

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – AUGUST, 2017

Date: Monday, 28 August 2017

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

1. ATTENDANCE

Present	Absent	Apologies Received
Executives and Directors		
President - Tessa Sakamoto	Membership – Represented by Rachel Kim	School – Ambreen Sulman
Treasurer – Paul Watson		
Planning & Development – Dave Spencer		
Events – Foloruso Agunbiade & Karla Schultz		
Volunteers – Joanna Tjia		
Communications – Jenna Mortis		
Vice President - Ali Oonwala		
Safety & Security – Jessica Asuquo		
Sponsorship – Gerry Lynch		
Transportation – Durotolu (Tolu) Aro		
Secretary – Patience Fagbenro		
Government Contacts & Advisors		
Neighbourhood Partnership Coordinator – Heather Mackay	CPS - RR-Cst. Jason Schneider	City of Calgary Councillor (Ward 1) – Ralph Smith
Member of Legislative Assembly- Sabeen Vasti	RO—Cst. Scott Nedham	Member of Parliament - Kelli Taylor
City of Calgary Councillor (Ward 2) – Greg Hartzler		
Ward Sutherland, Councillor Ward 1		
OTHERS		
Communications Lead – Immanuel Nwachukwu		

2. Motion to Call to Order/Adoption of Agenda

Tessa called the meeting to order at 7.00pm

Amendment (if any): Next meeting date corrected.

