

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – MAY, 2019

Date: Monday, 27 May 2019

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

1. ATTENDANCE

Present	Absent	Apologies Received
Directors and Chairs		
President- Henry Cairney	Safety & Security- Jessica Asuquo	Events Lead –Vacant
Vice President – Dino Petrakos	School – Marcie Hawranik	
Treasurer – Ambreen Sulman		
Communications - Immanuel Nwanchukwu		
Planning & Development –Dave Spencer		
Programs- Tatyana Sandoryan		
Membership – Joanna Tjia		
Parks- Dino Petrakos		
Secretary-Patience Fagbenro		
Volunteers- Shahnaz Jabeen		
Transportation-Jason Kellock		
Parks-Kris Kasper		
Government Contacts & Advisors		
Heather MacKay - NPC	Jason Schneider - CPS	
Ralph Smith (on behalf of Ward Sutherland)	Ben Sasges representing Sandra Jansen(MLA)	
	Kelli Taylor and Pat Kelly (MP)	
Others		
Lily Li– New Administrative/Secretary Assistant		
Hafiz Ali – Steinbock Development Corporation		
Scott Mathers – New Star Capital		

2. Motion to Call to Order/Adoption of Agenda

Henry Cairney , chair called the meeting to order at 7.00pm

Amendment (if any): None

Adopted by: Dino Petrakos and Seconded by Dave Spencer

Carried by: The House

3. Adoption of Previous Minutes

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

Motion by: Ambreen Sulman and Seconded by Dino Petrakos

Carried by: The House

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 – Pat Kelly	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 with ROADS.</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.- Universal review still in progress at Council</p>	<p>1. Removal of bus-stop on Rocky Ridge – ROADS to handle</p> <p>2. Traffic light at Rocky Ridge/Royal Oak road is very unlikely.</p> <p>3. Flashlight on stony trail</p> <p>4. Will provide the City links where all the CAs request can be directed, such as Dog park</p>	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: Sent the self assessment for 2019 link to the President who needs to circulate to all members to fill as deadline is June 20, 2019 -NPC self assessment done at the meeting. i. Ongoing board refresher trainings ii. All to complete their planning sheet</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>1. Neighbourhood Day – CA to inform members that alcohol on bill/receipt is not allowed.</p> <p>2. Mobile Skate Park coming up at Rocky Ridge Royal Oak rink on June 21st – July 3rd, 2019</p>	<p>NIL</p>
Executives' Reports			
<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>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>NIL</p>

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	<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.- Done</i></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>2. Casino date for our CA is Nov 19 -20, 2019. Time 10am - 7pm and 7pm – 3am.</p> <p>- 2 GMs are needed – Dino and Kris have volunteered to take up this role. Ambreen is the Chair.</p> <p>- 2 Cashiers and 2 Runners are needed</p> <p>- Heather to meet with all for training on how the Casino activities work.</p>	
<p>President – Henry Cairney</p>	<p>1. Governance Board- Tessa as former President is willing to come to the board meeting from time to time and help develop the Policies and Procedures.</p> <p>2. Update on Potential Casino Development: -</p> <p>i. Letter circulation – Done (details in VP's report below). The Casino Owners Hafiz Ali and Scott Mather were at the meeting to present the Casino plan. They said the facility is relocating from Black Foot Trail to the Royal Vista sub-urban area with a Casino and a hotel only. No night club and No Concert facility. Board members asked questions and they provided response. They said they will stop their application if the board says</p>	<p>1. Proposed Correction Centre in the community: - Henry to get information from the CAs CPS contact, RO. Cst. Scott Nedham on the plan to manage the proposed correction centre relocation.</p> <p>2. The Event Chair has resigned and as the Stampede Event is close at hand, the house decided to contact the YMCA on possibility of helping to manage this event. If the response is not favorable the President will inform the house and may ask for the cancellation of the event.</p> <p>3. Garage Sale took place amidst a lot of challenges due to late planning and co-ordination. Only 14 members registered though more people participated privately.</p> <p>4. Will be on away between 24 July to 12 September, 2019 and the Vice President will be in charge.</p>	<p>To organize an Open House to engage the community on the proposed Casino Development with the company making presentation and getting the community feedback.</p> <p>Raised by: Dave Spencer</p> <p>Seconded by: Shahnaz Jabeen</p> <p>Carried by: ALL</p>

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	<p>they should. A motion on getting more community members was agreed and Henry will get back to the company on logistics details as well as informing the CPS about it.</p> <p>- Announcement to be put in our Newsletter and social media. Likely venue due to size will be YMCA</p>		
<p>Vice President – Dino Petrakos</p>	<p>1. To work on researching grants for the CA- Update will be provided when available.</p>	<ul style="list-style-type: none"> • Drafted letter to potential casino developer. The letter outlined our concerns, stated we did not support this development at this time, but also suggested a meeting with the board and potential future meeting with the community at large. The letter was review by Henry who sent it to New Star Capital and who will now be the main point of contact on this issue. • Was contacted by Pastor Sherry Loewen at Royal Oak Victory Church regarding sponsorship for the upcoming Family Fun Day put on by the church. As the money was already part of the approved budget Cheque has been made out and delivered it to the church on Sunday May 19, 2019. The cheque was for \$2000.00. Family fun day is scheduled for May 25th, 2019. <p>- She is also interested in encouraging the Church member to volunteer for RRROCA.</p>	<p>NIL</p>

