

**Wildwood Community Association (WCA)
Board Meeting
Minutes
June 21, 2016 at 7:00 p.m.**

In attendance:

Directors

Marni Lingard	Director at Large
Cathy Gervais	Director at Large
Phil Gervais	Director Facilities
Shirley McIntyre	Secretary
Rachel Sawyer	Director Community Garden
Lynn Brown	Director at Large
Cheryl Northey	Director at Large
Alison Laberge	Director at Large
Tracy Smith	Director Sports and Programs
Jason Beck	Vice-President
Meredith Tracy	Secretary
Sean Jeffers	President
Kevin Phillips	Director Development

City of Calgary Representatives

Heather Gibbons	Neighbourhood Partnership Coordinator
Evan Galbraith	Councillor Woolley's office

Community Members

Monte McIntyre
Clive Watson
Wil Watson
Chris Brown

Regrets

Allan Birce	Treasurer
Robyn Birdsell	Past President
Paige Martin	Director Memberships
Felicia Esposito	Director Communications

1. Welcome & Introduction

Sean welcomed everyone and called the Board meeting to order at 7:10 p.m.

2. Minutes of Previous Meeting

Marni moved that the minutes of the May 17, 2016 meeting be approved as presented; Alison seconded the motion. Motion carried.

3. Reports

a) President's Report – Sean

Nothing to report.

b) Treasurer's Report – Allan

Allan was unable to attend the meeting.

c) Directors' Report

Alison had an addition to the Community Garden section of the Directors Report: Over 50 wooden hearts were painted by community residents on May 14th. The Kerby Center woodworkers cut out the hearts and sanded them, Selena, Marni and Alison primed and prepared the hearts and led the painting. Cheryl varnished the hearts and Alison and Cheryl wired them to the fence.

We hope to continue the project with the grade 6s at Wildwood early next fall, and during our garden classes during the summer, at the harvest fest in September, with the playschool next spring and then continue on next summer. We hope to make a big impact on the fencing facing Spruce Drive, and the garden and inside the Wild Woods.

The idea came from a tiny community garden in Kalso, B.C.

Lynn moved that the Directors Report be accepted as presented; Cheryl seconded the motion. Motion approved.

d) City of Calgary Report – Heather Gibbons

Parking Lot - Engineering Consultant Program Application – Capital Conservation Grant Funding (CCG)

A group met on site on June 6, regarding the parking lot and tennis court project. The first phase of the project is to hire an engineering consultant to assess what is needed. Some of this work has been completed through Westhoff Engineering Consultants and Edgar Vargas (Facility Operations Coordinator) has been working with Westhoff to finalize the engineering services to be covered by the contract. This has been completed and in order to move forward we need to have the application completed and submitted as soon as possible. A board motion is also required to accompany the application.

The high level estimate of fees is \$10,000 plus taxes (engineering consulting) and \$75,000 plus taxes (project costs). The City will cover 100% of the consulting fees and 75% of the eligible project costs. The CA is responsible for other 25% of the project costs. The capital Conservation Grant operates on a reimbursement basis.

The CA can apply for a CFAP to cover the remaining 25% of uncovered project costs. We would apply for 100% of the project cost and the CFAP would cover up to 50%. The CA could then use the additional 25% on other community hall-related items. Heather will guide us through this application process. She also recommended notifying our MLA

when we submit this application as they are better able to track the status of the application.

Lynn moved that the board approve Heather Gibbons to complete the CCG Engineering Consultant Program Application for the community hall parking lot engineering consultant fees; Alison seconded the motion. Motion approved.

Lynn moved that the board approve Heather Gibbons to complete the CCG Application for the eventual construction of the community hall parking lot once the engineering is complete; Alison seconded the motion. Motion approved.

Phil moved that the WCA apply for an engineering funding request for an engineering study for the parking lot, in the amount of \$10,000 plus taxes. The contract will not be awarded until the City has first agreed to the details on which to base the study; seconded by Lynn. Motion approved.

Lynn moved that the WCA apply for the Capital Conservation Grant; seconded by Tracy. Motion approved.

e) Councillor's Report - Evan Galbraith (on behalf of Evan Woolley)

Councillor Woolley was not at the meeting. Evan Galbraith spoke on behalf of the city councillor's office. The city will be looking a look-back project on community evolution and will engage Wildwood residents for historical information to add to the project. This is loosely scheduled to take place during the fall of 2016.

The city councillor's office is also trying to enhance communication with communities. No details provided on the methods employed.

No update on either the local traffic study on the impact of affordable housing or the affordable housing project in Wildwood.

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

None

Items for Follow up from Previous Meeting

a) Community Calendar on WCA Website? – Felicia

Felicia will review this over the summer and report back in September.

b) Sponsorship Policy – Robyn/Shirley

See "New Business"

d) Building Access System – Monte

See "New Business"

e) Action re attic insulation/heat tape – Erwan/Cathy

No action; that project will likely be added to the Capital Conservation Grant application.

f) Nominating Committee – Sean (tabled until January)

g) Emergency Ops Procedure Manual; Facility Maintenance Schedule – Phil/Robyn/Cathy

This work will be done over the summer.

h) Has Hall Kitchen been rated “commercial”? – Robyn

An assessment is booked with the city to walk through the hall in early July. Robyn is waiting for confirmation of a date from the fire department for the kitchen inspection.

i) CMM database access for directors/coordinators - Gordon

Gord was not available.

j) Update on parking lot/tennis courts – Chris

Parking Lot: See update from Heather Gibbons of the City of Calgary for parking lot grant update. Chris noted there are some finalizations that need to be made before going out for a formal quote.