Adopted by: Jenna Mortis and Seconded by Dave Spencer

Carried by: The House

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – AUGUST, 2017

3. Adoption of Previous Minutes

Amendment (if any): None

Adopted by: Dave Spencer and Seconded by Folorunso Agunbiade

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
GOVERNMENT & CITY REPRESENTATIVES REPORTS			
MP Rocky Ridge Office – Kelli Taylor	NIL	NIL	NIL
MLA Calgary Northwest Office – Michael Mooney	NIL	NIL	NIL
Ward 1 Councillor's Office – Ralph Smith	Nil	<p>Ward Sutherland was at the meeting and gave the following highlights:</p> <ol style="list-style-type: none"> 1. Visited the families involved in the reported accident on the turn-off to Stony Trail. People involved are from Royal Oak. The province is working to provide additional signage to alert drivers to the pedestrian crossing on the on-ramp to Stoney. 2. 112thAve/CHB Intersection - Moving pedestrian signals to countdown signals to improve safety at intersection. Also trying to work with the city to have barriers installed on the right hand turn from Royal Birch to CHB to improve visibility of pedestrians. 3. Rock Valley Drive complaints – Road is classified as a parkway – classifications are solely based on traffic volume. There are speeding deterrents such as on street parking, crosswalks with neon poles. Because of 	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – AUGUST, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
		<p>classification, cannot change speed or install bumps. If a city charter is passed, cities can be designated to reduce speed limit. Community to start thinking of rationale for this.</p> <p>4. Rock Lake Bus Trap – Discussed with board, best option to wait until development is completed, YMCA is done, then discuss the possibility of opening. Engagement with residents would be required.</p> <p>5. Tower Plan: Dave to send Ward an email asking for the plan so that height of the tower can be discussed/agreed. Traffic impact assessment can also be requested for.</p> <p>6. Study on parking at CT is in progress especially as it relates to cyclists.</p>	
Ward 2 Councillor's Office – Greg Hartzler	NIL	<p>Below are key items discussed:</p> <ol style="list-style-type: none"> 1. Need for continuous education of members on TUC being the lands of the provincial government vs city property and the maintenance provided. 2. Royal Oak Playground: Playground demolition and install was responsibility of Calgary Parks. Councillor's office was not notified. Residents are right to complain about the lack of consultation by calling 311. 3. Tower – Land use change application is due on September 11. The change will impact people in Royal Oak. Any complaints can be directed to Ward 1. 4. Complaints received on garbage at bus-stop at the Shopping center. Ward is looking into this. 5. Rink- Work is almost at walk-way completion stage. 6. Unsuccessful in getting a beacon lighting for pedestrian crossing on Country Hills Boulevard at the entrance by RBC. 	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – AUGUST, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
		7. There will be an open house with Eric Lowther – Councillor in Rockyview Country on Wednesday August 30 at 7pm at Bearspaw Community Centre on how to get the provincial government to reduce the gravel crushing from 24hrs to 12hrs. 8. This is Greg's (Ward 2) last meeting with RRROCA as the community association will be designated to Ward 1 following the October Municipal Election.	
CPS – RO—Cst. Scott Nedham	NIL	NIL	NIL
City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay	NIL	Ball Hockey program is planned at the rink site- RRROCA to help advertise in our newsletter. More information will be provided to the CA later.	Ali Oonwala moved a motion to endorse this. Seconded by : Jenna Mortis Carried by: All
Executive Reports			
Treasurer – Paul Watson	Review of Business Plan will be done after completion of the Rink project.	All Canada 150 grant (\$ 325) has been received by the association.	The audited financial statements of the Rocky Ridge Royal Oak Community Association for the year-ended June 30, 2017 be approved by the Board. Seconded by : Tessa Sakamoto Carried by : All except Jessica Asuquo who abstained.
President – Tessa Sakamoto	Bylaw Review: To be typed up for circulation soon. Will be completed before the AGM in November.	1. Road and traffic complaints have been on the rise. Glad council is looking into this.	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – AUGUST, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
		<ol style="list-style-type: none"> 2. City Elections: An election forum will be hosted. Details to be provided later. 3. Job Description for Leads: Templates will be sent out to portfolio chairs to help populated and return immediately. 4. Little Free Library: Door has been broken again, to be fixed. 5. Will be setting up the SportzSoft registration for Springs Sports in the vacancy of the Program Chair. 6. December Meeting- All to start developing their plan, goals and budget for 2018 to be reviewed at this meeting. 7. Newsletter circulation: Working with Wendy to expand the circulation of the association's newsletter to non-members as part of membership drive. 8. Website to be updated with more detailed/relevant contact information. 9. Naming of the Park- To involve all community members through a naming contest. Dave to provide a write up on the rink to help Jenna initiate this contest on our website. Name to be decided at September meeting. 10. Will not be running for re-election in November AGM. All to start the search for a new president. 	
