



RRROCA
ROCKY RIDGE ROYAL OAK
COMMUNITY ASSOCIATION
WWW.RRROCA.ORG

MINUTES OF THE BOARD OF DIRECTOR'S JANUARY MEETING
21st January, 2015, at 7:00pm
Foyer, Village Honda, 7663-110th Ave. NW, Calgary

Directors Present: Pamela Dais-Nichol (Chairperson)
Paul Watson
Loretta Kao
Tessa Sakamoto
Karen Abbott
Lorraine Reed-Loewen
Nicole Savoie
Fatima Khawaja (phone)
Frances Kalu

Other present: Heather McKay Reed- Loewen
Kristi & reps from CivicWorks

1. CALL TO ORDER/ADOPTION OF AGENDA

- 1) Pam called the meeting to order at 7:07pm.

2. CONFIRMATION OF MINUTES

Motion:	Loretta Kao Mo
Second:	Lorraine Reed-Loewen
Carried:	To adopt the minutes of September, October, November, December 2014 BOD meetings

- 1) The minutes were signed.

3. CIVICWORKS

- 1) presented the pre-application land use of TOD zone west of Rocky Ridge Rd, north of Tuscany LRT Station
- 2) See attached design and planning provided at the meeting
- 3) Heather McKay and Kristi will explore “engage” strategies for pre-application consultation

4. CRC REPORT

- 1) Heather presented works from seminar on 18th Jan
- 2) Distributed resources to portfolios
- 3) Provided template for portfolio planning

5. TREASURER'S REPORT

- 1) AGLC and Annual Return are filed
 - Requires re-statement post June 30th, 2014
 - Three errors found due to double counts and PayPal account

Motion:	Paul Watson
Second:	Lorraine Reed- Loewen
Carried:	To adapt the revised financial statement – 1 st July 2013 to 30 th June 2014

- 2) Current financial reveals 10K deficit, but expect income from sport once registration starts
- 3) Casino funds: 591K matured to-date
 - (see attached email copy for details)

Motion:	Paul Watson
Second:	Tessa Sakamoto
Carried:	Buy a 1 year GIC 1.75% \$100,000.00
	Buy a 2 year GIC 2.10% \$300,000.00
	Transfer to a high interest savings account 1.25% \$166,432.78

6. PRESIDENT'S REPORT

- 1) Prospective board members found

Motion:	Nicole Savoie
Second:	Frances Kalu
Carried:	To change BOD meetings to last Thursday of each month

- 2) Webmail
 - Spam controlled
 - Tentatively to set up web clouds within the next months
- 3) Secondary suites
 - To discuss in next meeting
 - Board members are encourage to do research and bring to the next meeting for discussion
- 4) Ice Rink / Land consultation
 - LOC was put on hold in September for further study on the use of land

Motion:	Paul Watson
Second:	Lorraine Reed- Loewen
Carried:	Subject to AGLC approval, the board will allow maximum of 20K for land consultation in regards to the use of land

- 5) Conflict of interest
 - Pam is an employee of London Drug in marketing. London Drug is one of RRROCA's community sponsors
- 6) Meeting management
 - All board members are required to prepare portfolio report one week prior to monthly BOD meeting. (see president communication as attached)
 - Meeting time is for issues that need board members' input and/or decision (passing motion etc)
- 7) Communications – reply and attendance

- Board members are required to verify the accuracy of minutes sent out by the Secretary.
- Board members are expected to notify the chairperson of his/her attendance at BOD meetings in advance.

7. COMMITTEE REPORTS

i. Social Media

- Portfolio goals
 - i. Queries: Will answer or refer to appropriate director to as soon as possible
 - ii. Engagement: to increase followers on FB and twitter by posting questions and encouraging discussions
 - iii. Launch and maintain Instagram account to increase online exposure, hence to increase community member participation
- Will use unused gifts as incentives to participate in RRROCA social media activities (see attached electronic motion)
- Pam will send “Planning Sheet”

ii. Sports

- Adult fitness classes: open drop-ins @ \$12/class; Zumba on Monday, Yoga on Thursday
- Sport Soft: to launch on 1st February, 2015; volunteer fee will be charged at registration if duty not picked

Motion:	Tessa Sakamoto
Second:	Lorraine Reed- Loewen
Carried:	To implement late registration fee of \$10 between 14 th – 30 th March

- Portfolio goals
 - i. To increase youth sport registration by 15%
 - ii. Sport committee: to solidify roles and duties, increase volunteer delegations

iii. Sponsorship

- Youth sports: 60 teams sponsored
- Portfolio goals
 - i. To enhance sponsorship programs
 - ii. Maximize sponsor exposure
 - iii. Develop discount program and sponsorship long term goal

iv. Events

- Conflict of interest: Lorraine is working as a financial planner specialized in how to sponsor at community level
- Events updates:
 - i. Community clean up: 14th September, 2015
 - ii. Stampede Breakfast: 4th July, 2015; 8 grills secured @ \$250 each
- Portfolio goals:
 - i. Be familiar with event planning process
 - ii. Improve communications, more follow-ups

v. Membership

- Member cards and expiry labels to mail next week for month of January
- External sport leagues: residents need to get registration number with RRROCA membership prior to sport registration
- Will mail out the overcharged membership fee back to members (flaw from Compusim system)
- Portfolio goals:

- i. Will accompany greeting cards with member cards and expiry labels mailings
 - ii. Will get up to schedule
- vi. **Volunteer**
 - Portfolio goals:
 - i. Be visible at events and sport games
 - ii. Work with newsletter and sponsorship to start volunteer of the month (with or without rewards)

8. NEXT MEETINGS

- 1) **26th February, 2015 location TBD**
- 2) **26th March, 2015 location TBD**

9. ADJOURNMENT

Motion:	Lorraine Reed- Loewen
Second:	Tessa Sakamoto
Carried:	the meeting adjourned at 8:55 pm.

Minutes Compiled By: Loretta Kao

Signature: _____(Loretta Kao)_____

Approval Signature: _____(Pam Dais-Nchol)_____