



Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – SEP, 2020

Date: Monday, September 21, 2020

Venue: Boardroom, Royal Vista Multi-Service Facility

Time: 7:00 pm

1 ATTENDANCE

Present	Absent	Apologies Received
Directors and Chairs		
President-Dino Petrakos	Transportation-Mike Vandyk	Secretary - Shahnaz Munir
Vice President – Jason Kellock	Programs-Fatemeh	Volunteers- Angel Root
Treasurer – Ambreen Sulman		Membership – Linda Nwanchukwu
Communications - Xiaomin Qu (Aurdry)		Safety & Security- Krista DeCarle
Planning & Development –Dave Spencer		
Event-Nymisha		
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

Dino Petrakos, chair called the meeting to order at 7.04pm

Amendment (if any): None

Adopted by: Dino Petakos and Seconded by Jason Kellock

Carried by: The House

3. Adoption of Previous Minutes

Amendment (if any): NIL

Previous Minutes not available, will be circulated as a follow up



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4. Presentation of Reports

Heather's report

- Many CA AGMs will be hosted electronically.
- Recommended to adopt protocols for AGMs to host virtually
 - "motion that RRROCA Board adopts virtual meeting protocols for upcoming AGM and future meetings of the BOD" for attendance. Kris / Frank
- 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.
- Other grants available - Wecreate
- Festivals and events micro-grant for additional COVID protocols. Open until Nov. 13. Nymisha to review
- 2021 community cleanup program - applications open in Q4. None done in 2020.
- Survey for organizational health survey / service offered to support CAs from City of Calgary.
- City offices are re-launching. Office capacity is limited to ~33%, so there will 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.
- 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 the list of applications this year. Applications can still be received for operating expenses during COVID shutdown.

Treasurer - Ambreen (regrets)

- Preparing annual financials for AGM

President - Dino's report

- Prepping for AGM. Please let Dino know if you have interest in continuing to support RRROCA.
- Dino planning to move out of the president's seat.
- Nominations for Executive positions / standing for re-election.
- Expectations regarding service standards for turn-around on requests / incoming messages.
- Met with Jans from Soccer tech. Revised contract being drafted by Soccertech. Jans provided an update regarding COVID protocols being implemented.



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- Curbside concerts proposal

Vice President - Jason

- Fall cleanup cancelled.
- RRROCA Community Garden
 - Received inquiry regarding insurance coverage - not covered under RRROCA insurance. Heather has attended meetings, but they do not want to be under RRROCA. Amenities agreement with the City Parks department has been lost.

Shanaz (absent)

Communications - Audrey

- Email and calendar migration in progress.
- May be moving to G-suite cloud storage - more details to follow.
- Newsletter lead - may have new lead identified.
- Please send any events to Audrey to post on Facebook.
- Motion: "Communications to develop Social Media Strategy to increase traffic on RRROCA social media channels" Jason / Frank.
- Nymisha / Audrey to work on the announcement of the winner from the gift bag coloring contest. Gift card to winner.
- Kris: Schedule for newsletter articles. Kris would like to submit an article regarding community rink. Audrey to confirm deadline for article submissions (Oct. 17).
- Jason: Website updates? Need resources to coordinate website updates? See if Angel can help find volunteers to help. Pictures, stale information, etc. Consider professional web designers to complete re-fresh.
- Circulate FAQ for email and calendars

Events (Nymisha)

- Working on details for potential movie night this fall. RRROCA park, YMCA, or local church.
- Consider a band or afternoon / evening event.

Parks - Kris

- Landscaping improvements complete by Windscape including shrub replacement, irrigation system, and bike racks.
- Grass fertilizer applied, needs water.
- Mini-boards delivered. Concerns regarding theft.
- Christmas lights around the rink. Estimate of cost is \$200 within budget. May investigate electrical improvements to make cleaner installation and more permanent lighting. Could be \$11-12k complete. Was previously budgeted at \$10k.
- Move storage shed or repurpose? Would need a crane to move. Leave for now.
- Investigate rental porta potty for winter. Check COVID protocols.

Development - Dave



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- Mostly covered by Kris
- Ambreen asked about utility costs for the park. Higher this year due to activation of water meters, likely to be more consistent with future costs.
- Will develop pricing for solar lighting of the rink.
- Repairs to chain link puck-stop - needs to be fixed prior to this ice season.
- Some broken bottles on the pathway. Heather: recommend reporting to Calgary Police Service through online portal (Kris to action).
- Risk assessment identified CCTV as a potential deterrent. Decoy cams / signage / motion lighting. Kris / Dave to bring forward any request for unplanned expenditures.

Programs - Fatima

- Discussion around potential learn to skate program.
 - When is the rink available?
 - Dean Seamore / Helen Hennick as potential resources.
 - Heather also has some information and is available to support with activity leaders from the City.
 - Update rink schedule on website - hard to access.
 - Consider more permanent signs.
- Knitting / crochet class
 - Has reached out to ROVC and identified potential partners.
 - Will be meeting to discuss further.
- Spring soccer program previously discussed

Sponsorship - Frank

- Need events to begin identification of sponsorship requirements / opportunities.
- Spring soccer program equipment.
- Advertising on rink boards - Need to connect with Angel regarding banners. Gary @ Process. Need to come up with an advertising package price for potential sponsors. Could we do a half-year term? Frank will continue to explore.

MOTION: Move that BOD authorize application to City of Calgary for recovery of operating costs during COVID-19 (relief fund)

Motion:	Jason
Second:	Kris
Carried:	The House



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6. Next Meetings: October 26, 2020 Virtual

Meeting was moved for adjournment at 8:50 pm by Krista and seconded by Audrey

Minutes compiled by Shahnaz Munir/Jason (Secretary) Signature

Reviewed & Approved by Dino Petrakos (President) Signature