

**Rocky Ridge Royal Oak Community Association**

**MINUTES OF THE BOARD OF DIRECTORS MEETING – April, 2018**

**Date: Monday, 23 April 2018**

**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		Membership – Joanna Tjia
Treasurer – Ambreen Sulman		Vice President – Jenna Mortis
Secretary-Patience Fagbenro		
Sponsorship – Gerry Lynch		
Communications – Abby Guthrie		
Parks- Aaron Dirk		
Transportation – Durotolu (Tolu) Aro		
Event Co-Chair- Dan Toma		
Program Co-Chair – Kate Miller		
Event Lead- Vincentiu Tudor		
Safety & Security- Jessica Asuquo		
School – Marcie Hawranik		
Planning & Development –Dave Spencer		
<b>Government Contacts &amp; Advisors</b>		
Ralph Smith (on behalf of Ward Sutherland)	Kelli Taylor (on behalf of Pat Kelly)	Heather MacKay - NPC
Ben Sasges representing Sandra Jansen	Cst. Jason Schneider (CPS, CRO-RR)	
<b>Others</b>		
Social Media Lead – Katherine Sharples		Events Lead- Jennele Giong

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

Tessa called the meeting to order at 7.08pm

Amendment (if any): None

Adopted by: Tolu Aro and Seconded by Kate Miller

Carried by: The House

**3. Adoption of Previous Minutes**

Amendment (if any): None

Adopted by: Ambreen Sulman and Seconded by Abby Guthrie

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Carried by: The House

4. Presentation of Reports

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
<b>GOVERNMENT &amp; CITY REPRESENTATIVES' REPORTS</b>			
<b>MP Rocky Ridge Office – Kelli Taylor</b>	Will support in getting grants to complete the Rink.	NIL	NIL
<b>MLA Calgary Northwest Office – Sandra Jansen</b>	NIL	<ul style="list-style-type: none"> <li>- A wounded Moose sighted in the environment</li> <li>- Change in transportation routes-survey ongoing CA encouraged to participate</li> </ul>	NIL
<b>MLA Calgary Northwest Office – Justin Kwinter</b>	NIL	NIL	NIL
<b>Ward 1 Councillor's Office – Ralph Smith</b>	<ol style="list-style-type: none"> <li>1. <b>Royal Oak School</b>:-Wrong cross walk side near painted will be corrected.-Work in progress</li> <li>2. <b>112th Avenue</b>:- Will be scheduling a meeting with ROADS to look at the intersection and see if there can be improvements made.-Work in progress</li> <li>3. Working with planning to resolve deposit refund with roads.</li> </ol>	<ul style="list-style-type: none"> <li>- <b>CPS Community Engagement</b>- CA to ensure participation.</li> <li>- <b>Cannabis Legalization</b> is expected in Summer around August 2018</li> <li>-<b>Spring Cleaning</b> will soon start. All cars must be moved off the roads especially during the weekend, as tickets will be issued to offenders.</li> </ul>	NIL
<b>CPS – RO—Cst. Cst. Jason Schneider</b>	NIL	NIL	NIL

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<b>City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay</b>	<ol style="list-style-type: none"> <li>1. To inform Tessa and Aaron on Ice making workshop for the rink due date. <b>-Completed</b></li> <li>2. To follow-up with CEMA updates for Jessica- <b>Completed</b></li> </ol>	See details attached  NPC Report - April 2018.docx	NIL
<b>Executives' Reports</b>			
<b>Treasurer – Ambreen Sulman</b>	- <b>Account balances</b> are provided below: Chequing account   \$ 110,650.79 casino Account     \$ 14,581.45 <b>Total                   \$ 125,232.24</b>  -Casino learning sessions in April/May/June	NIL	NIL
<b>President – Tessa Sakamoto</b>	<ol style="list-style-type: none"> <li>1. Review of <b>Business Plan</b> will be done after completion of the Rink project</li> <li>2. <b>Budget to be for 2018</b> -working on Budget</li> </ol>	Will be resigning as President of the CA by October 2018 and the Vice President is willing to take over the role.	NIL
<b>Vice President – Jenna Mortis</b>	Work in progress on researching grants for the CA	NIL	NIL
<b>Secretary – Patience Fagbenro</b>	NIL	NIL	NIL
<b>Chairs' Reports</b>			

