

MINUTES: BCCA Board Meeting

Date: Tuesday, November 26, 2024
Time: 6:30pm – Adjournment
Location: Bragg Creek Community Association

Directors Attending: Sher, TL, Vic, Calvin, Jos, Tanjou, Ramonde
Guests Attending: Guy
Regrets: Lindsey

Mission: We support the greater Bragg Creek area through programs, events, services and facilities that build community.

Vision: Our community is connected and engaged through our welcoming and vibrant community association.

Areas of focus: Revenue, infrastructure and operations, facilities and grounds, programs and services, events.

- 6:30** **Call to Order at 6:30pm**
Agenda Approval
Motion to Approve Minutes dated Oct 29, 2024 made by: TL
2nd by: Cal
Motion Approved Unanimously
- 6:40** **Elect Today's Secretary:** Ramonde will record Minutes and Distribute for this meeting. Board will rotate secretary responsibility until the role can be filled. Active recruitment underway – see Treasurer's Report for details.
- Introductions to Welcome New Directors**
- 6:45** **Executive Director's Report – Guy**
Request for Decision: As stated in ED Monthly Report
Motion to Close Facility beginning end of day Dec 23rd until regular office opening on the morning of Jan 2nd made by: Cal
2nd by: Vic
Motion Approved Unanimously
Motion to provide continued pay to staff for regular work hours during aforementioned facility closure by: TL
2nd by: Ramonde
Motion Approved Unanimously
- 7:00** **Treasurer's Report –**
No Treasurer Report this Meeting due to vacant role of Treasurer.
Recruitment Plan to fill our Treasurer and Secretary vacancy is as follows:
- Spirit of Christmas Volunteer Room – Place notice of opportunity. Sher to provide Job Description to Ramonde – Ensure notice is posted in the volunteer room for this weekend and ask the room host to point it out to people in case they, or someone they know, would be interested.
 - Follow plan for promotion of opportunity as with Spirit of Christmas

Chair recruitment – Website, posting at Post Office, social media.
Guy to action following receipt of job description from Sher.

Streamlining of treasurer report to the board is required. **Decision** to utilize reporting available in Sage, specifically the Comparative Income Statement YTD. This Sage report will be supplemented with a Treasurer Report containing notes and insights to help interpret variances in the Sage report. Process intended to be:

1. Sage Comparative Income Statement YTD – Guy/Accountant and Treasurer generate and review on the 15th of each month.
2. Treasurer, with the assistance of Guy, creates any notes or comments to help interpret variances or otherwise adds qualitative information in the form of a "Treasurer Report" that accompanies the Sage Report.
3. The above two documents are put into the Board folder 1 week in advance of the Board Meeting.
4. Board Members are to review the information provided and provide any questions to the Treasurer in advance of the Board meeting to allow time for researching responses.

7:30

Committee Reports:

STANDING COMMITTEES

- Human Resources – Sher
 - Nothing to add that was not included in Guy's ED report.
- Bragg Creek Veterans Memorial Committee – Sher
 - All accounting line items relating to this committee have been spent for cenotaph restorations, as was the plan for the funds donated.
 - Remembrance Day went well and was very much enjoyed by the community. Roughly 350 to 400 people attended, which hit record numbers. It was a fulfilling experience and, of special note, the new add on this year welcoming community members to display personal memorabilia was appreciated and enjoyed by all.
- Facilities and Infrastructure – Calvin
 - Ongoing insurance issues are nearing completion.
 - Cal's focus with the committee is on the overall structure layout so that any plans for future facility and grounds work can have a basis for decision making.
 - Leak in suppression system has been fixed.
- Sustainability and Resiliency Committee – Lindsey
 - No update
- Volunteer Management Committee – Ramonde
 - Presentation of Volunteer Reporting from SignUp, covering 2019 to the Fall of 2024
 - Learnings are that SignUp can offer good reporting for us if we use it consistently and set it up to capture the information the BCCA needs.
 - Take away actions for the VMC:
 - o Define what hours will be recorded in SignUp.

