

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – SEPTEMBER, 2017

Date: Monday, 25 September 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 – Represented by Rachel Kim	Volunteer – Joanna Tjia
Treasurer – Paul Watson		
Planning & Development – Dave Spencer		
Events – Folorunso Agunbiade		
School – Ambreen Sulman		
Communications – Jenna Mortis		
Parks- Aaron Dirk		
Safety & Security – Jessica Asuquo		
Sponsorship – Gerry Lynch		
Transportation – Durotolu (Tolu) Aro		
Secretary – Patience Fagbenro		
Government Contacts & Advisors		
Neighbourhood Partnership Coordinator – Heather Mackay	CPS - RR-Cst. Jason Schneider	
Member of Parliament - Kelli Taylor	RO—Cst. Scott Nedham	
	Member of Legislative Assembly- Sabeen Vasti	
	City of Calgary Councillor (Ward 1) – Ralph Smith	
OTHERS		

2. Motion to Call to Order/Adoption of Agenda

Tessa called the meeting to order at 7.13pm

Amendment (if any): None.

Adopted by: Ambreen Sulman and Seconded by Jenna Mortis

Carried by: The House

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – SEPTEMBER, 2017

3. Adoption of Previous Minutes

Amendment (if any): None

Adopted by: Ambreen Sulman and Seconded by Jenna Mortis

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	<ol style="list-style-type: none"> 1. Congratulated the CA on a well-organized Rink Opening ceremony and the 3-on-3 basketball tournament. 2. Most recent newsletter has been published. 3. The MP has also been nominated as a Shadow Minister for National Revenue. 4. Holding some round tables for small businesses owners, open till Oct 2nd for interested persons. 5. Will support in getting grants to complete the Rink. 	NIL
MLA Calgary Northwest Office – Michael Mooney	NIL	NIL	NIL
Ward 1 Councillor's Office – Ralph Smith	Nil	NIL	NIL
Royal Oak Victory Church (ROVC)	NIL	The pastor Dave Meyers and project lead Sheldon Ball updated the board on the expansion project of the church. The phase 2 has been issued a new zoning number by the city of Calgary and include among others capacity increase from 400-550, to include a basement for future storage	NIL


Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – SEPTEMBER, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
		<p>space, boardrooms and counselling rooms which are expected to be community association space, RRROCA inclusive. The plan was shared with the house. They require a letter of support from the CA to support the project.</p> <p>Dave to work with Tessa to provide this letter.</p>	
<p>CPS – RO—Cst. Scott Nedham</p>	<p>NIL</p>	<p>NIL</p>	<p>NIL</p>
<p>City of Calgary Neighbourhood Partnership Co- ordinator – Heather McKay</p>	<p>NIL</p>	<ol style="list-style-type: none"> 1. Licence occupation and annual requirements document list is now to be submitted by the CA. Will be meeting with the President at least twice a year for compliance. 2. Congratulated the CA on a well-organized Rink/park opening and 3-on3 basketball tournament. 3. CO-OP community grant is now open for CA s to apply. 4. Will inform Tessa and Aaron on Ice making workshop for the rink due date. 5. Fliers for BarDown Royal Oak/Rocky Ridge Ball Hockey were shared. Dates in November 14th and 17th. Time 4:30 - 6 pm. Venue RRROCA park 6. Organizational Health Self-Assessment Tool document was shared with the CA to help with developing annual business plan. 7. Community Cleanup for the fall season starts on September 2nd. Reminder that all Calgarians can take their items to ANY Community Cleanup scheduled – not just their own community. 8. Will follow-up with CEMA updated for Jessica. <p>Please see attached for more details.</p>	<p>NIL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – SEPTEMBER, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
		 NPC Report - September 2017.doc	
Executive Reports			
Treasurer – Paul Watson	Review of Business Plan will be done after completion of the Rink project.	Applied for GST rebate from CRA and were approved in the amount of about \$30,000.	
President – Tessa Sakamoto	<ol style="list-style-type: none"> 1. Bylaw Review: Draft to be circulated 1st week of October. Must be completed before the AGM in November. 2. Job Description for Leads: In progress, to be completed before the AGM. 3. Little Free Library: broken door fixed. 4. SportzSoft registration: Work slow as program lead needs a support.. 5. December Meeting- All to start developing their plan, goals and budget for 2018 to be reviewed at this meeting. 6. Newsletter circulation: expanded circulation done. 	<ol style="list-style-type: none"> 1. Community Associations of Ward 1 are hosting a Candidates Forum for the Municipal Election on October 11 at 7pm at the Tuscany Club. 2. The Vice president is stepping down from the board and Jenna Mortis will replace him 3. Aaron is our new Park Chair 4. Folorunsho is also stepping down from the board due to work location. 5. Handing over process in the works between Paul and Ambreen as Paul will be stepping down from the Board in December due to relocation. 	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – SEPTEMBER, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
	<p>7. Website: All to update their website contents and inform Jenna.</p>		
<p>Vice President – Ali Oonwala</p>	<p>Please update session</p>	<p>Sends his appreciation for the support of the board with the 3-on-3 basketball tournament.</p>	<p>NIL</p>
<p>Secretary – Patience Fagbenro</p>	<p>NIL</p>	<p>1. To send out 2018 Annual Plan template for all to fill for review at December meeting.</p>	<p>NIL</p>
<p>Directors Reports</p>			
<p>Communications – Jenna Mortis</p>	<p>1. New Logo: Pending guideline for use. 2. A newsletter annual article plan for Directors to be developed and tracked in the shared calendar in plan by December for 2018.</p>	<p>Pack Naming: We had only a few submissions for a park name from our Canada 150 event on Sunday. Deadline extended by 1 week and will continue to solicit our community for submissions. Completed list will be emailed out to the board for a selection/voting. Once we have decided on a name we can start working on a design for the permanent signage.</p>	<p>NIL</p>
<p>Events – Folorunso Agunbiade and Marcie Hawranik</p>	<p>Community Clean Up: September 17. This event was very successfully. All sponsors attended and there was a large turnout of community residents. City of Calgary gave \$300 as wash & recycle donation to this event. Hazardous wastes were rejected. A sub-charged fees for car sits was requested and residents were not aware of this. Jenna to update our website with this information and application for community clean-ups</p>	<p>NIL</p>	<p>NIL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – SEPTEMBER, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
	Basketball Tournament 3-on-3: September 24. Updates would be presented at the meeting. NIL		
Membership – Muoi Leong	Still awaiting update on how to increase communications with members; - Rachel to take this up for next year using learnings from all activities this year.	NIL	NIL
Parks – Aaron Dirk	Recruitment completed.	NIL	NIL
Planning & Development - Dave Spencer	Community Park and Rink Update -To review the Mandate document after the Rink is completed -Calgary Co-op grant- still no notification from CFEP application. – expected in August as stated on their website. - Indemnity Agreement: - . Our security deposit of \$18,000 for the Indemnity Agreement is being held until pedestrian ramp issues are resolved TRANSFORMER: Decided to proceed with re-initiating the ENMAX project to get power and we will use the casino funds to keep it going. This is very late	<ol style="list-style-type: none"> 1. Casino funds (approx. \$65,000) are available. 2. No new Permit Applications comment sheets 3. The Park Ramp will be brought-down as not acceptable by the city, refund of \$18,000 will be obtained from the contractor to the CA. 4. Will be away for a while, Paul to act on key issues in his absence. 	<ol style="list-style-type: none"> 1. To endorses the initiative of the residents' group around the vicinity of Rockmont Court to create a new play area for the community, (to be led by Ms Juliana Buenida). As a condition of endorsement via letter RRROCA executive will have access to the files and Parks Foundation budget and liaise with the parks representative on the board. Seconded by: Jenna Mortis Carried by: All

