

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – March, 2018

Date: Monday, 19 March 2018

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

1. ATTENDANCE

Present	Absent	Apologies Received
Executives and Directors		
President - Tessa Sakamoto		Safety & Security- Jessica Asuquo
Vice President – Jenna Mortis		School – Marcie Hawranik
Treasurer – Ambreen Sulman		Planning & Development –Dave Spencer
Secretary-Patience Fagbenro		
Sponsorship – Gerry Lynch		
Membership – Joanna Tjia		
Communications – Abby Guthrie		
Parks- Aaron Dirk		
Transportation – Durotolu (Tolu) Aro		
Event Co-Chair- Dan Toma		
Events Lead – Erhan Baykotan		
Program Co-Chair – Kate Miller		
Event Lead – Jennele Giong		
Event Lead- Vincentiu Tudor		
Government Contacts & Advisors		
Ralph Smith (on behalf of Ward Sutherland)	Sandra Jansen	Heather MacKay - NPC
Kelli Taylor (on behalf of Pat Kelly)	Cst. Jason Schneider (CPS, CRO-RR)	
Others		
Community Development Lead – Brenda Porter		

2. Motion to Call to Order/Adoption of Agenda

Tessa called the meeting to order at 7.00pm

Amendment (if any): None

Adopted by: Jenna Mortis and Seconded by Joanna Tjia

Carried by: The House

3. Adoption of Previous Minutes

Amendment (if any): None

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Adopted by: Aaron Dirk and Seconded by Jenna Mortis

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
GOVERNMENT & CITY REPRESENTATIVES' REPORTS			
MP Rocky Ridge Office – Kelli Taylor	Will support in getting grants to complete the Rink.	<ul style="list-style-type: none"> - Tax guides coming in mail along with survey for your feedback. - Disappointed in budget for unemployed in Alberta and pipelines issues. 	NIL
MLA Calgary Northwest Office – Sandra Jansen	NIL	NIL	NIL
MLA Calgary Northwest Office – Justin Kwinter	NIL	NIL	NIL
Ward 1 Councillor's Office – Ralph Smith	<ol style="list-style-type: none"> 1. Royal Oak School:-Wrong cross walk side near painted will be corrected. 2. 112th Avenue:- Will be scheduling a meeting with ROADS to look at the intersection and see if there can be improvements made. 3. Will work with planning to resolve deposit refund with roads. 	<ul style="list-style-type: none"> - Secondary Suites- changes in application process, CAs can still provide comments on applications. Applications will be reviewed by City Planning and Development not council - Census 2018 is coming. April 1-19 check mail for access code or door knockers after April 20 	NIL
CPS – RO—Cst. Cst. Jason Schneider	NIL	NIL	NIL

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City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay	<ol style="list-style-type: none"> 1. To inform Tessa and Aaron on Ice making workshop for the rink due date. 2. To follow-up with CEMA updates for Jessica. 	NIL	NIL
Executives' Reports			
Treasurer – Ambreen Sulman	<ul style="list-style-type: none"> - Fiscal Year: could do a December year end, file by June 30. AGM remains in November. To do a short year 2017. By Laws will need to be revised. - Account balances are provided below: Chequing account \$ 119,608.13 casino Account \$ 18,324.54 Total \$ 137,932.67 	<ul style="list-style-type: none"> - \$ 20,000 left for rink - Casino learning sessions in April/May/June 	NIL
President – Tessa Sakamoto	<ol style="list-style-type: none"> 1. Review of Business Plan will be done after completion of the Rink project 2. Budget to be for 2018 -working on Budget 	<ul style="list-style-type: none"> - Received Pizza Diner invitation from the Ward Sutherland for Aril 24 at 7pm at 412-888 Country Hills Blvd NW. interested members were invited to join the president in attendance. - Fatima may be moving in June so we need a replacement. - Volunteers' national week is in April. 	NIL
Vice President – Jenna Mortis	Work in progress on researching grants for the CA	NIL	NIL
Secretary – Patience Fagbenro	NIL	NIL	NIL
Chairs' Reports			

