

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER, 2018

Date: Monday, 22 OCTOBER 2018

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

1. ATTENDANCE

Present	Absent	Apologies Received
Directors and Chairs		
Planning & Development –Dave Spencer	Event Co-Chair- Dan Toma	Programs- Tatyana Sandoryan
Secretary-Patience Fagbenro	School – Marcie Hawranik	Treasurer – Ambreen Sulman
Membership – Joanna Tjia	Events Lead- Erhan Baykotan	
Transportation – Durotolu (Tolu) Aro	Events Lead – Vincentiu Tudor	
Sponsorship – Gerry Lynch	Safety & Security- Jessica Asuquo	
Communications - Immanuel Nwanchukwu		
Government Contacts & Advisors		
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	
Others		

2. Motion to Call to Order/Adoption of Agenda

Dave called the meeting to order at 7.02pm

Amendment (if any): None

Adopted by: Joanna Tjia 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 Joanna Tjia

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	<p>1. A cross bar design is in plan at 888 Country Hills Boulevard.- Review still in progress</p> <p>2. Review on speed limits for residential review still ongoing as this may not necessarily reduce number of collisions but impact of such collisions.- Review still in progress.</p>	<p>1. City Green landscaping to done every 2week starting from Nov 6th.</p> <p>2. CPS, ROADS and Ward made a school round and has agreed to remove the 'No Parking' sign from the Kindergarten area to help reduce the traffic issues.</p> <p>3. Had a meeting with the business owners in the Royal Vista area and looking at changing the use of building rules to make the area more viable.</p> <p>4. Tolu attended the ROADS, Ward and CPS open house meeting and it was very informative. To encourage more members to attend these Open House meetings.</p>	NIL
CPS – RO—Cst. Cst. Jason Schneider	NIL	NIL	NIL

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<p>City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay</p>	<p>1. AGM: To support with script preparation in the absence of President and Vice President and provide beverages and snacks</p> <p>2. The Self-Assessment survey: will review results, identify gaps and support the CA in closing them.</p> <p>3. Reserve Fund Estimate: To help check if this fund needs a separate account or just a separate line in the CA's account statement.-will get back to the Treasurer on this.</p> <p>3. To support with Rink life cycle report- so the CA can access 75% of expenses grant from the city.-<i>Already submitted documents for the CA and will get feedback in about a year.</i> -Will be at the Rink for the games.</p>	<p>1. Update on Board recruitments:- To encourage Youth volunteers to join the CA</p> <p>2. The Alberta Traffic Safety Fund (ATSF) is currently accepting Fall applications until November 15. Small grants are \$10,000 and large grants are \$25,000.</p> <p>3. The City of Calgary is moving forward with the 2019-2022 Service Plans and Budgets. We want to hear from our groups and have citizens provide feedback. Attached is a listing of the Dates, times and locations where the information will be available. Additional information can be found at: calgary.ca/yourservices</p> <div style="text-align: center;">  NPC Report - October 2018.docx See attached for more details: </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  Improving Volunteer Recruitme </div> <div style="text-align: center;">  Pop-up poster.pdf </div> </div>	<p>NIL</p>
Executives' Reports			
<p>Treasurer – Ambreen Sulman</p>	<p>1. Audit update: required</p> <p>2. Financial policies –Update required</p>	<p>Reserve Fund Estimate: Ambreen to review and finalize by October 2018. It needs to be in budget moving forward.</p>	<p>NIL</p>
<p>President – Vacant</p>	<p>1. Review of Business Plan will be done after completion of the Rink project</p>	<p>NIL</p>	<p>NIL</p>

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	<p>2. Budget to be for 2018 –Draft ready for circulation - to check handing over note from Tessa as this should have been completed</p> <p>3. Immediate recruitment important.</p>		
<p>Vice President – Vacant</p>	<p>Continue work on researching grants for the CA</p>	<p>NIL</p>	<p>NIL</p>
<p>Secretary – Patience Fagbenro</p>	<p>AGM Proxy circulation: To prepare and send AGM Announcement, Agenda and Proxy form to Immanuel for distribution starting from this month.</p>	<p>2017 Updated Bylaw for the CA has been approved by the government and should be uploaded on the CA's website to replace the old one.</p>	<p>NIL</p>
<p>Chairs' Reports</p>			
<p>Communications – Immanuel Nwanchuku</p>	<p>1. A newsletter annual articles by board members: To draw up plan for 2019 as this year is almost over.</p> <p>2. Social media strategy –work in progress with attracting more youth to the CA as the target. Tentative completion date is Dec. 2018.</p> <ul style="list-style-type: none"> - To get in touch with Kris to collect the CA's Information flier from the storage area. 	<p>See pending action update section.</p>	<p>NIL</p>

