

## Rocky Ridge Royal Oak Community Association

### MINUTES OF THE BOARD OF DIRECTORS MEETING – January, 2017

Date: Monday, 23<sup>rd</sup> January, 2017

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

#### 1. ATTENDANCE

Present	Absent	Apologies Received
<b>Executives and Directors</b>		
President - Tessa Sakamoto	Vice President - Ali Oonwala	School – Ambreen Sulman
Secretary – Patience Fagbenro	Membership – Muoi Leong	Parks – Dave Houston
Treasurer – Paul Watson	Safety & Security – Jessica Asuquo	Planning & Development – Dave Spencer
Communications – Jenna Mortis		
Events – Michelle Drysdale		
Programs – Ted Linklater		
Sponsorship – Gerry Lynch		
Volunteers – Joanna Tjia		
Transportation – Durotolu (Tolu) Aro		
<b>Government Contacts &amp; Advisors</b>		
City of Calgary Councillor ( Ward 1) – Ralph Smith	Member of Legislative Assembly – Justin Kwinter	Neighbourhood Partnership Coordinator – Heather Mackay
City of Calgary Councillor ( Ward 2) – Greg Hartzler		
Member of Parliament - Kelli Taylor		
<b>OTHERS</b>		
Rashi Ghai- Event Planner of High Style Events		
Folorunso Agunbiade – propose Event Director		

#### 2. Motion to Call to Order/Adoption of Agenda

Tessa called the meeting to order at 7.05pm

Amendment (if any): None

Adopted by: Ted Linklater and Seconded by: Tolu Aro

Carried by: The House

#### 3. Adoption of Previous Minutes

Amendment (if any): None

Adopted by: Jenna Mortis and Seconded by: Ted Linklater

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#### 4. Presentation of Reports

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/approval
<b>GOVERNMENT &amp; CITY REPRESENTATIVES REPORTS</b>			
<b>MP Rocky Ridge Office – Kelli Taylor</b>	NIL	<ol style="list-style-type: none"> <li>1. Congrats to RRROCA on the Canada 150 grant.</li> <li>2. Will always be on the lookout for funding availability and in form the association</li> <li>3. Newsletter expected in a few weeks</li> <li>4. Always available to support the association.</li> </ol>	NIL
<b>MLA Calgary Northwest Office – Justin Kwinter</b>	NIL	NIL	NIL
<b>Ward 1 Councillor's Office – Ralph Smith</b>	NIL	<ol style="list-style-type: none"> <li>1. Pathway under House Owners Association is being addressed though temporary bridge has been erected.</li> <li>2. Recreation centre is on course, though some comments on glass being too reflective. Completion is expected by December, 2017. Thereafter, it will take 1-2moths to get all gears installed.</li> </ol>	NIL
<b>Ward 2 Councillor's Office – Greg Hartzler</b>	NIL	<ol style="list-style-type: none"> <li>1. Treatment of snow wind rolls in the neighbourhood in the news. Seniors can call 311 to help clear or if cannot get out of the house to call 911.</li> <li>2. Re-designation of Lands at the highland golf course is ongoing- voting was done today.</li> <li>3. Will continue to support ongoing projects</li> </ol>	NIL

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		4. Need to check out the reasons for the extra two cross walks on Royal Oak drive.	
<b>City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay</b>	NIL	NIL	NIL
Executive Reports			
<b>Treasurer – Paul Watson</b>	Review of Business Plan will be done after completion of the Rink project.	<ol style="list-style-type: none"> <li>1. YTD we are showing a loss of about \$12,000. This is fairly normal for this time of the year as Stampede event (2016) has been expensed but most of the revenue-generating activity (Spring Sports) has not yet taken place.</li> <li>2. Canada 150 grant (\$325,000) has been confirmed. PFC Calgary money (\$125,000) has been received. ATB donated \$5,000 towards the rink.</li> <li>3. Rink project spending to date \$854,819.21. After factoring in Canada 150 and paying for balance of work completed to date we anticipate there being approximately \$150,000 available to get the rink functional before next winter.</li> <li>4. Have applied for GST Public Service Bodies' Rebates – should get us ½ of our GST paid back for FY16 and FY17.</li> <li>5. Remember casino event upcoming May 31 and June 1 – please volunteer if you can.</li> </ol>	NIL

