

Richmond Knob Hill Community Association
Board Meeting – January 11, 2011 @ 7:00 pm Skate Shack
MINUTES

Attendance: Liz Lunney, Doug Roberts, Lloyd Bumstead, Brian Brandon, Bonnie Weldon
Guests: Greg Miller, Ron Neff, Jon Lutzen-Askew
Regrets: Sarah Parry, Allison Jacoby

1. Approval of Agenda
2. Motion to approve Dec14/10 minutes with amendments as noted below. Brian/Lloyd.
Approved.
 - Under Treasurers Report, change to \$125,000 grant.
 - Ron not sure he committed to getting more benches from City. There is a safety concern with placing benches between the two rinks. Someone might trip on the ice/edge and hit their head on a bench. It is also a utility right of way. Some discussion of possibly bolting benches to metal braces of rink but also some concern that we don't want to put pressure on the boards possibly causing them to lean out.
3. Business Arising from Minutes
 - a. Bank Signing Authorities – Bonnie & Brian confirmed Brian is not setup as the official 3rd approved signing authority with the Bank.
 - b. Cleaning/Maintenance Contract – Liz provided a summary of quotes obtained through Nov/Dec.
 - Gizella - \$35/hr, smaller operator, good first impressions, good reference
 - Karla - \$40/hr per person includes cleaning supplies, propose 2 people for 2 hours once a week, will also strip/wax floor and semi-regular spray & buff.
 - RAM – no quote on housekeeping, quote on floor strip & wax (\$882), Spray & buff (\$392), vent cleaning & furnace maintenance (\$490), interior window clean (\$120)

Motion to hire Karla's Crystal Cleaning at a monthly cost not to exceed \$550/mth after the skate shack is included. This would be the regular monthly maximum after the first couple of deep cleans and does not include an annual floor strip & was. Doug/Lloyd.
Approved.

Liz to call Rutland Park and compare notes. Then call Karla to see if the terms are agreeable. Recommend obtaining copy of Karla's insurance and WCB coverage. Also need to draft a contract for services. Rutland has a template that Ron will forward.

 - c. Life Cycle Plan - Greg to approach Stantec tomorrow. Greg brought contract for Bonnie & Liz to sign. Greg will copy or scan for filing. Ron suggested we confirm the contract/quote include a presentation to the Board once the report is complete. CNS hosting a workshop for Capital Conservation Grant Applications in February. Greg indicated he would try and attend.
 - d. Skate Shack & Casino Extension –

Request for extension for use of casino proceeds still outstanding. Request sent Dec 14th. Person handling at AGLC has been out of the office.

Bonnie spoke to Aviva underwriting regarding insurance coverage during construction. \$210,000 coverage on building costs, vandalism coverage, up to \$1 million for buildings under construction. Additional coverage in place for Hall. Contract requires minimum \$2 million liability coverage. Bonnie confirmed we have \$5 million general liability insurance.

Prof Lee not available to work on project. Have been told draftsman plans might be sufficient. Ron not sure if City requires architectural plans or if draftsman is ok. Will followup again tomorrow and get back to Doug.

Draft specifications and concept plans updated and circulated after committee (Doug, Lloyd, Peter) met last week.

Bonnie asked, Do we have an updated budget? Doug will ask for an updated budget once specs confirmed and plans finalized. Budget also required for City's financial review. Ron will get financial review material to Bonnie.

Bonnie asked, Did they put in writing contractors and subcontractors covered by WCB? Doug will ask for WCB certificate and insurance certificate.

Bonnie asked, Is draft contract detailed enough? Ron will also have City look at it. Give Ron until tomorrow for feedback from Glenn.

Once AGLC extension confirmed, City comments on contract received, we are ready to sign the contract. Permit process and plans next.

Ron provided info on an RBC hockey grant. Lloyd will review. Might be a good source of additional funding for rink clearing & ice making equipment which would free up more room for Skate Shack budget and permanent signage for the Hall

Liz reported she and Doug attended a course on permaculture gardens put on by Big Sky Permaculture. The course taught participants the basics of permaculture design. Liz & Doug will be volunteer with the Perma Blitz program this summer. After volunteers for 3 Perma Blitz's, eligible to host. A Perma Blitz is a team of 25-30 volunteers who will come in to install a permaculture garden in a day. Liz will start to develop landscape plan for the Shack/Hall area and look for funding.

e. Mega Event –

Saturday, May 28th chosen for Mega Event. Draft event outline circulated by email to Board members in January and submitted for Feb newsletter. Ron suggested hosting a wine tasting after the Town Hall. They have been very popular in neighbouring communities.

9:00am – 2:00pm

Kick-off at Community Hall – Coffee, donuts, pick-up supplies/maps

Community Parade of Garage Sales
Community Clean-up & Graffiti Removal
City Large Waste Removal @ Community Hall
WIN Society Donations Drop-off @ Community Hall

If anyone knows anything about Geocaching we could try and incorporate a “Cache In Trash Out” event to introduce an added element of fun and tie it all together.

