

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – APRIL, 2019

Date: Monday, 22 APRIL 2019

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

1. ATTENDANCE

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

2. Motion to Call to Order/Adoption of Agenda

Dino Petrakos , acting chair called the meeting to order at 7.16pm

Amendment (if any): None

Adopted by: Joanna Tjia and Seconded by Kris Kasper

Carried by: The House

3. Adoption of Previous Minutes

Amendment (if any): Joanna marked as absent instead of apology under attendance.

Motion by: Marcie Hawranik and Seconded by Joanna Tjia

Carried by: The House

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4. Presentation of Reports

Report By	Activity Update		
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GOVERNMENT & CITY REPRESENTATIVES' REPORTS			
MP Rocky Ridge Office – Pat Kelly	NIL	<ul style="list-style-type: none"> The MP was happy to be at the CA's meeting. He informed the house that he oversees 14 community's associations and willing to provide any needed support by the CA. The CA should give him heads-up on the date of the Stampede Break fast as he will like to attend and support with his Volunteers 	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 - Ongoing by board refresher trainings</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.-<i>This can only be reported after the completion of the rink life cycle process/warranty. This should happen between May-June, 2019</i></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(2019).</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.-All documents received</p>	<p>See attached update report for April 2019</p> <p> NCP April 2019.docx</p> <p>Will do a board orientation training for new Chairs.</p>	<p>NIL</p>
<p>Executives' Reports</p>			

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<p>Treasurer – Ambreen Sulman</p>	<p>1. Reserve Fund Estimate: The City will prepare lifecycle report and reserve fund estimates Part of 2019 Budget.</p> <p><i>Note:- Volunteers time spent hourly rate can be used as matching fund. Kris to provide details to Heather to help calculate total cost.</i></p>	<p>1. Account summary as at April 2019</p> <p>Chequing \$182,245.18 Casino \$ \$13,762.80 Total account balance \$ 198,008.14</p> <p>2. To conduct Audit by Sept 2019</p> <p>3. 2018 CFEP Follow up report:-Waiting for some information from Dave to complete this.</p>	<p>NIL</p>
<p>President – Henry Cairney</p>	<p>Governance Board- Update at next meeting on when this board will meet.</p>	<ol style="list-style-type: none"> 1. Interested Candidate for Sponsorship chair, awaiting her decision.- declined the position 2. Budget completed and distributed. 3. Alberta election candidate forum held with other local CAs. 4. Review of Board make-up to be discussed. 5. Potential Casino Development: - Some members expressed concerns in the areas of demographics especially as location seems close to family neighbourhood, schools, potential increase in crime and safety issues as area is also going to host the Police Station, convention centre, Cannabis store issues. As it seems this company (New Star Capital Inc) wants the CA's endorsement the following actions were agreed at the meeting: <ol style="list-style-type: none"> i. To draft a Council lobby document and share with the president and Heather for inputs, and to cc MP and MLA when sending the final document- Dino 	<p>Leon Dirven has signified disinterest in continuing as Vice President and nominating Dino Petrakos to the post of 2nd Vice President until Leon's resignation letter is received.</p> <p>Seconded by: Jesse Owlchild</p> <p>Carried By: ALL</p>

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		ii. Patience to forward email to Heather who will use a professional Research Analyst to develop a community survey to get members feedback on this. iii. The company to be encouraged to hold an Open House with the community members for feedback too- Henry	
Vice President – Leon Dirven	1. To work on researching grants for the CA 2. To activate his RRROCA account and get up to date on activities so far in 2019 while providing necessary support to Henry.- <i>Confirmed now has access to RRROCA emails</i>	Signified disinterest in the role and to send in his resignation letter.	NIL
Secretary – Patience Fagbenro	The approved 5 portfolios (Events, Programs, Parks, Membership and sponsorship) objectives for 2019 tracking commences this month (see below).	1. A brief run down on the collated report and minutes format and 2. expectations from Chairs. 3. The Administrative Assistant is relocating from Calgary in next 1-2months. Recruitment advert in progress.	NIL
Chairs' Reports			
Communications – Immanuel Nwanchuku	1. A newsletter annual articles by board members: To draw up plan for 2019. To update at next meeting 2. Update on Social media strategy now there is a	1. Email Issues: Members access to email and their icloud folders still an issue- Just had access and working on providing needed password. Patience to send names and details of new board members. 2. A member of the community has set-up a new website for community members to review surveys and give feedback on common areas of interest and wants the CA's support.	

