

**Rocky Ridge Royal Oak Community Association**

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

**Date: Monday, 27 AUGUST 2018**

**Venue: Boardroom, Royal Vista Multi-Service Facility**

**Time: 7:00 pm**

**1. ATTENDANCE**

Present	Absent	Apologies Received
<b>Directors and Chairs</b>		
President – Jenna Mortis	Programs- Tatyana Sandoryan	Safety & Security- Jessica Asuquo
Secretary-Patience Fagbenro	School – Marcie Hawranik	Event Co-Chair- Dan Toma
Planning & Development –Dave Spencer		Sponsorship – Gerry Lynch
Transportation – Durotolu (Tolu) Aro		Treasurer – Ambreen Sulman
Membership – Joanna Tjia		
Events Lead – Erhan Baykotan		
Events Lead- Vincentiu Tudor		
<b>Government Contacts &amp; Advisors</b>		
	Kelli Taylor (on behalf of Pat Kelly)	Heather MacKay - NPC
	Jason Schneider - CPS	Ralph Smith (on behalf of Ward Sutherland)
	Ben Sasges representing Sandra Jansen	
<b>Others</b>		
Immanuel Nwanchukwu- Communications Lead		

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

Jenna called the meeting to order at 7.26pm

Amendment (if any): To replace Aaron with Kris under Parks.

Adopted by: Tolu Aro and Seconded by Dave Spencer

Carried by: The House

**3. Adoption of Previous Minutes**

Amendment (if any): None

Adopted by: Joanna Tjia and Seconded by Dave Spencer

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
<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>112th Avenue</b>:- Update on interception faulty lights.-in progress as trying to reduce to 1 lane. Timeline: 1month</li> <li>2. <b>ROADS evaluation blue section</b> _ Time line : 2weeks</li> <li>3. A cross bar design is in plan at <b>888 Country Hills Boulevard.</b></li> <li>4. <b>Shane YMCA</b> – update on signage issue.</li> <li>5. Two <b>Marked school sites</b> on Royal Birch and Rocky Ridge update</li> </ol>	NIL	NIL
<b>CPS – RO—Cst. Cst. Jason Schneider</b>	NIL	NIL	NIL

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<p><b>City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay</b></p>	<p>NIL</p>	<p>1.. <b>Society's annual Return:</b> need a copy of what was sent from the Treasurer</p> <p>2. <b>Ball Hockey Program:</b> fall ball hockey request to RRROCA starting with site check from the week of September 17, and go through October, as long as weather permits.</p> <p>3. <b>Board of Directors leaving</b> – succession plan: Tessa and I have met and if :</p> <p>- Parks Lead: with Aaron moving to the Yukon Chris will be in touch with me for any Parks related issues. I will meet him after the long week-end.</p> <p>-I will be asking Parks if it is possible that they install the fitness equipment. I will get back to the board as soon as I know anything.</p> <p>4. There has been cougar sightings in RRRO and information was forwarded.</p> <p>For important dates and more information on NPC activities see attached report.</p> <p style="text-align: center;">             NPC Report - August 2018.docx         </p>	<p>NIL</p>
<b>Executives' Reports</b>			
<p><b>Treasurer – Ambreen Sulman</b></p>	<p>1. Casino learning sessions in April/May/June-Update required 2. Audit update required</p>	<p>Account balances update required by next meeting.</p>	<p>NIL</p>

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	3. Working on the final draft of financial policies, should have it by end of week in June -Update required 4. Patience registered as a temporary signature to the account following the President's resignation- <b>DONE</b>		
<b>President – Jenna Mortis</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>Budget to be for 2018</b> –Draft ready for circulation.</li> </ol>	<ol style="list-style-type: none"> <li>Handing over from the former president to Jenna has been completed during the month.</li> <li>City has rejected the application for the proposed Cannabis store at 500 Royal Oak drive due to proximity to a Day Care centre.</li> <li>All to complete the online self-assessment survey as deadline is August 31, 2018. All new Board members must sign the conflict of interest form.</li> <li>All to help in the search for potential portfolio chairs in the light of recent and future vacant roles.</li> </ol>	NIL
<b>Vice President – Vacant</b>	Continue work on researching grants for the CA	NIL	NIL
<b>Secretary – Patience Fagbenro</b>	A simple CA Event feedback form developed and circulated for the Board's use in giving organised events feedback to the house and sponsors.- <b>DONE and saved in the CA's icloud</b>	<ol style="list-style-type: none"> <li>To create a Compliance folder in the CA's icloud for all to visit and use for new board directors/Chair onboarding training.</li> <li>To include all 3 Events leads in minutes and general email circulations.</li> </ol>	NIL
<b>Chairs' Reports</b>			
<b>Communications – Vacant</b>	<ol style="list-style-type: none"> <li><b>A newsletter annual</b> article plan for Directors in 2018 still pending.</li> </ol>	<ol style="list-style-type: none"> <li>Immanuel to confirm by next meeting if he can take up the Chair of this portfolio as currently working with Jenna.</li> </ol>	NIL

