

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – MARCH, 2017

Date: Monday, 20th March, 2017

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

1. ATTENDANCE

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

2. Motion to Call to Order/Adoption of Agenda

Tessa called the meeting to order at 7.08pm

Amendment (if any): None

Adopted by: Ted Linklater and Seconded by: Ambreen Sulman

Carried by: The House

3. Adoption of Previous Minutes

Amendment (if any): None

Adopted by: Dave Spencer and Seconded by: Ted Linklater

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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	NIL	NIL
Ward 2 Councillor's Office – Greg Hartzler	1. Playground zone on Royal Birch Boulevard/Royal Oak 4-Way – Round about is expensive and traffic signal is the alternative, but the traffic is not high enough for such capital expenditure now.	<ol style="list-style-type: none"> The councillor's office is aware of and currently working with CPS regarding an individual who has had a presence in the community riding a scooter while wearing a mask around the school. The individual has mental health challenges and CPS has determined he poses no threat and has been working with the family. Royal Oak –AGM concern about the pond and remediation works will soon commence by the water services agency. A signage to stop people going there will be up soon. 	NIL
CPS – RR- Cst. Jason Schneider	NIL	NIL	NIL
City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay	NIL	<ol style="list-style-type: none"> Park n' Play & Stay n' Play (ages 6 – 12 and 3 - 5) Week 3 July 17 – 21 Location Royal Oak School Youth Days (ages 12-17) -Breakout Youth Monday – Thursday 1:00 - 4:00pm 	NIL

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		<p style="text-align: center;">Local Roamers</p> <p>ROCKY RIDGE (NW) - Wednesdays - July 26, Aug 2, 91:00 - 4:00 (Meeting spot is homeowners association 10709 Rocky ridge Blvd. NW)</p> <p>Please see attached for details.</p> <p style="text-align: center;"> NPC Report - March 2017.docx</p>	
Executive Reports			
Treasurer – Paul Watson	<ol style="list-style-type: none"> 1. Review of Business Plan will be done after completion of the Rink project. 2. 2. Remember casino event upcoming May 31 and June 1 – please volunteer if you can 	<ol style="list-style-type: none"> 1. Canada 150 Celebration: \$ 240,000 received so far. 2. Community Project: Funding is expected from our casino, and the CA has applied for Co-op Communities Grant, as well as the CFEP Grant. Applications are yet to be approved, and the CA hopes funding is not denied. <p>Currently paying for invoices issued for work already done with limited fund available.</p>	NIL
President – Tessa Sakamoto	<ol style="list-style-type: none"> 1. Review of the Association's bylaws is due. 2. The code of conduct, conflict, confidentiality document was signed off by all present. 	<ol style="list-style-type: none"> 1. Updates on YMCA 2. Community Engagement from the FCC 3. Met with U of C students completing their Masters re: Wetlands Project 4. Councillors "Red Zone" will take effect in May - rules around spending, events, campaigning, etc. 5. Communications - Social Media, Newsletter, Email; -- - Streamlining contents monthly. 	NIL

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		<ul style="list-style-type: none"> - All directors to join the CA's Facebook and endeavour to make at least 2 comments monthly to keep the page active via socialmedia@rrroca.org - Need to put together key talking points by Directors before next stampede breakfast. <p>6. Ward Meeting: Very engaging with a 32 recipe tool cards given to the CA to guide events planning and membership engagement activities.</p> <p>7. Committee Set-up: The 2 listed committees below were set up at the meeting with directors as members to drive actions:</p> <ul style="list-style-type: none"> a. Community Project Committee: Dave Spencer (Chair), Paul Watson and Ali Oonwala. b. Engagement Committee: Jenna Mortis(Chair), Muoi Leong Folorunso Agunbiade and Marcie Hawranik <p>8. Thank you to events team for the Family Movie Night.</p>	
Vice President – Ali Oonwala	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	NIL
Secretary – Patience Fagbenro	NIL	NIL	Nil
Directors Reports			
Communications – Jenna Mortis	1. Logo – New logo is rolling out in April newsletter. Expect an email from the communications team on updating your email signature the week of March 20th.	Newsletter submissions – we have been encountering some issues with newsletter content. For April, we had too many submissions to fit in the newsletter. With the amount of advertisement we currently have in the newsletter, we can only accommodate up to 4 director submissions in the newsletter.	NIL