- Work within the SignUp capabilities to collect needed information.
- Run a SignUp standard report for 2024 following Spirit of Christmas.
- Run SignUp standard reports for July 1 to June 30 annually and report same to the Board.
- Rink Committee – TL
 - Ice Opening – Need about 7 more days to have the ice ready. Rink Committee will inform Guy when it is officially open.
 - Draft Proposal presented for Review.
 - Zamboni Building Project Proposed as an initial introduction to the idea following receipt of a donated Zamboni to the BCCA.
 - Decision not requested at this time. Rink Committee will gather more information as needed but request general feedback on the idea before investing time to build the proposal.
 - Value adds were discussed.
 - Responsive Notes from Board:
 - Operating costs – need to learn more about what additional operating costs would result. WiW proceeds would potentially be earmarked to help support.
 - Potential that RVC has indicated a recreational facility in our area. More information needed to understand what impact that may bring regarding our rink.
 - Snow coverage on the ice is an overriding challenge to operations. Vic recounted how this, and a Zamboni were explored back in 2007 to 2009. This info may provide valuable information for us now. Vic to help provide this history to the committee.
 - Reminder to all that RVC funding to the BCCA was reduced, and will continue to be reduced annually, eventually reaching \$120,000 per year.
 - Vote was unanimous to continue exploring project viability.
 - The Rink Committee will work with the Facilities Committee to develop and bring something back to the Board in January if possible, to coincide with budgeting startup work.
- Community Research Committee – TBD
 - New committee needs to be named due to exiting directors.

ADHOC COMMITTEES

- Spirit of Christmas – Shaye
 - Fantastic line up of activities and vendors this year.
 - More business participating in activities is adding lots of new energy.
 - The event runs on Sunday too this year.
 - More VOLUNTEERS needed. We are hosting the volunteers out of the Little School House this year.
 - 3 Point Environmental is supplying hot soup for volunteers both days!

- We have two free draws for gift baskets for the volunteers this year – 1 is for youth volunteers (donated by Little School House); and 1 is for adults (donated by Kim Wilson of Pampered Chef)
- Winter in the Woods – TL
 - Date moved from the last Saturday in Jan to the first Saturday in Feb = Feb 1st this year.
 - We continue to work with Easter seals to establish how Hockey for Horizon and BCCA can work together on fundraising.
 - Tanjou will join WiW committee.

Motion to adopt the drafted rental agreement for Hockey for Horizon with the amount to be negotiated made by: TL

2nd by: Vic

Motion Approved Unanimously

Motion to approve tentative budget presented made by: Cal

2nd by: Vic

Motion Approved Unanimously

8:30

Liaison updates: No updates available for this meeting.

- RVC ASP Visioning Committee update – Lindsey
- Bragg Creek Wild – Lindsey
- Bragg Creek Environmental Coalition (BCEC) – Lindsey
- Bragg Creek Foundation – Sher
- Bragg Creek Snowbirds – Sher
- Bragg Creek Chamber – TL
- Bragg Creek Trails – TBD

8:35

New Business – Nothing Added

8:40

In Camera – Nothing Added

Adjournment

Next meeting: Monday, Dec 23rd – Staff and Board Christmas social begin at 5:00pm, followed by Board Meeting.



AGENDA: BCCA Board Meeting

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- 6:30** **Call to Order**
Agenda Approval- additions?
Minutes Approval- errors or omissions? *Motion*
- 6:35** **Elect Today's Secretary**
- 6:40** **Executive Director's Report – Guy**
- 6:45** **Treasurer's Report – TBD**
- 7:00** **Committee Reports - include brief committee purpose**

STANDING COMMITTEES

- Human Resources – Sher
- Bragg Creek Veterans Memorial Committee – Sher
- Facilities and Infrastructure – Calvin
- Sustainability and Resiliency Committee – Lindsey
- Volunteer Management Committee – Ramonde
- Rink Committee – TL
 - Draft Proposal for Review
- Community Research Committee – TBD

ADHOC COMMITTEES

- Spirit of Christmas – Shaye
- Winter in the Woods – TL

7:50

Liaison updates:

- RVC ASP Visioning Committee update – Lindsey
- Bragg Creek Wild – Lindsey
- Bragg Creek Environmental Coalition (BCEC) – Lindsey
- Bragg Creek Foundation – Sher
- Bragg Creek Snowbirds – Sher
- Bragg Creek Chamber – TL
- Bragg Creek Trails – TBD

8:20

New Business

8:30

In Camera

Adjournment

Next meeting date **TBD**, at 6:30pm





Bragg Creek Centre

Executive Director Monthly Report

Submitted By: Guy Latour
Date: November 26th, 2024

Summary of monthly initiatives

HR – Supervision, Payroll, scheduling

- Anthony Murdoch was not able to commit to a starting date as our Rental & Marketing Coordinator. We moved on to next suitable candidate William Akoto. William started on November 14th. Unfortunately, William is away from November 24th to December 15th due to previously scheduled wedding in Toronto.
- Caroline Bees has been hired as our Program Coordinator and started work on November 18th.
- Orientation and onboarding process started and ongoing
- Shay is still working for us supporting through the onboarding and transition of new staff

Facility

- We have approved the daycare improvements. We have signed and updated agreement amendment allowing them allowing their improvement and an increase in their room and gym lease of 2.5% per year for five years.
- We have hired Big Earls to do our parking lot and road snow removal. We have hired Adrian as a contractor to perform the snow removal around the building entrances. We have had walk through for snow removal with both Big Earls and Adrian.
- Rink shack post damaged repaired and paid by rink paving contractor.

