



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

MINUTES OF THE BOARD OF DIRECTOR'S AUGUST MEETING
31st August, 2015, at 7:00pm
Boardroom Charlesglen Toyota,
7687 110Ave NW, Calgary, AB T3R 1R8

Directors Present: Tessa Sakamoto (Chairperson)
Ali Oonwala
Loretta Kao
Karen Abbott
David Spencer
Teree Young
Frances Kalu
Nicole Savoie
Jenelle Wohlberg
Marin Leci (Programs)
Durotolu Aro (Transportation)

Absent with regrets: Paul Watson
Fatima Khawaja
Jessica Asuquo

Other present: Ward Sutherland –Councilman, Ward 1
Gregory Hartzler – Communications & Liaison, Ward 2
Lee-Ann Manaigre-Baines
Isaac Sudar (casino)
Jesscia Hayhoe (casino)
Sheryl Khanna

1. CALL TO ORDER/ADOPTION OF AGENDA

- Tessa called the meeting to order at 7:09pm.

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

2. CONFIRMATION OF MINUTES

Motion:	Nicole Savoie
Second:	David Spencer
Carried:	To adopt the minutes of June 2015 BOD meetings

- The minutes were signed.

3. INTERNET SECURITY

- Website
 - Presented the hacker report with the severity of spam and hackers' channels to enter the website
 - Need policy to limit access to webpage and backup
 - To consider privacy policy
 - Recommended to disguise "admin log in" on RRROCA homepage
- Emails
 - Recommended email box holders to perform continuous upkeep and maintenance; alert Johnny if found spam.
- iClouds
 - Directors are encourage to the resource; right to iclouds and instructions should be included in policy and procedure

4. NEIGHBOURHOOD PARTNERSHIP REPORT

- Public Art
 - Utility boxes on Countryhills Blvd are going to be painted
 - Survey online: how does the natural surrounding affect you?
- Safety and Security boundary change
 - Heather is contacting Constable Roy Moe for further information
- Will schedule an extra hour for Board Orientation in September
- Report attached

5. WARD REPORTS

- Ward One
 - 85th x Countryhills Blvd intersection Gravel truck reroute: 8 million dollars surplus from Tuscany LRT Station will be used to reroute gravel trucks from intersection, awaiting priority finance committee to approve the use of the surplus money; expect to be operational by summer 2016; trucks will be restricted at this intersection.
 - Roger that Art: 7pm, 18th September @ Tuscany LRT
 - Telsec: After collected residents' response at the open house, the city is requesting Telsec to level to 8, 6, and 4 storey buildings from the original 12 storey buildings
 - Provincial Budget Review announced today, City is looking at reducing tax rate increase from 4% to 3.5%
- Ward Two
 - Sarcee Trial is scheduled to open up to 144th by end of the year
 - Fishing in ponds: situation is under surveillance in cooperation with City security and bylaw
 - Royal Oak Way pond: property of developer not the City

6. TREASURER'S REPORT

- Isaac Sudar is going to liaise with AGLC in regards to paper work
- Jessica Hayhoe will be the casino coordinator, assisting volunteer schedule and records
- Current financials: Not present to report

7. PRESIDENT'S REPORT

- a great summer full of successful events and community happenings
- New Volunteers:
 - Marin Leci will be overseeing the Programs portfolio

- Tolu Aro will take over Transportation
- Jessica Hayhoe will be our Casino Coordinator
- Upcoming focus: Casino, AGM, issue with parking along Eamon's Road, see if financial commitment for Eamon's Station goes through (the gofundme is at around \$610), Community Hub Project, support Directors

8. VICE PRESIDENT'S REPORT

- 3-ON-3 Ball Hockey Tournament on 13th September, 2015
 - Change of venue: Royal Oak School; already got support from the principle
 - 4 teams registered to date (cut-off at less than 8 teams)
 - 6 volunteers registered to date
 - Temporary Fencing approx. \$1500
 - Equipment required 2 more nets, need truck to move the nets too
 - Sponsors solidified; SWAG – Vagus Fitness
 - Heather Mckay, NPC - sourced 4 nets and volunteers
 - Tents: potentially sponsored by London Drugs and Chopped Leaf; otherwise, RRROCA has tent.
 - Communications expressed need a table at the event to promote Pace Car
 - A drafted map of rinks and fences was presented at the meeting

9. COMMITTEE REPORTS

i. Administration

- a) AGM date: 18th November, 2015. Will send out slides from 2014 as template for director to prepare for their reports at AGM before the next meeting.
- b) To follow printing of letterheads and envelopes

ii. Membership

- a) 16 new members for the 2015/16 membership.
- b) Current number of members: 693 with 587 current 2015 memberships that are 'paid on full'
- c) 15 members paid back membership fee after notification, the non-paid ones had their membership account deactivated
- d) Member cards and labels
 - Will purchase expiry label sticks at 750's for year 2016/2017
 - Will start to include cards with information and thank you message with card and label mailing

