

**Rocky Ridge Royal Oak Community Association**

**MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 2017**

**Date: Monday, 26 June 2017**

**Venue: Boardroom, Royal Vista Multi-Service Facility**

**Time: 7:00 pm**

**1. ATTENDANCE**

<b>Present</b>	<b>Absent</b>	<b>Apologies Received</b>
<b>Executives and Directors</b>		
President - Tessa Sakamoto	Parks – Dave Houston	Transportation – Durotolu (Tolu) Aro
Treasurer – Paul Watson		
Planning & Development – Dave Spencer		
Events – Folorunso Agunbiade & Marcie Hawranik		
Volunteers – Joanna Tjia		
Communications – Jenna Mortis		
Vice President - Ali Oonwala		
Safety & Security – Jessica Asuquo		
Sponsorship – Gerry Lynch		
Membership – Represented by Rachel Kim		
School – Ambreen Sulman		
Secretary – Patience Fagbenro		
<b>Government Contacts &amp; Advisors</b>		
Neighbourhood Partnership Coordinator – Heather Mackay	CPS - RR-Cst. Jason Schneider	City of Calgary Councillor ( Ward 2) – Greg Hartzler
Member of Parliament - Kelli Taylor	RO—Cst. Scott Nedham	City of Calgary Councillor ( Ward 1) – Ralph Smith
	Member of Legislative Assembly- Michael Mooney	
	<b>OTHERS</b>	

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

Tessa called the meeting to order at 7.03pm

Amendment (if any): None

Adopted by: Dave Spencer and Seconded by Folorunso Agunbiade

Carried by: The House

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3. Adoption of Previous Minutes

Amendment (if any): None


Adopted by: Ambreen Sulman and Seconded by Jenna Mortis

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>Limited supply of pins and flags are available for people who are celebrating Canada 150, and to let people know there are a few events happening in the city for Canada Day.</li> <li>Also, Pat and I will attend the Stampede Breakfast from 8:00am-9:00am, and then need to be on our way to another community event. Another staff person from Ottawa will be with us, and as it is her first visit to Calgary, this will be her first 'real' Stampede event. We will wear our blue aprons and will be happy to help out.</li> </ol>	NIL
<b>MLA Calgary Northwest Office – Michael Mooney</b>	NIL	NIL	NIL
<b>Ward 1 Councillor's Office – Ralph Smith</b>	Nil	NIL	NIL
<b>Ward 2 Councillor's Office – Greg Hartzler</b>	NIL	NIL	NIL
<b>CPS – RO—Cst. Scott Nedham</b>	NIL	NIL	NIL

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<b>City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay</b>	NIL	1. Need to look at the operating budget for this year as it will align to the business plan 2. Pilot project focused on Emergency Preparedness and Community Resilience workshop due on June 29th from 7-9pm at the Community Room, Royal Vista Facility: 16 Royal Vista Way, NW (South Entrance). The Secretary is to represent the CA.  Please see attached for other details.   NPC Report - June 2017.docx	NIL
<b>Executive Reports</b>			
<b>Treasurer – Paul Watson</b>	Review of Business Plan will be done after completion of the Rink project.	1. Year-end is June 30, 2017 – please submit any final expenses, etc. ASAP. Bring to Monday night meeting if possible. 2. Volunteer refunds – Casino, Sports, Stampede, Other, – Need to know how much we are going to have to pay out and when. <b>Need to process casino and sports refunds before year-end.</b> 3. FY17 highlights – projected surplus \$29,000 minus volunteer refunds (amount to be determined). Rink spending to date \$1,157,210. 4. Thank you to those that volunteered at the casino event and especially Joanna for coordinating volunteers!! Overall the event went very smoothly.	NIL
<b>President – Tessa Sakamoto</b>	<b>Bylaw Review:</b> Work in progress, will be completed before the AGM in November.	1. Thanks to Joanna for the hard work put into the recruitment of volunteers for the casino and also the Event team for their diligent preparation for the Stampede breakfast coming up in July.	NIL

