

ALBERTA ROMANCE WRITERS' ASSOCIATION
Board Meeting
Saturday, March 11, 2023 at 9:00 AM

- 1. REVIEW AGENDA**
- 2. REVIEW MINUTES FROM Saturday, February 11, 2023**
- 3. TREASURER'S REPORT**
- 4. OLD and CONTINUING BUSINESS**
 - a) Other options to St. Mark's
- 5. NEW BUSINESS**
 - a) Fees – if eliminate Thursday sessions (or go to four times per year for a space)
 - b) Move to the third Saturday (avoid long weekends???)
 - c) Short programming – types, run for a few weeks, specialized.
 - d) Zoom access – security getting restrictive. Other options
 - e) Next year's programming

I REQUESTED INFO ON HIRING A ROOM FOR UP TO 20 PEOPLE ON THE 3RD SATURDAY A MONTH, 4X PER YEAR – SEPTEMBER, DECEMBER, FEBRUARY/JUNE.

KAHANOFF CENTRE:
105 – 12 AVE SE

9th Floor boardroom – Max capacity+12

They will let us know if another space large enough for 20 people becomes available.

Provides wifi, camera a mic for virtual meetings.

Food and catering is allowed.

Tenants must do own set-up, tear down and clean up.

10 business days' notice required subject to availability.

Available 8am-4pm

Cost \$35 per hour – minimum booking= 4 hours. =\$140. Payment by cheque.

KERBY CENTRE:

1133 7 Ave. SW, Calgary, AB T2P 1B2

We would love to host you at the Kerby Centre! Our largest classroom 305 looks like the best place for you events and is available! Our non-profit rate for the room is \$15/hr and staffing fee is \$20/hr plus a flat \$20 for cleaning after your event for a total of \$195. If you would like any catering like coffee or snacks we can also provide those for your event! We have free downtown parking and are on the C-Train tracks! Let me know your thoughts.

CSPACE

<https://cspacekingedward.com/meeting-space/>

If I've read this right – the small spaces are \$35 an hour for non-profit with the larger spaces \$90.

(Perhaps the latter would be good for an event.)

There is parking – also street parking. They have all the wifi etc we would need.

SENTRY BOX: Unfortunately our Back room is booked with repeat bookings on Saturdays.

The only available are Thursday Evenings (excluding the first Thursday of the month) and Alternating Sunday Evenings.

COMMENTS FROM WENDY

I read the budget estimate and I gather that the rent is the main issue, and is the insurance part of the rent issue??? Okay—just checked and the Fish Creek Library has rooms and they are free and have lots of parking. They can be booked 30 days in advance. The Scandinavian Club also rents out and their fee is \$250 per month. The Scandinavian Club is on 20th Ave NW—737 if my memory is correct. Fish Creek is on Anderson Road just east of McLeod trail. Hope that helps. I know nothing of insurance but that could be addressed later. So that is two options. As for the libraries I am sure they are all free. A third option is co-op as many have a room available for members and I believe it is free as well. Third option. I can't follow up on the co-op right now as my contact is out.

LIBRARY – Booking is only available 30 days in advance. Would be free but someone would have to be on the booking as soon as it. Became available, and if we didn't get it...!

CO-OP SPACES

Centre Number	Centre Name	Phone Number	Community Room Available	Wheel Chair Accessibility	Maximum Seating Capacity	Equipment Available
1	Midtown Market	403-299-4257	Yes	Yes	20	TV, DVD player, fridge, stove, oven, microwave
3	Macleod Trail	403-299-4292	Yes	No	20	White board, projector, chairs,
4	long & 8 square tables	4 Brentwood 403-299-4311	Yes	No	50	TV, VCR/DVD player, projector screen, chalkboard, stove, fridge
5	Forest Lawn	403-299-4470	No	No	N/A	N/A
6	Richmond Road	403-299-4490	Yes	Yes	20	2 White boards, TV DVD player, overhead projector, small fridge
7	Dalhousie	403-299-4331	Yes	Yes	12	White board, TV, DVD, overhead projector, flip chart, large stand up cooler
8	Oakridge	403-299-4355	Yes	No	25	Fridge, white board, TV
9	Village Square	403-299-5332	Yes	Yes	40	White board, TV, DVD, small cooler
10	Beddington	403-299-4445	No	No	N/A	N/A
11	Deer Valley	403-299-4350	No	No	N/A	N/A
12	Strathmore	403-934-3121	Yes	Yes	15	White board, TV, DVD player
13	Crowfoot	403-299-5353	Yes	Yes	15	White board, TV, small coffee maker
14	Shawnessy	403-299-4426	Yes	Yes		
15						White board, overhead projector, TV, DVD/VCR
15	Monterey	403-299-2600	No	No	N/A	N/A
16	Taradale	403-299-4012	Yes	No	20	Flip chart, stove, fridge
17	Hamptons	403-299-6711	Yes	No	25	White board, overhead projector, TV, DVD player, fridge, stove, oven
18	South Trail Crossing	403-257-7272	Yes	No	12	White board, overhead projector, TV, DVD/VCR player
19	Airdrie	403-912-3700	Yes	No	25	White board, TV DVE/VCR player, projector screen, fridge, stove, oven
20	Rocky Ridge	403-299-5450	Yes	No	40	White board, overhead projector, fridge, stove, microwave, dishwasher
21	West Springs	403-299-4151	Yes	No	24	White board, overhead projector, fridge, stove, oven, microwave
22	Creekside	403-299-4491	Yes	No	20	TV, DVD player, gas stove, oven, fridge, microwave, toaster, small coffee maker
23	Quarry Park	403-203-4825	No	No	N/A	N/A

