



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

MINUTES OF THE BOARD OF DIRECTOR'S SEPTEMBER MEETING
28th September, 2015, at 6:00pm
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
Jenelle Wohlberg
Jessica Asuquo
Durotolu Aro (Transportation)

Absent with regrets: Paul Watson
Nicole Savoie
Marin Leci
Fatima Khawaja

Other present: Ralph Smith – Community Liaison, Ward One
Alastair Starke – Calgary NW Constituency Office
Jesscia Hayhoe (casino)

1. CALL TO ORDER/ADOPTION OF AGENDA

- Tessa called the meeting to order at 6:30 pm.

Motion:	Tessa Sakamoto
Second:	David Spencer
Carried:	To adopt the agenda of September 2015 BOD meetings

2. CONFIRMATION OF MINUTES

Motion:	Tessa Sakamoto
Second:	Karen Abbott
Carried:	To adopt the minutes of August 2015 BOD meetings

- The minutes were signed.

3. NEIGHBOURHOOD PARTNERSHIP REPORT

- Not present to report

4. WARD REPORTS

- Ward One
 - Ward one newsletter contains the most updated news.
 - There is a link to the newsletter on RRROCA website

5. TREASURER'S REPORT

- Current financials:
 - Financial statements for FY15 have been audited and are ready for AGM. Audit fee was reduced by \$1,000.00 as books and records were in good condition.
- Casino: need volunteers!
 - Isaac and Jessica are trying to look for volunteers to fill the remaining 8 positions with Frances help.
 - Email blast will be sent out to members, hopefully to fill all the position by next week
 - Jessica Hayhoe will find out if volunteers' meals can be covered using AGLC funds
- AGLC funds
 - Must be spent within two years unless an extension is provided by AGLC.
 - Our "retention" category expires 12/31/2015 so we need to take action now to get this extended further. This should be fine as long as we can demonstrate to AGLC our plan for the rink showing that most of the funds will be disbursed during 2016.
 - To date our request for use of proceeds for the Stantec work has gone unanswered.
- Canada Revenue Agency filings
 - We appear to be delinquent on a number of filings with the Canada Revenue Agency, in particular corporate income tax returns (Forms T2) and Non-Profit Organization (NPO) Information Returns, Forms T1044. I don't know how delinquent but will endeavour to find out.
 - Penalties could apply for failure to timely file Form T1044 (potentially \$2,500 per year pursuant to Income Tax Act section 162(7)(a)), but we might qualify to use CRA's voluntary disclosure program to avoid the assessment of penalties.
 - CRA seems to have an administrative policy not to assess the penalties for a first offence, but it's not clear how that would apply in this case with repeated failure to file over a number of years. The T2 and Form T1044 for the year-ended June 30, 2015 will be due by December 31, 2015, so we'll be sure to file on time this year.

6. PRESIDENT'S REPORT

- Successful events this month - thanks to everyone who came out to 3on3, volunteer appreciation and community clean up.
- Working to manage our growth as a board - looking forward to see what will work best to run an effective board. Also working to see how we can make meetings run better
- Casino - we really need volunteers to step forward for this. Update from Paul/Issac/Jessica
- AGM - we need to work out a plan here - Loretta. We would appreciate everyone's attendance. Also encourage your leads and committee volunteers to attend.
- Would also like to discuss 2016 plans - plan, goals and budget (if necessary) - for each portfolio to present to board.
- Federal Election Forum for NW Calgary Rocky Ridge Riding: at 7:30pm, 8th October, 2015, at Tuscany Club

7. VICE PRESIDENT'S REPORT

- 3-ON-3 Ball Hockey Tournament on 13th September, 2015
 - great turnout at our first annual 3 on 3 Street Hockey Tournament with 8 teams registered (*How many are members?*)
 - Everyone involved had a lot of fun and want to work hard to make things even bigger next year.
 - Acknowledgement: A special thank you to Principal Sparks at Royal Oak School for allowing us to use the School grounds to host the tournament. Also, a big thank you to our 3 major sponsors (Vagus Fitness, London Drugs and Chooped Leaf).
 - Congratulations to the winning team (Terence Fong, Chi Lam, Jason Moore, David Scott & John VanSickle) who each won personal training sessions at Vagus Fitness.
 - Suggested improvement for future tournament: expand age group to be more inclusive; explore other community locations to increase exposure for sponsors.

