

## Rocky Ridge Royal Oak Community Association

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

Date: Monday, 24<sup>th</sup> April 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	Parks – Dave Houston	Secretary – Patience Fagbenro
Treasurer – Paul Watson		Membership – Muoi Leong
Planning & Development – Dave Spencer		
Events – Foloruso Agunbiade and Marcie Hawranik		
Programs – Ted Linklater		
Volunteers – Joanna Tjia		
School – Ambreen Sulman		
Communications – Jenna Mortis		
Transportation – Durotolu (Tolu) Aro		
Vice President - Ali Oonwala		
Safety & Security – Jessica Asuquo		
Sponsorship – Gerry Lynch		
<b>Government Contacts &amp; Advisors</b>		
City of Calgary Councillor ( Ward 1) – Ralph Smith	Member of Legislative Assembly – Justin Kwinter	CPS - RR-Cst. Jason Schneider
City of Calgary Councillor ( Ward 2) – Greg Hartzler		
Neighbourhood Partnership Coordinator – Heather Mackay		
Member of Parliament - Kelli Taylor		
	<b>OTHERS</b>	
Spoorthy Kondaveeti – Secretary Administrative Assistant		

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

Tessa called the meeting to order at 7.04pm

Amendment (if any): None

Adopted by: Ted Linklater and Seconded by Gerry Lynch

Carried by: The House

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**3. Adoption of Previous Minutes**

Amendment (if any): None

Adopted by: Joanna Tjia and Seconded by Ambreen Sulman

**4. Motion to Appoint Marcie to the board of directors**

Adopted by Jenna and Seconded by Dave

**5. 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. Please visit <a href="http://www.patkellymp.ca">www.patkellymp.ca</a> if you would like to view Pat's videos. Each time he speaks in the House of Commons, we post the video within a day or two.</li> <li>2. There is a survey available on the website if you would like to share your opinion with our office. It is found near the bottom of each page on the website, and will be included in the next newsletter, which should be delivered to your home by the end of May.</li> <li>3. You are welcome to follow Pat Kelly on Facebook <a href="https://www.facebook.com/PatKellyMP/">https://www.facebook.com/PatKellyMP/</a> and Twitter <a href="https://twitter.com/PatKelly_MP">https://twitter.com/PatKelly_MP</a>.</li> <li>4. We plan to join you for the Stampede Breakfast on July 8, and will gladly volunteer again this year.</li> <li>5. If you are planning to include Canada 150 in any of your community celebrations this year, please let me know. We will attend whenever possible, and may be able to provide some hand flags, pins, and waterless tattoos.</li> </ol>	NIL


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MLA Calgary Northwest Office – Justin Kwinter	NIL	NIL	NIL
Ward 1 Councillor's Office – Ralph Smith	NIL	The Stop sign at Royal Oak Way and Royal Birch Blvd was knocked off and a piece is missing off the sign - Ward 2 is working on it.	NIL
Ward 2 Councillor's Office – Greg Hartzler	NIL	<ol style="list-style-type: none"> <li>1. <b>School zone signs:</b> - It was requested that there be another sign in between.</li> <li>2. Interest at Royal Elm Dr. And Rocky Ridge Road development was discussed. <ul style="list-style-type: none"> <li>- opening is planned for February 18</li> <li>- The naming rights of the building will be made public soon</li> <li>- There is a tour of the Recreation Center this week and Presidents will be invited to tour.</li> </ul> </li> </ol>	NIL
CPS – RR- Cst. Jason Schneider	NIL	NIL	NIL
City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay	NIL	<ol style="list-style-type: none"> <li>1. Awareness on break-ins - get someone to check on the house when you're away, install a camera. If you suspect a suspicious person (if it feels uncomfortable, out of place or not normal", call it in!</li> <li>2. Parks will be installing banners from April 15 to June 30 to commemorate Canada's 150th Birthday.</li> <li>3. Upcoming training opportunity with the READYCALGARY program to help better prepare Calgarians for potential emergency situations. Dates are May 16th section 1 and May 23rd section 2.</li> <li>4. Important events dates to remember:</li> </ol>	NIL