<p>Vice President – Ali Oonwala</p>	<p>Please update session</p>	<p>Basketball Tournament 3-on-3: September 24:-</p> <ol style="list-style-type: none"> 1. Registration ongoing in sportzsoft, though challenging for some people to add team members. Tessa and Jenna to redesign to make registration easier. Registration should be acceptable in a team if at least one member has paid the fees of \$50. 	<p>A motion for \$1,500 budget approval for the Basketball Tournament 3-on-3 was proposed by Ali. Seconded by: Gerard Lynch Carried by: All</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – AUGUST, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
		2. Invitation letters to be sent to government officials with one at the opening and the other at the closing ceremony. Ali to send a schedule of the program to Tessa as letters must go out this week.	
Secretary – Patience Fagbenro	Calendar updated with invites for monthly reports and meeting notice till year end. All to accept the invites and try to adhere to the time lines as limited email notices will be sent onward.	Attended the Calgary Emergency Management Agency (CEMA) community pilot event on June 29, 2017.	Nil
Directors Reports			
Communications – Jenna Mortis	<ol style="list-style-type: none"> New Logo: Pending guideline for use. A newsletter annual article plan for Directors to be developed and tracked in the shared calendar in plan by December for 2018. 	<p>Newsletter is being published monthly again. Calendar reminders for content submission has been set up. Please remember to send in content as early as possible to both Mary and Jenna.</p> <p>Mail Chimp account: Has been set up, it will allow us to let community members register for our email communications without registering for a membership. Ideally this will help us reach more community members, and hopefully drive membership. Once we get a sign up form on our website we will start pushing this via social media and sending out emails.</p> <p>Permanent signage for our community park. This will need to include a list of rules for the park, and likely one with the park name/our logo. Thoughts on park rules, logo/name sign to determine the size of the signage were discussed. Budget motion can be put forward. –See notes in President's report on park naming. To be completed in next 2-weeks</p>	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – AUGUST, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
<p>Events – Folorunso Agunbiade and Marcie Hawranik</p>	<p>NIL</p>	<p>Stampede Breakfast – July 8. Appreciation goes to all the board members who volunteered, planned and participated towards the 2017 RRROCA Annual Community Stampede Breakfast. This event showed the mutual relationship and generosity that exist among the Rocky Ridge and Royal Oak residents. The volunteers also performed excellently before, during and after the event. We believe that 2018 edition of the Stampede Breakfast would have much more improvements.</p> <p>Basketball Tournament 3-on-3: September 24. Registration is now open and a link is up on RRROCA. The Director of Sponsorship is making contacts with the sponsor and also having each of the sponsors visit the RRROCA website in order to register a team. We would be working with Jenna with regards to bold signs for the basketball tournament as soon as possible. We are also working with Director of Volunteers to get volunteers for the event.</p> <p>Community Clean Up: September 17. Pat (London drugs) has all vendors confirmed. We have about 5 volunteers so far and Joanne is helping to get a few more - including reaching out to the various community groups early Sept once they are in full swing again. Working towards booking the bold signs with the Communications team.</p> <p>Marcie Hawranik is preparing for maternity leave and will like to move into the role of School Chair.</p>	<p>Please see VP's motion above.</p>
<p>Membership – Muoi Leong</p>	<p>Still awaiting update on how to increase communications with members; - Rachel to take this up</p>	<p>NIL</p>	<p>NIL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – AUGUST, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
	for next year using learnings from all activities this year.		
Parks – Dave Houston	Update required on at least 3 quotes for the cost of sponsor signage between July –Oct.	Recruitment for a Parks Chair in progress as Dave has stepped down due to time constraints.	NIL
Planning & Development - Dave Spencer	<p>To review the Mandate document after the Rink is completed.</p> <p>Calgary Co-op grant- unsuccessful, waiting for notification from CFEP application. – expected in August as stated on their website.</p> <p>- Indemnity Agreement: - . Our security deposit of \$18,000 for the Indemnity Agreement is being held until pedestrian ramp issues are resolved</p> <p>TRANSFORMER: - The Councillor's office has asked ENMAX to look into assistance in getting the transformer installed.</p>	<p>Community Park and Rink Update</p> <ul style="list-style-type: none"> • Casino funds (approx. \$70,000) will be available soon. Discussions about how to spend available funds will continue. • Public access ramp and sidewalk issues: the City has continued to reject the ramp as constructed although Wilco is installing the pedestrian ramp which was one of the issues. • Rink Sponsorship: Millrise CA has provided some information regarding their program. Individual business sponsors pay \$350 per year for their signage on the rink boards. Looking into the sign specifications and pricing out the cost of a sponsor sign. <p>City circulation of permit applications</p> <ul style="list-style-type: none"> • The seniors and multi-family land parcel north of Royal Elm Road has been sold to new owners – still called "Rejoice". New owners have requested a meeting with RRROCA to review new plans for the property. <i>Meeting will be mid-September with at least 2 directors required to be in attendance.