

**Winston Heights - Mountview Community Association**  
**Board of Directors' Meeting**  
**January 7, 2025**

**Agenda**

1. Call to Order at 7:13 p.m.

Quorum 9 out of 10

Attendees: Alex Reed, Scott Duncan, Werner Harahap, Tyler Ellis  
Jeffrey Haussecker Eric Hepler, Samantha Nicastro,  
Andrea Sawchuk

Absent: Marcia Xavier, Jile Meyn,

Guests: DJ Kelly (Member of Finance Committee, Past-President)  
Eric MacKenzie (NPO), Suzanne Mott (Facility Manager)

2. Land Acknowledgement

*The WHMCA would like to acknowledge that we are on Treaty 7 territory, the traditional territories of the Blackfoot Nations, including Siksika, Piikaini, and Kainai, the Tsuut'ina Nation and Stoney Nakoda First Nations. We acknowledge all the many First Nations, Metis and Inuit whose footsteps have marked these lands for centuries.*

3. Approval of the [January Agenda](#)

3.1 Alex constructed agenda.

3.2 Motion: Approve agenda for the meeting.

3.3 Moved by: Eric Hepler      Seconded: Samantha Nicastro      Carried

4. Approval of Previous [Meeting Minutes](#) (December 2024)

4.1 Alex put minutes on monitor.

4.2 Correct title of "Agenda" to "Minutes"; correct "Quorum 5 out of 9" to "5 out of 10".

4.3 Motion: Approve minutes of December 3, 2024 board meeting.

4.4 Moved by: Eric Hepler      Seconded: Samantha Nicastro      Carried

## 5. Outstanding/Ongoing Business

### 5.1 Bylaws Review (Ongoing)

5.1.1 Updates on bylaw revisions and progress.

5.1.2 Review of feedback from Carolyn Slipp meeting.

### 5.2 Finance Policies & Procedures (Update ongoing)

5.2.1 Current status and any required motions

5.2.2 Waiting for review of the finance policy, reported at Dec meeting to be 1.5 hours work by Bookkeeper for her review

### 5.3 Job Descriptions

5.3.1 Review updates from HR committee on submitted project manager job description for kitchen renovations utilizing key points provided by City

### 5.4 Employment Policies and Procedures

5.4.1 Finalize updates to policy names for generalization

5.4.2 Jile will complete before Jan meeting

### 5.5 City's Risk Rating Report

5.5.1 Report still to be distributed to Board members.

5.5.2 Alex reported that financial rating is LOW RISK.

5.5.3 Send any specific questions to Eric McKenzie

5.5.4 ACTION: Report to be sent to Board members.

### 5.6 [Volunteer Policy Review](#)

5.6.1 Alex presented draft at December board meeting.

5.6.2 ACTION: Alex to provide Suzanne with notes for revision.

### 5.7 Enmax's Proposed High Voltage Line along 17<sup>th</sup> Ave

5.7.1 Alex provided update and led discussion.

5.7.2 Craig Baskett (former President) has taken the lead for the community's response. Other individuals joining Craig and Alex on an adhoc committee are Mike Jones (former President) and Eva Logan. Tyler Ellis and DJ Kelly (former President) stated they will join committee with Christine

Johns (former President) possibly joining as well; Alex asked them to contact Craig.

- 5.7.3 In addition to WHMCA, it seems that other major stakeholders were not aware of this project:
- 5.7.4 Craig is seeking name and contact information for owner of the Ambassador Hotel.
- 5.7.5 Craig has been door-knocking; trying to find names and contact information for business owners in the strip mall but has been unsuccessful; Samantha will make enquiries on that.
- 5.7.6 Tyler has spoken to rep from ROYOP Developments which is building the large residential project next to COOP; it wasn't aware of ENMAX's intent. It will be asked to write a letter of intervention.
- 5.7.7 Alex is trying to reach rep from COOP for that location.
- 5.7.8 Craig is contacting legal counsel which is familiar in dealing with Alberta Utilities Commission (AUC). A nuance is that any counsel needs to be OK accepting AUC rates.
- 5.7.9 Alex has learned that even wearing its hat as owner of Midfield Park, the City has decided to not intervene with Enmax.
- 5.7.10 Alex asked how individual community members can express their displeasure with the project. Is there a template of a letter that residents could fill out and send; posted in an e-blast and on the website?
- 5.7.11 Next committee meeting will be Jan 22 or 23; Alex is inviting Enmax to the first half of the meeting.
- 5.7.12 Hearing date has not been scheduled yet but will be between Feb 13 - 27.
- 5.7.13 Motion: The WHMCA Board formally requests that the Enmax Power Corporation Central Calgary Transmission Line Replacement Project place the power lines along 16th Avenue NE, 17th Avenue NE and adjacent to Munro Park underground instead of on aboveground power poles. This request is to prevent the loss of trees along 17th Avenue, loss of use of portions of properties, reduction of the quality of life to residents, and reduction of quality of enjoyment of Munro Park.

