

FINAL

Strathcona, Christie, Aspen Community Association (SCA)

Board Meeting Minutes

June 20, 2018

Board Attendance:

Maureen Smith, President
Simon Fletcher, Treasurer
Karla Pollock, Secretary
Carrie Ferguson, Development / New Schools / Traffic
Mark Lukwinski, Infrastructure
Arianna Carlotti, Policies and Procedures
Kathy Underhill, Director at Large

Also in Attendance:

Suzie Trottier, Communications & Community Liaison to Ward 6 Councilor Jeff Davison

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 accept the Meeting Minutes from April 18, 2018. Motion made by Kathy Underhill. Seconded by Simon Fletcher. Motion carried.

Item 4: President's Report - Maureen Smith

SCA Neighbour Day Stampede Breakfast:

Maureen reported on a successful SCA Neighbour Day Stampede Breakfast on June 21, co-hosted with Mike Ellis, Calgary West MLA. The Stampede Caravan volunteers served 1400 pancake and sausage breakfasts while the crowd was entertained by live entertainment on the Caravan stage. Tim Hortons served free coffee. A Spot-Light event, featuring Community partners and SCA Programs was held in the Main Hall while over 70 Lego Contest entries were on display in the Founder's Hall.

Girl Guides of Canada SCA Award:

Girl Guides of Canada, Calgary Region, presented a “Silver Special” award to the SCA to thank us for our ongoing support of their programs.

SCA Communication Plan:

SCA Office Communications Manager, Cathy Duke, distributed a Communication Plan to Board members that she developed via email prior to the meeting. The purpose of the Communication Plan is to ensure that we are communicating effectively with residents and businesses in Strathcona, Christie & Aspen (SCA) and outside the SCA to maximize program participation and rental opportunities.

Cathy developed the Communication Plan with the poll results from a recent community-wide online survey asking SCA Members how they would prefer to learn about events and programs offered at the SCA. The poll helped to determine readership of Gazette and gather specific information on residents’ communication preferences. A link to the online poll was shared via e-newsletter, the Gazette, our SCA website and our Facebook page. There have been 462 poll responses received as of late May 2018.

The results of the survey show that the preferred method of contact is through e-newsletters. The Goals of the Communication Plan are to share information on programs and events, city news and rental opportunities with SCA residents and to promote programs and events and rental opportunities to residents outside the SCA. The objectives of the Communication Plan are to build our e-newsletter base, increase website traffic and optimize user experience, increase Facebook page traffic and increase Memberships.

City Bylaw:

Maureen reports that the SCA office is experiencing an increase in misdirected inquiries and directives from Calgary Bylaw Services. There continues to be great confusion over who is responsible for perimeter stucco fences and decorative entry features throughout the three communities. Maureen asked Suzie Trottier, Communications & Community Liaison to Ward 6 Councilor Jeff Davison, to please schedule a meeting between SCA, Ward 6, City 311 and City Bylaw representatives to discuss why the City is inappropriately sending us directive to repair these perimeter fences and subdivision entry features. Suzy will work on scheduling a meeting in the coming months.

Pickle Ball Club:

A Calgary Pickle Ball club has expressed interest in utilizing our SCA outdoor courts for their members. The club provides their own nets and equipment.

Item 5: Committee and Directors Reports

Carrie Ferguson - Development / New Schools / Traffic

Mark Lukwinski - Infrastructure

Carrie and Mark reported on their attendance at a recent meeting regarding potential development for 15 Aspen Summit S.W. Carrie and Mark will report back on any progress at future Board meetings.

Kathy Underhill – SCA Business Continuity Plan and Pet Friendly Neighbourhoods

SCA Business Continuity Plan:

Kathy shared that she is continuing to develop a Business Continuity Plan and she intends to share a draft plan with the Board for their consideration at a future Board meeting.

Kathy shared her vision for an SCA Business Continuity Plan:

Business continuity planning is ostensibly a subset of Emergency Management and specifically deals with mitigation of risk such that the “business” can maintain operations with the shortest disruption to service. As per our mission statement, the “business” of the community association is:

To enhance neighbourhood life in Strathcona Park, Christie Park and Aspen Woods by creating and facilitating programs, services and resources for our residents, visitors and volunteers.

