



**MINUTES OF THE BHCA EXECUTIVE BOARD MEETING  
WEDNESDAY, SEPTEMBER 27, 2023, 7:30pm  
At the Beacon Hill North Community Centre**

**1. Quorum and Call to Order (7:42pm)**

**PRESENT:** Jeff Kaluski, Stephanie Lane-Kaluski, Brook-Lynn Quinlan, Mike Hood, Nancy Westran, Stephanie Delorme, Marguerite Born, Richard Fransham, Karim Khan

**ABSENT:** Mikey Hood, Keith Moody, Nicholas Korhonen, Charlotte Field, Shawn Plunket, Ralph Smith, Martin Guenette, Tim Tierney

**2. Adoption of Agenda:** The agenda was modified to defer item 6d until next meeting. It was then adopted by consensus. **ADOPTED**

**3. Adoption of Minutes:** Minutes of the meeting held August 29, 2023, were circulated. No errors or omissions were reported. The minutes were moved by consensus. **ADOPTED**

**4. President's Report**

The President reported on three main updates since last meeting:

- 1) The quotes for the equipment required for BHCA to run its own movies in the park have yet to be secured as the sales representative was on vacation. This will be revisited next meeting.
- 2) The movies in the park (put on through a company) was a great success with a wonderful community turnout. A big shout-out to our 2<sup>nd</sup> VP Brook who really brought it together
- 3) The lawyer was contacted for the review and advice of the BHCA Constitution on this past Sunday

**5. Financial report**

The Treasurer reported on the bank balance of over \$18,000 and stated that we had paid the Movies in the Park company (Quality Entertainment). She's looking to put together a balance sheet, but to do that, we need to understand any assets (equipment) that is owned. **Action for all: Please contact the treasurer with any assets under your care.** She is also looking to set up an annual view of expenditures for the year. **Action for all: Please provide any estimates of projects/expenditures that may be included in this budget.** High-level estimates are fine as we start to track annual financial planning.

## **6. Old Business**

### **a) Review of Constitution – set up of sub-committee**

The Secretary provided an update received administratively by the Sponsorship/Local Business Chair: There has been continued progress and the lawyer is now connected with the sub-committee, but this just happened this week. A draft constitution will not be available by October, this may impact our planned AGM timing.

A general discussion ensued about taking the time needed to finalize the Constitution prior to hosting the AGM. It is understood that there is a grace period of up to six months and it may all be necessary. To be revisited at our October meeting for discussion.

### **b) Community Learning Hub**

Nothing new to report since last meeting, a few community members have proposed some resources and the Treasurer offered to help with follow-ups.

### **c) Report: Movies in the Park**

The event had a great turnout, especially for a fall night and a last-minute event. It does seem like the community has an appetite for this type of gathering, it reconfirms the idea to buy our own equipment to put on more events at a reduced cost.

### **d) Update: BHCA Community Engagement - deferred**

### **e) Update: Holiday fun event**

The President contacted our Councillor, who is supportive of the event, he also contacted Faith leaders to see how to promote an inclusive event. Dates are being investigated for the event – it is proposed that we will need the entire centre and not just the big room. Once available dates are known, the President will send them out for discussion/information.

## **6. New Business**

### **a) Trivia Night**

The Special Events/Programs Coordinator suggested a Trivia Night in the spring. A discussion among the board was supportive of the idea. There would be prizes and the BHNCC would be booked, so there will be expenses. The Special Events/Programs Coordinator will come back with a proposed financial cost breakdown and more information due to the signs of support from the discussion.

### **b) Meeting dates – including next community meeting and AGM**

The Secretary reminded the board that meetings are held on the last Tuesday of the month, unless there is a published exception, such as in October, when the last Tuesday is Hallowe'en. The meetings were decided to be held via Zoom, and Quarterly they will be in-person, either as a social gathering (pub/bar) or a General Meeting (AGM)

### **8. Roundtable discussion**

Our Civics Chair is leaving the country so he is resigning from his post. We thank him for his efforts. Michael Howard has renewed an expressed interest and the board is able to appoint an off-cycle filling of a vacancy. The proposal of Michael Howard as Civics Chair was moved by the President and Seconded by the 1<sup>st</sup> VP. **Approved.**

The Memberships coordinator is looking into the Snowsuit drive, it may be supported jointly by Brown's Cleaners. It's a good local charity and could benefit our membership. She is also looking at our membership lists and rationalizing what look to be duplicates. The President suggested that the paid membership from Stripe would be an authoritative source and he offered to run the report and send to the membership coordinator for her review.

Overall feedback from those on the phone is that the hybrid meeting at BHNCC had some sound quality issues and was not optimal.

### **9. Adjournment (8:26pm)**

The BH South Representative moved that we adjourn and it was seconded by the Rinks coordinator at 8:26pm. **ADJOURNED.**

**Next meeting: Tuesday, October 24, 2023 at 7:30pm, - TBD – virtual?**