


## CKE Community Association Board Meeting

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<b>Date</b>	July 17th, 2019	
<b>Time</b>	7:00pm	
<b>Location</b>	Dawn's house	

### Present (marked with an X):

<input checked="" type="checkbox"/> Robin Daigle	<input checked="" type="checkbox"/> Dan Kennelly	<input checked="" type="checkbox"/> Liz Fontana
<input checked="" type="checkbox"/> Chris Doyle	<input checked="" type="checkbox"/> Sonja Johnson	<input checked="" type="checkbox"/> Brent Barker
<input checked="" type="checkbox"/> Dawn Messer	<input checked="" type="checkbox"/> Mike Cleghorn	<input checked="" type="checkbox"/> Lindsey Stene
Merritt Ranseth	Erin Anderson	<input checked="" type="checkbox"/> Keltie Baxter
Marnie Sullivan	Louise Clayholt	
David Milne	Harry Schaepsmayer	

### Observers / Guests:

	<input checked="" type="checkbox"/> Wendy Kennelly	<input checked="" type="checkbox"/> Jen Sherstabetoff (hall manager)
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Meeting called to order at 7:10pm

Jen Sherstabetoff is introduced to Board members as the new CKE Community Centre Coordinator. Jen provides an update and/or we all discuss the following:

- Possible tenants
- Best contact information for Jen: [jenniferrickard1@hotmail.com](mailto:jenniferrickard1@hotmail.com) (or for rental inquiries, go through room rental website link which will go to Jen).
- There have been questions from tenants about the number of tables and chairs available. Discussion will continue on this...
- Round tables are preferred for rentals
- Printer/scanner for office is needed
- Cleaning requirements discussed (frequency, cost, what will renters be responsible for? Jen recommends that we include a cleaning fee as part of our rental fee. Jen will have cleaning company to come in to do an estimate. Jen and Dawn will continue to discuss and research.
- Is a land line necessary? Chris will look into a security package and how the phone system will tie into this (land line or not?)
- Set-up/take-down time will be included in tenants' time slot (no additional time between bookings)
- Member rate vs long term renters. Long term renters do not qualify for member rates.
- Cancellation policy: previous policy had a 14 day cancellation. Jen is recommending 30 days cancellation. Anything less than 14 days, and renters lose their deposit.

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- Damage deposits: hall fee is collected and when tenants get the keys they pay their damage deposit. It's then returned (cash) a week after they use the room following a thorough inspection.
- Parking: no overnight parking and CKE is not responsible for damage, etc. Wisewood can be used as overflow parking
- Code/keypad system preferred to keys (far more convenient for Jen). Chris will revisit and research keypad options. For each room or just main entrance? Having a specific code for each room is preferable.
- Camera security system may be considered later on.

### Wendy Kennelly – Update on Hall Programming

- Wendy speaks about church group rental group. They're hoping to be involved with community and give back by helping out (eg. laying sod, etc). They were hoping for \$1,200/month but Wendy thinks we should counter with \$1,500. Sunday mornings are not a high priority time so Jen and Wendy advise that we rent this space to them. 8:30 - 12:30 will be recommended rather than 1pm to accommodate afternoon renters.
- No rental term agreement outlined in terms. Locking in more than one year is not recommended. Half-day rental option removed from rental opportunities listed.

**MOTION:** Motion to approve the June 12<sup>th</sup> & June 26<sup>th</sup> minutes by Robin Daigle, seconded by Marnie, all in favor, motion carried.

Brief discussion about changing the CKE year to Jan- Jan. Chris will look at bylaws to see if this is an option if desired.

### Fundraising update (Dawn)

- Dawn shares that we've raised \$255,669
- Discussion ensues about how best to communicate our fundraising progress. SPAM and construction committee will collaborate and share with the Board.
- Wendy recommends that we deliver a hard copy to peoples' mailboxes with fundraising update, programming update
- Wendy to give a tour to Whitney Issik. Wendy will approach Issik about additional funding during walk-through.
- Messaging of brochure to go out first week of August. Outstanding items, wins, programming, introduction of Jen, etc.

### Strategic Marketing Planning committee update

- The latest survey results re. community members' preferences for programming will be shared with Jen.

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### General discussion...

- Fentanyl incident: no additional news relating to this specific issue at this time.
- Dawn informs everyone about Lana's communication network (who she is and what her neighborhood updates are all about).
- Discussion about Lana's communication vs. Board communication. Lana shouldn't be the first person people contact if there's an issue. Whose responsibility is it to bring these issues to the police, etc.?
- Mike recommends we invite Constable to Jake Tyerman to a Board meeting. We need some clarity from CPS about how to address these issues.
- Also, Naloxone kits should be at hall (and AED).

Chris will contact Constable Tyerman re. fentanyl information session or resources.

### Construction Update: Mike, Brent, Chris

Brent talks about trees being cut down by residents. Residents will be cutting more trees down because they are nearing the end of their life-cycle. Should the City be contacted? 311 should be contacted by residents.

Mike's report:

Rachel sent update from July 11th. All completed items outlined (see Mike's construction report).

- Schedule was delayed two to three weeks due to weather. Although hall may be open sooner (August 1st), we may not want to push occupancy any earlier than what we've already communicated.
- Objective is to gain occupancy as early as possible (but not for tenants until Sept 1)
- Mill-work discussion and pricing. Rachel wasn't clear on change in pricing.
- Mantle cost: \$5000. Far more than anticipated. Recess was not cut in as per Barb's original plan. Can't be cut into load-bearing wall (unless it's 8" thick) so now mantle will not be flush. \
- Cost includes:
  - Framing
  - Tile (is this needed? Will paint suffice?)
  - Electrical

Dan and Mike will discuss fireplace

Chris makes motion to approve upgrade to higher quality paint (PCN24) at a cost of \$315. Motion passed.