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<b>President – Tessa Sakamoto</b>	<ol style="list-style-type: none"> <li>Document (code of conduct, conflict, confidentiality) was circulated as requested at last meeting. Feedback requested as well. Approved and hard copies will be available for sign off by all directors at next meeting</li> <li>Review of the Association's bylaws will be done before the AGM</li> </ol>	<ol style="list-style-type: none"> <li>Adopt a family is complete – we supported 7 families (23 people). Overall a success and would like to do it again next year. Looking at possibility of converting RRROCA to charity status (currently no future plans).</li> <li>RRROCA is one of 13 recipients of the Canada 150 community infrastructure program fund (\$325,000). Paul and I attended the announcement on Jan 17 at village square leisure centre.</li> </ol>	<b>Motion approved by the house to adopt the circulated Code of conduct, conflict, confidentiality document.</b>
<b>Vice President – Ali Oonwala</b>	NIL	NIL	NIL
<b>Secretary – Patience Fagbenro</b>	<ol style="list-style-type: none"> <li>Website updated with all pending Minutes</li> <li>AGM – 2016 draft minute put on the Website with a footnote to stating will be approved at 2017 AGM</li> </ol>	Meeting Schedule for the year n website for reference	Nil
<b>Directors Reports</b>			
<b>Communications – Jenna Mortis</b>	<ol style="list-style-type: none"> <li>Most Directors head/bust pictures uploaded on the Associations website. To replace vacant pictures with blank head bust.</li> <li>Exploration of brand recognition for the Association at all events -. Replace old Banner</li> </ol>	<ol style="list-style-type: none"> <li>New logo was proposed, and circulated for approval after which the Communications team will start the rebrand project. Also provide guideline for the new logo usage.</li> <li>We are working on creating a shared calendar for the RRROCA Board, so everyone is aware of upcoming events/deadlines. More information to</li> </ol>	<b>Motion to Approve New mono-colour logo was approved by Ted Linklater and seconded by Tolu Aro. Carried by the house.</b>

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		come on this as the project moves forward.	
<b>Events – Michelle Drysdale</b>	Please refer to update session	<ol style="list-style-type: none"> <li>1. <b>Rink Grand Opening</b> – postponed until Winter 2017/18</li> <li>2. <b>Movie Afternoon</b> – planning underway – Feb 25, The Secret Life of Pets @ ROVC</li> <li>3. <b>Parade of Garage Sales</b> – registration being set up through Sportsoft – members only.</li> <li>4. <b>Stampede Breakfast</b> - venue will be NWFC. Prelim bookings made for Radars Rentals, Kid's games. Next steps – establish planning committee, confirming sponsorship for food/coffee. Open to suggestions for entertainment, suppliers.</li> <li>5. <b>Neighbourhood day grant program</b> – Need to revisit which portfolio this sits in going forward.</li> <li>6. Need to set up the planning committee by next month.</li> <li>7. Need to check out and update on other community events around.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>To fund the movie afternoon \$500 - approved by Joanna Tjia and seconded by Ted Linklater. Carried by the house.</b></li> <li>2. <b>Motion to allocate \$750 to the Stampede Breakfast by July 8<sup>th</sup>. - approved by Jenna Mortis and seconded by Tolu Aro. Carried by the house.</b></li> </ol>
<b>Membership – Muoi Leong</b>	NIL	Need to provide the overall membership drive strategy for 2017 on or before next meeting as there is a lull in membership. Secretary to notify Muoi as key to the association's 2017 objective.	NIL
<b>Parks – Dave Houston</b>	NIL	1. <b>Rocky View County Aggregate Resource Plan (ARP) / Scott Property Project, Bears paw</b> – Presently reviewing draft ARP and preparing	<b>Community Park / Rink Project Files</b> – it is suggested / recommended for a project folder

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		<p>comments, which explain RRRO concerns with respect to future aggregate development within our area. Deadline for submitting comments to Rocky View County is Feb. 24, 2017. Draft version of comments will be issued internally by Feb. 17, 2017 and then issued to Rocky View County.</p> <p>2. <b>Sporting Equipment</b> – equipment and other RRROCA items were sanitized and relocated to Spy Hill Sentinel Storage in Nov 2016. RRROCA presently has a 6 month lease. Presuming the community park / hockey rink construction project will not be completed before lease expires, it will be required to determine how and where and when sporting equipment will be audited / replaced as needed and distributed to team managers for the upcoming season. The storage facility is not suitable for these purposes; alternate sites will be needed.</p> <p>3. <b>2017 Tasks</b> – It was communicated during Dec 2016 that Parks Portfolio will include Rink Licence of Occupation execution, preparation of Rink Life Cycle Study and developing Rink operating plans / budgets, etc. It is required for all current versions of rink / community park project plans, drawings, narratives, schedules, etc. to be uploaded to cloud for review and implementation. Progress updates for these tasks will be provided within 2017 reports.</p>	<p>to be established on the cloud, which will be used as a filing location for project procurement, design, planning, scheduling, budgeting documents. As the project moves along from construction into commissioning / operating; individuals who will be responsible for the latter will require said information for planning efforts.</p>
<b>Planning &amp; Development - Dave Spencer</b>	To review the Mandate document after the Rink is completed	NIL	NIL

