

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – MAY, 2018

Date: Monday, 28 May 2018

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

1. ATTENDANCE

Present	Absent	Apologies Received
Executives and Directors		
President - Tessa Sakamoto		Treasurer – Ambreen Sulman
Secretary-Patience Fagbenro		Vice President – Jenna Mortis
Sponsorship – Gerry Lynch		Event Co-Chair- Dan Toma
Parks- Aaron Dirk		Planning & Development –Dave Spencer
Transportation – Durotolu (Tolu) Aro		
Membership – Joanna Tjia		
Safety & Security- Jessica Asuquo		
School – Marcie Hawranik		
Programs- Tatyana Sandoryan		
Government Contacts & Advisors		
Ralph Smith (on behalf of Ward Sutherland)	Kelli Taylor (on behalf of Pat Kelly)	Jason Schneider
Ben Sasges representing Sandra Jansen		
Heather MacKay - NPC		
Others		

2. Motion to Call to Order/Adoption of Agenda

Tessa called the meeting to order at 7.21pm

Amendment (if any): None

Adopted by: Tolu Aro and Seconded by Jessica Asuquo

Carried by: The House

3. Adoption of Previous Minutes

Amendment (if any): None

Adopted by: Joanna Tjia and Seconded by Tolu Aro

Carried by: The House

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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.	NIL	NIL
MLA Calgary Northwest Office – Sandra Jansen	NIL	Sandra will be moving around during this period to CA events especially stampede activities	NIL
MLA Calgary Northwest Office – Justin Kwinter	NIL	NIL	NIL
Ward 1 Councillor's Office – Ralph Smith	<ol style="list-style-type: none"> Royal Oak School:-Update on wrong cross walk side.- Done 112th Avenue:- Update on interception.-in progress as trying to reduce to 1 lane. Timeline: 1month Deposit refund with roads.-Update-Done 	<ol style="list-style-type: none"> ROADS evaluation blue section _ Time line : 2weeks A cross bar design is in plan at 888 Country Hills Boulevard Shane YMCA – Addressing signage issue. Renert School is expanding City looking into re-zoning the current industrial area around the fire station from office to a retail outlets area due to the non-commercialization of current office builds in the location. Ward is also reviewing faulty traffic light at 112th Avenue Ward is heading to Halifax Will help look into the 2 marked school sites in Royal Birch and Rocky Ridge 	NIL
CPS – RO—Cst. Cst. Jason Schneider	NIL	NIL	NIL

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City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay	NIL	2. Fire Box - Followed up on Aarons request - The fire department said they did not supply it for another CA. 3. Shed : Will be moved when the city schedules it. 4. Free community Summer programs 2018 fliers were shared during the meeting. 5. Neighbour Day – 2018 June 16 : A short write up was provided to the CA for use in our social media publicity.	NIL
Executives' Reports			
Treasurer – Ambreen Sulman	NIL	Account balances as at May 28, 2018 are provided below: Chequing account \$ 115,571.57 casino Account \$ 14,407.34 Total \$ 129,978.91 -Casino learning sessions in April/May/June	NIL
President – Tessa Sakamoto	1. Review of Business Plan will be done after completion of the Rink project 2. Budget to be for 2018 –Draft ready for circulation.	1. New communication Chair Abby has resigned due to CA activities conflict with her work. 2. Parks Chair, Aaron will be relocating in the summer 3. The meeting in June will be the last one for Tessa and the Vice President Jenna will take over as interim president by August 2018. 4. Succession planning was discussed at the meeting. All board members were encouraged to ensure there are leads and other volunteers to support in their roles as well as their leads.	NIL
Vice President – Jenna Mortis	Work in progress on researching grants for the CA	NIL	NIL
Secretary – Patience Fagbenro	NIL	All to use the Executive reporting form with the new CA logo attached to monthly meeting notice and discard the old	NIL

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		logo form. Will replace old form in cloud and re-attached new form to all members.	
Chairs' Reports			
Communications – Vacant	<ol style="list-style-type: none"> 1. A newsletter annual article plan for Directors in 2018 still pending. 2. Update on Social media strategy now there is a potential Lead Volunteer. 	NIL	NIL
Events – Dan Toma	<ol style="list-style-type: none"> 1. Parade of Garage Sales – May 25-27, 2018- all preparations done, under way 2. Family Fun Day – 26th May 2017- all preparations done, under way 3. Stampede Breakfast-July 7th, 2018 –Sponsors update required <ul style="list-style-type: none"> - submitted article and poster for newsletter - Expected – “all hands on deck” – during the month prior to event – elevated efforts to planning / preparations - 	Basketball 3 on 3 event Sept. 15, 2018- Preparatory work in progress.	NIL
Membership	NIL	<ol style="list-style-type: none"> 1. Number of members (completed registration): 350 on May 28, 2018. Most new members purchased membership because of registering for garage sales. Zeena, sponsor, also helped us to explain why they 	NIL

