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Northern Hills Community Association

Summary of Board Meeting

March 25, 2020, via Zoom

President's Update	<ul style="list-style-type: none"> <li>Next month is our AGM - needs to be virtual, minimal</li> </ul>
<b>GUEST UPDATES</b>	
Ward 3 Office	<ul style="list-style-type: none"> <li>Ward 3 open house postponed until further notice</li> </ul>
Vivo Representative	<ul style="list-style-type: none"> <li>Update on Vivo rental fees for NHCA during COVID-19 situation</li> </ul>
<b>BOARD BUSINESS</b>	
Executive Update	<ul style="list-style-type: none"> <li>COVID-19 issues Update             <ul style="list-style-type: none"> <li>AGLC Use of proceeds update for COVID-19 Crisis</li> <li>Facility - Groups may now use 100% for operating expenses on the facility, compared to 50% in the past</li> <li>Wages/Salaries - Gaming proceeds can be used on wages/salaries that provide charitable services</li> <li>Emergency Assistance – proceeds can be used to assist individuals who are facing dire or serious circumstances</li> </ul> </li> <li>Voted in new Board Members – Manny and Corinne</li> <li>AGM Changes and issues             <ul style="list-style-type: none"> <li>Need for virtual AGM</li> <li>Postpone major changes until next year?                 <ul style="list-style-type: none"> <li>Objects</li> <li>Bylaws                     <ul style="list-style-type: none"> <li>Agreement by board to host a special meeting regarding updated Objects and Bylaws for after the 2020 AGM due to modified nature of the prospective 2020 AGM</li> </ul> </li> <li>Hanson's Ranch                     <ul style="list-style-type: none"> <li>Consideration of their connections and ties to Northern Hills area                         <ul style="list-style-type: none"> <li>Geographical area</li> <li>Soccer program participation</li> <li>Increasing NHN distribution may increase connections and revenues</li> </ul> </li> <li>Currently part of the Hidden Valley Community Association</li> </ul> </li> </ul> </li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Hidden Valley would have to vote on this first, and if approved, then NHCA may take the next steps to consider adding this neighbourhood to NHCA</li> <li>▪ Rough estimation of 320 residents</li> </ul>
Office Update	<ul style="list-style-type: none"> <li>• Remote work due to the COVID19 - Office and Vivo closure We are working remotely and asking to call us to 403-226-6422 and leave a voicemail. Then one of us responds to the voicemail within the next two business days. <ul style="list-style-type: none"> <li>○ Mon-Fri: 8:00am – 4:00pm</li> <li>○ Closed on weekends and statutory holidays.</li> </ul> </li> <li>• Rent and bookings fees at Vivo were cancelled and will not be charged until the end of April and then everything will be reviewed.</li> <li>• New public hours will be in affect once the office opens: <ul style="list-style-type: none"> <li>• Tuesday mornings (9am - 1pm)</li> <li>• Thursday evenings (3 -7pm)</li> </ul> </li> </ul>
The Committee Committee	<ul style="list-style-type: none"> <li>• Draft Committee / Team setup of internal structure for approval.</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• Audit update-Audit statements are on track to be provided by 2020 AGM</li> <li>• Discussion on cheque signing and location</li> <li>• Discussion on budget, casino funding going forward and AGM</li> <li>• Discussion on staffing costs</li> </ul>
Fundraising/Casino	<ul style="list-style-type: none"> <li>• Charitable casino events in the second quarter (April 2 – June 30, 2020) will not proceed as scheduled. <ul style="list-style-type: none"> <li>• Note, some Quarter 1 casinos still need to be rescheduled as well</li> <li>• All volunteers have been notified of this</li> </ul> </li> <li>• Though casino events are disrupted, Alberta Gaming, Liquor and Cannabis (AGLC) will ensure that groups scheduled for casino events in the second quarter 2020 are rescheduled and accommodated first when casinos open. <ul style="list-style-type: none"> <li>• May be as little as a 48 hours' notice for rescheduled date <ul style="list-style-type: none"> <li>▪ Will keep volunteer force in contact to be ready for any last-minute rescheduling</li> </ul> </li> </ul> </li> <li>• Update from Casino advisor and dates</li> </ul>
Procurement	<ul style="list-style-type: none"> <li>• Need to understand and confirm who is on this committee and what timeframe with the upcoming proposal of a new software <ul style="list-style-type: none"> <li>• Importance of thorough testing of the system to ensure usability</li> </ul> </li> </ul>

