

FINAL

Strathcona, Christie, Aspen Community Association (SCA)

Board Meeting Minutes

November 20, 2019

Board Attendance:

Maureen Smith, President
Kathy Underhill, Vice President
Dave Bryan, Treasurer
Karla Pollock, Secretary
Shelley Bartole, Development / New Schools / Traffic
James Ingles, Corporate Sponsorship Program, Membership
Mark Lukwinski, Development, Ring Road and Bow Trail Expansion

Also in Attendance:

Shelley Lakatos, SCA Office Manager

Item 1: Meeting Called to Order

Maureen called the meeting to order at 7:06pm.

Item 2: Additions to Agenda

The Board briefly reviewed the agenda for concurrence.

Item 3: Approval of Past Minutes

Maureen requested a Motion from the Board to accept the Meeting Minutes from October 23, 2019. Motion made by Dave Bryan. Seconded by Shelley Bartole. Motion carried.

Item 4: Programs and Events Budgets - Shelley Lakatos, SCA Office Manager

Shelley distributed a copy of the Comparative Events Budgets for 2017 to 2019 for review, including the 2020 Events Budget to all Board members prior to the meeting via email. Board discussion and agreement on some minor revisions. Dave suggested that the Board approve the 2020 Events and Dates but defer final approval of the Events Budget until January 2020. Board discussion and agreement to approve the 2020 Events and Dates but defer approval of the Events Budget until a second review in January 2020.

Maureen requested a Motion from the Board to approve the 2020 Events and Dates. Motion made by Dave Bryan. Seconded by Shelley Bartole. Motion carried.

Shelley distributed a copy of the SCA Program Breakdown for 2019 to all Board members via email prior to the meeting. SCA Programs: Art, Tai Chi, Line Dance, Bridge Lessons, O/A Dance Drop-in, Mah Jongg and Seniors Yoga. The breakdown showed instructor payment, SCA collection, profit/loss and number of participants per season (winter, spring, summer, fall) and yearly profit/loss.

Shelley shared some ideas on new programming. She is considering having the SCA run our own tennis camp in the summer and offering a 'Learn to Skate' program for preschool age children. Shelley welcomes suggestions and she will continue to research ideas and report back at future meetings.

Item 5: President's Report - Maureen Smith

SCA Membership Fees:

Maureen proposed an increase in annual SCA membership fees from \$10.00 to \$20.00 per family. Board discussion and agreement.

Maureen requested a Motion from the Board to increase the annual SCA membership fee to \$20.00 per family. Motion made by Dave Bryan. Motion seconded by Maureen Smith. Motion carried

Advertising SCA Hall Rentals:

Maureen shared that she is researching different avenues to advertise our facility. She may approach our newsletter publisher about advertising in neighbouring Community Association Newsletters who do not have a facility of their own. This would start with our neighbouring Community Associations here on the Hill.

Review of Contract Agreements:

Maureen distributed a copy of SCA Office and Facility Staff hourly rates and bonuses to all Board members via email prior to the meeting. Board discussion and agreement on the hourly rates and bonuses.

Maureen requested a Motion from the Board to approve the agreed upon hourly rates and bonuses. Motion made by Kathy Underhill. Motion seconded by Mark Lukwinski. Motion carried.

December 18 SCA Board Meeting:

Maureen reminded the Board that historically, the last Board meeting of the year is a seasonal celebration. She offers to host the celebration and she requested a budget of \$300.00

Maureen requested a Motion from the Board to approve a budget of \$300.00 for the seasonal celebration. Motion made by Shelley Bartole. Motion seconded by Dave Bryan. Motion carried.

Item 6: Committee and Directors Reports

Development, Ring Road and Bow Trail Expansion - Mark Lukwinski

The SCA received an invitation from Valley Ridge Community Association to attend an Information Session on the West Ring Road project. Mark attended the session. He distributed a letter drafted by the Valley Ridge Community Association to all Board members via email prior to the meeting.

The letter is addressed to three City of Calgary Councillors and an area MLA sharing four main concerns of the West Ring Road Project: Noise / Sound Walls, Connectivity, Area Beautification Standards and Communication. The letter seeks support and assistance in arranging a meeting with the Alberta Transportation Minister to discuss these concerns and is signed from representatives of the Valley Ridge, Crestmont, West Springs Cougar Ridge, The Slopes and Discovery Ridge Community Associations. Mark requested that the SCA lend our support to these neighbouring Community Association and endorse this letter.

Maureen requested a Motion from the Board to allow the Strathcona, Christie and Aspen Community Association's name to be included on the West Ring Road Project letter. Motion made by Mark Lukwinski. Seconded by Maureen Smith. Motion carried.

Treasurer's Report - Dave Bryan

Dave distributed the SCA Financial Statements for November 18, 2019. The contents being comments on the current status of Operating Revenue, a Comparative Income Statement with Net and Total Revenue and Expenses, a Comparative Balance Sheet as at October 31, 2019. Board Discussion and agreement.

Maureen requested a Motion from the Board to approve the SCA Financial Statements for November 18, 2019. Motion made by Kathy Underhill. Seconded by Maureen Smith. Motion carried.

Dave distributed a draft version of a formal SCA Financial Policy to all Board members via email prior to the meeting. Board discussion and agreement.

Maureen requested a Motion from the Board to approve the SCA Financial Policy. Motion made by Kathy Underhill. Seconded by Dave Bryan. Motion carried.

Vice President's Report - Kathy Underhill

Kathy shared that she drafted some advertising principles. She will distribute her draft to all Board members for review. With approval, these principles can be incorporated into the SCA Communication Policy.

Corporate Sponsorship Program and Membership - James Ingles

James is reviewing Google analytics on traffic to our SCA website and trends/statistics with our current SCA membership. Early data shows the highest interest in our website is for the line dance program and for hall rentals. He noticed a sharp decrease in membership from outside of the Strathcona, Christie and Aspen communities. James will report back on updates and progress at future Board meetings.

Casino Report - Karla Pollock, Secretary

Karla reported that the November 15 & 16, 2019 Casino fundraising event was a success with only one volunteer no-show. We stayed within our food/drink allowance and a formal application for the next Casino date was submitted.

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

Suzy distributed a Summary of City of Calgary 311 Calls for the three neighbourhoods of Strathcona, Christie Park and Aspen for the period of October 1 to 31, 2019 via email to all Board members prior to the meeting. Included in the email was a Ward 6 Community Ward Report for October 2019.

Item 8: Meeting Called to Close

Maureen requested a Motion from the Board to adjourn the meeting at 9:15pm. Motion made by Shelley Bartole. Seconded by Dave Bryan. Motion carried.

~ Next Board Meeting - December 18, 2019 at 7:00pm for Seasonal Celebration