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<b>Communications – Abby Guthrie</b>	<ol style="list-style-type: none"> <li>1. <b>A newsletter annual</b> article plan for Directors in 2018 still pending.</li> <li>2. Update on Social media strategy now there is a potential Lead Volunteer.</li> </ol>	<p><b>Newsletter deadline change:</b>            An early reminder that Mary needs June 2018 and July/August 2018 newsletter articles (and any required photos) by May 8, 2018 at 8:00 p.m. (the normal deadline for the June content).</p> <p>She is going on vacation and won't be available for the July/Aug submission deadline, and so she will have to send both June and July/August content at the same time.</p> <p>If there are any concerns about this, please let me know well in advance of the May 8, 2018 deadline so we can try to work something out.</p>	NIL
<b>Events – Dan Toma</b>	<ul style="list-style-type: none"> <li>• <b>Easter Egg Hunt Event</b> – was call a success, lots of participants, lots of volunteers, thank you all who helped.</li> <li>• <b>Parade of Garage Sales</b> – all preparations done – submitted for posting in RRROCA Reporter, Social Media, and Website. May 25-27, 2018</li> <li>• <b>Family Fun Day</b> – submitted for deadline - RRROCA Reporter. 26<sup>th</sup> May 2017</li> </ul>	<ul style="list-style-type: none"> <li>• Stampede Breakfast-July 7<sup>th</sup>, 2018 - Some suppliers contacted and ongoing communication.               <ul style="list-style-type: none"> <li>- Sponsors details required</li> <li>- Food sponsor issue (see details under motion).</li> </ul> </li> </ul>	<p><b>COOP is not sponsoring the food this year – this creates a big void for supplying free food to participants. Sponsorship team MUST source for a food sponsor or CA need to MOTION for an additional \$10,000 to buy food for 4500-5000 participants.- Motion to be pushed forward till absolutely necessary.</b></p>
<b>Membership</b>	<ol style="list-style-type: none"> <li>1. <b>Membership email</b> – working with Abby. – <b>completed.</b></li> </ol>	<ol style="list-style-type: none"> <li>1. <b>March Community Association Awareness social media</b> – Eight Membership prize winners (total of \$240) have been refunded.</li> </ol>	NIL

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	<p>2. ii) Collect emails for mail chimp at events- 4 emails collected – <b>completed.</b></p>	<p>2. More <b>benefits of membership</b> are provided by Federation of Calgary Communities (visit <a href="https://calgarycommunities.com/benefits-of-membership/">https://calgarycommunities.com/benefits-of-membership/</a>). Download your receipt at member portal to proof your membership purchase.</p> <p>3. <b>Number of members</b> (completed registration): 313 as of April 25, 2018.</p> <p>4. <b>Registration at SportzSoft</b> (as of April 20):            i) Parade of Garage Sales: 6 (FYI: last year we had 53 registrations)            ii) Neighbour Day Grant: 1</p> <p>5. Will have a review on <b>Babysitter Registry</b> with Hong</p>	
<p><b>Parks – Aaron Dirk</b></p>	<p>1. <b>Spring Sports equipment inventory/audit</b> in sea can -Kate, myself, and two other volunteers cleared out and inventoried sea can (March 24th). Document shared under “Documents” on cloud.</p> <p>2. <b>Rink Security</b> – Update on a stronger door(cross bins in plan) and camera in future.</p> <p>3. <b>Mobile Skate Park</b>- Dates set June 13-June 27, to confirm exact dates and work with Events team to make into an event for the CA.</p> <p>4. <b>Volunteer-Led Summer Maintenance of RRROCA Park</b>- Volunteers signed up, will purchase equipment (ride-on</p>	<p>1. <b>Rink Update</b> – Currently finishing mudding/taping/interior painting. Will put up shelving (provided by volunteer) to create an efficient storage space Public access during sports equipment distribution may increase risk of theft, but would be nice to be able to use the space multifunctional. .- <b>Can encourage community participation and revenue generation avenue</b></p> <p>2. <b>Sea can for sale</b> – Looking for a buyer for a 20’ sea can. Container King may be interested in re-purchasing later in the year. Will place on Kijiji once weather enables us to clean graffiti, and take photos.</p> <p>3. <b>Parks Lead Position Filled</b>- Volunteer from winter Kris Kasper has been volunteered to be Parks Lead to help out (<a href="mailto:parkslead@rrroca.org">parkslead@rrroca.org</a>).</p>	<p><b>The board approve that the City of Calgary Parks, have the authority to move the shed onto the LOC.- City will maintain it.</b>  <b>Seconded by: Dave Spencer</b>  <b>Carried by: All</b></p>

