

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER, 2017

Date: Monday, 23 October 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	Volunteer – Joanna Tjia
Treasurer – Paul Watson		Planning & Development – Dave Spencer
School – Ambreen Sulman		
Communications – Jenna Mortis		
Parks- Aaron Dirk		
Sponsorship – Gerry Lynch		
Transportation – Durotolu (Tolu) Aro		
Secretary – Patience Fagbenro		
Volunteer Lead- Steve Branter		
Government Contacts & Advisors		
Neighbourhood Partnership Coordinator – Heather Mackay	CPS - RR-Cst. Jason Schneider	
City of Calgary Councillor (Ward 1) – Ralph Smith	RO—Cst. Scott Nedham	
Member of Legislative Assembly- Benjamin Sasges (Ministry of Infrastructure)	Member of Parliament - Kelli Taylor	
OTHERS		
Kate Miller - Program Co-Chair		
Dan Toma - Event Co-Chair		
Hanna Dzyachak - Community Development Lead		

2. Motion to Call to Order/Adoption of Agenda

Tessa called the meeting to order at 7.11pm

Amendment (if any): None.

Adopted by: Durotolu (Tolu) Aro and Seconded by Ambreen Sulman

Carried by: The House

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER, 2017

3. Adoption of Previous Minutes

Amendment (if any): None

Adopted by: Durotolu (Tolu) Aro and Seconded by Gerry Lynch


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.	NIL	NIL
MLA Calgary Northwest Office – Benjamin Sages	NIL	1. Good will message from Sandra Jansen and welcomes any requests. 2. Work in progress on Green line Project 3. Tessa thanked the Province and the MLA office for support with regards to the CEFP grant.	NIL
Ward 1 Councillor's Office – Ralph Smith	Nil	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
CPS – RO—Cst. Scott Nedham	NIL	NIL	NIL

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City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay	<ol style="list-style-type: none"> 1. To inform Tessa and Aaron on Ice making workshop for the rink due date. 2. To follow-up with CEMA updates for Jessica. 	<ol style="list-style-type: none"> 1. Canada 150 skating grant is available for interested Community Associations(CA) 2. The city is making progress to grant approval to provide an access pass to CAs for the multi Service facility community room for meetings and all meetings for next year have been booked. 3. Please see attached for 2017/2018 workshop events calendar. <div style="text-align: center;">  2017-2018 External Workshop Events C: </div>	NIL
Executive Reports			
Treasure –Paul Watson		<ol style="list-style-type: none"> 1. A successful Financial Audit of the CA's account was achieved during the month. 2. Financial Statement is ready for the AGM. 3. Most Account Receivables have been collected. 4. GST refund applied for and granted for \$30,000 5. Paul thanked all for the opportunity to serve the CA as this will be his last meeting. Tessa expressed the CA's gratitude for all his support and wished him well in his new location. 	
President – Tessa Sakamoto	<ol style="list-style-type: none"> 1. Review of Business Plan will be done after completion of the Rink project 2. Bylaw Review: Draft to be circulated ready to be ratified at the AGM in November. 	<ol style="list-style-type: none"> 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. 3. Election forum was a success with over 300 in attendance and over 4000 views on the broadcast. 4. Handling plans/goals for Events and Sponsorship for 2018 in the absence of a substantive chair. 	NIL

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	3. Job Description for Leads:- Completed		
Vice President – Ali Oonwala	NIL	NIL	NIL
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"> 1. New Logo: Pending guideline for use. 2. A newsletter annual article plan for Directors to be developed and tracked in the shared calendar in plan by December for 2018. 3. Pack Naming: Update required 	NIL	NIL
Events – Vacant	Recruitment in progress	NIL	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
Parks – Aaron Dirk	NIL	1. Residents group (Julianna Buendia) application for playground. Account set up with Parks Foundation, require Letter of Endorsement from RRROCA, RRROCA Incorporation #, budget detail and timeline of project, clarification of school board ownership (with eventual permission) over proposed area have been defined through correspondence	That the board approve the use of available funds, approximately 2300 to order 25 rubber mats for use at the rink so the delivery can be made to

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		<p>with CBE -. Letter of Endorsement from RRROCA provided by Dave Spencer (Oct 19)</p> <p>2. Groundwork for rubber mat estimate for park. Groundwork for rubber mat estimate for park. Measurements of area with subsequent layout options completed with range of mat numbers provided to Tomko sports for an expected quote (to be delivered by end of week of Oct20)</p> <p>3. Spring Sports equipment inventory/audit- To be completed by end of October 2017.</p> <p>4. Correspondence from resident regarding neighborhood conflict/bylaw/tree planting issue: - Asking for suggestions in dealing with the conflict. - Residents cannot plant trees as against the bylaw. To forward email to Heather to help respond to the resident as Tessa also got a similar request.</p> <p>5. Scoping other neighbourhood arenas/websites to come up with templates to be used by RRROCA.</p> <p>6. Rink Ice Making: - To work with Heather to provide the cost of ice-making equipment. Steve is willing to provide support</p>	<p>coincide with the approximate completion of the shed and beginning of the ice making season. We will make do with 25 mats, and find a configuration that works.</p> <p>Seconded by: Tessa Sakamoto Carried by:- All</p>
<p>Planning & Development - Dave Spencer</p>	<p>Community Park and Rink Update -To review the Mandate document after the Rink is completed</p>	<p>Work should hopefully start on the Rink shed before the end of this year.</p>	