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	2. Update on Social media strategy now there is a potential Lead Volunteer.		
<b>Events – Dan Toma/ Erhan Baykotan/ Vincentiu Tudor</b>	<ol style="list-style-type: none"> <li>1. <b>Parade of Garage Sales – May 25-27, 2018</b>-good but 3 complaints about fee being too high.</li> <li>2. <b>Family Fun Day – 26<sup>th</sup> May</b> was also well organized.</li> <li>3. <b>Stampede Breakfast-July 7th, 2018</b> –Was a huge success. Thanks to all for their contributions.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Basketball 3 on 3 event Sept. 15, 2018</b>-Preparatory work in progress.               <ul style="list-style-type: none"> <li>- Poster ready and being distributed- targeting schools early September.</li> <li>- City gave the CA \$1,500 for the event.</li> <li>- Working on renting hot air balloons</li> <li>- Major challenge is getting teams for the event and following suggestions were made in the house:                   <ol style="list-style-type: none"> <li>i. Increase notices via use of email</li> <li>ii. Update signage board</li> <li>iii. May need to move the event earlier for next year e.g June or August since students are on holiday during this period.</li> <li>iv. Work with Heather to support with team recruitment as she did last year.                       <ul style="list-style-type: none"> <li>- Need at least 2 Volunteers and one of the event leads will act as the MC for the occasion.</li> <li>- Sandra Jansen will be attending.</li> <li>-</li> </ul> </li> </ol> </li> </ul> </li> <li>2. <b>2019 Stampede Breakfast Event:</b> CA to review duration of the event and need to give registered members a special treat on that day.</li> <li>3. <b>Community Clean-Up Event:</b> Now holding on 23 September, 2018.</li> </ol>	NIL

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		<ul style="list-style-type: none"> <li>- Starbucks will sponsor coffee but the CA will provide the volunteers to serve.</li> <li>- To see if the Boys Scout will support as Volunteers as they usually do.</li> <li>- No paper shredding at this event due to logistics issues.</li> </ul>	
<p><b>Membership- Joanna Tjia</b></p>	<p>NIL</p>	<ol style="list-style-type: none"> <li>1. <b>Number of members (completed registration):</b> 354 on Aug 22, 2018. Three more registrations compared to June 22, 2018.</li> <li>2. Have set up member-only <b>registration for 3-on-3 basketball tournament.</b></li> <li>3. We are working on improving the values of membership and promoting membership sales. Values of membership:               <ol style="list-style-type: none"> <li>i. <u>Bi-monthly or monthly membership emails</u> – Linda is working with Immanuel to keep members updated of events, services and news in the community.</li> <li>ii. <u>Babysitting registry</u> Recruiting more qualified adult and teen babysitters to enlarge the babysitter database. We have 12 babysitters in our registry and about 40 members accessing the registry.</li> <li>iii. <u>Considering events that providing privilege for members</u> For examples, Citadel CA charges a \$5 to non-members and provides free breakfast to CA members. Sherwood CA also has a BBQ event that charges \$5 to non-members, but free to their members.</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Motion to approve an early-bird fee \$25 for RRROCA membership 2019 from Oct 1<sup>st</sup>-Dec 31<sup>st</sup>, 2018. The regular membership fee \$30 will start on Jan 1<sup>st</sup> 2019 till the end of the year.</b>  <i>Approved by: Tolu Aro Secoded by: Vincentiu Tudor Carried by All</i></li> <li>2. <b>Motion to refund \$370 to eligible board members and committees who are eligible to register their children for one sports program for free by late October.</b>  <i>Approved by: Dave Spencer Secoded by: Tolu Aro Carried by All</i></li> </ol>