Rentals

- Three weddings booked for 2025. Several other considering us as venue
- Provided support for Artisans Market. Went well. Some issues with temperature and breakers blowing
- We had several birthday rentals with bouncy castles
- Sher and I discussed organization/group membership fee and decided on \$100

Financial & Fundraising

- Regular financial support
- Rink Boards – has taken significant time
 - 36 ads renewed
 - 16 new or upgraded adds
 - 16 ads cancelled and removed
 - 6 ads in unknown status
 - Total revenue so far is \$12,150 revenue so far
 - Net after expenses will be \$8,000 - \$9,000

Administration

- No update

Short and Long-Term Planning

- No updates

Communication & Marketing

- Lots of updating website with new information when it arrives
- Management of social media – new posts and weekly reposting
- In transition of having William taking over all communication and marketing





Bragg Creek Centre

Programs

- Movie night added for Movie Night for Friday December 13th
- Caroline is getting familiar with programs

Education & Networking

- Still unable to attend any networking opportunities with the Federation of Communities due to workload

Policy and procedure

- Updating draft Program Partnership Policy- consulting with new Program Coordinator – I will bring back to the board in the new year

Board Governance

- Updated website with documents from past meeting
- Sher and I have the following request for decisions. They are simple recommendations, so I did not due up full request for decision documents
- **Request for Decision. Facility closure. Recommendation that we close the facility from December 24th noon until January 2nd. This has been done in the past**
- **Request for Decision. Staff Pay. Recommendation that we pay staff during the facility closure and time off.**

Events

- Spirit of Christmas - Market is being managed by staff. We are fully booked with 55 vendors. Staff are providing any support needed for the event activities when needed. Significant time spent supporting event
- Remembrance Day – Supported committee. It went well with around 300 – 350 attendees
- Winter in the Woods – supporting event as required
- **Request for decision – Kathleen Burk would like to host a free Christmas dinner for the community on Movie Night December 13th. She is willing to pay for the rental. I am recommending since it's a free dinner for the community that we do not charger her for the rental. I have not received anything official yet from her**

IT

- Supporting it in multiple ways







Volunteer Reporting SignUp - BCCA

From 2019 to
the Fall of 2024



Steps in preparing these initial reports:

1. Ran a full field download from SignUp into a CSV / excel spreadsheet.
2. Devised some questions we were hopeful the data could answer.
3. Cleaned up the data as best possible.
4. Added in some field information such as date of the event.
5. Developed a pivot table and generated reports to help answer our questions.

Discoveries:

- ▶ Our usage of SignUp is new and has been inconsistent prior to 2024.
- ▶ Initial reports can only show the history of the BCCA usage to date.
- ▶ Data in = data out
 - ▶ The reports only reflect shifts recorded in SignUp.
 - ▶ It does not contain the hours worked by individuals not registered in SignUp.
 - ▶ Extra shifts are sometimes added for events to ensure no one gets turned away. This creates over reporting of vacancies.
- ▶ We are not set up to duplicate this level of reporting annually, but rather, **we need to set up and use SignUp in the way that supports the annual reporting we want to see going forward.**

What do we want to know?

▶ Here are our initial questions:



Question: How many volunteer hours were recorded in SignUp per year?

Sum of Hours tracking	Colour ▾	2019	2022	2023	2024	Grand Total
Row Labels	↵					
(blank)						
Grand Total		195.5	356.5	331.25	576.25	1459.5

2019 (1 event, 31 volunteers) – B C Days

2022 (3 events, 79 volunteers) – WiW, B C Days, Christmas

2023 (5 events, 80 volunteers) – WiW, Skuzzy Party, Taste, Playground, Christmas

2024 (5 events, 85 volunteers) – WiW, Casino, B C Days, Market, Christmas



Question: Who are our top contributors in terms of SignUp Hours?

Row Labels	2019	2022	2023	2024	Grand Total
Tim Bester			13.5	132.75	146.25
Sher Hayes		21	14.25	28.5	63.75
Terri-Lynn Duque		2	18	22	42
Renate van der Zande	8	16	10	4.5	38.5
Rose Dallyn	13	14			27
Cathy Martin	8	2.5	3	11.5	25
Peg Rupert	3.5	7	5.5	8.75	24.75
Bernadette van Ommeren			10	14.75	24.75
Shaye Radford	8	8		7	23

It is apparent many hours are not recorded in SignUp.

Next Step: We need to define what hours are relevant to SignUp reporting, and what contributions should be handled outside of SignUp.

Question: How many volunteers have we lost?
(Who has not been back in 2023 and 2024?)

