

**Rocky Ridge Royal Oak Community Association**

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

**Date: Monday, 24 SEPTEMBER 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	Membership – Joanna Tjia
Secretary-Patience Fagbenro	School – Marcie Hawranik	
Planning & Development –Dave Spencer	Events Lead- Erhan Baykotan	
Transportation – Durotolu (Tolu) Aro		
Treasurer – Ambreen Sulman		
Events Lead – Vincentiu Tudor		
Sponsorship – Gerry Lynch		
Safety & Security- Jessica Asuquo		
Event Co-Chair- Dan Toma		
<b>Government Contacts &amp; Advisors</b>		
Heather MacKay - NPC	Kelli Taylor (on behalf of Pat Kelly)	
Ralph Smith (on behalf of Ward Sutherland	Jason Schneider - CPS	
	Ben Sasges representing Sandra Jansen	
<b>Others</b>		
Immanuel Nwanchukwu- Communications Lead		
Bola Abe – Sponsorship Lead		

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

Jenna called the meeting to order at 7.04pm

Amendment (if any): None

Adopted by: Ambreen Sulman and Seconded by Tolu Aro

Carried by: The House

**3. Adoption of Previous Minutes**

Amendment (if any): None

Adopted by: Gerry Lynch 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
<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>	<p>1. <b>112th Avenue</b>:-interception faulty lights-changed to correct this as a cost reduction initiative.</p> <p>2. ROADS evaluation <b>blue section _ DONE</b></p> <p>3. A cross bar design is in plan at <b>888 Country Hills Boulevard</b>.- Will get back to the CA on this</p> <p>4. <b>Shane YMCA</b> – update on signage issue- City says road speeds go as they are.</p> <p>5. Two <b>Marked school sites</b> on Royal Birch and Rocky Ridge - Tolu will finalize where signs should be and get back to the council.</p>	<p>1. Review on <b>speed limits for residential</b> review still ongoing as this may not necessarily reduce number of collisions but impact of such collisions.</p> <p>2. City <b>Olympics</b> vote due on 13<sup>th</sup> November 2018</p> <p>3. <b>Cannabis store approvals</b>: some rejects are being appealed including the one at the Royal Oak plaza. An open session is due in Jan 22, 2019. The CA will need to get community members' feedback on this through all our social media- <b>Jenna to handle with the communications team.</b></p>	NIL

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CPS – RO—Cst. Cst. Jason Schneider	NIL	NIL	NIL
City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay	<p><b>Board of Directors leaving -</b> succession plan:- Update required on meeting with the Parks Lead on possibility of installing the fitness equipment- <b>see update 1</b></p>	<p>1. Partnership Agreement signed for with the CA on Programs. More activities expected at the CA rink on Tuesdays from Sept 18 to Oct 23, 2018 between 3.15 to 5pm.            2. Energizing Spaces Deadline September 30<sup>th</sup>            3. Meet the Funders Workshop – Took place on 20 September, 2018. Will provide updates to the CA at next meeting.            4. New public Art Commission at Shane YMCA to be installed in the fall and unveiled by spring. CA to help put poster or notice on facebook or website.            5. New grants ideas in the work will share details with the Treasurer as soon as received.            6. New tools and resources to support the CA in the works            For more details on Federation workshops and other items see attached.</p> <p>            NPC Report - September 2018.do</p> <p>7. Apologies for being late to the community cleaning exercise.            8. Grand Opening of Tuscany Fire Hall station on 29 Sept, 2018, 10am to 12pm. The CA is welcomed to attend.</p>	NIL
Executives' Reports			
Treasurer – Ambreen Sulman	<p>1. Casino learning sessions in April/May/June-Update required            2. Audit update required</p>	<p>Account balances update:            Chequing Account - \$ 90,454.24            Casino Account - \$ 14,408.09</p>	NIL

