

CHAE Minutes

20 January 2025, 10:00 a.m. Cottage

1. Call to order 10:03 a.m. with Anne Ladouceur, Bill Harper, Tim Hicks, Curt Albertson, Marilyn Remus, and guest Carole Wylie (governance); regrets: Pat McDonald
2. Agenda [Adopted: Hicks, Remus]
3. Minutes from December 2024 [Adopted: Hicks, Harper]
4. **Old Business:**
 - a. **AGM preparation**
 - Carole advised that we have few nominations
 - our hoped-for treasurer has not worked out; another candidate needs some accommodation; we may need to reduce the treasurer's non-financial responsibilities; we would like a treasurer who can work on financial policy **ACTION:** Carole to discuss with candidate and send content to Tim for a pre-AGM email
 - **ACTION:** current members can now say they are running and invite others to run
 - In Memoriam: movie is ready
 - Governance doing refreshments
 - Staff have physical setup including overflow room, Zoom, and membership checking
 - Prizes: **MOTION:** authorize Bill to spend up to \$50 for prizes [Harper, Albertson – carried] with a suggestion to give them out at various points in the meeting
 - Handouts: 30 copies of agenda, 2024 minutes, and some other items plus copies to Hannah Glavin to show on-screen
 - Treasurer's report - **ACTION:** Anne to confirm what this will be
 - Bylaw changes: after discussion of difficulties with staggered elections and the low nomination level, we agreed to present only the first change (2/3 majority to change bylaws), converting the others as Notice of Motion for AGM 2026
 - Yearly activity report – with very limited response from Chairs, this will be incorporated into the Executive Report and the introduction to activity highlights. See also New Business, below
 - Plan AGM post-mortem & decisions re notice for 2026 meeting – to February executive
 - b. **Strategic Plan**
 - Bill reviewed the selection process and the committee's recommendation of Andrea Reimer **MOTION:** to accept Andrea Reimer's quote and seek funding from the February Chairs meeting, which would be normal procedure for an item of this size [Harper, Albertson – carried] **ACTION:** Bill to prepare presentation for Chairs
 - c. **Chairs working group** re Activity Groups creation/termination
no new volunteers; carry forward to February exec
 - d. **Clarion update** – Curt noted the latest answers from Royal Printing
 - **ACTION:** City to ask Prism if it will match Royal's bid, ask Royal to clarify one item, and write a Clarion piece for the AGM executive report
 - Erica expects to be able to maintain the present 50-50 cost sharing (especially since the new approach reduces photocopying costs)

5. **Treasurer's Report** [no report – carry forward]
 - a. Reserve fund policy progress and next steps
 - b. Review of approach to Activity Group finances - for next Treasurer

6. **Liaison Reports**
 - a. No updates

7. **Staff Report**
 - a. efforts continue re parking; efforts to displace a taxi that has started parking here have failed and will be escalated; if necessary we will advise our members in the Clarion
 - b. computers for the lab space will be installed this week; procedures are being developed and we'll write it all up in the March Clarion
 - c. the Learning Garden fencing funding plan hasn't worked out, and Erica's seeking a new source

8. **New business**
 - a. Hyack Parade registration –
MOTION: authorize Bill to proceed with free registration [Remus, Hicks – carried]
 - b. Planning for a new logo? City will start cutover in March; we won't be able to use the existing crown; city staff will help us redesign ours
 - c. Plan to have an investment plan – carry forward to February
 - o Tim has a brief separate document as overview
 - o At this stage it can be independent of the strategic plan
 - o We need to set up the process to find a financial advisor – how can we get suggestions; should be arm's-length
 - d. Future of Chairs reporting - carry forward to February - for Tim & new treasurer
 - o Numbers - Scanning vs headcount reports
 - o Reports to treasurer – consolidate and simplify? Due diligence procedures
 - o Financial management – what do we want to do about it?
 - e. Annual activities report
 - o Handbook re Groups - 3g “ Submit a written monthly group report to the Chairpersons' meeting and a **yearly group report** to the CHA Annual General Meeting to the CHAE Secretary and/or Treasurer within parameters set by the CHAE” but response to our request made to chairs with the AGM notice has been very weak.
 - o This is policy, we can change it; carry forward to February

9. **Next Meeting(s):**
 - a. Next regular meeting: Feb. 10 to avoid Family Day Feb. 17

10. **Adjournment** 11:38 a.m. [Remus]

Anne thanked departing executives Remus and Albertson for their service.