



Shawnee-Evergreen Community Association - Directors' Meeting Minutes

| | |
|-----------|---------------------------------------------------------------------------|
| Date: | Tuesday May 15, 2018 |
| Location: | South Gate Alliance Church library (Room 211) - 1436 James Mckevitt Rd SW |

Attendees:

| | | | | | |
|-------------------|---------------------------------|------------------|---|-------------------|---|
| <u>Directors:</u> | | | | | |
| Sarah Breu | N | Richard Dingwall | N | Zeinab El Kady | N |
| Liala Elrafihe | Y | Lynn Jobe | Y | Ajay Khanolkar | Y |
| Michael MacLeod | Y | Barbara Murray | N | George Payson | N |
| Sharon Raduloff | Y | John Raich | Y | Norm Rousseau | Y |
| Brad Smith | N | Peter Snell | Y | Katherine Stasiuk | N |
| <u>Guests:</u> | Cst. Darron Wrzosek (CPS #3350) | | | | |
| <u>Members:</u> | Mike Ratuski (part time) | | | | |

1. A quorum of directors (5 or more) being present, the meeting was called to order at 7:07 P.M.
Peter advised the attendees that George Payson had submitted his resignation from the Board effective immediately. He will seek a replacement from the Beacon Hill Board.

2. Review and acceptance of Agenda

| | |
|--------------|-----------------------------|
| Motion: | Accept Agenda as presented. |
| Moved by: | Peter Snell |
| Seconded by: | Liala Elrafihe |
| | Carried |

3. Acceptance of Previous Directors' Meeting Minutes

| | |
|--------------|------------------------------------------------------------------|
| Motion: | Accept Minutes from April 17, 2018 Directors' Meeting as issued. |
| Moved by: | Liala Elrafihe |
| Seconded by: | Michael MacLeod |
| | Carried |

4. Treasurer's report

- Financial Status as at May 15, 2018.
See Appendix "A" attached. Funds Available have increased by \$985 mainly due to annual membership fees and Trico's 1st Quarter "gift" exceeding expenses. Of note is that there have been 31 membership renewals via PayPal since the "Membership renewal" email went out May 6th to 862 email addresses. 462 of the emails were "opened", 6 "bounced" and 9 unsubscribed. \$65,967 was received from AGLC for the February 28 & March 1 casino. This is \$1,646 less than received for the June 17 & 18, 2016 casino. Playground Fund balance is now \$133,245.

| | |
|--------------|-----------------------------------------|
| Motion: | Accept Treasurer's Report as presented. |
| Moved by: | Peter Snell |
| Seconded by: | Norm Rousseau |
| | Carried |

Shawnee-Evergreen Community Association - Directors' Meeting Minutes

5. Other Director reports

1. Development

DP2018-1686 and DP2018-1672 have been received for a cannabis store at the old passport office location. Peter to prepare an email to send to SECA distribution list advising that comments can be sent to Norm.

2. Social

Stampede Breakfast plans are well under way. Peter will pick up sausages and coffee. Financial support has been received from the City Ward Community Event Fund and Jason Kenney. Support has also been requested from Cardel and Graham Sucha.

3. Casino/Use of Proceeds

Lynn will prepare a letter to ALGC by July requesting an extension in spending our casino funds..

4. Cardel Rec Centre South

Nil.

5. Trico

Have hired a full-time marketer. Ajay will see if they want to have a table at our Stampede Breakfast.

6. Beacon Hill

Nil.

6. Old Business

1. Shawnee Drive Crosswalks

Tony Churchill has not yet provided update.

2. DSWCN (Deep SW Community Network)

George and Lynn attended the May 5 meeting of DSWCN. It was agreed that email addresses would be provided for key director positions (e.g. Social and Development).

3. Mind's Design February 6, 2018 letter re delivery cost sharing

It was agreed that Peter would advise Minds' Design that with our limited funds we can not justify the requested support.

4. Engagement (Lynn Jobe and John Raich)

Lynn and John have new neighbours' information from Norm. Name tags will be provided to directors for Stampede Breakfast. Discussion regarding how to increase support for SECA. See Appendix "B" for Lynn's "SECA – Recruitment and Retention.

7. New Business

Nil.

8. Adjournment

| | |
|--------------|-----------------------------------|
| Motion: | Meeting be adjourned at 8:50 P.M. |
| Moved by: | Norm Rousseau |
| Seconded by: | John Raich |
| | Carried |

Minutes prepared by: Peter Snell

Next Director's Meeting: **Tuesday June 19, 2018 7:00 PM** at South Gate Alliance Church library.

