

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – FEBRUARY, 2019

Date: Monday, 25 February 2019

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

1. ATTENDANCE

Present	Absent	Apologies Received
Directors and Chairs		
President- Henry Cairney	Events Lead –Jesse Owlchild/ Vincentiu Tudor	Sponsorship – Jan Gale
Secretary-Patience Fagbenro	Safety & Security- Jessica Asuquo	Communications - Immanuel Nwanchukwu
Treasurer – Ambreen Sulman	School – Marcie Hawranik	Transportation – Durotolu (Tolu) Aro
Planning & Development –Dave Spencer		
Programs- Tatyana Sandoryan		
Membership – Joanna Tjia		
Parks- Dino Petrakos		
Government Contacts & Advisors		
Heather MacKay - NPC	Ralph Smith (on behalf of Ward Sutherland	
Kelli Taylor (on behalf of Pat Kelly)	Jason Schneider - CPS	
	Ben Sasges representing Sandra Jansen	
Others		
Soroosh Sadeghi- University of Calgary (Observer only)		

2. Motion to Call to Order/Adoption of Agenda

Henry called the meeting to order at 7.02pm

Amendment (if any): None

Adopted by: Ambreen Sulman and Seconded by Dave Spencer

Carried by: The House

3. Adoption of Previous Minutes

Amendment (if any): None


Adopted by: Tatyana Sandoryan and Seconded by Dino Petrakos

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	NIL	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>	NIL	NIL
CPS – RO—Cst. Cst. Jason Schneider	NIL	NIL	NIL
City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay	<p>1. The Self-Assessment survey: will review results, identify gaps and support the CA in closing them.</p>	<p>See attached update report for February.</p> <p> Feb 2019.docx</p>	NIL

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	<p>2. Reserve Fund Estimate: To help check if this fund needs a separate account or just a separate line in the CA's account statement.</p> <p>3. To support with Rink life cycle report- 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>4. Licence of Occupation: Need the following CA's document Last filed Annual returns, 2019 plan and action sheet and Dec 1, 2018 Insurance copies.</p> <p>5. Under age (<15year) volunteers: - Update on providing the CA (Marcie and Tatyana) with the following :</p> <ul style="list-style-type: none"> i. Group volunteer form ii. Volunteering log form iii. Volunteering policy 		
Executives' Reports			
Treasurer – Ambreen Sulman	1. Audit update: Final report submitted handling follow-up inquiries Confirm if	1, Account summary update required at next meeting.	NIL

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	<p>report has been accepted- Returns filling confirmation received</p> <p>2. Financial Policies: -Work in progress</p> <p>3. Reserve Fund Estimate: To reflect in 2019 budget</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. –Update required</p>	<p>2. To work with the president to review the financial budget for 2019 for circulation to members on or before next meeting.</p> <p>3. AGLC Letter from Casino: Casino Event Slotted for end of year- To contact Steve to make arrangements for volunteers.</p> <p>4. To work with the President on how to handle members expenses reimbursement speedily e.g. use of credit card, GIC,</p> <p>5. Handed over the CA's OOMA Voice box machine to Dino.</p>	
<p>President – Henry Cairney</p>	<ul style="list-style-type: none"> New Board Members- Need to contact and follow up with the new Event Chair to plan for this year events. 	<ul style="list-style-type: none"> Building budget to align with business plan for 2019/20- The following 5 portfolios expenses will be prioritized and track in 2019- Events, Programs, Parks, Membership and sponsorship. Abuse Policy:- Will be sending all signed form to the insurance company latest 27 Feb 2019. Governance Board: Tessa the past president has agree to chair the governance board with the support of 2-3 other non-board members. 	<p>Motion to approved these 5 portfolios for 2019 budget tracking was :</p> <p>Seconded by: Dino Petrakos</p> <p>Carried by: All</p>
<p>Vice President – Vacant</p>	<p>Continue work on researching grants for the CA</p>	<p>Dave to follow Up and confirm Leone is still interested in this role as he needs to attend the next meeting.</p>	<p>NIL</p>
<p>Secretary – Patience Fagbenro</p>	<p>1. Contact List- Updated and circulated.</p> <p>2. 2019 Total CA objective/Activity budget- To be finalized at this meeting for monthly tracking of agreed top 5 objectives for 2019</p>	<p>To set up a whatsapp group for the board chairs to handle quick communications especially in view of the recent RRROCA gmail challenges.</p>	<p>NIL</p>

