

FINAL

Strathcona, Christie, Aspen Community Association (SCA)

Board Meeting Minutes

February 20, 2019

Board Attendance:

Maureen Smith, President
Kathy Underhill, Vice President
Dave Bryan, Treasurer
Karla Pollock, Secretary
Mark Lukwinski, Development
Arianna Carlotti, Rink Volunteer Coordinator, Policy & Procedure

Also in Attendance:

James Runge, City of Calgary, Neighbourhood Partnership Coordinator (NPC)
Suzy Trottier, Communications & Community Liaison to Ward 6 Councillor Jeff Davison
Guy Beavers, City of Calgary Parks Department

Item 1: Meeting Called to Order

Maureen Smith called the meeting to order at 7:05pm.

Item 2: Additions to Agenda

Maureen Smith briefly reviewed agenda for concurrence. Addition of Special Guest to Agenda: Guy Beavers, Parks Community Strategist with The City of Calgary Parks Department, joined the beginning of the meeting.

Item 3: Special Guest - Parks Community Strategist, City of Calgary Parks Department, Guy Beavers

Guy Beavers from The City of Calgary Parks Department, introduced himself to the SCA Board and expressed his eagerness to work closely with the SCA to represent our concerns and feedback to his City of Calgary department. He answered some member questions and shared that his priorities are with managing coyote complaints, playground / land use and community engagement. Guy welcomed the Board to contact his office for any assistance.

Item 4: Approval of Past Minutes

Maureen Smith requested a Motion from the floor to accept the Meeting Minutes from January 16, 2019. Motion made by Kathy Underhill. Seconded by Maureen Smith. Motion carried.

Item 5: President's Report - Maureen Smith

Past SCA Events:

Maureen shared that the Spaghetti Dinner and Family Movie Event on January 18 and the Family Day Skate on February 18 were well attended.

Upcoming SCA Events:

April 27, 2019 - Parade of Garage Sales

May 11, 2019 - Community Recycle Day

June 16, 2019 - Stampede Breakfast

Maureen expressed that the SCA has exceeded the budget for clearing snow from City of Calgary sidewalks surrounding the SCA property. Board discussion and agreement that the SCA can no longer afford to clear snow from the City sidewalks. Suzy Trottier, Communications & Community Liaison and Constituent Liaison to Ward 6 Councillor Jeff Davison, offered to submit a Service Request to the City of Calgary for the Roads Department / Parks Department to take over responsibility for clearing the sidewalks around the SCA property perimeter. Suzy will report back to the SCA on this Service Request.

Maureen shared that Amica Seniors Residence inquired about advertising space on the SCA Rental Facilities Brochure. Board discussion and agreement.

Item 6: Committee and Directors Reports

Treasurer's Report - Dave Bryan

Dave distributed a Treasurer's Report for February 20, 2019. The Report included an unaudited Comparative Income Statement for January 1, 2018 to January 1, 2019 showing Total Revenue, Total Expenses and Net Income. The Report included an unaudited Comparative Balance Sheet for January 31, 2019 showing Total Assets, Total Liabilities and Total Equity. The Report also included a Cash and Receivables Balance for January 2019. Board Discussion and agreement.

Maureen Smith requested a Motion from the floor to accept the Treasurer's Report from February 20, 2019. Motion made by Mark Lukwinski. Seconded by Karla Pollock. Motion carried.

Policy & Procedure - Arianna Carlotti

Arianna shared that she is completing the SCA Code of Conduct, SCA Conflict of Interest and SCA Confidentiality Policy. She will distribute these documents to the Board for review and approval.

Ariana recommends that the SCA also create the following Policies: Standard Operating Procedure, Banking & Finance Procedure, Privacy, Facilities, Human Resources, Financial & Internal Controls.

Development - Mark Lukwinski

Mark shared about an upcoming Ring Road Information Session. Alberta Transportation, Mountain View Partners, and KGL Constructors will be hosting public information sessions on February 28, 2019 to provide a look ahead at the 2019 construction season for the Southwest Calgary Ring Road (SWCRR). Display materials will feature information on the road alignment, highlight key construction activities and identify upcoming traffic impacts.

Representatives from The City of Calgary will also be in attendance to provide details on projects in and around the SWCRR. The session is a drop-in event, between 6:00-9:00pm at Calgary First Church of the Nazarene on Richard Way S.W.

Vice President - Kathy Underhill

Abuse Coverage Insurance Application Completion:

Kathy reviewed that the SCA Community Association acquired comprehensive Abuse Liability Insurance coverage, which required evidencing an Abuse Prevention Protocol. The SCA adopted this protocol and accordingly, completed an Abuse Liability Application Form identifying our various tenants and organizations including worshipping institutions, daycares, summer camps and educational/recreational activities who interface with vulnerable persons in the absence of their parents or guardians.

The SCA's current insurance provider put together an Abuse Liability Protocol and after review, the SCA adopted the protocol in its entirety. Kathy, Maureen and Shelley will provide the SCA with a signed copy of an Abuse Liability Policy/Protocol in coming days. All SCA deemed employees will be expected to review, sign and abide by the policy/protocol. Board discussion and agreement that going forward, all future SCA Service Contracts will include the Abuse Policy.

Maureen Smith requested a Motion from the floor to include the Abuse Policy in all future SCA Service Contracts. Motion made by Kathy Underhill. Seconded by Karla Pollock. Motion carried.

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

Suzy distributed a Summary of City of Calgary 311 Calls for the three neighbourhoods of Strathcona, Christie Park and Aspen for the period of January 1 to 31, 2019 via email.

Suzy shared about an upcoming Ward 6 Town Hall with Councillor Jeff Davison on February 26, 2019 from 7:00-8:30pm at the Glendale Community Association. Topics of discussion will be Planning & Development, Infrastructure Upgrades, Coyote Concerns, Transit, Event Centre Proposal and more.

Suzy reported upcoming changes to Parking at the Sirocco and 69 Street Transit Stations on March 1, 2019: Reserved Paid Parking will be decreased at the Sirocco Station, thereby providing more Free Parking at this lot. Reserved Paid Parking (eligible between 6:00-10:00am) will be increased at the 69 Street Station.

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

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

SCA Annual Requirements Letter - Calgary Neighbourhoods will be sending a letter with annual requirement date reminders as per the legal agreement with The City (per LOC).

SCA Inspection Request - An inspection is required as per the obtained permit on the duct work. The inspection needs to be completed prior to March 11, 2019 when the permit expires.

Capital Conservation Grant - The CCG reimbursement claim (replace fire suppression system, paint main hall ceilings, replace main floor lighting) has been processed. Payment should be received within 4-6 weeks.

Community-Based Arts and Beautification Projects - Learn about community-based art and beautification projects, and see examples of projects in a neighbourhood. Learn about the types of projects other communities have worked on (murals, utility boxes, flagpole banners), how to implement these initiatives, and sources of funding available.

Federation of Calgary Communities Workshops, How-To Workshop, Meet the Funders Workshop.

Item 9: Meeting Called to Close

Maureen Smith requested a Motion from the floor to adjourn the meeting at 8:45pm. Motion made by Mark Lukwinski. Seconded by Dave Bryan. Motion carried.

~ Next Board Meeting - March 20, 2019 at 7:00pm, SCA Community Association Board Room