



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

**MINUTES OF THE BOARD OF DIRECTOR'S JUNE MEETING**  
**24<sup>th</sup> June, 2015, at 7:00pm**  
**Kananaskis Country Room, Rocky Ridge Retirement Centre,**  
**10715 Rocky Ridge Blvd NW, Calgary, AB T3G 4G1**

**Directors Present:** Tessa Sakamoto (Chairperson)  
Paul Watson  
Loretta Kao  
Karen Abbott  
Fatima Khawaja  
David Spencer  
Teree Young  
Frances Kalu  
Nicole Savoie  
Jenelle Wohlberg  
Jessica Asuquo

**Absent with regrets:** Ali Oonwala

**Other present:** Ralph Smith – Community Liason, Ward 1

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

- Tessa called the meeting to order at 7:15 pm.

Motion:	Tessa Sakamoto
Second:	Jenelle Wohlberg
Carried:	To adopt the agenda of June 2015 BOD meetings

**2. CONFIRMATION OF MINUTES**

Motion:	Tessa Sakamoto
Second:	Dave Spencer
Carried:	To adopt the minutes of May 2015 BOD meetings

- The minutes were signed.

**3. NEIGHBOURHOOD PARTNERSHIP REPORT**

- Arranging governance meeting in September
- See attached report

**4. TREASURER'S REPORT**

- Current financials: Year-end on 30<sup>th</sup> June, 2015; expecting a reasonable surplus

## 5. PRESIDENT'S REPORT

- Handover:
  - Will be fully in the position by the end of June.
  - 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.
- Volunteer recruitment: to recruit more volunteers as we have some essential positions to fill in the coming months (i.e. - Casino Lead, Sports Director, Signage). As a board, let's all work to recruit, our voices are louder together.
- Stampede Breakfast: **all Board Members** are expected to attend.
- RRROCA website: we are looking at some changes to our website to make it streamlined and provide easily accessible, relevant information. I know we have mentioned it before, but *please work to keep your pages current*.
- With our growing Board, communication will go to the Directors only - **it is the Director's responsibility to get their information to their leads**.
- Some email boxes are getting full and may not be receiving new emails soon.

## 6. VICE PRESIDENT'S REPORT

- 3-ON-3 Ball Hockey Tournament on 13<sup>th</sup> September, 2015
  - No update received

## 7. COMMITTEE REPORTS

### i. Administration

- a) Follow up with Wendy for letter head and envelopes design
- b) Will be out of town from 27<sup>th</sup> June to 9<sup>th</sup> August. Lee-Ann will keep checking voicemail and po box regularly
- c) Will need to set date for AGM 2015 after summer break. According to RRROCA bylaws, AGM shall be held on or before November of the year.

### ii. Membership

- i. Current number of members: 668
- ii. Pending payment:
  - Sent out email to members owing payment. Gave them a deadline of June 30<sup>th</sup> to receive payment or their account will be made inactive. Once payment is received the account can be reactivated.
  - Need to discuss the possibility of taking off the ability to pay by cheque online. If the member needs to pay by cheque they can send in the form with the payment attached. This will eliminate members not paying.

Motion:	Nicole Savoie
Second:	Fatima Khawaja
Carried:	To remove check and cash payment options from Sportsoft.

- b) Member cards: received new cards, will order expiry labels 2016/2017 soon
- c) Membership from external sport leagues: received list of new members from CWSC for Spring registration. Have not received payment.
- d) Babysitter registry:
  - i. Number of participant family: to be updated
  - ii. Number of babysitter 8

**iii. Sports**

- a) Director position is formally vacant as of 30<sup>th</sup> June.
  - i. No Director in the position puts the program in jeopardy.
- b) Youth Sports
  - i. Season is now complete - it was a good one with great volunteers and minimal cancellations.
  - ii. Final number of players is 562
  - iii. Working now to prepare next year - volunteer role overviews, setting up the software for registration etc. Goal is to make an easy transition and a little bit less work for the next Director!
- c) Fitness Classes
  - i. Nothing to report
- d) Ladies' group
  - i. Nothing to report

Motion:	Tessa Sakamoto
Second:	Karen Abbott
Carried:	To change portfolio name to Programs, and recruit Director of Programs

