

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – February, 2017

Date: Monday, 27th February, 2017

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

1. ATTENDANCE

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

2. Motion to Call to Order/Adoption of Agenda

Tessa called the meeting to order at 7.00pm

Amendment (if any): None

Adopted by: Tolu Aro and Seconded by: Jenna Mortis

Carried by: The House

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3. Adoption of Previous Minutes

Amendment (if any): None


Adopted by: Jenna Mortis and Seconded by: Ted Linklater

4. Presentation of Reports

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/approval
GOVERNMENT & CITY REPRESENTATIVES REPORTS			
MP Rocky Ridge Office – Kelli Taylor	NIL	NIL	NIL
MLA Calgary Northwest Office – Justin Kwinter	NIL	NIL	NIL
Ward 1 Councillor's Office – Ralph Smith	NIL	1. Traffic complaints on major link/ designated connecting roads – CA should inform residents to call 311 whenever such complaints are received, including the illegal U-turn made around the new school.	NIL
Ward 2 Councillor's Office – Greg Hartzler	1. Royal Oak crosswalk - Found none during a visit to the place and so may have been temporary structures due to the ice. 2. Time of "Islow" lights on Royal Oak - Yellow light time is accurate. 3. Playground zone on Royal Oak Way - school principal's request for a set of signs to be installed half way through the zone letter- update to be given at next meeting.	1. City Hall has some positions to fill. 2. Gas Leak : Gas (Hydrogen sulfide) is leaking into the pond on Royal Oak from homes – Investigation is on and City is looking at a long-term solution though a temporary one has been provided at present.	NIL

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CPS – RR- Cst. Jason Schneider	NIL	<ol style="list-style-type: none"> 1. The CPS community resource interacts with CAs in the areas of statistics, traffic concerns and neighbourhood disputes. Nothing unusual in terms of statistics for RRROCA as compared to other CAs in the area. Also marijuana use is the most common neighbourhood issue and the CA should feel free to make such reports and the CPS will handle promptly. 2. Prefers the CA contact the CPS on any issues rather than individual clients. 3. Will work closely with the Presidents and directors of Transport, Safety & Security and School to disseminate relevant information and resolve all issues in a timely manner. 	NIL
City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay	NIL	<ol style="list-style-type: none"> 1. Please see attached for details. 2. RRROCA to include communications on the activities for Summer in its website for members enlightenment 3. Ready to support the CA of neighbourhood activity support 4. RRROCA members are encouraged to visit the NPC website to note workshop dates and plan attendance. 5. Use of the fire station community meeting room: Work is in progress on modalities of using the facility by CAs. <div style="text-align: center; margin-top: 20px;">  NPC Report - Feb 2017.docx </div>	<p>1. Park N Play-6yrs- 12 (10:00 am – 3:00 pm)/Stay N Play – 5yrs under 10:00 am – noon: parents to stay with child) – Week 3 July 17 – 21 @ Royal Oak School site- at no cost to the CA. <i>- Moved by Ted Linklater approved by Jessica Auquo and. Carried by the house.</i></p> <p>2. Summer Program Yet to be confirmed Weeks 5 – 8 July 31 – Aug 25 12:30 – 5 pm- at no cost to the CA <i>-Moved by Ted Linklater approved by Tolu Aro and. Carried by the house.</i></p>

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Executive Reports			
Treasurer – Paul Watson	<ol style="list-style-type: none"> Review of Business Plan will be done after completion of the Rink project. 2. Remember casino event upcoming May 31 and June 1 – please volunteer if you can 	<ol style="list-style-type: none"> Community projects: - Everything on this project is on hold until the CA gets more funding. Already applied for all grants. To follow up with Heather, to provide supporting letter. No payment has been received yet for the Canada 150 celebration. 	NIL
President – Tessa Sakamoto	<ol style="list-style-type: none"> Review of the Association's bylaws is due. To circulate the signed off code of conduct, conflict, confidentiality documents. 	<ol style="list-style-type: none"> Leadership team: To maintain only 1 lead under each portfolio director. Side Walk cleaning: RR Homeowners association has approached our CA to support with this as not satisfied with snow clearing of sidewalks by the City. Monthly meeting with the Wards is ongoing and any new update will be communicated to the board as received. Trying to work out extra funding to support the completion of the Ice Rink. All to use the president@rrroca.org email or Gmail for external communications' 	
Vice President – Ali Oonwala	NIL	To start the initial work for a 3 on 3 basketball tournament most likely a weekend in July 2017. Will work with Ambreen and Ted and provide documented details at next meeting.	NIL
Secretary – Patience Fagbenro	NIL	NIL	Nil
Directors Reports			