Tennis courts: Chris engaged a consulting firm to discuss options. A report from the consulting firm that will outline options with costs is expected in September.

k) Recycling Case Study/Garbage Assessment from City – Marni

Waste assessment took place on Tuesday, June 14th. Four days of collection, Friday through Monday were examined. Of those four days, three had large functions, including the Tour de Wildwood and then two days of regular use.

Here are the comments from Alla, Heather and Laura:

- We noticed a large amount of disposable dishware mostly plates and cutlery
- Also organics, a lot of wasted food hot dogs and cake
- 68 refundable beverage containers that over time adds up to a significant amount of money that could go towards the community hall
- The existing preschool already has some policies in place – reusable hand towels and composting (maybe?)
- Some challenges she anticipated were no staff to police events, buy in from board members, short-term renters
- Location of new bins and signage etc.

Next Steps:

- Presentation from City of Calgary Dept. (September)
- Form working group to create plan of action – Alison said she would join Marni
- Plan of action to include: selection and purchase of bins for Hall and grounds, creation of board policy, new regulations and guidelines for WCA functions, short-term and long-term rentals(this would mean new points in rental contracts.
- Hire City of Calgary or private company to pick up recyclable items and in future, compost.
- Purchase of signs to go with bins

New Business Requiring Input/Discussion:

a) Clean-up/Shredding – Clive and Wil

The clean-up event was deemed a success with over 70 volunteers and 18 trucks. Unfortunately someone's power tools disappeared and a note will be posted in the Warbler regarding this. The shredding day also went well. A lot of the users were seniors who bought memberships. It is unlikely we need to do this every year – perhaps every 2.

b) Building Access - Monte

See full report submitted by Monte.

In brief, objective is to maintain security, provide access to only those people who need access for the appropriate amount of time and make the process of providing and then discontinuing access, as simple as possible for the hall manager. At the same time, there have been suggestions that having Internet in the hall would be an advantage for renters as well as some community events like hockey games and movie nights.

We require a system that allows for remote access. Changes to the door hardware will have to be made for remote access (\$3000). Remote access also requires both a monthly subscription (\$60/mo) as well Internet (\$60/mo).

There is a further desire to have keypad entry on some of the other internal hall doors – the small hall, janitor and front cupboards, back office and A/V room. That can be looked at once the initial installation is complete.

There has been discussion on replacing several of the hall doors and that will have to be completed first before the keyless entry system is installed. Also, it was suggested that the cost of these upgrades be added to the grant discussed earlier in the meeting

Lynn moved to approve \$3000 for the expenditures related to door hardware plus the monthly cost for Internet service and a remote management system; Kevin seconded the motion. Motion approved.

c) Young Rembrandts Enquiry to Use Hall - Sean

Young Rembrandts, an art program for children, requested use of the community hall. Sean was unsure if they were looking for free access. Sean will follow up.

d) Mainstreet Information Session – Sean

There is an information session being held on June 23 for a general thoroughfare upgrade led by the city. They are seeking community leaders for information gathering. No one is interested in attending at this time.

e) Railway Noise – Sean

Sean was approached for community input on railway noise. Attendees agreed that railway noise is a non-issue for Wildwood.

f) State of Hall Floor - Sean

Flooring in the main room floor needs work as the protective coating is worn off. Planet Clean quoted \$543 to clean and recoat all of the rooms of the hall except the hallway. Agreement that this should be done and that the cost should be covered under the maintenance budget. Sean will let Marcia know to go ahead.

Marcia is requesting ~\$8k in machinery to clean and polish the floors. Rachel will look into the maintenance of marlomeum flooring and report back in September.

g) Canada 150 Grant – Lynn/Shirley

There isn't a hard deadline for this grant however Heather advised that it is likely there won't be money left after August. Grants are intended to fund an event to celebrate Canada's 150th birthday; can be anytime in 2017. Perhaps we could add on to one of our current events (Neighborhood Day, Garden Harvest Festival)? Marni/Joanne (who have agreed to continue as Events Directors) will, via the Warbler, see if there is anyone who wants to organize a special event and if so, look to apply for funding. Shirley will send them the grant information.

h) Sponsorship Policy – Robyn/Shirley

Shirley reviewed the draft of a sponsorship policy. Generally accepted with comments regarding the give-aways that sponsors bring, the carrying over of money to subsequent events and seasonal sponsors. Shirley will make some changes to the Policy to accommodate this feedback and it can be reviewed again in September.

And finally:

Jason heard from someone in Bridgeland who invites Wildwood to be part of an inner city group of communities where densification is being proposed by the City. Kevin advised that we were already working with other communities regarding this and other issues around communication and process.

The meeting was adjourned at 9pm.

The next Board Meeting is September 20, 2016 at 7:00 p.m.