10:00am – 1:00pm - Installation of 4th Habitation Marker at the Community Hall
Neighbour Picnics & Celebrations at the base of each Marker
Ø Volunteer & Sponsor Recognition
Ø Prizes
Ø Games
4:00pm – 6:00pm - Community Town Hall
6:00pm – Midnight - Community Dinner & Dance

Liz will start by booking Community Clean-up and WIN Society donations. Brian will work with Habitation Marker committee on marker events. Liz to consult Ron on how best to approach Town Hall. Hopefully newsletter article in Feb will result in a couple more volunteers stepping forward.

5. Board Reports

a. CNS Report –

Park n’ Play – Ron will see if our dates can be switched to Aug 2-5. Worried Shack construction may still be in progress the first week of July and important to ensure the site is safe for kids.

Snow Removal - Good Companions looking at Mel’s lawn care, \$275/mth Ok for 2x month. Stores equipment in Marda Loop. Other customers in area. Dale Kent maintenance guy at Good Companions. He is also investigating lawn care. Ron will forward info.

Chili/Easter – Since Carole resigned and expecting the area to be under construction in the Spring, agreed to cancel the Easter Party this year. Will ensure activities for kids during May Mega Event. Ideally an Events volunteer will step forward at next AGM.

President’s meeting – Liz and Brian attended first meeting in Dec. Ron to schedule a followup meeting with set agenda/goals. See President’s Report for more details on discussion in Dec.

Ron had questions for Doug on the development process. Had the committee’s feedback ever been challenged for not representing community. Doug reported the Committee meets regularly to review applications. If think it might be consensus will also seek input from immediate neighbours. Neighbours have also been pretty good about proactively contacting Committee if they have questions about a proposed development. After Committee meets, Doug as chair provides feedback to DBA. To date the authority of the community Development Committee has not been questioned. Liz also responded that Committee reviews applications in the context of the RKHCA Development Design

Guidelines approved by the Board. Notice of the draft guidelines was provided in the newsletter, eUpdate to members/residents and on the community website. A consultation meeting was held in and revisions made to the draft based on feedback from residents. Guidelines then approved by RKHCA Board and reposted to website.

Some confusion over future of ARPs and Infill Guidelines. If policy/guidelines are no longer being considered then contextual & landscaping concerns will need to be written in to the LUB. Ron thought the City may be looking to pilot with one or more CA s in drafting a set of community design guidelines that planners would then take in to account with LUB. Eg. sort of an ARP. RKHCA would be interested in pursuing discussion in this regard. Tough to commit when we aren't sure the direction at the moment.

Doug/Liz to attend another community consultation meeting on the proposed Permitted Use Semi-Detached Rules. This is followup to the Dec6th motion at Council to refer back for additional consultation. Liz noted that YouTube tape of Dec6 Council meeting is getting 400-500 hits/day and is now over 17,000. Not sure the source/reason for interest. Liz met with Dave Taylor in early January to see if he might have an interest in working with the City on possible changes to the Municipal Government Act (MGA) to extend authority to municipalities with regard to private tree protection. Dave agreed to consult with John Mar on the subject. Dave is currently working on a private members Bill to amend the MGA giving municipalities greater authority in dealing with 'open pits' left by developers (recent election issue in beltline).

b. Treasurer – Monthly income/expense summary distributed. Bank balances coming.

\$63,805.54 Casino reserves transferred to Building account to make up CAs \$125,000 contribution to the Skate Shack building costs. Residual bingo balance transferred to general account as discussed in previous meetings. Still not received invoice for Neighbourwoods. Bonnie working on 2010/11 budget. Bookkeeping (FCC) behind due to calendar yearend. Should have first 6 mths financials for next meeting. Looking at providing an income statement and balance sheet. Liz provided membership & volunteer info required for FCC membership form.

Jon had a concern he wished to raise with the Board. He had heard rumours that possibly some people might not have confidence in the CAs financial controls. Liz reported that having updated the CA filing system she was confident that independent audited financial statements had been prepared every year for the past 10+ years. The financial statements and audit are completed by the FCC auditor and is accompanied by an audit letter that is reviewed with the President and Treasurer of the day. The Financial Statements are also presented at the AGM. There have in the past been observations regarding possible areas for improvement but never anything sufficient to result in a qualified audit. Further, last year's audit letter commented on the significant progress made in implementing 'best practices' for volunteer organizations. So unless specifics can be provided no further discussion is required. Rumours are not helpful for meaningful discussion.

