



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

MINUTES OF THE BOARD OF DIRECTOR'S MAY MEETING
28th May, 2015, at 7:00pm
Boardroom, Charlesglen Toyota, 7687 - 110 Avenue N.W., Calgary

Directors Present: Tessa Sakamoto (Chairperson)
Ali Oonwala
Paul Watson
Loretta Kao
Karen Abbott
Fatima Khawaja
David Spencer
Teree Young

Absent with regrets: Kristy-Lynn Brosowski
Frances Kalu
Nicole Savoie
Jenelle Wohlberg

Other present: Sheryl Khanna
Jessica Asuquo
Heather MacKay, NPC

1. CALL TO ORDER/ADOPTION OF AGENDA

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

Motion:	Tessa Sakamoto
Second:	Loretta Kao Mo
Carried:	To adopt the agenda of May 2015 BOD meetings

2. CONFIRMATION OF MINUTES

Motion:	Karen Abbott
Second:	Ali Oonwala
Carried:	To adopt the minutes of April 2015 BOD meetings

- The minutes were signed.

3. VOTING FOR DIRECTOR OF SAFETY

- Director of Parks has been absent for more than two meetings and is not reachable since February BOD meeting.

Motion:	David Spencer
Second:	Paul Watson
Carried:	To remove Kristy-Lynn Brosowski from the Board and the director position.

Motion:	Loretta Kao Mo
Second:	Teree Young
Carried:	Jessica Asuquo to join the Board of Director and become the Director of Safety

4. NEIGHBOURHOOD PARTNERSHIP REPORT

- See attached report

5. TREASURER'S REPORT

- Current financials: Showing surplus of \$26,860.00.
- Receivables: Sports sponsorships - \$2,000.00 (Karen to follow-up)
- Revenue breakdown solution: Will be estimated
- Uncashed checks status: Mostly resolved. Anything uncashed after 6 months will be reversed.
- Year-end is approaching, so cut-off is important:
 - Accounts receivable – need to know about anyone that owes RRROCA money as at 06/30/2015
 - Accounts payable – need to know about anyone that RRROCA owes money to as at 06/30/2015 (even if we have not received the invoice)
 - Please do your best to submit all outstanding expenses prior to 06/30/2015.
 - Draft financial statements will be submitted to the board during the first week of July for comment and then submitted for audit shortly thereafter

6. PRESIDENT'S REPORT

- Handover:
 - Pam is still handling events and the email as I get Sports wrapped up. Would like to formally resign from Sports portfolio as of the end of June. Haven't yet found a replacement. If anyone knows of anyone, let me know!
 - I am just getting comfortable and aware of current issues in community – parking/traffic issues, parks, casino funds/development etc. Over the next few months before the AGM, I would ideally like to meet with each of you 1 on 1 or 2 so I can see what you do and where you are at. I see this position as making sure that we are all headed in the same direction, and toward the same goals. I don't (and can't!) be involved in each decision at every level of your portfolio.
- Eamon's road parking: Currently in holding pattern while the City and NWFC sort out some things on their end

7. VICE PRESIDENT'S REPORT

- 3-ON-3 Ball Hockey Tournament
 - Date: 13th September, 2015, 10am to 2pm
 - Venue: LD/Brooklyn Pizza Parking Lot; Rinks will be made with 2X2 boards
 - Teams: 10 teams with 5 rinks; have reached out to Heather for equipment
 - Sponsors:
 - 1st prize: Vagus fitness \$1k tentatively top prize with 6wks personal training sessions
 - 2nd prize: Car detailing from Lexus
 - Brooklyn pizza: wrap up and volunteer appreciation (from 2pm to 4pm)
 - Possible swag bags for all participants supplied by local businesses
 - Rule & Regulations:
 - Online Registration to include waiver with rules/regulations
 - Minimum 1 member of team MUST be member of Rocky Ridge or Royal Oak
 - We do need to reinvent from PlayOn! 4on4 Rules/Regulations (<https://www.playon.ca/>)
 - Entry Fee per team of \$40
 - Volunteer needed: set up, take down and score keeper
 - Registration set up: will follow up with Tessa

