

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – MARCH, 2019

Date: Monday, 18 March 2019

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

1. ATTENDANCE

Present	Absent	Apologies Received
Directors and Chairs		
President- Henry Cairney	School – Marcie Hawranik	Treasurer – Ambreen Sulman
Secretary-Patience Fagbenro		Communications - Immanuel Nwanchukwu
Leon Dirven-Vice President		Membership – Joanna Tjia
Planning & Development –Dave Spencer		
Programs- Tatyana Sandoryan		
Safety & Security- Jessica Asuquo		
Parks- Dino Petrakos		
Events Lead –Jesse Owlchild		
Government Contacts & Advisors		
Heather MacKay - NPC	Ralph Smith (on behalf of Ward Sutherland	
	Jason Schneider - CPS	
	Ben Sasges representing Sandra Jansen	
	Kelli Taylor (on behalf of Pat Kelly)	
Others		
Bola Abe-Sponsorship Lead		
Kris Kasper – Parks Lead		

2. Motion to Call to Order/Adoption of Agenda

Dave , acting chair called the meeting to order at 7.04pm

Amendment (if any): None

Adopted by: Dino Petrakos and Seconded by Leon Dirven

Carried by: The House

3. Adoption of Previous Minutes

Amendment (if any): None

Motion 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

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<p>City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay</p>	<p>1. The Self-Assessment survey: will review results, identify gaps and support the CA in closing them.</p> <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.-Will get back to the CA on this.</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 <i>get feedback in about a year(2019).</i></p> <p>4. Licence of Occupation: Need the following CA's document Last filed Annual returns, 2019 business plan and action sheet and proof of insurance December 2018.</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 	<p>Reviewed the vision and mission of the CA as well as guiding principles as developed in 2017/2018. All agreed they are still relevant and can be reviewed every 2-3 years.</p> <p>Shared the template with all chairs for providing detailed activities for their portfolios in 2019.</p> <p>See attached update report for March 2019</p> <div style="text-align: center;">  <p>NCP Report -March 2019.docx</p> </div>	<p>NIL</p>

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Treasurer – Ambreen Sulman	1. Financial Policies: - Completed 3. Reserve Fund Estimate: the City will prepare lifecycle report and reserve fund estimates Part of 2019 Budget. 4. To write to the City on the CA \$1,500 for the event for the 3 on 3 Basket- Refunded already.	Account summary as at February 2019 Chequing \$181,750.11 Casino \$ \$13,762.80 Total account balance \$ 195,512.91 To conduct Audit by Sept 2019	NIL
President – Henry Cairney	Governance Board- Update if any	<ul style="list-style-type: none"> Volunteer chair is now filled. Finalized budget for 2018_2019- Due to inadequate funds and late Casino activity in the year, some parks expenditures need to be put on hold. The approved budget will be circulated during the week for tracking from next month 	Motion by Dave Spencer: Parks phase 1 budget will be used for construction in spring of 2019 and most of Phase 2 expenditure list will be spent contingent on assurance of Casino funds later in the year Seconded by: Dino Carried by: ALL
Vice President – Leon Dirven	Continue work on researching grants for the CA	<ul style="list-style-type: none"> To activate his RRROCA account and get up to date on activities so far in 2019 while providing necessary support to Henry. 	NIL
Secretary – Patience Fagbenro	NIL	Need to know which actions in the approved 5 portfolios (Events, Programs, Parks, Membership and sponsorship) are to be tracked at the monthly meeting starting from April 2019	NIL
Chairs' Reports			

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<p>Communications – Immanuel Nwachuku</p>	<ol style="list-style-type: none"> 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. Update on Social media strategy now there is a potential Lead Volunteer. Website Audit:- : Needs photos of board members. Update requires Cannabis store approvals: – Final report out on the website and survey closed. 	<p>Email Issues: With the help of Johnny, the IT lead, -resolved the email issues within 48 hours for using the @rrroca.org will be functioning properly by Board meeting. All to keep using their @gmail.com address equivalent.</p>	
<p>Events –Jesse Olwchild</p>	<p>NIL</p>	<ol style="list-style-type: none"> Cleanup event Sept. , 2019- The application being filed and approved for 22nd Sept 2019. To work with Joanna and Steve on managing volunteers for the event. Easter Egg Hunt: To work with Joanna, Steve, Bola and former event chair Dan to get all information necessary to organize the agreed events for the year. YMCA Events partnership: To work with Joanna on this. 	<p>NIL</p>
<p>Membership- Joanna Tjia</p>	<p>NIL</p>	<ol style="list-style-type: none"> Number of members (completed registration): Membership 2019: 244 on March 14, 2019 	<p>NIL</p>

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		<p>2. Membership Reward: 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>Monthly membership emails</u> – Linda is working with Immanuel to keep members updated of events, services and news in the community. <u>Babysitting registry</u> Recruiting more qualified adult and teen babysitters to enlarge the babysitter database. We have 14 babysitters in our registry. All members were emailed with the babysitting registry in January. Will email it again in April. ii. <u>Privilege for members</u> <ul style="list-style-type: none"> - Four tickets of MILO to two winners – Annalisa Widdifield and Carly Goddard - 9 board members received free tickets iii. <u>Recruiting a university student intern as Membership Benefits Specialist through SCiP program</u> Received one application; under review <p><u>Looking for vendors who can provide discounts for members</u> - If you know any potential vendors, please let me know.</p>	
Parks - Dino Petrakos	1. Maintenance of RRROCA Park- Work in progress with volunteers.	Rink Grand Opening as Family skate day done on Saturday 16 March 2019 – It was a successful event with an estimated 80 community members in attendance. It was agreed that	NIL

