

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER, 2019

Date: Monday, 28 October 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	Communications - Immanuel Nwanchukwu
Vice President – Dino Petrakos	Programs- Tatyana Sandoryan	Volunteers- Shahnaz Jabeen
Secretary-Patience Fagbenro	Programs-Khokhan Sikdar	Membership – Linda Nwanchukwu
Treasurer – Ambreen Sulman	Event-Deepa Madhavan	Safety & Security- Krista DeCarle
Planning & Development –Dave Spencer	School – Marcie Hawranik	
Event-Jason Kellock		
Parks-Kris Kasper		
Sponsorship -Frank Bernatchez		
Government Contacts & Advisors		
Heather MacKay - NPC	Sonya Savage (MLA)	Kelli Taylor and Pat Kelly (MP)
Ralph Smith (on behalf of Ward Sutherland)		
Dennis Smithson - CPS		
Others		
Andrew Egbase- Planning and Development Lead		

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: Dave Spencer and Seconded by Dino Petrakos

Carried by: The House

3. Adoption of Previous Minutes

Amendment (if any): NIL

Motion by Jason Kellock and Seconded by Dave Spencer

Carried by: The House

Rocky Ridge Royal Oak Community Association


MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER,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 – 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	<p>1. 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>2. 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. - <i>Less traffic being experienced on these roads</i></p> <p>3. Gravel companies are supposed to be cleaning the intersection at Country Hills and 112th weekly, but there was some doubt as to whether that was</p>	<p>The CA was not represented at the Police Open House meeting. The office should be up and running soon as some finishing work such as walk-way and lightening are pending.</p> <p>Next meeting is April,2020.</p> <p>More businesses are encouraged at the Industrial Area in Royal Vista though sorting the intercession at 85th and 12th Street that failed assessment test.</p>	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER, 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>happening. Ralph said he would investigate it. -<i>Investigation shows this is not being done. A number available on signs for members to call as needed.</i></p>		
<p>CPS – RO—Cst. Dennis Smithson</p>	<p>NIL</p>	<ol style="list-style-type: none"> 1. Underground break-ins of Condos common. A fellow arrested last month for 7 different break-ins. 2. Car's also not spared. Will provide simple Police prevention message for our websites 3. School Zones are also being monitored. Will also provide a message for our website. 4. A fellow in charge of Block Watch program has being very supportive to the CPS. Will provide his contact details to the President. 5. To contact him by email preferably if we need more support. 	<p>NIL</p>
<p>City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay</p>	<ol style="list-style-type: none"> 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 <i>get feedback in about a year (2019).</i> 2. New member Orientation: Will plan for next meeting including working with Immanuel to teach Chairs how to upload and access documents in the CA's iCloud. 	<p>Please see attached for details</p> <div style="text-align: center;">  <p>NCP Report -October 2019.pdf</p> </div>	<p>NIL</p>

Executives' Reports

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER, 2019

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
Treasurer – Ambreen Sulman	1. Reserve Fund Estimate: - This can only be reported after the completion of the rink life cycle process/warranty. This should happen by year end, 2019 2. To conduct Audit – Done 3. Preparing to file Annual return for 2019- <i>Feedback received</i> 4. Casino Update required- In progress by Kris and Dino.	Account Balance: Update at next meeting	NIL
President – Henry Cairney	NIL	<ul style="list-style-type: none"> • Secretary has resigned, priority in filling the position. I wish Patience all the best in her new venture and thanks for her service to the community. • Attended the Federal Election Candidate forum along with Dino Petrakos and Dave Spencer and appreciate their volunteering to help. • Circulated the 2019/20 budget preparation sheets for all to input. • Preparation for the November AGM. 	NIL
Vice Presidents – Dino Petrakos/Jason Kellock	1. Victory church: Update on for their 40 days of care advert that we agreed to post to our RRROCA social media. Done	<ul style="list-style-type: none"> • Casino Fundraiser status: Not enough volunteers. Currently have 14 shifts of 36 necessary. <ul style="list-style-type: none"> ○ Currently exploring non-traditional options: Propellus.org and potentially a paid volunteer service. 	NIL

