

Executive minutes 2026-02-17

Century House – Oak Room

1. Call to order 10:01
Bill Harper (chair), Tim Hicks, Marnie Jepsen, Helen Chambers, Trudi Hampel, Lynn Bittner-Jobson, Anne Ladouceur; Kathleen Kennedy-Strath via Zoom
2. Adoption of Agenda - moved Ladouceur, Bittner-Jobson; carried after amendments to add cost of gifts & flowers under New Business, and guest Don McLellan at top of agenda to discuss the budget (*reported below in Treasurer section*)
3. Approval of previous meeting's minutes [Chambers, Hampel - carried]
4. Introduction of new members
Bill welcomed new members Marnie, Lynn, and Kathleen
5. Old Business
 - Princess Margaret picture - it's still not ready; carry forward to next meeting
 - Translation and crafts - see appendices for discussion
Action: Bill to talk to staff and SET about what could be arranged
6. Treasurer & Finance Committee
 - **Treasurer's Report** - No report; we are still in transition; new and old treasurers are working on it; We can expect to get soon a balance sheet, income statement, and advice of unusual items
 - Our past bookkeeper is no longer available so we'll need a new one; we have a temporary bookkeeper for now
 - **Action:** Anne to meet Marnie re events process and money flows
 - **Motion:** [Ladouceur, Chambers - carried] to change bank signatories to Bill Harper, Marnie Jepsen, and Trudi Hampel.
Action: above signatories to make change, with outgoing signatories McGillis & Ladouceur
 - **Budget 2026** - for approval; we are required to present this to the March chairs
see Appendix 2 for discussion
Motion to receive presentation [Ladouceur, Chambers - carried]
 - **Motion:** [Hampel, Ladouceur; carried] to recommend to the Chairs that they authorize up to \$3000 for development of a new logo for the Century House Association.
 - **Motion:** [Hicks, Chambers - carried] to authorize Time For Change to spend up to \$150 for refreshments (coffee, tea, cookies) for their upcoming meeting on housing with the Seniors Advocate and others
 - Bill added that Time for Change is now willing to be seen as a normal group like SOUL and others, and will accept an executive member as part of the group
Action: Bill to get a motion from them on this

7. Executive Board & Officer Reports

- President's report
 - Bill went to a session re the *myImpact* online system for logging volunteer hours. He clarified that scanning in is not reporting your volunteer hours. There's a manual (book) and online help available, and 2025 executives can demonstrate it
 - Pink Shirt Day is Feb. 25th. Staff will have an info table;
Action: Bill and Anne to assist and be visible.
This links to our other work on behaviour. Some anti-bullying work was started up to four years ago.
- Executive member reports *except treasurer*
 - Trudi - the expectation in our new Staggered Elections model is a one-year term for Past President. **Action:** CHAE to clarify Past President term for AGM 2027.
 - Anne:
 - Officially can not be a liaison, as she won't be around all the time, but brings history and culture, and is on call if quorum might fail;
 - is willing to step down as chair of communications, but wants the next chair to be free of responsibility for one of the main channels
 - would like to be part of the upcoming review process for the Memorandum of Understanding; spirited discussion led to:
 - **Motion 1:** [Harper, Bittner-Jobson; carried] that the MoU Organizing Committee be the executive of the Association
 - **Motion 2:** [Harper, Bittner-Jobson] that the negotiating committee for the changes to the Memorandum of Understanding be President Bill Harper, Vice-President Trudi Hampel, Secretary Tim Hicks, and Governance Committee member Carole Wylie
 - **Amendment to Motion 2:**[Ladouceur, Chambers -carried] that Anne Ladouceur be included in this committee
 - **Motion 2 as amended:** carried
- Strategic Plan - no report; meetings start up soon
- Liaison assignments & reports:
 - Trudi distributed proposed liaison assignments; Anne has some but may hand them off later; Helen gave Line Dancing Monday to Kathleen in exchange for Wonders of the Garden; Notable 90s see themselves as part of CHAPS (most were in it) but we'll keep separate and have Anne as liaison.
 - **Motion** [Hampel, Jepsen; carried] to accept assignments as amended
Action: Trudi to revise document and send to Tim for updates to other lists
 - CHAPS - going through details of financial status and cash flow, in order to determine future funding; also facing a shortage of clients;

- Trudi will be team lead for the Chairs elections in April;
Action: update info package, ask liaisons to schedule elections, line up a staffer to help
- Bill to lead planning for May orientations for chairs; deferred to March CHAE will do Wed. & Sat. again; include reporting process

