

Chestermere Whitecapper Association
Board Meeting Agenda
January 26, 2021 Time: 1:00pm

<https://us02web.zoom.us/j/89719496279?pwd=eFk5QTA5dzhGMk5TZ0YvU1d0NkhQQT09>

Meeting ID: 897 1949 6279 Passcode: 756723

*To provide a venue and opportunities for Chestermere and area seniors to gather congenially, to keep in touch with each other and the community through organized social events, activities, informative presentations and entertainment,
To receive information and have opportunity to input regarding services which contribute to their quality of life, and
To foster fellowship and friendship which impart the comfort and security of living among helpful caring friends.*

1. Call to Order by acting President, Karen Rideout at 1:12 pm. Meeting opened with the reading of our mission statement.

2. Certify Quorum achieved, 7 regular board members

3. Attendance

a. Attendees: Karen Rideout, Clare Elsbett, Todd McBride, Pat Shaw, Joe Rankin, Sandra Lord, Brenda Gunn (Board Members)
Don Cassidy (Website and Facebook master), Karen McKee
(CWA member)

4. Adoption of Agenda with the addition of item Kerby Centre on-line activities (Pat), and if time allows, joint activities with the Prince of Peace (Karen)

Moved: Todd McBride **Seconded:** Brenda Gunn
Carried

5. Adoption of Minutes of Last Board Meeting held November 3, 2020

Moved: Brenda Gunn **Seconded:** Todd McBride
Carried

6. Financial Report -

a. **Financial report:** Our financial position remains static. Other than payment of regular monthly expenses there have been no other payments nor has there been any income to report. Report attached.

b. **Payment of Rent to CRCA** during lock-out (January). We have received no communication from CRCA regarding rent relief.

c. **Federal Rent Relief for Non-Profits:** In order to apply under this program we need to provide a CRA business number. **Motion** to have Maurice look into this with CRA **Moved:** Clare Elsbett, **Seconded:** Sandra Lord **Carried**

7. Business arising from last Board meeting and Old Business:

a. **AGM, December 4, 2020. Karen Rideout reported:** The AGM was conducted on December 4, 2020 using ZOOM. All members in good standing could attend (we had been concerned that due to government regulations we would be limited in the number of in-person attendees) and there were no technical issues.

b. Follow up with AGLC regarding AGLC Casino survey.

Karen reported: She was able to complete the survey with input from Pat and Todd. The intent of the survey was to have non-profits advise AGLC on ways to improve the division of Casino opportunities and process of allocating Casino funding, especially in light of the Covid lock-downs for Casinos which have adversely affected the funding of many non-profits. When results become available, and subsequent changes (if any) come out we will be notified.

8. Committee Reports -

a. **Social Media: Don Cassidy reported:** Our Facebook page is growing with 100 dedicated followers, not all CWA members. Total hits are much higher. The web page activity remains static and as there are no current activities it is relatively quiet. Anyone who has ideas about additional content or information they would like to see should let Don know. Currently we highlight community activities that are of interest to seniors such as Historical Foundation news, time and dates and link information for the monthly Senior's Teleconference, as well as seasonal greetings and information. Posting ZOOM link information for our coffee and fitness classes was discussed and while there are some risks (people linking in to cause disruption) it seems the benefits outweigh any issues. The major plus is that this would make it easier for new members to find the information.

b. **All other reports deferred until re-opening.**

9. New Business

a. **Update on attendance at ZOOM coffee and Fitness:** Attendance at Fitness

sessions has dropped somewhat but those who are attending are very happy to be able to do so. Attendance at coffee sessions has also been down.