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – SEPTEMBER, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
	<p>now and we have no details on how long it will take to get power. The Councillor's office has asked for a "dramatic" letter form the RRROCA so he can go see the CEO of ENMAX and hopefully speed things up. We provided the letter on September 18.</p> <p>Concrete vehicle access ramp that was rejected by Roads: Wilco will be tearing up the ramp and re-installing the week of September 25. The pedestrian ramp is no longer an issue – got the City to install at their cost.</p> <p>Permanent site signage: Voted to install the permanent site signage with only the Canada 150 acknowledgement for the opening and Basketball 3 on 3 September 24th. Permanent community info and park rules to be added.</p> <p>Rink Sponsorship: still looking into the Millrise CA program. Individual business sponsors pay \$350 per year for their signage on the rink boards. Looking into the sign specifications and pricing out the cost of a sponsor.</p>		<p>2. Board to approve the use of available funds (\$90,000 currently) to complete the contract agreements to get the transformer and site power completed and connection of the rink water service so ice can be made this winter.</p> <p>Seconded by: Tolu Aro</p> <p>Carried by: All</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – SEPTEMBER, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
	<p>City circulation of permit applications: -The seniors and multi-family land parcel north of Royal Elm: met with Ali and Dave on September 13 to review the new proposal. No longer named "Rejoice" (no name as yet). New owners are Kent Hystad of Madlee Developments Ltd and Ben Nicholson of Janssen Homes owners who requested this meeting. There are still 3 development parcels, but none are exclusively seniors. They range from semi-detached on the east parcel, low rise townhomes or terraced townhomes in the centre parcel, and a multi-storey condo or apartment building on the west parcel at the corner of Rocky Ridge Road. They will come back with more details later in the fall.</p> <p>-Old Fire Station: No news on potential sale of the old Fire Station required</p>		
Programs –	Audit of the spring sports program to determine what new equipment will be done when the shed is completed- To be done by the new Director when recruited.	NIL	NIL
Safety & Security – Jessica Asuquo	Recurrent complaints received on kids playing on residents' lawn – encouraging residents to put a keep-off		NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – SEPTEMBER, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
	sign on their lawns. Residents to call the police if any property vandalism is involved and also to discuss with RRRHO due to location.		
Schools – Ambreen Sulman	Alberta culture and tourism grants – CA not eligible for the grant	Handing over ongoing with Marcie who is moving into this role.	NIL
Sponsorship -Gerry Lynch	<p>Sports Program: -Letters of thanks have been emailed and hand delivered. Team photos delivered to each sponsor. Two sponsorships, \$450, still to be collected at time of this report.</p> <p>Stampede Breakfast: Letters of thanks have been emailed and hand delivered to all sponsors. Sponsorship funds have all been collected.</p>	<p>3 on 3 Basketball: Working with Ali and the events team to ensure all sponsors are in place.</p> <p>Community Rink: Will liaise with Dave on sponsorship for the community rink as soon as costing is confirmed. Plans in the works on the criteria and how much the CA can charge for its use so we do not exhaust sponsorships for other CA events.</p> <p>Heather to help with sponsorship templates.</p>	NIL
Transportation – Durotolu (Tolu) Aro	Sent article on traffic rules to William D Pratt. It has been posted on the school web page.	<ul style="list-style-type: none"> • Updated resident who sent in a complaint about the pedestrian crossing on the ramp from Country Hills Blvd east and Stony Trail south. Told him the city is working on rerouting the bike route. • Request from a resident at Rocky Ridge Gate to move a school bus stop and help with property demarcation to prevent school children inflicting further damage on decorative fencing. Details will be presented in the meeting. 	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – SEPTEMBER, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
		<ul style="list-style-type: none"> Traffic Impact Assessment (TIA) for the development of the Triangle.-Need a picture o be sent to the development officer to table issue 	
<p>Volunteers – Joanna Tjia</p>	<p>1) Recruiting Program Chair, Program Lead and Fundraising Lead</p> <p>2) Applied for the WP puppet Canada 150 free workshop, waiting for result end of July</p>	<p>1) Community Clean Up Total volunteers: 31 - including 19 volunteers from 242 Scout Troop, 6 springs sport volunteers, 2 teens volunteers with a dad, as well as Folorunso, Karla and me</p> <p>2) 3-on-3 Basketball Tournament 4 volunteers signed up for set up and take down</p> <p>3) Recruited Parks Chair Aaron Dirk and Volunteer Lead Steve Branter. Welcome!</p> <p>4) Recruiting board and lead positions.</p> <p>We are desperate to fill the positions of Program Chair, Program Lead, Community Park Lead, Event Chair, Event Lead, Fundraising Lead (as of Sept 19). Positions in program portfolio are the most urgent to be filled.</p> <p><i>Request: can communication teams promote recruitment?</i></p> <p><i>For Community Park Lead, if we cannot recruit a volunteer, can the board approves honorarium?</i></p>	<p>NIL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – SEPTEMBER, 2017

