

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 2018

Date: Monday, 25 June 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 |
| Event Co-Chair- Dan Toma | | Sponsorship – Gerry Lynch |
| Planning & Development –Dave Spencer | | Programs- Tatyana Sandoryan |
| Transportation – Durotolu (Tolu) Aro | | Safety & Security- Jessica Asuquo |
| Membership – Joanna Tjia | | School – Marcie Hawranik |
| Events Lead – Erhan Baykotan | | |
| Events Lead- Vincentiu Tudor | | |
| Government Contacts & Advisors | | |
| Jason Schneider - CPS | Kelli Taylor (on behalf of Pat Kelly) | |
| Heather MacKay - NPC | Ralph Smith (on behalf of Ward Sutherland) | |
| | Ben Sasges representing Sandra Jansen | |
| Others | | |
| Immanuel Nwanchukwu- Communications Lead | | |
| Bola Abe- Sponsorship Lead | | |
| Linda Nwanchukwu-Membership Lead | | |

2. Motion to Call to Order/Adoption of Agenda

Tessa called the meeting to order at 7.29pm

Amendment (if any): None

Adopted by: Tolu Aro and Seconded by Joanna Tjia

Carried by: The House

3. Adoption of Previous Minutes

Amendment (if any): None

Adopted by: Dan Toma 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 | 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. 112th Avenue:- Update on interception faulty lights.-in progress as trying to reduce to 1 lane. Timeline: 1month 2. ROADS evaluation blue section _ Time line : 2weeks 3. A cross bar design is in plan at 888 Country Hills Boulevard. 4. Shane YMCA – update on signage issue. 5. Two Marked school sites on Royal Birch and Rocky Ridge update | NIL | NIL |
| CPS – RO—Cst. Cst. Jason Schneider | NIL | <ol style="list-style-type: none"> 1. The CA has maintained its low crime statistic when compared to other communities. 2. Jail Relocation: New arrest processing in progress as the new jail ground was broken in down town recently, to be | NIL |

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| | | <p>completed in 2020. The CA can request for a town hall meeting to have more details with the City.</p> <p>3. Cannabis Day:- On Oct'18.</p> <ul style="list-style-type: none"> • CPS likely to get more CA complains on second hand smoking about neighbours who may smoke this agent. Members have a right to log a civil complains but this is not a criminal offence but a by-law issue. • All businesses must submit their applications by end of June 2018. • Work on the intoxication angle is still in progress but impaired driving will be criminally charged. | |
| <p>City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay</p> | <p>NIL</p> | <p>1. Two leaders have been provided to the CA to support with the stampede event – crafts and games bag to be collected by Dan.</p> <p>2. Rinks: All participants must wear helmet.</p> <p>3. Self- assessment tool: Tessa has filled but should circulate to all to fill individually.</p> <p>4. Supporting Vincentiu to take the Food Safety Basic course.</p> <p>5. Events team to call 311 to provide necessary police and fire station support during the stampede.</p> <p>See attached for more details.</p> <p> NPC Report - June 2018.docx</p> | <p>NIL</p> |
| Executives' Reports | | | |
| <p>Treasurer – Ambreen Sulman</p> | <p>NIL</p> | <p>1. Account balances for today Chequing \$110,356.21 Casino \$14,407.53 Total \$124,763.74</p> | <p>NIL</p> |

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| | | <p>2. Preparations for audit are underway. Will be away from July 6, goal is to get the things to the auditors before leaving</p> <p>3. Looking to get Patience as a temporary authorized signatory since Tessa is resigning this month. So in my absence cheque issuing can be done,</p> <p>4. Working on the final draft of financial policies, should have it by end of week</p> | |
| <p>President – Tessa Sakamoto</p> | <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 –Draft ready for circulation. | <ol style="list-style-type: none"> 1. This is the last meeting with the CA as president. 2. Handing over process ongoing with Jenna who has agreed to act as interim president till after the AGM in November. 3. A nomination committee needs to be set up for sourcing for volunteers who are willing to serve on the board. 4. Dan will like to move into sponsorship roles when Gerry steps down. 5. All to make use of the new social media lead. | <p>NIL</p> |
| <p>Vice President – Jenna Mortis</p> | <p>Work in progress on researching grants for the CA</p> | <p>To send a letter to the City lodging the community's concern about locating a Cannabis outlet near a Day Care centre at 500 Royal Oak drive.</p> | <p>A cannabis distributor has proposed to develop/put up an outlet at 500 Royal Oak Drive once legal. There have been concerns from community members about the proximity to a daycare. Motion to submit this concern to the city: Supported by: Tessa Sakamoto</p> |