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	<p>2. Sea can for sale – has been posted on kiji.</p> <p>3. Rink Sponsorship: Work with Jan to get sponsors adverts to be placed inside the rink wall and not outside.</p>	<p>this event can become an annual event every 1st week of Jan Jan has resigned, urgently need new sponsorship chair, priority – get rink board sponsors</p>	
<p>Planning & Development - Dave Spencer</p>	<p>1. Community Park and Rink Update</p> <p>a. CFEP application for funding- received March 2019 (\$125,000.00)</p> <p>- Other Grants Update required.</p> <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> <p>3. A park program from City to cover 30% of CA's energy requirement following a free audit. –still ongoing.</p>	<p>1. Licence of Occupation letter received: The required documents and their due dates are as listed below:</p> <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 • Letter of intent to enter into a new Licence Occupation – Jan 1, 2030 – Dave will apply when due. 	<p>NIL</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>1. Discuss with Heather how to handle fee assistance for sports.</p> <p>2. Sport Registration: Currently about 287 registrants for spring sports with revenue of \$18,600</p>	<p>1. To purchase coaches uniform with \$1,200. Seconded by; Jesse Owlchild Carried by: All</p>

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	<p>2. Equipment audit:- agreed with Parks team for April 6,2019.</p> <p>3. Permit Renewal- Update required</p>	<p>-Will need to recruit volunteers, especially for coaches and coordinators (currently very low count).</p> <p>-Uniforms and balls will be provided by Timbits (ordered). ---</p> <p>-Coach jerseys will need to be purchased.</p> <p>-Timbits logo to be added to website</p>	<p>2. Fee assistance - payment for membership only (\$30), Motion by Tatyana: program fees to be waived for those who can present the city of Calgary Fair Entry Program card as advised by - Heather while keeping their personal information confidential (private). Seconded by: Kris Kasper Carried by: ALL</p>
<p>Safety & Security – Jessica Asuquo</p>	<p>NIL</p>	<p>Neighbourhood Day – June 15, 2019—Plan is to have the streets party with grant awards and the CA can also access a grant that will be made available by the City (Heather to share the notice with the CA once released) to host a Rink party for all members. May will be deadline for members grant application while exploring their means to drive awareness apart from our usual social medial e.g. letter to schools in the community to encourage increased participation.</p>	<p>NIL</p>
<p>Schools -Marcie Hawranik</p>	<p>Updates on the following programmes if any:</p> <p>1. 'Kid-preneur Marketplace:' No new update.</p> <p>2. Renert School – No new update</p> <p>3. Little Leaders recognition Will send write up to Immanuel for publishing in Suburban magazine.</p>	<p>1. Need the CA's social events shared on our website details to share with the schools to drive increased participation.</p> <p>2. Royal Oak school also interested in gardening. To work with Dino on how to manage this between all interested schools. Summer no school period is a problem to maintain, suggestion to start up a perennial garden that the students could plant and maintain spring/fall – could lead to a community perennial sale/swap event</p>	<p>NIL</p>

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	<p>4. Pratt School: - the creation of a Gardening Club to maintain the RRROCA park shrubs/plants over fall/summer/spring months.</p>		
<p>Sponsorship –Jan Gale</p>	<p>Updates on the following: 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 3. Soccer Program and Baseball Program Sponsorship- Update required 4. Rink adverts placements by sponsors – Update required</p>	<p>1. Jan resigned last month and the CA is trying to recruit a Sponsorship volunteer. – Kris promised to help recruit a marketing acquaintance for this role. 2. Bola to work with Dino on soliciting sponsorship from dealership companies to advertise at the Rink. 3. Secretary to keep Bola in copy of all emails and forward Jan's email on sponsorship plan to Bola for review and adaptation as appropriate. 4. Bola has the box of sponsor materials</p>	<p>NIL</p>
<p>Transportation – Durotolu (Tolu) Aro</p>	<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. 2. Light timing at 112 intersection still an issue- repaired but broken again, contacted ROADS/ CITY 311 to fix. 3. To look at and contact 311 on the fallen walk flash light near CO-OP at Rocky Ridge.-Update required</p>	<p>Tolu has resigned due to his studies commitment and the CA will be sourcing for a replacement.</p>	<p>NIL</p>

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Volunteers – Volunteer Lead, Steve Branter	Recruitment of board and lead position Ongoing recruitment – some board and lead positions still vacant	Volunteer status for 2019 events as of March 8th 2019; Stampede setup - 5 / 5 Stampede - 31 / 100 Family Fun Day / Sports Party - 13 / 13 Community Clean-up - 0 / 8 Master Volunteer Database Status - 403 volunteers in volunteer database Steve to provide needed volunteer support to Jesse and Programs activities for the year.	NIL

5. **Other business:** 2019 Objective/Budget to be tracked for 5 portfolios from next meeting.

6. **Next Meetings**

22 April 2019, 7.00 pm Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 8: 51 pm by Leon Dirven and Kris Kasper

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Henry Cairney (President) Signature