

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2019

Date: Monday, 28 January 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 – Vincentiu Tudor	Treasurer – Ambreen Sulman
Secretary-Patience Fagbenro	Safety & Security- Jessica Asuquo	Planning & Development –Dave Spencer
Transportation – Durotolu (Tolu) Aro		
Sponsorship – Jan Gale		
Communications - Immanuel Nwanchukwu		
Membership – Joanna Tjia		
School – Marcie Hawranik		
Programs- Tatyana Sandoryan		
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		

2. Motion to Call to Order/Adoption of Agenda

Henry called the meeting to order at 7.04pm

Amendment (if any): None

Adopted by: Tolu Aro and Seconded by Marcie Hawranik

Carried by: The House

3. Adoption of Previous Minutes

Amendment (if any): None

Adopted by: Tatyana Sandoryan and Seconded by Marcie Hawranik

Carried by: The House

Rocky Ridge Royal Oak Community Association


MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2019

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	support in getting grants to complete the Rink. - There are not as many federal grants available to communities, but will keep eyes open for them, and will pass the information along if anything appears to fit with your objectives. Also chaired some community support government links with the CA.	<ol style="list-style-type: none"> 1. Have bid Canada flags to give away to schools whenever we need some. 2. Can help the CA with contacts to the right government officials when needed. 3. The CA can always let Pat know when he is needed at any of our programs or meetings. 4. More details of the MP's office activities are on facebook. 	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	<ol style="list-style-type: none"> 1. A cross bar design is in plan at 888 Country Hills Boulevard.- Review still in progress 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. 	NIL	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2019

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
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>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>1. Board Governance: Any communications going out from the RRROCA should be voted on by the board members before being sent especially for letters going out to external bodies which must be signed by the president.</p> <p>2. 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>3. Updates on coming events: See attached for details.</p> <div data-bbox="1064 922 1124 981" style="text-align: center;">  </div> <p style="text-align: center;">NCP Report Jan 2019.docx</p> <p>4. Encouraged the CA to dedicate 30 mins at the February meeting to agree and finalized annual objectives for 2019</p>	NIL
Executives' Reports			
Treasurer – Ambreen Sulman	<p>1. Audit update: Final report submitted handling follow-up inquiries Confirm if report has been accepted?</p> <p>2. Financial Policies: - Confirm if finalized now?</p> <p>3. Reserve Fund Estimate: <i>to review and finalize by October 2018. It needs to</i></p>	<p>1. Account summary update required</p> <p>2. Abuse Coverage Application filling due</p>	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2019

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
	<p><i>be in budget moving forward.-Confirm this was included in budget?</i></p> <p>4. AGLC Letter from Casino: Confirm submission has been done?</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 of if this has been done?</p>		
<p>President – Henry Cairney</p>	<p>NIL</p>	<ol style="list-style-type: none"> 1. Vice-President, Parks and Sponsorship Chairs now filled. 2. Priority in filling Events positions; - Advert to be placed by Immanuel on the CA's Family web page immediately. 3. Reviewed the cloud and Google documents, a number of queries identified which include: <ol style="list-style-type: none"> i. Contact List Update: with our details ASAP. ii. Budget to be for 2019: Also need to review budget, iii Annual filings and iv. Review of Business Plan 4. Under age (<15year) volunteers: - are showing interest to join the CA in key positions. Parental consent and accompany of these volunteers is necessary. Heather promised to provide the CA with the following to help: <ol style="list-style-type: none"> i. Group volunteer form ii. Volunteering log form iii. Volunteering policy <p>Marcie and Tatyana will work together on how to manage these young volunteers.</p> 	<p>To vote Dino and Jan as portfolio chairs for Parks and Sponsorship. Seconded by: Marcie Hawranik Carried by : ALL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2019

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
		<p>6. CFEP grant approval letter for \$60,942 with cheque expected around mid-February. Letter was handed over to Dino for the phase 2 project of the rink.</p> <p>7. Chairs to always inform the President or Secretary ahead if not attending any meeting and to send in their monthly reports.</p> <p>8. A special meeting will be held by the following portfolio chairs with Henry and Heather before next meeting to agree key miles stones: Ambreen, Tatyana, Dave, Dino and Jan.</p> <p>9. Need to constitute a functional Governance Board.</p>	
Vice President – Vacant	Continue work on researching grants for the CA	NIL	NIL
Secretary – Patience Fagbenro	NIL	<p>1. To finalize collation of:</p> <p>i. Contact List- To circulate as is and update positions are filled.</p> <p>ii. 2019 Total CA objective/Activity budget and transfer to the President and Treasurer for their necessary CA's budget planning.- To be finalized at next meeting and agree 3-5 key objectives to track for the CA in 2019</p> <p>2 The last AGM did not quite make a quorum - as past, to leave documents as available now.</p>	NIL
Chairs' Reports			
Communications – Immanuel Nwanchuku	<p>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.</p>	<p>1. Titles: Do we address board members as “Directors” or “Chair”? – Elected portfolio heads are Director and working board as Chair.</p> <p>2. Sponsors: How to support them vs. supporting other businesses?</p>	<p>Motion to approve the survey.</p> <p>Seconded by :Tatyana Sandoryan</p> <p>Carried by: ALL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2019

