

## MINUTES OF THE BHCA EXECUTIVE BOARD MEETING

**SUNDAY, AUGUST 4, 2024, 4:00 pm**

1. Quorum and Call to Order (4:10pm at Dominion City)

PRESENT: Julie Valiant-Saunders, Jeff Kaluski, Brook-Lynn Quinlan, Janis Parry-Hood, Mike Hood, Nancy Westran,

ABSENT: Julie to contact Natasha to determine her position on the board as Secretary.

2. **Agenda:** As this was the first meeting of the new board, prior agenda structure was adopted (no specific items).

3. **President's Report:** Julie Valiant-Saunders is the newly appointed President of the BHCA, following the AGM held July 4<sup>th</sup>, 2024. (should identify the new members and positions of the board here?)

a) Discussion regarding the BHCA admin access on Facebook, website determined that Jeff and Julie will coordinate and monitor; Janis has offered her continued help as the Beacon Hill South rep.

b) It was decided that BHCA Facebook postings would be Beacon Hill North and South relevant and posts re: businesses and business referrals would be monitored and directed to the business portal.

c) Julie to contact Sebastien Landry at Scotiabank to arrange for signing authority; will ask if past-president needs to go in to remove signing authority. Nancy, remaining as Treasurer is 2<sup>nd</sup> signatory.

### 4. Financial report

a) Updated Statements/Budget

The Treasurer confirmed that the balance is \$16,358 as of August 4<sup>th</sup>, with no current expenses outstanding. \$1,320 from the July 1<sup>st</sup> donations was deposited. \$30 in petty cash.

b) Still outstanding is the bill from the lawyer who rewrote the BHCA constitution. Nick K. will follow-up and advise.

5. **Events Discussion:** Agreed that more sponsorship is needed to help offset the costs. Also, volunteers also needed as BHCA is a small team.

a) Anyone in the community who is interested in having an event may ask BHCA for assistance in the process, but the BHCA will not be hosting.

b) T-shirts – someone will contact D. Handleman (missed this info – will it be Jeff, are there more shirts available for board members and volunteers??)

c) Nancy will draft two signs – requesting donations; requesting volunteers. These will be sent to the board for comments week of August 5<sup>th</sup>.

d) Discussion as to membership benefits – how to confirm when attending an event (first in line); use of membership list – someone (Jeff??) will contact Coreen to ask if she will remain as Membership Coordinator.

#### **6. Event Planning:**

**a) Movie in the park with BHCA and Tim Tierney – Friday, August 16<sup>th</sup> from 7:00 to 9:30 p.m. To be held in Eastvale Park behind Church of Annunciation near BHNCC.**

- Jeff to provide tent; Brook-Lynn to coordinate for park permit, movie screen, projector, handouts (magnets), etc.; **someone to pickup popcorn?** Freezies in freezer at BHNCC – Brook-Lynn will open centre and kitchen to retrieve. Volunteers need to distribute popcorn, freezies, etc.

- Porta potties are on site – Nancy to buy lanterns and batteries to install to ensure no “accidents”. Plastic ties will be provide to secure the lanterns.

- Donation cans will be placed on table with signs (item 4c). Signs for volunteers needed will be posted.

- Facebook notice will be posted, need to provide image and write-up for this event.

**b) Further events – Halloween Party last week of October; Clean up the Capital (April); Big Beacon Hill Garage Sale (May); Spring Fling Festival (May??); July 1<sup>st</sup> Fireworks.**

- Board will need to plan for each event at least two months prior;

- Need to track expenses; request grants from city; look for sponsorship; canvas community

#### **7. BHCA Community Engagement:**

Determine how to canvas the community prior to events for donations to help offset the costs (this is a carryover from previous minutes).

**8. Roundtable Discussion:** Nothing further from those present

#### **9. Adjournment:**

The meeting was adjourned by consensus at 5:10 pm. ADJOURNED.

**Next meeting:** Tuesday, September 24th, 2024 at Dominion City Brewers (weather dependent).