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER,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. Future planning for Stampede Breakfast- Update on partnering with all the community groups/churches in the neighbourhood and hosting a very large event at our rink site. - Not yet started.</p>	<p>-To ensure the employed Casino Adviser does his job by forwarding all documents immediately. - 6 positions pending - Prepare the sign-up sheet with volunteers' numbers -Heather to help provide more volunteers.</p>	
<p>Secretary – Patience Fagbenro</p>	<p>2019 AGM Preparation- circulate Plan and need to ensure notice is out at the latest 1st week of October in order to get enough attendance and Proxy to form a quorum. - Done</p>	<p>1. 2019 AGM Preparation- ending actions</p> <ul style="list-style-type: none"> • Finalize AGM Script • Finalize AGM Agenda-especially list of those for re-election or new board members. • Treasurer's report. • Need updated registered membership list • Work with Membership and Communications Team to send out AGM meeting notice reminder. <p>2. Commence Training of Shahnaz to take over the role of Executive Secretary from Dec. 2019</p>	<p>NIL</p>
Chairs' Reports			
<p>Communications – Immanuel Nwachuku</p>	<p>1. Social media strategy: ongoing with Katherine's judgement on what is relevant: -Facebook and Twitter are the main social communication means</p> <p>2. Website Audit: -:</p> <ul style="list-style-type: none"> - Completion status on photos of board members upload 	<p>Casino Fundraiser</p> <ul style="list-style-type: none"> - We've set up have an online platform for the Casino Volunteer Sign-up 	<p>NIL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER,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"> - updating sections of the website, with goal to complete in June 15-still in progress <p>3. Board Cloud/Emails: Towards understanding the issue with the cloud use and finding a solution, would like each board member present to answer three questions:</p> <ul style="list-style-type: none"> - What do you go to the cloud to do? (please provide specific examples) <ul style="list-style-type: none"> o If you have not used it, what info do you imagine would/should be available there for/from your portfolio? - What specific issues do you find with using the cloud? - Show of hands: Based on experience, do you think Google Drive would be better? <p>4. Newsletter Editor resignation-, Immanuel will continue to manage the newsletter articles until a replacement is found.</p>		

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER, 2019

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
Events – Deepa Madhavan/Jason Kellock	<p>1. Cleanup event Sept. 22, 2019- There are some learnings that needs to be captured in the Feedback Form by-Deepa and Jason and circulate to all.</p> <p>2. Decision on Events that should be organized for 2019: -</p> <ul style="list-style-type: none"> - 3 on 3 Basketball-Cancelled - Family Movie – Working with ROVC to select ad host this program. Date to be announced later. 	<p>To apply for 2020 Events subsidy</p>	<p>NIL</p>
Membership- Linda Nwachukwu	<p>NIL</p>	<ol style="list-style-type: none"> 1. Number of members (completed registration): Membership 2019: 311 on October 21, 2019 (1+ compared to September 22) 2. New Membership Cards will be distributed by Sunday October 27 (Linda and Immanuel) 3. Membership perks <ol style="list-style-type: none"> i. <u>Student Membership Perks internship has ended. 3 new perks secured, with other community vendors interested in also providing membership perks. Linda will liaise to finalize additional perks.</u> ii. <u>New perks in 2019 So far:</u> <ol style="list-style-type: none"> 1) YMCA ticket draws and discounts 2) ILoveKickBoxing Perks 3) Zaika 	<p>NIL</p>
Parks -Kris Kasper	<ol style="list-style-type: none"> 1. Visit to Pratt school – Update at next meeting. 2. Casino Activities Update- 	<p>Rink Updates</p> <ul style="list-style-type: none"> - Irrigation system winterized through NUCOR. - Royal Oak Victory Church volunteers attended and assisted with weeding. However, their level of 	<p>NIL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER, 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>Worked with VP, and City of Calgary NPC Heather McKay to finalize casino recruitment plans.</p> <ul style="list-style-type: none"> - Communications Director worked with Parks and VP to develop a sign up Genius to assist with casino volunteer recruitment. - The level of contribution and commitment from board members for assistance with volunteer shifts has been underestimated. The volunteer staffing for the casino is becoming concerning as many shifts have yet to be filled. As the Co-General Manager of the casino I need to ask the current board members and leads to reconsider their schedules while also realizing the significance of this event. We all understand that under some circumstances you cannot volunteer, but we need to do better and on behalf of myself and the VP, we need some assistance in filling these positions. If you cannot assist yourselves, we are asking you to put out the call to your families, neighbours and your friends. HELP! 	<p>contribution and the number of people attended was vastly different that what the pastor of this organization had conveyed to this Board. Parks Director will follow up with Pastor and volunteers chair with feedback.</p> <ul style="list-style-type: none"> - Successfully filled all positions for Rink Maintenance from Sunday-Friday. All Teams have 5-6 people. Still need to cover the Saturday night shift. Will attempt to recruit in the meantime. Any assistance and word of mouth will work. <u>Was able to recruit over 95% of last year's rink volunteers and they all have committed to another season.</u> - Brought on a further 10 new volunteers for Rink Maintenance. <p>We are looking good!</p> <ul style="list-style-type: none"> - A new Parks Lead Jared Spitzmacher has been engaged. - An email received from member on need to plant more trees and shrubs in the community park as part of environment friendly initiative. 	

