

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

**TUESDAY, March 25, 2025 AT 6:30 pm**

1. Quorum and Call to Order (6:34 p.m. at Cuppa Chico)

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:**

a) two letters are being written for sponsorship. Julie to forward to Nancy for printing and then for distribution as time permits.

b) Vote to have items required for BHCA Board meetings paid. Budget has contingency for these items. Motion passed and unanimously accepted.

4. **Financial report**

a) Updated Statements/Budget

The Treasurer confirmed that the balance is \$15,416 as of March. 25/25 with all monies from the city for maintenance being deposited.

5. **Rink Maintenance:**

a) Missing key returned to Mike for Fairfield rink.

b) Rinks closed as determined Feb. 28<sup>th</sup>. Few issues with two volunteers leaving before their scheduled time, but overall a very good year.

c) Will revisit the flooding of the puddle/pond for Fairfield next year. Also need help with rink clearing especially when heavy snowfall as happened this year.

6. **Board actions:**

a) Volunteers needed to be part of Clean up the Capital in spring 2025 (what date do we need to advertise?) – need education, youth and event volunteers! BHCA to provide gloves, garbage bags and recycling bags for each location (Tim to provide). BHCA to post on website photos and how well it went; asking for suggestions as to what might have been done better?

b) Will look to get new BHCA T-shirts with logo made for the Board and volunteers. David Handleman to be contacted by Nancy to find out if he still has shirts? Number of new shirts then to be determined at next board meeting, with request to the folks who created the Turkey shirts.

c) Nancy to ask Jeff where the BHCA tent is kept.

7. **Events:**

a) Nancy needs to update Request sent to city for July 1<sup>st</sup> park permits to increase time to 11:00 a.m. to 3:00 p.m.

b) July 1<sup>st</sup> discussion of events for family fun:

i) Balloon maker – Julie to contact;

ii) Julie to contact face painter who was at the Pineview Pancake Breakfast;

iii) Nancy to contact Robert Hopkins to see where they get their advertising boards from for their fun fair. Will need adequate time to have these made; will need the advertising created.

iv) suggestion to have bike and/or pet decorating contest for participants with contest providing small tokens to participants. Also will use the two rooms in the centre to host the facepainting and to have extra tables set up for participants for seating to eat and to have stickers, crayons, art to create for all ages.

v) Vote to spend up to \$1,000 for this event (excluding cost of park and BHNCC room rentals) – Motion passed unanimously.

c) Big Beacon Hill Garage Sale on May 31<sup>st</sup> – will need update to members from both the AGM and further stripe deposits. No overlap with Glebe garage sale or Robert Hopkins fun fair. Will ask at AGM if there are volunteers to take on this event.

## 8. March 30<sup>th</sup> 2025 AGM

a) 5 vacant positions to post for nomination. The current BHCA board is still in place as was a two year term from 2024. **Will need two scrutineers at AGM to collect any ballots for nominations from the floor.**

b) Need updated membership list for sign in and volunteers to record any new members who can either pay by cash or sign in to BHCA website to pay by credit card as they enter.

c) Janice has a projector that can be used. Julie to download all AGM documents on to a USB stick.

d) Nancy to create and print two forms:

- Participant comments/suggestions re: how AGM held and requests to receive financials by email;
- nominations for elections from the floor.

e) Julie to provide Nancy with Sponsorship form/letter to be printed for availability/handout at AGM.

f) Also Julie to contact Pineview Association if they might be willing to help with AGM as scrutineers (maybe??). Nancy to ask neighbours if might be available.

g) for discussion at next board meeting – Book community centre for Halloween party date; Movie Night purchase of inflatable screen; licensing for movie screening; equipment required; rental of park (\$269); French movie as well; handouts such as popcorn – need cost projection.

## 9. AGM Agenda:

- Welcoming of participants and based on number of members must ensure we have quorum.
- Motion to approve the Agenda
- there were no minutes from 2024 AGM – could just say there was no quorum, Jeff stepped down as did other past members. Only two positions nominated and acclaimed were Julie Vallaint-Saunders, President; Nancy Westran – Treasurer; Brook-Lynn Quinlan stayed as V.P. As no secretary was nominated the position remains vacant.
- Financial Report given by BHCA Treasurer, Nancy Westran
- Election call – nominations provided (**screen shot of board positions, names of incumbents and those positions vacant**)
- Call for nominations from the floor; voting ballots to be handed out; collected by scrutineers
- Report of election of members of the board

- Report of upcoming activities/events to be held by BHCA (Clean up the capital; Big Beacon Hill Garage Sale; July 1<sup>st</sup>; October Halloween Festivities)

- Open floor for questions – 5 minutes for each question and answer

- Summary of key points and date of AGM in 2026 will be the last week of March

- Motion to Adjourn

10. **Roundtable Discussion** – nothing further

10. **Adjournment:**

The meeting was adjourned by consensus at 7:55 p.m.

**Next meeting:** Tuesday, April 29<sup>th</sup> at 6:30 at Cuppa Chico.