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		<p><b>FCC Workshops:</b>  <b>Tuesday, April 25</b> - Building Blocks for Strong Boards: Engaging Diverse Talent  <b>Tuesday, May 9</b> - Building Community: Engaging Through Safety Initiatives  <b>City Engagement:</b>  <b>April 25:</b> Accessible accommodations available: call 311 (Twitter)  <b>April 28:</b> Community Cleanups (Media Advisory)  <b>April 29:</b> Community Cleanups (Twitter)  <b>May 2:</b> Pathways and Bikeways hardcopy map promotion (Facebook, Twitter).            Please see attached or details.</p>  <p>NPC Report - April 2017.docx</p>	
<b>Executive Reports</b>			
<b>Treasurer – Paul Watson</b>	<ol style="list-style-type: none"> <li>Review of Business Plan will be done after completion of the Rink project.</li> <li>Remember casino event upcoming May 31 and June 1 – please volunteer if you can</li> </ol>	NIL	NIL
<b>President – Tessa Sakamoto</b>	<ol style="list-style-type: none"> <li>Bylaw Review: Started a by-law review. Hinged on by policies and procedures and job descriptions. Made the most sense to start with bylaws and go from there!</li> </ol>	<ol style="list-style-type: none"> <li>We applied for funding from Hitmen Foundation and were not successful to the next round (required a video and voting via social media).</li> <li>Following up to email I sent out about Casino, please sign up to volunteer if you are available.</li> </ol>	NIL

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	2. First drafts of job descriptions are complete. These will be sent out for review and editing this month, so please keep a look out.	3. Spoke with Ward and his office regarding competing the sidewalk along CHB between RR Blvd and RR Road. It is agreed that the developer will complete this, but not exactly sure when (Ralph to provide more update at the meeting).  4. Invite for His Worship has been extended for the Stampede Breakfast, and Save the Dates have been sent to Councillors, MLA, MP, Superintendents and Federation of Calgary Communities.	
<b>Vice President – Ali Oonwala</b>	Please see update section.	1. The age/grade of kids to get involved in the basket tournament was agreed as 9 years and above 2. Provision of nets - Heather to give contact details for a person who could possibly help Ali 3. Documented details at next meeting to firm up arrangement for a weekend in July 2017.	NIL
<b>Secretary – Patience Fagbenro</b>	NIL	1. New logo deployed in all secretariat documents. 2. Thanks to all who supported in setting up the office of the administrative assistant (Spoorthy). She now has responsibility for handling the CA's voice mail and mail pick-ups. She is also available for any administrative support required by any Director.	Nil
<b>Directors Reports</b>			
<b>Communications – Jenna Mortis</b>	1. <b>New Logo</b> – Launched and deployed this month. Pending guideline for use.  2. <b>Shared Calendar</b> – All will be using Google Calendars, easily accessible from RRROCA Gmail accounts. Hopefully	<b>Bold Sign</b> – was located and put back up, thanks to everyone for their help.	NIL

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	<p>directors/leads will be invited to the calendar in the next week or two, aiming for a complete roll out by next meeting.</p>		
<p><b>Events – Folorunso Agunbiade and Marcie Hawranik</b></p>	<p>Please refer to update session</p>	<ol style="list-style-type: none"> <li>1. <b>Easter Egg Hunt</b> – This event took place on April 15 and was successfully accomplished. The community attendees were informed of the RRROCA activities and upcoming events. Volunteers were sought for the casino event.</li> <li>2. <b>Parade of Garage Sales</b> – May 26-28. We have just 9 homes registered for the Parade of Garage Sales so far. That is not a lot. We could really use exposure on the bold sign to help promote the event.</li> <li>3. <b>Family Fun Event—May 27, 12-3pm.</b> - Site tour went well with Pastor Sheldon - they are excited for a great event and are OK with 10 volunteers plus board support (Karla and any others that can join).            - Table is confirmed in prime location on grass in front of church for RRROCA to promote association, upcoming events.            - Event is charging \$1/dunk (dunk tank) and \$2/\$3 tickets for food/beverage to hopefully cut down on food waste (not sure if this was same as last year).</li> <li>4. <b>Stampede Breakfast – July 8.</b> The Events team is meeting with the Director of Sponsors &amp; Volunteers to discuss logistics, entertainment and sponsorships for Stampede breakfast.            Found a great band - waiting on confirmation on booking. Karla (one of the Event Lead) has reached out to ensure</li> </ol>	

