

## Rocky Ridge Royal Oak Community Association

### MINUTES OF THE BOARD OF DIRECTORS MEETING – MAY, 2017

Date: Monday, 29 May 2017

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

#### 1. ATTENDANCE

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

#### 2. Motion to Call to Order/Adoption of Agenda

Tessa called the meeting to order at 7.07pm

Amendment (if any): None

Adopted by: Ted Linklater and Seconded by Folorunso Agunbiade

Carried by: The House

#### 3. Adoption of Previous Minutes

Amendment (if any): None

Adopted by: Joanna Tjia and Seconded by Jenna Mortis

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4. Presentation of Reports

Report By	Activity Update		
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<b>GOVERNMENT &amp; CITY REPRESENTATIVES REPORTS</b>			
<b>MP Rocky Ridge Office – Kelli Taylor</b>	NIL	NIL	NIL
<b>MLA Calgary Northwest Office – Michael Mooney</b>	NIL	Michael informed the house that Jansen is carry out advocacy for people with disabilities and welcomes any ideas from the CA.	NIL
<b>Ward 1 Councillor's Office – Ralph Smith</b>	The damaged Stop sign at Royal Oak Way and Royal Birch Blvd has been fixed.	<ol style="list-style-type: none"> <li>1. Side walk project on Country Hills Blvd. will be completed soon.</li> <li>2. Fireside Chat with Chief Chaffin - Intended to be an open house and bring transparency of CPS. There were lots of questions about federal marijuana legislation and how that would affect policing.</li> </ol>	NIL
<b>Ward 2 Councillor's Office – Greg Hartzler</b>	NIL	<ol style="list-style-type: none"> <li>1. Office has received some complaints about the grass maintenance on the TUC. Clarified that this land belongs and is maintained by the province. Concerned residents were educated on the land ownership and directed to the MLA's office.</li> <li>2. There was a request for additional pedestrian signage at the intersection of Country Hills Blvd and Royal Birch Blvd. They are looking into it further, but likely to be declined as this is a fully signed and controlled intersection as is.</li> <li>3. June 1 starts the official "Campaign Zone". While there are restrictions are in place for candidates, from a CA</li> </ol>	NIL


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		<p>perspective, it should be business as usual. Rules state that candidates/councillors attending events must choose which "hat" to wear (candidate or councillor) - but would most likely attend CA events as councillor. Major or new project spending would likely not be entertained, but everything in motion will continue to move forward.</p> <p>4. The Rocky Ridge Recreation Centre was officially named as "Shane Homes YMCA at Rocky Ridge".</p>	
CPS – RO—Cst. Scott Nedham	NIL	NIL	NIL
City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay	NIL	<ol style="list-style-type: none"> <li>1. <b>Green Initiatives:</b> The City is looking for individual volunteers and groups interested in spending a few hours once or on an ongoing basis to take care of Calgary parks.</li> <li>2. <b>Upcoming Workshops</b> – The Federation of Calgary Communities <ul style="list-style-type: none"> <li>- <u>Tuesday, May 30</u> - Building Community: Engaging Diverse Populations Networking Session</li> <li>- <u>Saturday, June 10</u> - Federation AGM &amp; Making Connections Tradeshow</li> <li>- <u>Wednesday, June 14</u> - Fire Code, Safety, and Standards</li> <li>- <u>Outdoor Rink Volunteer Appreciation &amp; Networking Event!</u>, Wednesday, June 7, 2017 Time: 6:30 – 9:00 pm (light supper provided at 6:00 pm) Location: Dover Community Association 3133 – 30 Avenue S.E. register by June 6, 2017 go to: <a href="https://rinkvolunteerappreciation.eventbrite.ca">https://rinkvolunteerappreciation.eventbrite.ca</a></li> <li>- <u>Senior's week soccer cup, June 8, 2017, 9:00am- 2:30pm</u></li> </ul> </li> </ol>	NIL

