

Northern Hills Community Association

Serving Country Hills, Country Hills Village, Coventry Hills,
Harvest Hills and Panorama Hills

2019 Special Meeting

Wed November 27, 2019 at 5:30 pm

Idea Lab, Vivo, 11950 Country Village Link NE, Calgary, AB, T3k 6E3.

Chair – Ian McAnerin | Recording Secretary – TBD

AGENDA

Administrative Tasks (17:30)

1. Call to Order (17:30)
2. Verify Quorum (17:31)
3. Introduce Directors and Staff
4. Approval of the Agenda (17:32)

Special Meeting (17:35)

1. Approval of 2018 AGM Minutes from April 4, 2019
2. Approval of Audited Financial Statements
3. Outstanding Business – from AGM minutes
 - a. Transparency
 - b. Communication guidelines
 - c. Roles and responsibilities
 - d. Public operational guidelines
 - e. Mural
 - f. Term limit clarification
4. Member Discussion

Motion to adjourn (18:15)

5. Social Event until 18:30

**SCHEDULE “A”
OUTSTANDING BUSINESS**

<p>Tabled AGM Motion: Be it resolved the NHCA amend Article IV to read: “The Secretary is responsible for accurately recording and maintaining minutes of all Board of Directors, Special and General Meetings and publish for members to read the draft minutes within 5 business days.”</p>	<p style="color: #00AEEF;">After some discussion, it was decided to by unanimous vote to table this motion for discussion at the next board meeting.</p> <p>From Minutes of May 22, 2019 (Next Meeting):</p> <ul style="list-style-type: none"> • General agreement on approved meeting minutes within 30 days of being approved are to be posted publicly • Guideline around returning communication or correspondence <ul style="list-style-type: none"> ○ General agreement around expectation to respond in a timely manner taking into consideration that the board is built upon a volunteer base.
<p>Tabled AGM Motion: Be it resolved the NHCA amend Article IV to include their responsibilities. One of which should be responding to correspondence from members within 5 business days.</p>	<p style="color: #00AEEF;">After some discussion, it was decided by unanimous vote to table this motion for discussion at the next board meeting.</p> <p>From Minutes of May 22, 2019 (Next Meeting):</p> <ul style="list-style-type: none"> • Guideline around returning communication or correspondence <ul style="list-style-type: none"> ○ General agreement around expectation to respond in a timely manner taking into consideration that the board is built upon a volunteer base.
<p>Tabled AGM Motion: “Be it resolved that a term of reference of roles & responsibilities of board members, employees, contractors and volunteer positions be published for member review”</p>	<p style="color: #00AEEF;">After some discussion, it was decided by unanimous vote to table this motion for discussion at the next board meeting.</p> <p>From Minutes of May 22, 2019 (Next Meeting):</p> <ul style="list-style-type: none"> • Discussion around role and responsibilities being posted publicly. <ul style="list-style-type: none"> ○ It was agreed this would be a good transparency and that a goal to have them all reviewed and uploaded by end of the year.
<p>Tabled AGM Motion: “Be it resolved that a</p>	<p style="color: #00AEEF;">After some discussion, it was decided by unanimous vote to table this motion for discussion at the next board meeting.</p>

<p>copy of the Occupational health and safety policy and procedures for the organization be published publicly”</p>	<p>From Minutes of May 22, 2019 (Next Meeting):</p> <ul style="list-style-type: none"> • Discussion around the posting of internal policies such as the operational guidelines or procedures being publicly posted. <ul style="list-style-type: none"> ○ It was determined that no internal policies should be posted publicly but rather our position or message around safety could be shared. For example, we don’t want to have it public how we handle crisis management in case it actually opens us up for more risk.
<p>Tabled AGM Motion: “Be it resolved that the mural artist is recalled, to correct the error on the Navy, Army and Air Force insignia to the Kings crown from the Queens crown. As the insignias are representative of WWII, King George VI reigned”</p> <p>Tabled AGM Motion: “Be it resolved that the national flag of Canada be added to the mural”</p>	<p>After some discussion, it was decided by unanimous vote to table this motion for discussion at the next board meeting.</p> <p>From Minutes of May 22, 2019 (Next Meeting):</p> <ul style="list-style-type: none"> • Discussion around requested changes to the mural. <ul style="list-style-type: none"> ○ It was discussed and determined that no changes or additions to the mural will be completed. The Art perspective will remain as it and no further funds are to be applied to it other than maintenance.
<p>Tabled AGM Motion: Provide clarity on bylaw Article III,3(a)</p>	<p>After some discussion, it was decided by unanimous vote to table this motion for discussion</p> <p>Bylaw Amendments Filed Mar 03, 2017 state:</p> <p>Be it resolved that the NHCA amend Article III, Section 3 (a), which will now read as: “The Term of every Board member shall be for a period of two (2) years. Any Board member may serve four (4) consecutive terms.”</p>