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	<p>potential Lead Volunteer.-Will get back on this with Kathrine</p> <p>3. Website Audit:- : Needs profile photos of board members. <i>And to add thank you photo of volunteers from Kris. Will send an email with a deadline.</i></p>	<p>Members expressed concerns around personal information protection, the link provided not very functional, and more due diligence is required for safety and security of members as the website is open to the public in general.</p> <p>Immanuel was also asked to encourage him to join the RRROCA IT team to support with survey handling using the CA's website instead.</p>	
<p>Events –Jesse Olwchild</p>	<p>1. 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.</p> <p>2. Easter Egg Hunt April 20, 2019: The event was a success with good attendance from the community.</p> <p>3. YMCA Events partnership: To work with Joanna on this. – <i>Joanna supported in getting board chairs free tickets and registered member reduced ticket cost to an event at YMCA</i></p>	<p>1. Decision on Events that should be organized for 2019- See Objective tracking below</p> <p>2. Community Garage Sale May 25 to 26, 2019</p> <p>3. Stampede Event 6th July 2019 – The following options were voted for by members present:</p> <p>i. Calgary Stampede to takeover the organization of the event but may have missed the deadline for this.</p> <p>ii. Hold a smaller size event at the Rink with support from sponsors, food trucks, 1-2 kids entertainments.</p> <p>iii. Continue with the usual full blown event at the Journey church premises.</p> <p>Members voted for option ii with a plan to limit attendance by charging a fee (see motion).</p> <p>a. Time for the Stampede Breakfast will between 10am to 12pm.</p>	<p>To organize a small Stampede event at the CA's Rink by charging a breakfast fee of \$5 for non-members and free for members. Raised by Joanna</p> <p>Seconded by: Shahnaz Jabeen</p> <p>Carried by: All</p>

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		<p>b. Shahnaz promised to support with face painting at the event.</p> <p>c. The following Board members were nominated into the 2019 Events planning committee to support Jesse: Marcie, Jason, Bola, and Joanna.</p> <p>d. Heather and the MP will also be supporting with volunteers in addition to those already recruited by Steve for that day.</p> <p>e. Jesse to ensure the notice/advert is out on our social media platform o time especially as it relates to the fees.</p>	
Membership- Joanna Tjia	Babysitting registry: - Updated members list circulated in April	<p>1. Number of members (completed registration): Membership 2019: 284 on April 19, 2019</p> <p>2. March Community Association Awareness Month Linda and I have prepared articles for daily posts. Specially thanks Katherine to post on social media everyday. The campaign seems successful to draw the attention of residents to RRROCA – as we received offers from volunteers, Q&A about the difference between CA and RAs, etc.</p> <p>3. Recruiting a university student intern as Membership Benefits Specialist through SCiP program:- Received one application, but the applicant has withdrawn.</p> <p>4. Membership perks YMCA ticket draw as 1 of the 3 new perks, still looking for 2 more new perks; second will be the stampede breakfast fee discount</p> <p>5. To circulate the Conflict of Interest documents to the new chairs Jason and Khokhan.</p>	NIL

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<p>Parks - Dino Petrakos</p>	<p>1. Maintenance of RRROCA Park- Work in progress with volunteers.</p> <p>2. Sea can for sale – posted on kiji and sold at <u>\$2400</u></p> <p>3. Rink Sponsorship: sponsors adverts to be placed inside the rink wall and not outside as received. -None yet</p>	<p>1. Communications still potentially an issue- Immanuel working on this.</p> <p>2. Appreciation night out for rink volunteers.</p> <p>3. To encourage pay for use of the Rink by corporate bodies but must ensure the rink id available minimum of 50% of the time for community members and with adequate pre-notice on the rink wall.</p> <p>4. Need more student volunteers to support with rink flooding activities during the day. Marcie to support.</p> <p>5. Kris Kasper has agreed to step into the role of the Parks Cahir following the nomination of Dino to the role of the 2nd VP.</p>	<p>1. To spend \$500 on rink volunteers' appreciation night for all their good work especially during the winter events. Seconded by: Immanuel Nwanchukwu Carried by: All</p> <p>2.To nominate Kris Kasper as the Parks Chair. Seconded by: Jesse Owlchild Carried by: All</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)- <i>Need to ensure all follow-up actions regarding this grant is done on time by working with the Treasurer.</i></p> <p>b. Rink Updates: Inspection of permanent structure due for development permit- Engineering report submitted still have about 6 months to complete all inspections documentation requirements.-To confirm exact date In order to avoid missed deadline.</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 	<p>NIL</p>