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Chairs' Reports			
Communications – Immanuel Nwanchuku	<ol style="list-style-type: none"> 1. A newsletter annual articles by board members: To draw up plan for 2019 as this year is almost over subject to the CA resuming its RRROCA newsletter publication. 2. Update on Social media strategy now there is a potential Lead Volunteer. 3. Website Audit:- : Needs photos of board members. I will send email out to those required. 4. Cannabis store approvals: appealed of store at Royal Oak plaza. An open session is due in Jan 22, 2019. – To put the final report out on the website and close the survey. 	Email Malfunctioning:- To work urgently at resolving the current RRROCA gmail issues.	
Events –Jesse Olwchild	1. Family Movie Night – December 15, 2018.- Feedback update need especially in the light of a member's dissatisfaction with the choice of movie.	1. Cleanup evet Sept. , 2019- The application being filed and approved for 22 nd Sept 2019. To work with Joanna and Steve on managing volunteers for the event.	NIL
Membership- Joanna Tjia	Membership Reward: Update at next meeting on different ways	<ul style="list-style-type: none"> • 144 registered members as at 25 Feb 2019. 	NIL

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	registered members can have value added benefits e.g. access to discounted cards for shopping with sponsors etc.(see Sponsorship report for some ideals)	<ul style="list-style-type: none"> Working on social media post to showcase the CA's achievements to date. No draw this year/ 	
Parks Lead- Kris Kasper	<ol style="list-style-type: none"> Maintenance of RRROCA Park- Work in progress with volunteers. Sea can for sale – Will be posted on kiji. Rink Sponsorship: Work with Jan to get sponsors adverts to be placed inside the rink wall and not outside. 	<ol style="list-style-type: none"> Rink Grand Opening:- To start work on community Barbecue/Skirting party for the rink opening around 3rd week of March 2019. To work with Heather and Marcie on needed support. Ethan the CA's ATB contact is also interested in supporting this event. To work with Dave to finalize 2019 Parks and Planning and Development budget and forward to Henry. 	
Planning & Development - Dave Spencer	<ol style="list-style-type: none"> Community Park and Rink Update <ol style="list-style-type: none"> CFEP application for funding- approval is for March 2019 (\$125,000.00) <p>-Contractor warranty work- ENMAX site resolution.</p> <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> 	<ol style="list-style-type: none"> Licence of Occupation letter received: The required documents and their due dates are as listed below: <ul style="list-style-type: none"> Annual Proof of filling July 5, 2019-Ambreen to provide. Board Approved Business Plan November 2019-Henry to provide Certificate of Insurance Dec 1, 2019 – Ambreen to provide once approved and received. Annual Audit Financial Statement Dec 31, 2019-Ambreen to provide Facility Lifecycle plan – Dave and Dino to provide on date to be determined. Sub-Licence/lease draft to the City Director in Principle-prior to commencement of sub-licence/lease term – Dave to provide 	NIL

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	<p>2. A park program from City to cover 30% of CA's energy requirement following a free audit. Update on review needed-pending</p>	<ul style="list-style-type: none"> • Letter of intent to enter into a new Licence Occupation – Jan 1, 2030 – Dave will apply when due. <p>2. Draft Plan of portfolio budget was shared and to work with Dino to finalize. Rough estimate is \$223,838.</p> <p>3. Open House- Attended on Jun 25, 2019 at location on Eamon RD due to residents' dissatisfaction on the type of building in plan for that location.</p>	
<p>Program Co-Chair – Tatyana Sandoryan</p>	<p>1. Bold Sign –Put up again, still seeking volunteers. To be posted at strategic points in the community. Marcie and Joanna to support.</p> <p>2. Equipment: Will be reviewed and organized during and after the Audit.</p> <p>3. Under age <15years Volunteers: Marcie and Tatyana –Waiver form in circulation for sign off.</p> <p>4. Review Budget – Update provided to be included in the master plan.</p> <p>5. Address for mailing cheques</p>	<p>1. Registration for spring sports began on February 1st. Currently about 150 registrants. Will need to recruit volunteers, especially for coaches and coordinators (currently very low count).</p> <p>2. Collection of volunteer deposit for refund once position fulfilled did not work - SportzSoft program does not allow for one volunteer deposit per family.</p> <p>3. Ordered and placed two signs in the community to advertise programs. -Uniforms and balls will be provided by Timbits (to be finalized by Sponsorship). -Still waiting for permit applications from the City of Calgary -In process of setting up coaching clinics -Will need access to storage shed for equipment count – Audit is expected on March 9, 2019. To work with Dino.</p> <p>4. Working on Permit Renewal.</p>	<p>1. Waiver form for child volunteers. Seconded by; Dave Spencer Carried by: All</p> <p>2. Membership requirement for volunteers_ Declined by board but agreed to refund as a one-off the only member already collected fees from.</p> <p>3. Fee assistance - payment for membership only (\$30), program fees waived – Board agreed caution should be treaded here and President to seek Heather's advice on this.</p>

