

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – October 2020

Date: Monday, 26 October 2020

Virtual Meeting

1. ATTENDANCE

| Present | Absent | Apologies Received |
|---|--|---------------------------------------|
| Directors and Chairs | | |
| President- Dino Petrakos | Programme – Fatemeh Shahhosseuni | Treasurer – Ambreen Sulman |
| Past President – Henry Cairney | Events- Nymisha Pabbaaraju | Volunteer – Angel Root |
| Vice President – Jason Kellock | | Planning & Development – Dave Spencer |
| Secretary-Shahnaz Munir | | |
| Communications - Xiaomin Qu (Aurdry) | | |
| Membership – Linda Nwanchukwu | | |
| Parks- Kris Kasper | | |
| Transportation – Mike Vandyk | | |
| Sponsorship – Frank Bernatchez | | |
| Safety & Security- Krista DeCarle | | |
| Government Contacts & Advisors | | |
| Heather MacKay - NPC | Niels Molbak-Constituency Manager for Sonya Savage (MLA) | |
| | Kelli Taylor and Pat Kelly (MP) | |
| | Ralph Smith (on behalf of Ward Sutherland) | |
| | CSP – RO – Csr. Dennis Smithson | |

2. Motion to Call to Order/Adoption of Agenda

Dino Petrakos, Chair called the meeting to order at 7:07pm

Amendment (if any): None

Adopted by Jason Kellock and Seconded by Kris Kasper

Carried by: The House.

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – October 2020

3. Adoption of previous minutes

Amendment (if any) NIL

Motion by Linda Nwanchukwu and Seconded by Krista DeCarle

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 | NIL | NIL | NIL |

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – October 2020

| | | | |
|---|---|--|------------|
| <p>CPS – RO—Cst. Dennis Smithson</p> | <p>NIL</p> | | <p>NIL</p> |
| <p>City of Calgary Neighbourhood Partnership Co-ordinator – Heather McKay</p> | <p>Recommended to adopt protocols for AGMs to host virtually</p> <p>motion that RRROCA Board adopts virtual meeting protocols for upcoming AGM and future meetings of the BOD" for attendance. Kris / Frank</p> <p>City COVID relief fund - continued offer for up to 75% of CA operating costs. Utilities, maintenance, etc. Ambreen has provided an operating budget, needed to confirm against actuals. Application required, deadline September 30. Heather will help coordinate.</p> <p>Other grants available - Wecreate Festivals and events micro-grant for additional COVID protocols. Open until Nov. 13. Nymisha to review</p> <p>2021 community cleanup program - applications open in Q4. None done in 2020.</p> <p>Survey for organizational health survey / service offered to support CAs from City of Calgary.</p> <p>City offices are re-launching. Office capacity limited to ~33%, so will</p> | <p>The TD park grant deadline is May 2, - around \$2000 for the park can be received as part of the grant. Other options to consider: People's grant, Ward office grant- Maybe we can use it to hold our Stampede Breakfast for the year? Maybe charge for the breakfast, to sell membership (free for members). Other communities do it, and we can try it out this year.</p> <p>Activateyyc is live now.</p> <p>Enmax energize is active now- energy efficiency, maybe time to have a talk with the community with regards to that.</p> <p>Mar 10 the community garden event not organized due to COVID-19</p> <p>Fields- some permits lapsed last year. For the current year all the permits have been received, Dino will send them to soccer tech to get the soccer event rolling. RRROCA has the first right to the field.</p> <p>See attached NPC October Report.</p> <ul style="list-style-type: none"> - Heather's report has been sent. - COVID-19 private / social gathering restrictions re-imposed in the City of Calgary and City of | <p>NIL</p> |

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – October 2020

| | | | |
|--|---|---|--|
| | <p>continue to be lots of working from home. City cutting \$62M from overall annual operating budget. Likely will be some outsourcing of services. Still TBD. Will follow-up with heather re: additional guidance / overview of City of permitting process for Jason / Nymisha. Follow-up with Teams meeting for Jason/ Heather / Nymisha. Dino: does heather have templates for AGM materials to be distributed to membership for virtual AGM? Dino / heather to follow up separately. Will need to develop virtual meeting protocols / procedures for AGM. Heather to send proxy forms.</p> <p>Dave S.: lifecycle report for park cannot be filed until 1 year after warranty expires. Expect to complete in spring of 2021. Heather to add RRROCA park to list of applications this year. Applications can still be received for operating expenses during COVID shutdown.</p> | <p>Edmonton today by Provincial Medical Health officer (now back to the limit of 15 people).</p> <ul style="list-style-type: none"> - Outbreak in upper NW calgary (9% of alberta new cases). - Working on getting ralph to attend AGM - Would like the executive to complete / respond on org. health survey. - Limit speaking at AGM to necessary items. Would propose not to have a formal presentation from Heather during AGM. - Ambreen has submitted a Q3 2020 funding request for COVID subsidy. Clarifications ongoing. Further request for Q4 2020 subsidy to be submitted in January. | |
|--|---|---|--|

