

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 2019

Date: Monday, 24 JUNE 2019

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

1. ATTENDANCE

Present	Absent	Apologies Received
Directors and Chairs		
President- Henry Cairney	Transportation-Jason Kellock	Membership – Joanna Tjia
Vice President – Dino Petrakos		School – Marcie Hawranik
Treasurer – Ambreen Sulman		Programs- Tatyana Sandoryan
Communications - Immanuel Nwanchukwu		
Planning & Development –Dave Spencer		
Safety & Security- Jessica Asuquo		
Secretary-Patience Fagbenro		
Parks-Kris Kasper		
Volunteers- Shahnaz Jabeen		
Government Contacts & Advisors		
	Jason Schneider - CPS	Heather MacKay - NPC
	Ben Sasges representing Sonya Savage(MLA)	
	Kelli Taylor and Pat Kelly (MP)	
	Ralph Smith (on behalf of Ward Sutherland)	
Others		
Lily Li– New Administrative/Secretary Assistant		
Cameron Epp-potential new volunteer Chair		
Krista DeCarte-potential new volunteer Chair		

2. Motion to Call to Order/Adoption of Agenda

Henry Cairney , chair called the meeting to order at 7.02pm

Amendment (if any): None

Adopted by: Dino Petrakos and Seconded by Dave Spencer

Carried by: The House

3. Adoption of Previous Minutes

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 2019

Amendment (if any): None.

Motion by: Dave Spencer and Seconded by Shahnaz Jabeen


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

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 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>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>See attached for new updates</p>  <p>NCP June 2019.docx</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>2. To conduct Audit by Sept 2019</p>	<p>1. Bank balance as of 06/24/2019 Chequing account \$174,930.40 Casino Account \$ 13,763.27 Total \$188,693.67</p>	<p>NIL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 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. 2018 CFEP Follow up report:-Waiting for some information from Dave to complete this.- Done</p> <p>4. Casino date for our CA is Nov 19 -20, 2019. Time 10am -7pm and 7pm – 3am.</p> <ul style="list-style-type: none"> ▪ To provide all necessary Casino documents to Dino and Kris ▪ 28 Volunteers required. Shahnaz to provide. ▪ To produce a Casino implementation plan document or procedure including contact details to make future activities efficient for anyone else in the role in future after Nov 2019. 	<p>2. Preparing to file Annual return for 2019-Collect new board members details at the meeting.</p> <p>3. Sports registration form has the wrong logo- Secretary to share the new logo with Tatyana and all new members.</p>	
President – Henry Cairney	<p>1. Governance Board- Tessa attended the meeting and asked for members to support her in this role.</p> <ul style="list-style-type: none"> ▪ Henri to hand over all draft and completed policy documents to her for annual/biannual review and to help drive compliance. ▪ Dave and Dino volunteered to support her in this role. ▪ Immanuel to grant Tessa access to the CA's iCloud for compliance documents. ▪ Secretary to provide Tessa with the 2019 Planning sheet as she 	<ul style="list-style-type: none"> • Events chair resigned, we urgently require Events and Sponsorship Chairs. • Canceled RRROCA Stampede Breakfast due to lack of Events personnel, we will join the YMCA event on 5th July.- Members still willing to volunteer with the CA • Invited to the Victory church opening post renovations on Sunday 23rd June. • Attended the Police Award ceremony. Henri to follow up with the CA's CPS representative and agree on how to support him in attending our meeting and events. • Two new potential Volunteers/Chairs for the Board, Cameron Epp and Krista DeCarte were introduced at the meeting. They were encouraged to take up the 	<p>To nominate Krista DeCarte for potential Events Chair and Cameron Epp for potential Safety & Security Chair.</p> <p>Motion by: Dino Petrakos Seconded by: Kris Kasper Carried by: ALL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 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>will be providing needed hands-on training and support to the potential new Events Chair Krista.</p> <p>2. Update on Potential Casino Development: -</p> <p>i. Proposed Correction Centre in the community: To get information from the CAs CPS contact, RO. Cst. Scott Nedham on the plan to manage the proposed correction centre relocation.- Update at next meeting.</p> <p>ii. Update on status of the proposed Open House by the developers required.- Henri has informed the developers but yet to receive any feedback</p> <p>3. Will be on away between 24 July to 12 September, 2019 and the Vice President will be in charge.</p>	<p>Events and Co-Program roles if they can. Henri to send them all open portfolio job descriptions so they can make informed choices while also being supported by current members.</p>	
<p>Vice President – Dino Petrakos</p>	<p>1. Volunteers (especially Event Chair) from Royal Oak Victory Church- Shahnaz and I met with Pastor Sherry at the Victory Church. She has placed advert in the weekly newsletter advertising our need for board positions and talked with her volunteer group about the positions.</p>	<ul style="list-style-type: none"> • Victory church is also running a “40 days of care” program from September 15 to October 30 and are hoping they can help out with our community clean up event. They also have some other idea’s regarding community care that they had interest in partnering with us on, such as: <ul style="list-style-type: none"> ▪ Yard work/Yard waste for the elderly day 	<p>NIL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 2019