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	2. A park program from City to cover 30% of CA's energy requirement following a free audit. –still ongoing.	<ul style="list-style-type: none"> Letter of intent to enter into a new Licence Occupation – Jan 1, 2030 – Dave will apply when due. 	
Program Co-Chair – Tatyana Sandoryan	<ol style="list-style-type: none"> Bold Sign – still seeking volunteers. To be posted at strategic points in the community. Marcie and Joanna to support. Equipment audit:- agreed with Parks team for April 6,2019. -Update required Permit Renewal- Update required 	<ol style="list-style-type: none"> Total of 319 registrations for Spring Sports. -The programs are set to start on April 27 - all is in place for the season to begin Will start working on a Director's role manual for this position as this was very difficult for me to handle on my own. Khokan Sikdar has a strong interest in Badminton, with a potential to replace the 3 on 3 Basket ball and will be supporting Tatyana with programs. Patience to link him up with Tatyana. 	<p>To nominate Khohan Sikdar as CO-Chair of Program.</p> <p>Seconded by: Immanuel Nwanchukwu Carried by: All</p>
Safety & Security – Jessica Asuquo	Neighbourhood Day – June 15, 2019- Awareness advert sent out to members.	NIL	NIL
Schools -Marcie Hawranik	<p>Updates on the following programmes if any:</p> <ol style="list-style-type: none"> 'Kid-preneur Marketplace' Renert School Little Leaders recognition Pratt and Royal Oak Schools: - the creation of a Gardening Club to maintain the RRROCA park 	1. Will be visiting Pratt School with Kris and Heather	NIL

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	shrubs/plants over fall/summer/spring months.		
Sponsorship – Vacant	Updates on the following required: 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	Bola (Sponsorship Lead) now in copy of all board minutes and expected to lead these sponsorship activities until a new Chair is engaged.	NIL
Transportation – Durotolu (Tolu) Aro	1. Two Marked school sites on Royal Birch and Rocky Ridge - To finalize where signs should be and get back to the council. Update required 2. Light timing at 112 intersection still an issue- repaired but broken again, contacted ROADS/ CITY 311 to fix. To <i>confirm if fixed</i> 3. To look at and contact 311 on the fallen walk flash light near CO-OP at Rocky Ridge.- <i>Update required</i>	Dino had initially taken over this role on a temporary basis but is stepping down to due to new VP role and Jason Kellock has agreed to take over this role.	To nominate Jason Kellock as the new Transportation Chair. Seconded by: Marcie Hawranik Carried by:All
Volunteers – Volunteer Lead, Steve Branter	Recruitment of board and lead position Ongoing recruitment – some board and lead positions still vacant	1. Election Candidates Forum April 4th 2019; Done with 3 chairs from RRROCA in attendance. 2. Easter egg hunt in conjunction with Journey Church;	NIL

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		<p>-- Egg packing – three families (7 people) and c. 20+ guides have helped packed the eggs over two events in conjunction with the Journey Church volunteers. The eggs are now all packed.</p> <p>- Egg hiding – three families (11-12 people) committed to hiding the eggs on April 20th @ 11am</p> <p>-Egg hunt photography – Caleb is no longer in the community and therefore not available for photography at the event. Possibility that Nick B may be available – still waiting on confirmation.</p> <p>3. Volunteer status for 2019 events as of April 12th 2019; Stampede setup - 5 / 5 Stampede - 56 / 100 Family Fun Day / Sports Party - 13 / 13 Community Clean up - 0 / 8</p> <p>4. Master Volunteer Database Status - 403 volunteers in volunteer database</p> <p>Request from Jennifer Reynolds regarding the WD Pratt Grade 9 farewell. She is seeking help with securing food, entertainment etc for the evening- Marcie will follow up with this and revert at next meeting.</p> <p>How are we placed to help her with this event ??-Marcie to handle</p>	

5. **Other business:** 2019 Objective/Budget tracking for 5 portfolios: **15% completion status as at April 2019.**

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Portfolio/Chair Name	Objectives Highlights	Due Date	Completion Status	Comments
Programs/ Tatyana	To provide sports to 400 children in the community.	Feb -April 2019		
	To generate sports registration income of \$ 29,000 (includes \$4,000 from members' registration)	June 2019		
Membership/Joanna	To target 450 members with fees generation of \$8000.	October 31, 2019		
	Provide at least 3 more perks to members	October 31, 2019		
Parks/Dino	Grand Rink Opening as Family skate day	March 16, 2019	Completed	
	Finish the parks around the rink starting with available grant (\$500)	September 2019		
Events/Jesse	To organized and drive actions for the following events: 1. Easter Egg Hunt 2. Family Fun Day 3. Stampede Break fast 4. Community Clean Up 5. 3 ON 3 Basketball-may be replaced with Badminton 6. Family Movies	1. April 20, 2019 2. May 24-25, 2019 3. July 6 th 2019 4. 22 nd Sept, 2019 5. TBD 6. Date in Dec.TBD	1. Completed	
Sponsorship/Bola	Get manufacturers sponsorship and adverts for community rink	September 2019		

Note all activities and expenses must be within approved budget.

6. Next Meetings

27 May 2019, 7.00 pm Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 9:16 pm by Joanna Tjia and Immanuel Nwanchuwu

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

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Reviewed & Approved by Dino Petrakos (Vice President)

Signature