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – October 2020

| Executives' Reports | | | |
|---|--|--|------------|
| Treasurer – Ambreen Sulman | Account Balance update | <p>1. Bank Chequing a/c: \$103,022.06 Casino a/c : \$ 90,564.23</p> <p>Total Account balance as of May 25, 2020 \$ 193,586.29</p> <p>2. The Audit engagement letter has been signed and the retainer paid to the Federation to get the audit started.</p> | NIL |
| President – Dino Petrakos | <p>Dino will get the list of all coaches from Tatyana to get them involved into committees. All ex-committees will support board members' roles.</p> <p>Dino also suggested that if ex-committee members have the meeting half an hour before the actual board meeting to get a chance to pass on info or motion to be placed and approved.</p> | <p>AGM Preparation</p> <ul style="list-style-type: none"> - Presented draft AGM script to all in attendance. - Meeting script will be circulated in advance to all BOD members. | NIL |
| Vice President – Jason Kellock | <ul style="list-style-type: none"> - Onboarding meetings with new events chair (Nymisha) on January 30 and February 13, 2020. - Confirmed that Nymisha has access to events email, cloud storage, and | NIL | NIL |

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – October 2020

| | | | |
|---|---|--|------------|
| | <p>event permissions on Facebook group.</p> <ul style="list-style-type: none"> - Request submitted to City of Calgary for Community Cleanup. Preferred date is September 19, 2020. - Preliminary assessment of soccer equipment completed with Jens from SoccerTech on Feb. 2. Complete inventory / assessment to be completed sometime in March. | | |
| Secretary – Shahnaz Munir | 1) Budget 2020 review needs to be completed | <ul style="list-style-type: none"> ● AGM Proxy and agenda forwarded to the president to circulate. ● Finalize AGM Agenda and Script ● Treasurer Report ● Need updated Registered members list ● Need no. of volunteers ● Compiling up the information need for AGM | NIL |
| Chairs' Reports | | | |
| Communications – Xiaomin Qu (Audrey) | <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 | <ul style="list-style-type: none"> ● Some board members have the issue about the org email accounts. I have helped several members to set up the accounts. ● The google calendar has been shared through emails, if anyone has not added the calendar within the org email account, please do it as soon as possible. ● AGM arrangement information has been updated on the rroca website. We will choose the Team app to do our AGM this year if the October board meeting | NIL |

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – October 2020

| | | | |
|---|---|--|---|
| | <p>- updating sections of the website, with goal to complete in June 15-still in progress</p> <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> <p>- What do you go to the cloud to do? (please provide specific examples)</p> <p>o If you have not used it, what info do you imagine would/should be available there for/from your portfolio?</p> <p>- What specific issues do you find with using the cloud?</p> <p>- Show of hands: Based on experience, do you think Google Drive would be better?</p> <p>4. Newsletter Editor resignation-, Immanuel will continue to manage the newsletter articles until a replacement is found.</p> | <p>goes well for most of the board members. The AGM meeting link will be sent out a week before the meeting through emails (for board members and members of the community) and others who want to attend the meeting can send an email to me and I will send out the invitation individually.</p> <ul style="list-style-type: none"> ● We will try G-suit drive for files storage and sharing later after all the board members have been familiar with the G-Suit system and have no issue with that. ● The Facebook page will keep posting at least weekly. Any new events will be posted once they are sent to me. ● After the meeting, I will arrange to open an account for RRROCA, making the other way to attract the younger generation in the community. ● I am still thinking about the way to hold an online activity of the cutest pet in the community. ● The new knitting program has been updated on the Facebook page. ● The Nov print will be out at the beginning of the next month. | |
| <p>Events – Nymisha Pabbaaraju</p> | <p>Discussion with regards to the Easter egg hunt are underway with Jason. Planning to include spring carnival components in it</p> | <p>1. Curbside Concerts - we are looking to host an event on Nov 7th, depending on the weather. This was finalized yesterday so I will be contacting communications to promote the event.</p> | <p style="text-align: center;">NIL</p> |

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – October 2020

| | | | |
|---|---|--|-------------------|
| | <p>to stretch out the event. Funding of which needs to be discussed with the Journey Church, who will be paid \$1,000 by RRROCA as past practice dictates. At present, the spring carnival component is coming to a cost of under \$1,000, that is, in addition to the good faith payment to be given to the Church.</p> | <p>2. We have a new events lead - Jessica Tucker. 3. We are currently filling out Community Cleanup applications for next year. 4. Food Trucks Event - I called and left her a message but I have not heard back yet.</p> | |
| <p>Membership- Linda Nwachukwu</p> | <p>Membership perks: 1) YMCA ticket draws and discounts 2) I Love Kick Boxing Perks 3) Zaika Our Membership Lead, Jack and I will work on securing more perks.</p> | <ul style="list-style-type: none"> ● Current Membership Number is 136 ● I've been the intern Membership Chair in hopes of finding someone to fill the position, however I am no longer able to continue. Have spoken to Dino about stepping down at the end of November. Hopefully we have someone by then. If not, I've spoken to the membership lead, Jack Wang, and have trained him on SportzSoft. He has opted to remain in the lead position for now, but is able to answer questions about membership and participate in community events | <p>NIL</p> |
| <p>Parks -Kris Kasper</p> | <p>Planning on having a rink volunteer scrimmage later this month. In the planning stages. Anybody from the board can also join in if they like.</p> <p>- Will close the rink down early one evening to facilitate this event.</p> | <p>There have been no requests for rental in the past two months.</p> <p>The rink volunteer scrimmage was held last week, about 20 people showed up.</p> <p>Discussion about moving the shed to the back of the property, Heather has mentioned this is not a good</p> | |

