



**MINUTES OF THE BHCA EXECUTIVE BOARD MEETING  
TUESDAY, NOVEMBER 28, 2023, 7:30pm  
Via Zoom**

**1. Quorum and Call to Order (7:34pm)**

**PRESENT:** Jeff Kaluski, Stephanie Lane-Kaluski, Michael Howard, Brook-Lynn Quinlan, Karim Khan, Nicholas Korhonen, Richard Fransham, Mike Hood, Nancy Westran, Janis Parry-Hood, Keith Moody, Coreen Corcoran, Marguerite Born

**ABSENT:** Stephanie Delorme, Mikey Hood, Shawn Plunket, Ralph Smith, Martin Guenette, Tim Tierney, Charlotte Field,

**2. Adoption of Agenda:** The agenda, as distributed prior to the meeting, was adopted by consensus. **ADOPTED**

**3. Adoption of Minutes:** Minutes of the meeting held October 24, 2023, were circulated. No errors or omissions were reported. The minutes were discussed and clarified during the meeting, and further moved by consensus. **ADOPTED**

**4. President's Report**

The president proposed that the BHCA host a pancake breakfast as has been done in years past. A general discussion occurred and he made the motion to invest \$650 to host the event at Colonel By Secondary School. The BH South representative recommended to consider a school in BH South. The President agreed with the recommendation and will seek out availability at those schools. The President moved to invest \$650, the 2<sup>nd</sup> VP Seconded and there were no objections. **APPROVED**

The contracts for the outdoor rinks have not yet arrived. They were expected 1.5 months ago. The President concluded that there would be no effort expended until the contracts have been received, but at that time, we will need to recruit volunteers. **Jeff will update the BHCA website with the call for volunteers when we are ready to start recruiting.**

**5. Financial report**

The treasurer reported that there is over \$16,000 in the account. The Sponsorship/Local Business Chair confirmed that he had reviewed and reconciled the expense side and is still working on the income side. The review should be completed shortly.

## **6. Old Business**

### **a) Review of Constitution**

The Sponsorship/Local Business Chair had received quotes from two different lawyers, both quoting the review and advising on the Constitution Refresh as well as incorporating the BHCA. When the numbers and scope of services were discussed with the board, a vote occurred and the board voted to engaged Heather Dawe, a lawyer specializing in non-profits.

The board discussed incorporation, there were advantages and disadvantages outlined for the decision. The 2<sup>nd</sup> VP wanted one more meeting to occur to get a 3<sup>rd</sup> party opinion on the alignment of advantages to the BHCA. The Sponsorship/Local Business Chair agreed to the additional meeting. **The 2<sup>nd</sup> VP is to set up that phone call with the advisor, the 2<sup>nd</sup> VP and the Sponsorship/Local Business Chair.**

### **b) Update: Community Learning Hub**

A general discussion of the role of the BHCA and community learning was had. In general, it was concluded that the general subject of Community Learning Hubs was not aligned with the BHCA; however, a local event for community members could be promoted.

### **c) Update: BHCA Community Engagement**

The survey has been updated with everyone's comments and the plan is to roll out the survey in January, as per the written notes from the Communications Director in advance of the meeting.

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

It was decided that there was not enough time to pull the whole event together during such a busy season and with the constraints of availability of locations and volunteers. The idea of Caroling was surfaced and the Programs/Special Events Coordinator offered to run a small sub-committee to pull it together. The Treasurer and the BH South Representative offered to help organize it. The President offered to drive with his truck for collecting food, carry hot chocolate, play back-up music, etc. **The Program/Special Events Coordinator will put out an invite to the subcommittee to organize the Caroling event.**

### **e) Update: Trivia Night**

The Programs/Special Events Coordinator presented an initial, high-level budget for the Trivia Night planned for February. The Programs/Special Event Coordinator proposed that the event be self-funded at \$20 per person, making \$900 for a 45-person event to pay for the room and prizes. The sale of drinks and chips could also be investigated. The President seconded the motion and all present were in favour. **APPROVED for the room booking.**

### **f) Report: BHCA Hallowe'en Party**

The 2<sup>nd</sup> VP reported that the event was a great success and great feedback was received during the event and via social channels. There will be a post mortem within the next couple of weeks for final costs and approximate attendance to be reported.

## **7. New Business**

### **a) Proposed annual schedule of monthly events**

The Programs/Special Events coordinator circulated a proposed annual plan for the input of board members. The Secretary created an online spreadsheet and gave everyone access.

### **b) Councillor pancake breakfast: December**

This was discussed during the President's Report at the beginning of the meeting.

### **c) December meeting date**

The Secretary proposed that there be no meeting in December, but instead have administrative touchpoints via email where each board member should reflect on their roles and make adjustments to their roles or responsibilities based on what they are actually performing or where they see a need for the role to evolve. The current role descriptions are available online, in the BHCA Constitution. The Programs/Special Events Coordinator recommended a meeting for organizing the December and February events. The President directed that subcommittees should be formed in supporting both endeavours and those individuals will want to meet more regularly to plan their respective events.

## **8. Roundtable Discussion**

General discussion. The BH South Representative urged the board to consider event locations in the South as well. With the new BHNCC, our events are starting to be uniquely in the North. The general consensus was that this should be addressed in future events.

## **9. Adjournment (8:40pm)**

The meeting was adjourned by consensus at 8:40pm. **ADJOURNED.**

**Next meeting: Tuesday, January 30, 2023 at 7:30pm via Zoom**