

## Rocky Ridge Royal Oak Community Association

### MINUTES OF THE BOARD OF DIRECTORS MEETING – February, 2018

Date: Monday, 26 FEBRUARY 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		
Vice President – Jenna Mortis		
Treasurer – Ambreen Sulman		
Secretary-Patience Fagbenro		
Sponsorship – Gerry Lynch		
Membership – Joanna Tjia		
Communications – Abby Guthrie		
Parks- Aaron Dirk		
Transportation – Durotolu (Tolu) Aro		
Planning & Development – Dave Spencer		
Event Co-Chair- Dan Toma		
Events Lead – Erhan Baykotan		
Program Co-Chair – Kate Miller		
Safety & Security- Jessica Asuquo		
School – Marcie Hawranik		
<b>Government Contacts &amp; Advisors</b>		
	Sandra Jansen	Heather MacKay - NPC
	Cst. Jason Schneider (CPS, CRO-RR)	
	Ralph Smith (on behalf of Ward Sutherland)	
	Kelli Taylor (on behalf of Pat Kelly)	
<b>Others</b>		
Sponsorship Lead – Bola Abe		

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

Tessa called the meeting to order at 7.00pm

Amendment (if any): Correction of time from 7:30pm to 7:00pm

Adopted by: Dan Toma and Seconded by Joanna Tjia

Carried by: The House

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3. Adoption of Previous Minutes

Amendment (if any): None

Adopted by: Joanna Tjia and Seconded by Ambreen Sulman

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	NIL	NIL
<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.</b>	NIL	NIL	NIL

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Cst. Jason Schneider			
City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay	<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>	NIL	NIL
<b>Executives' Reports</b>			
Treasurer – Ambreen Sulman	NIL	<ul style="list-style-type: none"> <li>-To explore changing report year from June to March to give more time to capture all expenses.</li> <li>-Account balances will be provided at next meeting.</li> </ul>	NIL
President – Tessa Sakamoto	<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>Budget to be for 2018</b> -working on Budget</li> </ol>	<ol style="list-style-type: none"> <li><b>Protection of Intellectual Property:</b> - Need for all to be vigilant due to some fraudulent persons trying to scam members of money by masking emails as the president or treasure. All were educated on our funds signatory works at the CA.</li> <li><b>Arena Budget:-</b> Need to stick within agreed budget for 2018 as the CA will not work on funds deficit. Pending major expenses relates to security and signage for the rink with a total budget of \$9,000, after which all further work on the Rink will be stopped unless new funds are received.</li> </ol>	NIL
Vice President – Jenna Mortis	NIL	<ol style="list-style-type: none"> <li>The CA is all set up with Enmax in terms of the rink. If anyone needs access to the account for some reason, please let the VP know and she can get the required information, or call on your behalf.</li> </ol>	NIL

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		2. In the next month or two some research for grants that the CA can apply for will be undertaken. If anyone has any Ideas/suggestions are welcomed from everyone.	
<b>Secretary – Patience Fagbenro</b>		NIL	NIL
Chairs' Reports			
<b>Communications – Jenna Mortis/Abby Guthrie</b>	1. <b>A newsletter annual</b> article plan for Directors to be developed and tracked in the shared calendar in plan by December for 2018.	Monthly Newsletter publisher has requested we pay \$3500/year to offset their distribution cost. The CA cannot afford this especially since content is limited. A motion was raise to terminate this contract when due and the Communications team to develop a robust Online distribution system, monitor and track impact.	<b>Jenna Mortis: To terminate contract with Mind's Design Studio. Seconded By: Kate Miller Carried By: All</b>
<b>Events – Dan Toma</b>	NIL	<ul style="list-style-type: none"> <li>- Events team set-up, ready to organize events</li> <li>- Established contact with Web developer Wendy and Mary, newsletter editor for next events</li> <li>- Need to learn about <b>social media postings</b> – To work with new Communications Chair on this for all events.</li> <li>- <b>Easter Egg Hunt Event (Mar 31st at 1pm)</b> – poster and announcement submitted for print.</li> <li>- Easter Egg hunt Volunteer Requirements – agreed w/NWFC – big thank you to Volunteers team</li> <li>- Stampede Breakfast - Some suppliers contacted and communication ongoing.</li> <li>- To provide confirmed dates for all events including Garage sale at next meeting.</li> <li>- Community Clean up event cancelled for the year.</li> </ul>	NIL

