



MINUTES OF THE BHCA EXECUTIVE BOARD MEETING
TUESDAY, FEBRUARY 6, 2023, 7:30pm
Via Zoom

1. Quorum and Call to Order (7:31pm)

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

ABSENT: Michael Howard, Shawn Plunket, Martin Guenette, Tim Tierney,

2. Adoption of Agenda: The agenda, as distributed prior to the meeting, was adopted by consensus, with no one opposed. **ADOPTED**

3. Adoption of Minutes: Minutes of the meeting held November 28, 2023, were circulated. No errors or omissions were reported. The minutes were moved by consensus, with no one opposed. **ADOPTED**

4. President's Report

The councillor did not host his December event, so the BHCA did not invest the \$650.

Thank you to all for their quick email responses, the lockbox system at the rinks help keep the shacks accessible to volunteers for opening without delays. There are plenty of volunteers tending to the rinks this year – a special thank you to Mike Hood for his leadership and getting the rinks supervised and operational.

Thank you for your inputs into the board positions. A document has been circulated with three columns, the original constitution text, the edits from folks in the positions and a proposed evolution of the role. It's still an early draft. Please review and provide your feedback as it will feed into the new constitution.

5. Financial report

a) Updated Statements/Budget

There was an attachment with a draft budget for 2024, and two monthly statements. The ask is that people review the budget tab and come prepared to discuss for our next meeting. If there are omissions or alternate estimates,

please provide them to Nancy directly, for consideration prior to next meeting's budget review.

b) Internal Review of books

The review is complete, there were no concerns or errors to report. The internal review will be formally issued shortly.

6. Old Business

a) Review of Constitution

The phone call with the advisor as described in the November minutes did not occur due to scheduling conflicts. It is anticipated that there will be a letter of engagement and some rapid back-and-forth over the next month to draft up the constitution. **Request of board: Please review the positions in the circulated draft and make a note of those positions you feel aren't truly board positions and are more of a volunteer nature. For example, if someone has an annual role, there is no need to attend a full year's worth of monthly meetings. If this can be done over the next week, it will coincide with the constitution review timeframe.**

b) Update: BHCA Community Engagement

A second draft of the community engagement survey was circulated and no feedback was received. **The board confirmed that the initial round of feedback was sufficient and gave direction to the Director of Communications that the community engagement survey could be released.**

c) Update: Trivia Night

The Director of Programs and Events presented her budget and advised that there were only 2 registered teams. She suggested that if there were not 5 teams registered by February 15, that the event be cancelled. It was confirmed that as the event champion, she didn't need a motion from the board to cancel the event. She would like to have cash prizes for the winning teams, it was confirmed that she could work with the treasurer to arrange payments. It was noted that some feedback was received that events@bhca.ca was not responding to queries. The Director did not realize that she had that account. **The President offered to re-send instructions on February 7 to help gain access to the account.**

7. New Business

a) Next events: March – Councillor-Sponsored Skate (at Richcraft?) April – Easter Egg Hunt (Secretary)

The Councillor-Sponsored skate at Sensplex is being planned for February. This is an easy event and unless there are volunteers from BHCA, it will proceed as a councillor event. There was not a lot of interest due to timing, so it will remain a councillor-sponsored event only. The councillor is also sponsoring a pancake breakfast on February 24th. Again in February, but the dates have been selected and it doesn't take any funding, just volunteers. Both the President and the Director of Programs and Events volunteered. The 2nd VP will modify the

announcement to include the BHCA. There was talk of a “spring fling” as Easter is the end of March and the BHCA is looking for an April event. Wanting to book the date, the 2nd VP will coordinate with Brad to find a suitable time and the Secretary offered to co-run the event.) The Treasurer also expressed interest in volunteering but is away April 10-16. More news to come (shortly) about room booking availability and the dates will be confirmed via email.

8. Roundtable Discussion

The Seniors Relations Chair has stepped down due to competing priorities. If anyone on the board knows of a suitable replacement, we could appoint them in the interim prior to the next AGM.

There were questions about the timing of the next AGM, this continues to be awaiting the new constitution, as it will need to be voted upon (no change from previous meetings.)

There were questions about possibly needing a new insurance provider, the Treasurer will start an initial investigation, but no current action required.

The memberships coordinator mentioned she would be providing a sample memberships report at the next meeting for review.

9. Adjournment (8:12pm)

The meeting was adjourned by consensus at 8:12pm. Moved by the Secretary and seconded by the 1st VP. **ADJOURNED.**

Next meeting: Tuesday, February 27, 2024 at 7:30pm via Zoom