

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – December, 2016

Date: Monday, 12th December, 2016

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

1. ATTENDANCE

Present	Absent	Apologies Received
Executives and Directors		
President - Tessa Sakamoto	Safety & Security – Jessica Asuquo	Events – Michelle Drysdale
Secretary – Patience Fagbenro	Transportation – Durotolu (Tolu) Aro	Parks – Dave Houston
Treasurer – Paul Watson		Vice President - Ali Oonwala
Communications – Jenna Mortis		Planning & Development –Dave Spencer
Membership – Muoi Leong		
Programs – Ted Linklater		
Volunteers – Joanna Tjia		
School – Ambreen Sulman		
Government Contacts & Advisors		
Neighbourhood Partnership Coordinator – Heather Mackay		City of Calgary Councillor (Ward 1) – Ralph Smith
		City of Calgary Councillor (Ward 2) – Greg Hartzler
		Member of Legislative Assembly – Justin Kwinter
		Member of Parliament - Kelli Taylor
		OTHERS
A new community member Gerard Lynch (observer)		

2. Motion to Call to Order/Adoption of Agenda

Tessa called the meeting to order at 7.07pm

Amendment (if any): Date (year) correction on meeting Schedule for 2017

Adopted by: Jenna Mortis

Seconded by: Ambreen Sulman

3. Adoption of Previous Minutes

Amendment (if any): None

Adopted by: Ted Linklater

Seconded by: Joanna Tjia

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4. Assignment of Board Positions:

- The President Tessa called for any board member who would like to be President or second Vice President in the next year but no one present was interested.
- To prepare for June 2013 Annual Return filling. Paul to send template for 2015 format to Patience.
- The Governing Board therefore consists of the President, Vice President, Secretary, Treasurer and Directors at Large with a 3 years tenure each.

5. Conflict of Interest/Confidentiality/Code of Conduct and Board Orientation

Heather Mackay - Neighbourhood Partnership Coordinator – Trained and provided Board orientation on the above topics including Calgary City Governance policy.

The key highlights and actions for the Board from this training are:

- a) Review of Business Plan which should be done at least once a year
- b) Population of Planning sheet template (provided in a flash drive) by all Portfolio Directors with at least 3-4 four key deliverables for 2017 including budget for the deliverables. All to send to the Secretary for collation on or before December, 31st 2016. Will be tracked for 2017
- c) The City will pay for any life cycle report after the Ice Rink is completed. It consists of what the Association might need in the next 5years.
- d) The Association must adhere to the 50% Public use policy when the Ice Rink is completed or any future recreational facility.
- e) Copy of the Policy will be sent to the President
- f) Only an inside 3rd party advert is allowed for the Ice Rink as outside advert will require the City of Calgary Management's approval.
- g) Need to review the Mandate document after the Rink is completed
- h) Conflict of Interest statement can be included in every Board Agenda to keep members on the alert when making decisions
- i) The President to circulate draft Policies and Procedures in development for members' feedback before finalising them.
- j) Need to review the Association's bylaws as current one is dated 1997

6. Roles and Responsibilities:

A job description template to be developed and filled by all Volunteers of the Association. Patience to send a draft templet to Muoi and Joanna for finalization and use by the Association going forward.

7. Other Business

- AGM – 2016 draft minute to be put on the Website with a footnote to say will be approved a 2017 AGM
- Association Logo:-Undergoing review and will hopefully be ready by next week according to Jenna
- Ice Rink Construction- the President said the construction has been halted in order to ensure the Association can pay for the work to date. All contractors related documents to be sent to Heather to help review.
- Casino Project: - Need to make this a top priority in order to help generate funds for the association.

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8. 2017 Meetings

- a) 23 January 2017, 7.00pm, Royal Vista Multi-Service Facility
- b) 27 February 2017, 7.00pm, Royal Vista Multi-Service Facility
- c) 20 March 2017, 7.00pm, Royal Vista Multi-Service Facility *
- d) 24 April 2017, 7.00pm, Royal Vista Multi-Service Facility
- e) 29 May 2017, 7.00pm, Royal Vista Multi-Service Facility *
- f) 26 June 2017, 7.00pm, Royal Vista Multi-Service Facility
- g) 28 August 2017, 7.00pm, Royal Vista Multi-Service Facility
- h) 25 September 2017, 7.00pm, Royal Vista Multi-Service Facility
- i) 23 October 2017, 7.00pm, Royal Vista Multi-Service Facility
- j) 27 November 2017, 7.00pm, Royal Vista Multi-Service Facility (AGM?)
- k) 11 December 2017, 7.00pm, Royal Vista Multi-Service Facility (Board Orientation)

Meeting adjourned at 9.01pm by Tessa Sakamoto

Minutes compiled by Patience Fagbenro and reviewed by Tessa Sakamoto