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		<ol style="list-style-type: none"> <li>2. <b>CPL Book Truck</b> – Book Truck will come every other Friday. Schedule on CPL website.</li> <li>3. <b>WD Pratt</b> -The president attended the Colour Me Mav Run program and asked them to send the CA more details on their activities to enable us consider participating next year.</li> <li>4. <b>Name for the community park</b>:- Discussions around encouraging community participation in the naming; suggested ideas such as including a contest during the stampede breakfast and through the CA social media. The final consensus was to think on it and come up with a name or plan to reveal in September.</li> <li>5. <b>Facebook/Email</b> – All to follow the CA's Facebook page in order to drive more audience to the CA's activities. Communication to develop a better email sign up page for the community members.</li> </ol>	
<p><b>Vice President – Ali Oonwala</b></p>	<p>Please update session</p>	<p><b>3 on 3 Basketball Tournament:</b></p> <ol style="list-style-type: none"> <li>1. Date: Sept 24, 2017 (10am-2pm)</li> <li>2. Budget Estimate \$950.00 (\$550.00 to be covered by grant, remainder by entry fees)</li> <li>3. \$50 entry fee per team</li> <li>4. To have 3 divisions – ( 10-14yr)</li> <li>5. Will use 4 nets at rink</li> <li>6. Having the event in late Sept will allow for registration and promotion at schools.</li> </ol> <p><b>Where help is required:</b></p> <p><b>Events/Communication:</b></p> <ul style="list-style-type: none"> <li>- Promote via Website</li> </ul>	<p>NIL</p>

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		<ul style="list-style-type: none"> <li>- Help with online registration</li> <li>- Posting of rules and regulations on board at event</li> <li>- Promoting Event at Stampede Breakfast</li> </ul> <p><b>Sponsorship:</b></p> <ul style="list-style-type: none"> <li>- Contact Vagus Fitness (Kyle or Adam) &amp; Chopped Leaf (Jenni)</li> <li>- London Drugs</li> </ul> <p><b>Volunteer:</b></p> <ul style="list-style-type: none"> <li>- 2 people for set-up (8-10am)</li> <li>- 2 people for take down (2-4pm)</li> </ul> <p>Details on invitation to government officials for the event needs to be adequately managed.</p>	
<b>Secretary – Patience Fagbenro</b>	NIL	To manage call for monthly reports and meeting notices in the new RRROCA calendar onward.	Nil
<b>Directors Reports</b>			
<b>Communications – Jenna Mortis</b>	<ol style="list-style-type: none"> <li>1. <b>New Logo:</b> Pending guideline for use.</li> <li>2. <b>Shared Calendar</b> –Rolled out 25-June-2017.</li> <li>3. A newsletter annual article plan for Directors to be developed in summer and can be tracked in the shared calendar in plan.</li> </ol>	NIL	NIL

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<b>Events – Folorunso Agunbiade and Marcie Hawranik</b>	NIL	<b>Stampede Breakfast: July 8 (Sat) from 7:45 am-11:15am</b> - Final arrangements and confirmations are underway. - Work under budget so far - Still searching for a sponsor for the compostable food ware. - Two volunteer orientations for the Area Leads have been held. - Finalizing the job descriptions, supply lists and other information to provide each volunteer on the day-of. - Board Members are asked to arrive at the breakfast early (6:15/6:30am) to assist with set-up and to stay late to assist with take-down if possible. - Still looking for additional people with large vehicles to transport storage items from basements to the church the day before (ideally in the late morning). Any volunteers? - We are still short on volunteers for shifts 2 and 3. - We are proud to share that we have secured more sponsors than last year and will have several new activities for kids (jiu jitsu table, additional craft tables, more local business food samples, a musical instrument station, etc...). - Promotions are underway and we are still expecting around 4,000 people in attendance.	NIL
<b>Membership – Muoi Leong</b>	Still awaiting update on how to increase communications with members; - <b>Rachel</b> to take this up for next year using learnings from all activities this year.	NIL	NIL
<b>Parks – Dave Houston</b>	NIL	President asked Dave to get at least 3 quotes for the cost of sponsor signage between July –Oct.	NIL