SCHEDULE "B"
APRIL 4, 2019 AGM MINUTES

Minutes of the Annual General Meeting of the Northern Hills Community Association

Thursday, 04th April, 2018

Harvest Hills Alliance Church, 10099 Harvest Hills Blvd. N.W.

Chairperson: Leah Argao

Recording Secretary: Jessie Leighton

Board Members Present: Leah Argao, Jessie Leighton, Ian McAnerin, David Hartwick, Lindsay Lantela, Brad Huebert, Tavis Settles, Jeannette Vu, Laura Hack, Winnie Huang

Guests: # of members of the Northern Hills Community Association were present.

Regrets: Tamara Keller

	Item & Motions	Discussion & Outcomes	Action
1.	Call to Order	<p>Meeting called to order at 7.00 pm.</p> <p>Motion: that the items presented for new business are tabled to the next board meeting for appropriate discussion, debate and decision. These items were brought forward by a community member and in order to be transparent, we have presented the issues so that the general membership is aware that they will be addressed at the next formal board meeting and all are welcome to attend that discussion.</p> <p>Proposed: Laura Hack Seconded: Jeannette Vu</p> <p>All in favour, One Opposed, Motion Carried.</p> <p>Motion: "Be it resolved that the adapted 2018 AGM Agenda is approved by the NHCA Membership"</p> <p>Proposed: Laura Hack Seconded: Jeannette Vu</p> <p>All in Favour, None Opposed, Motion Carried.</p>	n/a
2.	Introduction of Directors, Staff & Guests	NHCA Directors, NHCA Executive Director were introduced. Also introduced the following special guests: Jyoti Gondek (Ward 3 Councillor), Jamie Kleinstauber (MLA), Michelle Rempel (MP) and Vivo. Thank you for coming.	n/a
3.	Approval of the 2017 AGM	Motion: "Be it resolved that the 2017 NHCA AGM Meeting Minutes are approved by the NHCA Membership"	n/a

	Meeting Minutes	Proposed: Ian McAnerin Seconded: Laura Hack All in Favour, None Opposed, Motion Carried.	
4.	Approval of the 2018 Audited Financial Statements	We have felt some economic impacts to our advertising and soccer registrations despite restructuring soccer costs associated with volunteering to make it more affordable. We had carry-over casino funds that needed to be used or risk being returned to AGLC. In Aug we had another casino so fortunately we had 2 major projects that allowed us to capitalize on our funds which included the harvest hub and the mural. We are presenting an unaudited financial statement as we underwent an operational restructure at the end of the year and hired our new Finance Director at the beginning of March. We will announce to the membership once audited statements are available, likely via a special meeting. There will not be a motion at this time.	n/a
5.	Appoint Auditors for the Year 2019	Motion: “Be it resolved that the NHCA appoint the Federation of Calgary Communities as the auditors for 2018” Proposed: Ian McAnerin Seconded: Tavis Settles All in Favour, None Opposed, Motion Carried.	
6.	Special Resolution – BYLAW AMENDMENTS	Over the last year the board has been identifying item in bylaws that have been unclear or constricting and after much debate and re-wording we have a few amendments to the bylaws for consideration that have been vetted and agreed to by the board for presentation to the members. There are several other by-law suggestions that have not been vetted, discussed or agreed upon by the board for presentation to the general membership. With each motion there will be brief explanation of the rationale, a reading of the existing bylaw, and then a reading of the proposed revision for comparison. I will then ask for the vote based upon how it has been presented. Motion: Be it resolved the NHCA amend Article II 3 by changing it to “The membership fees membership classes and their expiration dates in the Association shall be established by the Board of Directors” Proposed: Ian McAnerin Seconded: Tavis Settles All in Favour, None Opposed, Motion Carried.	