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	3. Working on the final draft of financial policies, should have it by end of week in June -Update required	<p><u>Total = \$ 104,862.33</u></p> <p>2. Audit report will be ready before the AGM.            3. Parks budget has been exhausted.            4. Financial policies will be ready for review next week, will work with Heather to finalize this before the AGM.</p>	
<b>President – Jenna Mortis</b>	<ol style="list-style-type: none"> <li>1. Review of <b>Business Plan</b> will be done after completion of the Rink project</li> <li>2. <b>Budget to be for 2018</b> –Draft ready for circulation –Jenna to check handing over note from Tessa as this should have been completed</li> <li>3. All to complete the online <b>self-assessment survey</b> as deadline is August 31, 2018. –Done by 4 Chairs/Executives only</li> <li>4. All new Board members must sign the conflict of interest form.- <b>Copy to be provided for the compliance folder.</b></li> <li>5. All to help in <b>the search for potential portfolio chairs</b> in the light of recent and future vacant roles.</li> </ol>	<ol style="list-style-type: none"> <li>1. No update on the bylaw submitted to the government yet.</li> <li>2. This will be her last meeting but will be supporting through emails until a President is engaged.</li> <li>3. Need to have Co-Chairs for all positions.</li> <li>4. Will check on Marcie and Tatyana as not been at 2-3 meetings consecutively.</li> </ol>	NIL
<b>Vice President – Vacant</b>	Continue work on researching grants for the CA	NIL	NIL
<b>Secretary – Patience Fagbenro</b>	1. To create a Compliance folder in the CA's icloud for all to visit and use for	1. Heather to support the CA in preparing for the AGM e.g. preparation of the script while the Secretary gets other	NIL

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	<p>new board directors/Chair onboarding training. -<b>DONE</b></p> <p>2. To include all 3 Events leads in minutes and general email circulations.- <b>DONE</b></p>	<p>items such as Proxy form ready and Jenna will help ensure notices are circulated by <b>first week of October</b> since date has been fixed for 26 Nov 2018.</p> <p>2. The Self-Assessment survey seems to show we need a volunteer to drive and handle compliance processes for the CA.- <b>Heather will review results, identify gaps and support the CA in closing them.</b></p>	
<b>Chairs' Reports</b>			
<b>Communications – Immanuel Nwanchuku</b>	<ol style="list-style-type: none"> <li><b>A newsletter annual</b> article plan for Directors in 2018 still pending.</li> <li>Update on Social media strategy now there is a potential Lead Volunteer.</li> </ol>	<ol style="list-style-type: none"> <li>Immanuel to has confirmed can support this role on an interim basis for now.</li> <li><b>Website Audit:-</b> In progress all to respond to review email by this week Friday so this can completed in October 2018.</li> </ol>	NIL
<b>Events – Dan Toma/ Erhan Baykotan/ Vincentiu Tudor</b>	<p><b>Basketball 3 on 3 event Sept. 15, 2018-</b> Cancelled as only 1 team registered and weather did not permit.</p> <p>-To write to the City on the CA \$1,500 for the event.</p> <p>-Update on the survey outcome on reason for members non-registration.</p> <p>-Evet to be moved to June next year.</p> <p>- Ordered bold signs and sandwich panels. Cost is submitted to Treasurer by Lorne.</p>	<ol style="list-style-type: none"> <li><b>Cleanup event Sept.23 , 2018-</b> Update required</li> <li><b>Movie Night – December 15, 2018.</b></li> <li>To look at the possibility of organizing a community event at the Rink soon.</li> <li>Dan is leaving at end of the year.</li> </ol>	NIL
<b>Membership- Joanna Tjia</b>	NIL	<ol style="list-style-type: none"> <li>Number of members (completed registration): 356 on Sept 22, 2018. Two more registrations compared</li> </ol>	NIL

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		<p>to Aug 22, 2018. These two registrations will be extended to 2019 Dec 31.</p> <ol style="list-style-type: none"> <li>2. Early bird rate of \$25 from Oct 1-Dec 31, 2018 for 2019 membership. Mentioned in Newsletter.</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. <b>A survey about the why people not interested to register in 3 on 3 basketball – results sent to president's email</b></li> <li>ii. <u>Babysitting registry</u> Recruiting more qualified adult and teen babysitters to enlarge the babysitter database. We have 18 babysitters in our registry and a about 50 members accessing the registry.</li> <li>iii. <u>Looking for Events that providing privilege for members</u> <b>Alyssa Berry contacted us to offer Free tickets: Two tickets for each board member for each show; 2 sets of 4 tix as giveaways to CA members; discount to CA members</b> Location: BMO theatre at Shane Homes YMCA 1) Freddie in the Neighborhood (family friendly puppet show) -</li> </ol> </li> </ol>	