8. Standing Committees:

- Membership: See list of committees and requested members below
Motion: [Ladouceur, Chambers; carried] to appoint members to Standing Committees as listed in the attachment
- Bursary: no change to team
- Events: planning some Sunday events, including a Japanese-themed event in May and perhaps a second, daytime Birthday Party each mont ; advisory committee now meeting monthly
- Governance: will offer an orientation to Policy Handbook and decisions-to-policy process they will attend the March 16 CHAE to make this offer
- Communications: priorities have been logo (*see above*) and the SET kiosk project, which has now settled on a less ambitious and less expensive solution that can be updated later

9. New Business

- Handoff from departing members, reassignment of liaisons (incl. T4C & SOUL), duties, and other responsibilities
- **Chairs meeting March 4** - priority is budget presentation, see above
- Briefing for new members on the Sync Drive and special email addresses (Tim) - deferred to March
- Plan a staff-and-exec orientation session
Action: Tim & Bill to arrange a date in March
- **Hyack Parade** - team lead needed. Planning takes two months, Bill has full checklist; we need lead time for Clarion promotion. Players performance that day will shift to 2:00 to avoid conflict **Action:** Bill to continue recruiting
- **Sunday openings** - can't proceed full speed till budget approved
 - We have new groups forming, some old groups that want to re-form, and some that want to move; so far no group wants to split into two;
Action: Anne to present at Chairs meeting March 4
 - Anne as team lead, plus Bill; **Action:** Anne to recruit a third member
- **Info tours** - dates and assignments are set into April
- Word templates (Tim) - deferred to March

- Gifts
Motion: [Hampel, Bittner-Jobson; carried with Ladouceur recused] to authorize spending of up to \$250 per person for gifts to departing executives e

10. **Staff report** - Erica Mark was unable to attend; no report

11. Good and Welfare

- Member recognition - We agreed that recognition could and should be done at any meeting where it's appropriate, but we shouldn't get carried away.

12. Announcements - none

13. Adjournment

- Motion to adjourn [Hampel; carried]
- Next meeting date confirmed as March 16
We'll meet on third Mondays, and if that date is a holiday we'll use the second Monday
Action: Bill to attempt to secure the Oak Room for these meetings on an ongoing basis

Standing Committees 2026

Governance: Ardyth Moorcroft, Curtis Albertson, Mary Gagnon, Carole Wylie

Bursary: Wenke Hogg, Joyce Jackson, Dave Lodermeier, Kevin McKay, Marlene Larson, Debbie Tommila, Linda Kenning

Communications: Anne Ladouceur (chair), John Lynn (secretary), Tim Hicks, Trudi Hampel, Wendy Parry, Hannah Glavin

Events Planning: Louvaine Kadonaga, Wanda Lee, Lynn Bittner-Jobson, Pat Gerbrandt, Audrey Soroka, Anne Marie Smith, Anne Ladouceur

Finance: Marnie Jepsen, Sydney McGillis, Trudi Hampel, Tim Hicks, Wenke Hogg, Debbie Castagner, Don McLellan

Appendix 1: discussion re translation tools

- Recent experience with translation for a small-group meeting showed that it works.
- Can we work with SET and staff to make this available as a tool on request?
- Is it our responsibility? Strategic plan says “probably”
- The immigrants in question are taking English classes. Many recent immigrants understand English but are not ready to speak it. Some potential members speak mostly French
- We can put a discussion up on screen with a display in both languages
- Voice-to-voice translation is nearly here
- SET has offered to help set up a structure;
- The first two uses to aim for could be introduction-to-group and conflict resolution

Action: Bill to talk to staff and SET about what could be arranged. We should expect this to be more of an ongoing process

Appendix 2: Budget discussion

Don McLellan [an accountant member] explained that he is leading budget 2026 at the request of the former Treasurer.

- He started from scratch at account level by group, examined what was where, carried forward 2025 spending, and separated those that have revenue AND expenses because those are the budgeters.
- After building the budget from past spending, Don added information supplied by groups. Most have small revenue and run near break-even so carry-forward is usually safe. Only CHAPS has a substantial excess of expenses over revenue.
- Loose ends: the Players and one other group still have offsite accounts, and Events hadn't done a budget yet because expenses are still coming in **Action:** Marnie, Anne, Don to settle this
- The budget IS ready, and an operating reserve is in place; we can present a summary budget to chairs, but we'll have to review it later **Action:** Marnie & Don to work on preparing a presentation for the March 4 Chairs meeting