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		<p>- Dino to contact Pastor Sherry Loewen at Royal Oak Victory Church regarding getting an Event Chair to volunteer.</p> <p>-</p> <ul style="list-style-type: none"> Cancelled the originally agreed upon singer for the Stampede breakfast. Jack Jackson was deemed to be too expensive and posed some logistical concerns with the new venue. This was done with the approval of the Stampede planning committee. 	
Secretary – Patience Fagbenro	The approved 5 portfolios (Events, Programs, Parks, Membership and sponsorship) objectives for 2019 tracking commences this month (see below).	<ol style="list-style-type: none"> New Administrative Assistant recruited, introduced to all at the meeting, training commenced and will attend the meeting from time to time. Update WhatsApp contact list with new Chairs - Done 	NIL
Chairs' Reports			
Communications – Immanuel Nwanchuku	<p>1. A newsletter annual articles by board members (Articles by Portfolio Schedule): To draw up plan for 2019. To update at next meeting_ Members to provide feedbacks so the year-long schedule for each board member to submit an article can be finalized. Consideration was given to timing of 'events' surrounding each portfolio to help generate subject matter and allow for time to write. This schedule will be in effect starting in June 2019.</p>	<p>Board Cloud/Emails:</p> <ul style="list-style-type: none"> Everyone except for Tatyana ad Shahnaz are still having some challenges with their emails and iCloud access; members to keep informing the Chair if otherwise to keep searching for a permanent solution. Now have a handle on changing password of Cloud accounts and included access information as part of onboarding. Events Email: To forward all Events emails to Shahnaz keeping the President in copy so we do not miss any important event communication. 	NIL

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	<p>2. Social media strategy: Continuing as-is based on Katherine's judgement on what is relevant. Sourcing posts from her own findings, and submissions to her. Will re-visit in end of June.</p> <p>3. Website Audit: -:</p> <ul style="list-style-type: none"> - Have most photos of board members. - Have started updating sections of the website, with goal to complete in June 15 <p>4. Email Delivery Issues: Programs account experiences non-deliveries/junking of outgoing emails. Was not able to find the cause, nor a pattern... I'm tracking this by following up with recipients of my emails via phone when possible. Good findings on my end so far.</p> <p>5. Hoopros – Community Proposal Voting Site: Emailed Dean Schuiteman, but got no response. No phone # provided.</p>		

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<p>Events –Vacant</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. 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>3. Community Garage Sale May 25 to 26, 2019- Done</p>	<p>1. Decision on Events that should be organized for 2019- See Objective tracking below</p> <p>2. Stampede Event 6th July 2019: -Venue: RRROCA Rink -Time:- 10am to 12pm</p> <p>3. Events planning committee to support Jesse: Marcie, Jason, Joanna and Heather Jesse to ensure the notice/advert is out on our social media platform on time especially as it relates to the fees.</p>	<p>NIL</p>
<p>Membership- Joanna Tjia</p>	<p>1. Babysitting registry: - Updated members list circulated in April</p> <p>2.Membership perks</p> <p>i. <u>Recruiting a university student intern as Membership Benefits Specialist through SCiP program</u> -received an application and reviewing possibility of supporting with membership drive.</p>	<p>1. Number of members (completed registration): Membership 2019: 306 on May 24, 2019</p> <p>2. Stampede Breakfast: Team (Chair and Lead, Linda) is working on membership ID (printed version) and pre-registration for the event.</p> <p>3. Garage Sale Registration – bring us memberships <u>Statistics:</u> Garage Sales registration (New membership): 2017: 53 (36) 2018: 51 (32) 2019: 21 (20)</p>	<p>Suggesting Parade of Garage Sales to be monitored under membership portfolio starting 2020 Reasons: 1) This event mainly involves member registration and sign kits distribution, so it will streamline the process. 2) It will lessen Event team's workload as they will be busy at organizing Stampede Breakfast.</p>

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	<p><u>New perks in 2019 (target for 3 new perks)</u> 1) YMCA ticket draws and discounts 2) Free Stampede Breakfast 3) TBD</p> <p>3. To circulate the Conflict of Interest documents to the new chairs Jason and Khokhan.-Done</p>	<p>- There are also many people tried to register but cancelled because of the \$30 membership fee. - Hijack of parade of garage sales</p>	<p>3) Parade of Garage Sales brought new memberships, so membership team can start advertising earlier (targeting late March 2020) for this event. Seconded By: Kris Kasper Carried by: All</p>
<p>Parks - Kris Kasper</p>	<p>1. Rink Sponsorship: sponsors adverts to be placed inside the rink wall and not outside as received. -None yet.</p> <p>2. Appreciation night out for rink volunteers: Mad Rose Pub- Friday May 10, 2019- 12 Volunteers attended.</p> <p>3. More student volunteers:-Update required at next meeting.</p> <p>4.. Volunteer work hours:- Provided Heather McKay with volunteer hours for the outdoor rink</p>	<p>1. Maintenance of RRROCA Park-</p> <p>- Now recruiting to parks maintenance. Grass cutting and general duties. It is looking like current rink volunteers will be used and there is enough interest in this area to make it work.</p> <p>To acquire quote- rink water box attachment for garden hose. Dave Spencer and through Rink Water.</p> <p>2. A testimonia request was made to Parks from another community. To share response with Henry before sending.</p>	<p>To purchase lawn care items for community park, discussion around cost and what is needed. Ie. Fertilizer, power rake, aerate, etc.- Approved if already accounted for in 2019 Budget and does not need a motion.</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</i></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 	<p>NIL</p>

