

McKenzie Towne Council

Tuesday September 18, 2018

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

McKenzie Towne Hall

Attendance: Rob Van Gastel (via phone), Malik Amery, Margaret McPherson, Shawn MacDougall, Jackolynn Coughlin, Wade Keller, Jessica Smith (via phone), Rob Lapierre, Ute Davis

Regrets: Rick Leigh, Joseph Burke, Laura St Croix, Gwyn Schorno, Adam Collyer

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

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

Moved by Rob Van Gastel; Seconded by Jackolynn Coughlin.

Carried

5. Introductions and Attendance.
 - a. One guest present – McKenzie Towne resident Courtney Hall joined meeting. Margaret McPherson introduced by name the MTC members in person and on phone.
 - b. Attendance / Regrets – Listed above.
6. GM Report — Sami Amery in person circulated and presented verbally his GM Report Dated September 18th, 2018. Items covered in said report:
 - a. **Staffing** –
 - i The full time Facilities Maintenance position has been filled, effective date September 2nd.
 - ii Two full time staff members are on short term leave, the GM is managing those responsibilities by backfilling with two summer maintenance staff and no scheduled maintenance work has gone undone.
 - b. **Advertising** – Continuance of exploring avenues to enhance/augment exposure and offerings throughout the McKenzie Towne community and surrounding communities. As of September 2018, the below are being examined and/or progressed:
 - 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**

- i No properties remain in collections from multiple years past.
- ii As of September 14, 2018, there are 23 residence fees in collections from last year.
- iii 2018-2019 fee collection continues for the fiscal year, three email, text and phone message reminders will be sent out for the remainder of the month.
- iv Miller Thomson has been invited to the AGM on October 24, 2018.
- v The Operations committee met on September 12, 2018, and there is a renewed commitment to review all MTC policies.
- vi A policy has been posted to website for all when residents when they sign up children 7 and under, that parent(s) / guardian(s) are encouraged to remain in the building for the duration of the class.
- vii A survey is on-going to gauge resident opinions about adult drop-ins relating to being 'child free' or 'in gym' with adult. Intent of survey is to establish IF there is justification to have an additional employee on duty, specifically to oversee these children, within a separate space.
- viii Drop In Gym Class will resume October 1st.

d. **Events –**

- i McKenzie Market took place on September 8 from 12:00 pm to 3:00 pm. Approximately 100 people came through the event. With other close by options occurring on the same day, this is considered a success.
- ii Upcoming events – A) Teen Dance (Age 12 – 17), Friday October 12, 2018 from 7:00 pm to 10:00 pm; free for residents and \$2.00 for non-residents. B) Halloween Spooktacular Tuesday October 23, 2018 from 4:00 pm to 8:45 pm. Three time slots, free and open to McKenzie Town residents only.

7. **Committee Reports**

a. **Executive Committee**

- i Alcohol and Drug Policy being revamped to ensure it aligns with the October 17th Legalization of cannabis. This Policy will be reviewed by GM, Board and utilize external inputs to achieve an effective policy to adhere to.
- ii Prestwick Common Playground – Due to supplier issues, the playground equipment could not be delivered as expected on September 27th. A mid to late October delivery date as an alternative would not align to the project being completed within the timelines the City of Calgary had established. Thus, the site will be properly fenced off and the City led project will occur in Spring 2019.
- iii Approval of Directors Report for AGM – circulated by email to all Board Members.

Motion: Motion to Approve Directors Report for October 24th 2018 AGM with final edits to be completed as discussed.

Moved by Rob VanGastel; Seconded by Jackolynn Coughlin.

Carried

- b. Policy – No Report for September.
- c. Finance/HR/IT – **Finance** – External Audit complete with great efforts from both the GM, staff, and Treasurer. General takeaway from Audit was controls and financial management is in very good state, with internal controls representing what would be seen in a ‘for profit’ organization. Treasurer presented both electronic and paper copies of 2017 MTC Financials.

- i **Finance** - Motions to Approve 2017 Financials as presented:

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

Moved by Malik Amery; Seconded by Rob VanGastel.

Carried

HR – 360 Review document in draft mode and will be completed and sent to all staff and hourly employees before October Board Meeting. The 360 review will be circulated electronically.

d. Operations – Operations met on September 12th, with the committee chair, GM and four Board Member in attendance. The meeting was a recommitment to policy review, discussion of on-going operations topics and general business. Topics discussed included: policy, repair posts in Prestwick, drainage concerns along roundabout, and equipment storage strategy as Fall season begins.

Motion: To accept Operations September report as presented by committee chair.

Moved by Wade Keller; Seconded by Rob VanGastel.

Carried

8. Prestwick Common – Successful Splash Park season has concluded, with residents enjoying the water features since it opened in early May.

Attention has now shifted to winter focus and as such fire pit modifications have been undertaken to ensure no “lose debris” can find its way into the pits, by adjusting the grate heights. Anticipate the fire pits to be in service by mid Fall, in concert with Common flooding for skating ice.

9. McKenzie Towne Community Association – No MTCA updates provided. MTC will support by providing chairs and tent to MTCA’s Fall season event on Saturday September 22nd.

10. Other Business / New Business Arising

11. Next Meeting Dates: October 16, 2018; AGM October 24 16, 2018, November 20, 2018.

12. Adjournment –

Motion: To adjourn meeting @ 20:08

Moved by Margaret McPherson; Seconded by Shawn MacDougall.

Carried