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		iv. <u>Looking for vendors who can provide discounts for members</u> 4. Contacting SportzSoft regarding membership card – they are working if it can become a product in Fall.	
<b>Parks Lead- Kris Kasper</b>	<b>1. Volunteer-Led Summer Maintenance of RRROCA Park-</b> riding mower delivery and irrigation solution, update required. <b>2. Sea can for sale</b> – Update required <b>3. Mobile Skate Park-</b> Dates set June 13-June 27-update required.	Heather will be working very closely with the Park Lead in the absence of a Chair.	NIL
<b>Planning &amp; Development - Dave Spencer</b>	<b>1. Community Park and Rink Update</b> <b>a. CFEP application for funding is pending</b>  - 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	1. Brenda had to withdraw from the fundraising role due to new work commitments.  <b>2. Rink Maintenance Update:</b> - Met with sign manufacturer (Process Colour), details need to be finalized for pricing of individual sponsor signs, plus sample artwork. Continuing coordination with Gerry - Most of the park warranty and ENMAX restoration work is complete. Recommend to the board to release remaining budget of about \$14,000 to cover last invoices. Ongoing electricity bills need to be paid out of this for the time being. - The fitness equipment installation is a priority, since Wilco will not store the equipment much past the end of August. -- - Aaron submitted a grant request to Walmart for \$12,000 and hopefully we can get the equipment installed with this, plus the CFEP grant notification should be received by end of August, and we will have casino funds perhaps late November which should be used for reserve fund, rink	NIL

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	<p>site rehab where they did pull box replacement last year</p> <p><b>2. City circulation of permit applications:</b> - <b>seniors and multi-family land parcels north of Royal Elm:</b> Received several applications 1. DP package for townhouse 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> <p>The developer of the <b>Rock Lake Drive site</b> (new homes facing Rock Lake but on internal roadway) met with Tolu and I, we had some comments, architect submitted some sections thru the site but I think the site grading is a problem</p> <p><b>Transit oriented development site near Tuscany Station:</b> 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</p>	<p>maintenance, equipment, remaining shrub planting, irrigation, pleasure skating boards and other items. - We are being reimbursed \$1500 from Primary (electrical contractor for landscape restoration).</p> <p><b>3. Reserve Fund Estimate:</b> I will have a draft before the next meeting- <i>shared at the meeting. Ambreen to review and get back to the house before next meeting. It needs to be in budget moving forward.</i></p> <p><b>4. Royal Elm Proposed development:</b> Land use amendment sign is up at the corner of Rocky Ridge Road, City Planning say they are working to resolve our issues in the townhouse parcel application comments Nothing new, no DP application so far</p> <p><b>5. TOD land is still for sale</b></p> <p>Submitted comments/request that more naturalized landscape be provide, more bike racks, design issues around public sidewalk driveway crossing, and improvement to back or building architectural elevations. Comments submitted Aug 7, minor issues only</p>	



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	<p>have decided NOT to purchase the property</p> <p><b>New Development Permit Applications request for comments</b></p> <ol style="list-style-type: none"> <li>Mixed commercial development 13 Royal Vista Dr.</li> </ol> <p>Renert School Development Permit Revisions</p> <ol style="list-style-type: none"> <li><b>Reserve fund estimate:</b> Update on reserve fund estimate for the components in the park – skating rink, shed, paving etc. first draft circulated on 8 August 2018</li> </ol>		
<b>Program Co-Chair – Tatyana Sandoryan</b>	<ol style="list-style-type: none"> <li><b>Bold Sign</b> –Put up again, still seeking volunteers.</li> <li><b>Equipment shut-down:</b> 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.- Update required</li> </ol>	NIL	NIL
<b>Safety &amp; Security – Jessica Asuquo</b>	NIL	NIL	NIL