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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:' No new update. 2. Renert School – No new update 3. Little Leaders recognition Will send write up to Immanuel for publishing in Suburban magazine. 4. Pratt School: - the creation of a Gardening Club to maintain the RRROCA park shrubs/plants over fall/summer/spring months. 	<ol style="list-style-type: none"> 1. Need the CA's social events shared on our website details to share with the schools to drive increased participation. 2. Royal Oak school also interested in gardening. To work with Dino n how to manage this between all interested schools 	NIL
Sponsorship –Jan Gale	<p>Updates on the following:</p> <ol style="list-style-type: none"> 1. Sponsorship package. To be approved by the board before distribution. 2. Community Rink: Advertising by Manufacturers: plan to drive people traffic towards the rink.- strategy in development 	<p><u>Soccer Program and Baseball Program Sponsorship</u></p> <p>Timbits Program January 30 meeting with Tim Hortons – DENNON MCSWAIN 403-613-8623 January 31 – had two phone calls with TATYANA to advise the offering available through the Timbits program</p> <ul style="list-style-type: none"> • To discuss the possibility of RRROCA - soccer program and baseball program being completely sponsored by Timbits this year (2019). <p>Soccer - Timbits sponsorship includes Jerseys, socks, balls and medals for all age groups to U12 (approx. 60 teams X 12 members per team) and coaches shirts. 8 team colors for each age group</p>	NIL

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		<p>Baseball - Timbits sponsorship includes Jerseys, baseball caps and medals for all age groups to U12 (approx. 60 teams X 12 members per team) and coaches shirts. 8 team colors for each age group</p> <ul style="list-style-type: none"> To proceed with set up on the Timbits ordering site is TAYLOR DEAN 403-818-6257 <p>ADDITIONAL FUNDS COLLECTED FROM REPEAT SPONSORS</p> <ul style="list-style-type: none"> Contact last years' sponsors to see if they would be willing to sponsor RRROCA's 2019 soccer/baseball teams @ \$225.00/team to assist parents with expense of soccer shoes. Soccer shoes discount – Once Upon A Child (Varsity) is interested in selling gently-used soccer cleats for our players and will come to practices to sell them to our parents. Use additional funds to purchase Standing Banners with all sponsor logos imprinted to be shown at every and all soccer games. <p>ALTERNATIVELY – Same procedure as last year</p> <ul style="list-style-type: none"> Contact all last years' sponsors willing to sponsor RRROCA's 2019 soccer/baseball teams – same sponsorship agreement as last year - \$225.00/team Collect sponsorship cheques to purchase soccer/baseball shirts Procure last years' sponsors to see if any they would be willing to provide soccer balls. 	

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		<ul style="list-style-type: none"> Contact the same company that made last year's jerseys for their quote for soccer shirts and have individual sponsor logos imprinted. Collect and distribute shirts and balls 	
Transportation – Durotolu (Tolu) Aro	<p>1. Two Marked school sites on Royal Birch and Rocky Ridge - Tolu will finalize where signs should be and get back to the council.</p> <p>2. Light timing at 112 intersection still an issue- repaired but broken again, contacted ROADS/ CITY 311 to fix.</p> <p>3. To look at and contact 311 on the fallen walk flash light near CO-OP at Rocky Ridge.-Update required</p>	NIL	NIL
Volunteers – Volunteer Lead, Steve Branter	<p>Recruitment of board and lead position Ongoing recruitment – some board and lead positions still vacant</p>	<p>1. SportzSoft updated by Tatyana with volunteer opportunities for 2019. At present this includes; Stampede setup, Stampede, Family Fun Day / Sports Party & Community Clean up</p> <p>Note:</p> <p>i. Easter Egg packaging & hunt will not be added as a volunteer opportunity this year</p> <p>ii. Ice Rink volunteering will not be added to SportzSoft for 2019 / 2020 season.</p> <p>2. Master Volunteer Database Status - 403 volunteers in volunteer database.</p>	NIL

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5. Other business: 2019 Objective/Budget finalization moved to next meeting.

6. Next Meetings

19 March 2019, 7.00 pm Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 9: 01 pm by Tatyana Sandoryan and Dave Spencer

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Henry Cairney (President) Signature