</i> • Old Fire Station: -Received a message from a business regarding the potential sale of the old Fire Station – their interest is in possible purchase and conversion of the building to office space. I have asked a few questions of 	<p>1. To spend \$4200 on the purchase of a storage container for the rink instead of renewing the lease to pay Sentinel \$300/monthly. Storage is required at the rink for ice making equipment. Seconded By: Ali Oonwala Carried by: ALL</p> <p>2. To order park sign fabrication and Canada 150 decal, quoted approximately \$2100. Seconded By: Tessa Sakamoto Carried by: All except Muoi Leong who abstained</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – AUGUST, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
		the proponents and will report on the responses at next meeting.	
Programs –	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.	NIL	NIL
Safety & Security – Jessica Asuquo	NIL	<ol style="list-style-type: none"> 1. To invite CEMA to the 3 On 3 Basket Ball event to share the information package to members. 2. Complaints received on kids playing on residents' lawn – encouraging residents to put a keep-off sign on their lawns. Residents to call the police if any property vandalism is involved. 3. Walmart carts are now seen all around the community: To call Walmart and get contact details to move them and this contact can be put on our websites for residents to call in case they see any around the community. 	NIL
Schools – Ambreen Sulman	To apply for Alberta culture and tourism grants - provide criteria to Paul	NIL	NIL
Sponsorship -Gerry Lynch	Sports Program: -Letters of thanks have been emailed and hand delivered. Team photos delivered to each sponsor. Two sponsorships, \$450, still to be collected at time of this report. Stampede Breakfast:	3 on 3 Basketball: Working with Ali and the events team to ensure all sponsors are in place. Community Rink: Will liaise with Dave on sponsorship for the community rink as soon as costing is confirmed.	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – AUGUST, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
	Letters of thanks have been emailed and hand delivered to all sponsors. Sponsorship funds have all been collected.		
Transportation – Durotolu (Tolu) Aro	School awareness notice to parents on good road use practices – submitted for September newsletter publication.	<ul style="list-style-type: none"> • Request to remove Bus trap on Rock Valley Road. This is the second request received in the last 1.5yrs. –Please see details in Ward 1 report above • Resident complained about pedestrian crossing on the ramp from Country Hills Blvd east and Stony Trail south. - Please see details in Ward 1 report above 	NIL
Volunteers – Joanna Tjia	<p>1) Recruiting Program Chair – (Challenge may need to provide a honorarium for this role to with a contract), Program Lead and Fundraising Lead</p> <p>2) Applied for the WP puppet Canada 150 free workshop, waiting for result end of July</p>	<p>1) Stampede breakfast Total volunteers: ~ 130 volunteers (including 21 boards/leads)</p> <p>2) Recruiting volunteers for Community Clean Up and 3-on-3 Basketball Tournament</p> <p>3) Recruiting Volunteer Lead, Community Park Coordinator, Event Lead - one each</p> <p>4) U of C accounting and technology students to volunteer for us when the need arises.</p> <p>5) Spring sports volunteer deposit refund All refunded except those who have not completed their commitment</p> <p>6) Volunteer participation rate</p> <p><u>Board and Lead occupancy (as of June 23)</u> Board member: 15/16 (94%)</p>	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – AUGUST, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
		<p>Lead member: 16/20 (75%)</p> <p>Total Board/Lead in 2017: 31/35 (89%)</p> <p>Event Volunteer (signed up volunteer as of Aug 19) (signed up/needed)</p> <p>Easter Egg Hunt: 3/3 (100%) Family Fun Day: 7/10 (70%) Casino Fundraiser: 36/36 (100%) Stampede Set Up: 5/5 (100%) Stampede: 109/100 (130%) Clean Up Day: 6/8 (75%)</p> <p>Total Event Volunteer in 2017: 166/162 (102%)</p> <p>Members to support in the nomination of monthly volunteer(s) to the month to be published in the newsletter.</p>	

5. 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	Completed – 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.

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – AUGUST, 2017

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 .To be closed by September end.
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	Completed - 197 engaged to date (103% complete) in August. To fill new openings that occurred during the course of the year.

- ii. **AGM Planning:** To follow same format as last year and to be held same day as last board meeting of the year on 27 November, 2017, 6.00pm, Royal Vista Multi Use Facility. Nominations to be made at next meeting.

6. Next Meetings

- a. 25 September 2017, 7.00pm, Royal Vista Multi Use Facility

Meeting was moved for adjournment at 9:11pm by Jessica Asuquo and Tolu Aro.

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Tessa Sakamoto (President) Signature