



**Rocky Ridge Royal Oak Community Association**

**MINUTES OF THE BOARD OF DIRECTORS MEETING – DEC, 2020**

**Date: Monday, December 7th, 2020**

**Venue: Virtual meeting at MEAT**

**Time: 7:00 pm**

**1. ATTENDANCE**

<b>Present</b>	<b>Absent</b>	<b>Apologies</b>
<b>Directors and Chairs</b>		
President- Jason Kellock		Planning & Development – Dave Spencer
Vice President – Angel Root		Past President – Dino Patrakos
Secretary-Shahnaz Munir		School – Krista DeCarle
Treasurer – Ambreen Sulman		Transportation – Mike Vandyk
Communications - Xiaomin Qu (Aurdry)		
Membership – Monique Chiasson		
Parks- Kris Kasper		
Sponsorship – Frank Bernatchez		
Programme – Fatemeh Shahhosseuni		
Events- Nymisha Pabbaaraju		
<b>Government Contacts and Advisors</b>		
Heather Mackay - NPC	Ralph Smith (on behalf of Ward Sutherland)	
	Kelli Taylor and Pat Kelly (MP)	
	Niels Molbak-Constituency Manager for Sonya Savage (MLA)	



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2. Motion to Call to Order/Adoption of Agenda

Jason Kellock, Chair called the meeting to order at 7:04pm

Amendment (if any): Add nomination of Monique to membership chair

Motion:	Kris Kasper
Second:	Frاند Bernatchez
Carried By:	All Members To adopt the agenda of the December 2020 BOD Meeting

3. Adoption of Previous Minutes

Amendment (if any): None

Motion:	Name: Xiaomin Qu (Aurdry)
Second:	Name: Kris Kasper
Carried By:	All members to adopt the Minutes of November 2020 BOD Meeting

4. Board Member / Chair Reports

Government & City Representative Reports

City of Calgary – NPC (Heather MacKay) – advised she would be about 1 hour late

Has some information to share regarding the use of masks.

City staff working from home again.

Present info. on Lease License Agreement for new board meetings at the end of January BOD meeting.

● President’s (Jason Kellock) report December 2020

Board changes

Henry Cairney has announced his resignation due to personal reasons.

Vacant board positions: Membership and volunteer.

Jason to follow up with Audrey about creating a post on FaceBook to recruit if no names are tabled.

Mike has assumed Safety and Transportation portfolios for now.



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Insurance renewal.

Policy has auto-renewed. Some cost increase expected.

Follow-up call with insurance broker completed on December 3 with Ambreen.

As per Ambreen, has reviewed details, considered some changes to policy to reduce cost. Will maintain coverage.

CFEP funding application.

Deadlines staggered throughout the year.

Jan 15, May 15, Sept. 15 for small funding stream (funds must be used in 18 months). Up to \$10k non-matching or \$125k with matching.

June 15 for large funding stream (30 month). \$125k-\$1M.

Will discuss possible grant applications as part of the planning session.

Jason is still using the VP2 email address. Will migrate to [President@RRROCA.ca](mailto:President@RRROCA.ca) within a week.

Follow-up with SoccerTech

Need to finalize contract for spring soccer 2021.

Jason and Fatemeh coordinate a meeting with Jens to finalize the contract.

Fire last night on Royal Oak Terrace

Refer to Communications / Safety & Security for follow-up.

- **Vice President (Angel Root)**

Originally daylighted on RRROCA Families facebook group

At least a couple go-fund me accounts already set up?

Still monitoring volunteers email

Need phone numbers and emails for rink volunteers. Angel will update the volunteers database.

- **Secretary (Shahnaz Munir)**

Will circulate planned meeting dates for next year 2021

Will send out an updated contact list to Heather and Board. Need contact information for leads.

Position descriptions and contracts will be mailed to new elected Board members.

- **Treasurer (Ambreen)**

Flames application should be submitted this week.

Will be seeking grants for as much expenses as possible (Flames and City COVID relief).

Application for Q4 funding

Looking for additional signatory for the bank (Henry, Dino, Jason, Ambreen). Propose to add

Angel – will follow up offline.

## 5 Director Reports

- **Communications (Audrey)**

Shared 2021 communication plan.



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Jason to provide comments.

● **Events (Nymisha)**

Christmas light draw currently 18 entries, closes December 11.

Santa truck (food trucks)

Tentatively booked December 18.

Currently seeking sponsorships.

\$650 / hour, total estimated \$3,000.

Frank has a few interested businesses. Looking to confirm by Monday (go / no-go).

Maybe some revenue from food trucks. Nymisha to follow-up.

● **Membership (Monique)**

Nothing to report.

Jason to set up some time for an intro.

Motion to nominate to (Membership Position) Board of Directors

Motion:	Krista DeCarle
Second:	Fatemeh Shahhosseuni
Carried by:	All members in favour, Monique as a Membership Chair

● **Parks (Kris)**

Enforcement is expected to be by the rink owner by CA. Kris / Heather to follow-up offline re: enforcement. Police are enforcing elsewhere (Silver springs).

Kris shared details on the preliminary parks budget tonight.

Ice resurfacing machine? \$8-10k

Need to develop a budget for revenue.

Jason is willing to donate snow thrower for this winter. May be able to avoid some equipment costs.

Some operational expenses may be covered by City COVID funding.

Look for grants for capital costs.

CFAP / Flames / COVID.

Kris / Ambreen / Jason / Heather to follow-up separately.

● **Programs (Fatemeh)**



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Received email from Sherry at ROVC regarding drive-through Christmas Craft event looking for support from RRROCA. City may be able to donate \$200. Fatima to send details to Heather. Social media promote / \$ / volunteers.

Meet and kinit program suspended.

Still looking for an instructor for intro. skating program. Kris provided contact for Dean Seamore and will reach out directly. As per Kris a couple other leads for potential instructors. Kris / Fatemeh to connect separately.

● **Sponsorship (Frank)**

Provided rough draft budgets.  
See comments under Events.

**6. Other Business**

● **Planning for 2021**

Guidance from Heather – Need budget by February meeting.  
Planning sheet will be distributed.  
Collect and review at the January board meeting.  
Follow up email to Michel Murray at Toews Insurance re: commercial insurance policy

**7. Next Meeting**

Next meeting on January 25, 2021 at 7:00pm (virtual).

Meeting was moved for adjournment at 8:53PM by Kris/Shahnaz

Minutes compiled by Jason Kellock/Shahnaz Munir (Secretary) Signature .....

Reviewed & Approved by Jasson Kellock (President) Signature .....



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Follow-up items:

Distribute information on the Planning / Budgeting process.

Copy of the 2020 budget planning worksheet is attached.

Each lead to review for their area of responsibility and come prepared with a plan including expenses and revenues for discussion at the board meeting on December 7.

Proposed budget for 2021 submitted by end of December for approval at January BOD meeting.

2021 Goals:

SMART

Specific –

Measurable – Quantify or milestone

Achievable – Within our control and budget

Relevant – Consider the mandate of RRROCA

Time-based – By next AGM, long-term goals should have interim goals each year

1 Major Event

2 New programs

Joint program with BLC

SoccerTech

Internal

New Capital Project

Playground / park w/Pratt

Medians / Boulevards

Pathway Completion

Webpage update