Moved: Eric Hepler. Seconded: Jeffrey Haussecker. Carried.

## 6. Partner Reports

### 6.1 Neighbourhood Partnership Coordinator

- 6.1.1 NPC report had not been distributed. Alex put on monitor.
- 6.1.2 *Community Cleanup 2025* application deadline is February 16.
- 6.1.3 Action: Alex will ask Ben if he will chair the 2025 event as he's done most years. Once Chair determined, Suzanne can submit the application.
- 6.1.4 Eric clarified that the *Memorandum of Understanding (MOU)* for the ING grant doesn't have a Schedule A. The MOU's reference to Schedule A is intended to be a reference to the \$5,000 grant.
- 6.1.5 Action: 2<sup>nd</sup> Board signature required. Suzanne will then submit.
- 6.1.6 CCG has approved funding for HVAC. Ben McKenzie has informed Arpi's and hand-delivered deposit cheque prior to Dec 31 deadline to avoid a 15% price bump. Equipment has been ordered.
- 6.1.7 Action: Once installation date has been determined, Suzanne will work out alternate plans for renters booked on that day.
- 6.1.9 Eric requested that the *External Partner Survey* which evaluates his job performance be completed by each Board member.
- 6.1.10 Action: Alex to distribute survey. Board members to complete and submit to City.

6.2 Calgary Police Liaison - A/Sgt. Anthony Thompson

6.3 City Councillor – Sean Chu

6.4 MP – Len Webber

6.5 MLA – Lizette Tejada

## 7. Presentation on History of WHMCA's Governance Policies and Practices – DJ Kelly

7.1 Alex's Introduction

- 7.1.1 Our governance practice has been largely handed forward orally. As well, some documents can be found in Google Docs and on the website.
- 7.1.2 With the loss of so many long-standing board members of late, the intent is to bring governance information together, starting with DJ's talk.
- 7.1.3 DJ Kelly was President for 6 years and was the architect of our current governance policies and procedures.
- 7.1.4 Suzanne will combine notes from the presentation with the other governance materials and send back to the Board for review.
- 7.1.5 After a review of our current governance practices, the Board may wish to make changes before formalizing them into a new policy.

## 7.2 DJ's Introduction

7.2.1 The purpose of formal, written governance policies is to ensure that the basics can be quickly referenced so time doesn't need to be taken to debate boilerplate information.

7.2.2 The board can create a policy for anything and it can delete any policy.

- 7.2.3 During his presidency, two governance tools were developed to increase board transparency and make finding information easier:
  - Information Added to Website –all Board Meeting and AGM Minutes, Audited Financial Statements, Names of Committee Chairs and Terms of Reference for each Committee
  - Google Docs – added as the primary word processing software, enabling all board documents to be stored in one place.
- 7.2.4 DJ recommended that board members take FCC's Board 101 and Board 201 courses. DJ is a board member of Greenview Industrial Association; that full board is taking both of those courses as a group.

## 7.3 Authority for the Organization

- 7.3.1 WHMCA's Membership is ultimately in charge.

- 7.3.2 The Membership selects Directors from within itself at each AGM to govern the organization on its behalf.
- 7.3.3 The Board is responsible for the organization and accountable to the Membership, reporting back to the Membership each AGM.
- 7.3.4 The Board may delegate any number of responsibilities to Staff.
- 7.3.5 The Board's responsibility is most evident with its fiduciary responsibility. It is responsible for money, not the Finance Committee or Treasurer or Staff.
- 7.3.6 The Board reports back to the Membership at the next Annual General Meeting.