- ▶ 2019: We had 23 volunteers in 2019 that have not returned.
 - ▶ ?? Moved away or otherwise left
 - ▶ ?? Still here
- ▶ 2022: We had 47 volunteers in 2022 that have not returned.
 - ▶ ?? Moved away or otherwise left
 - ▶ ?? Still here

Next Step: The VMC can try to determine what portion of "lost" volunteers moved away.

Next Question: For those that are still here, why have they not returned to volunteering and what can we do about it?

Question: Who are our new starters? (2023 & 2024?)

- ▶ **2023** – 55 new volunteers started.
 - ▶ 12 of the 55 returned in 2024 to volunteer again. **43 did not return.**
- ▶ **2024** – 51 new volunteers started.
 - ▶ These are 51 people who have not been registered in SignUp before this year.

Question: Are we being successful at engaging more Youth volunteers?

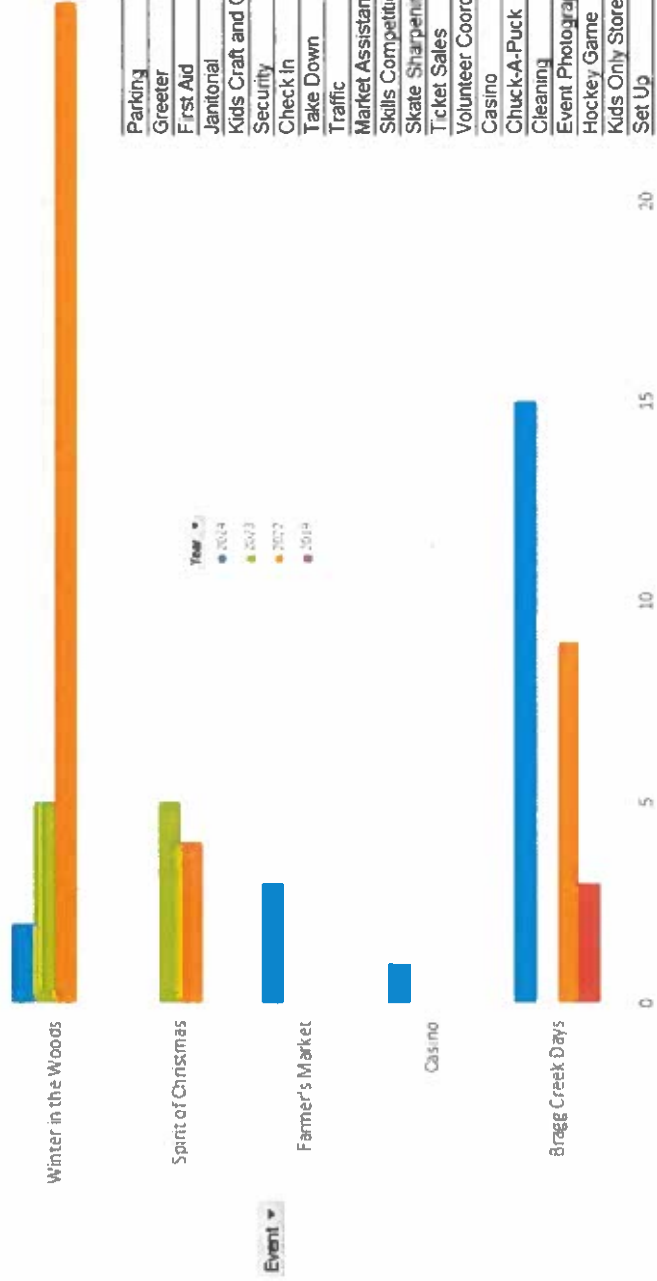
- ▶ **Unable to report at this time.**
- ▶ Demographics are not recorded in SignUp based on our event setups.
- ▶ Beginning with Spirit of Christmas 2024 – We have added a question for SignUp participants to indicate if they are a youth to help track for future reporting.
- ▶ This will also help with the waivers process.

GENERAL INTEREST REPORTING

Just for background and interest peaking purposes.

Understanding Task/Role Vacancies

Vacancies
(unfilled roles, tasks performed by others, or undocumented)



	2019	2022	2023	2024	Grand Total
Parking	0	2	6	1	9
Greeter	0	6	0	2	8
First Aid	0	3	2	1	6
Janitorial	0	5	0	1	6
Kids Craft and Games	2	2	0	2	6
Security	1	3	0	1	5
Check In	0	4	0	0	4
Take Down	0	1	0	3	4
Traffic	0	2	0	2	4
Market Assistant	0	1	0	2	3
Skills Competition	0	3	0	0	3
Skate Sharpening	0	2	0	0	2
Ticket Sales	0	1	0	1	2
Volunteer Coordination	0	1	0	1	2
Casino	0	0	0	1	1
Chuck-A-Puck	0	0	1	0	1
Cleaning	0	0	0	1	1
Event Photographer	0	0	0	1	1
Hockey Game	0	1	0	0	1
Kids Only Store	0	0	1	0	1
Set Up	0	0	0	1	1
Sports Zone	0	1	0	0	1
Grand Total	3	38	10	21	72

Question: When do people typically SignUp to Volunteer?

