



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

**MINUTES OF THE BOARD OF DIRECTOR'S MARCH MEETING**  
**26<sup>th</sup> March, 2015, at 7:00pm**  
**Foyer, Village Honda, 7663-110th Ave. NW, Calgary**

**Directors Present:** Pamela Dais-Nichol (Chairperson)  
Ali Oonwala  
Paul Watson  
Loretta Kao  
Tessa Sakamoto  
Karen Abbott  
Lorraine Reed-Loewen  
Frances Kalu  
David Spencer

**Absent with regrets:** Nicole Savoie  
Fatima Khawaja  
Kristy-Lynn Brosowski

**Other present:** Lee-Ann Manaignre-Baines  
Carla Knipe  
Teree Young  
Jenelle Wohlberg  
Andrew Egbase  
Shiv Ganesh

**1. CALL TO ORDER/ADOPTION OF AGENDA**

- Pam called the meeting to order at 7:11pm.

**2. CONFIRMATION OF MINUTES**

Motion:	Loretta Kao Mo
Second:	Lorraine Reed-Loewen
Carried:	To adopt the minutes of February 2015 BOD meetings

- The minutes were signed.

**3. NEIGHBOURHOOD PARTNERSHIP REPORT**

- Did not receive report

**4. TREASURER'S REPORT**

- Year-to-date we are showing a surplus of \$37,921. This will decrease as we have yet to incur some major costs for the spring sports programs.

## 5. PRESIDENT'S REPORT

- Eamon's Road parking permit
  - The City is waiting on NWF Church's comments before doing taking action
- Continued to aid new BOD's

Motion:	Pam Dais-Nichol
Second:	Tessa Sakamoto
Carried:	Jenelle Wohlberg – Director of Communication Teree Young – Director of Events Lorraine Reed-Loewen – Community Liaison

- Gravel truck issue
  - Working on plan for Traffic as gravel truck issue about to start again
- Suburban Journal
  - Sent cease and desist letter and email to Suburban Journal. Received no reply from them.
  - Lawyer who drafted it did not charge us for writing the letter. To discuss in next meeting
  - Suggested to include a letter from the RRROCA president for Mind Design to promote advertising

## 6. VICE PRESIDENT'S REPORT

- 3-ON-3 Ball Hockey Tournament
  - Planning in progress
  - Tim Horton, Dannon, is also interested in sponsoring the event
  - Possibly using Lexus' parking lot
  - May setup SportSoft for registration and volunteer duty sign-up

Motion:	Pam Dais-Nichol
Second:	Ali Oonwala
Carried:	To reschedule Movie Night to October and schedule 3-ON- # Ball Hockey Tournament on 21 <sup>st</sup> August, 2015s

## 7. COMMITTEE REPORTS

- i. Administration
  - a) Annual Returns 2015 preparation
    - i. Minutes of Directors and Address form were circulated to sign and fill by directors in the meeting
  - b) BOD monthly minutes
    - i. Monthly Minutes will be forwarded to Director of Communication and will be posted on RRROCA website once adopted.
- ii. Membership
  - a) Current membership number: 600; among which 80 pending payment
  - b) Went through every director at the meeting to record membership status

iii. Sports

a) Youth Sports

i. Registration

- Started (Feb 1 – Mar 13, Mar 14 – Mar 31 late registration)
- The numbers so far --
  - Soccer: 453
  - Ball: 63
  - Goal as presented in 2014 AGM Treasurers Report: target growth in participation by 15%.
  - 2014 Registrations = 531 \* 15% = 2015 Target = 611
  - 2015 Registrations to date = 541 = 84% of the goal.

ii. Volunteers

- Currently working hard to get the teams created and coaches and managers organized for the season.
- Working to get coaches trained through coach clinics.
- Working on schedules to release to teams.

b) Fitness Classes

- i. Registration open for Zumba - 13 registered so class will be a go.

c) Ladies' group

- i. Registration open for April Ladies Night - Cake Decorating with Fondant
- ii. Registration will be open soon for May Ladies Night - Glass Fusion and Pottery Painting

iv. Events

a) Trans-committee meeting (Communication, Events, Social Media and Sponsorship)

- i. Held meeting on 17<sup>th</sup> March to continue coordination and planning of RRROCA 2015 events.
- ii. Attendees: Lorraine Reed-Loewen, Pam Nichol, Twyla Ferrari, Lee-Anne Managire-Baines, Teree Young, Karen Abbott.
- iii. Reviewed processes, responsibilities, time frame and status for each event. Have agreed to continue conducting committee meetings when necessary.

b) Stampede Breakfast and Party

- i. Contacted Ceiles and Mad Rose Pub to obtain quotes on party catering
- ii. Need to clarify and confirm timing with tent rental as this year's date is very close to Canada Day
- iii. May consider to reduce the size of tent to 32K feet, referenced from last year's attendance number at Stampede Party
- iv. Invitation of Dignitaries - Twyla has invited Ward Councillors, our MLA and Mayor Nenshi to Stampede Breakfast
- Jenelle will assist in drafting the letter.