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
		<ul style="list-style-type: none"> ▪ Handyman day for potential single parents in need ▪ In winter, a “snow angle” program for the elderly or people with physical limitations ▪ Some kind of Garbage collecting program. <p>It's early days yet but given that our Stampede Breakfast was killed this year, I was hoping to start planning for next year now, so that something similar isn't necessary next year. Had the thought of partnering with all the community groups/churches in the neighbourhood and hosting a very large event at our rink site. I could start reaching out to the groups now with the intent on passing the project on to the Events Chair once we have one on the board. Will need a food truck.</p>	
Secretary – Patience Fagbenro	NIL	The Administrative Assistant, Lily pleaded with all to be patient with her while she gradually understands who and who handles what in terms of Voice message and letters correspondence with the support of the Secretary.	NIL
Chairs' Reports			
Communications – Immanuel Nwanchuku	<p>1. A newsletter annual articles by board members (Articles by Portfolio Schedule): schedule effective starting in June 2019.</p> <p>2. Social media strategy: ongoing with Katherine's judgement on what is relevant. Will re-visit in end of June.</p>	<p>1. Board Cloud/Emails:-Secretary to confirm access</p> <ul style="list-style-type: none"> ▪ May need to up grade to a new technology ▪ To explore use of google facility if cost is not prohibitory for the CA. <p>2. Newsletter Editor has resigned, Immanuel will manage the news letter articles until a replacement is found.</p>	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 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. Website Audit: -:</p> <ul style="list-style-type: none"> - Completion status on photos of board members upload - updating sections of the website, with goal to complete in June 15-still in progress <p>4. Board Cloud/Emails: Resolution still ongoing.</p>		
Events –Vacant	<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. Jesse Event Chair resigned and so need a replacement immediately.</p>	<ol style="list-style-type: none"> 1. Decision on Events that should be organized for 2019- See Objective tracking below 2. Stampede Event 5th July 2019: -Venue: Shane YMCA -Time:- 9 – 11 am. 3. As Jesse the new Event Chair has resigned, Krista the new potential Chair to work with Tessa and the Events planning committee members Marcie, Jason, Joanna and Heather <p>To ensure the notice/advert is out on our social media platform on time especially as it relates to the fees.</p>	NIL
Membership- Joanna Tjia	NIL	<ol style="list-style-type: none"> 1. Number of members (completed registration): Membership 2019: 308 on June 21, 2019 (2+ compared to May 24) 2. Linda will host the community association table with Shahnaz at YMCA Stampede Breakfast on July 5. 3. Membership perks 	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 2019

Report By	Activity Update		
Pending Actions from last meeting updates	Summary of New Activities Updates		New Motions for the Board's consideration/ approval
		i. <u>Recruited a university student intern as Membership Benefits Specialist through SCiP program</u> Kene will help us to explore three new membership perks till August 31. <u>New perks in 2019 (target for 3 new perks)</u> 1) YMCA ticket draws and discounts 2) TBD 3) TBD	
Parks - Dino Petrakos	<p>1. Rink Sponsorship: sponsors adverts to be placed inside the rink wall and not outside as received. -None yet.</p> <p>2. Casino - Met with Heather McKay, and Dino (VP) to go over Casino information and roles of GM. Was forwarded all the documentation for organizing this event. To meet further with Dino and discuss at Board Meeting about potential volunteers to fill roles for Casino.</p> <p>3. A testimonia request was made to Parks from another community. To share response with Henry before sending- done</p>	<p>1. Maintenance of RRROCA Park-</p> <ul style="list-style-type: none"> - 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. - To acquire quote- rink water box attachment for garden hose. Dave Spencer and through Rink Water. Still waiting to hear from contractor. - Purchased Gas Trimmer for lawn Maintenance for the community park. Receipts submitted to Treasurer. - Currently going over inventory in the storage building and assessing condition of equipment. As things are more organized on shelves, maybe <u>President, VP, Programs and Events</u> chairs can tour the building to get a sense of the assets. - Finished first lawn cut, time consuming and need more volunteers to assist with this. Have sent out email to rink volunteers. Waiting to hear back on schedules. - Parks Chair will assist with organizing and training volunteers on canopies, tables, etc. for Stampeded event at Shane Homes YMCA. Parks Chair has 	