Past financial statements and current monthly reports are available for any member/resident to review. In fact, last year's audited Financial Statement has been posted to the RKHCA website. Also noted that the FCC bookkeeper was hired this year

to keep our records current and assist in implementing more detailed financial reports to the Board as Bonnie referenced in her report earlier. Lloyd volunteered that if anyone had any concerns he would be happy to send a followup note reflecting the meetings discussion.

c. Rink –

Lloyd reported that Westmount Charter School is once again renting the rink for gym classes. Bonnie will check PO Box to confirm if payment has been received and if not, Lloyd will followup with his contact. Lloyd also reported that 3 hockey teams were renting the ice for practice.. Lloyd's hope is that rental revenue will ensure the rink can be maintained on a breakeven basis. Jason Kaiser has added 50 ft, extension to fire hose and good quality couplings. Lloyd requested Jason be reimbursed for his \$60 expense.

Behaviour at the rink to be self-regulated by residents. If there are real concerns, the police are to be contacted.

Lots of good volunteer attendance: Jason Kaiser, Jesse McCauley, Mike Walker, Nick Gill, Jeff McBeath. Lloyd to be reimbursed annual \$50 for gas and incidentals. Asked if this was sufficient. Lloyd said yes.

Lloyd getting quotes for new equipment. Kaboda and John Deere quotes are in. Waiting on BobCat. Bambini manufactured in states. Need to hunt contact info down. Have one at Shaganappi. Current estimate is \$30,000 to be funded from CA/CFEP funding or possibly this new RBC hockey grant.

Nice feedback on Xmas lights. Also new park benches getting really good use.

d. Development – Discussed under CNS report.

e. Membership –

Board agreed to run an April membership drive. Sarah confirmed she was prepared to go door to door and other Board members asked to volunteer their time as well.

f. Habitation Markers –

Brian he had provided Leslie Evans (FCC) with an update. Project not schedule to be complete until 4th marker installed. Brian to confirm discussion by email this week. Nothing new since snow. Conversation with Ruth Korns. Get done by end of June. Can we raise 4th marker in May? Target Mega Event on May28th? Brian to discuss final location with Ron and ensure we had City approval. Brian will ask Ruth for a high quality digital file of one of the markers currently on the home page of the RKHCA website. We would like to use as the cover photo of the March edition of The Review.

g. President – See attached notes.

6. Other - nothing

7. Motion to Adjourn – 9:10pm

Upcoming Dates

Jan22nd 6:00-8:00pm Family Skate

Feb 20 & 21st RKHCA Casino

Jan/11 Board Report

Submitted by: Liz Lunney

1. Communications

- Website and Facebook updated: schools, development, council video, habitation markers, skate shack, contacts
- Website statistics since inception provided for information. Useage picked up when Halloween pics added and more interactive links such as Ruth's blog and UTube links.

2. Casino

- Submitted formal request for extension in use of casino proceeds with June 2011 deadline.
- Submitted Casino Application at end of December for Feb/11 event.
- Still short about 5-7 volunteers. Will prepare schedule and assign duties in coming week.

4. Presidents/CA Meeting

- Good exchange of ideas. Agreed to meet every 2 months.
- Appeared to receive agreement on Tim Bits Soccer format for a 2nd season. Asked for volunteer commitment from other communities. Once volunteer and registration representative of all communities will need to review revenue sharing.
- Agreement to share a joint Community Events calendar. Tamar from Rutland Park has got it started. I need to spend more time in google calendars and setup a link to our website. Also a better solution for our Hall Rental calendars but will take time to convert.
- Interest in teaming on cleaning/maintenance contract. Rutland meeting with RAM later same week by coincidence. Good referral from RC Meadows in community.
- Other areas for possible coordination: Policy manual (SCCA), Events, Traffic, maybe Development on bigger issues
- Neat ideas:
 - i. Use Pay Pal for hall rental payment & damage deposit (easy to process refund),
 - ii. Advertise for a local teen as webmaster
- Park n' Play dates available:
 - Richmond Knob Hill July 4-8
 - Killarney Aug 2-5
 - SCCA Aug 22-26

5. Traffic

- Need to followup with John & Killarney for Committee terms of reference.

6. Misc

- Finally submitted add to newsletter for sale of used computer equipment. Large printer dropped off at recycling along with old paint cans.
 1. Desktop computer (Sell)
 2. One of 2 printers (Sell)
 3. One of 2 printers (Keep)
 4. Laminator (Keep)
- Should arrange for semi-annual computer file backup.
- Dropped off thank you cards to Halloween Party sponsors in November.
- Hall Maintenance: Hot water tank serviced for the season. Door stops and self closing hinges on doors to storage room replaced with a floor stopper system. Should save on need to constantly replace door stoppers and may even lead to a tidier storage room. (Thanks to Doug)
- Park Vandalism reported to 311. Someone harvested a Christmas tree along the south edge of the parking lot. Urban Forestry will be alerted. Also logged a thank you for the park benches that are getting tremendous use by local families.