Motion:	Nicole Savoie
Second:	Ali Oonwala
Carried:	To expense \$600 for 2016/2017 expiry labels

- b) Babysitter registry:
 - i. No update

iii. Programs

- a) Youth Sports
 - i. Looking at to waive registration fee for volunteers
- b) Fitness Classes
 - i. Fall classes registration started
- c) Ladies' group
 - i. No update

- iv. Events (see attached report)
 - a) Stampede Breakfast & Party
 - i. It was extremely success! Weather cooperated, crowd management was organised/ Grill sponsors were on time, equipment worked, kitchen went smooth/ Showcase Corral vendors were happy.
 - ii. It is estimated between 3,400 attended breakfast were served. Showcase corral of vendors and mascots received an enthusiastic response. A big hit new this year was the photo booth manned by London Drugs.
 - iii. Green Calgary's report was favorable giving us an 89.3% diversion rate! Room to improve to 100% next year
 - iv. sponsor thankyou's will be out in the Sept issue
 - v. Budget: came well under combined; budget report was sent to Ranch for reimbursement (Smaller tent, less tables/chairs, face painting budget cut ½ & replaced with photo booth)
 - b) Stampede Rowdy & Dance
 - i. Weather did not cooperate; thunderstorms and wind gave us a concern/poor turn out. Everyone who attended had a good time. 50 tickets sold, guaranteed 80.
 - ii. Hamburgers (food) catered by Mad Rose were awesome/DJ music appropriate
 - iii. Next yr- look at not having Dinner Dance on same day as Breakfast, proved to be too much work from 6am to midnight for a small group of volunteers
 - iv. will ask Ranch Board to meet in Oct
 - a) 3-on-3 Hockey Tournament
 - i. Logistics of 5 rinks are to be worked
 - ii. Defer to Ali's report on fencing, volunteers, referee, registration, sponsorship, equipment
 - b) Volunteer Luncheon and sign up drive
 - i. Brooklyn Pizza, Defer report to Frances
 - ii. Budget approval – see sponsorship
 - c) Community clean up
 - i. London Drugs is on board, partnered with the City of Calgary and GEET.
 - ii. Pam is contact: they will provide BBQ/food/water/garbage & bottle recycling
 - in store will accept plastic, batteries & Styrofoam
 - paint recycled still needs to be provided
 - site plan to be created
 - event permit in progress
 - volunteers for BBQ from 8:30 – 2:30pm
 - advertising: will start as soon as tournament is over on Sunday
 - need about 10 volunteers on site
 - look at budge of \$300 from City (gloves, garbage clear bags/picker stix)?
- v. Sponsorship
 - a) Stampede Breakfast and Marketplace
 - i. The event was very successful. We ran short of meat in the last half hour primarily because two pieces of back bacon were given out in the beginning instead of one. Will rectify this next year and order a bit more meat as well. We will also order more pancake mix and juice and cups. Numbers needed have been recorded and noted by Sobey's assistant manager, Chris. Tim Horton's also had to go back to their store a couple of times for more coffee so they have noted how much will need to have on hand for next year
 - ii. Sponsorship revenue was \$1750 for grills and \$600 for the showcase corral for a total of \$2350. Had last minute cancellations for the corral due to staffing issues in some of the businesses on the July long weekend
 - b) Member Discount program

- i. Have approached a handful of businesses regarding same and not a lot of interest. Have checked other community association websites and none have this type of thing. Should we continue to pursue?
- c) 3-on-3 Hockey Tournament
 - i. Vagus Fitness and London Drugs primary sponsors and providing 1st and 2nd place prizes. Chopped Leaf supplying water. Brooklyn Pizza providing a 20% discount on food for those who go over after the tournament.
- d) Volunteer Appreciation Event
 - i. Brooklyn Pizza has reserved the lounge/patio area for this event and is providing a 20% discount on food and non-alcoholic beverages – aim is to keep the price to \$20 per person. Directors of Events and Volunteers are exploring further the babysitting options and will submit a budget for approval
 - ii. Ward 1 Councilman, Ward Sutherland will donate \$250 for the event

Motion:	Nicole Savoie
Second:	Ali Oonwala
Carried:	To budget \$1750 for the volunteer appreciation event on 13 th September.