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		<p>pay the membership fee – for organizing events and programs for the community.</p> <ol style="list-style-type: none"> 2. Registration number from SportzSoft on May 28: <ol style="list-style-type: none"> i) Parade of Garage Sales: 51 (comparable to last year registration (53)) ii) Neighbour Day Grant: 5 3. Had a review with Hong on Babysitter Registry. She will email current babysitters and update the list. May recruit more babysitters if needed. 4. RRROCA table at Family Fun Day. Thank Erhan and Marcie to help man the table. Some people came and asked who we are. 5. Contacted Calgary West Soccer Club. They have collected some membership fee for us. They will forward a cheque and member list to us in August. Through the registration of a member-only event, I found many residents have confusion between their RA and RRROCA, or the obligated HOA fee (\$200+) and the voluntary CA fee (\$30). Need more education. Have an article for newsletter, may post some information through social media and website after stamped. 	
<p>Parks – Aaron Dirk</p>	<ol style="list-style-type: none"> 1. Volunteer-Led Summer Maintenance of RRROCA Park- Volunteers signed up, have purchased a riding mower to be delivered once shed is painted. Still need irrigation solution, funding may be an issue. 2. Sea can for sale – Have cleaned graffiti, will look for a buyer once 	<ol style="list-style-type: none"> 1. Rink Update – Currently finishing mudding/taping/interior painting. Will put up shelving (provided by volunteer) to create an efficient storage space. 2. Someone is helping the CA cut the grass at the rink site. Grateful and will like to know who. 3. Charged \$10 for adult softball. Money handed over to the president. Plan to increase it slightly next year for non-members. 	<p>NIL</p>

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	<p>the shed is completed (too much dust still being generated from sanding).</p> <p>3. Mobile Skate Park- Dates set June 13-June 27, to confirm exact dates and work with Events team to make into an event for the CA.</p>		
<p>Planning & Development - Dave Spencer</p>	<p>1. Community Park and Rink Update on eligibility for rink maintenance equipment and nets.</p> <p>2. CFEP grant : Update on application before deadline of June 1st</p> <p>3. Reserve fund estimate: Update on reserve fund estimate for the components in the park – skating rink, shed, paving etc. draft circulation due end April, 2018.</p>	<p>Sent the proposed residential development at 5 Rockcliff Heights N.W through Tolu for review at the meeting.</p>	<p>NIL</p>
<p>Program Co-Chair – Tatyana Sandoryan</p>	<p>Bold Sign –Put up again, now seeking volunteers</p>	<p>1. Season start: Soccer and baseball began on April 28, as planned; running well, only 2 game cancellations so far (tball and U6) due to weather.</p> <p>2. Cancellations: Some registration cancellations for medical and non-medical reasons – total \$480.00 needs to be approved; likely need a policy for cancellations – that is reason and amount – we've been offering full refunds for programs for medical reasons and refund less jersey cost for non-medical; membership fees not refunded.</p>	<p>1. Motion to approve \$480.00 for sports cancellation. Seconded By: Tolu Aro Carried by: ALL</p> <p>2. Motion to provide 100% refund for sports cancellations due to Medical reasons and charge</p>

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		<p>3. Balls/sponsor: Size 3 soccer balls received from sponsor (Tim Horton's) and are in process of distribution; balls are deflated – many team managers agreed to help inflate.</p> <p>4. Photos: Photos taken last week, make-up photos scheduled for May 31st; for future scheduling, a good idea to cross-reference soccer age group to baseball to ensure photos are not scheduled on same night when player might be playing in another RRROCA sport (for example U6 soccer kids play t-ball on Wednesday and soccer on Thursday); also made changes to schedule to accommodate local school event; suggestion for policy: accommodate RRROCA programs and other local event conflicts when scheduling photos.</p> <p>5. Equipment: Lots of broken equipment – 6 out of 8 large sets of nets had to be replaced. Lots of broken flag posts, missing stakes/pegs to hold the nets. Important to ensure equipment is reviewed at the end and beginning of season and to provide quick instructions to handlers. At the end of the season would like to try to arrange repair of some of the equipment. May also be getting some equipment donated. A total cost of \$689.07 for new equipment (stakes, 2 small/medium sets of nets, 7 large nets) to be approved.</p>	<p>a token for non –medical reason. Seconded by: Aaron Dirk Carried by: ALL</p> <p>3.Motion to approve \$689.07 for repair of damaged equipment Seconded By: Tolu Aro Carried by: ALL</p>
Safety & Security – Jessica Asuquo	NIL	1. Neighbourhood day (June 16) – Registration extended till 10 TH June.	NIL

