

McKenzie Towne Council

Tuesday, June 20, 2017

Board of Directors Meeting @ 6:00 p.m.

McKenzie Towne Hall

Attendance: Jackolynn Coughlin, Ute Davis, Roger Doucet, Jessica Smith, Rob Van Gastel, Shawn MacDougall, Malik Amery via Phone at 6:13

Regrets Preston Thirwell, Laura St. Croix, Janice Belcher, Margaret MacPherson

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1. Call to Order 6pm
  2. In Camera
  3. Open Meeting (6:15pm)

**Motion:** to Approve May minutes from previous monthly meeting – circulated by email  
Moved by Ute Davis Seconded by Jackolynn Coughlin

**Carried**

4. Introductions & Attendance
  - a. No guests present
5. GM Report —
  - a. Fee Collections – update from Sami
    - i. Down to 40 for 2016/17
  - b. Staffing – Hiring of new Communications, Marketing, and Events Coordinator Jessica Jaithoo,
  - c. Good Food Box – program update
    - i. Pick up this Friday up to 17
    - ii. We will market the program to try and improve numbers
6. Committee Reports
  - a. Executive Committee – no report
  - b. Policy – no report
  - c. Finance/HR/IT - Malik
    - i. Update on QuickBooks complete
    - ii. Audit scheduled in August
    - iii. Financial statement at next meeting to be reviewed
    - iv. Ivrrnet fix and cleanup is ongoing, clean reporting is now working well, staff coding errors has been resolved
    - v. End of Fiscal was May 31.
    - vi. Refreshed April /May reporting to come
    - vii. Burn rate was cash flow positive as of end of fiscal

viii HSBC holds our savings, needs to be moved to ATB. ATB wants them as a relationship. Currently strong

ix IT

- 1 Renewed Ivrnet for 1 year with a 5-7 extension as per the direction of the board
- 2 Support has been very good addressing IT needs and accounting needs
- 3 Staff training 4 people plus Sami
- 4 Plan in place to train remaining staff by end of July. Priority was based on pay day time staff first

d. Operations – Preston

- i Committee has not met
- ii Jackolynn Coughlin and Shawn MacDougall to join, must have a meeting
- iii Communications strategy to be addressed by the ops committee

7. Prestwick Common – Update

- a. GLVT and VDZ meeting held yesterday
- b. DSSP received last Thursday
- c. Water place solutions delay, building won't go in until tank 20 ft underground is in
  - i Waterplay is causing the delay
  - ii L Friesen at waterplay spoke with Rob very angry at delay
- d. VDZ informed us 2 weeks ago they had never done work like this in Calgary
- e. Building permit released also
- f. Shelly at community association is in defunct,
- g. GLVT chart in email, VDZ pushing with water play to get tank done
- h. We need a plaque done for the park, Canada 150 commemorative plaque 2 feet by 32 inches government of Alberta 125000 Canada 150 grant and government of Canada, perhaps on a rock Prestwick common (Jackolynn) to do
- i. Walls and foundation will go in end of July
- j. Possible open labour day
- k. Retaining wall going in
- l. Messaging go to sub surface permitting issues there have been delays

8. McKenzie Towne Community Association - update no one present

9. Other Business/ New Business Arising

10. AGM Planning

**Motion:** to set the date of the 2017 AGM on Wednesday Oct 25 2017

Moved by Malik Amery Seconded by Jackolynn Coughlin

**Carried**

11. Rentals by Board

12. Bookings

- a. Opportunities have come forward include post Ramadan prayers

- b. Idea, we could reach out to the catholic church to provide parking facilitates for late night prayers
- c. Bookings are improving, programming is also showing signs of improving
- d. Signage off the boulevard, much cleaner look without the clutter
- e. Board to consider from New Brighten an idea
  - i Provide one free booking to board members so that they can have firsthand knowledge of facilities
  - ii Board members would have to provide a report
  - iii Extend to staff after a year of service

**Motion:** to provide one free booking to staff after one year of Full time service and board members, Calendar year

Moved by Malik Amery Seconded by Jackolynn Coughlin

**Carried**

13. Stampede Breakfast

- a. Looking for more volunteers
- b. Tim Horton's is providing free coffee
- c. Jessica Smith to send out info to high street vendors and coordinate with Sami

14. Social Media Resident Comments discussion

15. Next Meeting Dates No July Meeting

August 15, 2017

**Adjournment**

Motion to Adjourn Roger Doucet