		<p>Motion: Be it resolved the NHCA amend Article III by changing it to “and shall serve with no remuneration other than free membership during their term”</p> <p>Proposed: Brad Huebert Seconded: Nate Pike</p> <p>All in Favour, Two Opposed, Motion Carried.</p> <p>Motion: Be it resolved the NHCA amend Article II, Section 7c by removing “it shall not be empowered to enter into land or building construction transactions”</p> <p>Proposed: Leah Argao Seconded: Laura Hack</p> <p>All in Favour, None Opposed, Motion Carried.</p> <p>Motion: Be it resolved the NHCA amend Article VI, section 1b by changing it to “The Treasurer will provide oversight to and/or receive incoming and outgoing transactions and review all financial records to provide any required reports at all meetings of the financial status of the Association”</p> <p>Proposed: Leah Argao Seconded: Ian McAnerin</p> <p>All in Favour, None Opposed, Motion Carried.</p> <p>Motion: Be it resolved the NHCA amend Article VI 3c by changing it to “Capital expenditures towards a single project, greater than \$50,000”</p> <p>Proposed: Jeannette Vu Seconded: Laura Hack</p> <p>All in Favour, None Opposed, Motion Carried.</p> <p>Motion: Be it resolved the NHCA amend Article VI 4 by changing it to “All cheques drawn on the Associations bank account shall be signed by any two signing officers”</p> <p>Proposed: Ian McAnerin Seconded: Laura Hack</p> <p>All in Favour, None Opposed, Motion Carried.</p>	
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		<p>Motion: Be it resolved the NHCA amend Article IV to read: “The Secretary is responsible for accurately recording and maintaining minutes of all Board of Directors, Special and General Meetings and publish for members to read the draft minutes within 5 business days.”</p> <p>After some discussion, it was decided to by unanimous vote to table this motion for discussion at the next board meeting.</p> <p>Motion: Be it resolved the NHCA amend Article IV to include their responsibilities. One of which should be responding to correspondence from members within 5 business days.</p> <p>After some discussion, it was decided by unanimous vote to table this motion for discussion at the next board meeting.</p>	
6.	Present & Elect Slate of Directors for 2019-2021 Term	<p>Today we only elect directors and once the directors are in place, they determine who will take on the executive roles. Please note all potential directors must be members in good standing and must sign an acknowledgement of code of conduct and confidentiality.</p> <p>Before we move forward to elect our existing and renewing board members by way of a slate vote. Are there any nominations from the floor?</p> <p>Nate Pike would like to nominate David Hartwick. David appreciated the nomination, but declined at this time.</p> <p>Motion: “Be it resolved that the NHCA elect Winnie Huang, Brad Huebert, Ian McAnerin, Leah Argao, Lindsay Lantela, Tavis Settles, Jeannette Vu and Jessie Leighton to the Board of Directors”</p> <p>Proposed: David Hartwick Seconded: Laura Hack</p> <p>All in Favour, None Opposed, Motion Carried.</p>	
7.	Motion to Adjourn	<p>Motion: “Be it resolved that the 2016 NHCA AGM be adjourned at 7:40pm”</p> <p>Proposed: Leah Argao Second: Laura Hack</p> <p>All in Favour, None Opposed, Motion Carried.</p>	

	Following the business portion of the meeting		
1.	Year in Review	<ul style="list-style-type: none"> • Gardens now have raised beds, fruit trees. • HHHub has broken ground • AHIH hosted first community volunteer tax clinic • Over 700 volunteers participated in Northern Hills Mural, currently the longest mural in Canada. 	
2.	Awards & Anniversary	<p>Leah recognizes Jamie Kleinsteuber for his engagement and cooperation with the NHCA during his MLA term. Jamie gives speech about engagement with the community.</p> <p>David Hartwick was thanked for his service by Jamie Kleinsteuber, presented with a Toole Peet award and a gift from Leah.</p> <p>Tyson Bankert of Federation of Calgary Communities congratulates the NHCA for their 25th year anniversary.</p>	n/a
3.	Community Q&A		
4.	Thanks to Sponsors	Ian thanked Sobeys & Jerusalem Sharwma for providing the food, and Harvest Hills Alliance Church for providing the space.	
5.	Door Prize Draw	Lindsay concluded the evening with Door prizes.	