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
	<p>2. Update on Social media strategy now there is a potential Lead Volunteer.</p> <p>3. Website Audit:- : Needs photos of board members. I will send email out to those required.</p> <p>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.</p>	<ul style="list-style-type: none"> - Is there an avenue at all for this? (e.g. sharing posts on Facebook) - Ideas for more sponsorship: Ads on Website*, Small Biz Directory, etc. <p>Response - Good to place sponsors on website using clear policy for control. Will work with Jan and Henry as part of the Governance board.</p> <p>3. Website Update: Gradually tackling it.</p> <ul style="list-style-type: none"> - President's message updated; - board members list... names updated 	
<p>Events – Dan Toma/ Erhan Baykotan/ Vincentiu Tudor</p>	<p>1. Family Movie Night – December 15, 2018.- Feedback update need especially in the light of a member's dissatisfaction with the choice of movie.</p>	<p>1. Cleanup event Sept. , 2019- Has the application being filed and what date?</p>	<p>NIL</p>
<p>Membership- Joanna Tjia</p>	<p>NIL</p>	<ol style="list-style-type: none"> 1. Number of members (completed registration): Membership 2019: 44 on Jan 18, 2019 2. The cheque of \$543.76 from Calgary West Soccer Club received for membership 2018. 3. <u>Free membership or one free sport program 2019 for board members and leads</u> Since the 2nd week of December, I have renewed recumbent board members and leads for membership 2019. Please let me know if you haven't received a free 2019 membership. 	<p>NIL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2019

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
		<p>4. Sent out community cleanup application – proposed on Sept 22 (Sunday). The date will be confirmed by the City of Calgary in late February.</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"> i. <u>Monthly membership emails</u> – Linda is working with Immanuel to keep members updated of events, services and news in the community. ii. <u>Babysitting registry</u> Recruiting more qualified adult and teen babysitters to enlarge the babysitter database. We have 18 babysitters in our registry. iii. <u>Privilege for members</u> Nutcracker (in a nutshell) – 45 min (30 min ballet & 15 min workshop) - YMCA - winner of ticket draw was Louise Boucher - 5 board members received two free tickets per member iv. <u>Looking for vendors who can provide discounts for members</u> - If you know any potential vendors, please let me know. <p>6. Membership Reward: To work with Jan to come up with different ways registered members can have value added benefit e.g. access to discounted cards for shopping with sponsors etc.</p>	

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2019

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
Parks Lead- Kris Kasper	<p>1. Volunteer-Led Summer Maintenance of RRROCA Park- riding mower delivery and irrigation solution, update required.</p> <p>2. Sea can for sale – Update required</p> <p>3. Mobile Skate Park- Dates set June 13-June 27-update required.</p>	<p>1. Rink Booking: Booked for Feb 5th and 7th between 4-6pm. The 50:50 public use policy must be observed as long as the rink is open while being booked. A schedule of booking to developed with a sign available to inform the public when the Rink is booked. Garbage bin must be provided during such periods and a First Aid Kit is required (to be checked regularly for replacement of any expired items).</p> <ul style="list-style-type: none"> - All sponsors adverts must be placed inside the rink wall and not outside. <p>2. Leakage Issues: To work with Dave on this.</p>	
Planning & Development - Dave Spencer	<p>1. Community Park and Rink Update</p> <p>a. CFEP application for funding- approval is for 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</p>	<p>NIL</p>	<p>NIL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2019

