

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – AUGUST, 2019

Date: Monday, 26 AUGUST 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-Cameron Epp	Treasurer – Ambreen Sulman
Vice President – Dino Petrakos	Communications - Immanuel Nwanchukwu	School – Marcie Hawranik
Secretary-Patience Fagbenro	Programs- Tatyana Sandoryan	Safety & Security- Krista DeCarte
Membership – Joanna Tjia		
Planning & Development –Dave Spencer		
Event-Deepa Madhavan		
Event-Jason Kellock		
Parks-Kris Kasper		
Volunteers- Shahnaz Jabeen		
Sponsorship -Frank Bernatchez		
Programs-Khokhan Sikdar		
Government Contacts & Advisors		
Heather MacKay - NPC	Jason Schneider - CPS	Kelli Taylor and Pat Kelly (MP)
Ralph Smith (on behalf of Ward Sutherland)	Sonya Savage(MLA)	
Others		
Lily Li– New Administrative/Secretary Assistant		

2. Motion to Call to Order/Adoption of Agenda

Dino Petrakos, chair called the meeting to order at 7.00pm

Amendment (if any): None

Adopted by: Kris Kasper and Seconded by Dave Spencer

Carried by: The House

3. Adoption of Previous Minutes

Amendment (if any): Change MLA name.

Motion by: Shahnaz Jabeen and Seconded by Kris Kasper

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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 – Sonya Savage	NIL	NIL	NIL
MLA Calgary Northwest Office – Justin Kwinter	NIL	NIL	NIL
Ward 1 Councillor's Office – Ralph Smith	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	<ol style="list-style-type: none"> 1. Truck movement on 85th Street on 12 Royal Vista redirected from right to left turn. This may not be very convenient for residents around noon. To get back to ROADS on this CA's feedback. 2. Gravel companies are supposed to be cleaning the intersection at Country Hills and 112th weekly, but there was some doubt as to whether or not that was happening. Ralph said he would look into it. 	NIL
CPS – RO—Cst. Cst. Jason Schneider	NIL	Read a safety information letter for residents from the CPS to the house. Emphasis is on the need for residence to make formal reports by email to the CPS rather than putting them on Facebook, website or newsletter.	NIL

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City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay	1. 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).	1. Park N Play – 20 kids attended on the last day as it was very cold. 2. Skate Park – Well attended. The mobile bathroom payment to be transferred to the CA to set up an account with the company. Kris to forward picture of the incident that happened at the park for necessary actions by the NCP. No more City budget for this event. 3. New member Orientation: Will make arrangements for next meeting including working with Immanuel to teach Chairs how to upload and access documents in the CA's iCloud.	NIL
Executives' Reports			
Treasurer – Ambreen Sulman	1. 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 by year end, 2019</i> 2. To conduct Audit by Sept 2019 3. Preparing to file Annual return for 2019- Update at next meeting 4. Casino date for our CA is Nov 19 -20, 2019. Time 10am -7pm and 7pm – 3am. <ul style="list-style-type: none"> ▪ To provide all necessary Casino documents to Dino and Kris 	1. Bank Balance: Chequing- \$165,608.89 Casino- \$13,763.58 Total- \$179,372.47 2. The audit is ongoing and proceeding smoothly 3. Work in progress. Most members present filled the AGLC Casino Volunteer Worker Application form during the meeting.	NIL

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	<ul style="list-style-type: none"> ▪ 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. 		
President – Henry Cairney	<p>1. Governance Board- Tessa is updating the icloud with the governance documents below but needs to be shared so all chairs can access this folder. Immanuel to help follow up with Tessa</p> <ul style="list-style-type: none"> ✓ Code of Conduct/Conflict of Interest/Confidentiality Agreement ✓ Business/Strategic Plan ✓ Organizational Chart ✓ Contact List ✓ By-laws ✓ Policies and Procedures (this is a work in progress and not yet complete) ✓ Website Page Ownership Document ✓ Newsletter Content Submission Schedule ✓ Board Annual Objectives <p>2. Update on Potential Casino Development: -</p>	On Vacation VP deputizing -see VP's report below	NIL

