



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

MINUTES OF THE BOARD OF DIRECTOR'S OCTOBER MEETING
26th October, 2015, at 6:00pm
Boardroom Charlesglen Toyota,
7687 110Ave NW, Calgary, AB T3R 1R8

Directors Present: Tessa Sakamoto (Chairperson)
Paul Watson
Loretta Kao
Karen Abbott
David Spencer
Frances Kalu
Jessica Asuquo
Marin Leci
Durotolu Aro

Absent with regrets: Teree Young
Ali Oonwala
Nicole Savoie

Other present: Alastair Starke – Calgary NW Constituency Office
Muoi Leong

1. CALL TO ORDER/ADOPTION OF AGENDA

- Tessa called the meeting to order at 7:04 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 COORDINATOR REPORT

- Neighbourhood partnership is conducting a survey to gather feedback on services and sustainability checklist.
- See attached report

4. CONSTITUENCY OFFICE

- 112 Ave / Country Hills Blvd
 - Possibility to install red light camera

5. TREASURER'S REPORT

- Current financials:
 - **FY15** audited financial statements are ready for AGM.
- Casino: need volunteers!
 - Event went well – thanks to all of those that volunteered, especially Isaac and Jessica for organizing.
- Canada Revenue Agency filings
 - No progress, but will be priority now that casino event is complete.
- Stampede cost and expense
 - Rocky Ridge Ranch Homeowner Association still owes us their share and is yet to pay.

6. PRESIDENT'S REPORT

- AGM, 18th November at 7pm:
 - Directors are suggested to encourage members to attend or send in signed proxies; need 50 to get quorum for the meeting.
 - Deadline for AGM slide submission 6th November; keep the information concise.
- Newsletter:
 - Directors are advised to submit two articles per year
 - Due date: 8th of each month; late submission will be declined
- Succession planning:
 - Currently, we don't have anything formal in place to work from for future volunteers in positions.
 - Each director is asked to create a job description for their respective position / portfolio
 - First draft of **job description due 8th December**, see attachment and consult FCC websites for reference.
 - Future steps include job descriptions for other volunteers in your portfolio, and building on our cloud, so we can have all RRROCA intellectual property in one place and accessible.
- Policies and Procedures:
 - In progress; this will be a good reference document for everyone, so we are all on the same page knowing our basic procedures; especially useful for new board volunteers
- Emails and Web:
 - We currently have a blitz of attacks on our website. Daily, we have about 25 - 40 attempts to hack into our website.
 - As such, Johnny has had to increase security to both our website and emails to reduce the threats. Unfortunately, some emails are not getting through. Those that don't make it through our spam filters receive and email back to contact notspam@rrroca.org to have their email address added to the safe senders list. This is cumbersome and not great from a customer service perspective, but we can't put our website at risk.
- 2016 Planning
 - **December BOD meeting will be dedicated to 2016 planning.**
 - Directors on the board are advised to prepare all plans and budgets prepared for 2016. This includes all meeting dates, events, programs, pace car, any projected open houses, or other budgetary requirements. This way we can be prepared for the year and expect workloads.
- Volunteers

- Please keep Frances updated on current and future volunteer requirements. Also, provide her with a job description for each volunteer you need or want to build your portfolio (i.e. - Program leads, admin assistants, and committee members etc with estimated commitment hours). For current openings in Director positions, we have Schools, Parks, and Communication
- Board size
 - After discussion, the size of voting board members will remain status quo of maximum of 13
- Political / Community
 - Thank you to Diane Ablonczy for her service, and welcome Pat Kelly, our new Member of Parliament
 - We also have a new Community Safety Liason Officer. I'd like to welcome Cst Denis McHugh (403.567.6741 DMcHugh@calgarypolice.ca). Thank you to Cst Roy Moe for all his work for our community.
- Federal Candidates Forum
 - In conjunction with the TCA, SACA and TRA, we hosted a Rocky Ridge Federal Candidates Election. Thank you to those board members who were able to attend. It was a great success, with engaging discussion between candidates and it was a full house with standing room only.
- Federation of Calgary Communities
 - I recently met with Ariam from the Federation, and we spoke about all of the opportunities and resources that they provide us to make our board and community better (more efficient, engaged, etc). They have a fantastic online resource - please take a few minutes to take a look at calgarycommunities.com/members-only. They have hundreds of documents on everything we do - planning, volunteers, events, programs, membership, communications, job descriptions (see above!) etc. In addition, they provide several workshops through the year that can give us great ideas and the groundwork to improve on our already fantastic community. Please take a look here - <https://calgarycommunities.com/content/wp-content/uploads/2015/05/2015-2016-Workshop-Guide-Online.pdf> - all of these workshops are free for all board members.
- Holiday: will be away from 19th to 29th November.

1. VICE PRESIDENT'S REPORT

- Not present to report

2. COMMITTEE REPORTS

i. Administration

a) 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 (we need to keep a record of attendance)
- ii. Goal is to reach quorum and keep presentation short and concise
- iii. Suggested to promote the AGM using the Bold sign board at ROVC two weeks before.