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		<p>Age 55+ at Calgary Soccer Centre, 7000 48 ST SE @ \$50/team or \$5/individual. Spectators-free. Register at 403 268-3800 or online at <a href="http://www.calgary.ca/recreation">www.calgary.ca/recreation</a>. Team barcode:383191, individual barcode: 383192</p> <ol style="list-style-type: none"> <li>3. <b>Technical Assistance Centre:</b> - A City resource team that answers inquiries on Building Codes and trades.</li> <li>4. <b>Coyote Awareness:</b> - April to July is peak pup rearing time for Coyotes. Please report Coyote sightings and behaviour to 311. If in danger call 911.</li> <li>5. Licence of Occupancy document is ready and was handed to the President during the meeting</li> <li>6. <b>Calgary Community Partnership Opportunity</b> available to educate communities.</li> <li>7. Will provide volunteers and leaders to support our Stampede breakfast event.</li> </ol> <p style="text-align: center;">             NPC Report - May 2017.docx         </p> <p>For other updates please see attached.</p>	
Executive Reports			
<b>Treasurer – Paul Watson</b>	Review of Business Plan will be done after completion of the Rink project.	<ol style="list-style-type: none"> <li>1. Community Project: Still awaiting CFEP grant</li> <li>2. Canada 150 Celebration: Awaiting balance grant</li> <li>3. Need a Fund Raiser Lead to help monitor available grants and help generate other sources of funds. To work with Sponsorship Director and Treasurer. <b>Joanna</b> to help recruit volunteer</li> </ol>	NIL
<b>President – Tessa Sakamoto</b>	<b>Bylaw Review:</b> Work in progress, will be completed before the AGM in November. Some changes expected	<ol style="list-style-type: none"> <li>1. <b>CPL Book Truck</b> – 1<sup>ST</sup> Week of July at Community Park</li> <li>2. <b>RR YMCA Update</b> – <b>Jenna</b> to review their activities and define how our CA can collaborate with them.</li> </ol>	NIL

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	e.g. Working Board Directors to be referred to as Chair,	3. Funding Options for Rink – Please see discuss above 4. <b>Email Support</b> – All to contact North spam in the event of any email issues.	
<b>Vice President – Ali Oonwala</b>	Documented details on the basketball tournament due at next meeting in order to firm up arrangement for a weekend in September 2017 and linked to Canada 150.	NIL	NIL
<b>Secretary – Patience Fagbenro</b>	NIL	It is expedient that portfolio directors submit their monthly report on time and send notification if no report for the month.	Nil
Directors Reports			
<b>Communications – Jenna Mortis</b>	<ol style="list-style-type: none"> <li><b>New Logo:</b> Pending guideline for use.</li> <li><b>Shared Calendar</b> – Awaiting roll out next month</li> </ol>	<ol style="list-style-type: none"> <li><b>Articles for Newsletter:</b> Upcoming articles for the next RRROCA Reporter reminder that these need to be sent to our newsletter editor (Mary) and Jenna by the deadline each month in order to ensure everything is communicated appropriately. - A newsletter annual article plan for Directors to be developed and can be tracked in the shared calendar in plan.</li> <li><b>T-shirts for Board Members:</b>-The possibility of having t-shirts with the RRROCA logo created for board members to wear at events, for ease of identification was discussed. The house concluded that due to cost and need to change size/limited quantity needed, it is better to use tags.</li> </ol>	
<b>Events – Folorunso Agunbiade and Marcie Hawranik</b>	Still awaiting update on creative ways to post the CA's events on our Facebook page	<ol style="list-style-type: none"> <li><b>Family Fun</b> – This was successfully held.</li> <li><b>Stampede Breakfast</b> – Meeting held with North West Family church on improvement initiatives to make this year's event a huge success.</li> <li><b>Alberta Food Safety Certification</b> requirements obtained by Folorunso who is also filling all required forms.</li> </ol>	

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<b>Membership – Muoi Leong</b>	Still awaiting update on how to increase communications with members; working with <b>Jenna</b> on this.	NIL	NIL
<b>Parks – Dave Houston</b>	NIL	NIL	NIL
<b>Planning &amp; Development - Dave Spencer</b>	<p>1. To review the Mandate document after the Rink is completed.</p> <p>2. <b>Community Park/Rink – Calgary Co-op grant</b>- unsuccessful, waiting for notification from CFEP application.</p> <p><b>Site Meeting</b> -A site meeting was held on May 17 to review site conditions, attended by Wilco reps, Mark Preuter field administrator with Stantec, Dave Spencer, Tessa and Arnold Sugriva (Facility Operations Coordinator, City of Calgary). Arnold attended to assist us in resolving the public access ramp and sidewalk issues.</p> <p><b>FUNDS:</b> RRROCA has limited funds remaining (about \$58,000) therefore we asked for a summary of work that could be completed and costs for items like completion of sodding, shrubs, wheel stops for parking, temporary electrical panel and</p>	<p><b>Development Permits</b>- One Sign Development Permit Application received – signage for the new Calgary Police Service Spy Hill services centre. One Development Permit application for a single family residence in Royal Oak, letter of no objection.</p> <p>Family photo shots at the rink to be included in the newsletter for next month as part of publicity.</p>	NIL

