

Hounsfield Heights – Briar Hill Community Association
Board of Directors Meeting Minutes

Date: 11 February 2010
Location: HH-BH Community Hall

Meeting Commenced: 7:01 PM.

1. Opening (David)

- Accept agenda.
- Add discussion of Ceridian Payroll Services.

2. Minutes (David)

- **Motion (11-Feb-10)-01** by Phil to accept the minutes of the January 14, 2010 board meeting. Seconded by Linda. Motion carried.

3. Financial Update

- See attached report.
- **Motion (11-Feb-10)-02** by Norm to hire Ceridian as a payroll service as soon as possible to deal with all payroll and contract payments, as outlined in their proposal of February 10, 2010. Seconded by Phil. Motion carried.
- **Motion (11-Feb-10)-03** by Linda to authorize the donation of \$80 to Glenbow Library and Archives. Seconded by Carol. Motion carried.

4. Committee Updates

a) *Land Use*

- No report.

b) *Traffic Calming (Kellie)*

- See report. **Action item:** Denny will run the community feedback request again in the April Beacon and will then present a summary report at an upcoming board meeting. Denny will provide Barb with a brief recap of the comments received so far to place in the April Beacon.
- Perhaps a speed recorder could be purchased for the 19th Street NW hill. Amanda suggested contacting Constable Levesque to see about purchase or installation.

c) *Programs (Carol)*

- See report.
- Would the CA be willing to fund the adult playground project if the grant is not approved? The grant decision should be known in a few weeks. Decision postponed until March board meeting once the grant status is known.

d) *Facilities (Phil and Gunter)*

- See report.
- The “No Dogs” sign at the playing field will be permanent; the “Dogs Must Be On Leash” sign will be temporary with increased visits from the bylaw officer to provide some education.

e) *Strategic Planning (Norm)*

- No report.

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f) *Communications (Linda)*

- See report.
- No response to requests for history book illustrator and Wiki moderator in the Beacon so Linda is requesting approval to increase the scope of the request to the Federation of Calgary Communities website. **Action item:** Linda will put up a notice at ACAD for the illustrator.
- Signage: Sharon Trottier will contact the library about the possibility of sharing a sign. Cindy will contact the City with regards to the 30m distance between signs required by City bylaws. Cindy will also create a proposal for the CA's consideration which will include the identification sign, the main community sign and smaller community signs at other entrance points to the community. Cindy will also investigate if the sign project needs to be broken down into separate units in case there are potential issues with certain signs.

g) *Memberships (Linda)*

- See report.
- Membership fees would have to increase to reflect bank charges for credit cards fees.
- Can send out a reminder to all member emails that membership renewals are due at the end of March.

h) *Education (Mara)*

- See report.
- Norm asked about the kindergarten budget and reserve fund. Mara explained that two years ago a strict policy was created to use the reserve in lean years when enrolment goes down so they can draw on it to retain their staffing and not have to fold. Last year they were down in numbers; the year before they qualified for a special assistance grant which didn't arrive until the end of the year. Because the executive has to come from the current enrolment parents, it is a new executive each year. Historically they don't want to spend money before they get it; if it is late arriving they'll draw on the reserve to cover. They want to have enough in their reserve to cover one year of lean enrollment. Current registration for the upcoming year is 30 children; 35 are needed to break even. The aide or the aide's hours can be cut, or the teacher's salary can be reduced. Parents historically are hesitant to spend the reserve. Not enough of a cushion to fund two lean years in a row.
- Applications for grants are submitted to Alberta Education for approval. The kindergarten now operates on the premise that if the teacher feels a child needs assistance he or she receives it, whether or not the grant is approved/received.
- The kindergarten is requesting funding for 2 new computers with touch screens, a colour printer and furniture. Currently they have 2 cobbled together desktop computers and no printer. The CA board approved the kindergarten receiving \$5,000 in the budget but had asked to receive information on the items they wanted to spend the money on. The board did not have any opposition to the purchases.

i) *Sears Plume (Phil)*

- See report.

j) *History Book (Linda)*

- See report.

6. City Update (Amanda)

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- Amanda received a complaint on 311 about the snow and ice on the sidewalk under our LOC (along 14th Avenue NW adjacent to the parking lot). It was thought that the Library looked after clearing the snow along this stretch.

7. Old Business

Last Month's Action Items:

Action item: Amanda will find out if parking restrictions can be established around Green Park. Further investigation is required. **CARRY FORWARD.**

Action item: Amanda will initiate the installation of "Be A Responsible Dog Owner" signs around the community association facility. **DONE.**

Action item: Denny will place another request for feedback on traffic issues from the community in the February Beacon and have a full report to present at February's meeting. **CARRY FORWARD TO MAY BOARD MEETING.**

Action item: Phil will apply for the CCG when David returns so he can sign off on it. **DONE.**

Action item: Linda will email information on how to log out of the Wiki site. Barb will place a notice in the Beacon notifying the community of the Wiki launch and the need for a moderator. **DONE.** Note: Community feedback feature is being used on the Wiki site.

Action item: Gunter will talk with Terry K. about the service provider he has been communicating with in getting online program registration started. **CARRY FORWARD.** Further research needed on membership requirement for registration. Some issues with membership and registration. This year's soccer registration will probably still go ahead manually.

Action item: Kelly to drop off Park N Play info at Barb's place. **DONE**

Action item: Norm to initiate the process to have the community association take over the space previously occupied by the community police office. (Eric was the main instigator of this). **CARRY FORWARD (for one more month)**

8. New Business

- No new business.

Motion (11-Feb-10)-4 by David to adjourn the meeting. Meeting adjourned at 8:00 PM.

Upcoming events:

February 23 – Spring Soccer Registration (at Gym)

February 24 – Playschool Open House (at Playschool)

February 25 – Playschool Registration – Alumni and HHBH Residents (at Gym)

March 4 – Playschool Registration – General (at Gym)

March 11 – Board Meeting

March 15 – Deadline for April 2010 Beacon

April 8 – Board Meeting

May 13 – Board Meeting

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June 10 – Board Meeting

When signed these minutes are considered to be an accurate reflection of the meeting they represent.

Date: _____

Signatures: _____
President _____
Print Name

Secretary _____
Print Name