

McKenzie Towne Council

Tuesday November 20th, 2018

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

McKenzie Towne Hall

Attendance: Margaret McPherson, Jackolynn Coughlin, Wade Keller, Rob Lapierre, Ute Davis, Jessica Smith, Courtney Hall, Shawn MacDougall, Alva Kane, Rick Leigh (via phone)

Regrets: Malik Amery, Joseph Burke

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1. Call to Order 6:00 PM
 2. In Camera
 3. Open Meeting 6:30 PM
 4. Approval of Previous Minutes:

Motion: To Approve October Meeting Minutes – circulated by email.

Moved by Wade Keller; Seconded by Ute Davis.

Carried

5. Introductions and Attendance.
 - a. Jessica Smith introduced the Board to Alva Kane, whom recently took over the position of Property Manager at First Capital and is responsible for McKenzie Towne area. As such Alva is replacing Jessica as representative on the MTC.
 - b. No other attendees.
6. Election of new Board Executive.
 - a. **Treasurer** – Malik Amery put his name forward for this role.
 - b. **Vice President** – Rob Lapierre put his name forward for this role.
 - c. **Secretary** – Shawn MacDougall put his name forward for this role.

All above were unanimously supported by those in attendance and as such were appointed to Executive roles.
7. GM Report — Sami Amery in person circulated and presented verbally his GM Report Dated November 20th, 2018. Items covered in said report:
 - a. **Staffing:**
 - i. A new full time Facility Maintenance person has been hired, effective November 13, 2018.

b. **Advertising** – Continuance of exploring avenues to enhance/augment exposure and offerings throughout the McKenzie Towne community and surrounding communities. As of November 2018, the below are being examined:

- i Looking at expanding advertising and sponsorship opportunities with the local businesses and board members. Also currently engaged with two potential multi event sponsors.
- ii Evergreen approach to website both in content and functionality.

c. **Operations/Fee Collections**

- i No properties remain in collections from multiple years past.
- ii As of November 16, 2018, there are 21 properties in collections from last year.
- iii Christmas lights have been hung and are in operation. On-going effort to ensure they are working properly and address any issues which could arise.
- iv Proposal to have McKenzie Towne Hall instructors sign a MTC waiver on conducting business once per month, rather than each class for children's programs. This will help promote a better level of overall trust between program providers and McKenzie Towne Hall as a whole.
After discussion on point iv, the following Motion was raised:

Motion: To adjust the requirement to seek acknowledgment and signature of the MTC waiver for instructors to once per specific individual program offering.

Additionally, the waiver documents must be maintained to ensure full alignment with any and all related policy/procedure documentation.

Moved by Shawn MacDougall; Seconded by Jackolynn Coughlin.

Carried

- v. Discussions on going with ENMAX in relation to the last received utility bill, which included a water charge specific to the Prestwick Common which up to that point in 2018 had not been included. The issue has been escalated from McKenzie Towne GM to ENMAX and full details will be shared along with potential resolutions once known.
- vi. Water consumption for Spring / Summer 2018 was \$20,000 for the parks within the community. Going forward watering strategy for 2019 will be discussed within Operations committee and with involvement of Treasurer.
- vii. GM will repost to social media the exact areas where McKenzie Towne staff do snow removal via detailed map, which has been posted previously.

d. **Events** –

- i Children Christmas Party will be held Wednesday December 5, 2018 from 4:00 PM to 8:45 PM.
- ii Plans are tentatively in place for a Skating and Hot Chocolate pop-up event at Prestwick Common on December 15, 2018. Weather permitting.
- iii Winter Wonderland Family Skate is on January 19, 2019 from 4:00 PM to 6:00 PM at Prestwick Common.

Motion: To accept GM report as presented.

Moved by Margaret McPherson; Seconded by Jackolynn Coughlin.

Carried

8. Committee Reports

- a. Executive – No report.
- b. Policy – No report
- c. Finance/HR/IT – No report.
- d. Operations – Met in November and report to be brought forth by chair – Wade Keller 0 by November 16th.

All of Executive, Policy and Finance/HR/IT committees will be rounded out by Board of Directors by Year end 2018.

9. Prestwick Common – Ice will be made as per schedule and weather conditions in weeks ahead. Overall, the site is 'winter' ready.

10. McKenzie Towne Community Association – Engagement between new president of both MTCA and MTC has begun. MTCA has shared their tentative list of 2019 events.

11. Other Business / New Business Arising – No new business.

12. Next Meeting Dates: January 15, 2019; February 19, 2019

13. Adjournment

Motion: To adjourn meeting @ 7:35 PM

Moved by Margaret McPherson; Seconded by Rob Lapierre.

Carried