

McKenzie Towne Council

Tuesday February 19th, 2019

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

McKenzie Towne Hall

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

Regrets: Malik Amery, Joseph Burke

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1. Call to Order 6:00 PM
 2. In Camera
 3. Open Meeting 6:07 PM
 4. Approval of Previous Minutes:

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

Moved by Rob Lapierre; Seconded by Courtney Hall.

Carried

5. Introductions and Attendance.
 - a. Board attendees as above, no other residents in attendance.
 - b. Joseph Burke informed MTC President Margaret McPherson prior to meeting he is removing himself from the Board.

6. GM Report — Sami Amery in person circulated and presented verbally his GM Report Dated February 19th, 2019. Items covered in said report:
 - a. **Staffing:**
 - i One member of Facilities staff left the organization, effective January 25th.
 - b. **Advertising** – Continuance of exploring avenues to enhance/augment exposure and offerings throughout the McKenzie Towne community and surrounding communities. As of February 2019, the below are being examined:
 - i Expanding advertising and sponsorship opportunities with the local businesses and our respective board members. Continuing to pursue annual sponsorships in various categories (gold, maroon, blue)
 - ii Review and adjusted Stampede Breakfast sponsorship packages for 2019 event and in application process for said event as of February 19th.
 - c. **Operations:**
 - i As of February 15, 2019, there are 44 residences in collections from last year.

- ii Playground equipment is ready for installation once we have positive temperatures and thawed ground.
- iii New mirrors in the McKenzie room will be completed on Wednesday Feb 19th.
- iv Approval in place for the one site for "Adopt a Rink" on the future school site in Elgin off McKenzie Towne Drive. This will be for Winter 2019/2020 and we will need support of 66 2/3 approvals for project by neighbouring homes. Water will be free, but we will need some volunteers for flooding and also staff to assist in clearing snow etc.
- v Green compost bins are in place all around Towne Hall to meet compliance and also have begun grant application process for multipurpose containers.
- vi LED lighting is in place for all bulbs within Towne Hall but for gym, which will be replaced once the required bulbs are sourced.
- vii Proposed orchard idea has been dropped due to expense which would have to be burdened by MTC.
- viii Inverness path options for paving the last section are known and work will begin in late spring 2019 on this project.
- ix Reported individual falling on Inverness pathway was reported in early 2019 and GM is working to MTC insurance company is involved in the situation.
- x As part of insurance renewal there is an Abuse Prevention Protocol that bears no additional premium and enhances the HR policy regarding harassment, hazing, and proper conduct. The document has been circulated to MTC Board members for review. See motion below after MTC Board reviewed the protocol on Feb 19th:
- xi Very cold temperatures have been experienced in the upstairs men's washroom that has resulted in pipes freezing. To mitigate, insulation has been added, portable heaters were put in place and Comfort Aire came to the Hall. Calgary Elite Roofing also examined and will help repair. That company has also observed the shingled roof of Towne Halls of showing signs of nearing its end of life. Further investigation and discussions on this will continue led by GM.

Motion: To add the Abuse Prevention Protocol information to our existing HR Policy and Procedures where applicable.

Moved by Margaret McPherson; Seconded by Jackolynn Coughlin.

Carried

d. **Events –**

- i Winter Wonderland Family skate occurred January 19th and approximately 65 residents attended on a "chilly" day.
- ii Wine Tasting will take place on Friday February 22 at the Towne Hall.
- iii Home and Garden show will take place on Saturday March 23rd, 2019 at the Towne Hall.

Motion: To accept GM report as presented.

Moved by Rob Lapierre; Seconded by Courtney Hall.

Carried

7. Committee Reports

- a. Executive – No report.
- b. Policy – No report.
- c. Finance/HR/IT – No report
- d. Operations – Committee met in February and report was tabled by Chair, Wade Keller, via circulated email.

Motion: To accept all Operations Committee Report as presented.

Moved by Shawn MacDougall; Seconded by Jackolynn Coughlin.

Carried

8. Prestwick Common – No update.

9. McKenzie Towne Community Association – MTCA reached out to President on dates and a monetary donation.

Motion: To make a \$500 donation to MTCA in support of Easter Egg Hunt 2019.

Moved by Margaret McPherson; Seconded by Wade Keller.

Carried

10. Other Business / New Business Arising – No other business

11. Next Meeting Dates: March 19, April 16.

12. Adjournment

Motion: To adjourn meeting @ 7:03 PM

Moved by Margaret McPherson; Seconded by Courtney Hall.

Carried