SCHEDULE "C"
MAY 22, 2019 BOARD MEETING MINUTES

**Minutes of the Board Meeting of the Northern Hills Community Association
Wednesday, May 22, 2019**

Idea Lab, Vivo for Healthier Generations, 11950 Country Village Link NE, Calgary T3K 6E3

Present: Tavis Settles, Leah Argao, Ian McAnerin, Lindsay Lantela, Tamara Keller, Chris Kjelgren, Winnie Huang

Regrets: Jessie Leighton, Brad Huebert, Yana Soldatenko

Guests: Cst. Steve Kelly, Representative from Jyoti Gondek's office, Susan Taylor – Representative from Vivo, 2 Community Members.

Acting Secretary: Leah Argao

Item & Motions	Discussion & Outcomes	Action
Call to Order	Meeting called to order at 6:40 pm	n/a
Adoption of Board Meeting Agenda	<p>Motion: "BE IT RESOLVED THAT NHCA adopt the agenda for the meeting of May 22, 2019 meeting of the NHCA Board of Directors."</p> <p>Proposed: Tavis Settles Seconded: Leah Argao All in Favour, None Opposed, Motion Carried</p>	
Adoption of Board Meeting Minutes	<p>Motion: "BE IT RESOLVED THAT NHCA adopt the minutes of the April 17 NHCA Board of Directors meeting, as presented."</p> <p>Proposed: Tavis Settles Seconded: Leah Argao All in Favour, None Opposed, Motion Carried</p>	n/a
Advocacy Update	<p>Elementary school- CBE gave an update on the design in the meeting. Primary concern addressed was student safety. Staff parking lot has been changed to make it easier. Concerns around traffic, and flashing beacon, staff parking lot concerns for safety/crime. Anti-graffiti coating being considered for fencing. Concerns around funding for playground may come up in the future. Schedule for 2020 opening.</p> <p>High school- Josie Weeb is the interim chair. Information meeting scheduled May 28th 5.30 at Coventry hills elementary for a stakeholder meeting. June 26-community open house at Nose creek school.</p>	
Northern Hills Connect	Successful for grant \$7500 to host 3 community soup events.	

Guests' Updates		
Councillor Gondek's Office	<ul style="list-style-type: none"> road closures, harvest hills blvd, panamount due to improvements but as they are released to send public. 144 and center road construction/Brookfield is adjusting the intersection based upon plans from transport. 	
Cst. Steve Kelley	<ul style="list-style-type: none"> encourages ongoing feedback for the school development. Private school buses dropping off kids- CBE needs to get involved and find different ways to do drop offs. Questions around remediation of a drug house. 	
MP Michelle Rempel's Office	<ul style="list-style-type: none"> April 24 Michelle held a town hall meeting with great attendance. May 23 holding a career services event to assist people in prepping for work. New Horizons Senior Grant- due by the end of June-online application process. 	
Vivo	<ul style="list-style-type: none"> Gem trade show brought 6k people out. Community clean up went well. Dog fest this weekend May 26th- green Calgary will be selling rain barrels. June 15 all sport 1 day same day as Neighbour day- NHCA need someone to participate on the bus. Vivo night market coming up June 29th. Night market/ Skate park June 20 July 17th. Further updates and gates in the upper area. JULY 6th for stampede 	
NPC	<ul style="list-style-type: none"> July 8/12 Park in Play in Panorama Hills. New LOC was signed for NHCA for the new site in Coventry for rink and basketball court. Organizational health self assessment and service measure have been added to the council audit process to ensure the groups are operating accordingly. Needs to be completed by end of June 30 and ensure that it is passed through the next board meeting. 	
Present Community Members	<ul style="list-style-type: none"> Other community members-Parking lot questions around security from a community member. They are looking for lighting and tree removal and potentially bollards to reduce the risk of vandalism. 	
Community Action for Seniors Project	<ul style="list-style-type: none"> Lily (of CCCSA) and Mae (project director) came to speak on community access project for senior. It is a community engagement process. Both Northern Hills and Symons Valley have been identified and are looking to form an advisory group. Designed a survey to gather information. Looking for an assigned board member to be a lead for information. This is to avoid senior isolation. Announcement in June newsletter to start of the survey and begin gathering information. Winnie is the point of contact. 	
Board Business		
New Directors	<ul style="list-style-type: none"> Motions: <ul style="list-style-type: none"> "The NHCA accepts Nate Pike as a board of director to the NHCA." "The NHCA accepts Victoria Henry as a board of director to the NHCA." "The NHCA accepts Amanda Joly as a board of director to the NHCA." 	

