

**Rocky Ridge Royal Oak Community Association**

**MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2018**

Date: Monday, 22 JANUARY 2018

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		Planning & Development –Dave Spencer
Vice President – Jenna Mortis		Safety & Security- Jessica Asuquo
Sponsorship – Gerry Lynch		Treasurer – Ambreen Sulman
Volunteer – Joanna Tjia		School – Marcie Hawranik
Communications – Jenna Mortis		
Parks- Aaron Dirk		
Program CO-Chair-Elena Spronk		
Transportation – Durotolu (Tolu) Aro		
Secretary – Patience Fagbenro		
Event Co-Chair- Dan Toma		
Program Co-Chair – Kate Miller		
Events Lead – Jennele Ging		
Events Lead – Erhan Baykotan		
Events Lead- Vincentiu Tudor		
<b>Government Contacts &amp; Advisors</b>		
Heather MacKay - NPC	Sandra Jansen	
	Cst. Jason Schneider (CPS, CRO-RR)	
	Ralph Smith (on behalf of Ward Sutherland)	
	Kelli Taylor (on behalf of Pat Kelly)	
<b>Others</b>		

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

Tessa called the meeting to order at 7.00pm

Amendment (if any): None.

Adopted by: Kate Miller and Seconded by Vincentiu Tudor

Carried by: The House

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2018

3. Adoption of Previous Minutes

Amendment (if any): None

Adopted by: Joanna Tjia and Seconded by Durotolu (Tolu) Aro

Carried by: The House

4. Presentation of Reports

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
<b>GOVERNMENT &amp; CITY REPRESENTATIVES' REPORTS</b>			
<b>MP Rocky Ridge Office – Kelli Taylor</b>	Will support in getting grants to complete the Rink.	NIL	NIL
<b>MLA Calgary Northwest Office – Sandra Jansen</b>	NIL	NIL	NIL
<b>MLA Calgary Northwest Office – Justin Kwinter</b>	NIL	An invitation to all Board Members to attend the Grand Opening Event for the Shane Homes YMCA on February 1, 2018 was sent by email to all with details of the event.	
<b>Ward 1 Councillor's Office – Ralph Smith</b>	<ol style="list-style-type: none"> <li>1. <b>Royal Oak School</b>:-Wrong cross walk side near painted will be corrected.</li> <li>2. <b>112th Avenue</b>:- Will be scheduling a meeting with ROADS to look at the intersection and see if there can be improvements made.</li> <li>3. Will work with planning to resolve deposit refund with roads.</li> </ol>	NIL	NIL
<b>CPS – RO—Cst. Cst. Jason Schneider</b>	NIL	NIL	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2018

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<b>City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay</b>	<ol style="list-style-type: none"> <li>To inform Tessa and Aaron on Ice making workshop for the rink due date.</li> <li>To follow-up with CEMA updates for Jessica.</li> </ol>	<ul style="list-style-type: none"> <li>- NPC will be gone from Feb 20 – March 21 for a trip to Australia. Pass key will be supplied.</li> <li>- Need to look at the operating budget for this year to align with the business plan.</li> <li>- City will be providing a Hockey/Basketball program at the rink spring/summer and Fall/winter: once confirmed dates and times will be distributed.</li> <li>- Ward Traffic Safety-understand the City will be hosting traffic safety meetings by ward in the near future. Will keep the CA updated.</li> <li>- NPC has provided Dave Spencer's contact to Citadel – for support in the building</li> <li>- Other events details were shared in the report to the meeting.</li> </ul>	<p>NIL</p>
<b>Executives' Reports</b>			
<b>Treasurer – Ambreen Sulman</b>	<p>NIL</p>	<p>Account balances: General Account – \$136297.90 (includes \$125000 CFEP) Casino Account – \$80675.95</p>	<p>NIL</p>
<b>President – Tessa Sakamoto</b>	<ol style="list-style-type: none"> <li>Review of <b>Business Plan</b> will be done after completion of the Rink project</li> <li><b>Annual Plan and Budget to be for 2018</b> – Annual plan available working on Budget-now completed</li> </ol>	<ul style="list-style-type: none"> <li>- Joanna is moving to Membership Chair. Currently looking for replacement for Volunteers Chair.</li> <li>-YMCA is now open, looking forward to working with them collaboratively.</li> <li>-Addressed some concerns from community members about the Arrest Processing Unit. Our messaging at this time is that we have been in contact with CPS and communicated what we think is the best way to engage the community, promote safety and deter crime. They will be engaging residents with open houses before opening.</li> </ul>	<p>NIL</p>

