

FINAL

Strathcona, Christie, Aspen Community Association (SCA)

Board Meeting Minutes

March 21, 2018

Board Attendance:

Maureen Smith, President
Roy Kuhnlein, Vice President
Karla Pollock, Secretary
Shelley Bartole, Development / New Schools / Traffic
Kathy Underhill, Director at Large

Also in Attendance:

Mark Lukwinski, Aspen Resident
James Runge, City of Calgary Neighbourhood Partnership Coordinator (NPC)

Item 1: Meeting Called to Order

Maureen Smith called the meeting to order at 7:00pm.

Item 2: Additions to Agenda

Maureen Smith briefly reviewed agenda for concurrence.

Item 3: Approval of Past Minutes

Maureen Smith requested a Motion from the floor to approve the Meeting Minutes from February 21, 2018. Motion made by Shelley Bartole. Seconded by Kathy Underhill. Motion carried.

Item 4: New Board Member – Mark Lukwinski

Mark Lukwinski introduced himself to the SCA Board members and expressed his interest in joining the SCA Board. At an initial meeting with SCA President, Maureen Smith, Mark expressed an interest in area Infrastructure Development (West Ring Road, Bow Trail Expansion projects, etc.)

Motion made by Maureen Smith to nominate and accept Mark Lukwinski as a Director at Large with special interest in Infrastructure Development. Motion seconded by Roy Kuhnlein. Motion carried.

~ Welcome Mark!

Item 5: President's Report - Maureen Smith

Calgary Southwest Tennis:

Maureen Smith reports that she was approached by a Social Tennis League in Discovery Ridge who is interested to expand their about possibly expanding their leagues into other communities, including into our SCA Communities. They are inviting tennis players interested in playing in a neighborhood league starting this spring. The league is open to anyone 15 years of age or older. Groups will be organized by ability. Free and separate from league-play, drop in tennis will be offered to anyone interested.

The organizer, Cathy Clonts, shared her website and would like to include a story in the Gazette Newsletter.

Board discussion and preliminary approval.

Maureen will contact Cathy Clonts for further information and if the SCA Board is in agreement and approves this Social Tennis League's use of our SCA tennis courts, we will include the information in an upcoming edition of the Gazette Newsletter.

Board Succession Planning and Business Continuity Plan:

Maureen Smith distributed a City of Calgary Business Continuity Plan for the SCA Board via email. A Business Continuity Plan is a guide to support an organization to mitigate risk and maintain operations with the shortest disruption to service. Examples of service disruptions can include a change in leadership, a loss of critical infrastructure or a natural disaster.

Nonprofits play an important role in the community during disasters. Therefore, it is important that organizations not only have the ability to serve their own clients, but also maintain the potential to support increased service demand throughout the community during times of crisis.

Family & Community Support Services promotes partners to develop individual Business Continuity Plans that reflect the size and scope of an organization.

Developing a Business Continuity Plan:

Establish Core Business Continuity Planning Components and Processes ~

- Identify Risks and Organizational Vulnerabilities
- Identify and Prioritize Essential Services
- Develop Strategies to Mitigate Disruption and Increase Resilience
- External Crisis Communications
- Get the Plan Approved by Leadership and the Board
- Ensure Employees Are Aware
- Exercise and Revise the Plan

James Runge, City of Calgary Neighbourhood Partnership Coordinator (NPC), spoke to Business Continuity Planning Resources:

Emergency Preparedness Initiative of Calgary (EPIC): www.getpreparednonprofit.com offers a comprehensive library of nonprofit specific tools, considerations, and upcoming events related to Emergency Preparedness and Business Continuity Planning.

Organizational planning is available on the EPIC website under 'Business Continuity Planning'.

Maureen Smith asks all Board members for their input on SCA Board Succession Planning. Board Discussion on Board Succession Planning and on developing a Business Continuity Plan will continue at future meetings.

Survey Review:

The results of the SCA's survey regarding the Gazette, eNewsletter and Website were tabled. The Gazette appears to be the primary source of information with residents with the eNewsletter a close second. Cathy Duke, the SCA's Communication Manager, is in the process of making our website more informative and easier to navigate.

Audit Update:

Maureen Smith advised the Board that the Audit of the SCA books and records by the FCC went smoothly and Draft Financial Statements would be available shortly for Board review.

Secondary and Backyard Suites:

A letter draft by Carrie Ferguson and Shelley Bartole, SCA Development Directors, was tabled regarding Land Use ByLaw amendments pertaining to secondary and Backyard suites. A copy of the letter will be made available to residents upon request.

Upcoming Event and Program Planning:

SCA Stampede Breakfast on Saturday, June 21, 2018 - James Runge, City of Calgary Neighbourhood Partnership Coordinator (NPC), invites SCA Office Manager, Shelley Lakatos, to contact him if she requires free use of City of Calgary tents and face painters, etc. for this event.

Amica has made an offer to donate their bus and driver to transport a group of seniors from the SCA to the Elbow River Casino. This opportunity will be made available to SCA residents – date to be announced.

Shelley Lakatos, Office Manager, Event and Program Coordinator is currently communicating with the Calgary Pickle Ball Club in an effort to accommodate this up and coming sport at the SCA and Christie tennis courts.

Item 6: Committee and Directors Reports

Roy Kuhnlein - Vice President

Roy announced that the SCA outdoor rinks are officially closed for the season. He requested that the Rinks Volunteers please be acknowledged in the next edition of the Gazette Newsletter.

Roy will extend a City-Wide invitation to 'The Annual Outdoor Rink Volunteer Appreciation & Networking Event' to our SCA Rink Volunteers.