- e) CFEP Grant
 - ii. Have started work on the CFEP grant. We cannot submit an application until we have a LOC agreement with the city and detailed costing information. Applications are reviewed quarterly and aiming for the December 15th deadline.
- vi. Planning and Development
 - a) City DBA requests for comments:
 - i. Reviewed 3 permit applications including Rock Lake Phase 4 – Decker Management applications.
 - ii. Commented with June 19, 2015 letter on the Telsec site across from the LRT station - Land Use Application
 - b) Member enquiries
 - i. Assisted a group of residents to find responsible party for cleaning up a wetland at Royal Birch
 - ii. Due to the hot dry weather most of the ponds have huge algae blooms. The City has issued an RFP for getting rid of the unwanted pond growth
 - iii. Answered 3 other inquiries about the community
 - c) Ice Rink/ Community Park
 - i. License of Occupation agreement with the City has been executed. Attempting to follow up with Heather Mackay on the concepts, unique ideas for the pavilion, and to let us know if the berm and landscape to screen the homes on south side can be outside of the License of Occupation boundary.
 - ii. Concept drawings have been updated. We are waiting for approval to spend the Casino funds. First expenditure will be the engineering consulting work.
 - iii. There are sufficient casino funds for the the rink, servicing and parking lot. Healthy Community Grant application is being submitted on August 31 (\$50,000). Amateur Sports and CFEP Grant applications deadlines are in October. CFEP grant (maximum \$125,000). Construction and maintenance quotes to support the applications and to meet the City requirements are essentially complete.
 - iv. The January 2014 Business Plan has been mostly updated and revised accordingly, cost estimates still to be updated, dated August 2015. Expecting to finalise by 5th September.
 - d) Eamon's Service Station Restoration

- i. Letter of Understanding with a commitment of \$50,000 was voted and approved by the Board. Now the Eamon Preservation Society has to raise the rest of the funding.
- vi. Communication
 - a) Bold signs
 - i. Looking for a new bold sign volunteer if anyone knows anyone who is interested.
 - b) Newsletter:
 - i. The deadline for submitting items for the October issue of RRROCA Reporter is September 8th. Please note that this deadline is firm and nothing will be accepted past this date, unless prior arrangements have been made.
 - ii. Articles should be 400 words or less (max. 500), and pictures are welcome.
 - iii. We have not been receiving many announcements for our Community Announcements section – most are from Board Members. In May there were 5, in June there was 1, in July there were 2, and for Sept. we have 3. This column costs \$205.80/month; suggesting we keep it going for another few months to see if it starts to take off. If it continues as-is, we may then want to think about cancelling.
 - c) Website
 - i. Please send any necessary updates from your portfolio area to Jenelle, we are attempting to clean website up as much as possible
 - ii. All new directors please provide picture and bio similar to that currently onsite
 - d) Pace Car pilot program
 - i. See Pace Car Program Report
 - ii. Should discuss whether this project goes ahead and whether it should be managed through communications or safety director.
 - e) Community Park
 - i. We are running an article in September issue of newsletter to provide high-level details for process.
 - ii. Engagement meeting to be held with direct neighbors on September 17 from 7 to 8:30 at the Calgary Coop Board room. Invitation letters to go out ASAP.
 - iii. Survey to determine preferred amenities in future phases and any high level concerns to be linked to website
 - iv. Information to be distributed at 3 on 3 tournament
- viii. Social Media
 - a) Not present to report
- vii. Volunteer
 - a) Volunteer appreciation
 - i. Working with Karen
 - b) Casino
 - i. Will connect with Jessica Hayhoe
- viii. Transportation
 - a) (see attached slide report)
- ix. Safety
 - a) Emails from residents:
 - i. No new concerns.
 - b) Correctional Centre on 85th St

- i. Currently in touch with Jimmy Phalen, the deputy director of the Spyhill Citizens Advisory Committee. He's willing to attend one of our meetings, to help explain how their programs and policies, for instance inmates release procedures, which could impact our community; and also to answer questions.
- c) Traffic Safety
 - i. Nothing to report
 - ii. Pace Car
 - Will connect with Jana Sinclair for planning and launching

10. NEXT MEETINGS

- **6pm - 9 pm, Monday, 28th September, 2015; Boardroom, Charlesglen Toyota, 7687 - 110 Avenue N.W., Calgary**
- 7pm - 9 pm, Monday, 26th October, 2015; Boardroom, Charlesglen Toyota, 7687 - 110 Avenue N.W., Calgary
- 7pm - 9 pm, Monday, 30th November, 2015; Boardroom, Charlesglen Toyota, 7687 - 110 Avenue N.W., Calgary
- 7pm 9 pm, Monday, 28th December, 2015; Boardroom, Charlesglen Toyota, 7687 - 110 Avenue N.W., Calgary

11. ADJOURNMENT

Motion:	Tessa Sakamoto
Second:	Loretta Kao Mo
Carried:	The meeting adjourned at 9:11pm

Minutes Compiled By: Loretta Kao

Signature: (signed by Loretta Kao)

Approval Signature: (signed by Tessa Sakamoto)