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	<p>i. Proposed Correction Centre in the community: CPS 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. – Update to be provided when available.</p>		
<p>Vice President – Dino Petrakos</p>	<p>1. Victory church is also running a “40 days of care” program from September 15 to October 30th, and are hoping they can help out with our community clean up event.</p> <p>- They also have some other idea’s regarding community care that they had interest in partnering with us on, such as:</p> <p>i. Yard work/Yard waste for the elderly day</p> <p>ii. Handyman day for potential single parents in need</p> <p>iii. In winter, a “snow angle” program for the elderly or people with physical limitations</p> <p>iv. Some kind of Garbage collecting program.</p>	<ul style="list-style-type: none"> • Could the suggestions from our community police officer regarding car prowling be posted to our social media and web pages. Should find the best way to get his message to the community. – <i>Will send email to our communications team to get the email posted on our social media sites as well as getting it into the news letter every second edition until Christmas.</i> • Casino Fundraiser status. Not sure if we are on track. – Dino, Kris and Heather to meet on Thursday to make sure everything is in order. • To start work now with Deepa and Jason on the 2020 Stampede planning, using a list of community contacts that will be provided by Heather. • Visit to Victory Church to be made by Dino, Kris and Khokan to make presentation on support with Rink 	<p>To pass a motion to officially vote Frank (Sponsorship), Deepa (Event), Jason (Board member at large for now), and Krista (Safety & Security) into their new Board Positions.</p> <p>Seconded by: Kris Carried by: All</p>

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	<p>2. Future planning for Stampede Breakfast- to start planning for next year now, e.g. partnering with all the community groups/churches in the neighbourhood and hosting a very large event at our rink site.</p>	<p>maintenance activities, Stampede and Badminton program for the community.</p>	
<p>Secretary – Patience Fagbenro</p>	NIL	NIL	NIL
Chairs' Reports			
<p>Communications – Immanuel Nwanchuku</p>	<p>1. A newsletter annual articles by board members (Articles by Portfolio Schedule): schedule started in June 2019.</p> <p>2. Social media strategy: ongoing with Katherine's judgement on what is relevant. Update required.</p> <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>	NIL	NIL

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	5. Newsletter Editor resignation- , Immanuel will continue to manage the news letter articles until a replacement is found.-		
Events – Deepa Madhavan/Jason Kellock	NI	<p>Deepa has taken over the role of Event Chair.</p> <p>1. Cleanup event Sept. 22, 2019- Drugs contact to finalize Volunteer Preparing almost complete and working with Shahnaz and the London. - To set up a Membership registration table at this Event to be manned by Shahnaz and Linda.</p> <p>2. Decision on Events that should be organized for 2019- See Objective tracking table.</p>	<p>To provide snacks and drinks primarily to the Volunteers for this event</p> <p>Seconded by: Dave Approved by: Dino Carried by: All</p>
Membership- Joanna Tjia	NIL	<ol style="list-style-type: none"> 1. Number of members (completed registration): Membership 2019: 309 on August 21, 2019 (1+ compared to June 21) 2. Testing Membership Card (Linda and Immanuel)- daft was share at the meeting. 3. Membership perks <ol style="list-style-type: none"> i. <u>Recruited a university student intern as Membership Benefits Specialist through SCIP program -</u> Kene is connecting with over 40 retails and discuss the possibility of membership perks for RRROCA. Perks from ILoveKickBoxing is confirmed. 	NIL

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		<p><u>New perks in 2019 (target for 3 new perks)</u></p> <p>1) YMCA ticket draws and discounts 2) ILoveKickBoxing Perks 3) TBD</p> <p>4. Joanna is resigning as Chair in September due to additional personal commitments- school and work. Linda the current membership Lead is willing to take over this role.</p>	
<p>Parks - Kris Kasper</p>	<p>1. Met with Dave Spencer to discuss summer operations. Utilized volunteers for park watering.</p> <p>2. Purchased rink water box adapter for hose.</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. - Not a lot happening in this portfolio due to summer holidays and people away. - Residents around the park say they do not want another Community Garden there. - To call Marcie and make the visit to Pratt School for students' volunteer support with the rink maintenance. 	<ul style="list-style-type: none"> - Motion to use part (~CAD\$1700) of the Parks budget to replace dead trees as now out of warrantee. Seconded by: Dave Carried by: All - Motion to keep portable toilet for the fall and winter months. Seconded by: Frank Carried by: All
<p>Planning & Development - Dave Spencer</p>	<p>1. Community Park and Rink Update</p> <p>a. CFEP application for funding-Funding for March 2020 on hold till budget is released. To prepare filling document and submit as soon as possible.</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 update at next meeting. • Board Approved Business Plan November 2019-Henry to provide 	<p>NIL</p>

