

**Rocky Ridge Royal Oak Community Association**

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

**Date: Monday, 26 November 2018**

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

**Time: 7:00 pm**

**1. ATTENDANCE**

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

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

Dave called the meeting to order at 7.12pm

Amendment (if any): None

Adopted by: Dave Spencer and Seconded by Immanuel Nwachukwu

Carried by: The House

**3. Adoption of Previous Minutes**

Amendment (if any): None

Adopted by: Ambreen Sulman and Seconded by Tatyana Sandoryan

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Carried by: The House

4. Presentation of Reports

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<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. A cross bar design is in plan at <b>888 Country Hills Boulevard</b>.- Review still in progress</p> <p>2. 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.- Review still in progress.</p>	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>1. <b>The Self-Assessment survey:</b> will review results, identify gaps and support the CA in closing them.</p> <p>2. <b>Reserve Fund Estimate:</b> To help check if this fund needs a separate account or just a separate line in the CA's account statement.</p> <p>3. <b>To support with Rink life cycle report-</b> so the CA can access 75% of expenses grant from the city.-Already submitted documents for the CA and will get feedback in about a year.</p>	<p>-Will support with board orientation at the December planning meeting.</p> <p>-The city will do the reserve fund estimates when park is completed</p>	<p>NIL</p>
<b>Executives' Reports</b>			
<p><b>Treasurer – Ambreen Sulman</b></p>	<p>1. Audit update: Final report submitted handling follow-up inquiries.</p> <p>2. Financial policies- Circulated for members comments to be approved at this meeting.</p> <p>3. <b>Reserve Fund Estimate: Ambreen – see update in NCP's section above.</b></p> <p>4. To write to the City on the CA \$1,500 for the event for the 3 on 3 Basket as city is already asking.</p>	<p><b>1. Account summary update required</b></p> <p>2. AGLC letter received on Casino- being handled - we are exempt</p>	<p>NIL</p>

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<b>President – Vacant</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 - to check handing over note from Tessa as this should have been completed</li> <li>Immediate recruitment important.</li> <li>Updated bylaw government approval update required.</li> </ol>	Henry Cairney is interested in this role. Confirmed at the meeting as elected in the AGM.	NIL
<b>Vice President – Vacant</b>	Continue work on researching grants for the CA	Dave sent an email that a Leon Dirven is interested but no formal email has been received directly from him to confirm interest. Leon was present next meeting and one of the new acclaimed directors	NIL
<b>Secretary – Patience Fagbenro</b>	<b>AGM Proxy circulation:</b> To wait for any new update at the October meeting before circulating Proxy Form with AGM Announcement details- <b>Done</b>	Will simplify and circulate the 2019 planning sheet to all to populate with SMART objectives for next year, before the December meeting.	NIL
<b>Chairs' Reports</b>			
<b>Communications – Immanuel Nwachuku</b>	<ol style="list-style-type: none"> <li><b>A newsletter annual articles by board members:</b> To draw up plan for 2019 as this year is almost over.</li> <li>Update on <b>Social media strategy</b> now there is a</li> </ol>	See pending action update section.	<b>Motion to approve the survey. Seconded by :Tatyana Sandoryan Carried by:ALL</b>

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	<p>potential Lead Volunteer.- working on introduction articles for new members.</p> <p>3. <b>Website Audit:</b>-In progress all to respond to review email by this week Friday so this can be completed in October 2018.</p> <p>4. <b>Cannabis store approvals:</b> appealed of store at Royal Oak plaza. An open session is due in Jan 22, 2019. – Survey developed to update on Survey Monkey site for CA members</p>		
<b>Events – Dan Toma/ Erhan Baykotan/ Vincentiu Tudor</b>	<b>1. Cleanup event Sept.23, 2018-</b> formal feedback form yet to be received by the house.	<b>Family Movie Night – December 15, 2018.-</b> All set for the event but to Confirm Licence approval.	NIL
<b>Membership- Joanna Tjia</b>	NIL	<p>1. <b>Number of members</b> (completed registration): Membership 2018: 372 (final number) Membership 2019: 17 on Nov 21, 2018</p> <p>2. Early bird rate of \$25 from Oct 1-Dec 31, 2018 for 2019 membership. Mentioned in Newsletter.</p>	NIL

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		<p>3. <b>The cheque of \$560 from Calgary West Soccer Club</b> that sent in mail in September was likely lost during delivery. They will reissue a new cheque.</p> <p>4. <b><u>Free membership for board members and leads</u></b> Starting the 2<sup>nd</sup> week of December, I will renew recumbent board members memberships, and leads for 2019 membership and will email new board members how to register for membership for free. Please let me know if you have new leads, so they can get free membership.</p> <p>5. We are working on improving the values of membership and promoting membership sales. Values of membership:</p> <ul 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 18 babysitters in our registry and a about 50 members accessing the registry.</li> <li>iii. <u>Privilege for members</u> <ul style="list-style-type: none"> <li>1) <b>Shane Home YMCA is very generous to give away tickets for:</b> <b>Nutcracker (in a nutshell) – 45 min (30 min ballet &amp; 15 min workshop)</b> <b>Date: Dec 14-16 (10:30 am or 12:30 pm each</b></li> </ul> </li> </ul>	

