

**Wildwood Community Association (WCA)
Board Meeting
Minutes
April 21, 2015 at 7:00 p.m.**

In attendance:

Directors

Gordon Owen	Director at Large
Lynn Brown	Treasurer
Robyn Birdsell	President
Carolyn Smith	Director at Large
Marni Lingard	Director, Events
Tracy Smith	Director, Programs & Sports
Paige Martin	Director, Memberships
Staci Rollefstad	Director, Advocacy
Phil Gervais	Director, Facilities Maintenance
Sean Jeffers	Director at Large
Shirley McIntyre	Secretary
Bryce Rollefstad	Director at Large
Rebecca Nicholas	Director at Large

Guests/Community Members

Heather Albers	Wildwood Playschool Liaison
Cathy Gervais	Community Member
Marilyn Clark	City of Calgary

Regrets

Wil Watson	Director at Large
Clive Watson	VP

1. Welcome & Introduction

Robyn called the Board meeting to order at 7:10 p.m. Marilyn Clark, Neighbourhood Partnership Coordinator attended the meeting and introductions were made.

2. Minutes of Previous Meeting

Tracy moved that the minutes of the March 17, 2015 meeting be approved as written; Rebecca seconded the motion. Motion carried.

3. Reports

a) President's Report – Robyn

Robyn reminded everyone of the AGM next Tuesday at 7:30; please bring your friends and encourage them to consider a taking a position on the Board.

Marcia called Robyn re the garbage bin. Even now, there are 40 bags of leaves and debris despite the large “no dumping” sign placed right beside the bin. Robyn will speak with Erwan and Phil about another, different sign specifically indicating the leaf/pumpkin/Christmas tree drop off is only in effect at certain times; nothing should be left at the bin outside of these specific dates.

Robyn will also talk with Erwan about problems unlocking the front door – the door is off kilter. Marni will speak with Jim about fixing the door.

FCC Seminars – again, many good courses and workshops. Robyn encouraged everyone to look at the FCC website to look at relevant workshops.

The Volunteer Appreciation event coming up on Saturday. 125 people have signed up which is the most we’ve had at an adult event.

Robyn sent a police report via email to the Board, regarding theft from unlocked garage doors. Staci will put an article in the Warbler reminding people to lock their garage doors.

b) Treasurer’s Report – Lynn

Lynn sent out the financials prior to the meeting. The net income February to March was about \$12K. There is a large repairs and maintenance expenditure for rink fencing. The balance sheet shows that equity is over \$600K.

Lynn moved that the Treasurer’s Report be accepted as presented; Staci seconded the motion. Motion carried.

The draft of the audited financial statements was received today. Shirley will send the statements to the Board for their review and approval prior to the AGM.

c) Directors’ Report

The letter sent regarding secondary suites was accidentally excluded from the Directors’ Report. Robyn will send to the Board for information.

A discussion was held regarding the WCA and the Development Committee taking a position on behalf of the Board and Community without the benefit of a survey to determine the number of residents for and against the secondary suite, or any other, issue.

The Committee’s stand regarding secondary suites is partly in protest of the lack of information and communication with Evan Woolley (who promised last August to provide information and has yet to do so) and with the process being followed – i.e. that this applies to only 4 wards rather than city-wide.

Community members have had many, many opportunities to comment on this subject to the Committee, the Board and the City and at the last Board meeting but have not

always expressed opinions. The Development Committee does speak on behalf of the Board and looks for resident feedback as a basis for their responses. The bottom line is that if a statement is made, people need to say something at the time rather than wait until a letter has been written. On this issue, at the last meeting it was said that the letter was being sent and no one disagreed.

It was agreed that the Development Committee/Board continue to be politically active and take a stand on issues. It was also suggested that the Committee solicit more feedback prior to developing a stand. The policy for this Committee will be reviewed given the feedback from this meeting.

Marilyn Clark suggested as part of our board orientation we discuss this and how to form a strategy and make decisions on behalf of the community.

Gordon moved that the Directors' Report be accepted as presented; Sean seconded the motion. Motion carried.

d) City of Calgary Report

Marilyn Clark is the new liaison, replacing John Merriman. Marilyn is looking to support us regarding board development (orientation, a business plan, strategic planning) and at the AGM. If there is anything in particular, please let her know.

Some amalgamation with Spruce Cliff has been discussed and a meeting has been set for late May/early June to discuss further. If there is some potential, the communities will be given an opportunity to input.

There are a few FCC workshops coming up that Board members may be interested in: regulatory compliance, reading financial statements, board leadership.

Is our Board orientation meeting set? Robyn will confirm

e) Councillor's Report - Evan Woolley

Councillor Woolley was not in attendance and nor was Ben Charland, his Communications Liaison.

4. Discussion/Decisions made by e-mail between meetings

None.

5. Items for Follow up from Previous Meeting

a) Google Calendar – Robyn

No action.

6. New Business Requiring Discussion

a) AGM; Directors Positions - Robyn

There are several directors' positions open. If anyone knows anyone interested, please let Robyn know and she will contact them regarding the positions.

b) Community Manager Role – Robyn

At the Board orientation in September and again at the last meeting we spoke about a new WCA position. Shirley drafted a job description and Carolyn researched this subject with a couple of communities that do have similar positions.

The positions normally take on the hall rental, marketing and promoting the hall and some other communications tasks.. Lakeview, which is about our size, has someone 4 days/week. We likely will not need someone that much.

An honorarium could be considered for this role since the hall director is becoming a hefty volunteer role. Then the person would have a fixed amount, rather than relying on a fluctuating number of hours. We could ask Jaye for input regarding how many hours is required for the hall rental part of the job. It was agreed that the person would report in to one board director (perhaps a revised Hall Director position). We need to finalize the job description, look into an appropriate amount and advertise for the position. Ideally we could recruit from within the community.

Staci moved that this position be approved with an objective of having a person in place by September 1; Carolyn seconded the motion. Motion carried.

Shirley will send out the draft job description for input and feedback. Paige knows the person at Lakeview and will talk to him about some details.

c) Mailbox consolidation – Shirley

Currently there are two mailboxes – our P.O. Box at the Shoppers Drug Mart at Westbook and the locked mailbox on the community hall. Shirley proposed that we consolidate these and have one address/mailbox – the one at the community hall. This will save a bit of money but mostly will be more efficient. It will take some time to notify everyone and we will keep the P.O. box for about 6 months.

Paige will change the membership form in the July Warbler. Shirley will manage this with help from others as needed

d) Sponsorship of WCA Events – Marni

Two local realtors have offered to sponsor the Stampede Breakfast. There was some discussion regarding sponsorships in general. It was agreed that an event should not be wholly sponsored, should not take on the look of a “pop up market” selling or giving away vendor merchandise, or overwhelm attendees with signage.

It was further agreed we should develop a “sponsorship policy” but that the Event Directors could go ahead and come to a one-off agreement for this year’s breakfast. Marni will check with Joanne to see if any commitments have been made.

e) Soccer Expenses - Tracy

Just today communications were received from both the pickleball and the soccer coordinators requesting funds for equipment.

Tracy moved that up to \$1500 be approved for line painting and nets for Pickleball and up to \$2000 for equipment for Soccer; Staci seconded the motion. Motion approved.

And finally:

Staci advised that she checked into the cost of iSlow signs. These cannot be purchased by communities as it would be considered "queue jumping".

Robyn adjourned the meeting at 8:50 pm. The next Board Meeting is May 19, 2015 at 7:00 p.m.

The AGM is on Tuesday, April 28th at 7:30 p.m.