Report By	Activity Update		
	Matters Arising/pending from last meeting	Summary of Event(s) Updates	New Motions for the Board's consideration/ approval
		<p>5) Steve has started contacting ice rink volunteers, 16 positive replies and awaiting for 7 responses</p> <p>6) Volunteer participation rate</p> <p><u>Board and Lead occupancy (as of Sept 20)</u> Board member: 14/17 (82%) - vacancy: 2 program co-chairs (one is pending), 1 Event Co-chair</p> <p>Lead member: 12/16 (75%) -vacancy: program lead, fundraising lead, event lead, community park lead</p> <p>Current total Board/Lead: 26/33 (79%)</p> <p><u>Event Volunteer (signed up volunteer as of Sept 20)</u> (signed up/needed) Easter Egg Hunt: 3/3 (100%) Family Fun Day: 7/10 (70%) Casino Fundraiser: 36/36 (100%) Stampede Set Up: 5/5 (100%) Stampede: 109/100 (130%) Clean Up Day: 9/8 (112.5%)</p> <p>Total Event Volunteer in 2017: 169/162 (104%)</p>	

5. Other Business –

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

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – SEPTEMBER, 2017

SN	OBJECTIVE	Lead Portfolio	By When	Cost (\$CAD)	Status
1.	Rebranding	Communication	March 2017	0	Completed – 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. Due next meeting
3.	Completion and Launching of the Rink Project	Planning & Development	August 2017	Rink spending to date \$1,157,210.	Phase 1 completed - Rink opening held on 24 September, 2017 with a 3-on-3 basketball tournament. Phase 2 to commence immediately.
4.	Development, completion and implementation of membership drive	Membership	June, 2017- Jan 2018	0	In progress – To firm up plan next year with inclusion of the Rink as a membership drive tool
5.	Recruitment of 191 Volunteers for all 2017 events	Volunteer	August 2017	0	Completed - 197 engaged to date (103% complete) in August. To fill new openings that occurred during the course of the year.

- ii. **AGM Planning:** To follow same format as last year and to be held same day as last board meeting of the year on 27 November, 2017, 6.00pm, Royal Vista Multi Use Facility. Nominations to be made at next meeting. Proxy forms to be circulated by first week of October.

6. Next Meetings

- a. 23 October 2017, 7.00pm, Royal Vista Multi Use Facility. The CA now has a pass to the meeting venue and can keep using it for next year.

Meeting was moved for adjournment at 8:43pm by Tolu Aro and Folorunsho Agunbiade.

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Tessa Sakamoto (President) Signature