

## Executive minutes 2026-03-16

Century House – Oak Room

1. Call to order 10:02 Bill Harper as Chair.  
Executive: all present except Lynn Bittner-Jobson  
City: Erica Mark  
Guests: (Governance) Carole Wylie, Curt Albertson
2. Adoption of Agenda [Hicks, Chambers]
3. Approval of previous meeting's minutes - with amendment that Trudi Hampel is Finance Committee liaison, not a member [Hampel, Chambers]
4. **Special Case - Governance Guests**
  - Governance Committee Report - Carole Wylie
    - Carole reviewed the history of the governance group as “why do you do what you do the way you do it?” During COVID they reviewed all available source documents and created the Handbook ... which does NOT include our procedures
    - She noted that in 2025 we created some ad hoc committees that if they are to continue should be formalized with a purpose and timeline. SOUL is just one of these, and the Clarion subcommittee needs policy if it continues ...
    - Recent papers on nonpartisanship and conflict resolution are policy should link to governance; we just adopted the documents and did not make them policy  
Action: CHAE should make these policy
    - They encourage recent efforts to spread the workload and perhaps find our next leaders
    - They would like to see a Board Book of policies and were thinking of a hard-copy binder; the Secretary has already started an online folder for such documents, notes the logistical challenge of hard-copy binders, and could offer a secure online solution
    - Overall, the Governance group is looking for opportunities, not grievances
  - Governance offered an orientation to Policy Handbook and decisions-to-policy process; it would require about two hours  
**Motion** to hold this orientation event in the relatively near future [Ladouceur, Jepsen; carried]  
**Action:** Bill to schedule with Governance
  - Governance requests 30 minutes in the agenda of the upcoming chairs-and-leaders orientations; CHAE agreed in principle subject to agenda fullness
  - **Special General Meeting:**  
Bill explained our Treasurer's findings, which went to Finance Committee, which led to the report in hand. We MUST present the financial statements to the AGM for approval, but we have not been doing so. Marnie explained that a December yearend works for most nonprofits, with six months to get the statement approved by the AGM. This puts the AGM in late May/early June. The Finance Committee concluded that we need a Special General Meeting to adjust our bylaws accordingly.

- **Motion** [Ladouceur, Hampel - carried] Whereas Century House Association currently does not comply with the federal legislation and regulations of the Canada Revenue Agency Charities Directorate, be it resolved that a Special General Meeting be scheduled for no later than the end of June, to approve the charity's annual financial statements for the 2025 year end.

*discussion:* the May Chairs meeting is open, The June Chairs meeting would be on the 3<sup>rd</sup>, and we should avoid Seniors' Weel which starts May 30.

- **Motion** [Ladouceur, Kennedy-Strath - carried]: To recommend to the Special General Meeting that future AGMs will be scheduled for no later than June of the year.

and

- **Motion** [Hicks, Kennedy-Strath - carried] Whereas CHA elections are held at our AGMs for Executive Officers of two- or one-year terms, extending current elected positions ensures continuity in leadership until the next AGM, aligning our governance with the new schedule; be it resolved that we recommend to the Special General Meeting that the current elected positions be extended approximately four months, until the rescheduled AGM at the end of May or early June 2027.
- Governance will examine possible consequences of this and make recommendations if necessary; they will also run the SGM if asked

## 5. Old Business

- Briefing for new members on the Sync Drive and special email addresses - deferred
- **Staff-and-exec orientation** session
  - Erica outlined her idea, with several new members on both sides, mandate, focus, tasks
  - We agreed on **March 30, 9:45–11:45**, with the full CHAE team
- **May orientations** for chairs;
  - after discussion we agreed to do **May 16 & 20, 10–noon**  
most CHAE to attend both sessions; chairs representatives need do only one  
**Action:** Bill to confirm room (ideally ABC)
- review team for **Memorandum of Understanding**
  - City team has started a document that is just key headings for both teams to work with - 2 cols what do we see now / what do we want; we may need to define terms etc. ..
  - We need to be done and go to Council by early July latest; more people = more time so at some point we may go to a smaller get-it-done team
  - We'll also have to work out a way to consult members (note: we are planning a Special General Meeting anyway!)
  - **Action:** Erica to send draft document to CHAE (via Tim if desired) ASAP [done]
  - **Action:** CHAE to send comments & ideas to Tim by end of March 23
  - **Action:** full team to meet March 31 at 10 a.m.