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<p>Communications – Jenna Mortis</p>	<p>1. Shared Calendar: We have found a potential option for this, and are currently exploring its capabilities. We hope to have something rolled out by next month.</p> <p>2. Signage - recent signage updates for Spring Sports, we are currently ordering reusable Sports signs for our sandwich boards.</p> <p>3. Logo - new logo should be rolling out in the April newsletter. I'll be working with Wendy on getting the website changed over, and meeting with Events offline to discuss any promotional materials they need</p>		
<p>Events – Folorunso Agunbiade and Marcie Hawranik</p>	<p>Please refer to update session</p>	<ol style="list-style-type: none"> 1. Family Movie Afternoon – The movie titled “The Secret Life of Pets” took place at the Royal Oak Victory Church on February 25. A summary de-brief will be verbally provided at meeting. Newsletter article to follow. 2. Easter Egg Hunt – Planning has begun with partner for event, NWFC. To be held on April 15. Poster and Communications plan almost completed. Brainstorming other activities to hold people at event longer and to encourage mingling and ways to encourage purchasing memberships. 3. Parade of Garage Sales – This is a members-only event and members have to sign-up via the website (via Sportsoft) to be eligible. Kit pick-up location is William D. Pratt School (Thank you Ambreen!) Communications plan 	<ol style="list-style-type: none"> 1. To fund the Easter Egg Hunt \$1000. Event Date is April 15. <i>Motion approved by: Jenna Mortis, Seconded by: Ali Oonawala and carried by the house.</i> 2. ROVC Family Fun Day \$2,000. Event Date is May 27. <i>Motion approved by: Tolu Aro, Seconded by: Ambreen Sulman and carried by the house.</i>

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		<p>is complete. Final details being discussed with partner ReMax. Registration is set to begin on March 1.</p> <p>4. Events Team – Currently we have 5 volunteers (2 Events Directors and 3 Event Leads). Meetings have been held and events allocated to the event leads. Will meet on a monthly basis going forward.</p> <p>5. Stampede Breakfast - A date for the first sub-committee meeting will take place in March (committee members contacted). Date for event is July 8 and venue is NWFC. Gerard has secured Co-op to sponsor food and is in communication with Tim Hortons (Thank you Gerard!); Prelim. Bookings made for Radars Rentals (equipment/grills); Carnivals for Kids at Heart (Kid's games).</p>	
Membership – Muoi Leong	Need to provide the overall membership drive strategy for 2017 on or before next meeting as there is a lull in membership. Secretary to send a follow up email to Tessa for her necessary actions with Muoi or Membership Lead.	NIL	NIL
Parks – Dave Houston	NIL	1) Rocky View County Aggregate Resource Plan (ARP) / Scott Property Project, Bearspaw – Comments towards draft ARP were prepared and submitted to Rocky View County. Representative from Rocky View County has confirmed receipt of RRROCA comments and will consider when preparing next revision of this document and plan. This process will be monitored throughout this year to ensure RRROCA resident interests are served.	NIL

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		2) 2017 Tasks - Proceed with reviewing and understanding Rink Licence of Occupation execution, preparation of Rink Life Cycle Study and developing Rink operating plans / budgets, etc. It is required for all current versions of rink / community park project plans, drawings, narratives, schedules, etc. to be uploaded to cloud for review and implementation. Progress updates for these tasks will be provided within 2017 reports.	
Planning & Development - Dave Spencer	To review the Mandate document after the Rink is completed	<ol style="list-style-type: none"> 1. Due to unavailability in the last few months, got the permit applications late. 2. Community Park/Rink – Everything is on hold due to funding; shelter will be fenced off and opened when there is a break in weather. 3. Park may be available for use in the summer and will be writing up and update in the next edition of the CA newsletter 	NIL
Programs – Ted Linklater	Audit of the spring sports program to determine what new equipment will be done when the shed is completed about April, 2017	<ol style="list-style-type: none"> 1. Meeting with Prospective coaches to conduct our own soccer clinic – an experienced female coach has been engaged. She is also an educationist. To explore the options of extending free membership or token moratorium or Volunteer of the year as an incentive to her. 2. Registration is expected to end in March 2017. To advertise the sports program through the schools and continuous CA newsletter updates. 3. As of Feb 24/17 Spring Sports Program, there are: <ol style="list-style-type: none"> a. 286 Players b. 88 Volunteers 	