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		<p>date) - 6 sessions  <b>Venue: Shane Home YMCA BMO Theatre</b>            For details and registration:  <a href="https://www.ymcacalgary.org/arts/">https://www.ymcacalgary.org/arts/</a></p> <p>a. <b>Free tickets for Nutcracker: 2-4 tickets for each board member</b> Please email me at <a href="mailto:membership@rrroca.org">membership@rrroca.org</a> with your preferred session for the tickets.</p> <p>b. <b>Draw for a set of 4 tickets for all RRROCA 2018 and 2019 members</b>            Email Linda at <a href="mailto:membershiplead@rrroca.org">membershiplead@rrroca.org</a>            Deadline to register: Dec 9, 11:59 pm            The draw will be held on Dec 10 at board meeting.            Update: 11 registrants</p> <p>c. <b>Discounts of 25% to RRROCA members (discount code emailed to RRROCA members in Oct; welcome members for inquiry)</b>  <b>2) Reserved member seats at Family movie event on December 14</b></p> <p>iv. <u>Looking for vendors who can provide discounts for members</u>            If you know any, please let me know.</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>1. Orientation program needed for new Lawn mowers.            2. More volunteers required for the rink maintenance.            3. Security of the building/doors upgrade needed, including researching into security measures.            4. safety orientation may be provided by Calgary Parks personnel</p>	<p>NIL</p>

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<b>Planning &amp; Development - Dave Spencer</b>	<p>1. <b>Community Park and Rink Update</b></p> <p>a. <b>CFEP application for funding-</b> approval is for March 2019</p> <p>- Other Grants Update required</p> <p>- <b>Rink Updates: Inspection</b> of permanent structure for building permit done <i>Engineering report submitted still have about 6 months to complete all inspections documentation requirements for development permit</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>	<p>1. <b>City circulation of New Development Permit Applications request for comments-</b>1 received during the month</p>	NIL
<b>Program Co-Chair – Tatyana Sandoryan</b>	<p>1. <b>Bold Sign</b> –Put up again, still seeking volunteers.</p> <p>2. <b>Equipment:</b> Needs to be reviewed and organized.</p> <p>3. -To review current CA's program and reduce them to more achievable number for 2016 using learning from</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"> <li>-website update (dates, policies, etc.)</li> <li>-reserve fields- process update at next meeting</li> <li>-recruit volunteers</li> <li>-signage/promotion</li> </ul>	NIL



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	this year submit as part of 2019 planning sheet. 4. Confirm details of Co-Chair engaged now.		
<b>Safety &amp; Security – Jessica Asuquo</b>	NIL	NIL	NIL
<b>Schools -Marcie Hawranik</b>	<b>Updates on the following programmes if any:</b>  1. <b>'Kid-preneur Marketplace:'</b> 2. <b>Renert School</b> 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> Ongoing  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.- strategy in development	Working on ensuring a smooth handing over to Sponsorship Lead until a chair for the portfolio is engaged.	NIL

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<b>Transportation – Durotolu (Tolu) Aro</b>	1. 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.  2. Light timing at 112 intersection still an issue- to get details and report to ROADS/ CITY 311	NIL	NIL
<b>Volunteers –</b> Volunteer Lead, Steve Branter	1) <b>Recruitment of board and lead position</b> Numerous positions still vacant 2) <b>Recruitment of skilled university internship students – Tessa has finished the Organization Registration.</b> 3) <b>Waiting for the next step from SCIP.</b> Serving Communities Internship Program <a href="https://www.joinscip.ca/">https://www.joinscip.ca/</a> <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>	<b>Family Movie Friday Dec 14 @ ROVC</b> - 3 volunteers signed up  <b>Master Volunteer Database Status</b> - 403 volunteers in volunteer database.  - 27 volunteers have notified us of interest in volunteering for rink maintenance & flooding. - Issued a google form to check on scheduling and team leaders. - To date we have received 21 replies from the initial 27 offers.	NIL

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	<ul style="list-style-type: none"> <li>- all area, e.g. sports program organizer, coaches, IT, etc.</li> <li>- <b><i>Email from SCIP dated 3<sup>rd</sup> October stated that the program will not open till late October / early November 2018</i></b></li> </ul>		

5a. Other business: Update on 2018 Board Objectives

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-Overdue Ambreen to advice for 2019
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 November 2018
Increase membership from 500 in 2017 or keep	-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.	Membership/VP/Volunteers	Sept-18	\$240 (In case of give-away events - \$20 * 12 times)	<b>372</b> members completed registration as at

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at not less than 450 in 2018 due to new YMCA in CA	- Possibility of varying membership fee to different types of people(single/family/senior, etc)				22 October 2018 – due <b>by November 2018</b>
<b>Rink-</b> Development of life cycle plan	- 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 & 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>
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)– <b>November 2018.</b>

**5b. All to fill out the 2019 Planning sheet with SMART 2019 portfolio objectives for presentation at the December, 2018 meeting**

**6. Next Meetings**

10 December 2018, (planning and Orientation meeting), 7.00 pm Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 8:27pm by Tolu Aro and Ambreen Sulman.

Minutes compiled by Patience Fagbenro (Executive Secretary) and Spoorthy Kondaveeti Signature .....

Reviewed & Approved by Dave Spencer (Ag President) Signature .....