

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – NOVEMBER, 2017

Date: Monday, 27 NOVEMBER 2017

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

1. ATTENDANCE

Present	Absent	Apologies Received
Executives and Directors		
President - Tessa Sakamoto		Planning & Development –Dave Spencer
Vice President – Ali Oonwala		Sponsorship – Gerry Lynch
Treasurer – Paul Watson		
Volunteer – Joanna Tjia		
School – Ambreen Sulman		
Communications – Jenna Mortis		
Parks- Aaron Dirk		
Membership – Represented by Rachel Kim		
Transportation – Durotolu (Tolu) Aro		
Secretary – Patience Fagbenro		
Event Co-Chair- Dan Toma		
Program Co-Chair – Kate Miller		
Government Contacts & Advisors		
Cst. Jason Schneider (CPS, CRO-RR)	Sandra Jansen	Heather McKay (NPC)
Ralph Smith (on behalf of Ward Sutherland)		
Kelli Taylor (on behalf of Pat Kelly)		
Others		
Sponsorship Lead – Bola Abe		

2. Motion to Call to Order/Adoption of Agenda

Tessa called the meeting to order at 6:35pm (while waiting for the AGM to form a quorum)

Amendment (if any): None.

Adopted by: Joanna Tjia and Seconded by Jenna Mortis

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



Carried by: The House

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	Will support in getting grants to complete the Rink.	1. The MP is now part of the government financial team 2. Budget proposal is in the works with issues such as disability tax credit – diabetes, mental health, altruism 3. Newsletter expected in 10 days 4. Feel free to contact the office for any inquiries	NIL
MLA Calgary Northwest Office – Sandra Jansen	NIL	NIL	NIL
Ward 1 Councillor's Office – Ralph Smith	1. Royal Oak School:- Wrong cross walk side near painted will be corrected. 2. 112th Avenue:- Will be scheduling a meeting with ROADS to look at the intersection and see if there can be improvements made. 3. Will work with planning to resolve deposit refund with roads.	NIL	NIL
CPS – RO—Cst. Cst. Jason Schneider	NIL	1. Share the 2012-2017 Community crime statistics with the CA. It shows the CA has a low crime rate compared to other CAs close to a CT station. 2. Working hard via routine patrol of schools to resolve school traffic/wrong packing issues especially around	NIL

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		residents' cul-de-sac. 3. All to be alert on seasonal crime. 4. Operation Cold Call starts on 4 th December, 2017 from 6am to educate and warn residents of criminal activities during this season.	
City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay	<ol style="list-style-type: none"> To inform Tessa and Aaron on Ice making workshop for the rink due date. To follow-up with CEMA updates for Jessica. 	<ol style="list-style-type: none"> Need to look at the operating budget for this year as it will align to the business plan. Need a board motion if RRROCA want to host a Mobile Skate Park in the new rink area. For dates to remember please see attached <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  NPC Report - November 2017.doc </div> <div style="text-align: center;">  CMSP Expression of Interest 2018 - Expir </div> </div>	<p style="text-align: center;">NIL</p>
Executive Reports			
Treasure –Paul Watson	<p>NIL</p>	<p>NIL</p>	
President – Tessa Sakamoto	<ol style="list-style-type: none"> Review of Business Plan will be done after completion of the Rink project Bylaw Review: Draft to be circulated ready to be ratified at the AGM in November. Job Description for Leads:- Completed 	<p>1. Annual Plan and Budget to be for 2018 – All to submit for review by 1st week of December 2017 and approval by December meeting.</p>	<p style="text-align: center;">NIL</p>
Vice President – Ali Oonwala	<p style="text-align: center;">NIL</p>	<p>Provided a feedback on the successful hosting of the 3 in 3 basketball/ Canada 150 Celebration program in September.</p>	<p style="text-align: center;">NIL</p>

