

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – SEPTEMBER,2019

Date: Monday, 23 SEPTEMBER 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	Event-Deepa Madhavan
Vice President – Dino Petrakos	Programs- Tatyana Sandoryan	School – Marcie Hawranik
Secretary-Patience Fagbenro	Programs-Khokhan Sikdar	Sponsorship -Frank Bernatchez
Treasurer – Ambreen Sulman		Membership – Linda Nwanchukwu
Planning & Development –Dave Spencer		
Safety & Security- Krista DeCarte		
Event-Jason Kellock		
Parks-Kris Kasper		
Volunteers- Shahnaz Jabeen		
Communications - Immanuel Nwanchukwu		
Government Contacts & Advisors		
Heather MacKay - NPC	Dennis Smithson - CPS	Kelli Taylor and Pat Kelly (MP)
	Sonya Savage (MLA)	
	Ralph Smith (on behalf of Ward Sutherland)	
Others		

2. Motion to Call to Order/Adoption of Agenda

Henry Cairney, chair called the meeting to order at 7.03pm
 Amendment (if any): None
 Adopted by: Ambreen Sulman and Seconded by Kris Kasper
 Carried by: The House

3. Adoption of Previous Minutes

Amendment (if any): NIL

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Motion by Shahnaz Jabeen 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 – 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.</p> <p>3. Gravel companies are supposed to be cleaning the intersection at Country Hills and 112th weekly, but there was</p>	NIL	NIL


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	some doubt as to whether that was happening. Ralph said he would investigate it.		
CPS – RO—Cst. Dennis Smithson	NIL	NIL	NIL
City of Calgary Neighbourhood Partnership Co- ordinator – Heather McKay	<p>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></p> <p>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>	<p>1. Review of the CA's compliance documents: - Licence of Occupancy guideline</p> <ul style="list-style-type: none"> ➤ Annual Returns- Ambreen to provide evidence of submission document so Heather can help chase approval as there is a backlog at the return office. ➤ Audit Report – Ambreen said this will be ready before the AGM in November. ➤ Business Plan- To review and update if need be before next AGM. <p>2. New members Orientation presentation was done by Jason during the meeting.</p> <p>3. The following useful links were provided: Rocky Ridge Demographics: https://www.calgary.ca/CSPS/CNS/Documents/community_social_statistics/community_profiles/rocky-ridge.pdf</p> <p>Royal Oak Demographics: https://www.calgary.ca/CSPS/CNS/Pages/Social-research-policy-and-resources/Community-profiles/Royal-Oak-Profile.aspx</p>	NIL

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		See attached for details.  NCP September 2019.docx	
Executives' Reports			
Treasurer – Ambreen Sulman	<ol style="list-style-type: none"> 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> To conduct Audit -ready before AGM Preparing to file Annual return for 2019- Submitted awaiting feedback Casino Update required- In progress by Kris and Dino. 	<ol style="list-style-type: none"> Account Balance: Chequing: \$134,008.22 Casino: \$13,763.74 Total = 147,771.96 	<p>NIL</p>
President – Henry Cairney	<ol style="list-style-type: none"> Update on Potential Casino Development: - <ol style="list-style-type: none"> Proposed Correction Centre in the community: CPS plan to manage the proposed correction centre relocation. Update required. 	<ol style="list-style-type: none"> Henry thanks Dino for successfully deputizing in his absence during his Summer Vacation. Received the Calgary Rocky Ridge Political Forum letter- Due in October 7th from 7pm. 	<p>NIL</p>