**iv. Events**

- a) Parade of Garage Sale
  - i. 135 people signed up
  - ii. Garage sale kits were picked up at BMO
  - iii. Encountered some challenges in generating a map; received help from Andy Dodsworth
  - iv. Survey Monkey worked well and user friendly for adding addresses
  - v. Great turn out due to good weather
- b) Family Day
  - i. Feedback was good; people cruising the garage sales, stopped at ROVC as well
  - ii. Pastor Sheldon thanked RRROCA for contributing and providing games for the Toddler Zone
  - iii. Next year's date is 28<sup>th</sup> May, 2016 and would like to combine it again with Parade of Garage Sale
- c) Stampede Breakfast & Party
  - i. Tickets are available at the RR Ranch, Mad Rose and ATB; 8 tickets sold at RR Ranch.
  - ii. Posters: 7 sandwich boards are up
  - iii. Permits: all in and waiting to hear back
  - iv. Tent: set up on 29<sup>th</sup> June, but waiting for Utility Locator Map. Report was received. City Inspector booked.
- d) Advertising
  - i. Bold sign and sandwich boards are out. Will need more advertising for breakfast and party

Motion:	Teree Young
Second:	Karen Abbott
Carried:	To add one bold sign in the community to promote Stampede Breakfast and Party

**v. Sponsorship**

- a) Stampede Breakfast and Marketplace
  - i. 8 of the grills have confirmed sponsorship. The sponsors are ATB, CIBC, Scotia Bank, RBC, Sobey's, Orange Theory Fitness and Charlesglen Toyota and BMO.

- ii. 18 businesses confirmed for the corral. Our MLA will also have a table in the corral; still awaiting confirmation that our MP will have a table. The space is now full.
- iii. Tim Horton's has confirmed they will be sponsoring the coffee.
- b) Parade of garage sale
  - i. Event went very well. Jenelle will report more on this event
- c) Swag Bag
  - i. Low in quantity, new businesses last year are tapped out
- d) Member Discount program
  - i. Will approach businesses in the fall regarding a program
- vi. Planning and Development
  - a) City DBA requests for comments:
    - i. 3 new DP applications, responded with no comment.
    - ii. One Land Use Amendment Application for the Telsec site across from the LRT station. This is a major project for the community – medium rise high density residential buildings. Will respond by letter to City Planning. In general, RRROCA is in support of the land use but with comments in advance of the Development Permit Application
  - b) Royal Oak Bay Pond deteriorating issue
    - i. The ownership of the pond is hard to verify. Volunteer residents have never received any formal notification of this, only the development of the west side of the pond suggests that a deal has been completed which is enabling the site clearing on this land.
    - ii. The City has taken over control of the storm retention system from the developer who controlled the land on the north, south and east sides of the pond.
  - a) Ice Rink/ Community Park
    - i. RRROCA has committed to the License of Occupation agreement with the City. I have asked Heather Mackay 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. There are sufficient casino funds for the the rink, servicing and parking lot. The rest of the site improvements may be feasible now with other grant funding sources identified recently.
    - iii. CFEP grant (maximum \$125,000), Sports Group Grant, Healthy Communities (Blue Cross).
    - iv. I have been soliciting construction quotes in order to meet the City requirements and to have reliable forecasts for the various construction component costs. (one quote documented in binder)
    - v. There are soft costs for civil engineering, CAD layouts, electrical system and construction detailing. These are upfront costs with no grant funding. I hope to have some estimates of these costs for the meeting.

Motion:	Dave Spencer
Second:	Jenelle Wohlberg
Carried:	To retain Stantec quote of \$60k and continue to obtain quotes from other sources

- b) Eamon's Service Station Restoration
  - i. At the last meeting the committee recommended that we continue to discuss possible partnering opportunities and conditional "seed" funding of the project to jump start the Society's fund raising. I have had further discussions with Bob Everett and drafted some points relating to conditions, should we move ahead with any sort of sponsorship/partnering.

- ii. Bob attend the last 20 minutes of the meeting to do a short presentation and then we can have an open discussion and questions.
    - iii. Attaching the Society's business plan and outline of benefits provided by the society.
  - vi. Communication
    - a) Newsletter:
      - i. The Reporter should be up to 40 pages by September, good feedback from advertisers
      - ii. July deadline is July 22, need all submissions to be on deadline and meet guidelines or won't be printed that month. Doubling her work
      - iii. Jana Sinclair to help with engagement for hockey rink project - meeting with Dave over the summer
      - iv. Sign volunteer resigned - Consider paid position - 2 students
      - v. recent graduate volunteer to help with editing/graphic design
    - b) Website
      - i. Continue to clean up website, streamlining information.
      - ii. **All board members** to audit areas pertinent to their portfolios and provide feedback
    - c) Parade of Garage Sales
      - i. Ran relatively smoothly, sponsor happy, not a lot of negative feedback. Some suggestions to couple with community clean up next year.
      - ii. Small glitch with sponsor creating interactive map. Community member pulled through at 11<sup>th</sup> hour with interactive google map. If we do again we should figure out how to do this and create a map for each day of the event.
      - iii. Included survey monkey link in follow up email asking for feedback, received none.
    - a) Stampede breakfast: Bold signage in place and sandwich board posters scheduled for 2 weeks prior to event
    - b) Bold sign volunteer: Colleen is done after July 4 and I will be managing signs. If anyone knows anyone interested in this position that would be great.
  - viii. Social Media
    - a) Photo Friday:
      - i. Running out of prizes to give out at the end of each month for Photo Friday segment. If Sponsorship or Events have any decent swag (sweatshirts, tshirts, travel mugs) lying around, please send them my way.
    - b) Facebook
      - i. Good neighbour participation
      - ii. Appeal to **all board members** to send interesting, relevant things that would be of interest to our community members of what's happening around Calgary, to post on [socialmedia@rrrocca.org](mailto:socialmedia@rrrocca.org) or just inbox the RRROCA page on Facebook.
      - iii. likes to date: 1.303
    - c) Twitter follower number: 367
  - vii. Volunteer
    - a) Family Fun Day:
      - i. 32 volunteer parents signed up with only 10 showed up; follow-up with email and receive no respond
    - b) Sports:
      - i. The honor system may not work, since there is no check collected hence no accountability for signed up parents