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 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>photographs of canopies for reference. We have four (4), all in varying condition but operable. Will update at meeting.</p> <p>2. City of Calgary Annual Water testing letter: Not necessary action for the CA, WUCO will handle.</p> <p>3. Mobile Skate park set up at the CA's Rink.</p> <ul style="list-style-type: none"> ▪ Need for some washroom facility at the rink for such events. ▪ 2 days given to the CA to provide Water and Ice. Krista to support with this. 	
<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 • Letter of intent to enter into a new Licence Occupation – Jan 1, 2030 – Dave will apply when due. 	<p>NIL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 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. A park program from City to cover 30% of CA's energy requirement following a free audit. –still ongoing.</p>	<p>2. Reviewed a few applications and waiting for WUCO start off date.</p> <p>3. No development permit sighted yet for the Ravine developer at Rocky Ridge Road. Immanuel has a contact he will forward to Dave for necessary follow-up.</p>	
<p>Program Co-Chair – Tatyana Sandoryan</p>	<p>1. Bold Sign – needs to be changed to remove the programs ad.-Done</p> <p>2. Equipment audit: - Equipment clean up and audit to be set up in early fall - volunteers needed. Kris to support and an updated and standardized list of items to be shared with the Executive.</p> <p>Dave, Henri and Krista will be visiting the shed.</p> <p>3. Potential Badminton program: To follow-up with Khokan Sikdar on his start-up date and support plan for this portfolio. -Not responding to emails Tatyana to follow-up via telephone.</p>	<p>1. Spring Sports Programs: -- Equipment drop off scheduled for Saturday, June 22 and Tuesday, June 25</p> <p>-Around 60+ volunteers did not complete their commitment (since stampede event cancelled) - need to get in touch and provide assignments</p> <p>2. Programs Chair position “manual” in process (being drafted by Tatyana Sandoryan), to be completed by July, 2019.</p> <p>-Two potential co-directors of programs contacted, no response yet.</p>	<p>NIL</p>
<p>Safety & Security – Jessica Asuquo</p>	<p>Neighbourhood Day – June 15, 2019- Awareness advert sent out to members. Done: 7 applications received with 2 non-members. Those who did ran a successful neighborhood event.</p>	<p>The Chair is relocating from the community and so has resigned but introduced Krista DeCarte to volunteer with the Board.</p>	<p>NIL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 2019

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
Schools -Marcie Hawranik	<p>Updates on the following programmes if any:</p> <ol style="list-style-type: none"> 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	<p>Updates on the following required:</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 3. Soccer Program and Baseball Program Sponsorship 	NIL	NIL
Transportation – Jason Kellock	<p>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</p>	<p>The President to call Jason to confirm if still interested in this role. If not the New potential Chair Cameron to review Job Description to see if he can combine this role with the Safety and Security portfolio since this is his area of primary interest in volunteering for the CA.</p>	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 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. Light timing at 112 intersection still an issue- repaired but broken again, contacted ROADS/ CITY 311 to fix. To <i>Confirm if fixed</i></p> <p>3. To look at and contact 311 on the fallen walk flashlight near CO-OP at Rocky Ridge-<i>Update required at next meeting.</i></p>		
<p>Volunteers – Shahnaz Jabeen</p>	<p>1. Recruitment of board and lead position Ongoing recruitment – some board and lead positions still vacant</p>	<p>Volunteer status for 2019 events as of June 11th 2019; Stampede setup - 5 / 5 Stampede - 58 / 100 Community Clean up - 0 / 8</p> <p>Family Fun Day Shared names and contact details of 13 volunteers with Pastor Sherry from ROVC</p> <ul style="list-style-type: none"> - On the day 8/13 turned up. - 1 has since been moved to Stampede Breakfast - 1 has been cancelled as they are now a team manager for Spring Sports program - 3 no shows – they will be charged non-volunteer fee <p>Master Volunteer Database Status 403 volunteers in volunteer database The Chair and Lead need to meet to re-count and re-allocate available volunteers for confirmed events especially the Stampede CA stand coming up with YMCA on July 5th and the Casino.</p>	<p>NIL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 2019

5. Other business: 2019 Objective/Budget tracking for 5 portfolios: 15% completion status as at JUNE 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	308 (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 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 2. Completed	
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

26 August 2019, 7.00 pm Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 8.45 pm by Dave Spencer and Dino Petrakos

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – JUNE, 2019

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Henry Cairney (President) Signature