Rocky Ridge Royal Oak Community Association

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	<p>-Calgary Co-op grant- still no 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 still being held until pedestrian ramp issues are resolved. Ralph to help with this.</p> <p>- Concrete vehicle access ramp: - Update on the re-installation on September 25.</p> <p>TRANSFORMER: ENMAX project for power supply to the link expected by December 2017.</p> <p>Permanent site signage: Permanent community info and park rules to be added.</p> <p>Rink Sponsorship: still looking into the Millrise CA program. Looking into the sign specifications and pricing out the cost of a sponsor.</p> <p>City circulation of permit applications:</p>		

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	<p>-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>		
Programs – Vacant.	Recruitment in progress	Registration has been rolled over for 2018 year.	NIL
Safety & Security – Jessica Asuquo	NIL	NIL	NIL
Schools – Ambreen Sulman	NIL	Met with the Saint Maria Goretti school liaison, they are interested in working with us.	NIL
Sponsorship -Gerry Lynch	<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>	NIL	NIL
Transportation – Durotolu (Tolu) Aro	<ul style="list-style-type: none"> • Traffic Impact Assessment (TIA):- Contacted city on the development of the triangle. <ul style="list-style-type: none"> ○ A TIA will be done as part of the development but the association will not have the opportunity to review it as it is 	Royal Oak drive Intersection:- Contacted 311 on the early morning traffic backup on (at intersection with Royal Birch BLVD). Waiting for a response	NIL

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	<p>considered private- To follow up closely and inform Tessa due to possible impact on parking.</p> <ul style="list-style-type: none"> ○ There are plans to provide alternate parking to replace the 100 spots that will be eliminated due to the development <p>• Rocky Ridge Gate:-Sent a mail to the property owner at Rocky Ridge Gate to let her know the association is not in support of moving the school bus stop, and she will also not pay for any of the requested modifications</p>		
Volunteers – Joanna Tjia	<p>1) Recruiting Program Chair, Program Lead and Fundraising Lead</p> <p>2) Applied for the WP puppet Canada 150 free workshop- We were not selected for the puppet workshop. The competition was keen as only 5 winners are selected from 55 applications.</p>	<p>1) Recruitment of board and lead positions</p> <p>Invited a few interested volunteers (program co-chair, event co-chair, and community development lead) to join our meeting.</p> <ul style="list-style-type: none"> - Kate Miller - Program Co-Chair - Dan Toma - Event Co-Chair - Hanna Dzyachak - Community Development Lead <p>Only received a few inquiries. We need more call out from communication as much as possible.</p>	NIL

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		<p>2) Job description: - received all job descriptions. Thank you everyone! Revising the documents with Tessa. All should be done by AGM.</p> <p>3) Welcome package for new members:-Working with Tessa</p> <p>4) University of Calgary Student Action Volunteer Initiatives (SAVI)</p> <p>Recruited a U of C Accounting student, Saira Aftab, to volunteer as Assistant Treasurer to work with Ambreen from Dec 2017-April 2018.</p> <p>5) Ice rink volunteers: - The Volunteer Lead Steve has contacted ice rink volunteers and received 19 positive replies. He has created an online shift preference form for ice rink volunteers to fill, and will send it out after confirming some more information. He is also waiting for the response from communication if posting notices on the bulletin boards of condos nearby is allowed. Steve is also interested in helping out more with the ice rink upkeep.</p> <p>6) Volunteer Database:-Steve has built a 2017 volunteer database, and will transit it to 2018 later.</p> <p>7) Volunteer participation rate</p> <p><u>Board and Lead occupancy (as of Oct 20)</u></p> <p>Board member: 13/17 (82%)</p>	

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		<p>- vacancy: 2 program co-chairs (one is pending), 2 event co-chairs (one is pending)</p> <p>Lead member: 12/16 (75%)</p> <p>-vacancy: program lead, community development lead (pending), event lead, community park lead</p> <p>Current total Board/Lead: 25/33 (76%)</p> <p>Event Volunteer (signed up volunteer as of Oct 20) (signed up/needed)</p> <p>Easter Egg Hunt: 3/3 (100%)</p> <p>Family Fun Day: 7/10 (70%)</p> <p>Casino Fundraiser: 36/36 (100%)</p> <p>Stampede Set Up: 5/5 (100%)</p> <p>Stampede: 109/100 (130%)</p> <p>Clean Up Day: 9/8 (112.5%)</p> <p>Total Event Volunteer in 2017: 169/162 (104%)</p>	

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5. Other Business –

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

SN	OBJECTIVE	Lead Portfolio	By When	Cost (\$CAD)	Status=80% completed
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	Completed: 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.	Phase 1 completed- Rink opening held on 24 September, 2017 with a 3-on-3 basketball tournament. Phase 2 to commence immediately.
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 made. Proxy forms and Agenda ready to be circulated by 4th week of October.

6. Next Meetings

- a. AGM Meeting: 27 November 2017, 6:30pm, Royal Vista Multi Use Facility.
- b. Board Meeting: 27 November 2017, 8:30pm, Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 8:14pm by Paul Watson and Jenna Mortis.

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Tessa Sakamoto (President) Signature