Avg Registration Lead Time (Days)	
3	Playground
3	Taste of Bragg Creek
3	Farmer's Market
5	Spirit of Christmas
6	Skuzzy Beach Party
7	Winter in the Woods
8	Bragg Creek Days
30	Casino

Tasks with sign up less than 1 week prior to the event (least popular tasks?)

Security
Parking
Fire Pit
Chuck-A-Puck
Skate Sharpening
Concession
Parade
Ticket Sales
Market Assistant
Take Down
Skills Competition
Kids Craft and Games
Counter
Membership Sales
First Aid
Taste of Bragg Creek Ambassadors
Traffic
Labour
Sports Zone
Janitorial
Human Curling
Photographer

Tasks with sign up more than 1 week prior to the event (most popular tasks?)

Volunteer Coordination
Set Up
Wagon Helpers
Cashier
Cleaning
Pie-Eating Contest Assistants
Greeter
Hockey Game
Rink Support
Silent Auction Table Supervision

Repeat Volunteers

Of the 206 people who volunteered throughout the reporting period of 2019 to fall of 2024;

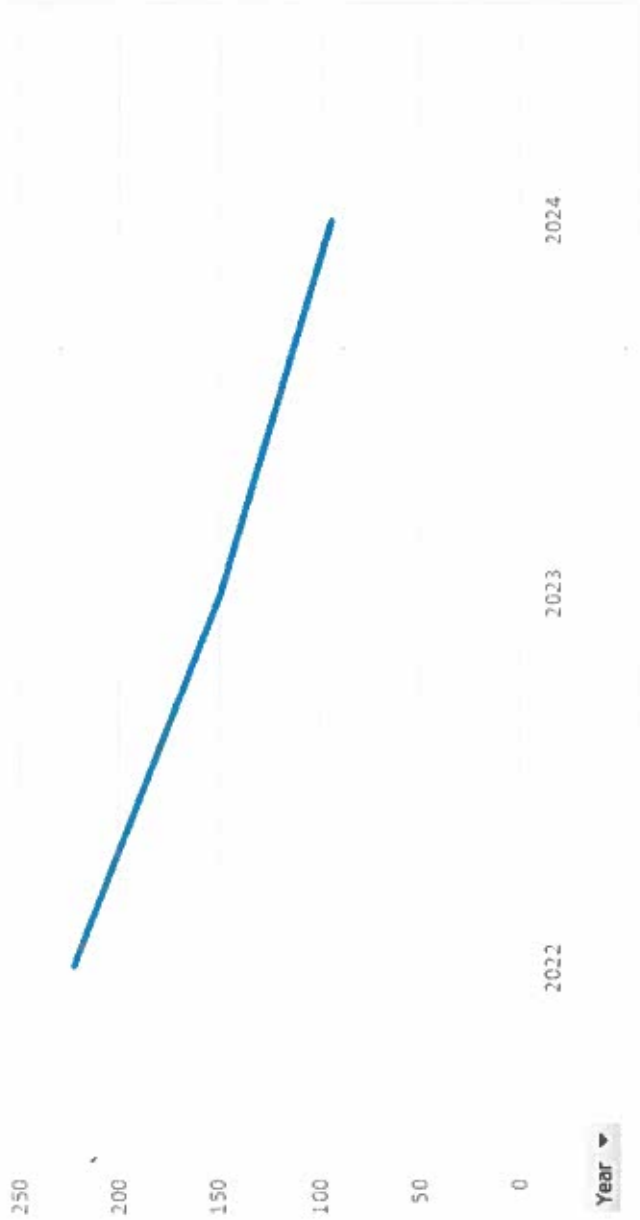
- ▶ **23% volunteered in multiple years.**
- ▶ **77% of volunteers participated in just one year.**