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	<p>- Other Grants Update required.</p> <p>- Rink Updates: Development Completion Inspection completed by City. Approved with recommendation that we find some space on east side for trees to screen condos.</p> <p>2. A park program from City to cover 30% of CA's energy requirement following a free audit. –May no longer be required but to keep on the look out.</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 – City of Calgary 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. One development permit received for review.</p> <p>3. Provincial subsidies are on indefinite hold. A new Solar Energy program is being considered by the Federation of Calgary Communities as a result of Renfrew CA grant and pending solar garden development. Will monitor progress.</p> <p>Planning Applications (new): “The Ravines” – Development Permit Application for far East end of site – all units are semi-detached, with a bare land condominium land use. Full set of site plans sent by City Planning and Development for our review comments. My comments included lack of landscape plans, lack of site lighting details, concern about excessively high back yard retaining walls, and inconsistent dimensioning of exterior pathways and connections, and aesthetic comment about exterior design (such as skinny stone porch columns)</p>	

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<p>Program – Tatyana Sandoryan/ Khokan Sikdar</p>	<p>1. 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. – Update required at next meeting</p> <p>3. Programs Chair position “manual” in process (being drafted by Tatyana Sandroyan), to be completed by July, 2019. – Update required at next meeting.</p>	<p>1. Potential Badminton program: -- Members are interested in Badminton and Khokan to check out venues (including Victory Church), research requirements including time and pricing and start with youth ages 8-10 years. Can also work with Immanuel on website survey to understand the members interest level. It is also expected this may help generate more Membership registration for the CA. To provide outcome summary report to the President and Vice President copying the Executive Secretary before next meeting so a vote can be made via email if need be.</p>	<p>NIL</p>
<p>Safety & Security – Krista DeCarte</p>	<p>NIL</p>	<p>Studying handing over notes to understand next plan of action for this portfolio.</p>	<p>NIL</p>
<p>Schools -Marcie Hawranik</p>	<p>Updates on the following programmes if any:</p> <p>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</p>	<p>NIL</p>	<p>NIL</p>

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	<p>months. – Update on visit to School with Kris and Heather required</p> <p>-Request from Jennifer Reynolds regarding food support for Grade 9 - Update required</p>		
Sponsorship – Frank Bernatchez	<p>Updates on the following required:</p> <ol style="list-style-type: none"> Sponsorship package. To be approved by the board before distribution. Community Rink: Advertising by Manufacturers: plan to drive people traffic towards the rink.- strategy in development Soccer Program and Baseball Program Sponsorship 	<p>New Chair engaged and will provide update at next meeting. Joanna to hand over Sponsorship package to him and Bola, the last Lead contact details were provided to help Frank get on quickly with the role.</p>	NIL
Transportation – Cameron Epp	<ol style="list-style-type: none"> Two Marked school sites on Royal Birch and Rocky Ridge - To finalize where signs should be and get back to the council. Update required Light timing at 112 intersection still an issue- repaired but broken again, contacted ROADS/ CITY 311 to fix. To <i>Confirm if fixed</i> 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>Newly engaged for the role. Will provide update at next meeting.</p>	NIL
Volunteers – Shahnaz Jabeen	1. Recruitment of board and lead position	Volunteer status for 2019 events as of August 25, 2019;	NIL

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	Ongoing recruitment – some and lead positions still vacant	<p>Community Clean up required volunteer 15-20 Volunteer confirmed 8/15</p> <p>Casino Nov, 19-20, 2019 Required Volunteer 28 Volunteer Call= After Community Clean up event</p> <p>Master Volunteer Database Status 403 volunteers in volunteer database</p> <ul style="list-style-type: none"> - To work with Tatyana on the actual number of volunteers that registered fro Program and other events in SportZoff. - Hearther will provide a Volunteer sign up form - Work with Immanuel to update the CA's iCloud will all infromation gathered moving forward since folder is currently empty. <p>Steve the Volunteer Lead has resigned.</p>	

5. **Other business:** 2019 Objective/Budget tracking for 5 portfolios: **23% completion status as at AUGUST 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 for Spring program while ongoing for Badminton	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- To update at next meeting for Spring Program

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Membership/Joanna	To target 450 members with fees generation of \$8000.	October 31, 2019	Ongoing	309 (69%) as at August 21, 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/Kris	Grand Rink Opening as Family skate day	March 16, 2019	Completed	
	Complete Phase 1 and 2 plans	September 2019		Move to March 2021
Events/Deepa and Jason	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- Frank	Get manufacturers sponsorship and adverts for community rink	September 2019		Put on hold until a new Chair is engaged. Move to December 2019 due to newly engaged chair

Note all activities and expenses must be within approved budget.

6. Next Meetings

23 September 2019, 7.00 pm Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 8.59 pm by Shahnaz Jabeen and Khokan Sikdar

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Dino Petrakos (Vice President) SignatureK.Petrakos.....