



**MINUTES OF THE BHCA EXECUTIVE BOARD MEETING  
TUESDAY, FEBRUARY 27, 2023, 7:30pm  
Via Zoom**

**1. Quorum and Call to Order (7:35pm)**

**PRESENT:** Jeff Kaluski, Stephanie Lane-Kaluski, Brook-Lynn Quinlan, Nicholas Korhonen, Janis Parry-Hood, Mike Hood, Coreen Corcoran, Stephanie Delorme, Mikey Hood, Nancy Westran,

**ABSENT:** Shawn Plunket, Martin Guenette, Tim Tierney, Richard Fransham, Marguerite Born, Keith Moody, Karim Khan, Charlotte Field, Michael Howard

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

**3. Adoption of Minutes:** Minutes of the meeting held February 27, 2024, were circulated. No errors or omissions were reported. The minutes were moved by consensus, with no one opposed. **ADOPTED BY CONSENSUS, no one opposed**

**4. President's Report**

The outdoor rinks have been open and closed due to weather, official last day is tomorrow, February 28. The weather has really shortened the season.

Our city councillor has held a breakfast – several BHCA volunteers assisted with the running of the event. Thanks to all who helped and a special shout-out to Brook who did a great job running the event.

**5. Financial report**

**a) Updated Statements/Budget**

The Treasurer presented and circulated a budget and confirmed that approximately \$21,000 is in the bank. The Trivia Night brought in \$134 as an event – this is also thanks to the winning team gifting back \$100.

The budget has a one time cost of the lawyers for the new constitution, when removing that item, it's only the fireworks that have us overbudget. We could use more sponsorships to help offset the costs. All events are assumed to have

smaller sponsorships or paid registrations to cover the costs, so we will need a sponsorship package in the near future.

*\*Idea from Roundtable: We could canvas the community for pre-fireworks donations to help offset the costs prior to the event.*

#### **b) Internal Review of books**

The review is complete, there were no concerns or errors to report. There's just the signature left to do. I have not received anything to sign, did Jeff? and the review??

*\*Edit from Roundtable: Signature complete and document has been uploaded to our private Facebook group.*

### **6. Old Business**

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

Same update as previous meeting, this is ongoing with the lawyer engaged. Hope to have a response prior to our next meeting.

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

No update due to absence. Deferred to next meeting.

#### **c) Update: Trivia Night**

The Director of Programs and Events wrote in her update and it was presented as follows:

Trivia Night 17 February was a fun and successful event. I would like to send a big shout out to the seven teams that came to play and support BHCA. I also would like to thank Randy who spent many many hours dreaming up the questions and delivering them. Nancy for all of her assistance and advice. Brook for her hard work on the poster along with the Jeff and Stephanie. A special shout out to the helpers who helped set up and tear down. Nancy will be submitting the financials. Best of all we had fun and made a little money for our community! Hope to see you next time.

#### **d) Update: April Spring fling**

The 2<sup>nd</sup> VP has contacted Brad about options for the room, we are looking for a weekend afternoon and will take the entire centre if it is available. **The Secretary will ask the local politicians to help pay for the candy/popcorn/water (or provide it) and will invite them to attend. The Secretary will get the cost of the room covered by a sponsor.** We have all the games in our locker as we bought them for the Hallowe'en party.

### **7. New Business**

#### **a) Membership Report**

First report is completed and feedback is welcome. The Membership Coordinator walked us through the charts. They were a combination of manual payments and

credit card renewals. We can see that May is a big month of renewals. **Next report will be more detailed, but we'll need a new download of data to feed additional details. The membership coordinator will ask the President for the next download with more detail on data fields required.** Whenever there is an event where we need to know membership names (such as the AGM for voting) we'll need that detail. Future reports could start to look at membership goals and membership drives to promote BHCA memberships.

## **8. Roundtable Discussion**

A conversation about Stripe was had. It is the commercial credit card payment service that the BHCA uses to accept credit cards. Credit card processing costs a fee and that fee is 3.5% of our costs. The bank also adds a fee of \$1 to a maximum of \$20 per month. There was a discussion and the positive side was the auto-renewal of the annual membership plus the offer to accept credit cards. Another positive was the collection of household information, including name and email address. The negative side is the transactional cost from both Stripe and the Bank. It was suggested that perhaps we optionally increase the fees, asking for people to cover the additional costs (has been done for other not-for-profit.) **The President noted that it may be possible to bundle the Stripe transactions into batches, minimizing the bank fees. He will look into that option and will provide Treasurer with the breakdown and the planned timing for her financial planning. There was no motion or support to stop accepting stripe and it was deemed the cost of doing business.**

There was a sentiment expressed that members were really leaning into their roles and being vocal and challenging our ways of working – it is appreciated.

## **9. Adjournment (8:21pm)**

The meeting was adjourned by consensus at 8:21pm. **ADJOURNED.**

**Next meeting: Tuesday, March 26, 2024 at 7:30pm via Zoom**