Volunteer Engagement – Winter in the Woods

Event ▾

Sum of Hours tracking

Winter in the Woods



Volunteer Engagement – Bragg Creek Days

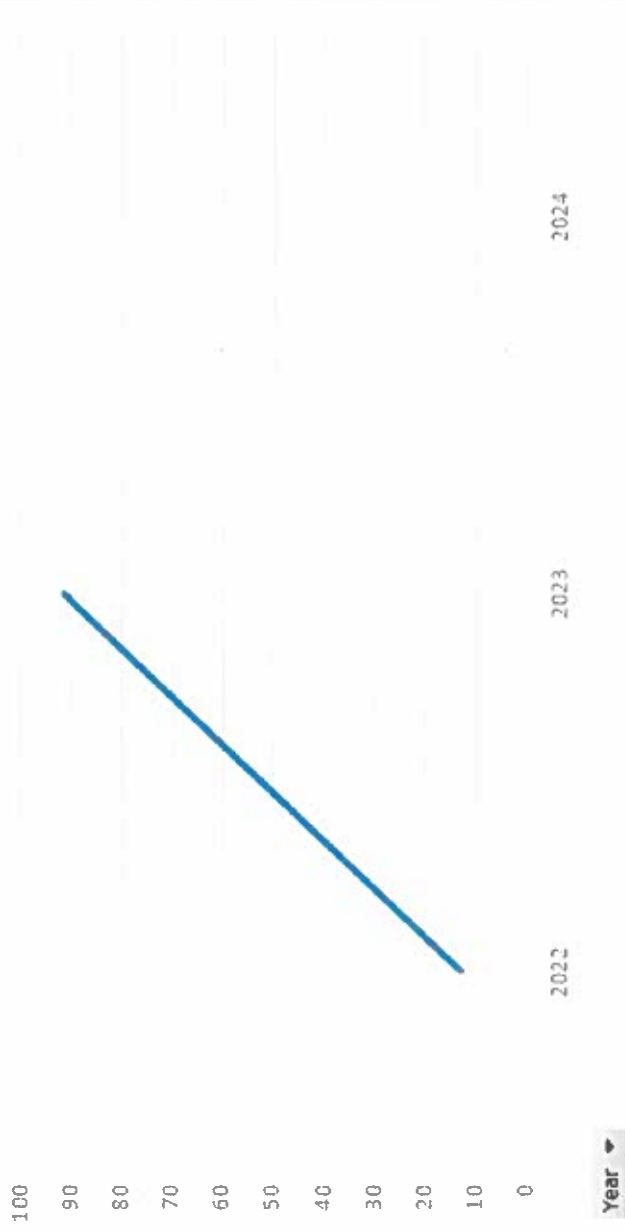


Volunteer Engagement – Spirit of Christmas

Event ▾

Sum of Hours tracking

Spirit of Christmas



“ Final Question:

**What does the BCCA need to know,
on an annual basis, to continue
the evolution of volunteer
management excellence? ”**

**THE VOLUNTEER MANAGEMENT COMMITTEE WILL REVIEW THE REPORTS AND YOUR INPUT
TO DEVELOP A PLAN AND PROCESS FOR ONGOING REPORTING.**



Winter in the Woods 2025 Committee – DRAFT for Discussion

- **Lead:**
 - **TL:** Overall project management: schedule, scope, budget
- **Communications/Brand:**
 - **Ramonde:** promotion timeline
 - **William:** posters/signs, social media, TV/radio media, event signage, and sponsor tracking/recognition plan
- **Volunteer Lead:**
 - **TBD:** volunteer swag design & order, volunteer room setup (food, draws, etc.), signup.com management
- **Business Liaison:**
 - **TL:** Chuck-a-Puck, sponsorship recruitment, donations, gifts, silent auction items
- **Beer Gardens:**
 - **Guy:** licensing, setup, logistics, tickets, cash management
 - **Rose:** supply, setup, bar management, bar trailer
- **Indoor Concession:**
 - **Michele MacDonald/Bragg Creek Foundation:** Chili, chips, pop, water, tea, coffee
- **On-ice activities:**
 - **Nikita:** Bears game,
 - **Sarah:** Hockey for Horizon,
 - **TBD:** human curling + prizes, skills competition + prizes, Oh Canada singer for evening game (Jan Arden?), Emcee for each event, Pistols/Bucks Game, Chuck-a-Puck
- **Off-ice activities:**
 - **TBD:** kids games, etc...
 - **Dick:** sound system
 - **Nolan + Crystal + Banded Peak Kids:** hot chocolate, dressing room decorations
 - **Auntie School (Jessie):** Metis games/bannock
 - **Guy/Lynn:** Dressing room setup
 - **Jenn Sparkes:** After party/Silent Auction
- **Market + fundraising:**
 - **TBD:** market vendor management,
 - **TBD:** 50/50, raffle(s), donations to BCCA/Zamboni, cash/machine management
 - **Guy/William:** licensing, setup, logistics, tickets, cash management
- **Rink Rats:**
 - **Bob + Justin:** in charge of keeping the ice clean/safe/fun! + “centre ice” sponsor logo

