

McKenzie Towne Council (MTC) - Board of Directors Meeting – Pre and Post AGM

Tuesday, November 24, 2015 at 6:00 p.m.
McKenzie Towne Hall
(40 McKenzie Towne Blvd. SE)

MEETING MINUTES

PRESENT: JAMES BOYLE; JAYDEL GLUCKIE; ROB VAN GASTEL; SHAUNNA BOYD; MARGARET MCPHERSON; ROGER DOUCET; UTE DAVIES; PRESTON THIRLWALL; JESSICA SMITH

ABSENT: JIM FITZ-MORRIS; LAURA ST. CROIX; MALIK AMERY; BRIAN HENDERSON

GUESTS: CHRISTINE HEMMINGER – GENERAL MANAGER; SHELDON KINGCOTT – PROPERTIES MANAGER

ITEM

1. **Call to Order** - Meeting called to order at 6:03 p.m. by Chair Rob Van Gastel.
2. **In Camera** – postponed to later in the meeting
3. **Open Meeting** –
4. **Introduction and Attendance** – Jim Fitz-Morris; Laura St Croix; Malik Amery and Brian Henderson not in attendance.
5. **Amendments to Meeting Agenda** - none
6. **GM Report** – General Manager Christine Hemminger

General Housekeeping –

Requested permission to add the Master Card Monthly Statement to the EFT authorized list. The statement would be verified by the GM and once verified, would send to Treasurer for second signature

MOTION: "To add the ATB Master Card monthly statement to the Direct Debit Payment Process. GM will verify the payables and payment as first signature, then email the monthly statement plus details to the Treasurer for the second signature. Once received the Direct Debit Payment will be processed."

Moved by: Margaret MacPherson; Seconded by: Preston Thirlwall.
No discussion – approved. **CARRIED**

MOTION: "To approve with proceeding to the Statement of Claim step in the collection process. This will allow our legal representation Miller Thomson to commence with a foreclosure action on accounts that have 2 years of association fees outstanding."

Moved by: James Boyle; Seconded by: Shaunna Boyd.
Discussion held. **CARRIED**

GM distributed a sample calendar of usage at the hall. As per prior motion, GM must inform the board of any rentals that have been refused. GM has refused to rent to a 17 year old who wishes to have his 18th birthday party here. Youth appears to have special needs, contacted us last year, parents were not aware of his request as he impersonated his father in the emails.

Action Items:

Insurance - Toole and Peete – FYI

Waiting for the 2016 Insurance Package. No claims to date. Have been advised that there will be a 3.5% increase in Property Insurance, nothing on the D & O side. Employee dishonesty is increasing from \$25,000 to \$50,000 that is an additional \$50.00 premium annually. We budgeted \$16,516 for this, preliminary numbers are showing \$17,080 an increase of \$794.00 or 4.88%. Rob Van Gastel stated that we should verify and validate our policy to ensure that company is providing us the best for what we want. GM will share the policy information with the Operations Committee for more discussion.

City of Calgary

Crosswalk at Scotia Bank/Macs/Petro Canada corner— being worked on right now, will take 21 days to complete.

Decorative Fountains — have made contact with the Leader of Asset Maintenance and are waiting for a meeting confirmation.

McKenzie Towne Community Association (MTCA)

The MTCA is requesting rooms 12 currently allotted for their monthly meetings, looking at acquiring 12 more dates to run a Speaker Series and more youth dances. The last one had good attendance and they are hoping to expand on that. One board member asked about supervision at these events and Jaydel Gluckie President of the MTCA stated that at the previous event there was a 10-1 ratio kids to adults. The MTCA is prepared to pay for a room if required, and they want about 3 weeks in advance booking.

The supervision ratio was discussed, suggested a 10-1 ratio was adequate. Issue is sent to the Operations Committee for clarification.

Discussion on liability policy CA versus RA and ensure adequate coverage.

MOTION: "To grant the MTCA 12 meeting dates and 12 additional dates free of charge."

Moved by: Jessica Smith; Seconded by: Margaret MacPherson.

Discussion held.

CARRIED

Discussion - Rob Van Gastel asked if because we were supplying the space at no charge if this could be advertised jointly with the RA and CA. The GM responded that it could be promoted jointly and that we be listed as "in conjunction with" but not as a joint effort so as to avoid constant queries at the MTC about MTCA events.

There was further discussions in regards to the MTC Newsletter and both websites for questions, how to handle constant questions to the RA.