#### 7.4 Type of Board

- 7.4.1. Prior to DJ's time, the Board had been a "working board" which was hands-on with everything including replacing the roof. Directors had become exhausted. Also, volunteers were frustrated who had come forward with ideas such as organizing a Stampede BBQ – only to find they had to join the board and were spending more time at the board table than they were planning the Stampede BBQ. It was clear this was a waste of volunteer resources. So, a shift was made to become a "governance board".
- 7.4.2 As a governance board, it was now the board's responsibility to establish policies and provide strategic guidance to steer the organization's operations. The "work" would be done through committees.

#### 7.5 Governance Structure

##### 7.5.1 Bylaws

- 7.5.1.1 The Bylaws are the foundation.

##### 7.5.1.2 Every board member must be familiar with the Bylaws.

- 7.5.1.3 Outline relationship between the board and committees.

##### 7.5.2 Committees

- 7.5.2.1 Committees EW made up of volunteers who may or may not be board members. Committees can be made up of one person or countless people. Any board member sitting on a committee does so as "volunteer" and not as a "board member".

7.5.2.2 Each committee reports to the board on a monthly basis through a Board Liaison; who would most likely be a board member. This person does not have to be the Chair of the committee.

7.5.2.3 Written monthly reports, submitted to the Secretary in advance of each board meeting, ensure that the board has a link to committee volunteers as they make decisions, speak on behalf of the organization and spend money on its behalf. They allow board to see links with other committees' activities. They save time IF everyone reads them in advance and comes prepared to ask questions or discuss issues arising.

7.5.2.4 There are 4 types of committees:

- a. Standing Committee: these carry board authority. To close these committees, you must go to the Membership. Example is: Planning & Development
- b. Advisory Committee: do not carry board authority. Board can create and close them without going to the Membership. It recommends to the Board how to make its best decisions but the board does not have to accept its recommendation. Examples are: Finance, Facility & Operations.
- c. Special
- d. Adhoc

7.5.2.5 The list of committees and committee chairs is on the website. The Secretary is accountable for ensuring information is current.

#### 7.5.2.5 Committee Terms of Reference

- a. It is here where the delegation of authority to a committee to spend funds can be documented.
- b. The Terms of Reference should list all members. When a member starts or leaves, the document should be revised and brought forward to the Board for approval. In this way, Board members know who are making

decisions for the organization and speaking on its behalf.

- c. Committee Chairs are accountable for updating the Terms of Reference for Board approval.
- d. The Secretary is accountable for ensuring that current documents are on the website.

#### 7.5.2.6 Annual Mandate Letters

- a. Committees can state their goals as to what they want to accomplish
- b. Board can give direction to committees as to what it wants them to accomplish

### 8. Committee Reports

#### 8.1 Executive Committee

8.1.1 Alex reported that he and Werner had signed the 2023-2024 audited financial statements.

8.1.2 Action: Werner will email copy to Eric McKenzie and Suzanne Mott.

8.1.3 Action: Jile to re-plan event with a new date.

#### 8.2 Planning & [Development Committee](#)

8.2.1 Jeffrey stated there was nothing to report.

#### 8.3 [Facilities and Operations Committee](#)

8.3.1 Written report attached to agenda.

8.3.2 Update: Hall rental revenue goal has been met.

8.3.3 Update: Kitchen Renovation Final Design with Cost Estimates Jan 16. As a result of delays with design and cost estimates, we will not make Jan 15 deadline for CFEP (province) funding application; application will be May 2025. Response takes up to 6 months, pushing the kitchen renovation project to 2026. CCG (city) will open up its applications July 2025.

#### 8.3.4 Fire Dialer Upgrade

8.3.4.1 SecurTek, which monitors our fire alarm system, has informed us that our system must be upgraded before March 2025 when 3G wireless



system in Canada starts shutting down. Guardian Security which handles equipment for SecurTek has quoted a reduced fee of \$1,720 + GST. This fee is predicated on our remaining non-ULC compliant (no more than 300 people in building, no sprinkler system, no 2-stage alarm Suzanne has made room in Committee's budget.