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Communications – Abby Guthrie	<ol style="list-style-type: none"> 1. A newsletter annual article plan for Directors in 2018 still pending. 2. The CA can continue with Newspaper printing and distribution by Mind's Design 	<ul style="list-style-type: none"> • Starting to look at the social media strategy, will depend on the newsletter 	
Events – Dan Toma	To provide confirmed dates for all events including Garage sale at next meeting.	<ul style="list-style-type: none"> - Easter Egg Hunt Event (Mar 31st at 1pm) – poster and announcement submitted for print. - All other events on course - Communications and Events team to meet on all events planning before next meeting. 	NIL
Membership	<ol style="list-style-type: none"> 1. Membership email – working with Abby. ii) Collect emails for mailchimp at events? 	<ul style="list-style-type: none"> • March Community Association Awareness social media – communication plan completed. Eight Membership Prize winners (total of \$240) will be refunded by mid-April. • Benefits of membership, purchase and refund policy on website is updated. Members can print out the receipt of registration for perks. • Number of members (payment completed): 267 as of March 19, 2018 • Will set up CA table at Easter Egg Hunt at noon on Mar 31. Please come by 12:30 pm to support our event!!! 	<p>Motion to provide \$240 for 8 members winners for only this year. Seconded by; Gerry Lynch Carried by: All</p>
Parks – Aaron Dirk	<ol style="list-style-type: none"> 1. Spring Sports equipment inventory/audit in sea can – Kate, Elena, and Aaron will clear out on March 24th. 	<ol style="list-style-type: none"> 1) Rink Update – Ice is now closed. Had ~3 weeks of operational ice, with lots of skaters and quite a few compliments and “thank yous”. Focus will be to finish the interior with paint and shelving to create a good work space and storage space for the CA. 	NIL

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	<p>2. Rink Security – coded door now available, looking at stepping up with a stronger door and camera in future.</p> <p>3. Mobile Skate Park- 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>4. Possibility of Volunteer-Led Summer Maintenance of RRROCA Park- Looking into possibility, need ways to fertilize, weed, cut and water grass and trees, and more importantly, people to execute this.</p> <p>5. Community Garden- I have asked to be included in their first meeting this year, will likely bring along Dave S and City Parks rep to attempt to bring them into the CA fold.</p> <p>Starburn Horticulture: Growing Communities Program- Program kick started, (Starburn gives back 5% of every profit made from a resident in your community). Will advertise on social media when temperatures improve, need to start thinking about what the profits could be used toward. - To write a article on this for our newsletter.</p>	<p>2) Spending Update- Funds have been used to purchase garage door opener which will be used in combination with cross-beams to make building more secure. Signage purchased, installation this week. Electrical tweak completed to ensure proper lighting for building.</p> <p>CO-ED ADULT ONLY Monday Night Spring SLOPITCH- Drop in league at the cost of a Community Membership, plus marginal fee for booking diamond (\$5-10). Have posted on social media and Newsletter-print something to hand out at Ester Egg hunt and sports team.</p>	

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<p>Planning & Development - Dave Spencer</p>	<p>-Community Park and Rink Update required: Parks Foundation wait time should be this summer as well – we might be eligible for rink maintenance equipment and nets. - CFEP grant : To apply by before deadline of June 1st. - Reserve fund estimate: started the reserve fund estimate for the components in the park – skating rink, shed, paving etc. and will forward a draft by end of month</p>	<p>Parks Foundation/Amateur Sports Grants reception. There is a new Disc Golf Course (best course in Canada) up in Royal Vista in the greenway area at the end of Royal Vista Link - just east of the Firehall where we meet. There will be a grand opening in the spring, invitation from Parks Foundation coming. Something for the newsletter (if we have one) or the website. Will see about getting one of the renderings.</p>	<p>NIL</p>
<p>Program Co-Chair – Kate Miller</p>	<p>Bold Sign –Update required</p>	<ul style="list-style-type: none"> • Email issues: Caused a delay in responding to parents • Email requests: Lots of parents making requests to have children on teams with fiends. Email sent to explain we will try but there is no guarantee. • Jerseys – Ready to order (waiting on Sponsorship for final logos) • Soccer balls – numbers sent to Sponsorship (Soccer balls from BMO) • Website & Facebook : Updated for late registration as of March 13. • Issues with mail chip: unable to get password – does anyone have this? • Fields - we have had a preliminary e-mail with our field availability, Kate has written to them and is waiting for a reply from the City about changing some of the Dates. 	<p>Motion to spend \$ 10,000 on all soccer related activities including jersey. Seconded by Tolu Aro Carried by: All</p>