c) Conflict of interest

- i. Jenelle's FT job is involved with the Eamon's Road multi-storey project.

v. Sponsorship

a) Stampede Breakfast and Marketplace

- i. 8 grills are required this year. All 6 banks in the area have been asked to sponsor a grill – confirmation has been received by 3 so far. Sobey's will also have a grill. I will await the remaining responses from the banks before approaching other potential sponsors. I am thinking about car dealerships at this point.
- ii. Sobey's has agreed to sponsor the food again this year. They will provide the pancake mix, syrup and canola oil. Dawn and Barry Metcalf are the new owners and will work with Sunrype to obtain 1500 juice boxes. They will also work with

Maple Leaf on the meat product – I told them we need enough for 3400 people so they are working out the amount and will try to get as much as a donation as possible and the remainder would be at cost. I expect to know more in a few weeks.

- iii. Dennon at Tim Horton's put in a request for the cruiser but won't know until May if we can get it. If not, he assured me we can look at other options.
- iv. Lee-Ann Manaignre-Baines will be taking the lead on the market place component of the breakfast. We will work together to get the sponsors for the marketplace.
- b) Member Discount Program
  - i. Jenni Van Iderstine has agreed to work with me on this endeavor. We are meeting next week to develop an action plan.
- c) Parade of Garage Sales
  - i. Zeena Taghavi, realtor, has asked to sponsor this event again this year. Jenelle and I are meeting with her March 30<sup>th</sup> to work out details.
- vi. Planning and Development
  - a) Applications: received 8 development permits (DP) or Change of use applications, commented on 6, returned 2 with no comments
  - b) Application Matrix: Completed Application Matrix indicating what kind of applications the CA would like to be copied on. Returned Matrix complete to the City on March 23.
  - c) Open house: Reminder of Open House for Eamon Rd. Transit Oriented multi-storey development on 31<sup>st</sup> March, 5 PM to 8 PM at the Ranch
  - d) Eamon's Service Station Building – Leasing Opportunity
    - i. Following up with the City to get more details of the "Minimum Required Capital Investment estimated to be \$360,000".
    - ii. Submitted request to obtain floor plans and some indication of the extent of building code restoration requirement, probably does not include renovations to interior for our use as a meeting place and venue rental. Will report back to the board at next meeting as to whether this is worth pursuing
    - iii. Will form a subcommittee to address this opportunity.
    - iv. Will send the board an inquiry email in regards to utilize \$400,000 in enhancing community ideas
- vii. Communication
  - a) Newsletter Editor position vacant:
    - i. Sadly, Carla Knipe has provided notification that she would like to transition out of the role. She is prepared to stay on until the end of summer or end of year if need be.
    - ii. A job description has been provided to Frances to be posted on website... has been shared on social media and will be advertised in future newsletter. These are big shoes to fill and any suggestions would be welcome.

Motion:	Pam Dais-Nichol
Second:	Frances Kalu
Carried:	To budget \$400/month, a page for community member announcement in newsletter.

- b) Communication Plan:
  - i. Subcommittee met to kickstart the creation of a communications plan.
  - ii. This is a work in progress and will culminate in a communications calendar to be presented at next month meeting.
- c) Website:

- i. Incremental changes to website include updated membership form and some clarity around how to become a member and a page to profile local representatives. Will be working next to increase profile of sponsors
      - d) Parade of Garage Sales: Meeting this week to discuss sponsorship profile
  - viii. Social Media
    - a) RAOK initiative started slow but has built some momentum. Last week's winner was unrelated to anyone in the board so that was positive. Regardless it builds good will and understanding that the Board is actively involved in building community.
    - b) Social media continues to build momentum with posts re: photo Friday profiling great local photography.
  - viii. Parks
    - a) Not present to report
  - ix. Volunteer
    - a) All board roles have been filled except for two newly vacant roles – schools and transport. One prospective volunteer.
    - b) Currently working on streamlining volunteer roles with sports, hoping to get access to the database to see where we are with the number of volunteers we will have for events.
    - c) To meet with Lorraine to understand needs.
  - x. Safety
    - a) Not present to report

**8. NEXT MEETINGS**

- **23<sup>rd</sup> April, 2015 location TBD**

**9. ADJOURNMENT**

Motion:	Pam Dais-Nichol
Second:	Lorraine Reed- Loewen
Carried:	the meeting adjourned at 9pm.

Minutes Compiled By: Loretta Kao

Signature: \_\_ (Loretta Kao Mo) \_\_\_\_\_

Approval Signature: \_\_\_\_ (Pam Dais-Nichol) \_\_\_\_\_