Report By	Activity Update												
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval										
	following a free audit. Update on review needed-pending												
<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: Needs to be reviewed and organized.</p>	<p>SPORTS REGISTRATION: Starts February 1st</p> <p>The U4 and U5 age groups are very similar, will like to keep the fees the same.</p> <p>U6 to U12 bring in the highest revenue, so will make a nice difference to offset expenses. A cost of \$70 per child seems to be fair, considering our neighbours in Tuscany charge \$85. However, This year will not be ordering full uniforms (will exclude shorts and socks to reduce expense) and concern that parents may complain that fees went up while items provided decrease.</p> <p>Also to reduce amount for Ball - it appears most kids are signed up for soccer first and ball is a second choice, this will encourage for registration in both programs.</p> <p>Update to website and registration program complete. Volunteering positions updated. Fees set as per email motion (changed from previous years).</p> <p>-Check status of sponsorship - required for spring sports. Needs soccer balls to discuss on Tim bit sponsorship of balls and jersey, to work out modality with Jan to ensure we get membership registration fee.</p> <p>-How do we accept cheques for registration? How are reduced rates treated? To discuss with Ambreen</p>	<p>Motion to change the fee structure of the sports programs as follows:</p> <table border="1" data-bbox="1736 635 2112 813"> <thead> <tr> <th>Current</th> <th>New</th> </tr> </thead> <tbody> <tr> <td>U4 - \$50</td> <td>\$55</td> </tr> <tr> <td>U5 - \$50</td> <td>\$55</td> </tr> <tr> <td>U12 - \$65</td> <td>U6 to U12 - \$70</td> </tr> <tr> <td>Ball - \$65</td> <td>\$60</td> </tr> </tbody> </table> <p>Seconded by: Henry Cairney Carried by: 70% of 10 available portfolio votes of yes by email with no votes received from 3 portfolio chairs (School, planning & Dev and Safety and Security).</p> <p>Other Motions for Board consideration:</p> <ul style="list-style-type: none"> • Implement late registration fees at \$25 and keep open until teams are filled. • Volunteer deposit collected at registration waived 	Current	New	U4 - \$50	\$55	U5 - \$50	\$55	U12 - \$65	U6 to U12 - \$70	Ball - \$65	\$60
Current	New												
U4 - \$50	\$55												
U5 - \$50	\$55												
U12 - \$65	U6 to U12 - \$70												
Ball - \$65	\$60												

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2019

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
			<p>if a position is selected or reimbursed once position fulfilled.</p> <ul style="list-style-type: none"> • Add another sign at Rocky Ridge Road for \$178 to increase advertising. • Add cancellation policy: Full refund for medical reasons; refund, less cost of jersey for other reasons; membership fees non-refundable <p>Seconded by: Tolu, Joanna, Marcie and Jan respectively. Carried: All motions were accepted by all.</p>
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 	<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

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2019

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
	<p>3. Little Leaders recognition Will send write up to Immanuel for publishing in Suburban magazine.</p> <p>4. Pratt School: - the creation of a Gardening Club to maintain the RRROCA park shrubs/plants over fall/summer/spring months.</p>		
Sponsorship –Jan Gale	<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>	<p>1. Bola is developing a sponsorship package. To be approved by the board before distribution.</p> <p>2. Three new sponsors have signified interest to support this year's stampede breakfast.</p> <p>3. To encourage sponsors to buy inside advertising space at the rink for \$ 250/season. Heather will help with the modalities to do this.</p>	NIL
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>1. City of Calgary Crowchild Trail Upgrades: started on 15 January 2019.</p> <p>2. To look at and contact 311 on the fallen walk flash light near CO-OP at Rocky Ridge.</p>	NIL
Volunteers – Volunteer Lead, Steve Branter	<p>Recruitment of board and lead position</p> <p>Ongoing recruitment – some board and lead positions still vacant</p>	<p>1. Tatyana is in the process of populating SportzSoft with volunteer opportunities for 2019 which includes:</p> <ul style="list-style-type: none"> Stampede setup, Stampede, Family Fun Day / Sports Party & Community Clean up. 	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JANUARY, 2019

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
		<p>Note: Easter Egg packaging & hunt will not be added as a volunteer opportunity this year</p> <ul style="list-style-type: none"> • Ice Rink volunteering will not be added to SportzSoft for 2019 / 2020 season. <p>Master Volunteer Database Status - 403 volunteers in volunteer database.</p> <p><u>Questions for Board Meeting:</u></p> <p>1. We need to add the Casino event this year to SportzSoft - How many volunteers will be required? Response- To work with Ambreen on this as the AGLC Winter schedule has been received by the CA.</p> <p>2. Do we run these two events this year? - Family Movie Day - 3 on 3 basketball tournament Response -Will be confirmed at next meeting when the 2019 activity plan and budget is finalized.</p>	

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

6. **Next Meetings**

25 February 2019, 7.00 pm Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 9: 20 pm by Joanna Tjia and Tolu Aro.

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Henry Cairney (President) Signature