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	<p>maintenance so we can determine priorities. Possible storage options such as a Seacan have been reviewed last month.</p> <p>-<b>Casino funds</b> (approx. \$70,000) will be available in August. Discussions about how to spend available funds will continue.</p> <p>- <b>Indemnity Agreement:</b> - Work in progress to get our \$18,000 security deposit released.</p> <p><b>3. TRANSFORMER:</b> - No news yet from the City Coordination staff regarding ENMAX contributing to the transformer issue.</p>		
<b>Programs – Ted Linklater</b>	<p>Audit of the spring sports program to determine what new equipment will be done when the shed is completed about April, 2017- To be done by the new Director when recruited</p>	<p>Has resigned as moving out of Calgary but will support as long as possible before complete disengagement. The President thanked him for his selfless contributions to the Community Association and requested he works with <b>Joanna</b> on the possibility of his replacement with two of his most active leads.</p>	NIL
<b>Safety &amp; Security – Jessica Asuquo</b>	<p>To share final selection criteria with the board before registration commences in May for the Neighbourhood day.</p>	<p><b>Jenna</b> to get in touch with Jessica who is out of country in order to access her email for possible application for the Neighbourhood day grant.</p>	NIL
<b>Schools – Ambreen Sulman</b>	Nil	<p>Attended the grants seminar held by Alberta culture and tourism. Got some valuable information on grants, will be working on applying for them soon.</p>	NIL

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<b>Sponsorship - Gerry Lynch</b>	To provide update on the sponsorship of Sports and Stampede Breakfast at next meeting.	NIL	NIL
<b>Transportation – Durotolu (Tolu) Aro</b>	To work with <b>Ambreen</b> to develop a draft for the newsletter to support the school in providing ongoing awareness notice to parents on good road use practice - Write up completed to be published.	<ol style="list-style-type: none"> <li>1. Flashing pedestrian crossing lights are been installed at <ul style="list-style-type: none"> <li>▪ Rocky Ridge Road and Rock lake drive</li> <li>▪ Rocky Ridge Road and Royal Oak Gardens.</li> </ul> </li> <li>2. Is it wise to request for a speed limit sign for Royal Oak Drive? There is currently only one near the church for east bound traffic.</li> <li>3. Request to change speed limit on Rocky Ridge road from 60 to 50 Km/hr. I do not think we should put our weight behind this request.</li> <li>4. Will be out of town most of the month of June.</li> </ol>	NIL
<b>Volunteers – Joanna Tjia</b>	Please see update session	<p><b>1) Casino Fundraiser Volunteer:</b> All positions filled! Thank you all who have signed up to volunteer! Special thanks to Lorne York, who is willing to take the particularly long General Manager night shift on Jun 1.</p> <p><b>2) Stampede Breakfast:</b></p> <ol style="list-style-type: none"> <li>i. Please sign up an Area Lead shift.</li> <li>ii. Signing up volunteers from spring sports into shifts at <a href="http://bit.ly/2qljKQd">http://bit.ly/2qljKQd</a>. We only have 35 confirmed volunteers. Need to promote through communication and membership emails!!! Target to reach 80 volunteers by mid-June.</li> <li>iii. Two scouts' troop leaders responded they are confident that they will have volunteers to join, still awaiting their confirmation.</li> <li>iv. Rocky Ridge Retirement Centre confirms unable to volunteer this year.</li> <li>v. Any volunteers from schools?</li> </ol>	NIL



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		<p><b>3) Recruiting Program Chair, Program Lead and Event Lead</b></p> <p><b>4) Volunteer Participation Rate:</b>  <b>Board and committee occupancy (as of May 27)</b>  <b>Board member:</b> 15/16 (94%) Ted Linklater has resigned because of moving out of Calgary.  <b>Committee member:</b> 16/17 (94%) Michelle Drysdale has resigned for her Event Lead position.  <b>Total Board/Committee member in 2017: 31/33 (94%)</b></p> <p><b>Event Volunteer (signed up volunteer as of May 27) (signed up/needed)</b>            Easter Egg Hunt: 3/3 (100%)            Family Fun Day: 7/10 (70%)            Casino Fundraiser: 36/36 (100%)            Stampede Set Up: 5/5 (100%)            Stampede: 58/100 (58%)            Clean Up Day: 4/4 (100%)  <b>Total Event Volunteer in 2017: 113/158 (72%)</b>            All volunteer sign up is from Spring Sports Program (Thanks, Ted!), except Casino Fundraiser.</p>	

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#### 5. Other Business –

- i. Meetings and Newsletter pending for June and July before the CA goes on break for the summer season. The President encouraged all to try and complete all pending actions within the period.
- ii. Updates on 2017 Planning Sheet – New updates agreed as below:

SN	OBJECTIVE	Lead Portfolio	By When	Cost (\$CAD)	Status
1.	Rebranding	Communication	March 2017	0	<b>Completed</b> – 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. New set for Youth Volunteers in progress. To be finalized with the bylaw on or before the AGM in November.
3.	Completion and Launching of the Rink Project	Planning & Development	August 2017	Over \$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- 144 engaged to date ( 75% complete)

#### 6. Next Meetings

- a. 26 June 2017, 7.00pm, Royal Vista Multi Use Facility

Meeting was moved for adjournment at 8.53pm by Jenna Mortis and Dave Spencer.

Minutes compiled by Patience Fagbenro (Executive Secretary)    Signature .....

Reviewed & Approved by Tessa Sakamoto (President)                      Signature .....