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Safety & Security – Jessica Asuquo	NIL	Neighbourhood day _ To develop criteria for interested residents groups block parties to get a jointly sponsored grant of \$500 by the CA and NPC (C/O Heather)	<p>The CA to provide a grant of \$250 for neighbourhood day residents' activities in addition to another \$250 from the NPC making a total of \$500, with each successful group entitled to \$100 each.</p> <p><i>Motion approved by Ted Linklater, approved by Dave Spencer ad carried by the House.</i></p>
Schools – Ambreen Sulman	Please refer to update session	<p>The new school official opening:-Met the school vice-principal and principal at the official opening. Since then, have been able to:</p> <ol style="list-style-type: none"> 1. Establish regular communication with the middle school. 2. They have agreed to be the pick-up location for the RRROCA garage sale kit. 3. Also they have agreed to advertise RRROCA events in their bulletin. 4. Willing to provide volunteers for events especially basketball, when the CA needs them. 5. Wants update on the pace car programme. Ali to support with this. 6. Principal has offered his school's space for any CA event, whenever required. <p>Meeting on the 27th with the school principal to see how we can move forward and work together.</p>	NIL
Sponsorship - Gerry Lynch	NIL	<ol style="list-style-type: none"> 1. Stampede sponsorship_ CO-OP has agreed to sponsor the food at this event. 	NIL

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		<ol style="list-style-type: none"> 2. Sports sponsorship- Requests are in the works with Ted. 3. Will be needing a Sponsorship Lead volunteer to support activities. 4. Rink Sponsorship: Sponsors required; to look at the possibilities of more sign posts inside to attract attention. 	
Transportation – Durotolu (Tolu) Aro	Please see updates in Greg's report above.	<ol style="list-style-type: none"> 1. Handling complaints on traffic, School U-turns – To write an update in the next newsletter on what the CA and the City has done so far and encourage callers to call 311 with reporting codes. 2. To work with Ambreen to develop a draft letter to support the school in providing ongoing awareness notice to parents. 	NIL
Volunteers – Joanna Tjia		<ol style="list-style-type: none"> 1. Volunteer Recruitment: With the excellent help from the Communication Team, we have recruited many new Board/Committee members: <ol style="list-style-type: none"> i. Event Directors - Folorunso Agunbiade, Marcie Hawranik ii. Event Leads - Karla Schultz, Viraj Shah iii. Membership Lead - Rachel Kim iv. Assistant Secretary - Spoorthy Kondaveeti 2. Casino Fundraiser Volunteer: <ol style="list-style-type: none"> a. - Sign Up genius link: http://www.signupgenius.com/go/4090444a5a922a1fd0-casino or click the sign up link on Volunteer! page at http://rrroca.org/en/volunteering-with-rrroca/ 	

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		<ul style="list-style-type: none"> b. - To date, 16 out of 36 positions have been signed up; most day shift positions are filled; may open up some back-up positions in April c. - Still looking for Casino Volunteer Coordinator d. Need to promote through membership email and social media <p>3. Event Volunteers from Spring Sports Program (as of Feb 22)</p> <ul style="list-style-type: none"> a. Stat: Signed up participants/total max participants b. Casino Fundraiser: 5/20 c. Easter Egg Hunt: 5/5 d. Family Fun Day: 9/10 e. Clean Up Day: 4/4 (will open up more spots after Stampede) f. Stampede Set Up: 4/5 g. Stampede: 19/100 <p>4. Thank you for some of you have returned the Job Description so quickly! Please return Job Description back by March, 2017, although postponing deadline is possible.</p>	

5. Other Business

- i. Updates on 2017 Planning Sheet – New dates agreed as below:

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SN	OBJECTIVE	Lead Portfolio	By When	Cost (\$CAD)	Status
1.	Rebranding	Communication	March 2017	0	In progress
2.	Completion of Job Description for all volunteers	Volunteer	March 2017	0	In progress
3.	Completion and Launching of the Rink Project	Planning & Development	August 2017	500,000 (Substantial bills spent on the new Ice Rink to date)	In progress- funding a constraint for now.
4.	Development, completion and implementation of membership drive	Membership	June, 2017	0	
5.	Recruitment of 220 Volunteers for all 2017 events	Volunteer	August 2017	0	In progress- 22 engaged to date.

6. Next Meetings

- a. 20th March 2017, 7.00pm, Royal Vista Multi Use Facility

Meeting adjourned at 8.48pm by Tessa Sakamoto

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Tessa Sakamoto (President) Signature