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		<p>Date: Oct 20 (11 am), Oct 20 (2 pm), Oct 21 (11 am)            2) The Nutcracker (in a nutshell) – 45 min (30 min ballet &amp; 15 min workshop)            Date: Dec 14-16 (10:30 am &amp; 12:30 pm)  <a href="https://www.ymcacalgary.org/arts/">https://www.ymcacalgary.org/arts/</a>            iv. <u>Looking for vendors who can provide discounts for members</u></p> <p>4. Refunded eligible board and committee members for Spring Sports Perks.            Waiting for the member list and the cheque from Calgary West Soccer Club; SportzSoft update on membership card product.</p>	
<p><b>Parks Lead- Kris Kasper</b></p>	<p><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.</p>	<p>Heather is working with the Park Lead .</p>	<p>NIL</p>
<p><b>Planning &amp; Development - Dave Spencer</b></p>	<p><b>1. Community Park and Rink Update</b>  <b>a. CFEP application for funding-</b> received city letter stating approval is for March 2019 (\$125,000.00)            - Brenda is going to approach Walmart to see if we qualify for community grant, plus research other grants that</p>	<p>1 Dialogue with Honourable Minister Shannon Phillips who is the Minister of Environment and Parks. She will be presenting at the Federation of Calgary Communities this upcoming <b>Tuesday, at 6:30 PM.</b>- Meeting attended. A program available to cover 30% of CA's energy requirement following a free audit. Will review and get back to the CA.  <b>2. Reserve Fund Estimate: Ambreen to review and finalize by October 2018. It needs to be in budget moving forward.</b></p>	<p>NIL</p>

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	<p>may be available- Still waiting for feedback</p> <p>-Contractor warranty work- ENMAX site resolution.</p> <p><b>-Rink Updates: Inspection</b> of permanent structure due for development permit- will make arrangement to avoid late inspection fees.</p> <p><b>2. City circulation of New Development Permit Applications request for comments-</b> None of concern</p>	<p><b>Heather</b> to help check if this fund needs a separate account or just a separate line in the CA's account statement.</p> <p><b>3. Heather will support with Rink life cycle report-</b> so the CA can access 75% of expenses grant from the city.</p>	
<b>Program Co-Chair – Tatyana Sandoryan</b>	<p><b>1. Bold Sign</b> –Put up again, still seeking volunteers.</p> <p><b>2. 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</p>	NIL	NIL
<b>Safety &amp; Security – Jessica Asuquo</b>	All have been paid for hosting neighbourhood block party	NIL	NIL



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<b>Schools -Marcie Hawranik</b>	<b>Updates on the following programmes if any:</b>  1. 'Kid-preneur Marketplace.' 2. Renert School 3. <b>Color run event</b> on June 20 <sup>TH</sup> , 2018. 4. <b>Little Leaders recognition</b> 5. <b>Pratt School:</b> - the creation of a Gardening Club to maintain the RRROCA park shrubs/plants over fall/summer/spring months.	NIL	NIL
<b>Sponsorship -Gerry Lynch</b>	Updates on the following: 1. <b>Collection of sponsorship money-</b> most outstanding sponsorship money collected to be concluded in October.  2. <b>Community Rink:</b> Last quarter of the year will be spent looking for sponsors. - <b>Rink Advertising by Manufacturers:</b> plan to drive people traffic towards the rink.  3. <b>Community Clean Up:</b> All sponsors in place. Well done to Vincent, Volunteers and London Drugs for their hard work - signage contractor update on specifications and costs	<b>Website Audit-</b> Review in progress  Will be leaving the CA soon.	NIL
<b>Transportation – Durotolu (Tolu) Aro</b>	Updates on the following required- See Ward representative update above	NIL	NIL

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<p><b>Volunteers –</b> Volunteer Lead, Steve Branter /Membership Chair Joanna Tjia</p>	<p>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 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> 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>	<ul style="list-style-type: none"> <li>• <b>3 on 3 basketball tournament</b> <ol style="list-style-type: none"> <li>1. Cancelled due to low participation</li> <li>2. We may add this to the sports program volunteer opportunities for 2019</li> </ol> </li> <li>• <b>September Clean Up</b> <ol style="list-style-type: none"> <li>1. At present 2 volunteers from the Sports programs.</li> <li>2. 242 Scouts / Cubs still have to confirm final numbers but at present looking like 16 cubs, 6 scouts, 5-6 adult leaders. They hope to split into shifts.</li> <li>3. Note Caleb is not available for photography at this event</li> </ol> </li> <li>• <b>Master Database Status</b> 405 volunteers in database to date.</li> <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>	<p>NIL</p>

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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- Jenna to look into this</b>
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	To be completed in October 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)	356 members completed registration as at 24 September 2018 – due <b>by November 2018</b>
<b>Rink-</b> Development of life cycle plan	- Create a <b>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 & operation -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	Parks/Planning & Development	Apr-18	\$0	<b>Completed on 27 April 2018 and uploaded in the CA icloud</b>

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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/ Page	Mar-18	\$0	<p>Immanuel to review and confirm all chairs have completed this task. (Jenna to help grant access)– <b>October 2018.</b></p>
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**7. Next Meetings**

22 October 2018, 7:00pm, Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 8:24pm by Dave Spencer and Dan Toma.

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

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