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<b>Membership</b>	<p><b>Update on how to increase communications with members;</b> - will be solely through monthly e-mails. Will work on this with Communications Chair.</p>	<ul style="list-style-type: none"> <li>• Finished 2018 planning and will follow the timeline to complete the tasks including newly agreed ones in the meeting on monthly mailing to members and push adverts through social media messaging.</li> <li>• Number of members: 126 as of Feb 20, 2018</li> <li>• 12 babysitters and 41 members accessing the babysitter registry.</li> </ul>	NIL
<b>Parks – Aaron Dirk</b>	<ol style="list-style-type: none"> <li><b>1. Spring Sports equipment inventory/audit</b> in sea can – Kate, Elena, and Aaron will clear out on March 3rd or 24th.</li> <li><b>2. Request for Quotes Re: Security Cameras</b> – update required</li> </ol>	<ol style="list-style-type: none"> <li><b>1) Rink Update</b> – Ice is operational! First night (Feb19) saw 10-15 skaters in first hour. Maintenance schedule in full swing with teams of 3-5 cleaning and flooding every night around 9pm. A few issues with water system that need to be looked by the company.</li> <li><b>2) Need an update on funds available-</b> High priority to install security system, purchase signage for park, and security upgrades (cross bars for doors, garage opener, more lighting)</li> <li><b>3) Possibility of Volunteer-Led Maintenance of RRROCA Park-</b> Costly quotes for spring/summer maintenance via contractors, should we look into purchase of summer maintenance equipment, manned by volunteers/summer students?</li> <li><b>4) Community Garden-</b> Previously, garden members <i>encouraged</i> to sign up for CA membership, this year they will attempt to enforce more strongly. Ambreen and Dave to support with CA insurance coverage details/requirements.</li> <li><b>5) Starburn Horticulture: Growing Communities Program-</b> If your community association would be interested to sign-up for our program, it would mean that Starburn gives back 5% of every profit made from a resident in</li> </ol>	NIL

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		<p>your community. We'll set up a community purse that can be later used towards a landscape project performed by Starburn. Residents can also offer donations into the community purse. Jenna to be second board member to act as contact for sign up.</p> <p><b>6) Mobile Skate Park-</b> Dates set June 13-July 20, to confirm exact dates and work with Events team to make into an event for the CA.</p>	
<p><b>Planning &amp; Development - Dave Spencer</b></p>	<p><b>Community Park and Rink Update---</b> Parks committee led by Aaron have been working hard to get everything up and running. As of February 19th the equipment is operating and the rink has been flooded. Awaiting the final updates on current invoices, budget and work to be completed later. (Including installation of the fitness equipment, a fire pit, shrubs for the planning beds, curb stops and line painting in parking lot.)</p> <p>-The CA apply again for <b>CFEP grant</b> this summer, and look out for other funding in the meantime. Parks Foundation wait time should be this summer as well – the CA may be eligible for rink maintenance equipment and nets.</p> <p><i><b>Note: official budget will need to be prepared as reserve fund estimate for</b></i></p>	<ul style="list-style-type: none"> <li>• <b>City circulation of permit applications</b></li> </ul> <p>The new owners and proponents for the land development north of Royal Elm Road (Kent Hystad of Madlee Developments Ltd and Ben Nicholson of Janssen Homes) had an open house for the community in January. The CA had 2 inquiries from nearby home owners who were somewhat surprised. One resident may be organizing a petition to oppose on the basis of affecting her home value. Two city planning reps came to the meeting but said nothing. Understand there are still 3 development parcels, two have long standing land use, the third eastern parcel is anticipated to be changed from single family to semi-detached bungalows. Nothing much seems to have changed since meeting with the proponents early last fall.</p> <p>The residents opposing the development will be expecting the CA to weigh in on the merits and issues however there has not yet been a permit application or land use amendment proposal so there is nothing much to discuss yet.</p>	<p>NIL</p>