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<b>Schools -Marcie Hawranik</b>	1. 'Kid-preneur Marketplace:' -No new update 2. <b>Renert School-</b> No new updates 3. <b>Color run event</b> on June 20 <sup>TH</sup> , 2018.- Update required.	<ul style="list-style-type: none"> <li>• <b>Little Leaders recognition</b> program in newsletter is ongoing.</li> <li>• <b>Pratt School:</b> Will revisit the creation of a Gardening Club to maintain the RRROCA park shrubs/plants over fall/summer/spring months.</li> </ul>	NIL
<b>Sponsorship -Gerry Lynch</b>	Updates required on the following: 1. <b>Collection of sponsorship money-</b> due end of June 2018.- Outstanding sponsorship money to be followed and collected 2. <b>Stampede Breakfast sponsorship-</b> Thank you letters have been sent out to sponsors. Collection of sponsorship money to be finalised 3. <b>Rink Advertising by Manufacturers:</b> plan to drive people traffic towards the rink.- Update in Dave's report above.	1. <b>Community Clean Up:</b> Communicating with sponsors and event lead to have everything in place. -- signage contractor update on specifications and costs 2. <b>3 on 3 Basketball Event:</b> Communicating with sponsors and event lead to have everything in place. Biggest challenge will be to register enough teams.  3. <b>Community Rink:</b> Finally have a presentation pack ready to visit and show sponsors. Thanks to Dave Spencer for his assistance.	NIL
<b>Transportation – Durotolu (Tolu) Aro</b>	NIL	<ul style="list-style-type: none"> <li>- Responded to complain on parking and speeding at cross walk.</li> <li>- Ramp at Royal Oak poorly done and will take it up with the City</li> <li>- Will look into speeding at the playground slow down sign near the park/play ground again.</li> </ul>	NIL
<b>Volunteers –</b> Volunteer Lead, Steve Branter /Membership Chair Joanna Tjia	1) <b>Recruitment of board and lead position –</b> President, Vice-President, Sponsorship Lead/Co-chair, Treasurer Lead (one interested candidate found), Newsletter Lead, Parks	<ul style="list-style-type: none"> <li>• <b>3 on 3 basketball tournament</b> <ol style="list-style-type: none"> <li>1. No volunteers from the Sports programs</li> <li>2. Contacted Nick and Caleb regarding availability for photography.</li> </ol> </li> <li>• <b>September Clean Up</b></li> </ul>	NIL

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	<p>Chair, Communications Chair, Volunteer Chair, Programs Chair, Events Chair.</p> <p>2) <b>Recruitment of skilled university internship students – Tessa has finished the Organization Registration. Waiting for the next step from SCIP.</b></p> <p>Serving Communities Internship Program  <a href="https://www.joinscip.ca/">https://www.joinscip.ca/</a></p> <ul style="list-style-type: none"> <li>- Free for organization to post internships</li> <li>- max 10 internship per program year (Aug 1 – July 31)</li> </ul> <p>all area, e.g. sports program organizer, coaches, IT, etc.</p>	<ol style="list-style-type: none"> <li>1. Presently have 3 volunteers from the Sports programs. Waiting on response from 242 Scouts</li> <li>2. Contacted Nick and Caleb regarding availability for photography</li> </ol> <ul style="list-style-type: none"> <li>• <b>Steve will contact our volunteers and send out reminders prior to the events.</b></li> </ul> <p><b>Master Database Status</b>405 volunteers in database to date.</p> <ul style="list-style-type: none"> <li>• Joanna is stepping down from Interim Volunteers Chair starting September 2018. For all the inquiry regarding volunteers, please email directly to Steve at <a href="mailto:volunteerlead@rrroca.org">volunteerlead@rrroca.org</a>. Board and committees inquiry will be forwarded to corresponding board members if possible.</li> </ul>	

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	Due April- <b>Overdue to advice on new timeline</b>

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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	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	<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/Volunteers	Sept-18	\$240 (In case of give-away events - \$20 * 12 times)	354 members completed registration as at 26 August 2018 – due by <b>November 2018</b>
<b>Rink-</b> Development of life cycle plan	<ul style="list-style-type: none"> <li>- Create <b>a budget</b> 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 <b>operational plan</b> 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> </ul>	Parks/Planning & Development	Apr-18	\$0	<b>Completed on 27 April 2018 and uploaded in the CA icloud</b>
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>	Communications Chair/Page	Mar-18	\$0	Immanuel to review and confirm all chairs have completed this task. (Jenna to help grant access)– <b>September 2018.</b>

#### 7. Next Meetings

24 September 2018, 7:00pm, Royal Vista Multi Use Facility.

**Rocky Ridge Royal Oak Community Association**

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Meeting was moved for adjournment at 8:35pm by Dave Spencer and Tolu Aro.

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

Reviewed & Approved by Jenna Mortis (President)                      Signature .....