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	<p>Also provide guideline for the new logo usage.</p> <p>2. Shared Calendar – the communications team is testing the Google calendar functionalities, and are aiming to have something to directors in the next couple of weeks.</p>	<p>Going forward, please ensure you send any and all content to both Mary (newsletter editor) and Jenna before the 8th of the month. From there, the communications team will ensure all content is distributed via various communication channels. Note that your content may not appear in the newsletter, but will appear in at least one of the following: newsletter, website, social media, and monthly member email. All directors will be informed each month of which communication channel their contents will be published.</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 – Summary article complete for RRROCA newsletter. 2. Easter Egg Hunt – Planning is ongoing with NWFC. To be held on April 15. Poster and Communications plan are complete. Website is updated for event. NWFC is exploring other activities to hold people at event longer and to encourage mingling by involving the schools (using the school gym for a movie and coloring activity). There will most likely be a table set-up for selling memberships (TBC). Volunteers have been secured for the event and for Easter egg prep in advance. 3. Parade of Garage Sales – May 26-28. This is a members-only event and members have to sign-up via the website (via Sportsoft) to be eligible. Website link is live. Kit pick-up location is William D. Pratt School on May 23. Communications plan is complete. ReMax is working on completing the kits, signs and poster. Checking to see if event can be advertised in school newsletters. 	<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>4. Family Fun Event—May 27, 12-3pm. Planning details confirmed with ROVC. Site visit and planning meeting with church coming soon. Will recruit volunteers soon. Communications plan almost finalized. Poster is being finalized.</p> <p>5. Stampede Breakfast – Meeting to be held next weekend. 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. He has identified 23 potential sponsors and is sending an initial email to all of them; Bookings made for Radars Rentals (equipment/grills); Carnivals for Kids at Heart (Kid's games); and exploring options for entertainment.</p> <p>6. To develop creative ways to post these events of the CA's Facebook page.</p>	
Membership – Muoi Leong	<p>1. Increase communications with members, working with Jenna on that.</p> <p>2. Offer more programs for residents e.g. summer camps and skating/hockey programs once rinks are complete - will work with Ted</p> <p>3. Use Social Media and Bold sign to promote membership</p>	Currently, there are 322 members.	NIL
Parks – Dave Houston	NIL	NIL	NIL
Planning & Development - Dave Spencer	1.To review the Mandate document after the Rink is completed	1. City planning meeting expected as initial one was postponed.	NIL

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	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	2. Awaiting feedback for another round of funding for application submitted, expected. 3. Transformer: Heather trying to help locate or confirm status.	
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.	1. As of March 18/17 Spring Sports Program, there are: 2. 396 Registered Players 3. 46 teams 4. Soccer Coach Clinic: Saturday April 8 5. Baseball Clinic: Wednesday April 12 6. Promotion of Coaches' clinics on RRROCA website, Facebook.	NIL
Safety & Security – Jessica Asuquo	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) - update at next meeting.	NIL	NIL
Schools – Ambreen Sulman	Meeting on the 27th with the school principal to see how we can move forward and work together.	NIL	NIL
Sponsorship - Gerry Lynch	Sponsorship lead to be recruited as soon as possible	1. Sports Program Sponsorship:- a. Ted and Gerry have had a number of meetings to monitor progress. b. Number of sponsors is approximately 45 with some responses still to come. Charlesglen Toyota have offered to take as many teams as are left unsponsored. c. Logos and any changes will be completed before end of March	NIL

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		<p>d. Invoices need to sent to each sponsor. e. Tim Hortons are in place for Timbits and coffee.</p> <p>2. Stampede Breakfast: Met again with Colin from Coop and the food requirements have been discussed. Will actively start canvassing when I get back for the Stampede sponsors in conjunction with the events team.</p>	
Transportation – Durotolu (Tolu) Aro	To work with Ambreen to develop a draft letter to support the school in providing ongoing awareness notice to parents. - Update at next meeting.	NIL	NIL
Volunteers – Joanna Tjia	Still looking forward to your Job Descriptions, if you haven't sent it out. Please send me by March 31 as sign off is ongoing now. Thanks!	<ol style="list-style-type: none"> 1. Still recruiting Sponsorship Lead 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/ b. 21/36 shifts are filled up. <ul style="list-style-type: none"> - May 31: All day shift are filled, but most the night shifts (10) are not filled. - June 1: 2 day shifts and 3 night shifts are still needed. - Will open up back up shifts in late April - Still looking for Casino Volunteer Coordinator 3. Event Volunteers from Spring Sports Program (as of Mar 18) Stat: Signed up participants/total max participants Casino Fundraiser: 6/20 Easter Egg Hunt: 5/5 Family Fun Day: 10/10 	NIL

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		Clean Up Day: 4/4 (will open up more spots after Stampede) Stampede Set Up: 5/5 Stampede: 55/100 4. Volunteer Survey after Easter Egg Hunt and refund Spring Sports Volunteer Deposit	

5. Other Business

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

SN	OBJECTIVE	Lead Portfolio	By When	Cost (\$CAD)	Status
1.	Rebranding	Communication	March 2017	0	To be launched with the April 2017 Edition of the RRROCA newsletter.
2.	Completion of Job Description for all volunteers	Volunteer	March 2017	0	All developed, undergoing sign off.
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	In progress
5.	Recruitment of 191 Volunteers for all 2017 events	Volunteer	August 2017	0	In progress- 130 engaged to date (68.1% complete)

6. Next Meetings

- a. 24 April 2017, 7.00pm, Royal Vista Multi Use Facility

Meeting adjourned at 8.27pm by Tessa Sakamoto

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Tessa Sakamoto (President) Signature