APPENDIX "A"



TREASURER'S REPORT

| | <u>REPORT DATE:</u> | <u>2018-05-15</u> | <u>2018-04-15</u> | <u>CHANGE</u> |
|------------------------------------|---------------------|-------------------|--------------------|--------------------|
| <u>Assets:</u> | | | | |
| Cash | \$ | 279 | \$ 219 | \$ 60 |
| BMO Chequing | \$ | 662 | \$ 477 | \$ 185 |
| Cheques to be deposited | \$ | 220 | \$ 60 | \$ 160 |
| Casino Chequing | \$ | 133,548 | \$ 67,582 | \$ 65,967 |
| PayPal | \$ | 669 | \$ 76 | \$ 592 |
| BMO Mutual Fund | \$ | 14,632 | \$ 14,627 | \$ 4 |
| Assets: | \$ | <u>150,010</u> | \$ <u>83,042</u> | \$ <u>66,968</u> |
| <u>Liabilities:</u> | | | | |
| Playground Fund | \$ | (133,245) | \$ (67,279) | \$ (65,967) |
| Accounts Payable | \$ | (23) | \$ (6) | \$ (17) |
| Liabilities: | \$ | <u>(133,269)</u> | \$ <u>(67,285)</u> | \$ <u>(65,984)</u> |
| Funds Available | \$ | <u>16,741</u> | \$ <u>15,757</u> | \$ <u>985</u> |
| <u>2018 Memberships YTD:</u> | | | | |
| Regular | | 70 | 19 | \$ 51 |
| Associate | | 2 | 2 | \$ - |
| Total | \$ | <u>72</u> | \$ <u>21</u> | \$ <u>51</u> |
| <u>2017 Memberships YTD:</u> | | | | |
| Regular | | 228 | 227 | 1 |
| Associate | | 7 | 7 | 0 |
| Total | | <u>235</u> | <u>234</u> | <u>1</u> |
| <u>2016 Memberships Final:</u> | | | | |
| Regular | | 567 | 567 | 0 |
| Associate | | 4 | 4 | 0 |
| Total | | <u>571</u> | <u>571</u> | <u>0</u> |
| <u>Funds Available Change:</u> | | | | |
| Trico gift | \$ | 92 | | |
| Interest | \$ | 4 | | |
| Membership fees | \$ | 940 | | \$80 unexplained |
| Total income | \$ | <u>1,036</u> | | |
| Bank charges (incl PayPal) | \$ | (35) | | |
| Web site | \$ | (5) | | |
| Printing & Miscellaneous | \$ | (12) | | |
| Total expenditures | \$ | <u>(52)</u> | | |
| Net change | \$ | <u>985</u> | | |

May 24, 2018

SECA Board Members,

In this document you'll find some ideas around recruitment, retention and engagement. Perhaps at the June Board meeting we can discuss some of these ideas, decide which ones we want to implement and divvy up the tasks.

Lynn Jobe
403-606-2406

SECA – Recruitment and Retention

Purpose: to recruit and retain board members to revitalize SECA so that it can meet the needs of residents as the neighbourhood demographics transition.

This will require some changes to:

- how we think
- how we work
- what we do

Assumptions:

- In our busy world, volunteers are hard to come by.
 - Volunteers are looking for **relevant and rewarding work**.
 - Recruiting and retaining quality volunteers is facilitated when groups **make it easy** for volunteers to contribute.
 - Volunteers want to see a **return on their investment** and this can take many forms
 - Building a stronger resume.
 - Satisfaction of being a member of a high performing team that is creating a positive impact in the community.
-

Some ideas for SECA to discuss:

Meetings – change it up

Cardel is important but not the only thing we need to be looking at.

- Request quarterly updates and communicate by email between updates.
- Keep reports to 15 minutes + 5 minutes for questions

Set up committees to work offline and receive written reports prior to meetings. Use a standard template.

- Social Events
- Park Development
- Cardel Development
- Casino

Appendix “B”

- Other?

Agenda - The most pressing topic can move higher up the agenda to make sure it gets the attention it deserves.

- See sample agendas
- List topic and purpose of discussion (for decision, for discussion, for information)
- Include some fun and socializing event(s) through the year.

Make it easy to serve

Connect the Board members with each other and with the information they need via:

- **Board list** – contact list including name, email, phone numbers for each member.
- **Board Book**
 - For recruitment purposes and for sitting members (e/print)
- **Document management**
 - Sharepoint or Google Drive or DropBox or similar to house our records
 - Create email addresses for each role for continuity and privacy.
- **Scheduling**
 - Survey volunteers to determine the best day and time to meet.

Build a Recruitment Plan & Continuity

- Get our ducks in a row
 - Create a Board Book
 - Create role descriptions for Executive members, Committee Chairs and Directors at Large
 - Members who are leaving roles should be prepared to pass on
 - an annual plan of what their job entails.
 - a folder (electronic and hard copy) of records and notes
- Create some talking points
 - Why join SECA?
 - How have I benefited from my role with SECA?
 - Looking forward what can SECA do for the community?
- Identify our needs
 - Conduct an easy survey as an easy gap analysis
 - what skill sets are we seeking?
- Identify ways to recruit new board volunteers and fill in the details
 - Stampede Breakfast
 - Bold Sign
 - Email blast
 - Facebook
 - Personal invitation - invite a friend for a cup of coffee to discuss SECA board role opportunity (take a Board Book)

In 2018-2019

Build a Vision

Our community is changing. What are the needs and preferences of the residents?