Winter in the Woods 2025 - Board Report, Nov. 25, 2024

Winter in the Woods 2025 - Draft On Ice Schedule

Feb. 1, 2025

Start Time	End Time	Activity
9:00	9:45	Ice Clean:Shovel/Sweep
9:45	10:00	Bears Warm-up
10:00	11:00	Bears Game
11:00	11:45	Hockey Skills Competition
11:45	12:30	Ice Clean:Flood
12:45	1:00	Hockey for Horizon (warm-up)
1:00	2:15	Hockey for Horizon Game
2:15	2:45	Sledge Hockey Demonstration
2:45	3:15	Ice Clean:Shovel/Sweep
3:15	4:00	Family Skate
4:00	4:45	Human Curling
5:00	6:00	Ice Clean:Flood
6:00	7:00	Pistols vs. Bucks Game
7:00	7:30	Chuck-a-Puck

Planning Budget:

- Sponsorships: \$8330
- Revenue: \$14,150
- Expenses: \$8,373
- **Profit: \$14,107**

WiW 2025 Committee Positions To Fill:

- **Volunteer Lead: TBD:** volunteer swag design & order, volunteer room setup (food, draws, etc.), signup.com management
- **On-ice activities: TBD:** human curling + prizes, skills competition + prizes, Oh Canada singer for evening game (Jan Arden?), Emcee for each event, Pistols/Bucks Game, Chuck-a-Puck
- **Market + fundraising: TBD:** market vendor management, **TBD:** 50/50, raffle(s), donations to BCCA/Zamboni, cash/machine management

Project Updates

- TL & Guy Negotiating Rental Contract with Easter Seals Hockey for Horizon event for \$2000
- 600 Pucks + tickets to be delivered to businesses this Friday by TL & Trish from BC Chamber
- Next steps: Communications Lead to start advertising, Volunteer Lead to order Swag, Determine if we will have winter market or not



Revenue: \$17,525.71
 Expenses: \$11,900.57
 Profit: \$5,625.14

Budget	Actuals	Variance
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SPONSORSHIPS

	Budget	Actuals	Variance
Chamber of Commerce - Pucks (Title)	\$ 2,500.00		-\$ 2,500.00
Cowboy Trall Brewery - Ice (Title)	\$ 2,000.00		-\$ 2,000.00
Italian Farmhouse	\$ 1,000.00		-\$ 1,000.00
The Trading Post	\$ 400.00		
ATB?			
Tributes Group (\$70 per puck setup)	\$ 2,030.00		confirmed
Rockies	\$ 400.00		idea
TBD	\$ 700.00		
TBD			
TOTAL SPONSORSHIPS	\$ 9,030.00	\$ -	-\$ 5,500.00

Logo on Pucks
 Logo on Ice

TBD

Logo on Pucks
 *instead of hot food this year?
 Volunteer Buffs/Toques
 Live Music

Value		
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IN-KIND CONTRIBUTIONS/DONATIONS

	Value		
Big Earls - Snow Removal?	\$ 800.00		idea
Powderhorn, Rose - Bar Setup	\$ 500.00		confirmed
Gateway, Dick - Sound System	\$ 2,000.00		idea
BavTav Gift Basket - Volunteer prize	\$ 50.00		confirmed
Turkey & Pistols Swag, Rob - Volunteer prize	\$ 50.00		idea
Kieran Keddle - signed jersey - raffle	\$ 100.00		idea
Auntie School, Jessie - Bannock	\$ 50.00		idea
Whiskey & Woodsmoke - ? - Volunteer prize	\$ 50.00		idea
Platypus Ceramics, Erin - pottery mug - Volunteer prize	\$ 50.00		idea
Heart Café - Volunteer prize	\$ 50.00		idea
Mountain Bistro - Volunteer prize	\$ 50.00		idea
Cycle 22X - Volunteer prize	\$ 50.00		idea
Misty Creek - Volunteer prize	\$ 50.00		idea
Painted Moose - Volunteer prize	\$ 50.00		idea
TOTAL IN-KIND	\$ 3,900.00	\$ -	\$ -

*For BCCA & Dicks's lot
 *Confirm value with Rose. Rose already confirmed she will do the Bar
 *Confirm value with Dick. Dick already confirmed he will do the sound
 *Confirmed with Nadia
 *Jessie liked idea, need to confirm
 *free fat bike rental?

Budget	Actuals	Variance
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REVENUE:

	Budget	Actuals	Variance
Pucks	\$ 6,000.00		-\$ 6,000.00
50/50	\$ 500.00		-\$ 500.00
Beer Garden Sales	\$ 2,750.00		-\$ 2,750.00
Donations to BCCA/Rink	\$ 500.00		-\$ 500.00
Silent Auction	\$ 1,500.00		-\$ 1,500.00
Market?	\$ 900.00		-\$ 900.00
Hocky for Horizon - "Venue Rental" (Partnersh	\$ 3,000.00		-\$ 3,000.00
			\$ -
TOTAL REVENUE	\$ 15,150.00	\$ -	-\$ 15,150.00

*needed?
 *needed?

