

PLEASE NOTE THE MINUTE WILL BE APPROVED AT THE 2018 AGM MEETING



## **MINUTES OF SECOND MEETING OF THE ANNUAL GENERAL MEETING 2017**

**Date: 27<sup>th</sup> November, 2017**

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

**16 Royal Vista Way NW Calgary, Ab**

**Time: 6.30pm**

### **ATTENDANCE**

**Directors Present: Tessa Sakamoto (Chair), Ali Oonwala, Paul Watson, Patience Fagbenro, Joanna Tjia, Durotolu Aro, Jessica Asuquo, Jenna Mortis, Ambreen Sulman, Dan Toma, Kate Millar, Rachel Lee, , Marcie Hawranik,**

**Guests Present by Invitation: Ralph Smith (Councilor Ward 1), Kelli Taylor (MP Calgary Rocky Ridge), Cst. Jason Schneider (CRO – RR)**

**Other Guests: Matt Atkinson, Don McKinnon, Andrew Baker, David Roach, Greg Thomas, Elena Spronk, Bola Abe**

Meeting called to order at 7.00pm instead of 6:30pm in order to form a quorum. The President, Tessa Sakamoto of the Rocky Ridge Royal Oak Community Association chaired this Annual General Meeting and listed the below as the purpose of this AGM:

- Present the President's report of the year's activities;
- Present the Treasurer's report and the audited financial statements and of the Association for the preceding Fiscal Year;
- The appointment of auditors for the upcoming Fiscal Year;
- Ratification of the actions of the Board during the period following the previous Annual General Meeting
- Elect Directors and the President, as applicable
- Ratification of the revised and amended By-laws of the Association.

### **1. CONFIRMATION OF QUORUM**

- Quorum was reached, at 50 members present including 28 (2 received in email late) proxies. The meeting was duly formed for transaction of business.
- Secretary of the meeting: Patience Fagbenro
- Scrutineer of the meeting: Don McKinnon

### **2. Voting Modality: By show of hand unless a ballot is requested.**

### **3. First of three Calls for Nominations: The Chair of the AGM made the first call for nominations of members that would like to have their name put forward for election to the board. No nomination was made at this point.**

4. **CONFIRMATION OF THE 2017 AGM MINUTES:** - One correction on omission of the name of Director for Safety & Security, Jessica Asuquo in attendance list.

<b>MOTION:</b>	<b>Jenna Mortis</b>
<b>SECONDED:</b>	<b>Joanna Tjia</b>
<b>CARRIED:</b>	<b>To adopt the AGM minutes 2016</b>

5. **Second of three Calls for Nomination:** The Chair of the AGM made the second call for nominations of members that would like to have their name put forward for election to the board. No nomination was made at this point.

6. **Reports**

**PRESIDENT – Tessa Sakamoto**

- We ran or partnered on multiple successful events including the Easter Egg Hunt, Family Fun Day/Parade of Garage Sales, Stampede Breakfast, and our Canada 150 Celebration/Ribbon Cutting Ceremony to name a few.
- Through the efforts of our Sponsorship team, we have continued to build relationships with businesses in the community. We look forward to continuing to build on these relationships as our events and programming depend on the support and generous spirit of our business neighbours. Our Sponsorship Chair is also completing a sponsorship package for a streamlined and organized way to approach new and current sponsors.
- This year, we focused on starting to explore new ways to build our membership base. One way was to provide perks for members, like a listing in the Parade of Garage Sales. We will continue to explore this through our next year.
- The Safety of our community is something that we pride ourselves on. This year, we provided grants for Neighbour Day where residents could host their own block parties.
- With the opening of the new middle school in our community, our Schools portfolio is now taking on a bigger role and has made the schools aware of our presence and willingness to work together.
- Our transportation portfolio has been active this year, continuing to refine and find solutions for problem areas in the community. With the realignment of Wards, and RRROCA now falling completely under Ward 1, our committee will work with the councillor on areas of Royal Oak that require attention. We are also aware of and will be evaluating a Traffic Impact Assessment for a development at the LRT station.
- Another major success this year for the CA has come from our volunteer team – we have filled many positions within our Board, which has helped us operate more successfully. We can always use more help, and our volunteer team can be depended on the actively recruit and fill positions within the CA. We are currently on the hunt for a few positions, namely Events Chair and Communications Chair, both of which are essential in the success of our CA.
- Our Sports program saw over 400 kids hit the field last spring. We look forward to running our program next year and growing with a goal of 450 players. We are also exploring other avenues for programming, but finding this to be a challenge with a lack of facilities and demand due to the healthy competition in and around our community.
- Our Communications team has done a great job of providing reliable information to our residents. We have also completed our transition to the Gmail platform. There has also been great focus on signage, especially for the new community park.

- Speaking of our Community Park, we completed Phase 1 of construction, and are currently working on Phase 2. If all goes according to plan, which at this point I don't see any barriers, we should be able to make ice this winter. We are able to complete this construction, due to the hard work of our Planning and Development Committee and also from the generous funding from grants, including CFEP, Calgary Parks Foundation, The Calgary Flames Foundation, ATB, and Canada 150. We are excited to see this through and have started turning to park over to our Parks and Volunteer Committees for Operations and Maintenance.

Questions were asked when the park will be fully ready. President said this should be about end of December 2017 when hopefully the power issues with ENMAX would have been resolved. Also responses were provided by the Cst Officer present on school parking issues by parents. He advised that while they carry out routine patrol and education as well as issue tickets, parents need to improve their traffic behaviour. Residents can also complete a Traffic Service Request for traffic related complaints.