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER,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. Maintenance of RRROCA Park- To run advertisement in community newsletter about outdoor rink volunteers.</p>		
<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>- Rink Updates:</p> <p>2. Provincial subsidies are on indefinite hold.</p> <p>3. To start working on the 2020 budget plan for the Rink-<i>Done and saved in RRROCA google drive</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-Done awaiting feedback-Received. • Board Approved Business Plan November 2019-Henry to review for AGM • 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. • Letter of intent to enter a new Licence Occupation – Jan 1, 2030 – Dave will apply when due. 	<p>NIL</p>
<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.</p> <p>2. Programs Chair position “manual” in process (being drafted by Tatyana Sandroyan), to be completed by July 2019. – Update required at next meeting.</p>	<p>NIL</p>	<p>NIL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER,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. Potential Badminton program: 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>Safety & Security – Krista DeCarle</p>	<p>NIL</p>	<p>NIL</p>	<p>NIL</p>
<p>Schools -Marcie Hawranik</p>	<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 	<ol style="list-style-type: none"> 1. Marcie seems very busy with her work and has not being attending meetings for a while. The President to contact her on what her Volunteering plan for the CA is before next meeting- Not responding to any calls or text messages. Ambreen to help contact her one more time. 2. Andrew Egbase the Planning and Development Lead is now the Liaison office between Community CAs and St Maria Goretti Elementary school and Hawkstone Dr. NW. School is willing to partner with the CA on a number of items but will like to start with article exchange in Newsletters. 	<p>NIL</p>
<p>Sponsorship – Frank Bernatchez</p>	<p>Updates on the following required:</p> <ol style="list-style-type: none"> 1. Sponsorship package. To be approved by the board before distribution. 	<p>Looking for input on “Sponsorship Package” for 2020. Will be reaching out to Parks, Events, Membership and Planning.</p>	<p>NIL</p>

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER,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. Reached out to Gary from Process for information on Rink Signage (cost, sizing, installation etc.)- Process had no information from previous quotes. Pieced together communications from 2018 and sent this onto Gary for review and new quote for 2019/2020 rink signage</p> <p>ii. Still trying to meet up with Bola for some information. Hopefully by the end of the month. -Sending out an introductory email to contacts, I could find, to update information. Emails sent, < 15 confirmed contacts to date.</p> <p>2. Community Rink: Advertising by Manufacturers: plan to drive people traffic towards the rink. - strategy in development - Also reviewing their sponsorship opportunities such as; Sports, Events, Discounts/Perks for membership, Advertising, etc. -Any information that that anyone could share would</p> <p>3. Soccer Program and Baseball Program Sponsorship</p>		

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER,2019

Report By	Activity Update		
	Pending Actions from last meeting updates	Summary of New Activities Updates	New Motions for the Board's consideration/ approval
Transportation – Cameron Epp	<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>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>	President to reach out to Chair to confirm board volunteering status before the next AGM- To quite fully available for the CA yet.	NIL
Volunteers – Shahnaz Jabeen	<p>1. Recruitment of board and lead position Ongoing recruitment – some and lead positions still vacant.</p> <p>2. Master Volunteer Database Status: - No access to Volunteer Datasheet-To work with Communications team to sort this out.</p>	<p>1. Volunteer status for upcoming event,</p> <p>2. Casino: -Volunteer recruitment is a challenge.</p> <p>3. Moving into the role of Executive Secretary and to replace the chair for this role.</p>	NIL

5. **Other business:** 2019 Objective/Budget tracking for 5 portfolios: **47% completion status as at October 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

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER,2019

	To generate sports registration income of \$ 29,000 (includes \$4,000 from members' registration)	June 2019	Completed	Awaiting final amount generated- To update at next meeting for Spring Program
Membership/Joanna	To target 450 members with fees generation of \$8000.	October 31, 2019	Ongoing	311 (69%) as at September 23, 2019
	Provide at least 3 more perks to members: 1) YMCA ticket draws and discounts 2) ILoveKickBoxing Perks 3) Zaika - 3month promo of 10% off orders above \$20 for members.	October 31, 2019	Completed	
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. Not Feasible for 2019 6. Date in Dec. TBD	1. Completed 2. Completed 3. Not feasible 4. 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

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

Meeting was moved for adjournment at 8.16 pm by Kris Kasper and Jason Kellock

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – OCTOBER, 2019

Reviewed & Approved by Henry Cairney (President) Signature