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		technical/electrical requirements can be met as well as stage size being ok.  5. Awaiting update on creative ways to post these events on the CA's Facebook page.-	
<b>Membership – Muoi Leong</b>	Awaiting update on how to Increase communications with members, working with Jenna on that.	NIL	NIL
<b>Parks – Dave Houston</b>	NIL	NIL	NIL
<b>Planning &amp; Development - Dave Spencer</b>	1. To review the Mandate document after the Rink is completed. 2. <b>Community Park/Rink –</b> Everything is on hold due to funding; shelter will be fenced off and opened when there is a break in weather. - A site meeting will be convened when weather improves to review site conditions, secure site from any safety or public access issues so that steel security fence can be removed. -To discuss possible storage options and required maintenance for the spring.	Received an application for Land Use and Outline Plan approval for a single family development called “5 Rockcliff Heights”. Basically the plan calls for 2 cul de sacs off Rock Lake Drive, currently a small acreage (one of the last in Rocky Ridge). We responded with a letter outlining the issues with the proposal and that we oppose the plan.	NIL

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	<p>- Request for assistance has been made to the City Coordination staff to get power. -Wilco is working on the Indemnity Agreement to get our \$18,000 security deposit released. 3. <b>Transformer:</b> Heather trying to help locate or confirm status.</p>		
<b>Programs – Ted Linklater</b>	<p>Audit of the spring sports program to determine what new equipment will be done when the shed is completed about April, 2017.</p>	<ol style="list-style-type: none"> <li>1. Recommend that early Spring Sports registration deadlines be moved back to the end of February 2018, (at the latest), to ensure that uniforms and jerseys arrive on time, volunteers are trained and coordinated.</li> <li>2. Recommend that all soccer balls be given to each child at end of season.</li> <li>3. Recommend that all baseball training balls be given to each player at end of season.</li> </ol>	NIL
<b>Safety &amp; Security – Jessica Asuquo</b>	<p>Please see update section</p>	<ol style="list-style-type: none"> <li>1. Google form/document for grants application for block parties on neighbour day will be put up.</li> <li>2. Permits Requirements for residents - those who want to host block parties to apply to the city for permits as fees are waived until a certain date for neighbour Day only.</li> <li>3. Registrations to open in May 2017.</li> <li>4. Reminder in the June 2017 newsletter.</li> <li>5. Village Brewery is giving discounts on beer for neighbour day.</li> <li>6. Bags of games available for the party if needed, Marcie can help if needed.</li> <li>7. To share final selection criteria with the board before registration commences in May for the Neighbourhood day.</li> </ol>	NIL



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<b>Schools – Ambreen Sulman</b>	Nil	<p>Below are the highlights from the meeting held with the Pratt school principal in March 27:</p> <ol style="list-style-type: none"> <li>1. The school agreed to be the pick-up location for the garage sale kit on May 23rd 4-6pm</li> <li>2. The school will advertise all upcoming RRROCA events in their school weekly newsletter</li> <li>3. Pratt school and Royal oak school had a joint fall festival last year, and they are open to RRROCA working with them on the fall festival this year</li> <li>4. The school has a leadership program and will like to help us at the rink opening - shoveling etc.</li> <li>5. Traffic issue: the school advocates safety almost weekly in their bulletin, work with the community police, have AMA Safety patrols and 2 adults in bright yellow jackets directing traffic every morning. They are doing their best and will appreciate if the PACE program picks up more.</li> <li>6. The school has also offered their school building as an alternate meeting place for the RRROCA board.</li> </ol>	NIL
<b>Sponsorship - Gerry Lynch</b>	Sponsorship lead has been identified and is ready to join up.	<ol style="list-style-type: none"> <li>1. <b>Sports Program Sponsorship</b>; - 46 teams sponsored. Invoicing and collection of cheques the next priority.</li> <li>2. <b>Stampede Breakfast</b>: Focus on Stampede sponsors and events over the next two weeks in conjunction with the Events team</li> </ol>	NIL
<b>Transportation – Durotolu (Tolu) Aro</b>	To work with Ambreen to develop a draft for the newsletter to support the school in providing ongoing awareness notice to parents on good road use practice - Update at next meeting.	To continue to encourage community members to call 311 on any road sign complains.	NIL