8. COMMITTEE REPORTS

- i. Administration
 - a) Followed up with non-cashed check with Babysitter's Registry Coordinator, two replied (Alex and Lisa)
 - b) Ordering letter head and envelopes status: Price matching between Staples and VistaPrint, will proceed with VistaPrint; pending design from Wendy
 - c) Email set up done for pacecar@rrroca.org and safety@rrroca.org
 - d) Email issue: will go through email list in the meeting to make sure all @rrroca.org are covered
 - e) Sent photocopy of Certificate of Corporate to Twyla for permit application
- ii. Membership
 - i. Current number of members: 656 (+/- 5)
 - ii. Number of pending payment: 54 checks and 40 from the membership 15/16 correction
 - Will need to go after these individuals
 - b) Member cards mailing and ordering status: mailing done, will order member cards next week

Motion:	Loretta Kao Mo
Second:	Ali Oonwala
Carried:	To increase member card ordering budget to \$850
 - c) Uncashed checks follow ups: f/u emails sent but haven't heard back
 - d) Membership from external sport leagues: nothing at the moment
- iii. Sports
 - a) Youth Sports
 - i. Registration is complete and volunteers are finishing up their positions as the program ends. Clinics are underway and photos are happening this week.
 - b) Fitness Classes
 - i. Nothing to report
 - c) Ladies' group

- i. Pottery/Glass Fusion on Wednesday, May 20 from 6.30 - 8.30pm at Colour Me Mine - about 7 ladies in attendance. Had issues with communication through email.

iv. Events

- a) Trans-committee meeting (Communication, Events, Social Media and Sponsorship)
 - i. Nothing to report
- b) Parade of Garage Sale
 - i. Nothing to report
- c) Neighbor Day
 - i. 20th June, 2015
- d) Stampede Breakfast
 - i. RRRHA agrees to open access to the kitchen from Friday, 3rd July.
- e) Stampede Party
 - i. License and permit: 90% done, missing noise permit which experienced some challenges last year
 - ii. Caterer for Party: \$25 per tickets
 - iii. There will be free dance and selling bar tickets
 - iv. Needs volunteers to send out promotional materials

v. Sponsorship

- a) Stampede Breakfast and Marketplace
 - i. Grills
 - 7 of the grills have confirmed sponsorship and 1 is tentative as still awaiting approval from head office. The sponsors are ATB, CIBC, Scotia Bank, RBC, Scobey's, Orange Theory Fitness and Charlesglen Toyota; BMO is tentative.
 - ii. Vendor for Showcase Coral:
 - Emails have been sent out and advertising is on the RRROCA website. So far I have 6 confirmed businesses – have space for 23 tables in total and 2 of the 23 tables are reserved for the MP and MLA.
- c) Parade of Garage Sales, 5th – 7th June
 - i. Advertising has started on the bold signs in both communities and on our website and the newsletter. Survey monkey is up. Jenelle will report more on this event.

Motion:	Karen Abbott
Second:	Ali Oonwala
Carried:	To expense \$228 annual renewal for Survey Monkey

- d) Member Discount program
 - i. Working on the wording and strategy

vi. Planning and Development

- a) City DBA requests for comments: two residents inquiries answered by telephone. No new DP application
- b) Ice Rink/ Community Park
 - i. Provided NPC with a new improved concept to include amenities for wider range of interest and to broaden the appeal for a 4 season park. She had already prepared the agreements and provided the requirements for the application such as insurance policy increased to \$5 million liability, updated business plan, recent financials, and the annual return.
 - ii. had conversations with Brian Pearson, my predecessor, who had done considerable work in 2013/2014. We have a complete survey of the property, input from other community associations with respect to their experience with

construction methods and maintenance, and a public engagement campaign in early 2014. I went on a tour of a few similar skating rinks in the northwest. There were a few adjacent residents who were opposed because of noise and light issues. It was determined that a sound attenuation berm and the use of very focused glare-free LED lighting would satisfy their concerns. On the whole it was received favourably by the community. Regardless, it would be necessary to do a follow up engagement of the adjacent homeowners to show that we have responded to their concerns.