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	<p>mower and irrigation solution) within the month.</p> <p><b>5. Community Garden-</b> - Heather and I attended the Community Garden's first meeting of 2018 to address the city's request to bring them into an LOC and also to address the group's request for discussion around insurance. They are looking at options and will provide communication as to their direction.</p> <p><b>6. Starburn Horticulture Program &amp; Adult Co-Ed Slopitch Program-</b> Programs kick started on social media and had handouts at Easter Egg Hunt.</p>	<p>4. A volunteer expected to provide snow cleaning and sweeping equipment such as tractor- discussions in progress</p>	
<p><b>Planning &amp; Development - Dave Spencer</b></p>	<p><b>-Community Park and Rink Update</b> required: Parks Foundation wait time should be this summer as well – we might be eligible for rink maintenance equipment and nets.</p> <p>- <b>CFEP grant</b> : To apply by before deadline of June 1<sup>st</sup>. Change to May 15<sup>th</sup>. Need a budget, bank statement, to apply for \$100k we need to be able to contribute \$20k of our Casio funds which we do not have enough of now. Ambreen and her team to work with him to beat the deadline.</p>	<p>A new disc golf course will be opened soon near the CA meeting venue.</p>	<p>NIL</p>

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	<p>- <b>Reserve fund estimate:</b> started the reserve fund estimate for the components in the park – skating rink, shed, paving etc. and will forward a draft by end of month</p>		
<p><b>Program Co-Chair – Kate Miller</b></p>	<p><b>Bold Sign</b> –Put up again, now seeking volunteers</p>	<ul style="list-style-type: none"> <li>• <b>Registration is complete ;</b> 360 registration to date program roll out should proceed on April 28 (weather permitting)</li> <li>• Difficult to <b>find volunteers</b> to fill all of the positions, which lead to Co-Chairs taking on numerous roles and many parents taking on multiple volunteer roles.</li> <li>• <b>Some volunteer payments need to be refunded.</b></li> <li>• <b>Jerseys have been ordered</b> - total costs was \$ 10,555.89 and all but one delivered to participant.</li> <li>• <b>Some small expenditures on new equipment</b></li> <li>• <b>Fields have been booked and paid for (total of \$825.60) and field marshals set up though one has resigned.</b></li> <li>• <b>Balls may have to be purchased (131 size 3 balls)</b></li> <li>• <b>Received 161 size 4 balls from BMO.</b></li> <li>• <b>Website updated continues</b></li> <li>• <b>Sport schedule is on CA's website and will kick off this Saturday 28/04/2018</b></li> </ul>	<p><b>Motion to approve a total cost of \$12,000 payment pending sports expenditure was moved.</b></p> <p><b>Seconded by: Aaron Dirk</b> <b>Carried by: ALL</b></p>
<p><b>Safety &amp; Security – Jessica Asuquo</b></p>	<p>NIL</p>	<p>-Neighbourhood day ( June 16) participants to start registration in sportzsoft. - To review criteria for grant(\$1000) allocation such as making it an Open competition. - To send out Social media notice of this event.</p>	<p><b>NIL</b></p>

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		-Sponsors can be offered signage to grant donors with RRROCA and recognition in the newsletter.	
<b>Schools -Marcie Hawranik</b>	<ul style="list-style-type: none"> <li>• <b>Little Leaders recognition:</b> March launch, looking for more kids to profile, met with Principal from Renert School.</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully advertised Easter Egg Hunt through local schools.</li> <li>• <b>Pratt School:</b> Working with one of their teachers to create a Gardening Club to maintain the RRROCA park shrubs/plants over the summer months. Also, working with Principal Swift to recruit mini sports coaches from the Mini Maverick's program.</li> <li>• 'Job Fair:' CPL offers excellent <b>career coaching programs</b> every Tuesday from 6:30-8:30pm at the Rocky Ridge YMCA. I have received details on this program and will advertise this in our newsletter, social media and our bold sign when available.</li> <li>• <b>'Kid-preneur Marketplace:'</b> Working with schools to determine an ideal date/time for this. Will connect with Rocky Ridge YMCA to discuss hosting/partnership.</li> </ul>	NIL
<b>Sponsorship -Gerry Lynch</b>	<ul style="list-style-type: none"> <li>• <b>Sponsorship package</b> has been delivered to all potential sponsors. Reaction so far has been good, detailed visits will follow.</li> <li>• <b>BMO supplied soccer</b> balls for the program. There was a shortfall, Tim Hortons has stepped in to supply the balance.</li> </ul>	Stampede breakfast sponsorship preparation and planning has begun and will continue through May and June.	NIL
<b>Transportation – Durotolu (Tolu) Aro</b>	<ul style="list-style-type: none"> <li>• Update on the ride along between the City Transportation Department</li> </ul>	To look into the two different speed limit around Country Hills Blvd between RR Blvd and RR Road, if a mistaken or	NIL