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| | | | Seconded by: Dave Spencer Carried by: Majority |
| Secretary – Patience Fagbenro | Executive reporting form with new logo replaced in the cloud. | To provide a simple CA Event feedback form for the Board's use in giving organised events feedback to the house and sponsors. | NIL |
| 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- update on outcome 2. Family Fun Day – 26th May 2017- update on outcome 3. Stampede Breakfast-July 7th, 2018 –planning underway; most participants are known, sponsors, vendors, etc. 4. Basketball 3 on 3 event Sept. 15, 2018-Preparatory work in progress. | Tessa will send out the invitation for the stampede. | An additional \$13,500 budget required for the stampede event. Supported by: Dave Spencer Seconded by: Joanna Tjia Carried by: All |
| Membership- Joanna Tjia | NIL | <ol style="list-style-type: none"> 1. Number of members (completed registration): 351 on June 22, 2018. One more registration compared to last month. 2. Recruited Linda Nwachukwu as Membership Lead. We will work together towards 2019 RRROCA | Turn the motion into policy Motion to approve RRROCA membership is non-refundable (unless duplicated membership is purchased) |

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| | | <p>membership – printed membership card, perks, education.</p> <p>3. Will recruit more qualified adult and teen babysitters after Stampede Breakfast.</p> <p>4. Will set up member-only registration for 3-on-3 basketball tournament after Stampede Breakfast</p> | <p>Supported by: Tolu Aro Seconded By: Dave Spencer Carried by: All</p> |
| <p>Parks – Aaron Dirk</p> | <p>1. Volunteer-Led Summer Maintenance of RRROCA Park- riding mower delivery and irrigation solution, update required.</p> <p>2. Sea can for sale – Update required</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>1. Rink Update – Required.</p> | <p>NIL</p> |
| <p>Planning & Development - Dave Spencer</p> | <p>1. Community Park and Rink on eligibility for rink maintenance equipment and nets.- Notification was delayed last year, hoping to have earlier approval in order to complete the fitness equipment, shrub planting, fire pit, rink netting and other items</p> <p>2. CFEP application for funding is pending submitted before the deadline just waiting for feedback.</p> <p>3. Reserve fund estimate: Update on reserve fund estimate for the</p> | <ul style="list-style-type: none"> • Brenda is going to approach Walmart to see if we qualify for community grant, plus research other grants that may be available • Rink Sponsorship: Gerry has been working on finalizing the costs for each potential sponsor sign • Contractor warranty work – walk through happened on June 11 – a number of deficiencies are being completed, working to resolve ENMAX site rehab where they did pull box replacement last year • City circulation of permit applications: seniors and multi-family land parcels north of Royal Elm: Received several applications | <p>NIL</p> |

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| | <p>components in the park – skating rink, shed, paving etc. – to work with Ambreen to ensure submission on or before August 27, 2018</p> | <p>1. DP package for toehouse in middle site (3) RRROCA comments submitted and acknowledged 2. Minor land use changes in separate packages received and comments submitted. Major concerns are pathway connections in the central area related to the townhouse site.</p> <ul style="list-style-type: none"> • The developer of the Rock Lake Drive site (new homes facing Rock Lake but on internal roadway) met with Tolu and I, had some comments, architect submitted some sections thru the site but site grading may be a problem. • Transit oriented development site near Tuscany Station: Anthem United met with Tolu and I to discuss their investigations and concepts for due diligence prior to purchasing the property. They have informed us they have decided NOT to purchase the property. • Received emails and phone calls about the redevelopment of the central and eastern sites, keeping in contact with residents. Will continue to monitor if and when an application is distributed. | |
| <p>Program Co-Chair – Tatyana Sandoryan</p> | <p>1. Bold Sign –Put up again, still seeking volunteers. 2. Refunds: issued as approved at last meeting 3. Balls/Sponsors: Soccer balls from sponsor distributed to U4, U5 and U6 - extras left for next year will be counted and stored with remaining equipment</p> | <p>Equipment shut-down: Most of the equipment was collected on Saturday, June 23rd. Another date set for all remaining - June 26th, 2018. **If possible, would like to set up a date (hopefully with a few volunteers) to organize equipment for next year. This will be best done before cold/snow season, likely in July or early September.</p> | <p>1. Approval of payment of invoice for photos - \$3330.00 2. Approval of payment of invoice for coach clinic - \$240.00 3. Approval of payment to team manager Ron Frank for</p> |