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	<p><i>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- <i>Engineering report submitted still have about 6 months to complete all inspections documentation requirements.-To confirm exact date In order to avoid missed deadline.</i></p> <p>2. A park program from City to cover 30% of CA's energy requirement following a free audit. –still ongoing.</p>	<ul style="list-style-type: none"> • 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>2. Reviewed a few applications and waiting for WUCO start off date.</p>	
<p>Program Co-Chair – Tatyana Sandoryan</p>	<p>1. Bold Sign – needs to be changed to remove the programs ad.</p> <p>2. Equipment audit: - Equipment audit was not completed, as volunteer time ran out. We spent approximately 3 hours organizing and inflating balls to prepare for distribution on the following week. Audit to be completed after season-end, in June. Volunteers will be needed.</p> <p>3. Permit Renewal- Received from City of Calgary</p>	<p>1. Spring Sports Programs: -- in place, and running smoothly</p> <p>2. Programs Chair position “manual” in process (being drafted by Tatyana Sandroyan), to be completed by July, 2019.</p> <p>- Need 1-2 Co-Chairs for this portfolio. Henry to make sure this is mentioned in the next Newsletter. Kris to follow up with new couples who frequent rinks regular is interested. To submit and early application for Student support next year.</p> <p>3. Potential Badminton program: To follow-up with Khokan Sikdar on his start-up date and support plan for this portfolio.</p>	<p>NIL</p>

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Safety & Security – Jessica Asuquo	Neighbourhood Day – June 15, 2019- Awareness advert sent out to members. Update required at next meeting.	NIL	NIL
Schools -Marcie Hawranik	Updates on the following programmes if any: 1. Kid-preneur Marketplace: 2. Renert School 3. Little Leaders recognition 4. Pratt and Royal Oak Schools: - the creation of a Gardening Club to maintain the RRROCA park shrubs/plants over fall/summer/spring months. – Update on visit to School with Kris and Heather required -Request from Jennifer Reynolds regarding food support for Grade 9 - Update required	NIL	NIL
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) has resigned due to new academic pursuit leaving the portfolio completely vacant	NIL

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Transportation – Jason Kellock	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. <i>Confirm if fixed</i> 3. To look at and contact 311 on the fallen walk flashlight near CO-OP at Rocky Ridge- <i>Update required</i>	NIL	NIL
Volunteers – Shahnaz Jabeen	1. Recruitment of board and lead position Ongoing recruitment – some board and lead positions still vacant	Volunteer status for 2019 events as of April 12th 2019; Stampede setup - 5 / 5 Stampede - 57 / 100 Family Fun Day / Sports Party - 13 / 13 Community Clean up - 0 / 8 Family Fun Day Shared names and contact details of 13 volunteers with Pastor Sherry from ROVC Master Volunteer Database Status 403 volunteers in volunteer database. More Volunteers required: To follow-up on the ROVC Pastor's request on supporting with Volunteer provision especially for key vacant chair positions. Events and Sponsorship.	NIL

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

Portfolio/Chair Name	Objectives Highlights	Due Date	Completion Status	Comments/Updates
Programs/ Tatyana	To provide sports to 400 children in the community.	Feb -April 2019	Completed	319 (79.8%) Registrations at April 2019
	To generate sports registration income of \$ 29,000 (includes \$4,000 from members' registration)	June 2019		Awaiting final amount generated
Membership/Joanna	To target 450 members with fees generation of \$8000.	October 31, 2019	Completed	306 (68%) as at 24 May 2019
	Provide at least 3 more perks to members: 1) YMCA ticket draws and discounts 2) Free Stampede Breakfast 3) TBD	October 31, 2019		
Parks/Dino	Grand Rink Opening as Family skate day	March 16, 2019	Completed	
	Complete Phase 1 and 2 plans	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	1. April 20, 2019 2. May 24-25, 2019 3. July 6 th 2019 4. 22 nd Sept, 2019 5. TBD	1. Completed 2. Completed	

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	6. Family Movies	6. Date in Dec.TBD		
Sponsorship-Vacant	Get manufacturers sponsorship and adverts for community rink	September 2019		Put on hold until a new Chair is engaged.

Note all activities and expenses must be within approved budget.

6. Next Meetings

24 June 2019, 7.00 pm Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 9:04 pm by Dave Spencer and Dino Petrakos

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Henry Cairney (President) Signature