

Quadra Cedar Hill Community Association
Board Meeting
Cedar Hill Rec Centre
7:00 – 9:00 pm, Tuesday, April 24, 2018

DRAFT Minutes

Members in attendance

Noella, Susan, Pam, Krista, Dottie, Kris V, Christine B, Margaret, Peter, Shawn, Art, Jean, Jaclyn, Lana,

Call to Order

Susan called the meeting to order at 7:00pm and provided opening remarks. She then encouraged round table introductions so as to welcome the new Secretary.

Approval of agenda

Motion: That the agenda of the April 24 Quadra Cedar Hill Community Association Board Meeting be approved with amendments to include the topics of speakers for the General Meeting and discussion relating to the Friends of Bowker Creek Society.

Moved by: Susan

Seconded by: Christine

Decision: Passed unanimously by the Board

Approval of Minutes

Motion: That the minutes of the February 27 meeting of the Quadra Cedar Hill Community Association be approved.

Moved by: Jean

Seconded by: Lana

Decision: Passed unanimously by the Board

Treasurer's report by Art Beck

Susan spoke briefly to how the Treasurer's report gets circulated to the President and Secretary for inclusion in the meeting minutes. Art spoke to how in addition to the report (attached to these minutes as "ssfm budget april 22 2018.xlsx.pdf") cash in bank has been recently affected by Newsletter and Market donation costs but that the Newsletter costs in particular were offset by associated add sales.

Discussion ensued on QCHA funding for Music in the Park, membership revenues, costs of hosting an All Candidates debate for the upcoming municipal election and revenues earned from Hot Dog Sale fundraising efforts.

In response to questions about trends in community funding, discussion ensued on how QCHA is fairly well funded, that related Action Groups should be meeting to discuss how monies could be spent in the community and how spending by these groups will need to be related back to QCHA goals.

Future Action

Organization & Finance Action Group to perhaps host a budget 101 session and work with QCHA members to put together a budget (as reflected by a larger discussion on association goals and intentions).

Membership Report By Noella

Noella spoke to the attachments she had recently distributed by email regarding recent membership stats (these include 120 renewed members and 14 new members). She indicated that the discussion on payment methods as they relate to membership fees will be pushed to a future meeting.

Membership Fee Structure

Noella summarized current discussions and concerns related to whether membership fees should be a per individual charge or a per household charge (e.g., for if and when multiple individuals living within a single household are interested in becoming QCHA members with voting rights). A subsequent discussion emerged on how QCHA welcomes the public to all QCHA meetings and that a paid membership is only required to become an actual voting member at QCHA board meetings. It was also emphasized that a free membership exists for students.

There was general consensus that membership fees should remain unchanged for the time being.

Future Action

The Outreach (Communication and membership) Action group will work on ensuring that the distinction between members and voting members will be made more clear on all advertisements relating to future events. Noella to facilitate.

Business arising

1. Microphone for the Association

Margaret reported that she visited 5 places in Victoria to gather information about possible solutions. Where it is possible to rent mic and speaker setups on an event by event basis, this might not be the most cost effective given that QCHA has 10 events a year. One minimum solution would be to purchase a \$300 mic and speaker solution.

Future Action

Susan to write a letter to the Quadra Cedar Hill Recreation Centre (Saanich Recreation) asking if they have a mic and speaker set up that could be borrowed by the association for future public events in the facility. Additionally, particular efforts ought to be made at future meetings to ensure room set up is conducive to effective sound travel.

2. Cedar Hill Park Planning Process Update

Peter spoke to how he found the public consultation process very interesting but that in general, it was not sufficiently consultative so he wanted some suggestions on how to make opinions of the association known to Saanich Council. Discussion ensued on how the Camosun Community Association, Friends of Cedar Hill, Mt Tolmie, Friends of Bowker Creek and others will be encouraged to submit their observations and requirements, which the QCHA will then bring forward to Saanich.

With respect to why the Golf Course and Recreation Centre were not part of the Cedar Hill Parks Planning process to date, Peter indicated that he has been told that Saanich staff are anticipating these topics will be addressed in an upcoming Market study that is being planned with CRD municipalities.

Suggestions of note for future consideration:

- That any comments about the Cedar Hill Rec Centre and Golf course be communicated back to Saanich within the context of the Facilities Master Plan Implementation Project.
- That explicit language be included in a covenant on the property requiring that the footprint of the Cedar Hill Rec Centre not expand going forward.
- That the process for gathering opinions on the Rec Centre and Golf course be gathered by the QCHA similar to how opinions are gathered during the development review application process.

3. SCAN

Shawn spoke briefly to how a workshop (facilitated by Susan Belford) is being planned to discuss the health of Saanich Community Association. The following QCHA members expressed an interesting in attending this workshop when it occurs:

- Christine,
- Margaret,
- Peter,
- Shawn,
- Art,
- Jaclyn

Shawn also spoke to how SCAN is working with a group of members to formalize terms of reference for how Saanich works with community associations.

4. Boulevard trees - Jean

Jean spoke briefly to how there was a concern from SCAN that Saanich not relaunching the Boulevard tree initiative. Because it is a great program, there is a desire from QCHA to support advertising of the program through either an article in the newsletter or an eblast.

Prior to such advertising, it was suggested that someone inquire with Saanich about the current state of this project, especially considering the new Boulevard Bylaw that was adopted by Saanich council earlier in the week.