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- Curbs and handicap access, (wheelchair ramp), etc - City has increased the cost from \$15,000 to \$20,000 more. Brent recommends challenging City on this. Sidewalk cost has already been accounted and planned for. Curb and other have not. These were not in original Devt. Permit. If it wasn't on DP, do we need to fulfill this promise? Centron feels that the City should be paying for this. Amber will be contacted about it for clarification.

Security/gate for patio/stairs/railing needed. This is a major safety concern. Centron needs to be consulted and action is required. Could we even get a permit with this not being addressed? Insurance concerns also. Centron will be contacted asap. Completing patio does not necessarily resolve issue.

City grant reimbursement (CCG) we need receipts for this.

Landscaping discussion...landscaping has not been budgeted for. Amber recommends a \$5000 grant but this may not be necessary. CKE landscapers/volunteers will be consulted and community can contribute to planning and work that needs to be done.

### **Garden Committee Update (Sonja)**

Sonja discusses garden committee meeting. Having a garden would be desirable. Garden committee doesn't want their needs and priorities to be overlooked. They request that they be included in the design and discussion around landscaping so garden boxes can be accommodated. Planting needs to happen this fall if garden is to be ready for the spring. Committee would like to walk through the garden area to see what's alive, and assess what needs to be done. Cost for the new garden re-build would be \$15,000 (donated items the first time accounted for about \$5000 of this. Centron will leave the land graded flat to be level. Garden boxes will need to be situated once again. The Garden Committee isn't interested in doing all the grunt work, writing grants, etc. They don't want to start from scratch and were told it would be returned to its prior state. We need a schematic re. Garden space so committee knows what they will have to work with. Centron will be consulted about this.

### **Construction update cont...**

- Mike will send Keltie newest construction update and she will add to website
- \$25,000 - \$35,000 is estimate to finish deck (including glass and railing)
- Dawn to speak to flooring - would like to look at other options beside cement. For \$9,567 we could get Marmolian squares/tiles everywhere besides speciality flooring rooms, (cheapest option other than no flooring).

Budgeted but outstanding expenses:

- Basketball hoop
- Skate benches
- Front entrance bench
- Rink hot water tank

**Dawn makes a motion to purchase a hot water heater for rink (\$2,150). Motion passed.**

Wendy lists additional items that are on the wish list but not budgeted for.

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Designer wants to know about bathrooms so decision has to be made about overall flooring (included in \$9,567).

Other desired outstanding items:

- Access card system/security
- Ceiling fans for dance studio (\$350 each x 2)
- Millwork benches for front entrance (to honor \$5000 donation we received specifically for bench) and skate shack.
- Gym window coverage- should these be a main priority? Window breakage a concern. (\$5000)
- Lounge furnishings (\$5000 - \$10,000)
- Locked storage cupboards for specific rooms- dance studio, after school care, etc - not built-in (\$5000)

**Motion made by Chris to approve up to \$1,800 for bathroom flooring on main floor (PCN). Motion carried.**

Group 1 priority items covered!

Group 2 outstanding items: no approval on basketball hoop yet, millwork, mantle

Brent expresses concerns about cash flow. Currently there is \$348,000 in bank accounts, \$44,000 in Parks account. \$390,000 is available right now to pay Centron bills. \$17,500 raised from Wil concert (highest amount yet). Half of this will go to Tennis court resurfacing fund). Receipts required for City reimbursement through grant.

### Recreation Report - Lindsey

- Wil update
- Pickleball open house (Lindsey shares details)

### Additional items discussed:

- Keltie updates about PayPal situation.
- Dawn shares designs for swag (clothing).

**MOTION: Motion to adjourn the meeting by Sonja Johnson seconded by Mike Cleghorn, all in favor, motion carried.**

Meeting finishes at 9:57pm.

Minutes taken and completed by Liz Fontana (Chris Doyle is acting chair due to Merritt's absence).

**Email Motion (July 9<sup>th</sup>) Motion that the CKE Board approve the spend of \$21,140 to complete 8**

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necessary interior millwork items (Bathroom vanities, Ballet Bar & Brackets, Kitchen Pass Thru, Fireplace Mantle & Hearth, Multipurpose room cabinet with sink, Kitchen Cabinets, laminate kitchen counters, free-standing metal rolling island), bringing the new total build expenses to \$2,003,130 from an available budget of \$2,020,973 for a remaining balance of \$17,843. **9 in favour, 1 opposed. Motion Carried.**

**Email Motion (July 25<sup>th</sup>) Motion** to proceed with \$30,767 to complete the items listed below, bringing the total cost of construction so far to \$2,039,346 from an available purse of \$2,078,444 thus leaving a positive balance of \$39,097. If any actual costs exceed 20% of the approved budget per item we will seek an amended motion for Board approval.

<b>Main Floor Flooring</b>	\$7,968.00
<b>Signage</b>	\$3,500.00
<b>Security System</b>	\$2,549.00
<b>Basketball Hoop</b>	\$2,000.00
<b>Gym window coverings</b>	\$5,000.00
<b>Dance studio fans</b>	\$750.00
<b>Concrete Curbs</b>	\$2,000.00
<b>Uline Bathroom Accessories</b>	\$5,000.00
<b>Interior Door Locks</b>	\$2,000.00

12 in favor, none opposed, **Motion Carried.**

**Email Motion (August 9th) Motion** To support the Engineering Consultation Grant application to investigate the soil conditions beneath the tennis courts. This will cost 5K and will be paid for by the city. 11 In favor, non opposed, motion carried.