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<b>Planning &amp; Development - Dave Spencer</b>	1. To review the Mandate document after the Rink is completed. 2. <b>Community Park/Rink –</b> <b>- Calgary Co-op grant-</b> unsuccessful, waiting for notification from CFEP application soon. <b>- Indemnity Agreement:</b> - Work in progress to get our \$18,000 security deposit released. <b>3. TRANSFORMER:</b> - New staff from the City Coordination team to help look into this.	Important to maintain the park environment.	NIL
<b>Programs –</b>	Audit of the spring sports program to determine what new equipment will be done when the shed is completed - To be done by the new Director when recruited	Leads not interested in the role. Joanna to look for Volunteer	NIL
<b>Safety &amp; Security – Jessica Asuquo</b>	Neighbourhood day – Handled by Tessa. 3 groups applied for the grant. Need to be better prepared for this activity next year.	NIL	NIL
<b>Schools – Ambreen Sulman</b>	To apply for Alberta culture and tourism grants - provide criteria to Paul	NIL	NIL
<b>Sponsorship -Gerry Lynch</b>	<b>Sports Program:</b> -Team photos and thank you letters being delivered this week to each sponsor.	<b>Stampede Breakfast:</b> -All sponsors are now in place. -There will be 8 grills in operation at the event. Invoices have been sent out to the paying sponsors.	NIL

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	<p>-Remaining payments which are overdue will also be collected. -Program should be closed out by next meeting.</p>	<p>-The next two weeks will be focussed on communication with the sponsors about their -participation in the event. - Next two weeks will be spent keeping close contact with the Directors of Events, Volunteers and Communications to ensure that everything is in place for the event. - All money owed to the CA will soon be remitted as all seems relatively under control.</p>	
<b>Transportation – Durotolu (Tolu) Aro</b>	School awareness notice to parents on good road use practice – Write up awaiting publication.	NIL	NIL
<b>Volunteers – Joanna Tjia</b>	Please see update session	<p>1) <b>Casino Fundraiser Volunteer:</b> Our volunteer commitment has been fulfilled. Thanks to all who have volunteered, and those who helped to find volunteers!</p> <p>2) <b>Stampede Breakfast:</b> i. All area lead assigned. Volunteer orientation for Area Lead will be on Jun 25 (Sun) 2-3 pm and Jun 26 (Mon) 6-7 pm at board meeting room.  ii. 242 Scouts troop, ROVC will provide some volunteers. Total volunteers as of Jun 23 is 82.  iii. Communication: please post ads to recruit volunteers, membership emails  iv. Calling volunteers through all RA; RRRHA, Red Haus, Cascade, etc</p> <p>3) <b>Recruiting Program Chair, Program Lead and Fundraising Lead</b></p>	NIL



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		<p><b>4) Recruiting volunteers for grass-cutting for new community park – Frances.</b></p> <p><b>5) Applied for the WP puppet Canada 150 free workshop, waiting for result end of July</b></p> <p><b>6) Volunteer Participation Rate:</b>            Board and committee occupancy (as of June 23)            Board member: 15/16 (94%)            Committee member: 16/19 (84%)  <b>Total Board/Committee member in 2017: 31/35 (89%)</b></p> <p>Event Volunteer (signed up volunteer as of Jun 23) (signed up/needed)            Easter Egg Hunt: 3/3 (100%)            Family Fun Day: 7/10 (70%)            Casino Fundraiser: 36/36 (100%)            Stampede Set Up: 5/5 (100%)            Stampede: 82/100 (82%)            Clean Up Day: 4/8 (50%)  <b>Total Event Volunteer in 2017: 137/162 (85%)</b></p> <ul style="list-style-type: none"> <li>- A Lead position is required for the new community park, to help coordinate volunteers for park maintenance. He/she should report to the Park and Volunteer portfolios.</li> </ul>	

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6. Other Business –

i. Updates on 2017 Planning Sheet – New updates 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. To be finalized with the bylaw on or before the AGM in November.
3.	Completion and Launching of the Rink Project	Planning & Development	August 2017	Rink spending to date \$1,157,210.	In progress- funding a constraint for now total cost will be determined later
4.	Development, completion and implementation of membership drive	Membership	June, 2017- Jan 2018	0	In progress – To firm up plan next year with inclusion of the Rink as a membership drive tool
5.	Recruitment of 191 Volunteers for all 2017 events	Volunteer	August 2017	0	In progress- 168 engaged to date ( 88% complete)

7. Next Meetings

a. 28 August 2017, 7.00pm, Royal Vista Multi Use Facility

Meeting was moved for adjournment at 8.40pm by Jessica Asuquo and Paul Watson.

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

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