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<b>Vice President – Jenna Mortis</b>	NIL	<ul style="list-style-type: none"> <li>- ENMAX meter will be provided at the Rink hopefully by this weekend</li> <li>- Met with the new potential communications chair</li> </ul>	NIL
<b>Secretary – Patience Fagbenro</b>		<ul style="list-style-type: none"> <li>- Objectives ready for tracking implementation in 2018</li> <li>- All to update previous meeting actions in their monthly reports and keep reports precise.</li> </ul>	NIL
<b>Chairs' Reports</b>			
<b>Communications – Jenna Mortis</b>	<ol style="list-style-type: none"> <li>1. <b>New Logo:</b> In use as required</li> <li>2. <b>A newsletter annual</b> article plan for Directors to be developed and tracked in the shared calendar in plan by December for 2018.</li> </ol>	NIL	NIL
<b>Events – Dan Toma</b>	NIL	<ul style="list-style-type: none"> <li>- Budget completed</li> <li>- Starting communication plan for Easter Egg Hunt</li> <li>- Applying for Park Grants from TD</li> <li>- Emails to Event Leads for Jenelle, Vincent and Erhan.</li> </ul>	<b>To approve \$15000 for all events in 2018</b> <b>Supported by : Durotolu Aro</b> <b>Seconded by: Jenna Mortis</b> <b>Carried by: The House</b>
<b>Membership</b>	Awaiting update on how to Increase communications with members; -	Joanna to confirm goal for membership objective in 2018.	NIL
<b>Parks – Aaron Dirk</b>	<ol style="list-style-type: none"> <li>1) <b>Spring sports equipment audit in sea can.</b> Katie has offered to help, once shed is operational and weather permits. Lots of space in shed, just need to use it efficiently. To look at possibility of selling the sea can.</li> <li>2. <b>Rink Activities Updates:</b></li> </ol>	<ol style="list-style-type: none"> <li>1) <b>Rubber matting:</b> Mat laid and pending Invoice receipt.</li> <li>2) <b>Update To RRROCA Community Park tab on Website.-</b> monthly updates to Community Park Tab provided. To be done mid-month onward.</li> <li>3) <b>Request for Quotes Re: Port-a-Potties for Rink.</b> Received several quotes, will be ~330 for remainder of this skating season. One full winter season service would be ~1000, full year ~2200. Currently, Wilco's is</li> </ol>	NIL

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	<p>- <b>Request for Proposals Re: Maintenance of Park &amp; Optional Snow Removal.</b> Received proposals from 2 out of 8 solicited RFPs. Awaiting budget approval.- Research/pricing of required equipment for Rink Maintenance</p> <p>- <b>Ice Rink Making:-</b> Attended 2 hour City of Calgary Ice Making Workshop in November, along with 5 additional RRROCA volunteers. Best attendance won us a \$75 Snow Pusher. Thanks to Steve for organizing the volunteers!</p> <p><b>3. Advanced Notice to Neighbors re: Maintenance Plan for Rink.</b> <i>Letters distributed late- November, no responses/feedback received.</i></p> <p><b>4. Rink Committee Meeting</b> See updates section on-</p> <ul style="list-style-type: none"> <li>- Security Camera</li> <li>- Manger for Rink activities</li> <li>- Contract and insurance for ice equipment renting</li> </ul>	<p>still on site, this might be good enough for our purpose, but will disappear without warning. Awaiting budget approval.</p> <p><b>4) Request for Quotes Re: Security Cameras.</b> Researched several options. Volunteer Chad T can get equipment “for cost” through his connections, which seems our best bet. ~\$1000, needs help to pull wires to set up system, need a computer monitor, offered up by another volunteer (Kris K). Awaiting budget approval.</p> <p><b>5) Other Rink Activities Update:</b> clearing rink using new snow blower and sweeper with a handful of volunteers in anticipation of making ice soon. Awaiting Meter installation by Enmax, followed by Rink water demonstration before becoming operational, weather permitting. Using “free cycle” to get free donations, some shelving and tools received.</p> <p>6) To issue Volunteering letters to persons from companies who are willing to donate to the CA</p>	
<p><b>Planning &amp; Development - Dave Spencer</b></p>	<p><b>Community Park and Rink Update</b> -To review the Mandate document after the Rink is completed</p>	<p>NIL</p>	<p>NIL</p>