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Secretary – Patience Fagbenro		All to fill and return 2018 Annual Plan template for collation and circulation for review by 1 st week of December, 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. Pack Naming: A vote was taken during the meeting of selected names and RRROCA Park was chosen as the new park name. 	NIL	NIL
Events – Dan Toma	NIL	List of events ready for 2018 and will be shared through the 2018 planning sheet in December 2017.	NIL
Membership – Muoi Leong	Awaiting update on how to increase communications with members; - Rachel to take this up for next year using learnings from all activities this year.	NIL	NIL
Parks – Aaron Dirk	<ol style="list-style-type: none"> Spring Sports equipment inventory/audit- To be completed by end of October 2017. Attempted and failed. Need a better idea/help on how to go about this. Rink Activities Updates: 	<ol style="list-style-type: none"> Rubber matting: Mats were motioned for during the month and ordered (25 mats=1 pallet). Further layout options were devised, and went to double check the measurement, but construction was proceeding on shed. As per Gerry's suggestion, asked if sponsorship of mats was an option, but Tomko said the mats get pretty worn out, so sponsor name on mats was not a good option. Never been done before. 	That the board approve the use of available funds, approximately 7500 to purchase the necessary items to have for the ice making season. A detailed budget will be shared via

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	<ul style="list-style-type: none"> - Request for Proposals Re: Maintenance of Park & Optional Snow Removal. - Request for Quotes Re: Port-a-Potties for Rink from Yardworx, Signature, Hydra, Superyards, and Greendrop (GD only does fertilizing though) in mid to late Oct. No replies. - Groundwork for rubber mat - Estimate, Motion for Purchase, Ordering, approved. - Research/pricing of required equipment for Rink Maintenance - Ice Rink Making:- update required. <p>3. Conflict resolution – neighbour dispute re: tree planting: Passed along the free neighborhood mediation service referral. Response was a thank you, but the neighbor made one final complaint to bylaw resulting in the removal of the tree, followed by neighbor moving.</p>	<ul style="list-style-type: none"> 2) Community Park tab on Website. Drafted an updated Community Park update including proposed Ice Usage Schedule. See site. Any comments would be appreciated. 3) Outdoor Rink Workshop. 2 hour workshop is tomorrow. Steve has enlisted some of the volunteers to attend also. 4) Advanced Notice to Neighbors re: Maintenance Plan for Rink. Thought it was a good idea to get the word out to the neighbors surrounding the rink about the operational plan for the rink. Have drafted a letter, which will be hand delivered to the ~60 residences with contact for feedback. Waiting on letterhead and printing before distribution.- <i>Work with Jenna to put letter on letter headed before circulating. To send a copy to Ralph of ward 1 and the Executive Secretary.</i> 5) Request for Quotes Re: Port-a-Potties for Rink. Have requested quotes from GoServiceInc, Supersaver, PortaPal, Brian's for all season portable toilet. Think this is a priority. Evidence of people using the boards at the rink as the current toilets. Winter season service would be ~1000, full year ~2200. 6) Research/pricing of required equipment for Rink Maintenance. Have a preliminary budget drawn up using numerous outfitter prices for everything from snowthrowers to ear protection to ice cleats to gas cans. There has been a previous motion for expenditures related to this, this is a more detailed estimate. See motion . 	<p>the cloud before end of the week.</p> <p>This motion was not approved or required at the meeting because this expense is included in the initially disbursed \$210000</p>

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		<ul style="list-style-type: none"> - <i>There is a need for security camera as sea-can has been vandalized.</i> - <i>Need a someone to manage this rink's activities on completion</i> - <i>A contract and insurance is required for ice equipment renting.</i> - <i>To set up the committee meeting to discuss all these and agree way forward.</i> 	
Planning & Development - Dave Spencer	<p>Community Park and Rink Update</p> <ul style="list-style-type: none"> -To review the Mandate document after the Rink is completed - Completion of the shed building and electrical scheduled for December 15. Electrical power and panel plus connection to the Rink Water box is necessary for flooding of the rink and lighting -Calgary Co-op grant- still no notification from CFEP application. – expected in August as stated on their website. - Indemnity Agreement: - Working on return of our \$18,000 security from the City. The inspector has signed off on the new concrete ramp and sidewalk so the return of the deposit should be underway. 	<p>We have been circulated on one permit application for a secondary suite and responded to the applicant suggesting he contact his HOA and neighbours for support.</p> <p>No other new permit applications received</p>	<p>\$1700 to insulate the shed included in motuin for \$210000 for rink spending at earlier meeting.</p>