- Online survey – announce via bold sign and collect email addresses of respondents
- Host a facilitated meeting or two or three to gather input from residents.

With community input in hand, we can begin to update our vision and mission.

Build Engagement

Engagement is the key to revitalizing our board and building community connectedness and pride.

- Internally - Build a database so SECA can be connected to its residents. (names, addresses, email - and phone if possible)
 - through events
 - through social media
 - through a survey
 - through our newsletter
- Internally
 - Create some key messages around the benefits of working on the Board
 - Create job descriptions for volunteers at the Stampede Breakfast and use church and community volunteers to host the event. **(Laila - Lynn available to help)**
 - Get Board members out from behind the griddles so they can socialize and promote SECA - to recruit new members to the Board. **(all)**
 - Board members will need name tags. **(Peter)**
- External - Understand the landscape and the opportunities:
 - **DSWCN** - continue to attend
 - Lynn and George have been attending. George has resigned.
 - Ajay and Michael are interested in attending future meetings.
 - **President’s meeting** hosted by Dianne Colley-Urquhart
 - Other DSWCN communities don’t necessarily support Dianne but they attend these meetings to learn of new opportunities. We need to be there too.
 - President may choose to delegate.

Build community capacity

by investing in our people and in our systems (governance).

***Use this as a recruiting tool; a benefit of membership in SECA and on the board. ***

Approval in advance by the Board is required for reimbursement of fees.

- **Board Leadership Calgary** event in October.
 - 1 day - a variety of topics.
 - It usually sells out so register early.

Appendix “B”

- Last year it was on Oct 21. The 2018 date isn't posted yet.
- **Board Development Program**
 - Recommendation: book a [free 1.5 day workshop](#) for the fall or next spring for all our Board members. Alternatively, BDP “open workshops” are 1 day with the same curriculum but in a room with other groups.
 - Modules include: Ethical and Legal, Roles and Responsibilities, Policy, Committees, Managing the Work and Building a Better Board.
- **Federation of Calgary Communities**
 - Annual membership has many benefits:
 - Networking events for CA's - learn from others
 - Annual conference.
 - Workshops on a wide variety of topics - \$50 value / free to members
 - Digital library of resources and tools.
 - Counselling and consulting services.
 - Regular membership would be \$280 for our group but they have graciously agreed to credit our two workshop registrations paid this year towards a membership leaving a balance of about \$180.
 - 2018 membership would allow new board members elected in the fall to attend workshops.
- **Resources:** from Community Development branch of the Ministry of Culture & Tourism
 - <https://www.alberta.ca/board-development-program.aspx/default.aspx>

AGM – Monday September 24, 2018

| Name | Position (1 year term) | Open to re-election in Sept. |
|----------------|-------------------------------------------------------|---------------------------------------------------------------------------|
| Brad Smith | President | no |
| Peter Snell | Secretary / Treasurer | no |
| Norm Rousseau | Development - chair | yes |
| Liala Elrafih | Events Committee - chair (Stampede Breakfast etc.) | Would remain as a Director at Large and mentor a new person in this role. |
| Sarah Breu | Events Committee - member | TBD |
| Ajay Khanolkar | Trico Centre Liaison | yes |
| Zeinab El Kady | Cardel Centre South Liaison | TBD |
| Lynn Jobe | Casino Chair, Park/Rec Chair | yes |
| John Raich | Director at Large | yes |

Appendix "B"

| | | |
|-------------------|-------------------|-----|
| Richard Dingwall | Director at Large | TBD |
| Katherine Stasiuk | Director at Large | TBD |
| Sharon Raduloff | Director at Large | TBD |
| Michael Macleod | Director at Large | yes |

Board Book Checklist

A board book is a recruiting tool and an orientation tool.

Board Items:

- o Calendar of Meetings & Events
- o Board - Job Description & Expectations of Board member
- o Board Committees - list (eventually this would include Terms of Reference)
- o Latest minutes and last AGM minutes
- o Quick guide to how we govern (majority or consensus)(

People:

- o Board Contact List with board assignments (e.g. officers, committees)
- o Board Bios (brief) - later

Legal:

- o Bylaws (stamped copy)
- o Articles of Incorporation
- o Copy of insurance policies summary pages -

Background:

- o Mission & values statements* (from Bylaws)
- o Brief history + program overview

Strategic and Operational Plans

- o Board work plan - Calendar of predictable events

Financials

- o Most recent budget
- o Most recent financial report & overview