8.3.4.2 Motion: Approve expenditure of up to \$2,000.

Moved by Andrea. Seconded by Scott. Carried

#### 8.3.5 Parks Foundation *Embrace the Outdoors*

8.3.5.1 We have received \$5,000 to beautify the firepit/skating rink area and make it more useable for a greater number of people during the winter. Suzanne has been working with Canaan Site Furnishings to purchase equipment which matches that purchased by the two garden committees. It looks great, is virtually maintenance-free and has worn extremely well. It is constructed out of recycled plastic. We will purchase 3 benches and a garbage can enclosure from another vendor.

8.3.5.2 Motion to proceed with expenditure. Moved by Scott. Seconded by Werner. Carried

#### 8.3.6 Parking Lot Light Replacement

8.3.6.1 Two lights on poles are burned out. The parking lot is very dark. Potential cost to replace with LED lights is \$4,200.

8.3.6.2 ENMAX will open up applications for funding through its Energizing Spaces Powered by ENMAX March 1<sup>st</sup>. It has a stream for replacing parking lot lights. We could apply but it will mean that we could not apply to a different stream of the same program for a larger commercial fridge and a new-front loading freezer for the Bar until 2026.

8.3.6.3 MOTION: Approve making a funding application to ENMAX March 1<sup>st</sup> for the parking lot lights. Moved by Samantha. Seconded by Andrea Carried.

### 8.4 Rink Committee

- 8.4.1 Alex reported that the Ice Summit was highly successful; 11 new volunteers who learned how to make and maintain rink ice. Refreshments provided.

## 8.5 Events Committee

### 8.5.1 Santa Breakfast

- 8.5.1.1 \$1,000 City's Ward Grant program received. Support acknowledged in Jan newsletter. Suzanne will submit Final Report.

8.5.1.2 Event was reported on by Carolyn in Jan newsletter.

### 8.5.2 2024 Community Cleanup

- 8.5.2.1 Alberta Recycling paid \$949 through TechnoTrash for electronics. Ben had estimated the quantity of electronic drop-offs was at least 25% down so this amount is much higher than expected.

8.5.2.2 Action: Alex will ask Ben if he is willing to chair

## 8.6 Programming Committee

### 8.6.1 Nose Creek Concerts

8.6.1.1 Series name changed to *Nose Creek Concerts*. Logo created.

8.6.1.2 Detailed marketing plan finalized for 5 concerts. Suzanne will continue to work with Dave Donovan for programming. First concert will be the popular and accomplished Calgary blues musician, Kirby Sewell his KIRBY SEWALL TRIO Feb 16.

8.6.1.3 Advance tickets can be purchased through COMMUNAL's registration system and will be available at the door.

8.6.1.4 Cash bar will be offered at each performance. Suzanne will manage purchasing and inventory. Bartender has been hired.

### 8.6.2 Learn to Skate

8.6.2.1 One-day workshop for all ages Sat, Jan 11 3 instructors from Alien In-line Skating; coffee and hot chocolate. Alien In-line Skating will provide waivers. Pre-registration through COMMUNA.

Cost: \$10 for non-members; \$8.50 for members to offset cost. Costs: \$250 instructors; refreshments.

8.6.3 COMMUNAL's Program Registration

8.6.3.1 Carolyn has taught the program registration steps to Suzanne. Notes have been taken for future volunteers or staff.

8.6.4 Smokies, S'mores (& S'music)

8.6.4.1 We haven't announced event yet as Eric is still checking with musicians living in the area to see if there is sufficient interest to have a musical component. This event could be moved to later in the spring if the February date isn't viable.

"S'music" could also be dropped and it just be a day at the North Hall with smokies and S'mores.

8.6.4.2 Carolyn will create a poster once event has been finalized.

8.6.4.3 Event volunteers will be needed.

8.7 Communications Committee

8.7.1 ACTION: Alex to ask Newsletter Editor to prioritize community concerns to the top of the monthly newsletter (from Dec minutes).

8.7.2 ACTION: Suzanne to ask Kris to remove names of these former Committee Chairs from website: Carolyn Events and Caleigh from Human Resource; state positions are open, contact [president@winstonheights.ca](mailto:president@winstonheights.ca) if interested.

8.7.3 ACTION: Samantha requested that all Terms of Reference on the website be updated to reflect current Committee Chair and members of each Committee. Action item not assigned.

9. New Business

10. Next Meeting Date Confirmation

10.1 February 4, 2025

11. Adjournment 9:00 p.m.

Motion: Scott Duncan Carried