There are two principal components: Information Management and Risk Management

Information Management:

Vital Business Information – insurance, licenses, computer back-up
Contact Information – staff, customers, suppliers, utilities, EMS

Risk Management:

1. Risk Identification
 - a. Security (theft, vandalism, cyber-attack)
 - b. Infrastructure (fire, power outage, loss of utilities)
 - c. Personnel (pandemic, attrition)
 - d. Severe weather (tornado, windstorm, hail, lightning)
 - e. Operational (lack of supplies, garbage pick-up, telecommunications failure)
2. Risk Assessment – evaluate each risk according to likelihood and severity (create a risk matrix)
3. Risk Mitigation
 - a. Insurance, IT back-up
 - b. Insurance, partnership agreements with churches, other CA's, recreational facilities, generator
 - c. Cross training and succession planning
 - d. Insurance, develop a communications plan
 - e. Identify alternate suppliers, redundant equipment, excess inventory

Kathy explained how these risks are those would negatively impact the SCA's ability to provide “outbound” programs and services. There is also a role to be played by the SCA in the event of an emergency situation that leaves the SCA building intact, but impacts other residents and/or organizations in the community. In this case, the SCA would be provide an “inbound” resource to the community. For example, the SCA is currently designated as the muster point for Olympic Heights in the event of an emergency situation at the school. Kathy recommends that the Board considers the SCA CA Emergency Response capabilities.

Kathy will contact our Insurance Provider to request a Mitigation Plan Template and she will investigate if we have Cyber Insurance coverage. Kathy will also distribute an email to poll the Board members on Risk Assessment.

She will provide a list of risks and ask for our judgement in assessing the likelihood and severity on a scale. Kathy proposed the following risks and scales for Board consideration:

Risks: theft, vandalism, cyber attack, fire, power outage, loss of utilities (water), pandemic, staff attrition, tornado, hail, lightning strike, lack of supplies, no garbage pick-up, telecommunications failure.

Scales: "Likelihood" (very likely, likely, unlikely, very unlikely) and "Severity" (major, serious, minor, insignificant)

Pet Friendly Neighbourhoods:

Kathy continues an initiative to make our three communities more pet friendly by educating and communicating with residents regarding City Bylaws, obtaining better signage and waste receptacles, etc.

Kathy learned that our neighbouring Signal Hill Community Association is exploring the possibility of a designated off-leash park development.

Arianna Carlotti - Policies and Procedures

Arianna strongly recommends a Policy of Confidentiality for the SCA. She discussed the draft version of a Conflict of Interest Policy that she created and distributed via email to Board members. Arianna also intends to rewrite the current SCA Code of Conduct. She will continue to work on these written policies and present final versions at a future Board meeting for formal Motion and Approval.

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

Suzy Trottier addressed Maureen's concerns about City Bylaw approaching the SCA in regards to the disrepair of the fence behind Sobeys that backs on to 69 Street. She will follow-up with Community Standards and will update the SCA when she receives a response.

Item 7: City of Calgary Neighbourhood Partnership Coordinator (NPC) Report - James Runge

James Runge was not in attendance at this board meeting but he distributed his monthly NPC Report via Email prior to the meeting for the Board's consideration:

NPC Requests:

Self Assessment Tool

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. The following are now considered overdue: Annual Society Return and Business Plan Update. He requests receipt as soon as possible. SCA Treasurer, Simon Fletcher, is preparing the documents.
Community Events Website - Advertise community events at www.ycccommunitylens.ca

NPC Supported Items:

FREE Summer Program Update -

6204 Coach Hill Road S.W.
July 7 - Wide Games
July 21 - August 4 - Quidditch
August 11 - Disc Golf

Olympic Heights School
July 14 - Orienteering

Dr. Roberta Bondar School
August 4 - September 11 - Cricket

Flood Readiness 2018 - www.calgary.ca/floodinfo

Capital Works Map - www.calgary.ca/Transportation/Roads/Pages/Capital-works-map.aspx

Grant Opportunities:

Investing in Canada Infrastructure Plan – Community, Culture and Recreation Infrastructure
Community Initiatives Program (CIP)
Community Facility Enhancement Program (CFEP)

Did You Know?:

Various ongoing city-wide events and external opportunities.

Item 8: Meeting Called to Close

Maureen Smith requested a Motion from the floor to adjourn the meeting at 8:00pm. Motion made by Karla Pollock. Seconded by Kathy Underhill. Motion carried.

~ Next Board Meeting - September 19, 2018 at 7:00 pm, SCA Community Association Board Room