8. COMMITTEE REPORTS

- i. Administration
 - a) Printed matters
 - i. 100 envelops, 250 letterhead and 250 generic business cards received; will be distributed among Sponsorship, Planning and Membership
 - b) AGM preparation
 - i. Venue: Royal Oak Victory Church from 5pm to 10pm on 18th November, 2015; registration starts at 6:30, will need volunteer to help Nicole (we need to keep a record of attendance)
 - ii. Refreshment: to be decided at next meeting
 - iii. Agenda: will include a presentation on Community Hub project
 - iv. Nomination slate (tentative) to be ready by **2nd October, 2015** in order to be published in November issue of The Reporter
 - v. Proxy (minimum 50 to reach quorum): along with the agenda, AGM 2014 minutes draft will be emailed to members; proxy and minutes draft will be available to download from RRROCA website and proxy will be published in November issue of The Reporter.
 - vi. Invitation letter to politicians (MLA, Councilmen) are prepared and under review by Tessa
 - vii. Reports: last year's slides will be sent to VPs for reference. VPs are advised to limit the presentation to 2-4 slides, about 3 minutes. VPs will also receive templates to work on. Deadline to submit: **6th November, 2015**
 - c) Website and Email Security
 - i. Fig tree design (Wendy) lost password key, website password was reset
 - ii. created new account for Wendy to have Editor access
 - iii. deleted ihazdesign account
 - iv. created administrator account that only Tessa has the pw; Johnny suggests this access should limit to two Directors for emergency access
 - v. Johnny continues to check spams under Babysitting@ and Secretary@; servers on block list is ongoing
- ii. Membership
 - a) 10 new members for the 2015/16 membership in September.
 - b) Member cards and labels
 - New expiry labels have been ordered for under the \$600 budget.
 - c) Babysitter registry:
 - i. No update

iii. Programs

a) Corporate Sponsorship/Waiver of Registration Fees

- i. Reached out to several law firms in the area and have requested sponsorship of our event.
- ii. What can RRROCA offer to sponsors? Direct sponsorship of teams should be reserved for local Royal Oak or Rocky Ridge businesses. Meaning that perhaps the Board could consider the use of signage (paid for by the sponsor) at games.

b) Calgary Flames Grant

- i. On David Spencer's initiative, the Board should consider obtaining support for the creation of a community park located on reserve land east of the baseball diamond and the new middle school by Royal Oak Way.

c) Youth Sports

- i. Nothing to report

d) Fitness Classes

- i. Registration continues

e) Ladies' group

- i. Nothing to report

iv. Events

a) 3-on-3 Hockey Tournament

- i. Defer to Ali's report on sponsorship and outcome
- ii. Volunteers: 5 from the City, 2 from RRROCA. Teams refereed themselves.
- iii. Suggestion for next year: : to look into more help with the goal nets and lowering the cost of the rink rentals/ perhaps opening the registration up to families and reach a wider population

b) Volunteer Luncheon and sign up drive

- i. Defer to Volunteers Report: Small turnout of volunteers but pizza and wings were good; Brooklyn Pizza was easy to work with, good location
- ii. Sandra Jensen donated cake, and Councilman Ward Sutherland attended
- iii. Suggestion for next year: look at either better advertising, RSVP's or a discussion on whether this event is needed/ offer some other means of showing appreciation such as value gift cards to volunteers at time of event or whether appreciation luncheon is needed at all

c) Other Business

- i. No other events till the AGM.
- ii. Will look into listing the events that I will be directly in charge of.
- iii. Committee: Would like to request a designated committee to help run these annual events with 2 committee members to assist
- iv. Pam Nichol, past president, would like to know if RRROCA will purchase the toddler toys that have been popular at Stampede for future events.

Motion:	Teree Young
Second:	Karen Abbott
Carried:	To buy from Pam Nichol, children's toys for RRROCA's use at \$100.

d) Community clean up

- i. event permit was approved
- ii. London Drugs was an excellent partner; also provided BBQ/food/water; accepted plastic, batteries, Styrofoam in store
- iii. City of Calgary supplied 3 packing trucks to the landfill and GEEP was the biggest draw for recycling electrical items and batteries. GEEP will give the community a % of gained goods.