<b>MOTION:</b>	<b>Durotulo Aro</b>
<b>SECONDED:</b>	<b>Kate Millar</b>
<b>CARRIED:</b>	<b>To accept the President's Report as presented.</b>

**7. TREASURER – Paul Watson**

- Fiscal year 2017 generated a surplus of \$18,702. Total revenue generated during the year was \$68,089 comprised primarily of fees from the spring sports program, memberships and sponsorships.
- During the year the Association was awarded a \$325,000 contribution from the Western Economic Diversification Canada "Canada 150" Community Infrastructure Program towards the development of the Royal Oak Community Park with Skating Rink. This funding has now been received in full.
- Also during the year the Association hosted an Alberta Gaming and Liquor Commission "casino" event that raised \$64,720 which has been received and allocated to Phase 2 of the community park.
- Subsequent to year-end the Association was awarded \$125,000 from the Government of Alberta Community Facility Enhancement Program for use towards Phase 2 of the community park.
- Spending on the community park to date has been \$1,222,336.
- On behalf of the Association I would like to express our thanks to the Government of Canada, Government of Alberta and all of those that supported the community park project.

<b>MOTION:</b>	<b>Paul Watson</b>
<b>SECONDED:</b>	<b>Ambreen Sulman</b>
<b>CARRIED:</b>	<b>To accept the financial statements for the Rocky Ridge Royal Oak Community Association for the fiscal year end June 30, 2017 as presented by the board</b>

<b>MOTION:</b>	<b>Paul Watson</b>
<b>SECONDED:</b>	<b>Aaron Dirk</b>
<b>CARRIED:</b>	<b>To move that the Rocky Ridge Royal Oak Community Association appoint an auditor engaged through the Federation of Calgary Communities for the fiscal year-end June 30, 2018.</b>

Question was asked on why the CA's financial statement is not placed on the website. The treasurer responded that hard copies are available in the meeting and to anyone who needs a copy, but not usually put on our website.

8. Ratification of all Actions of the Board of Directors for the past year was moved as below;

<b>MOTION:</b>	<b>Marcie Hawranik</b>
<b>SECONDED:</b>	<b>Jenna Mortis</b>
<b>CARRIED:</b>	<b>To move that the membership ratify the actions of the Board of Directors from the period following the previous Annual General Meeting.</b>

9. **Election of Directors**

As required by the bylaws of the Association which provides that the Board of Directors shall consist of not fewer than five and not more than 13 voting members, and shall be elected by those Voting members as are present at the Annual General Meeting. As their term is not yet complete and they have not resigned, the following members remain on the board: Tessa Sakamoto, Dave Spencer, Tolu Aro, Patience Fagbenro, Jenna Mortis, Joanna Tjia and Jessica Asuquo. Standing for election: Kate Millar, Aaron Dirk, Ambreen Sulman, Marcie Hawranik, Gerry Lynch, Rachel Lee.

**Third of three Calls for Nomination:** The Chair of the AGM made the last call for nominations of members that would like to have their name put forward for election to the board. No nomination was made at this point.

The following Directors were re-elected/nominated at the meeting:

- |                       |                      |
|-----------------------|----------------------|
| i. Tessa Sakamoto     |                      |
| ii. Jenna Mortis      | viii. Kate Millar    |
| iii. Dave Spencer     | ix. Aaron Dirk       |
| iv. Jessica Asuquo    | x. Ambreen Sulman    |
| v. Durotolu Aro       | xi. Rachel Lee       |
| vi. Patience Fagbenro | xii. Marcie Hawranik |
| vii. Joanna Tjia      | xiii. Gerard Lynch   |

<b>MOTION:</b>	<b>Jenna Mortis</b>
<b>SECONDED:</b>	<b>Patience Fagbenro</b>
<b>CARRIED:</b>	<b>To move it be resolved that Kate Millar, Aaron Dirk, Ambreen Sulman, Rachel Lee, Marcie Hawranik &amp; Gerard Lynch be elected as Directors of the RRROCA for the ensuing year or until their successors are appointed or elected.</b>

The president thanked all out going directors for their support and dedication to the CA during their tenure.

10. **BYLAW RATIFICATION:**

Revisions were made primarily to include the Special Resolutions into our By-laws document, reflect a larger Board, the LOC and our facility. There were some re-wordings, taken on the advice of our NPC. Highlights of the changes include rewording around memberships to more accurately reflect our Association structure and sale of memberships, updating the wording to incorporate our current operations that include emails (voting, notification of meetings), clarification around the powers and duties of the Board as well as specific responsibilities of the Executive members, clarification around procedures for the removal of a Director or member.

<b>MOTION:</b>	<b>Patience Fagbenro</b>
<b>SECONDED:</b>	<b>Dan Toma</b>
<b>CARRIED:</b>	<b>To move to accept the revisions and amendments to the By-Laws and ratify the document as circulated before tonight's meeting in accordance with the current By-laws.</b>

**11. ADJOURNMENT**

<b>MOTION:</b>	<b>Durotolu Aro</b>
<b>SECONDED:</b>	<b>Jessica Asuquo</b>
<b>CARRIED:</b>	<b>There being no further business to discuss, to move that the meeting be adjourned, at 7.35pm.</b>

*Minutes Compiled By: Patience Fagbenro  
Reviewed by Tessa Sakamoto*