- iii. RRROCA has sufficient casino funds earmarked to complete the rink, servicing and parking lot. The rest of the site improvements may be phased in with future casino revenues. We should be applying for a CFEP grant (maximum \$125,000) in any case. With approval of the grant we may be able to enhance the park with landscaping and finished grading for the casual skating area and fitness loop.
- iv. At the sub-committee meeting on May 19th, we discussed things like volunteer needs, on-going maintenance and similar amenities that have been popular in other communities. The hockey rink will likely have no problem with attracting hockey dad volunteers; the casual skating rink will rely on committed volunteers to look after flooding. If there are not enough committed volunteers, the park will still function and be aesthetically pleasing in all seasons. We could possibly have on-line booking times for hockey and perhaps increase paid memberships. I will be soliciting construction quotes in order to meet the City requirements and to have reliable forecasts for construction phasing

Motion:	David Spencer
Second:	Ali Oonwala
Carried:	RRROCA Board shall proceed with signing the License of Occupation agreement with the City of Calgary

Motion:	David Spencer
Second:	Karen Abbott
Carried:	the Board will commence the Capital Construction process with the assistance of Community & Neighbourhood Services/Community Partnerships

Motion:	David Spencer
Second:	FatimaKhjwaja
Carried:	The Board shall source and apply any funding that RRROCA is eligible for this project.

- vii. Communication
 - a) Pace Car
 - i. Nothing to report
 - b) Website
 - i. Web editor, Wendy Alessi is on holidays until mid June. We are able to make small changes to the website but anything major that is not urgent will wait until her return.
 - c) Newsletter:
 - i. First newsletter with new editor, Sheryl Khanna, complete with a smooth transition.
 - ii. In order to stand out from Suburban Journal, Sheryl has made further changes to newsletter cover and changed the name to the RRRROCA reporter.

- iii. Further changes to be made in July. Sheryl will also be working on article submissions guidelines including word counts to help the process run smoothly. These will be shared with directors who will be asked to adhere to.
 - iv. Deadline for the July issue is June 8, 2015 with no issue in August.
 - d) Stampede breakfast: communications underway with posters being printed
 - e) Event communication for ATB laser tag and Parade of Garage Sales underway.
- viii. Social Media
- a) Photo Friday:
 - i. doing consistently well. The feature photos also get published in our community newsletter every month.
 - ii. Please continue to encourage friends and family to send more photos.
 - iii. Available prizes are running down
 - b) Facebook likes to date: 1.276 – has become a place where people turn to for questions and comments.
 - c) Twitter follower number: 353
- viii. Volunteer
- a) Family Fun Day: contacted ROVC for the Family Fun Day event. A list of volunteers from RROCA has also been sent. They would check off those who participate and let me know, which would in turn be sent to the Sports Soccer Co-ordinator.
 - b) Sports: Emails sent to the group of soccer/ball parents who signed up to volunteer for the cancelled movie night, were not replied. I let Zar the soccer volunteer co-ordinator know. Specifically, I wanted to inform them that the event date and structure has been changed, and they need to let me know if the new date was okay or they will like to volunteer for something else.
 - c) Stampede Breakfast: working on required volunteers at the events
- ix. Safety
- a) Ensure safety at community events, starting with Safety booth at Stampede events
 - b) Will contact David Klym, past Director for transportation, regarding traffic safety around school area
 - c) Other proposed project: safety fair, neighborhood watch program

9. NEXT MEETINGS

- 7pm – 9pm, Thursday, 25th June, 2015; Boardroom, Charlesglen Toyota

10. ADJOURNMENT

Motion:	Tessa Sakamoto
Second:	David Spencer
Carried:	The meeting adjourned at 8:57pm

Minutes Compiled By: Loretta Kao

Signature: _____

Approval Signature: _____