- Craft Sale Debrief & Report [**attached**; *also see item 6 below for related policy*]
  - Team leader Wendy Parry recommends **not doing a Thrift Sale this spring** for various reasons, including the impact on staff and groups' rooms and the absence of a leader for it. [Wendy](#) would like to receive ideas for how to do it differently, and we can assume that we want to delete the White Elephant part. The craft sales in spring and fall will proceed as usual
  - Motion to accept recommendation [Ladouceur, Hicks - carried]
- Chairs Discussion Topics
  - Three people sent ideas, one of which was seniors & homelessness just as Time for Change was doing a session on that; we'll try one of the other ideas in the May meeting. We can also use the MoU and Strategic Plan to generate topics. Our May open meeting could have a guest on a topic that is suitable for discussion
  - **Action:** CHAE to pick topics for April & May, and find a guest for May
- **Hyack Parade** team lead
  - Kathleen will lead, except for parade day itself
  - **Action:** Bill to provide Kathleen with worksheets etc., and help her find a leader for parade day (Lynn?)
- Information tours - Communications Committee is scheduling these now
- Chairs elections
  - city staff not set yet
  - 26/41 elections set; Helen has had only 3/10 replies
  - We're booking rooms for groups that don't have a meeting place
  - Trudi has finished the Group Leadership Responsibilities document
- Formation and Disbandment of Activity/Support Groups (document attached)  
**Motion** [POLICY] [Ladouceur, Kennedy-Strath - carried] to adopt the document as policy

## 6. Treasurer & Finance Committee

- Old Business:
  - Documentation of processes & money flows - underway with previous treasurer & others
  - Signatories - done
  - Budget must be presented to Chairs April 1; Marnie has a document, approved by the Finance Committee
- **Motion:** to authorize spending up to \$2400 for a display kiosk (picture attached)  
*deferred to next meeting; time crunch*
- **Motion:** [Chambers, Hampel - carried] to authorize spending of \$100 by SOUL committee for an honorarium to give to a facilitator of a program they support offering at CH. This is a one time request for a single 2 hour session.  
**Action:** SOUL to document whether this is an honorarium or an agreed fee

- **Motion (POLICY)** [Ladouceur, Chambers - carried] That revenue from CHA sales (spring thrift sale/bazaar and winter craft sale) be credited as follows:
  - *sale of items made by members of an activity group*: group's account in CHA's accounting program
  - *sale of items donated to the sale, at a table staffed by CHA member volunteers*: CHA general account
  - *table rentals*: CHA general account (Note: Funds raised by outside vendors are theirs)

**7. President's Report**

- **Motion** [Ladouceur, Chambers - carried] to accept the city's offer of a filing cabinet that is in storage  
**Action**: city to move chairs stored in cottage, and place cabinet there; Bill to coordinate with Erica
- Asked if we want to collaborate with Meal Meet up in terms of activity or entertainment  
**Motion** [Ladouceur, Kennedy-Strath - carried] to table
- Status of translation support service - deferred
- Invitation to have someone to apply for City Grant Committee - deferred

**8. Standing Committees:** deferred, with agreement that there was nothing critical to report

9. **Chairs meeting next month** - not discussed except as noted above

10. **Strategic plan update** - deferred; committee meetings are underway

**11. New Business**

- New Activity Group (Mexican Train Dominos) Brenda Levitan  
**Action**: Anne to bring more information to next meeting and proceed

**12. Liaison Reports & Finalization of liaison assignments** - deferred, but assignments are done

**13. Staff report**

- parking sign approved, at sign shop; 19 signs are needed for full coverage
- A supervisor position across town is open, and two of our people have applied; we might face yet another staff turnover
- Motion to receive report [Hicks, Chambers - carried]

14. Next meeting April 20

15. Adjournment 12:15 p.m.