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	<p>- Concrete vehicle access ramp: - Update on the re-installation on September 25.</p> <p>TRANSFORMER: Update on ENMAX project for power supply to the link.</p> <p>Permanent site signage: Permanent community info and park rules to be added.</p> <p>Rink Sponsorship: Gerry has been working on the “pitch” and sponsoring standards. Quotes obtained for the signs to be attached to rink dasher boards.</p> <p>City circulation of permit applications: -The seniors and multi-family land parcel north of Royal Elm: More details expected later in the fall.</p> <p>-Old Fire Station: Update on potential sale of the old Fire Station required</p> <p>Royal Oak Victory Church (ROVC):- Dave to work with Tessa to provide this letter.</p>		
<p>Program Co-Chair – Kate Miller</p>	<p>NIL</p>	<ul style="list-style-type: none"> A Co-Chair has been found. Welcoming Ms. Elena Spronk as the Program’s Co-Chair. Elena brings a wealth of 	<p>NIL</p>

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		<p>knowledge on sport organization and coaching to the RRROCA Board and the Sports Program.</p> <ul style="list-style-type: none"> • The 2018 Sport Program has been set and will run from Tuesday, May 1, 2018- Saturday, June 23, 2018. • The first advertisement for the 2018 Sport Program should be published in the December issue of the Newsletter. • Coordination with Volunteers Lead will be required. • In mid-January –February we will commence an audit of the Equipment and report back on operation requirements for the 2018 session 	
<p>Safety & Security – Jessica Asuquo</p>	<p>NIL</p>	<p>This month I attended <i>Building Safer Communities</i> workshop organized by the <i>Federation of Calgary Communities</i>. The workshop was focused on growing resident-led safety involvement initiatives. For this board meeting I would like to share <i>My Neighbour Card</i>, a tool used for getting to know our neighbours better. I think it's a good idea to use this tool within our community but I would like to know what the board thinks.</p>	<p>NIL</p>
<p>Schools – Ambreen Sulman</p>	<p>NIL</p>	<p>School will be providing volunteers for ice making</p>	<p>NIL</p>
<p>Sponsorship -Gerry Lynch</p>	<p>Sports Program: Two sponsorships, \$450, still to be collected before year end.</p> <p>Community Rink: Update on sponsorship-Work in progress for 2018</p>	<p>NIL</p>	<p>NIL</p>

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<p>Transportation – Durotolu (Tolu) Aro</p>	<ul style="list-style-type: none"> • Traffic Impact Assessment (TIA): No update • Rocky Ridge Gate:- No update • Royal Oak drive Intersection:- Waiting for a response 	<p>Compliant received on noise from the gravel pit. There was also a request for sharing of experience on Pace Car Program.</p>	<p>NIL</p>
<p>Volunteers – Joanna Tjia</p>	<ul style="list-style-type: none"> • Recruiting Program Lead and Fundraising Lead -- Recruited Elena Spronk as Program Co-Chair 	<p>1) Recruitment of board and lead positions Recruiting Communications Chair, Events Co-Chair, Events Lead, Program Lead, Community Park Lead; more urgent for the chair positions.</p> <p>2) Ice rink volunteers Steve has recruited 27 ice rink volunteers, and scheduled ice rink volunteers into 7 teams of 5-6 people to work 9-10 pm every day once the rink is in use.</p> <p>3) Volunteer Database Currently we have about 390 volunteers in the 2017 volunteer database.</p> <p>4) Spring Sports Program Refund for board and lead volunteers Refunded one program fee to all eligible board and leads, who volunteered for the 2017 season. Those who didn't register spring sports should have membership fee waived by membership chair at the beginning of the year. Any eligible board or lead volunteers didn't receive either \$30 membership fee or \$65/\$50 program fee waived, please email me at volunteer@rrroca.org.</p>	<p>NIL</p>

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		<p>5) Volunteer Photographer We have an ACAD student can volunteer as photographer to take quality photos at events or any occasions we need.</p> <p>6) Volunteer participation rate</p> <p><u>Board and Lead occupancy (as of Nov 20)</u> Board member: 15/17 (88%) - vacancy: Communications Chair and one Events Co-Chair</p> <p>Lead member: 12/16 (75%) -vacancy: program lead, event lead, community park lead, membership lead</p> <p>Current total Board/Lead: 27/33 (82%)</p> <p><u>Event Volunteer Participation is same as last month (104%)</u></p>	

5. Other Business –

- i. Reminder to submit 2018 planning sheet before the December meeting.

6. Next Meetings

- a. Planning meeting: 11 December 2017, 7:00pm, Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 8:18pm by Kate Miller and Jenna Mortis.

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Tessa Sakamoto (President) Signature