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	<p>COMPLETE Electrical power and panel plus connection to the Rink Water box is necessary for flooding of the rink and lighting</p> <p><b>CFEP GRANTED</b>            - <b>Indemnity Agreement:</b> - Working on return of our \$18,000 security from the City. –Update at next meeting            - <b>Concrete vehicle access ramp:</b> - Update on the re-installation on September 25.- <b>Completed</b></p> <p><b>TRANSFORMER:</b> Jennna is working on the ENMAX project for power supply to the Rink.</p> <p><b>Permanent site signage:</b> Permanent community info and park rules to be added.- <b>at Printer</b></p> <p><b>-SPONSORSHIP PORTFOLIO FOR RINK - Currently recruiting</b></p> <p><b>City circulation of permit applications:</b>            -<b>The seniors and multi-family land parcel north of Royal Elm:</b> More details expected later in the fall.            -<b>Old Fire Station:</b> Update on potential sale of the old Fire Station required-</p>		

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	<p><b>-Royal Oak Victory Church (ROVC):-</b> Dave to work with Tessa to provide this letter. <b>DONE</b></p>		
<p><b>Program Co-Chair – Kate Miller</b></p>	<ul style="list-style-type: none"> <li>The 2018 Sport Program due on Tuesday, <b>May 1, 2018- Saturday, June 23, 2018.</b></li> <li>The first advertisement for the 2018 Sport Program publication update in Newsletter- Done in January, observed typo to be corrected in February publication. An e-mail was sent to the Website lead to try to update information on the website to reflect the information that has been sent out in the Newsletter.</li> </ul>	<ul style="list-style-type: none"> <li>Received some feedback from last year's volunteers on some issues with using sportzsoft to communicate with parents. Specifically, sportzsoft generated e-mails are caught in spam mail. Reviewing this to see if there is a better way that coaches can provide information to parents.</li> <li>Working with Parks Chair on inventory audit in the sea-can.</li> <li>Plan in place to meet Sponsorship Chair to assess what the expenditure will be on equipment and kits.</li> <li>Working on a communication for the Schools and reviewing the program administration time line to ensure that key positions are in place and trained by the time the program launches. Specifically, the coaches' training workshop.               <ul style="list-style-type: none"> <li>Kate is still waiting for the City to provide the parks rental so that the field can be secured for the program.</li> </ul> </li> </ul>	<p>NIL</p>
<p><b>Safety &amp; Security – Jessica Asuquo</b></p>	<p>NIL</p>	<p>NIL</p>	<p>NIL</p>