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	<p><i>the components in the park – skating rink, shed, paving etc.- The treasurer will work with Planning and Development and Parks to gather the information for replacement costs</i></p>	<p>No news regarding the potential sale of the <b>old Fire Station</b></p> <p>No <b>new Permit Applications</b> comment sheets except for secondary suites. Had a call from the city planner and told him the CA is generally not responding to secondary suite applications.</p>																															
<p><b>Program Co-Chair – Kate Miller</b></p>	<p>NIL</p>	<p>• <b>Successful Sportzsoft launch on Feb 1, 2018.</b>  <b>Registration Numbers:</b></p> <table border="1" data-bbox="996 730 1451 1145"> <thead> <tr> <th></th> <th>Spots</th> <th>Registrations</th> </tr> </thead> <tbody> <tr> <td>Coach Pitch</td> <td align="center">40</td> <td align="center">2</td> </tr> <tr> <td>Tball</td> <td align="center">40</td> <td align="center">14</td> </tr> <tr> <td>U4 soccer</td> <td align="center">63</td> <td align="center">19</td> </tr> <tr> <td>U5 soccer</td> <td align="center">60</td> <td align="center">16</td> </tr> <tr> <td>U6 soccer</td> <td align="center">80</td> <td align="center">19</td> </tr> <tr> <td>U8 soccer</td> <td align="center">120</td> <td align="center">27</td> </tr> <tr> <td>U10 soccer</td> <td align="center">60</td> <td align="center">24</td> </tr> <tr> <td>U12 soccer</td> <td align="center">60</td> <td align="center">7</td> </tr> <tr> <td><b>Total:</b></td> <td align="center"><b>128</b></td> <td></td> </tr> </tbody> </table> <p>Will continue to promote on Facebook and the Newsletter.</p> <p><b>Bold Signs-</b> Should be going up in the community soon.</p> <p><b>Jerseys -</b> In touch with Totally Soccer. They will be waiting for our order mid- March, for delivery in April. Will be passing a motion in the month of March for the expenses associated with the Jersey Order. No budget for this yet. Will</p>		Spots	Registrations	Coach Pitch	40	2	Tball	40	14	U4 soccer	63	19	U5 soccer	60	16	U6 soccer	80	19	U8 soccer	120	27	U10 soccer	60	24	U12 soccer	60	7	<b>Total:</b>	<b>128</b>		<p>NIL</p>
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		<p>need to advertise late registration and put as a click to register button on the CA' s website.</p> <p><b>Sponsorship</b> - waiting to get information regarding sponsor logos, as these are required for ordering jersey's (need to get formatting for jerseys, coloring etc. asap</p> <p><b>Coaching clinics:</b>  <u>Tball/coach pitch</u> - Have been in contact with Big Al, and have tentatively signed up. Date is TBD.  <u>Soccer</u> - Last year this was done by a member in the community - Kristin. She is unable to do it this year, however recommends that the CA contact people within the community. She can provide some resources. Still following up with this.</p> <p><b>Storage locker clean up</b> - Tentative date set for March 3.</p> <p><b>Photographs</b> - Dates have been set for May 23 and 24.</p> <p><b>Equipment pick up</b> - Tentative date set for Tuesday April 17 (set in conjunction with parks).</p> <p><b>Schools</b> - email to be sent looking for coaches. To work with Marcie to get junior coaches from Pratt School.</p> <p>-City of Calgary changing field space policy. Meeting expected on March 17, 2018</p>	



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Safety & Security – Jessica Asuquo	NIL	<ul style="list-style-type: none"> <li>Neighbourhood Day in June 2018 will start awareness campaign in March to encourage uptake of the \$100 grant.</li> <li>Received more emergency kits from the City for members who need them.</li> </ul>	NIL
Schools -Marcie Hawranik	<ul style="list-style-type: none"> <li><b>Little Leaders recognition:</b> set to launch in March.</li> <li><b>Leaders program and KID-Preneur Market place</b>– DONE</li> </ul>	The School is willing to take the CA's board on a tour on an agreed date and time.	NIL
Sponsorship -Gerry Lynch	NIL	<ul style="list-style-type: none"> <li>30 sponsors available for games to date, though response is slow.</li> <li>Need more sponsorship communication package. To work with Abby on this.</li> </ul>	NIL
Transportation – Durotolu (Tolu) Aro	<ul style="list-style-type: none"> <li><b>Rocky Ridge Gate:-</b> There has been no reply from the resident so no more follow-up.</li> <li><b>Traffic Impact Assessment (TIA)</b> : Plot of land at LRT is to be sold so I do not need to follow-up on the TIA</li> <li><b>Royal Oak drive Intersection:-</b> City does not have new plans for the intersection of Royal Birch BLVD. and Royal Oak Drive. This is a closed issue for now.</li> </ul>	<ul style="list-style-type: none"> <li>Resident asked about modifying no <b>parking zones</b> near the LRT, see attachment.  LRT Park Optimization update</li> <li><b>STAR quarterly</b> meeting Feb 20<sup>th</sup>.</li> <li>Will continue to liaise with Councillor on the modification (island) of the country Hills and 112 Ave intersection and Pedestrian crossing at country hills and Stony Trail. Feedback expected in April</li> </ul> <p>Status of gravel trucks using the new 112 Avenue.</p> <ul style="list-style-type: none"> <li>To attend the ROADS meeting in April to address all pending issues above and recommendations of changes to the LRT parking.</li> </ul>	NIL