LIBRARY – Booking is only available 30 days in advance. Would be free but someone would have to be on the booking as soon as it. Became available, and if we didn't get it...!

ST MARKS: I haven't gotten a set number from the Lodge as of yet, but I know the rent was \$1400 for a year, twice a month (24 meetings), whether we used them or not. You can go with that.
1400/24= \$58

OTHER THINGS TO DISCUSS:

FEES FOR NEXT YEAR. Do we reduce it.

CHANGING MEETING TIMES TO 3RD SATURDAY OF THE MONTH as of September

ZOOM SHORT EVENTS eg March – Short Story

Editing a Current WIP? - April

Meeting Called to order 9:10

Present by Zoom: Board Members: Bret, Wendy, Rachel, Jessica, Darlene, Tammy. Del joined though not yet on the board.

1. Agenda reviewed--no additions

2. Minutes of February moved by Diana, seconded by Rachel they be approved. All in favour.

3. Treasurers report given verbally and was sent by Treasurer to add to minutes..

PayPal \$217.16

Chequing \$10,133.69 (both Carla's and WWC chq's have been cashed)

Petty Cash \$77.75

Visa owing \$21.07

GIC to cover Visa \$1,000.00

GIC Savings \$10,095.28

Membership now at 29 (26 paid with 3 honorary)

Moved Jessica, seconded Tammy the report is accepted. Carried.

4. Old Business

Options to St Marks...

Much discussion over the options was given and it appears St Marks is the most reasonably priced and gives is access to a kitchen, lots of easy parking.

Question raised about less meeting less price but his has not been confirmed by Bret yet. It is assumed that the price would half if meetings halved to \$700 a month.

Jessica suggested we stay where we are.

Diana suggested use would be 10 Saturdays.

Tammy suggested on meeting per month.

Jessica commented that 3x a year is more difficult to keep track of.

Tammy suggested we stay with Saturdays.

Del suggested we need a tech person.

Wendy commented with only average of 3 people present per meeting, no money to pay one.

Moved to stay at St Marks by Bret, seconded by Darlene. Vote: Rachel abstained as mainly on zoom, Del voted no, but isn't on the board yet, rest of meeting in favor. Passed to stay where we are.

Del questioned who will set up St Marks...Tammy said she wold continue until a new president and secretary voted in.

Tammy questioned about summer meetings.

Jessica commented in the past Jul meeting was for WWC which ends this year. But there wouldn't be a speaker for July and August.

Whether to meet in summer deferred till after general meeting in June.

Whether to change the day to a different Saturday was decided to keep the meetings as they are at the moment and address the issue at the AGM and possible change the meeting date in 2024.

5. New Business...

a. Fees....barely making budget with the 29 members we have at present. Decided to leave the fees as they are till the AGM is presented with a budget and let the AGM decide. The number of members needs to be increased to 40 to make things balance.

b. Move to a different Saturday (Thursdays gone totally) will be deferred to AGM and change to occur in 2024.

c. Short programming Tuesdays....works with relaxed format...like to old days. Diana commented that the medical went well and short stories is running right now. Need people to come forward with ideas and be prepared to run the meetings.

Rachel volunteered to do one on editing starting in April and also would run one on YA sometime later.

Tammy suggested it needs to go out to the general membership for suggestions.

d. Zoom access...

Bret will make adjustments and open a new gmail account for ARWA and the whole exec will have access to the account and be willing to check emails etc.

Accounts need to be set up on the ARWA computer so that meetings can be run from this computer and set up in Calgary not routed through Bret's computer in Edmonton.

Bret will be in Calgary at the end of March and will set up the computer.

Tammy will assist with the changes.

e. Next year's programming...on hold at the present. Diana will be away for 5 weeks and she Tammy and Del will get together to discuss the schedule.

Next meeting will be on Easter Saturday. Secretary will not be available to take minutes so Tammy has said she will take the minutes.

Meeting adjourned at 10:10 AM.

Following the board meeting the general meeting began at 10:30 AM by zoom with a presentation by Sandra Wickham

Attending on zoom were:

Bret Cousins

Anne Radic

David Colpitts

Del Simon

Darlene Maynard

Lori Feldburg

Rachel Baird

Shaa Dickson

Sue Prutton

Tammy Lyn Carbol

Vi Peace

Laurie Hodges Humble

Deb Draper

Randi Ryder

Diana Cranstoun