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	<p>and Ward Sutherland to be provided at the meeting on issues below:</p> <ul style="list-style-type: none"> <li>- Awaiting clarification on trucks turning on to 112 Ave</li> <li>- Will continue to liaise with Councillor on the modification (island) of the country Hills and 112 Ave intersection and Pedestrian crossing at country hills and Stony Trail. Feedback expected in April</li> <li>• <b>PMI award for park</b> –will keep an eye out for this.</li> </ul>	<p>deliberate to avoid undue CPS tickets by community members.</p>	
<p><b>Volunteers –</b> Volunteer Lead, Steve Branter</p>	<p><b>Recruitment of board and lead positions</b> –potential candidate for Social Media lead recruited while, Volunteer Chair is pending.</p>	<p><b>Easter Egg Hunt - Feb to March 2018</b> <b>Egg hiding</b>;-Was done on Sat 31st March (11:30am) - 24 volunteers</p> <p><b>Family Fun Day - May 2018</b> Family Fun Day: 12/12</p> <p><b>Stampede Breakfast - July 2018</b> Stampede Breakfast Set Up: 5/5 Stampede Breakfast – July 2018 46/100</p> <p><b>Contacted the major groups in our community, e.g. Scouts, Guides, churches, retirement center, schools, to secure the volunteer numbers.</b></p> <p><b>Completed events with volunteer participation (%)</b></p>	<p>NIL</p>

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		<p><b>Easter Egg Hunt:</b> Egg hiding on Mar 31 - 24/10 (240%)</p> <p><b>Master Database Status</b> 405 Volunteers in database to date.</p> <p><b>University of Calgary - Student Action Volunteer Initiative (SAVI)</b></p> <ul style="list-style-type: none"> <li>- Saira is willing to volunteer with us as a Treasurer Assistant beyond the original end date of April 30.</li> <li>- Another round of student recruitment will be Sept/Oct 2018</li> </ul> <p><b>A source to look for skilled university student volunteers Serving Communities Internship Program</b> <a href="https://www.joinscip.ca/">https://www.joinscip.ca/</a></p> <ul style="list-style-type: none"> <li>- Free for organization to post internships</li> <li>- max 10 internship per program year (Aug 1 – July 31)</li> <li>- all area, e.g. sports program organizer, coaches, IT, etc.</li> </ul>	

6. 2018 Board Objectives tracking

Objective	Action Steps & Expected Outcome	By Whom	By When	Cost (\$CAD)	Completion Status
Budgeting	Maintaining a <b>budget of \$210,000</b> for phase 2 of the skating rink - First draft to be ready for members to make inputs.	Treasurer	Jan-18	\$210,000 less what has already been paid to the contractors re: rink	Due April

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Treasury	<b>Policies and Procedures</b> -Need to develop financial policies, since we don't have them. Need to refer to what other associations have in place.	The internship	Aug-18	\$0	Moved backward to August 2018
Increase membership from 500 in 2017 or keep at not less than 450 in 2018 due to new YMCA in CA	-To work with Sponsorship Chair on local stores willingness to give discounts to those who have valid RRROCA membership. - Promote RRROCA facebook page by creating some give-away events. - Possibility of varying membership fee to different types of people(single/family/senior, etc)	Members hip/VP/Volunteers	Sept-18	\$240 (In case of give-away events - \$20 * 12 times)	313 members completed registration as at 25 <sup>th</sup> April 2018
<b>Rink-</b> Development of life cycle plan	- Create <b>a budget</b> by researching prices and tendering quotes for items and services needed for both recurring and non-recurring costs for the rink start up, and continued maintenance & operation -Collaboration with volunteer lead, sponsorship, other portfolios and other community rinks to create an <b>operational plan</b> for the rink, to include step by step instructions on rink maintenance, suggestions for volunteer recruiting and retention, ideas for sponsorship and generation of funds	Parks/Planning &Development	Apr-18	\$0	<b>Completed on 27 April 2018 and uploaded in the CA icloud</b>
Website Audit	-Evaluation of webpage content -Create document of content updates/new photos to use to refresh page -Update website with content/photos on an ongoing basis	Communi cations Chair/Pag e Owner	Mar-18	\$0	Abby to check and confirm all chairs have completed this task this week.

**7. Next Meetings**

28 May 2018, 7:00pm, Royal Vista Multi Use Facility.

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Meeting was moved for adjournment at 8:52pm by Dan Toma and Dave Spencer

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

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