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		<ul style="list-style-type: none"> - Only 5 registration to date. To give out the grant to the 2 non-board members that registered before the end of first deadline. - To use discretion to ensure grants are allocated by location size. -To encourage participants to submit receipts. - Update CA's social media and encourage participants to apply to Village brewery to get refund if they purchase alcoholic drinks as the CA's grant cannot be used to but such drinks. 	
Schools -Marcie Hawranik	<p>Updates on the following School programs:</p> <p>1. Little Leaders recognition- newsletter announcement is ongoing. Looking for more kids to profile. Latest child is from Pratt School, Olivia Seib.</p> <p>2. Pratt School- Working with one of their teachers to create a Gardening Club to maintain the RRROCA park shrubs/plants over the summer months (referred to Aaron).</p> <p>3.Job Fair: Career coaching- CPL offers excellent career coaching programs every Tuesday from 6:30-8:30pm at the Rocky Ridge YMCA. Received details on this program and will advertise this In the CA's newsletter, social media and bold sign when available.</p>	<p>1. Met with Principal from Renert School. Very keen to collaborate. Principal offered to host board meetings or events at school. They want to be greater integrated into the community.</p> <p>2. Registration of color run opens till June 8th and event is on June 20th, 2018.</p>	NIL

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	<p>4. 'Kid-preneur Marketplace:' -' Working with schools to determine an ideal date/time for this. Connected with Rocky Ridge YMCA to discuss hosting/partnership. Also exploring opportunity to hold this during Stampede Breakfast.</p>		
<p>Sponsorship -Gerry Lynch</p>	<p>NIL</p>	<p>1. Thank you letters are prepared and will be sent out to the sponsors with team photographs. Collection of sponsorship money to be completed this month. Soccer balls have been delivered by Tim Hortons. Following up on payments. 2. Stampede Breakfast : Working closely with Events team to coordinate activities. 3. Community Clean Up: This event has been rescheduled for September 23 2018. Some sponsors are in place already. Community Rink: Met with the signage contractor to clarify what the specifications and costs will be. 4. Rink Advertising- Manufacturer's interested, need to drive people traffic towards the rink to increase this.</p>	<p>NIL</p>
<p>Transportation – Durotolu (Tolu) Aro</p>	<p>See details in Ward 2's report above</p>	<p>Pace Cars:- To keep sign up but the CA is not committing more funds to bumper stickers.</p>	<p>NIL</p>
<p>Volunteers – Volunteer Lead, Steve Branter</p>	<p>Recruitment of board and lead positions –Volunteer and Communications Chairs are pending</p>	<p>Family Fun Day - May 2018 Family Fun Day: 12/12 Volunteer details shared with Royal Oak Victory Church Stampede Breakfast - July 2018 Stampede Breakfast Set Up: 5/5 Stampede Breakfast – July 2018 47/100</p>	<p>NIL</p>

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		<p>Caleb has volunteered again to provide photography at the event.</p> <p>Sent out Google form to Spring Sports Volunteers to collect numbers and shift preference. To date 30 replies.</p> <p>Waiting for number of volunteers from Scouts, Guides, churches, retirement center, schools etc to secure the volunteer numbers.</p> <p>Master Database Status 405 volunteers in database to date.</p> <p>Others</p> <ul style="list-style-type: none"> ● University of Calgary - Student Action Volunteer Initiative (SAVI) <ul style="list-style-type: none"> - Saira is willing to volunteer with us as a Treasurer Assistant beyond the original end date of April 30. - Another round of student recruitment will be Sept/Oct 2018 ● A source to look for skilled university student volunteers Serving Communities Internship Program https://www.joinscip.ca/ <ul style="list-style-type: none"> - Free for organization to post internships - max 10 internship per program year (Aug 1 – July 31) - all area, e.g. sports program organizer, coaches, IT, etc. 	

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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	Due 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	Aug-18	\$0	Moved backward to August 2018
Increase membership from 500 in 2017 or keep at not less than 450 in 2018 due to new YMCA in CA	-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/Volunteers	Sept-18	\$240 (In case of give-away events - \$20 * 12 times)	350 members completed registration as at 28 May 2018
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	Parks/Planning & Development	Apr-18	\$0	Completed on 27 April 2018 and uploaded in the CA icloud

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Website Audit	<ul style="list-style-type: none"> -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	New chair to check and confirm all chairs have completed this task.
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7. Next Meetings

25 June 2018, 7:00pm, Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 9:05pm by Joanna Tjia and Marcie Hawranik

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Tessa Sakamoto (President) Signature