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	<p>3. Website Audit:-In progress all to respond to review email by this week Friday so this can be completed in October 2018.</p> <p>4. Cannabis store approvals: appealed of store at Royal Oak plaza. An open session is due in Jan 22, 2019. – Update on the CA's members' feedback required.- Will be sent out with the Newsletter.</p>		
<p>Events – Dan Toma/ Erhan Baykotan/ Vincentiu Tudor</p>	<p>1. Basketball 3 on 3 event:- Updates required on the following: -To write to the City on the CA \$1,500 for the event. -Update on the survey outcome on reason for members non-registration.</p> <p>2. Cleanup event Sept.23 , 2018- Update required</p>	<p>Family Movie Night – December 15, 2018.- Preparation yet to commence. Joanna to work with the Event team on benefitting members with this event team.</p> <p>To review current CA's Events and reduce them to more achievable number for 2016 using learning from this year.</p>	<p>NIL</p>
<p>Membership- Joanna Tjia</p>	<p>NIL</p>	<p>1. Number of members (completed registration): Membership 2018: 372 on Oct 20, 2018. 16 more registrations from West Calgary Soccer Club. Membership 2019: 3 on Oct 20, 2018</p> <p>2. Early bird rate of \$25 from Oct 1-Dec 31, 2018 for 2019 membership. Mentioned in Newsletter.</p>	<p>NIL</p>

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		<p>3. We are working on improving the values of membership and promoting membership sales. Values of membership:</p> <ul style="list-style-type: none"> 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. A survey about the why people not interested to register in 3 on 3 basketball – results sent to president's email 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. iii. <u>Looking for Events that providing privilege for members</u> YMCA offered free tickets: Four tickets for each board member for each show – 5 board members applied; 2 sets of 4 tix as giveaways to CA members – winner: Tessa Sakamoto; 25% discount to CA members Location: BMO theatre at Shane Homes YMCA 1) Freddie in the Neighborhood (family friendly puppet show) - Date: Oct 20 (11 am), Oct 20 (2 pm), Oct 21 (11 am) 	

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		<p>2) The Nutcracker (in a nutshell) – 45 min (30 min ballet & 15 min workshop) Date: Dec 14-16 (10:30 am & 12:30 pm) https://www.ymcacalgary.org/arts/ 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 (all completed) Exploring any perks for members at Family movie event in December</p>	
Parks Lead- Kris Kasper	<p>1. Volunteer-Led Summer Maintenance of RRROCA Park- riding mower delivery and irrigation solution, update required. 2. Sea can for sale – Update required 3. Mobile Skate Park- Dates set June 13-June 27-update required.</p>	<p>Heather is working with the Park Lead. Lead to send report to meeting even if not attending.</p>	<p>NIL</p>
Planning & Development - Dave Spencer	<p>1. Community Park and Rink Update a. CFEP application for funding- approval is for March 2019 (\$125,000.00) - Other Grants Update required. -Contractor warranty work- ENMAX site resolution.</p>	<p>1. City circulation of New Development Permit Applications request for comments- None of concern</p>	<p>NIL</p>

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	<p>-Rink Updates: Inspection of permanent structure due for development permit- <i>Engineering report submitted still have about 6 months to complete all inspections documentation requirements.</i></p> <p>3. A park program from City to cover 30% of CA's energy requirement following a free audit. Update on review needed-pending.</p>		
Program Co-Chair – Tatyana Sandoryan	<p>1. Bold Sign –Put up again, still seeking volunteers.</p> <p>2. Equipment: Needs to be reviewed and organized.</p>	<p>Another co-chair needed for the position in programs, especially to help with initial set up of the following:</p> <ul style="list-style-type: none"> -website update (dates, policies, etc.) -reserve fields -recruit volunteers -signage/promotion. <p>-Encouraged to get a Co-Chair even if not a member of this CA.</p> <p>-To review current CA's program and reduce them to more achievable number for 2016 using learning from this year.</p>	NIL
Safety & Security – Jessica Asuquo	NIL	NIL	NIL
Schools -Marcie Hawranik	<p>Updates on the following programmes if any:</p> <ol style="list-style-type: none"> 1. 'Kid-preneur Marketplace:' 2. Renert School 	NIL	NIL