TOTAL SPONSORSHIP & REVENUE: \$ 24,180.00 \$ - -\$ 24,180.00

Budget	Actuals	Variance
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EXPENSES:

	Budget	Actuals	Variance
Advertising + social media	\$ 500.00		-\$ 500.00
Signs	\$ 500.00		-\$ 500.00
ATM rental	?		?
Volunteer Buffs/Toques	\$ 700.00		-\$ 700.00
Pucks	\$ 3,780.00		-\$ 3,780.00
Chuck-a-Puck 1st Prize	\$ 700.00		-\$ 700.00
Chuck-a-Puck 2nd Prize	\$ 350.00		-\$ 350.00
Chuck-a-Puck 3rd Prize	\$ 150.00		-\$ 150.00
Puck ticket printing	\$ 200.00		-\$ 200.00
New rink sign (after event)			\$ -
Live Music			\$ -
Ice Bags to make our own for event			\$ -
All Licencing - to be broken out postevent	\$ 200.00		-\$ 200.00
50/50 Tickets	\$ 50.00		-\$ 50.00
Dr Tickets	\$ 50.00		-\$ 50.00
N wireless rental x2 - 1 week	\$ 60.00		-\$ 60.00
Volunteer Food Vouchers for Concession	\$ 500.00		-\$ 500.00
Greening Up Event - 2 x Garbage Stns	\$ 160.00		-\$ 160.00
Porta Potties (1 set of 2 - near beer garden)	\$ 473.00		-\$ 473.00
			\$ -

*ask cabin if he wants to do?
 *should this be included in event costs?
 *should we have for 2025?
 *needed?
 *Get from Guy (long with all rules, setup, timing etc.)
 *Talk to Guy about logistics and access for volunteers vs. staff
 *Talk to Rose to confirm
 *Talk to Guy about logistics and access for volunteers vs. staff
 *needed?
 *needed?
 *needed?



Winter in the Woods 2025 Rental Agreement – DRAFT

As part of the BCCA Winter in the Woods Festival 2025, Easter Seals will have access to the BCCA Outdoor Rink from **12:45pm to 2:45pm on February 1, 2025** to host a hockey game and a sledge hockey demonstration. Details include:

- “Hockey for Horizon” hockey game: 1 hour30min on the ice rink (15 min warm up, 75 min game, including all intermission times), access to two heated dressing rooms, outhouses, and indoor heated washrooms, drinking water and Gatorade for players,
- Sledge Hockey demonstration: 30 min on the ice rink, access to two heated dressing rooms, outhouses, and indoor heated washrooms, drinking water and Gatorade for players,
- Schedule:

12:45	1:00	Hockey for Horizon (warm-up)
1:00	2:15	Hockey for Horizon Game
2:15	2:45	Sledge Hockey Demonstration

- Dressing Room Access: Access will be granted to dressing rooms at 12:15pm (30min prior to ice time), no earlier. Easter Seals is responsible for managing the dressing room use between Hockey players and sledge hockey players.
- Parking Access: on-site parking at the back of the building for players only, all spectators must use designated festival parking. Easter Seals must provide all players with a parking pass to show on site security
- Ice Surface: Ice Surface quality will be the responsibility of the BCCA. Ice surface will be cleared and flooded prior to the warm-up. No other ice maintenance will take place during the Eater Seals events, unless done by Easter Seals volunteers. If Easter Seals wants to provide volunteers to shovel the ice, BCCA will provide shovels and instructions for where to dump snow.
- Sounds system will be included with the rental: microphone, music connection, speakers (Easter Seals must provide and run any music and provide an MC for their events)
- On-site amenities also include outdoor firepit, spectator seating, indoor concession, outdoor beer gardens/bar area,
- There will be limited space outdoors for additional setup. Easter Seals will be granted space to set-up up to 3 tables outside or one table inside. Set-up plans must be finalized no later than Jan. 15 with BCCA Rental Coordinator.
- Any on-site raffles or additional fundraising must be disclosed and agreed to in advance by Winter in the Woods Lead
- By signing this agreement, you agree to follow all “Alberta Health and Safety” Rules
←insert language here
- Easter Seals agrees to support the promotion of the Winter in the Woods Festival by including a link to the festival website on all promotional materials. ←insert better language here

- BCCA agrees to support the promotion of the Hockey For Horizon game by including a link to the website on all promotional materials. ←insert better language here
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All-inclusive rental fee: \$2000 (do we need to add GST to rental rates as well?)