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| | 4. Photos done and distributed | | U10 soccer equipment (flag set) - \$125.95 Supported by: Tolu Aro Seconded By: Joanna Tjia Carried by: All |
| Safety & Security – Jessica Asuquo | Neighbourhood day (June 16) – - 8 grants awarded as against 3 for last year - Government sponsored signage - General well organized | NIL | NIL |
| Schools -Marcie Hawranik | Updates on the following School programs required: 1. Little Leaders recognition- 2. Pratt School- Gardening Club to maintain the RRROCA park shrubs/plants over the summer months (referred to Aaron). 3. Job Fair: Career coaching- CPL offers excellent career coaching programs advertise in the CA's newsletter, social media and bold sign when available. 4. 'Kid-preneur Marketplace:' moving forward nicely. 5. Renert School 6. Color run event on June 20 TH , 2018. | Meeting with the events team to help them out a bit more. | NIL |
| Sponsorship -Gerry Lynch | Updates required on the following: 1. Collection of sponsorship money- due end of June 2018. | Waiting for some sponsors to fulfil their promises while others are responding nicely. | NIL |

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| | <p>2. Stampede Breakfast sponsorship 3. Community Clean Up sponsorship: event due September 23 2018. - signage contractor update on specifications and costs 4. Rink Advertising by Manufacturers: plan to drive people traffic towards the rink.</p> | | |
| <p>Transportation – Durotolu (Tolu) Aro</p> | <p>NIL</p> | <ul style="list-style-type: none"> - Some updates in planning and development report above - Attended the Police Dinner o behalf of the CA. Very insightful meeting. - No positive feedback on the speed differences around the new YMCA road as it would seem this was done to make up for a design deficiency. | <p>NIL</p> |
| <p>Volunteers – Volunteer Lead, Steve Branter</p> | <p>1) Recruitment of board and lead position - candidates for Communication Chair and Volunteer Chair – pending 2) Recruitment of skilled university internship students Serving Communities Internship Program https://www.joinscip.ca/ - Free for organization to post internships</p> | <p>1. Recruitment of Sponsorship Lead/Co-chair, Treasurer Lead, Newsletter Lead, Parks Chair, Communications Chair and Volunteer Chair are in progress. 2. Stampede Breakfast Volunteer Sign Up</p> <ul style="list-style-type: none"> • Stampede Breakfast Set Up - July 6, 2018 (Friday 12:30-3:30) Stampede Breakfast Set Up: 5 • Stampede Breakfast – July 7, 2018 (Saturday) Shift 1 (6:30-9:30): 41 Shift 2 (9:15-12:15): 42 • Photographers Nick Blakeney: 8:00-9:00 Caleb Scholes: 8:00-11:00 | <p>Turn the motion to policy: Motion to approve collecting volunteer deposit during spring sports program registration. Volunteer deposit will be refunded after volunteer commitment is fulfilled.</p> <p>Supported by: Dan Toma Seconded By: Tolu Aro Carried by: - ALL</p> |

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| | <ul style="list-style-type: none"> - max 10 internship per program year (Aug 1 – July 31) - all area, e.g. sports program organizer, coaches, IT, etc. - Tessa to log into the site and advice the chairs of Events, Program, Parks and Fund Raising activities to upload Job description for supports interneers. <p>Please send job descriptions by July 15 to post the internship in August.</p> <p>University of Calgary - Student Action Volunteer Initiative (SAVI)- Note another round of recruitment will be in Sept/Oct 2018</p> | <p>3. Area Lead – need 2 more Thanks to all who have committed!!!</p> <p>4. Steve will continue contacting our volunteers and send out reminders.</p> <p>5. Master Database Status 405 volunteers in database to date.</p> <p>6. Volunteer participation rate: 83/100=83%</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 | Due April |

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|---|---|-----------------------------------|---------|---|---|
| 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) | 351 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 |
| 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/ Page Owner | Mar-18 | \$0 | New chair to check and confirm all chairs have completed this task. |

7. Next Meetings

27 August 2018, 7:00pm, Royal Vista Multi Use Facility.

Dave Spencer thanked Tessa on behalf of the CA for her vibrant leadership role and services to the CA during her tenure and wish her well as she steps down as president of the CA.

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Meeting was moved for adjournment at 9:07pm by Tolu Aro and Dan Toma

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Tessa Sakamoto (President) Signature