Don will promote these activities on our Facebook page as a reminder that they are still running and provide the links.

b. Brainstorm topics to attract members to coffee: A number of suggestions were put forward as “topics” for coffee meetings to provide a little more focus to the discussions (other than the weather!), widen the scope and to keep things interesting. Themes suggested were: where to find the best bargains, busing (transportation) around town, recipes, travel, rates for seniors' housing and care, vaccinations. It was also suggested to have guest attendees from outside the group such as the city (Sharron Matthewman), PCN, health advocates, representatives from the Lakeshore Manor, etc. A PJ day was suggested for the Fitness class. Let **Todd** know if you have any other suggestions.

c. Revamping of monthly newsletter – determine if necessary and what kind of info it should relay.

The biggest positive here is that those members who do not use the internet would benefit from a printed newsletter. A high estimate of those without personal email access is 20 members. Some members already use a family member's email address and it is strongly suggested that all members who do not have their own address provide one (family or friends email) so information can be relayed to them. Distribution is an issue to be considered, the cost of postage if necessary (until the lock-downs end) and having distribution points set up. Suggestions, other than the Whitecapper Centre, are pharmacies, groceries. Note: many places have removed any high-touch points such as free newspaper and brochure racks. There are also printing costs. The newsletter would also be sent to all members via email.

Carol Gardner volunteered to put together the newsletter before her surgeries and hopefully will still be willing to do so. **Sandra Lord** volunteered to work with Carol as a member of the Board.

d. Karen McKee (member attending as guest): communication frequency & methods

-Karen volunteered to provide ZOOM practice sessions for Whitecappers who are new to using the application. Karen uses ZOOM frequently so feels she has a good handle on using it.

-Non-Profits in the city get together every 2 months to discuss common issues. Karen suggests that the Whitecappers have a Board member as representative at these meetings. Note: Michael was previously attending these meetings on our behalf.

-She suggested that the Board hold open ZOOM sessions with all membership.

-As per Karen McKee, Carollyne Collier has volunteered to send out cards to members who are ill, have been in hospital or have lost a loved one. Carollyne has not contacted anyone on the Board so a call should be made to confirm this when a decision is made.

-Karen also offered to provide a "Walkfit" exercise program as she was doing before we were locked out of the building last March. She was asked to provide specifics on when she would be willing to lead the program (days and time). No decision made at this time.

e. Online games or lotteries for fundraising: Pat has been looking into games via ZOOM and also lotteries (50/50). AGLC has a number of rules around how these must operate. **Pat** will provide a report when she has further information.

f. Reopening Checklist

-Work on an actual check list deferred due to time restraints. We have all the information that went into the previous reopening and should be able to work from that. A board representative will need to call group leaders when we have solid information about opening dates and any changes to procedures.

-Don confirmed that he is still willing to clean the Centre. He has a group of members who have volunteered to help him although any other help will be greatly appreciated. On opening the Centre will require at least a quick refresh prior to opening the doors.

-new membership application forms: Don has created a membership form that will work efficiently with our new database. Board members have reviewed and approved.

-membership sales: the new forms will go out by email and can also be attached to the newsletter when it is completed. All members will be asked to fully complete the form to facilitate entry into our new database and catch any information missing from previous entries. **ACTION: Pat Shaw** will speak with the bank about using e-transfers for payment of dues. An issue which will need to be addressed is how to match the incoming payments to the payees. Email notification?

When the Centre opens, a dropbox for forms and cash payments may be a solution.

g. On-line programming available on the Forest Lawn Seniors group website

(Pat): At Pat's suggestion, Don did some exploring on the Kerby Centre website. A look at their course offerings, etc, shows the Zoom meeting number and pass-codes are posted on their website. Not all of their courses are open to the public.

ACTION: Don will post the ones that the general public can use on our Facebook/Webpage.

10. Miscellaneous notes and questions

Karen Rideout indicated that she is resigning from her position on the Board of the Whitecappers (Vice President/ acting President) and provided notice of such, effectively immediately. Letter will be provided and attached to the minutes.

Next Meeting February 16 or when the centre reopens if earlier

Adjournment: 3 pm **Moved:** Todd **Seconded:** Sandra Carried

Submitted by Clare Elsbett