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<p><b>Volunteers – Joanna Tjia</b></p>	<p>Finalizing job descriptions - To provide/help with job descriptions for youth volunteers too with support from Ambreen.</p>	<ol style="list-style-type: none"> <li>1. <b>Recruited Bola Abe as Sponsorship Lead</b></li> <li>2. <b>Casino Fundraiser Volunteer:</b> Sign up at <a href="http://www.rrroca.org">www.rrroca.org</a> front page. We still need 8 night shifts volunteers, and about 4 volunteers to sign up as back up. 28/36 spots have signed up.</li> <li>3 <b>Volunteer Participation Rate:</b> <ol style="list-style-type: none"> <li>a) Board and Committee Members (as of April 22) Board member: 16/16 (100%) Committee member: 17/17 (100%) <b>Total Board/Committee member in 2017: 33/33 (100%)</b></li> <li>b) Event Volunteers (signed up volunteers as of April 22) (sign up needed)               <ol style="list-style-type: none"> <li>i. Easter Egg Hunt: 3/3 (100%)</li> <li>ii. Family Fun Day: 10/10 (100%)</li> <li>iii. Casino Fundraiser: 28/36 (78%) (7 from Spring Sports)</li> <li>iv. Stampede Set Up: 5/5 (100%)</li> <li>v. Stampede: 56/100 (55%)</li> <li>vi. Clean Up Day: 4/4 (100%)</li> </ol> </li> </ol> </li> <li><b>Total Event Volunteer in 2017: 106/158 (67%)</b></li> <li>4. All volunteer sign up is for Spring Sports Program (Thanks, Ted!), except Casino Fundraiser.</li> <li>5. Volunteer experience survey sent out after Easter Egg Hunt and Spring Sports Volunteer Deposit should have been refunded in 10 business days.</li> <li>6. Contacting Family Fun Day and Casino Fundraiser Volunteers, also two scouts groups and Retirement Centre for Stampede Breakfast.</li> <li>7. Will send out Stampede Breakfast sign up link in mid-Late May.</li> <li>8. National Volunteer Week (April 23-27)</li> </ol>	<p>NIL</p>

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		Please acknowledge your leads/volunteers if you can!	

#### 5. Other Business –

i. Updates on 2017 Planning Sheet – New dates agreed as below:

SN	OBJECTIVE	Lead Portfolio	By When	Cost (\$CAD)	Status
1.	Rebranding	Communication	March 2017	0	<b>Completed</b> – Launched with the April 2017 Edition of the RRROCA newsletter.
2.	Completion of Job Description for all volunteers	Volunteer	March 2017	0	All developed, undergoing sign off. New set for Youth Volunteers in progress
3.	Completion and Launching of the Rink Project	Planning & Development	August 2017	500,000 (Substantial bills spent on the new Ice Rink to date)	In progress- funding a constraint for now.
4.	Development, completion and implementation of membership drive	Membership	June, 2017	0	In progress
5.	Recruitment of 191 Volunteers for all 2017 events	Volunteer	August 2017	0	In progress- 139 engaged to date ( 73% complete)

#### 6. Next Meetings

a. 29 May 2017, 7.00pm, Royal Vista Multi Use Facility

Meeting adjourned at **8.23pm** by Tessa Sakamoto

Minutes compiled by Patience Fagbenro (Executive Secretary) & Spoorthy Kondaveeti – Secretary Administrative Assistant      Signature .....

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