- iv. traffic went in one way to control safety
 - v. Thank you to Jenelle, Tessa and Karen for representing the Board members on the BBQ
 - vi. budget went to advertising, gloves, bags and two addition vests for a total of \$178.77 -this will be refunded back to us from the City funding of \$300.00
- v. Sponsorship
- a) Will start organizing sponsorship for Youth Sports 2016
 - b) Possible Movie Night in collaboration with Royal Oak Victory Church during the winter months
 - c) Volunteer Appreciation Event
 - i. Held on Sunday, September 13th at Brooklyn Pizza from 2-4 pm
 - ii. Total of 23 people attended. Five were board members, 1 councillor Ward Sutherland, 17 volunteers (8 adults and 9 children.)
 - iii. Cost
 - Budget of \$1750+\$250 donation from Ward Sutherland, Ward 1 Councillor=\$2000
 - Spent:
 - \$457.13 on lunch (\$20 per person)
 - \$60.58 supplies
 - \$65 volunteer appreciation banner
 - **Total Cost \$582.71**
 - **Unspent \$1917.29**
 - iv. Suggestion for improvement: may consider other form to express appreciation to volunteers
 - v. Sandra Jansen, MLA Calgary Northwest, donated 2 large cakes for the event
 - vi. Planning and Development
 - a) Funds & Grant applications
 - i. Healthy Community and CEFP applications were sent
 - ii. Calgary Frame Game: application for \$450,000 were sent
 - b) Ice Rink/ Community Hub
 - i. After the information session with residents, may need to revise plan, and seek more community engagement
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| Motion: | David Spencer |
| Second: | Frances Kalu |
| Carried: | To maintain multipurpose year-round ice rink and motify the plan to respond to expressed concerns by neighbors |
- vii. Communication (see report)
- a) This will be my last meeting as communications director for the board. It has been an honour participating on the board and I look forward to helping out where I can, including my continued involvement in the community park project.
 - b) Bold signs
 - i. Looking for a new bold sign volunteer if anyone knows anyone who is interested.
 - c) 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. Reminder Articles should be 400 words or less (max. 500), and pictures are welcome.
 - iii. Will continue to monitor community announcements over next two months and a decision can be made whether to continue.

- iv. Board Members are encouraged to submit announcements for the community announcements section of the newsletter.
- d) Website
 - i. All new directors please provide picture and bio similar to that currently onsite to Wendy at info@figtreedesignstudio.com
- e) Pace Car pilot program
 - i. Jana and Jessica are to discuss transition to safety portfolio
- f) Community Park
 - i. Online survey conducted. Results as of September 22, 2015 are attached as **Appendix A.**
 - ii. Hosted meeting with direct neighbours on September 17th to discuss plans and gain feedback.
 - iii. Flip chart notes and comment form summaries attached as **Appendix B.**
 - a. 11 adults were in attendance most likely representing 8 families.
 - b. In general all were opposed to hockey rink and would like to see this space maintained as more of a park like setting. There was little to no room to discuss how a plan might be modified that included a hockey rink but should the rink be removed they began to open up to the other options including leisure rink, fitness pods, pathways and gardens (preference to flowers over communal food gardens).
 - c. Residents were told that concerns would be brought to a board meeting for discussion and that we would communicate direction back to them. We are running an article in September issue of newsletter to provide high-level details for process.
- viii. Social Media
 - a) Not present to report
- ix. Volunteer
 - a) 3-on-3 Hockey Tournament
 - i. 5 volunteers signed up to help out with the event. Connected them with Ali and he communicated with them
 - b) Volunteer appreciation
 - i. We were 22 in attendance at the event at Brooklyn Pizza. All forms of communication was used to reach out to volunteers but not a lot of them attended.
 - ii. For the future, would like to make the date closer to the end of **soccer and stampede** when the events are still in their minds or **at the AGM**
 - c) Casino
 - i. Looking for at least 9 people as the last count. Isaac would confirm this number
 - ii. Would like to ask that a **board** be placed in **Royal Oak** as well
- x. Transportation
 - a) Royal Birch Blvd. and Royal Oak Way: Missing "No U Turn" sign at the intersection of. This has been reported to the city and the traffic Engineering's dept. is reviewing it. (Case #600440)
 - b) Royal Birkdale Drive and Royal Birkdale Crescent:
 - i. Request for crosswalk installation near the school
 - ii. A search of the city data base shows a resident already made this request but it was rejected by the city this year. The audit score for the intersection was 27,

while a score of 84 is needed to make the modification. (see map and score table)