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<b>Schools -Marcie Hawranik</b>	NIL	<ul style="list-style-type: none"> <li>• <b>Little Leaders recognition-</b> program in newsletter set to launch in March.</li> <li>• <b>Royal Oak School:</b> <ul style="list-style-type: none"> <li>- Met with Principals at Royal Oak School and William D. Pratt School.</li> <li>- Connected with Heather (City of Calgary) on <b>Naturalization Project</b>; Discussed traffic issues; provided a calendar of all school events to use in RRROCA newsletter; Would like to open up their Fall Fair, Christmas Market and other events to community participation; can advertise RRROCA needs in their monthly school newsletter; excited about Little Leaders program and Kid-preneur Marketplace.</li> </ul> </li> <li>• <b>Pratt School:</b> Connecting Marcie to School Council for future meeting; discussed traffic issues; may submit articles for publication in RRROCA newsletter; can advertise RRROCA needs in their weekly newsletter; Pratt has several leadership clubs/classes that can be used as RRROCA volunteers; can provide mini-coaches for sports teams; excited about Little Leaders program and Kid-preneur Marketplace. Have offered to tour RRROCA board member around school.</li> <li>• Meetings have been arranged with <b>Thirsk High School and Catholic School.</b></li> </ul>	NIL



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<b>Sponsorship -Gerry Lynch</b>	<p><b>Sports Program:</b> To write of the pending \$225 sponsorships fee for 2017.</p> <p><b>Community Rink:</b> Update on sponsorship-Work in progress for 2018</p>	NIL	NIL
<b>Transportation – Durotolu (Tolu) Aro</b>	<ul style="list-style-type: none"> <li>• <b>Traffic Impact Assessment (TIA):</b> No update</li> <li>• <b>Rocky Ridge Gate:-</b> No update</li> <li>• <b>Royal Oak drive Intersection:-</b> Waiting for a response</li> </ul>	Nothing to follow up on – was just an FYI	NIL
<b>Volunteers – Volunteer Lead, Steve Branter</b>	Recruiting Program Lead and Fundraising Lead -- pending	<p><b>Recruitment of board and lead positions</b></p> <p>Found potential candidates for Communications Chair and Events Leads</p> <p><b>Updated volunteers number for 2018 events in SportzSoft</b></p>	

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2018

6. 2018 Board Objectives tracking

Objective	Action Steps & Expected Outcome	By Whom	By When	Cost (\$CAD)	Completion Status
Budgeting	Maintaining a <b>budget of \$210,000</b> for phase 2 of the skating rink - First draft to be ready for members to make inputs by	Treasurer	Jan-18	\$210,000 less what has already been paid to the contractors re: rink	
Treasury	<b>Policies and Procedures</b> -Need to develop financial policies, since we don't have them. Need to refer to what other associations have in place.	The internship	Dec-18	\$0	
Increase in membership by <b>10%</b> in 2018 to 550 from 500 in 2017.	-To work with Sponsorship Chair on local stores willingness to give discounts to those who have valid RRROCA membership. - Promote RRROCA facebook page by creating some give-away events. - Possibility of varying membership fee to different types of people(single/family/senior, etc)	Members hip/VP/V olunteers	Sept-18	\$240 (In case of give-away events - \$20 * 12 times)	
<b>Rink-</b> Development of life cycle plan	- Create a budget by researching prices and tendering quotes for items and services needed for both recurring and non-recurring costs for the rink start up, and continued maintenance & operation -Collaboration with volunteer lead, sponsorship, other portfolios and other community rinks to create an operational plan for the rink, to include step by step instructions on rink maintenance, suggestions for volunteer recruiting and retention, ideas for sponsorship and generation of funds - Collaboration with Heather and the city to use the Community Capital Conservation Fund to commission a professional architectural/engineering firm to create a Lifecycle Plan that establishes an opinion of condition and probable cost and timing of the renewal requirements allowing for facility lifecycle planning over	Parks/Pla nning & Develop ment	Apr-18	\$0	

**Rocky Ridge Royal Oak Community Association**

**MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2018**

	a 25-year period by evaluation the architectural, structural, mechanical, electrical, and site facilities major components and systems.					
Website Audit	-Evaluation of webpage content -Create document of content updates/new photos to use to refresh page -Update website with content/photos on an ongoing basis	Communi cations Chair/Pag e Owner	Mar-18	\$0		

**7. Next Meetings**

26 February 2018, 7:00pm, Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 8:15pm by Jenna Mortis and Gerry Lynch

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

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