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		<ul style="list-style-type: none"> <li>To notify the residents of Eamon Road (Nicole) about the proposed changes so as to get their inputs, before contacting the city.</li> </ul>	
<p><b>Volunteers –</b> Volunteer Lead, Steve Branter</p>	<p>1) Recruitment of Program Lead and Fundraising Lead – No longer required.</p> <p>2. <b>Recruitment of board and lead positions</b> -candidates for Communications Chair recruited while, Volunteer Chair and Community Development Lead are pending</p>	<p><b>1) Ice rink volunteers-</b> 7 teams composed of 33 ice rink volunteers are available now.</p> <p>A substitute team (with 5 members) and a mechanics team (with 4 members) are available.</p> <p>4 volunteers resigned before they even completed a shift!</p> <p><b>2) Volunteer Database-</b> currently have 404 volunteers in the 2018 volunteer database.</p> <p><b>3) Easter Egg Hunt volunteers (Feb - March 2018)-</b>Good volunteer response for the first event of the year as below:</p> <p><b>Egg packaging;</b></p> <p>Wed 21st Feb - 15 volunteers</p> <p>Wed 7th Mar - 52 volunteers</p> <p>Cancelled plan for 28th Feb due to poor volunteer response for that evening</p> <p><b>Egg Hiding;</b> -Sat 31st Mar - 24 volunteers</p> <p><b>Easter Egg Hunt:</b> 1/1 (signed up/open spots) &lt;-- sign up has been closed as we have got enough response. Should reserve volunteers for sports program and other events.</p> <p><b>Family Fun Day:</b> 3/10</p> <p><b>June Community Clean Up:</b> 6/8</p>	<p>NIL</p>

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		<p><b>Stampede Breakfast 13/100</b> &lt;--- Steve will contact some major groups in our community, e.g. Scouts, Guides, churches, retirement center, schools, to secure the volunteer numbers.</p> <p><b>Stampede Breakfast Set Up:</b> 3/5</p> <p><b>Volunteer participation (%)</b> Easter Egg Hunt: Egg bagging on Feb 21 - 15/10 (150%)</p> <p>Heard from Heather that the over 100% of volunteer participation will help out community to get funding.</p> <p>404 Volunteers in database to date.</p>	

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.	Treasurer	Jan-18	\$210,000 less what has already been paid to the contractors re: rink	Moved to April
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	

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Increase in membership by 5% in 2018 from 126 to 133 or maintain as is due to new YMCA in CA	<ul style="list-style-type: none"> <li>-To work with Sponsorship Chair on local stores willingness to give discounts to those who have valid RRROCA membership.</li> <li>- Promote RRROCA facebook page by creating some give-away events.</li> <li>- Possibility of varying membership fee to different types of people(single/family/senior, etc)</li> </ul>	Members hip/VP/V olunteers	Sept-18	\$240 (In case of give-away events - \$20 * 12 times)	
Rink- Development of life cycle plan	<ul style="list-style-type: none"> <li>- 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 &amp; operation</li> <li>-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</li> <li>- 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 a 25-year period by evaluation the architectural, structural, mechanical, electrical, and site facilities major components and systems.</li> </ul>	Parks/Pla nning & Develop ment	Apr-18	\$0	
Website Audit	<ul style="list-style-type: none"> <li>-Evaluation of webpage content</li> <li>-Create document of content updates/new photos to use to refresh page</li> <li>-Update website with content/photos on an ongoing basis</li> </ul>	Communi cations Chair/Pag e Owner	Mar-18	\$0	Content arranged per portfolio all chairs to log into google and clean up their folders

7. Next Meetings

**Rocky Ridge Royal Oak Community Association**

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

19 March 2018, 7:00pm, Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 9:00pm by Ambreen Sulman and Dan Toma

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

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