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	<p>3. Color run event on June 20TH, 2018.</p> <p>4. Little Leaders recognition</p> <p>5. Pratt School: - the creation of a Gardening Club to maintain the RRROCA park shrubs/plants over fall/summer/spring months.</p>		
Sponsorship -Gerry Lynch	<p>Updates on the following:</p> <p>1. Collection of sponsorship money- Ongoing</p> <p>2. Community Rink: Last quarter of the year will be spent looking for sponsors. - Rink Advertising by Manufacturers: plan to drive people traffic towards the rink.- strategy in development</p>	Working on ensuring a smooth handing over to Sponsorship Lead until a chair for the portfolio is engaged.	NIL
Transportation – Durotolu (Tolu) Aro	Two Marked school sites on Royal Birch and Rocky Ridge - Tolu will finalize where signs should be and get back to the council.	Light timing at 112 intersection still an issue- to get details and report to ROADS/ CITY 311	NIL
Volunteers – Volunteer Lead, Steve Branter	<p>1) Recruitment of board and lead position – President, Vice-President, Sponsorship Lead/Co-chair, Treasurer Lead (one interested candidate found), Newsletter Lead, Parks Chair, Communications Chair,</p>	<ul style="list-style-type: none"> • September Clean Up <ol style="list-style-type: none"> 1. 2 volunteers from Sports Program 2. 242 Scouts / Cubs & leaders – participated again • Master Database Status <p>405 volunteers in database to date.</p>	NIL

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	<p>Volunteer Chair, Programs Chair, Events Chair.</p> <p>2) Recruitment of skilled university internship students – Tessa has finished the Organization Registration.</p> <p>3) Waiting for the next step from SCIP. Serving Communities Internship Program https://www.joinscip.ca/</p> <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. - Email from SCIP dated 3rd October stated that the program will not open till late October / early November 2018 	<ul style="list-style-type: none"> • Joanna has stepped down from Interim Volunteers Chair from September 2018. For all the inquiries regarding volunteers, please email directly to Steve at volunteerlead@rrroca.org. • In addition to this as of October 2018 the volunteer@rrroca.org email will be forwarded to volunteerlead@rrroca.org • Board and committees inquiry will be forwarded to corresponding board members if possible. <p>ICE RINK</p> <ul style="list-style-type: none"> • We started the volunteer recruitment for the rink maintenance in early October • Initially contacted last year's volunteers database - 38 people • To date - 27 have declined to help / 9 have offered help and 2 wish to be only used in emergencies • Have requested that Katherine put out a call on social media for more help <p>NOTE: If it stays around 9 – 10 volunteers we will realistically only be able to provide maintenance and flooding 2 – 3 times a week</p>	

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5a. Other business: Update on 2018 Board Objectives

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- Overdue to advice on new timeline- Jenna to look into this
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	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)	372 members completed registration as at 22 October 2018 – due by November 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	-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	Mar-18	\$0	Immanuel to review and confirm all chairs have completed this task. (Jenna to help grant access)– October 2018.
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5b. Other Business: Preparation for 2018 AGM in November:

- i. Dave Spencer will act as AGM Chair and will be name on proxy form.
- ii. Immanuel to ensure AGM notices, agenda and proxy are widely circulated in all the CA’s social media outlets and November newsletter.
- iii. Ambreen to prepare and circulate Treasure’s report using the 2018 Audited Financial Statement and circulate to the board by Nov 15, 2018
- iv. Joanna to send updated membership list to Patience by latest 15 November, 2018
- v. Heather to help provide a Scrutineer
- vi. New nominations to the board are welcomed

5c. All to start preparing SMART 2019 portfolio objectives for presentation at the December, 2018 meeting.- Secretary will send out planning sheet after the AGM

7. Next Meetings

26 November 2018, (AGM 6:30pm – 8:30pm and brief Board Meeting 8:30 – 9:00pm), Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 8:27pm by Tolu Aro and Gerry Lynch.

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Dave Spencer (Ag President) Signature