

McKenzie Towne Council

Tuesday August 21, 2018

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

McKenzie Towne Hall

Attendance: Rob Van Gastel, Malik Amery, Rick Leigh (via phone), Shawn MacDougall, Jackolynn Coughlin, Wade Keller, Jessica Smith, Rob Lapierre, Adam Collyer, Ute Davis

Regrets: Margaret McPherson, Joseph Burke, Laura St Croix, Gwyn Schorno

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1. Call to Order 6:08 PM
2. In Camera
3. Open Meeting 6:30 PM
4. Approval of Previous Minutes:

**Motion:** To Approve June 19th Meeting Minutes – circulated by email.

Moved by Rob Van Gastel; Seconded by Wade Keller.

**Carried**

5. Introductions and Attendance.
  - a. No guests present – No introductions required.
6. GM Report — Sami Amery in person circulated and presented verbally his GM Report Dated August 21<sup>st</sup>, 2018. Items covered in said report:
  - a. **Staffing** –
    - i Currently looking to fill a vacancy for one full time Facilities Maintenance person.
    - ii A new Facilities Coordinator has been hired, effective July 2, 2018
    - iii A new Communications and Events Coordinator has been hired, effective July 2, 2018
  - b. **Advertising** – Continuance of exploring avenues to enhance/augment exposure and offerings throughout the McKenzie Towne community and surrounding communities. As of August 2018, the below are being examined:
    - i The use of video promotion in addition to the usual mediums for featuring program and event offerings.
    - ii Investigating opportunities with local businesses, example being potential advertising on dog waste bags.
    - iii Utilize Google Analytics to accurately identify best days/times to end out postings/updates.
    - iv Small enhancements will be made to MTC website to make it even more user friendly.
  - c. **Operations/Fee Collections**
    - i No properties remain in collections from multiple years past.
    - ii As of July 23, 2018, there are 32 residence fees in collections from last year.

- iii 2018-2019 fee collections continue for current fiscal year; a number of 1,388 residences were reminded via email, text and/or phone message over the second week of August. These reminders were very successful, as it resulted in many in person or via phone in paying fees.
- iv The yearly Audit has been completed and there were no issues uncovered. MTC would like to acknowledge the extra hours and effort put in by the GM to successfully complete this activity.
- v As communicated on MTC social platforms, the Gym drop in program will be cancelled until Oct 1<sup>st</sup>, 2018 as a result of misbehavior including failure to follow rules, rudeness / abusive language to staff and minor damage within the area.

d. **Events –**

- i Stampede Breakfast 2018 was another huge success as over 5,000 people participated. MTC thanks and appreciates the efforts of all staff, volunteers, sponsors whom made this such a great success. Particular thanks to Jessica from First Capital and Rob from Calgary Elite Roofing.
- ii Luau was held on Saturday August 18<sup>th</sup> and it was a success with over 350 people attending, despite some 'so-so' weather that day.
- iii McKenzie Market will take place on September 8<sup>th</sup> from 1100 – 1500. This is always a popular event signalling the new fall season.

7. Committee Reports

a. Executive –

- i Social Media – MTC continues to monitor and respond to social media postings requiring follow up.
- ii Incident Update – Following a July incident where a minor left the class and it was unknown to the class leader (vendor), MTC investigated and will ensure going forward that all vendors have read, understand, and have signed their agreement on MTC policies and procedures which are in place.
- iii Program Cancellations – As above in GM report, no gym drop in class until October 1<sup>st</sup>.

**Motion:** To adjust amount approved for Prestwick Common upgraded playground and surface from \$80,000 to \$87,000.

Moved by Malik Amery; Seconded by Wade Keller.

**Carried**

b. Policy – No Report for August

c. Finance/HR/IT –

- i **Finance** - Motions to Approve April, May, June Profit and Loss financial reports:

**Motion:** To Approve April Financial report as presented in paper copy.

Moved by Jackolynn Coughlin; Seconded by Shawn MacDougall.

**Carried**

**Motion:** To Approve May Financial report as presented in paper copy.

Moved by Jessica Smith; Seconded by Rob Van Gastel

**Carried**

**Motion:** To Approve June Financial report as presented in paper copy.

Moved by Shawn MacDougall; Seconded by Jackolynn Coughlin

**Carried**

\*For above Financial motions, Rick Leigh abstained due to the fact he didn't have copies of financial reports.

ii. **HR –**

**Motion:** To have GM provide updated Organization Chart with detailed role descriptions, KPI's, and salary/wage bands for October Monthly meeting.

Moved by Jackolynn Coughlin; Seconded by Ute Davis

**Carried**

8. Prestwick Common

- a. Prestwick Common Project complete with final acceptance certificate in place with City of Calgary. The project met all requirements and delivered amenities outlined within Project scope.
- b. Ongoing engagement with City Of Calgary on pedestrian painted crosswalk at the entrance of Prestwick Common.
- c. Concession stand permit for Common in progress. Will have equipment in place going forward to support concession stand in 2019. (i.e. – stand up freezer etc, potential point of sale system etc.)
- d. Playground Upgrade – Good progress with vendor and September will see City Of Calgary work to remove old structure for an expected install of new equipment with accompanying surface in late September or early October.
- e. Camera enhancements – In interests of enhanced safety/security while also being cost effective, investigation of expanded camera and recording devices. As of August 2018, no final decision made.

9. McKenzie Towne Community Association – No updates.

10. Other Business / New Business Arising

a. AGM Date –

**Motion:** To set AGM for October 24, 2018 7:00 PM, McKenzie Towne Hall.

Moved by Rob Van Gastel; Seconded by Wade Keller

**Carried**

**Motion:** To establish fee payment date of September 25<sup>th</sup> 5:00 PM to be considered a 'member in good standing' for 2018 AGM.

Moved by Jackolynn Coughlin; Seconded by Malik Amery.

**Carried.**

11. Next Meeting Dates: September 18, 2018; October 16, 2018. (before AGM)

12. Adjournment –

**Motion:** To adjourn meeting @ 20:10

Moved by Shawn MacDougall; Seconded by Jessica Smith.

**Carried**