	<ul style="list-style-type: none"> ○ Proposed: Leah Argao ○ Seconded: Tavis Settles ○ All in Favour, None Opposed, Motion Carried 	
i. Committee Updates		
Arts & Crafts	<ul style="list-style-type: none"> • Norstar is being very supportive of the classes and strengthening this relationship • Will be involved in Harvest Hub grand opening events • Wanting to ensure vulnerable people supervision.. should we do this.. vulnerable people concerns. Develop a volunteer policy in terms of vulnerable population that prohibits being alone with a vulnerable population. Maybe 2 levels of volunteerism. 	Leah to do a takeaway on the volunteer info.
Events	<ul style="list-style-type: none"> • Neighbour Day, June 15th, 2019 • Soccer Wind Up - June 23rd. Discussion about budget and getting testimonials for the program next year. • Event Review: Jane's walk in Panorama – successful despite bad weather. Thinking to turn it into an annual event! • Event Review: AGM-plan for it earlier.. budget before end of the year. • Event Review: Community clean up-need more garbage pickers for next year 	Sign-ups from execs for Neighbour Day, Soccer Wind Up, and Plan for next AGM better! Jane's Walk and Community Clean-up also have notes for improvement next year.
Harvest Hills Hub	<ul style="list-style-type: none"> • June 28th, 2019: 3 to 8 pm grand opening • Needs Signing authority with meeting minutes • Optional amenities agreements are needed for some of the add-ons to the park such as mini library, bulletin board, 4 statues, benches, shed • Motion: <ul style="list-style-type: none"> ○ "Be it that the NHCA supports entering into an optional amenities agreement to be provided by city covering items indicated as per committee report" <ul style="list-style-type: none"> ▪ Proposed: Victoria ▪ Seconded: Ian ▪ All in Favour, None Opposed, Motion Carried 	Get all signing authorities set up so that cheques and payments can be issued quicker.
At Home in the Hills	<ul style="list-style-type: none"> • New volunteer that is working at getting a community calendar up to date. 	Follow up with volunteer project!
SoccerTech	<ul style="list-style-type: none"> • Contract- new contract \$20 to \$25 suggested by Yens and Soccertech team • Amanda to get more info on the storage for soccer equipment • Motion: • "Be it that the NHCA approves new approved contract to increase soccer tech fee to \$25 per registration." <ul style="list-style-type: none"> ▪ Proposed: Amanda ▪ Seconded: Tavis ▪ All in Favour, None Opposed, Motion Carried 	Amanda to get more information about soccer equipment storage.

ii. Discussion Items		
Human Resources	<ul style="list-style-type: none"> • In-Camera 	
Transparency of meeting notes	<ul style="list-style-type: none"> • General agreement on approved meeting minutes within 30 days of being approved are to be posted publicly • Guideline around returning communication or correspondence <ul style="list-style-type: none"> ○ General agreement around expectation to respond in a timely manner taking into consideration that the board is built upon a volunteer base. • Discussion around requested changes to the mural. <ul style="list-style-type: none"> ○ It was discussed and determined that no changes or additions to the mural will be completed. The Art perspective will remain as it and no further funds are to be applied to it other than maintenance. • Discussion around role and responsibilities being posted publicly. <ul style="list-style-type: none"> ○ It was agreed this would be a good transparency and that a goal to have them all reviewed and uploaded by end of the year. • Discussion around the posting of internal policies such as the operational guidelines or procedures being publicly posted. <ul style="list-style-type: none"> ○ It was determined that no internal policies should be posted publicly but rather our position or message around safety could be shared. For example, we don't want to have it public how we handle crisis management in case it actually opens us up for more risk. 	
March Meeting Minutes Approval	<ul style="list-style-type: none"> • Motion: "BE IT RESOLVED THAT NHCA adopt the minutes of the March 2019 NHCA Board of Directors meeting, as presented." <ul style="list-style-type: none"> ○ Proposed: Leah Argao ○ Seconded: Tavis Settles ○ All in Favour, None Opposed, Motion Carried 	
9:54pm Adjourn Meeting	<ul style="list-style-type: none"> • Motion to adjourn the meeting. <ul style="list-style-type: none"> ○ Proposed: Ian ○ Seconded: Tavis ○ All in Favour 	