Motion:	Karen Aboot
Second:	David Spencer
Carried:	To budget \$300 on signage to promote AGM

- iv. Agenda: will include a presentation on Community Hub project
- 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. – package sent to members on 28th October through email.

- vi. Invitation letter to politicians (MLA, Councilmen) are sent 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**
- ii. Membership
 - a) Nicole Savoie resigned from the board and director position. Currently, in search of successor.
- iii. Programs
 - a) SportzSoft
 - i. System updated to allow direct refund back to members
 - b) Corporate Sponsorship/Waiver of Registration Fees
 - i. Will stay with status quo for 2016
 - c) Youth Sports
 - i. Nothing to report
 - d) Fitness
 - i. Nothing to report
 - e) Ladies' group
 - i. Refund criteria: refunds are based on individual basis
- iv. Event
 - a) Continued ongoing correspondence with RANCH to complete the Stampede Breakfast Balance sheet. There has been some delay with Ranch's new board getting all the specifics and will soon have a cheque for us.
 - b) Community Cleanup on September 19th: City of Calgary Animal & Bylaws Service has given us a report back as follows: The weights collected for this year:
 - i. Garbage=3570kg; Organics=460 kg; Total=4030 kg
- v. Sponsorship
 - a) Coloring contest in the November issue of The Reporter: prizes sponsored by Crock A Doodle, Goji's and London Drugs
 - b) Further Sponsorship activity will be driven by the events decided upon for the next year and the sports program.
 - i. ROVC shared Family Fun Day will be on 28th May, 2016; will coordinate with Parade of Garage Sale next year
 - ii. NWFC expressed interest in collaborating Easter Egg Hunt, Movie Night and Hockey Tournament in 2016
 - c) Will begin looking for sports team sponsors in December.
- v. Planning and Development
 - a) City DBA Request for Comments
 - i. No new Application in August and September
 - b) Member request
 - i. Answered request for information from RRHA regarding landscape maintenance and Calgary Parks
 - c) Skating Rinks / 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. Heather confirmed receipt at the meeting

- ii. Concept drawings have been updated. We are waiting for approval to spend the Casino funds. First expenditure will be the engineering consulting work. *Concept drawings will be revised and updated to keep the rink as far from residences on south side*
- iii. Calgary Flames Amateur Sports Grant: met with Alyshia Auston with the Calgary Parks Foundation to review draft. Made changes and added her suggestions and submitted on October 14th. Not expecting to hear from them until mid-December. Additional quotes from contractors and suppliers were required to support the application and to meet the City requirements. Amount requested is \$450,000.
- iv. Healthy Community Grant application and CFEP: Applications were submitted. During the process of preparing the applications the January 2014 Business Plan has been mostly updated (August, 2015) and revised accordingly with updated cost estimates, demographics and current financials prepared with Paul Watson's direction.

d) Eamon's Service Station Restoration

- i. It appears that a High River Car Club has made an offer to the City.

vi. Volunteer

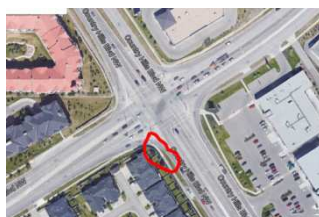
- a) Nothing to Report

vii. Transportation

- a) City transportation is still reviewing the Missing "No U Turn" sign at the intersection of Royal Birch Blvd. and Royal Oak Way. (Case #600440)
- b) Intersection of Royal Birkdale drive and Royal Birkdale Crescent will be included in the "School Zone/Play Ground zone" (Case 690638). School principal is in support and case is with the city.



- c) Wheel chair ramp at the playground at Royal Oak Drive and Royal Crest Bay, will be included in 2016 budget. (Case #600436)
- d) Eamon Road parking: A City staff called to say the city will write us an official letter detailing their intentions.
- e) 112 Ave & Country Hills Blvd. intersection. **Funding for the road modification passed.**
- f) Cyclist Blind Spot at 112 Avenue Country Hill Blvd intersection is under city review (Case 645760)



- g) Joining of the two cycling paths as shown below? I was not able to do much on it.



- h) School Traffic:
 - i. Volunteer parents will help get kids out of the car in order to help speed up the traffic at peak hour.
 - ii. Will attempt to contact CBE to tackle the expected traffic from the new middle school

viii. Safety

- a) Pace Car
 - i. Need to reach Jana for material
- b) Break-ins
 - i. Residents are sharing increase incidence on FB (Royal Oak Rocky Ridge Families)
 - ii. Heather will provide Jessica a link for documented statistics
- c) Safety Fair:
 - i. Tentatively in spring
 - ii. Need support and resources from the City
 - iii. Will look at FCC workshop on "Safety Community"
 - iv. still in agenda. Seeking ideas.

3. NEXT MEETINGS

- 7pm - 9 pm, Monday, 30th November, 2015; Boardroom, Charlesglen Toyota, 7687 - 110 Avenue N.W., Calgary
- 7pm 9 pm, Monday, 14th December, 2015; Boardroom, Charlesglen Toyota, 7687 - 110 Avenue N.W., Calgary

4. 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) _____