



**Richmond Knob Hill Community Association  
Board Meeting – July 13, 2010  
Minutes**

Attendance: Liz Lunney, Lloyd Bumstead, Jerome Brenner, Bonnie Weldon, Sarah Parry, Doug Roberts, Ron Neff

Regrets: Carole Poirier

1. Meeting called to order at 7:05pm
2. Draft Agenda accepted with addition of update on Bylaws under transition items.
3. Liz offered a few opening remarks.
  - Her role on the Board will need to shift a bit this year from executing on specific projects to supporting other Board members and Committee Chairs.
  - Hoped to see continued expansion of volunteer base offering last year's examples of Development & Traffic Committees and Tim Bits Soccer as examples of what more community involvement can accomplish. Also mindful that not everyone enjoys sitting on Boards. Believe we can adapt to include more people.
  - Would like to start the term of the new Board with a commitment to doing some planning work and establishing our 1 Year Plan. Timing to be discussed elsewhere on the agenda.
  - Distributed 2010-11 Board Binders, which included Bylaws, Mar31/10 Audited Financial Statements and background materials for discussion later in the meeting.
4. Reviewed Board contact list and portfolio assignments. No changes required. Noted that we should advertise in the September newsletter to fill obvious vacancies. Lloyd also expressed an interest in getting a more formal Rink Committee going this year.

Agreed to leave regular Board meetings on 2<sup>nd</sup> Tuesday of every month. Mondays also a possibility if required.

- **Mon, Sep30th @ 7pm, CNS Office scheduled for 1<sup>st</sup> Board Planning Meeting. Follow-up meeting tentatively scheduled for Mon, Oct4th @ 7pm, CNS.**

Noted that deadline for newsletter content submissions is one month prior. E.g. July 31<sup>st</sup> for September edition.

- Agreed we should continue the tradition of a Children's Halloween Party. Suggested we advertise in Sep & Oct newsletters and arrange for a Brite sign. Jerome to provide advertisement for Sept newsletter. Proposed date is Oct30th. Liz to note in Rental Calendar. Noted if Skate Shack demolished may not be able to host a Haunted House. Jerome estimates will reduce cost from \$600 to \$500.
  - **Carole to provide a budget and formal motion for spending approval at Sept meeting.**
  - **Liz to book evening of Fri, Oct29th and Oct30th in Rental Calendar.**
- Ron will provide info on Park n' Play program for newsletter.

- Liz suggested each Board member could submit Favorite Summer Book or Movie as a way to profile 2010-11 Board.

Moved by Sarah. Seconded by Doug. That Elizabeth Lunney (President), Bonnie Weldon (Treasurer) and Jerome Brenner (Director) be approved as signing authorities for the Richmond Knob Hill Community Association. APPROVED.

- **Jerome to provide a draft letter for the Bank confirming the new signing authorities.**
- **Jerome to provide the draft minutes from the June 15<sup>th</sup> AGM confirming the election of new Board members.**
- **Liz to provide draft minutes of this meeting for presentation to the Bank.**
- **Liz, Bonnie and Jerome to visit the Bank before end of business on Thurs, July 15<sup>th</sup> to update the required paperwork.**

Jerome provided an update on revised Bylaws as approved at Jun15/10 AGM. Need to provide a copy of AGM minutes and approved Bylaws but follow-up discussions confirm Corporate Registry should accept revised Bylaws this time.

- **Jerome to provide Liz with electronic copies of Bylaws and AGM minutes to be posted on the RKHCA website.**

Bonnie and Jerome executed a copy of the March 31, 2010 Audited Financial Statements for City of Calgary records. Brief review of Habitation Marker grant application to the Calgary Foundation, final Tim Bits Budget (\$520 profit) and Community Cleanup grant application (\$300) to Animal & Bylaw Services.

Some discussion of 2010 approved and outstanding Development Permit Applications.

5. Skate Shack Project – Background documents provided in the form of EDM, Reed Atwood, Lifestyle Homes and Atco building quotes; May11/10 Email from Skate Shack Committee and Jul9/10 request from CFEP for additional information.
  - **Jerome to provide an electronic copy of final CFEP Application and responses to Jul9/10 request for additional information.**

Discussion focused on relative merits of standalone versus addition to existing Hall.

- Consensus developed that separate washroom required under both options.
- Reconfirmed that basic building needs include: garage large enough for maintenance equipment (& vision for proper zamboni/tractor), fully insulated structure, meeting room (approx 18' x 24'), CA office, washroom and skate change/lobby.
- Agreed garage dimensions could be reduced to the range of approx. 24' x 14'. Eg. Approximately 1/3 smaller than currently proposed.
- Lockable office or storage area important. Should be able to accommodate a couple of filing cabinets, a desk, phone and power outlet for a computer.
- General concern that while we want to choose the option that best meets our needs, we also don't want to risk cost over runs in excess of available resources. All quotes provide for a 15% contingency but worried this may not be sufficient.

No clear agreement on which option to pursue. A feeling that we still don't have enough information. Perhaps we should meet directly with a short list of applicants.

Agreed upon next steps:

- **Doug to approach Reed Atwood and/or Lifestyle Homes explaining our situation and ask if they can modify their proposals to accommodate our funding limitations and the phased approach as described below.**

**Background:** We have \$177,000 today. We have applied for an additional \$125,000 in grant support. There is a risk that we may only receive \$75,000. We will only get City approval to proceed on the basis of funds in hand. Is there a way to phase the construction project such that Phase 1 comes in at \$177,000 or less?

**Project Definition:** Phase 1 to include permit approvals, demolition, site prep, & foundation, framed & insulated structure, and at a minimum an operating garage. (Agreed that washroom, meeting room, office and lobby can be finished or added in Phase 2.)

**Note:** The washroom is an addition to the original building requirements.

- **Jerome to approach Atco with the identical request as above.**

**Additionally, we are seeking clarification of the proposed drainage and flooring for the garage portion of the Atco proposal. Will it be adequate for snow removal/tractor equipment? Our specific concern is drainage and potential damage to the floor as heavy attachments are swapped on and off a multi-purpose tractor. What is the proposed flooring for the remainder of the structure? Is it the same as the garage or different?**

- **Doug and Jerome to ask each builder to have a revised proposal available no later than July 31<sup>st</sup>. Each to distribute electronic copies of the revised proposal to all Board members, including Ron. Further, each builder invited to make a 10-15 min presentation to a special Board meeting on Tuesday, August 10<sup>th</sup> starting at 7pm.**
- **Ron to confirm if it is possible to begin the Technical & Financial Review process based on our current building reserve and CFEP grant application. Fully anticipate approval will no be granted until all financing confirmed and in place, but can we begin the formal process?**

5. Meeting adjourned at 9:30pm.