

FINAL

Strathcona, Christie, Aspen Community Association (SCA)

Board Meeting Minutes

November 21, 2018

Board Attendance:

Maureen Smith, President
Kathy Underhill, Vice President
Dave Bryan, Treasurer
Arianna Carlotti, Rink Volunteer Coordinator, Policy and Procedure
Shelley Bartole, Development
Carrie Ferguson, Development
Mark Lukwinski, Development

Also in Attendance:

Shelley Lakatos, SCA Office Manager
Jeff Davison, Ward 6 Councilor
Suzy Trottier, Ward 6 Liaison

Item 1: Meeting Called to Order

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

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 October 17, 2018. Motion made by Shelley Bartole. Seconded by Mark Lukwinski. Motion carried.

Item 4: Introduction of Dave Bryan and Nomination as SCA Treasurer

Dave Bryan introduced himself to the Board and expressed his interest in joining the Board as Treasurer. Maureen Smith asked for a Motion from the Board nominating Dave Bryan as Treasurer. Motion made by Carrie Ferguson and seconded by Kathy Underhill. Motion carried.

Item 5: Shelley Lakatos, SCA Office Manager, Programs and Events Budgets

Shelley Lakatos tabled copies of the Comparative Events Budgets for 2016 to 2019 for review. Maureen Smith requested a Motion from the floor to approve the 2019 Events Budget as tabled. Motion made by Shelley Bartole. Seconded by Mark Lukwinski. Motion carried.

Shelley Lakatos also tabled copies of the SCA Programs results for 2018. 2018 was a successful year for programming seeing the introduction of Mah Jong lessons. Shelley advised the Board that 2019 Summer Camps were beginning to book space.

Shelley Lakatos asked the Board to approve a budget of \$1,200 to purchase a new stereo system from Inland Audio Visual (quote tabled for review). A discussion was held to discuss the merits of continued rental of the SCA's stereo equipment. It was decided that the new stereo system would be for the SCA's use only and not offered for rent. Maureen Smith request a Motion from the floor to approve the budget for a new stereo system. Motion made by Shelley Bartole. Motion seconded by Carrie Ferguson. Motion carried.

Item 6: President's Report - Maureen Smith

Grants

The Final Reporting for the latest round of CFEP and CIP grants were approved. The City approved the SCA's grant application in the amount of \$22,835.18. The SCA is waiting for a response regarding the CFEP grant application. Maureen tabled a Capital Projects Budget for 2018 to 2021 with the caveat that projects are all subject to change.

Maureen Smith asked for a Motion from the floor to accept the Capital Projects Budget as tabled. Motion made by Dave Bryan. Motion seconded by Carrie Ferguson. Motion carried.

Insurance

Toole Peet has advised the SCA to expect an increase in premiums of at least 25%. The FCC has done due diligence and advised CA's that Toole Peet offers the best coverage as they are singularly knowledgeable about community associations.

Maureen Smith asked for a Motion from the floor to approve Toole Peet as the SCA insurance company moving forward. Motion made by Mark Lukwinski. Motion seconded by Kathy Underhill. Motion carried.

Review of Contract Agreements

A discussion was held regarding Contract Agreements, hourly rates and bonuses. Maureen Smith asked for a Motion from the floor to approve the agreed hourly rates and bonuses. Motion made by Shelley Bartole. Motion seconded by Arianna Carlotti. Motion carried.

December 19 Board Meeting

Typically, the last Board Meeting of the year is a seasonal celebration. Maureen Smith offered to host the celebration and requested a budget of \$300. Motion made by Shelley Bartole. Motion seconded by Arianna Carlotti. Motion carried.

Item 7: Committee and Directors Reports

Kathy Underhill - Vice President

Three Year Operating Plan/Budget and Risk Mitigation for the Business Continuity Plan

Kathy shared that she has drafted Business Continuity Plan and she intends to share a draft plan with the Board for their consideration at a future Board meeting. Risk Mitigation was ranked by severity and frequency of possible events as ranked by the Board and Staff.

Kathy also tabled a Three-Year Operating Budget for the Board's review and discussion. Kathy Underhill made a motion to accept the Three-Year Operating Budget as tabled. Motion seconded by Maureen Smith. Motion carried.

Maureen Smith - Treasurer's Report

Acting as interim SCA Treasurer, SCA President Maureen Smith distributed a Treasurer's Report for November 21, 2018. The Report included a Comparative Income Statement for January 1 to October 31, 2017 and January 1 to October 31, 2018 showing Total Revenue, Total Expenses and Account Balances. The Report also included a Balance Sheet as of October 31, 2018 showing Current Assets, Capital Assets, Liabilities and Equity. Board Discussion and agreement.

Shelley Bartole – Development, Schools, Traffic and Parking

Shelley Bartole advised the Board that the SCA supplied the Guardian Angel School in Aspen a letter of support for their anticipated new playground.

Various other residential development, traffic and parking issues were discussed.

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

The monthly NPC Report was tabled for the Board's consideration and included:

Community Clean up Registration
Federation of Calgary Communities upcoming workshops
City Wide Events and External Opportunities

Item 9: Meeting Called to Close

Maureen Smith requested a Motion from the floor to adjourn the meeting at 9:12 pm. Motion made by Kathy Underhill. Seconded by Carrie Ferguson. Motion carried.

~ Next Board Meeting – December 19, 2018 at 7:00pm at 3 Strathridge Gardens S.W.