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<b>Programs – Ted Linklater</b>	<ol style="list-style-type: none"> <li>Audit of the spring sports program to determine what new equipment will be done when the shed is completed about April, 2017</li> <li>Banner will not be required for the sports since T-shirts will carry all logos.</li> </ol>	<ol style="list-style-type: none"> <li>Baseball / Soccer Uniform Request to Quote with a potential savings of \$1,000 by switching suppliers. Lead time of uniforms is very tight and supplier may need to be switched.</li> <li>Coaches clinic for T-ball and Coach pitch will be held in April and price is approximately \$400 for the RRROCA with no reasonable limit on the number of people attending</li> </ol>	<b>Money allocation of approximately of \$10,000 to cover: Uniforms, Coach Clinic, Equipment Rental, Field Rental Calgary West Soccer. - approved by Gerry Lynch and seconded by Tolu Aro. Carried by the house.</b>
<b>Safety &amp; Security – Jessica Asuquo</b>	NIL	NIL	NIL
<b>Schools – Ambreen Sulman</b>	Please refer to update session	<b>The new school-</b> William D Pratt is having an official opening on Feb 10. Will be there to represent RRROCA. And so they are aware of our willingness to work with them.	NIL
<b>Sponsorship -Gerry Lynch</b>	NIL	<ol style="list-style-type: none"> <li>To get update from Karen on sponsorship drive for all events in 2017 e.g. Food and Coffee sponsorships for the Stampede Breakfast</li> </ol>	NIL
<b>Transportation – Durotolu (Tolu) Aro</b>	Update Red Light Safety issues on current Association's stand and actions- Additional lights have been added for visibility and Greg Hartzler will be in court to get more feedback.	<ol style="list-style-type: none"> <li><b>Playground zone on Royal Oak Way</b> is about 500m long. With the help of the school principle a request for a set of signs to be installed half way through the zone. Was made but rejected. To forward letter to Greg Hartzler for support.</li> <li><b>Time of "Islow" lights on Royal Oak Drive</b> playground zone does not match the</li> </ol>	NIL

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		<p>playground zone times. City has been contacted to update the timing.</p> <ol style="list-style-type: none"> <li>3. Summary of transportation activities for 2016 will be in the next edition of the newsletter. Tessa encourages all to contribute articles to the association's newsletter.</li> <li>4. Reports received on graffiti on walk ways.</li> </ol>	
<p><b>Volunteers – Joanna Tjia</b></p>		<ol style="list-style-type: none"> <li>1. Recruited: Gerard Lynch as the Director of Sponsorship and 20 ice rink volunteers (have been emailed about the delay of ice rink construction)</li> <li>2. Helping Michelle on organizing Movie Day</li> <li>3. Started publishing 'Volunteer of the Month' in the newsletter (on website too?)</li> <li>4. Current recruitment:               <ul style="list-style-type: none"> <li>- 1st FOCUS: 2 Event directors(due to large portfolio) and leads</li> <li>-2nd FOCUS: Casino Fundraiser Volunteers (6 have signed up so far), will send out a poster to retirement centre and other resident associations</li> </ul> </li> <li>5. Setting up the volunteer experience survey, combined with events survey?</li> <li>6. Will send out Job Description - please return back by Feb 28, 2017</li> <li>7. Paul and Jenna to support with Volunteers</li> </ol>	



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**3. Other Business**

- i. Conflict of Interest, Code of conduct and Confidentiality Agreement was approved for sign off by all
- ii. 2017 Planning Sheet – 23 objectives were received of which the below were approved as must complete for 2017

SN	OBJECTIVE	Lead Portfolio	By When	Cost (\$CAD)	Status
1.	Rebranding	Communication	End of January 2017	0	In progress
2.	Completion of Job Description for all volunteers	Volunteer	February 2017	0	In progress
3.	Completion and Launching of the Rink Project	Planning & Development	April 2017	500,000 (Substantial bills spent on the new Ice Rink to date)	In progress
4.	Development, completion and implementation of membership drive	Membership	June, 2017	0	
5.	Recruitment of 220 Volunteers for all 2017 events	Volunteer	August 2017	0	In progress

**4. Next Meetings**

- a. 27<sup>th</sup> February 2017, 7.00pm, Royal Vista Multi Use Facility

Meeting adjourned at 8.32pm by Tessa Sakamoto

Minutes compiled by Patience Fagbenro (Executive Secretary)      Signature .....

Reviewed & Approved by Tessa Sakamoto (President)                      Signature .....