Action Items:

GM to share 2016 Toole and Peete Insurance Package with the Operations Committee when it arrives.

Operations Committee to come up with a policy for the ratio of supervision at events for the MTCA. Also, determine who carries the liability for these events.

Kids Christmas Party Request

Request that some board members be in attendance at the Kids Christmas Party to hand out hot chocolate at the Sleigh Rides. This would give the Board representation at the event and a chance to engage with residents. James Boyle, Laura St. Croix and Shaunna Boyd all indicated that they would attend and help.

Board, Staff and Guests - Christmas Party Please RSVP by Nov 30. Each guest to bring a 10\$ gift.

Residence Correspondence

Resident complained of Friday parking issues (not our problem). GM responded with recommendations.

GM has received and responded to a few Skate Park and Hockey Rink complaints – President, Rob Van Gastel stated that he had not received anything to date.

Christmas lights addressed on Facebook. Extra lights were purchased and put up in numerous parks in McKenzie Towne to address the concerns.

Resident requested that we put up or distribute his poster which addresses the beliefs of many religions. He said it explains that there are many beliefs and that we should respect those beliefs. Most board members feel that it is not appropriate to post in our facility, but, do need to have the mission and vision and values statement reviewed. Once addressed, post those in the facility.

Action Items:

Board to review the council's Mission, Vision and Values Statements.

7. Approval of Meeting Minutes

MOTION: "That we approve the October 28, 2015 minutes as circulated."

Moved by: Shaunna Boyd; Seconded by: James Boyle. **CARRIED**

The October 28, 2015 DRAFT AGM minutes were circulated for review and to ensure that they were accurate. These will not be approved until the next AGM.

8. Committee Reports – all committees need to set meetings

A. Executive Committee – None.

B. HR/Compensation Committee – None.

C. Finance/Budget/Information Systems Committee – None.

Approval of September 2015 Financial Report tabled until next meeting.

D. Operations Committee – none

E. Policy Committee – none

F. Prestwick Common Committee

The committee presented and circulated a report as of October 28, 2015 to council.

Funds will be required for advertising the Towne Hall Meetings and for FAQ's, information pamphlets, refreshments, etc.

Approve September 2015 Financial Report at next Board Meeting.

Action Items:

Towne Hall Meetings are scheduled for Sunday, December 13th from 3:00 p.m. to 5:00 p.m. and Monday, December 14th from 6:00 to 8:00 p.m.

Committee has been looking at different suppliers and hundreds of options. They are trying to find the best fit for the best price to fit our needs. The park will be designed to handle 600 people per day on average. Age of users, amenities, spray options and content of the questionnaire were discussed.

MOTION: "To set aside \$2,500.00 for public consultation for the Prestwick Common upgrade".

Moved by: Rob Van Gastel; Seconded by: Jessica Smith.

CARRIED

President Rob Van Gastel stated that all committees need to schedule meetings. There were a lot of complaints about the Christmas lights being displayed in the community this year. Operations Committee will need to look at the current budget to see if we are including enough money in the budget to properly light the community. Some challenges are the height of the trees and the safety to our staff for installation.

Meeting Moved in Camera @ 7:30 p.m.

MOTION: "To move into the In Camera session."

Moved by: Jaydel Gluckie; Seconded by: Roger Doucet.

CARRIED

Meeting Returned Out of Camera @ 7:45 p.m.

9. MTCA Update –

President Jaydel Gluckie stated that this was a slow time for the association. The annual fee to join is still \$10.00 per household. Vice President Shannon Lanigan has left the group for personal reasons.

MOTION: "That the staff of MTC assist the MTCA in administering their website."

Moved by: Rob Van Gastel; Seconded by: Shaunna Boyd.

CARRIED

GM to make time available for staff to help with monitoring and updating the MTCA website.

10. Other Business –

Calgary Herald news release – for information. Home sales are declining city wide, but McKenzie Towne leads in sales.

11. Next Meeting Dates –

Board Strategic Planning Meeting – Saturday, December 5, 2015 @ 9:00 a.m.

Topics for discussion – where do we go from here; CA-RA sharing; policies and procedures; long term vision; 3-5-7 year dates; visioning for the new GM.

Board and Staff Christmas Party – Friday, December 18, 2015 @ 6:00 p.m. - Save the Date!

Board Meeting – Tuesday, January 19, 2016 @ 6:00 p.m.

Board Meeting – Tuesday, February 16, 2016 @ 6:00 p.m.

NOTE: Board meets the third Tuesday of each month.

12. Meeting Adjourned