

## **MINUTES OF THE BHCA EXECUTIVE BOARD MEETING**

**TUESDAY, SEPTEMBER 24/2024 AT 7:00 pm**

1. Quorum and Call to Order (7:10pm at Dominion City)

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

ABSENT: position on the board as Secretary.

2. **Agenda:** provided and accepted

3. **President's Report:**

- Julie has not received a reply from Natasha with regards to the position of Secretary.
- Julie spoke with Coreen, who has agreed to remain as Membership Officer (it was commented by the board that this is no easy task and Coreen has done a great job the past two years in maintaining the lists).
- Julie to check with Jeff with regards to Stripe payments??**

4. **Financial report**

- Updated Statements/Budget

The Treasurer confirmed that the balance is \$16,793 as of Sept 24<sup>th</sup>, with two cheques outstanding. The lawyer fees for constitution rewrite - \$3,390; BHNCC meeting rooms for Oct. 26<sup>th</sup> Halloween Party - \$58.51.

5. **Rink Maintenance:**

- Discussion regarding supervision of rinks and stipend for M. Hood – board discussion included supervision of staffing of shacks for three rinks, clearing of rinks, ensuring equipment condition and availability, reporting of hours for rink volunteers. Same stipend as for volunteers at \$10.00 per hour proposed and motioned – motion accepted.
- Julie to contact Mike Hyne, City Hall to discuss contract for rink payments, how to submit and when. Will ask if contracts can be provided and submitted digitally.
- Mike requested a better system of reporting of rink volunteer hours – needed are binders and plastic insert sheets for paperwork to be inserted, which will allow for archiving while rinks operating.
- Suggested that a template be created for Mike to forward to volunteers by email, Julie offered to design.
- BHCA Board offering to setup an open house on first day/night of rinks opening – offering hot chocolate to volunteers and skaters.

f) Contact with city hall rink maintenance to request rink(s) outside of fenced area for those who do not want to play hockey – how to maintain and clear??

**6. Board actions:**

- a) Stephanie Delorme's name to be taken off bank account (Nancy to contact Scotiabank and request).
- b) BHCA Board members motioned to have all names included on email/newsletter – motioned and accepted.
- c) Advertising by any entity not within the **Ward (BHCA) boundaries**, will not be accepted – motioned and accepted.

**7. Events:**

- a) Movie Night was a great success with approximately 300 attendees. \$133.75 in donations
- b) T-shirts still needed for volunteers – no response from David Handleman.
- c) Halloween Party – rooms booked for October 26<sup>th</sup> from 1:30 to 5:00 p.m.; Nancy to send previous year's organizational chart to board members. Janis will bring inflatable decorations which might need to be inflated starting around 1 p.m. outside the centre (?).
- d) Will need to meet again to discuss activities and assignment for Halloween Party – decided for Monday, October 7<sup>th</sup> at 7 p.m. via zoom – Julie to set up.
- d) Further events – Clean up the Capital (fall and spring (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

**8. Newsletter/Facebook:**

Julie to create:

- request volunteers for events; call out for two positions for BHCA board **(as officers?)**; to include thanks to Jeff and Steph; photo and write up with Julie and Tim; information re: Stop Gap; announcement of Halloween Party; President's Report.

Brook Lynn to create a poster for Halloween Party

**Someone to talk with Dan Burke (previous educational contact), to find out best way to reach out to schools to get information of their activities/fundraisers into our Newsletter**

**9. Roundtable Discussion:** Nancy had purchased and presented for signing Thank You cards for Jeff, Steph, Nick and Charlotte for their hard work – verified all signed and ready for delivery.

Nothing further from other Board Members.

**10. Adjournment:**

The meeting was adjourned by consensus at 8:18 p.m.

**Next meeting:** Zoom – Monday, October 7<sup>th</sup>, 7:00 p.m.