- c) Stampede Breakfast:
  - i. 82 signed up, with 40 replies so far
  
- viii. Safety
  - a) Emails from residents:
    - i. No new concerns.
    - ii. Old complaints: Mostly on traffic safety. Will follow up with noise issue around Royal Birch Bay
  - b) Stampede Breakfast
    - i. Communicated with Teree to ascertain if an Event Safety Management plan was necessary for the Stampede Breakfast, . Teree has done a great job of arranging for EMS, Fire and the police to be present on site. For a 3 hour event, the current safety plan is sufficient.
  - c) Traffic Safety
    - i. I have received previous reports from the former Director of Transport, Mr. David Klym. Main traffic safety issues are:
      - Gravel travelling through 112 ave, country Hills Boulevard and Royal Birch Boulevard.
      - And traffic concerns around the Royal Oak Elementary School.
    - ii. Gravel trucks
      - Main concerns are; increasing volume of gravel trucks, gravel trucks running red and amber lights at intersection, frequent falling debris, trucks sometimes using commercial parking lots. Will be meeting with David Klym in a week to discuss how to move forward from where he stopped (at control measure).
    - iii. Royal Oak School
      - Met with our RRROCA newsletter editor, Sheryl Khanna, also a parent at the school. The school zone sign is too close to crosswalk. Drivers generally speed up when they see end of school zone sign. Another issue is that of at least 100 kids jaywalking across one end of Royal Birkdale Crescent to school every day. An additional crosswalk is needed to solve the problem, and a repositioning of the end of school zone sign is recommended.
      - Spoke with the Royal Oak Elementary school principal, Ms Lynn Sparks, who confirmed the traffic safety is an ongoing concern. I informed her that the community was willing to work together with the school to tackle the problems. She shared that the school was doing a lot already. There's a functioning school traffic committee, and the police do come out from time to time to issue tickets to traffic violators. Also the police has encouraged those with complaints to submit reports on their website.
    - iv. Pace Car
      - Will connect with Jana Sinclair for planning and launching

## 8. CASINO COMMITTEE

- 10<sup>th</sup> & 11<sup>th</sup> October, 2015
- Urgently need to recruit a casino coordinator
- There are 36 shifts to fill
- Need to create [casino@rrroca.org](mailto:casino@rrroca.org) email box once coordinator recruited

## 9. Ward One Report

- Bylaw monthly reports are available
- 83<sup>rd</sup> St in Bowness will be closed until next year
- Bowness sanitary truck is going well

**10. NEXT MEETINGS**

- **7pm – 9pm, Monday, 31<sup>st</sup> August, 2015; Boardroom, Charlesglen Toyota, 7687 - 110 Avenue N.W., Calgary**
- 7pm 9 pm, Monday, 28<sup>th</sup> September, 2015; Boardroom, Charlesglen Toyota, 7687 - 110 Avenue N.W., Calgary
- 7pm 9 pm, Monday, 26<sup>th</sup> October, 2015; Boardroom, Charlesglen Toyota, 7687 - 110 Avenue N.W., Calgary
- 7pm 9 pm, Monday, 30<sup>th</sup> November, 2015; Boardroom, Charlesglen Toyota, 7687 - 110 Avenue N.W., Calgary
- 7pm 9 pm, Monday, 28<sup>th</sup> 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 9:15pm

Minutes Compiled By: Loretta Kao

Signature: \_\_ (signed by Loretta Kao) \_\_

Approval Signature: \_\_ (signed by Tessa Sakamoto) \_\_