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – October 2020

| | | | |
|--|--|---|--|
| | <ul style="list-style-type: none"> - Using doodle program to get best possible date and time for this event - Outdoor rink continues to have good results. | <p>idea since moving it may destabilize it. She will talk further with the Parks people at the city, and then a decision can be made about moving the shed. It can possibly be utilized to store soccer and hockey stuff, shovels etc.</p> <p>Volunteer benefits- discussion about coverage for rink volunteers who maintain the ice, maybe pass a motion to have no appreciation event but give a \$20 off for membership or 50% off membership, depending on the number of hours they have put in.</p> <p>A teacher from Pratt- Katyln works on the park with her class- leadership class- will continue in spring with weed cleaning- etc.</p> <p>Mobile skate parks that aren't been used by the city, have been offered to the association for sale. Questions: Where will we store them? Insurance is already covering them, sign waiver, monitoring needed. Yes probably. More discussion needed on this.</p> <ul style="list-style-type: none"> - Dino: some park costs cannot be paid through previous grants based on feedback from the Auditor. Will need a separate follow-up meeting with Ambreen and the rest of RRROCA executives regarding impact on budget. - Jason to follow up with Kris regarding near term resources to support rink clearing. | |
|--|--|---|--|

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – October 2020

| | | | |
|---|--|--|-------------------|
| <p>Planning & Development - Dave Spencer</p> | <ul style="list-style-type: none"> • Letter of intent to enter a new Licence Occupation – Jan 1, 2030 – Dave will apply when due. | <ol style="list-style-type: none"> 1. The following permit applications were circulated and reviewed by me: Two secondary suite applications. We do not provide comments on secondary suites because they can be very controversial for the neighbours to the property and we don't know the politics, and secondly because we don't keep up on policy or code requirements for the renovations. One external renovation of a house in Royal Oak. The plans called for relatively minor changes which did not compromise the architectural style in the neighbourhood. My comment was that I did not see anything that could be criticized therefore there are no other comments. Sign application for Rocky Ridge Green entrance to EchoHaven. Very small 1.2 m x 5 m long sign. Replied "no objection" 2. The order was placed for repairs to the rink chain link fence. Phoenix fence indicated the crew would be out 2-3 weeks after deposit was received. 3. Lighting for the Leisure skating area: The board approved the estimated or confirmed quotes and authorisation to approve the order was sent on October 19th. It will touch and go to get | <p>NIL</p> |
|---|--|--|-------------------|

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – October 2020

| | | | |
|---|--|---|------------|
| | | the pole base drilled before deep frost sets in, but possible so let's be optimistic. | |
| Program – Fatemaeh Shahhosseuni | NIL | NIL | NIL |
| Safety & Security – Krista DeCarte | 1. Work with and promote initiative & campaigns with the fire, police and city of Calgary | NIL | NIL |
| Schools - Vacant | <p>Updates on the following programmes if any:</p> <ol style="list-style-type: none"> 1 Kid-preneur Marketplace: Renert School 2 Little Leaders recognition 3 Pratt and Royal Oak Schools: - 4 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 <p>-Request from Jennifer Reynolds regarding food support for Grade 9 -Update Required-Request from Jennifer Reynolds regarding food support for Grade 9 -Update required</p> | NIL | NIL |

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – October 2020

| | | | |
|---|---|--------------------|-------------------|
| <p>Sponsorship – Frank Bernatchez</p> | <p>1. Sponsorship package. To be approved by the board before distribution. 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>3. Community Rink: Advertising by Manufacturers:</p> <p>4. Soccer Program</p> | <p>NIL</p> | <p>NIL</p> |
| <p>Transportation – Mike Vandyk</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 the next meeting.</i></p> | <p>NIL</p> | <p>NIL</p> |
| <p>Volunteers – Angel Root-Lussier</p> | <p>1. Master Volunteer Database Status: -</p> | <p>NIL.</p> | <p>NIL</p> |

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – October 2020

| | | | |
|--|---|--|--|
| | <p>access to the Volunteer Datasheet, work with the Communications team to sort this out.</p> <p>The budget is not yet ready to be finalized, then I need a motion to purchase the lanyards and card inserts so they are ready for our first event. Price for the lanyards is approximately 23.00 and the price for the card inserts has gone up to 20.00 since December.</p> | | |
|--|---|--|--|

6. Next Meetings

AGM November 23, 2020, 6:30 pm . Virtual meeting

Meeting was moved for adjournment at 7:47 pm by Krista and seconded by Audrey

Minutes compiled by Shahnaz Munir (Secretary) Signature

Reviewed & Approved by Dino Petrakos (President)Signature