike (Secretary) and Steve (Treasure) and Brooke (Facility Manager) it was discussed that the Facility Manager should also have signing authority. Now that pay roll and cheques are not being done in house there is no conflict.
- Peter is still in talks with Bragg Creek Hockey and is having a meeting with the coaches and director in the next week. Will report back after meeting

8. Treasurer's Report

Table as no new numbers are in

9. New Business

- Day Care Proposal - table
- BCPA User Agreement: - just working out the wrinkles
- Bragg Creek Hockey – already disused
- 18-30 Dance – Table
- Show n Shine – Canceled to lack of time
- BCDs Float – will have a float for past presidents and other facility user groups.

10. Next Meeting May 23<sup>rd</sup>

Meeting adjourned 8:54pm

Meeting adjourned at 9:22 pm

Next meeting 14 May 2013.

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Heidi Otteson , VP Date

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Mike Medwid, Secretary Da

Bragg Creek Community Association  
Meeting Minutes  
Location: Youth Room, BCCA  
Date: May 23<sup>rd</sup> 2013  
Time: 7:05 p.m.

Attendees: Tim Rhodes, Peter Faloon, Lisa Johnston, Sunil Mattu, Mike Medwid

Chair: Sunil Mattu

Secretary: Brooke Sabourin

Facility: Brooke Sabourin Robert Sadee

Regrets: Charlie Holschuh, Steve Mowvley, Heidi Otteson

1. Meeting called to order at 7:05 pm by Sunil Mattu, Chair
2. Approval of Agenda
  - a. Add Bragg Creek Hockey to old business
  - b. Add strategic plan to old business

A motion was made by Peter Faloon to approve the Agenda as amended.

2<sup>nd</sup> Mike Medwid

Unanimous

The Chairman then declared the motion duly passed.

3. Approval of Meeting Minutes 14 May 2013

A motion was made by Tim Rhodes to accept the Meeting Minutes of April 23, 2013

2<sup>nd</sup> Mike Medwid

Unanimous

The Chairman then declared the motion duly passed.

4. Presidents Report - Table

5. Old Business

- External Relations
  - o Heather was busy with other commitments but now has a bit of time to focus on this committee
- Bragg Creek Days
  - o See attached report
  - o Sponsorship, still looking for a well know community member to be the lead volunteer on this
  - o Food: potential to make a profit using Giuseppe as he is providing his services free of charge and we will pay for the cost of food
  - o Dog Show, looking to have two stages so dog show can be front and centre and if it runs long the music can set up on the other stage and get going on time

- Hockey Surface. Looking to do something with the space. Bragg Creek Hockey has first chance to use this how they want as a potential fundraiser
  - Budget/Sponsorship \$\$\$
    - Board members are going to look at the list of potential sponsors and email Peter with anyone they are comfortable contacting (the ones they have an "in" with
  - Bragg Creek Hockey
    - They are committed to Redwood for the 2013/14 year. Redwood is better suited to meet their needs.
    - Discussion around weather or not there is a need for a full hockey ice surface in Bragg Creek for the future
  - Strategic Plan
    - Tim, Robert and Brooke will go over plan and create action plans, everything will be compiled in a binder
6. Treasures Report
- Cash Flow
    - Still waiting on info from Sabu on what accounts are combined to make the cash flow
  - Budget
    - Numbers are not in yet
      - Lisa will meet with Brooke next week to go over budget
7. New Business
- 18-30 Dance: Steve not present to discuss. Brooke will take over this event and ensure it gets organized. However Brooke is unable to attend the night of. Sunil and Mike have offered to be on site during event
  - Show and Shine: Not enough time, canceled
  - Signing Authority
    - Will ensure letter is made and sent to the bank

A motion was made by Sunil Mattu to Resend an earlier motion of requirement to submit a event budget at least 3 months prior to event

2<sup>nd</sup> Peter Faloon

Unanimous

The Chairman then declared the motion duly passed.

A motion was made by Peter Faloon to go ahead with the 18:30 dance

2<sup>nd</sup> Lisa Johnston

Unanimous

The Chairman then declared the motion duly passed.

8. Next Meeting June 18<sup>th</sup> 2013

Meeting adjourned 9:49

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Sunil Mattu, President      Date      \_\_\_\_\_/\_\_\_\_\_  
Mike Medwid, Secretary      Da