- iii. Recently received another request for speed bump from resident.
- iv. Will place request to assess needs during school year and in the mornings



*****WARRANTED*****		*****PEDESTRIAN CORRIDOR*****		QUADRANT	WARD	SCORE	WARRANTED
FIRST ROAD	SECOND ROAD						
ROYAL AV	5 ST			SW	8	35	No
ROYAL AV	8 ST			SW	8	32	No
ROYAL BIRKDALE DR	ROYAL BIRKDALE CR			NW	2	27	No
ROYAL HIGHLAND RD	ROCKY RIDGE RD			NW	2	32	No

No
No
No
No

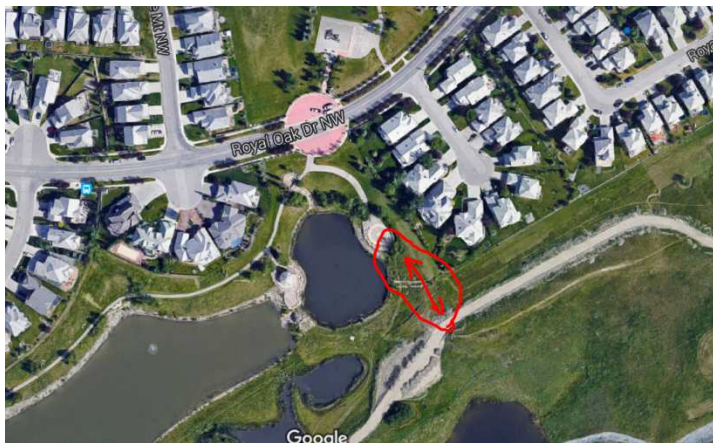
- c) Wheel chair ramp at the playground at Royal Oak Drive and Royal Crest Bay
 - i. Reported to the city and the Crossing team & Wheel chair crossing teams are still reviewing it (Case #600436)
- d) Eamon Road parking
 - i. Met with the residents to understand concerns. Passed all concerns on to Ward Sutherland (he already knew of the concerns).
 - ii. Awaiting result of the meeting between ward and the city
- e) 112 Ave & Country Hills Blvd. intersection
 - i. Reviewed the road modification to 112 Avenue and the Stony Trail –Sarcee Trail intersection.
 - ii. The plan is to have the trucks drive east on 112 Ave on to Sarcee trail and then on to Stony Trail. The entire length of 112 Avenue will be made a 4 lane road. Stony Trail –Sarcee Trail intersection will be modified to make it easy for trucks going south on Sarcee Trail to make a left to Stony trail East. This is an acceptable solution
 - iii. Even though this solves the problem of the congested intersection for now, concerns about the future of this intersection still exist. 5-10years from now when the area west of Bearspaw Christian School and the Area around the University of Calgary campus are built up, this intersection will again exceed its capacity. The city has to start thinking long term on how to avoid this foreseeable problem.



- f) Cyclist Blind Spot at 112 Avenue Country Hill Blvd intersection.
 - i. Cyclist riding east on Country hills Blvd. are hidden from cars merging onto country hills Blvd East from Royal Birch Blvd. by the concrete wall. I plan to ask the city to erect a warning sign along the cycling path at the spot marked by the purple circle. (Slow down dangerous intersection).



- g) Will contact Royal Oak Estates regarding a plan to join the two cycling paths as shown below



- h) Continuously seeking solutions to the traffic congestion around the school, and the expected aggravation of the problem when the middle school opens.

xi. Safety

- a) Safety Fair: still in agenda. Seeking ideas.
- b) Traffic Safety:
 - i. All transportation-related enquiries are shared with Tolu
 - ii. Pace Car: Will connect with Jana Sinclair for planning and launching
- c) Correctional Centre on 85th St
 - i. Inmates are being transported to downtown

- ii. Still trying to meet 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.

9. NEXT MEETINGS

- **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

10. ADJOURNMENT

Motion:	Tessa Sakamoto
Second:	Loretta Kao Mo
Carried:	The meeting adjourned at 8:49pm

Minutes Compiled By: Loretta Kao

Signature: (Loretta Kao Mo)

Approval Signature: (Tessa Sakamoto)