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	ii. Update on status of the proposed Open House by the developers required. – Update to be provided when available.		
Vice President – Dino Petrakos	<p>1. Victory church: Update on agreed collaborative actions- with Rink maintenance activities, Stampede and Badminton program for the community.</p> <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.</p>	<ul style="list-style-type: none"> • Last meeting, we passed a motion to have numerous new members join the Board as chairs, however Jason Kellock is still a member at large after there was a mix up and he was removed from Transportation Chair. • Federal Political Forum Scheduled for October 7, 2019. To be held at Royal Oak Victory Church this year as there are a full 15 communities that are represented in this riding and the Tuscan club will not be big enough. <ul style="list-style-type: none"> ➤ We can post a save the date to the Newsletter, Webpage and social media groups now, and then once Jim Palmer (Organizer & Scenic Acres President) get us all the pertinent flyers we will post those as updates. ➤ Also, if it is the same as the provincial forum, we will need 6 to 7 volunteers. <p>Still waiting to hear back from Victory Church for their 40 days of care advert that we agreed to post to our RRROCA social media.</p>	<p>To make Jason Kellock a Co-VP.</p> <p>Seconded by Krista DeCarte Carried by: ALL</p>
Secretary – Patience Fagbenro	NIL	1. Preparation for AGM- Will circulate Plan and need to ensure notice is out at the latest 1 st week of October in order to get enough attendance and Proxy to form a quorum.	NIL

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		2. After serving the CA for 3 years, the Secretary will be stepping down after the AGM due to other personal commitments. Notice to be placed out immediately so a replacement can be gotten as soon as possible for necessary training by the out-going Secretary.	
Chairs' Reports			
Communications – Immanuel Nwachuku	<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: -Facebook and Twitter are the main social communication means</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> <p>5. Newsletter Editor resignation-, Immanuel will continue to manage the</p>	<p>Need to work on a Project to identify the communication gap in the CA especially as it relates to access of some documents by all Board members: - Need for one source of information.</p>	<p>NIL</p>

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	newsletter articles until a replacement is found.		
Events – Deepa Madhavan/Jason Kellock	<p>1. Cleanup event Sept. 22, 2019- Event was very successful with a huge turn out of community members and volunteers. 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- See Objective tracking table.</p>	<p>1. Jason will support Deepa in Events while also being the CO-VP.</p> <p>2. Deepa to review the plan of action on the remaining 2 events for the year in the 2019 Objectives and share with all on their feasibility before next meeting:</p> <ul style="list-style-type: none"> - 3 on 3 Basketball - Family Movie 	NIL
Membership- Linda Nwachukwu	NIL	<p>1. Number of members (completed registration): Membership 2019: 310 on Sep 22, 2019 (1+ compared to Aug 21)</p> <p>2. Testing Membership Card (Linda and Immanuel) Some small final glitches that need to be smoothed out; then we can launch</p> <p>3. Membership perks</p> <ul 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) I Love Kick Boxing Perks 3) Zaika - 3-month promo of 10% off orders above \$20 for members.</p>	
<p>Parks -Kris Kasper</p>	<p>1. Visit to Pratt school with Marcie- Marcie not responding so to obtain contacts from Ambreen.</p> <p>2. Worked with VP, Treasurer, and City of Calgary NPC Heather McKay to draft the casino application to the AGLC.</p> <p>3. Application was submitted on September 7, 2019 to the AGLC via email. Received confirmation from the AGLC.</p> <p>4. Transferred contract from City of Calgary to RRROCA for Portable toilet at rink and community park.</p>	<p>1. Maintenance of RRROCA Park-</p> <ul style="list-style-type: none"> - Continued to upgrade irrigation system for summer months with additional hoses, valves, etc. - Purchased further lawn and weed control tools for community park. - Contacted Royal Victory Church about possible volunteers for weeding community park. Have not heard back from Pastor at church about team of volunteers. - May need to recruit rink volunteers to take care of the weed issue in the park. - Starting Oct 1, 2019 will begin to build Outdoor Rink Operations with current and possible volunteers. - Assisted with the community clean-up day on Sept 22, 2019. <p>2. To run advertisement in community newsletter about outdoor rink volunteers.</p> <p>3. Received a complaint Voice message on over-grown weed in the neighborhood. To forward status to Secretary for onward email to Roshni as it concerns the RRRHA Association.</p>	<p>NIL</p>
<p>Planning & Development - Dave Spencer</p>	<p>1. Community Park and Rink Update</p>	<p>1. Licence of Occupation letter received: The required documents and their due dates are as listed below:</p>	<p>NIL</p>

