

FINAL
Strathcona, Christie, Aspen Community Association (SCA)
Board Email Business Minutes
March - August, 2020

Board of Directors:

Maureen Smith, President
Kathy Underhill, Vice President
Karla Pollock, Secretary
Dave Bryan, Treasurer
Marlene Bainborough, Programs and Events
Shelley Bartole, Development, New Schools and Traffic
Carrie Ferguson, Development, New Schools and Traffic
James Inglis, Corporate Sponsorship and Membership
Mark Lukwinski, Development
Adam Schwartz, Development

Item 1: President's Requests - Maureen Smith

March 31, 2020

Maureen Smith shared an email with all Board members requesting that for the month of April, Shelley Lakatos maintain SCA office hours at 3 hours per day, Trevor Lakatos maintain the SCA facility hours at 2 hours per day and Shanti Enterprises janitorial be paid \$500.00

Maureen requested an email Motion from the Board to approve that Shelley Lakatos maintain SCA office hours at 3 hours per day, Trevor Lakatos maintain SCA facility hours at 2 hours per day and Shanti Enterprises janitorial be paid \$500.00 for the month of April. Email Motion made by Karla Pollock. Seconded by Marlene Bainborough. Email approval received from Carrie Ferguson, Kathy Underhill, Shelley Bartole and Dave Bryan. Motion carried.

April 27, 2020

Maureen Smith shared an email with all Board members requesting that for the month of May, Shelley Lakatos maintain SCA office hours at 32 hours and Trevor Lakatos maintain SCA facility hours at 60 hours.

Maureen requested an email Motion from the Board to approve that Shelley Lakatos maintain SCA office hours at 32 hours and Trevor Lakatos maintain SCA facility hours at 60 hours for the month of May. Email Motion made by Karla Pollock. Seconded by Marlene Bainborough. Email approval received from Dave Bryan, Carrie Ferguson and Kathy Underhill. Motion carried.

April 28, 2020

Maureen Smith shared an email with all Board members reporting that while many SCA programs and events have had their deposits deferred to a future date, a number of SCA programs / events have requested a refund due to financial implications of the Covid 19 Pandemic stay-at-home order.

Maureen requested an email Motion from the Board to approve refunds to select SCA programs/ events due to financial implications of the Covid 19 Pandemic stay-at-home order. Email Motion made by Karla Pollock. Seconded by Marlene Bainborough. Email approval received from Carrie Ferguson, Shelley Bartole and Mark Lukwinski. Motion carried.

May 5, 2020

Maureen shared an email with all Board members including the SCA Draft Financial Statements as at December 31, 2019.

Maureen requested an email Motion from the Board to approve the SCA Draft Financial Statements as at December 31, 2020. Email Motion made by Karla Pollock. Seconded by Marlene Bainborough. Email approval received from Carrie Ferguson, Shelley Bartole, Adam Schwartz, Mark Lukwinski and Dave Bryan. Motion carried.

May 15, 2020

Maureen Smith shared an email with all Board members requesting that for the months of June to August, KidZinc may rent the SCA basement space for childcare. KidZinc and the SCA will operate under proposed safety measures and modified building usage as outlined in the Government of Alberta Relaunch Guidelines for Day Care and Out of School Care Providers. Maureen requests that the SCA append the current sublicense agreement from July 1 to August 31, 2020.

Maureen requested an email Motion from the Board to approve KidZinc renting the SCA basement space for childcare for June to August, 2020 and that the current sublicense be extended from June 1 to August 31, 2020. Email Motion made by Karla Pollock. Seconded by Marlene Bainborough. Email approval received from Carrie Ferguson, Kathy Underhill, Shelley Bartole, Kathy Underhill, Adam Schwartz and Dave Bryan. Motion carried.

June 2, 2020

Maureen Smith shared an email with all Board members requesting that Shelley Lakatos, SCA Office Manager, resume scheduling of summer camps and programs as she sees fit, following all current Covid 19 Pandemic protocols.

Maureen requested an email Motion from the Board to approve scheduling of summer camps and programs as appropriate and following all current Covid 19 Pandemic protocols. Email Motion made by Kathy Underhill. Seconded by Marlene Bainborough. Email approval received from Karla Pollock, Shelley Bartole, Carrie Ferguson, Dave Bryan, Adam Schwartz and Mark Lukwinski. Motion carried.

June 4, 2020

Maureen Smith shared an email with all Board members requesting that for the month of June, Trevor Lakatos maintain the SCA facility and landscaping at actual hours.

Maureen requested an email Motion from the Board to approve that Trevor Lakatos maintain the SCA facility and landscaping at actual hours for the month of June. Email Motion made by Karla Pollock. Seconded by Marlene Bainborough. Email approval received from Carrie Ferguson, Shelley Bartole, Adam Schwartz, Mark Lukwinski and Dave Bryan. Motion carried.

June 20, 2020

Maureen Smith shared an email with all Board members requesting submission of the City of Calgary Covid 19 Relief Funding application.

Maureen requested an email Motion from the Board to approve submission of the City of Calgary Covid 19 Relief Funding application. Email Motion made by Karla Pollock. Seconded by Marlene Bainborough. Email approval received from Carrie Ferguson, Adam Schwartz, Mark Lukwinski and Dave Bryan. Motion carried.

Item 2: Next Meeting

Maureen Smith shared an email with all Board members proposing that the next Board Meeting be held on September 16, 2020 at 7:00pm in the SCA Community Association Board Room.

The SCA Annual General Meeting is on September 23, 2020 at 7:00pm.