James Runge, City of Calgary Neighbourhood Partnership Coordinator (NPC), provided details for this FREE event. It will be held on Thursday, April 12, 2018 from 6:30-8:30pm at Bridgeland Riverside Community Association, 917 Centre Avenue N.E. A light supper will be provided at 6:30pm.

James shared that not only is this a way to thank our volunteers who help make our community rinks a success throughout the rink season for our residents to enjoy, but this is also a great way to share success stories and tips for how to continue operating successful outdoor rinks for the future. Roy added that we may be able to learn how other Community Associations are organizing Corporate Sponsorship through displaying ice rink board signage for local businesses, something that the SCA is planning to investigate soon.

Shelley Bartole - Development / New Schools / Traffic

Shelley Bartole reported an update on the stucco perimeter fencing in the SCA communities. As per City of Calgary Bylaw, the responsibility for the upkeep of the perimeter fencing lies with the homeowner's property adjacent to the particular section of the fencing.

Because the fencing is deemed private property, no advertising or posting of signage is permitted on the fencing. As a result of 311 Complaints, The City of Calgary Bylaw Services recently removed two large signs owned by Webber Academy from private fencing on the corner of 85 Street and 14 Avenue S.W.

The City of Calgary's "Guidelines for Electronic Circulation of Planning and Development Applications" was tabled for Board review.

Kathy Underhill - Corporate Event Partners and Sponsorship Update

Shelley Lakatos distributed a Draft Corporate Sponsorship Letter to SCA Board members earlier in the week. Kathy Underhill reviewed the letter for the SCA Board and explained the goals. Starting next week, the letter will be distributed to local area businesses to introduce our SCA Community Association and express an invitation to partner with our SCA Social Events.

The letter presents two ways for a business to become involved with the SCA:

- The business may become a Specific Event Partner with a donation of cash or in-kind service.
- The business may join our 'Perks Program' where SCA Community Association residents are entitled to promotions or discounts at their participating business.

Kathy explained that the Perks Program will not only benefit the local businesses who participate but will also provide valuable added benefits to residents who purchase and renew their SCA CA membership yearly.

Item 7: Ward 6 Report - Communications & Community Liaison to Ward 6 Councilor Jeff Davison, Suzy Trottier

Suzy Trottier distributed a Summary of City of Calgary 311 Calls for the three neighbourhoods of Strathcona, Christie Park and Aspen for the period of February 1 to 28, 2018 via email.

Item 8: City of Calgary Neighbourhood Partnership Coordinator (NPC) Report - James Runge

James Runge distributed his monthly NPC Report for the Board's consideration:

NPC Requests:

Capital Conservation Grant (CCG) Application - The next round of CCG applications is ongoing. CCG applications will be reviewed based on two main qualifying factors: Lifecycle Safety and Lifecycle Past Due Projects.

SCA Business Plan Past Due for an Update - James reminded that the SCA Business Plan is past due for an update. A review of the plan, including Action Plan items and an Annual Operating Budget, are required as per the LOC for compliance. He requests receipt as soon as possible. SCA Treasurer, Simon Fletcher, is preparing the documents.
Community Events Website - Advertise community events at www.yccommunitylens.ca

NPC Supported Items:

FREE Summer Program Update - Building off the success of last year's Community Sports Hub program, a continuation program is being proposed to the communities within Ward 6. This program will provide the opportunity for free sport/active programs to come to the community. The program will help get kids/adults/families more active AND present the opportunity for CA's to work with sport/active organizations on coaching opportunities and hosting CA programs. We are currently following up with sport groups to offer a 6 week cricket program and a 6 week "Outdoor Activity" program. Activities could include disc golf, Orienteering, Wide Games, Quidditch, etc.

Golf Ambassadors - City of Calgary Golf Ambassadors would like to attend large community events between May and August to promote being healthy and active through golf. There are many opportunities to golf including Ladies programs, Beginners and Family nights, Mother's/Father's Day events and Take a Kid to the Course week. Subsidies and family rates are available at www.calgary.ca/CSPS/Recreation/Pages/Golf-courses/Home.aspx

Pathways, Sidewalks and Bikeways - snow and ice control information at www.maps.calgary.ca/PathwaysandBikeways

Beyond The Four Walls Conference - The 2018 theme is Shifting Attitudes! Conference themes are: Space to Place, Passive to Active, Inside to Outside, Global to Local and Me to We. Full agenda/registration at www.calgarycommunities.com/events/conference2018
Saturday, April 28, 2018 from 8:30-4:00pm at Winston Heights/Mountview Community Association, 520 27 Avenue N.E. Cost: \$20.00

Neighbour Day - Neighbour Day is an opportunity to get together with your neighbours and celebrate our strong community spirit in Calgary. Neighbour Day originated in 2014 to celebrate the incredible outpouring of support and generosity neighbours demonstrated after the 2013 floods. The City is once again waiving its fees for block party permits and greenspace bookings for approved Neighbour Day events that take place on Saturday, June 16, 2018.

Grant Opportunities:

Community Initiatives Program (CIP)
Community Facility Enhancement Program (CFEP)
FUN Team Alberta
Calgary Foundation: Stepping Stones

Training Opportunities:

Various ongoing Federation Workshops: Treasurer's Workshop for the Inexperienced Accountant; GST for Not-for-Profits; Growth & Change: Transit-Oriented Development (TOD); Planning Committee: Operating and Improving; Board Workshop: Healthy Organizations: Succession Planning; The Value of Face-to-Face Communications; GST for Charities.

Did You Know?:

Various ongoing city-wide events and external opportunities.

Item 10: Meeting Called to Close

Maureen requested a motion from the floor to adjourn the meeting at 8:30pm. Motion made by Shelley Bartole. Seconded by Kathy Underhill. Motion carried.

~ Next Regular Board Meeting - April 18, 2018 at 7:00pm, SCA Community Association Board Room.