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	<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. 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>	<ul style="list-style-type: none"> • Annual Proof of filling July 5, 2019-Done awaiting feedback • 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>2. To start working on the 2020 budget plan for the Rink</p> <p>3. No development permit received.</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 Sandoryan), to be completed by July 2019. – Update required at next meeting.</p> <p>3. Potential Badminton program: To provide outcome summary report to the President and Vice President copying the Executive Secretary before</p>	<p>NIL</p>	<p>NIL</p>

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	next meeting so a vote can be made via email if need be.		
Safety & Security – Krista DeCarte	NIL	<p>1. Still reviewing security and safety documents while interacting with community members to understand their safety concerns. The area is still relatively safe compare to other communities except for a few break-ins.</p> <p>2. Will continue to provide Security and Safety articles in our newsletter especially with the approach of the festive season.</p>	NIL
Schools -Marcie Hawranik	<p>Updates on the following programmes if any:</p> <p>1. Kid-preneur Marketplace:</p> <p>2. Renert School</p> <p>3. Little Leaders recognition</p> <p>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</p>	<p>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.</p> <p>2. Meanwhile, Ambreen to help Kris with contacts of Schools since she has held this portfolio earlier.</p>	NIL
Sponsorship – Frank Bernatchez	<p>Updates on the following required:</p> <p>1. Sponsorship package. To be approved by the board before distribution.</p>	<p>-Reached out to Gary from Process for information on Rink Signage (cost, sizing, installation etc.) -Still trying to meet up with Bola for some information. Hopefully by the end of the month.</p>	NIL

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	<p>2. Community Rink: Advertising by Manufacturers: plan to drive people traffic towards the rink. - strategy in development</p> <p>3. Soccer Program and Baseball Program Sponsorship</p>	<p>-Sending out an introductory email to contacts, I could find, to update information. Also reviewing their sponsorship opportunities such as; Sports, Events, Discounts/Perks for membership, Advertising, etc.</p> <p>-Any information that that anyone could share would be appreciated.</p> <p>-Kene the University Student Intern to be transferred to Sponsorship to support Frank as she is quite talented with such activities. Her contact details are with the Membership chair -Linda</p>	
<p>Transportation – Cameron Epp</p>	<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>	<p>President to reach out to Chair to confirm board volunteering status before the next AGM</p>	<p>NIL</p>
<p>Volunteers – Shahnaz Jabeen</p>	<p>1. Recruitment of board and lead position Ongoing recruitment – some and lead positions still vacant</p>	<p>1. Volunteer status for upcoming event, Community Clean up 09/22/2019 Community Clean up - 13/15</p> <p>2. Casino: -Email will be sent out last week of September to recruit the volunteer for Casino event in November</p>	<p>NIL</p>

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		<p>3. Master Volunteer Database Status: -No access to Volunteer Datasheet</p> <p>4. There should be orientation for new board members: - Done at the meeting</p> <p>5. Will not be available at next meeting.</p>	

5. Other business: 2019 Objective/Budget tracking for 5 portfolios: 47% completion status as at September 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 while ongoing for Badminton
	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	310 (69%) as at September 23, 2019
	Provide at least 3 more perks to members: 1) YMCA ticket draws and discounts 2) I Love Kick Boxing 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

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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 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

28 October 2019, 7.00 pm Royal Vista Multi Use Facility.

Meeting was moved for adjournment at 8.50 pm by Dino Petrakos and Kris Kasper

Minutes compiled by Patience Fagbenro (Executive Secretary) Signature

Reviewed & Approved by Henry Cairney (President)Signature