5. Consideration of Motion to change AGM election proceedings - Susan

Susan summarized the draft motion (below) that had been provided for consideration. Some additional points of consideration were raised by members and have been added to the motion below. There was some shared concern that we already have a hard enough time encouraging volunteers, but at the same time, we want to ensure that no-one hijacks the nomination process.

Motion that we formalize our recruitment and election process to include:

- *creation of a recruitment 'committee' made up of Past President, President and Vice-President whose responsibilities it would be to conduct the recruitment process annually.*
- *Comment about how individuals who are current office holders who prefer not to continue to but will only continue if no one else steps up.*
- *our recruitment process would involve the recruitment committee seeking and receiving the names of individuals with expressed interest in a potential Board role not later than 30 days before the date of the AGM.*
- *Individuals who are interested in being nominated or having their names stand for a Board position will be interviewed by the recruitment committee as means of increasing understanding of the QCHCA for the potential candidate and the skills, abilities and motivation of the potential candidate in seeking a position on the Board.*
- *Need to ensure that member is voting member in good standing*
- *there would be no more nominations from the floor and we would change our bylaws to reflect this via special resolution to enable our bylaws to be changed prior to the next special AGM.*
- *Need to be prepared for secret ballot if there are multiple nominees.*
- *Past president would conduct the election*

If approved, we would take the above proposed changes to our current election process forward to the membership as a special resolution

Future Action

Everyone to provide written feedback to Susan and she will bring the proposed motions forward again at a subsequent meeting for future consideration.

Events

1. Hot Dog Sales (June 2, September 15) - Chris

QCHA hosts two hot dog sales a year in front of the Lumber World store on Quadra. Chris will coordinate the June event and Shawn will coordinate the September event. Lumber World provides the hot dogs and QCHA provides the condiments. A team of 5-6 volunteers is also required.

2. Music in the Park – Chris/Karen

On questions of whether we need to solicit donations, Chris spoke to how we are fortunate to receive donations from the Saanich Legacy Foundation. We always come out ahead whenever we host the event. As such, it is best that we encourage people to donate to the Saanich Legacy Fund instead.

Everyone agreed that there will be no bucket passing for donations at event

3. Rainbow welcome event – Susan/Chris

Susan spoke to wanting to host a shared event. She is currently pursuing an event at the Swan Lake Nature House where nibbles will be provided. She indicated that she will report back to QCHA.

New Business:

1. Farmers Market - Request for \$500

- motion to be \$500 sponsor for Farmers Market - Susan

Motion: That QCHCA again donate \$500 from our funds towards the operating of the Braefoot Summer Market.

Discussion on the motion

Shawn spoke to the email on proposed market finances (budget attachment included in the minutes package as “ssfm budget april 22 2018.xlsx.pdf”) and how looking forward to 2019 he plans to undertake a major sponsorship project similar to the Esquimalt Market. There was agreement at the table on how there should be a Quadra Cedar Hill Association booth at all market days and how promotions brochures and banners should be made available for these days.

Moved by: John

Seconded by: Noella

Decision: Passed unanimously by the Board

Future Action

Volunteers for each market day to email Shawn to sign up.

2. Suggested changes for general meeting agendas – Pam

There was a general discussion and agreement on wanting to shorten the business agenda for general meetings so that there could be an emphasis on “fun” things instead.

Future Action

Susan to send out an email identifying specifics for future consideration.

3. Action Group next steps - Susan

Susan provided a list of Action Groups with an associated handout on the proposed rationale and possible projects for each group. She requested that each group meet before September and come up with list of possible initiatives. Going forward, she also stated that she would like to see an update for each Action Group during each meeting of the QCHA.

Action Groups include the following:

- Organization and finance
- Outreach
- Development and infrastructure
- Events and activities
- Environment and sustainability
- Budget and governance (Saanich process)

4. Feedback Development Review Process – Art

Art indicated that more discussion is needed and that the issue is being reviewed by the Saanich Community Association Network.

5. Banners

Perhaps we should have banners to display around area to advertise we are in Quadra Cedar Hill and or cart around to events.

Future Action

Perhaps the Events and Activities committee could pursue costing for such materials.

6. Business cards

There was discussion on how a general Quadra Cedar Hill Association card could be good, that way it could be used by all members and if needed, we could write our specific contact information on the reverse of an individual card.

Future Action

Susan to coordinates

7. Speakers

Chris indicated that she has confirmed the attendance of Kathleen Burton (Swan Lake) at the upcoming May 22 General meeting and that she is investigating speaker options for September.

Future Action

All QCHA members to email Chris if they have an ideas or requests for speakers.

7. Archives/dropbox or other?

Not discussed.

8. Web survey?

Not discussed

9. Other? Suggestions for charity attendance at events

There was a suggestion from Pam that we invite local Charity reps to attend future QCHA events where we could encourage them to host a table (allowing them to advertise their activities). There was support for this idea from around the table.

Adjournment

The April 24 meeting of the QCHA board was adjourned at 9:06pm

KEY DATES:

MAY 5 – Finlayson/Quadra Neighbourhood Jane’s Walk, 10 – 11:30 am
(meet in front of 1302 Finlayson)

MAY 5 - Cloverdale Jane’s Walk, 1:30 – 3 (meet in front of Cloverdale School)

MAY 22 – QCHCA general meeting, Kathleen Burton speaker

JUNE 26 – QCHCA Executive meeting