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		<ul style="list-style-type: none"> ○ Extra ball diamond on Monday was kept, working with Parks for a drop-in ball games <p>Numbers before Late Registration:</p> <table border="1" data-bbox="994 587 1375 1002"> <thead> <tr> <th></th> <th>Spots</th> <th>Registrations</th> </tr> </thead> <tbody> <tr> <td>Coach Pitch</td> <td>40</td> <td>18</td> </tr> <tr> <td>Tball</td> <td>40</td> <td>34</td> </tr> <tr> <td>U4 soccer</td> <td>63</td> <td>41</td> </tr> <tr> <td>U5 soccer</td> <td>60</td> <td>38</td> </tr> <tr> <td>U6 soccer</td> <td>80</td> <td>41</td> </tr> <tr> <td>U8 soccer</td> <td>120</td> <td>71</td> </tr> <tr> <td>U10 soccer</td> <td>60</td> <td>(waitlist) 70</td> </tr> <tr> <td>U12 soccer</td> <td>60</td> <td>15</td> </tr> <tr> <td>Total:</td> <td></td> <td>328</td> </tr> </tbody> </table> <p>Soccer Coaching clinic: Last year this was done by a member in the community - Kristin. She is unable to do it this year, however recommends that we contact people within the community. She can provide some resources. Still following up with this.</p> <p>Email sent to those with “cancelled” registration status to ensure that they didn’t miss completing their registration.</p> <p>To start working with volunteers for team creation etc.</p>		Spots	Registrations	Coach Pitch	40	18	Tball	40	34	U4 soccer	63	41	U5 soccer	60	38	U6 soccer	80	41	U8 soccer	120	71	U10 soccer	60	(waitlist) 70	U12 soccer	60	15	Total:		328	
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Safety & Security – Jessica Asuquo	NIL	Neighbourhood day participants to start registration in sportzsoft	NIL																														

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Schools -Marcie Hawranik	<ul style="list-style-type: none"> • Little Leaders recognition: set to launch in March. 	NIL	NIL
Sponsorship -Gerry Lynch	<ul style="list-style-type: none"> - Communications package now available to start distribution between March and April. 	<ul style="list-style-type: none"> • 37 teams sponsored for far. • BMO promised to donate footballs. 	NIL
Transportation – Durotolu (Tolu) Aro	<ul style="list-style-type: none"> • Awaiting clarification on trucks turning on to 112 Ave • 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 	<ul style="list-style-type: none"> • LRT parking optimization request will be reviewed during April ride along.-declined. • LRT parking optimization request: Response from Eamon road residents. • Need to take a decision on 4 way stop sign on Royal Oak Drive and Rocky Ridge way.- For now not to push for it. • PMI award for park. 	NIL
Volunteers – Volunteer Lead, Steve Branter	<p>Recruitment of board and lead positions -candidate for Community Development recruited while, Volunteer Chair is pending.</p>	<p>Easter Egg Hunt - Feb to March 2018 Egg packaging; Egg packing completed on Wed 7th March Egg hiding; Sat 31st March (11:30am) - 26 volunteers Family Fun Day - May 2018 Family Fun Day: 12/12 Community Clean Up - June 2018 June Community Clean Up: Cancelled, we have managed to move 2 volunteers to other events - 5 still to be moved Stampede Breakfast - July 2018 Stampede Breakfast Set Up: 5/5</p>	NIL

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		<p>Stampede Breakfast: 30/100</p> <p>We have contacted the major groups in our community, e.g. Scouts, Guides, churches, retirement center, schools, to secure the Volunteer numbers.</p> <p>Completed events with volunteer participation (%)</p> <p>Easter Egg Hunt: Egg bagging on Feb 21 - 15/10 (150%)</p> <p>Easter Egg Hunt: Egg bagging on Mar 7 - 52/10 (520%)</p> <p>Master Database Status</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 budget of \$210,000 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	Policies and Procedures -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 from 126 in 2017 to 300 in 2018 or	-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.	Members hip/VP/Volunteers	Sept-18	\$240 (In case of give-away events - \$20 * 12 times)	

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maintain as is due to new YMCA in CA	- Possibility of varying membership fee to different types of people(single/family/senior, etc)				
Rink- 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 a 25-year period by evaluation the architectural, structural, mechanical, electrical, and site facilities major components and systems.	Parks/Planning & Development	Apr-18	\$0	
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	Communications Chair/Page Owner	Mar-18	\$0	Content arranged per portfolio all chairs to log into google and clean up their folders

7. Next Meetings

23 April 2018, 7:00pm, Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 8:48pm by Ambreen Sulman and Jenna Mortis

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Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Tessa Sakamoto (President) Signature