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Events and Programs	<ul style="list-style-type: none"> <li>Proposing for a review and approval of the Events Policy and Procedures document.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>Working on external and internal content creation checklists. <ul style="list-style-type: none"> <li>Ranking communication priorities; trying to make our public communications simpler, easier, and more engaging/responsive with the community</li> </ul> </li> <li>Nate will continue to work with and chair this committee at this time</li> </ul>
Membership	<ul style="list-style-type: none"> <li>Business directory is up and running.</li> <li>Memberships purchased for 25-cents last year will be up for renewal in Oct. 2020</li> </ul>
Planning	<ul style="list-style-type: none"> <li>Protection of Stoney Industrial areas, glacial erratic</li> </ul>
NHN Newsletter	<ul style="list-style-type: none"> <li>Discussion regarding print, digital and other newsletter options and advertising potentials</li> </ul>
Advocacy/Government Relations	<ul style="list-style-type: none"> <li>Discussion on Advocacy team and structure in NHCA</li> </ul>
Sports	<ul style="list-style-type: none"> <li>Soccer season &amp; numbers <ul style="list-style-type: none"> <li>Still planning for this to happen, start date may be around May 30th, 2020 monitoring current COVID-19 and social distancing situation</li> </ul> </li> <li>Update from CMSA <ul style="list-style-type: none"> <li>1500 jerseys shipped out for the program as sponsored by Tim Hortons'</li> </ul> </li> <li>Looking into a program/plan to assist parents with soccer fees/payments, esp. because of consequences of COVID-19</li> <li>New photographer: Dave Watson</li> </ul>
Arts and Crafts	<ul style="list-style-type: none"> <li>CANCELLED all craft pop-ups, Acrylics Workshop April 4 and WALLPEOPLE event April 25 – will reschedule</li> <li>Planning to do some instructive craft videos on our social media</li> </ul>
AHIH	<ul style="list-style-type: none"> <li>Tax Clinic on hold, wait for further updates from local governments and rent space to make sure a tax clinic would be safe for the public and volunteers to participate in</li> <li>Individual tax file deadline was moved to June 1, 2020 by CRA</li> </ul>
Beautification and Gardens	<ul style="list-style-type: none"> <li>Both Gardens are getting ready for a new gardening season. The garden plot registration had some delays and now is up and open to the returning gardeners. The next registration dates are the following: <ul style="list-style-type: none"> <li>New Gardeners registration: April 1st, 2020</li> <li>Gardeners registration for residents outside of Northern Hills: April 15th, 2020</li> </ul> </li> </ul>
BSC / BlockWatch	<ul style="list-style-type: none"> <li>Fundraising with/monetizing BSC/BlockWatch stickers, communications (e.g. WhatsApp)</li> </ul>

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	<ul style="list-style-type: none"> <li>- Promoting community solidarity, and promote continued engagement/involvement in the BSC/BlockWatch program</li> </ul>
SPRY in the Hills	<ul style="list-style-type: none"> <li>• Due to the current COVID-19 situation, SPRY fitness program has been cancelled last week and resumed this week with the virtual classes led by the fitness instructor via Zoom.</li> </ul>
Marketing & Communications	<ul style="list-style-type: none"> <li>• Calendar Update             <ul style="list-style-type: none"> <li>• Use the Calendar to assist with preparation of the 2020 budget</li> </ul> </li> <li>• “Get in the Loop” follow-up             <ul style="list-style-type: none"> <li>• Update document, updated timeline moves any decision to fall 2020 due to current COVID-19 focus.</li> </ul> </li> </ul>
IT	<ul style="list-style-type: none"> <li>• We have a Zoom pro account</li> <li>• New email process is coming             <ul style="list-style-type: none"> <li>- Based on name instead of function</li> </ul> </li> <li>• IVRNET backup</li> <li>• Board Manual Backup process</li> </ul>