

**KCA Board Meeting Minutes Draft**

January 28, 2021

7:00 pm

Via MS Teams

**Attended (8):** Amy Mireault, Anne Badyk, Christine Dombroski, Corrina Santino, Donna David, Jeannine Konrad, Jessica Pickel, Prasad Ganesan

**Guests:** U of C Students: Asawari, Adam and Tina

**Absentees (4):** Chris Maybroda, Kathy Mitchell, Terry Casey, Tina Cohoon

**Quorum for meeting?** (yes or no) YES

**Call to order:** Meeting started at 7:10pm

**List documents that may have been sent along with the agenda:**

- [01-07-2021-KCA-Meeting Minutes-Final](#)
- [Final Strategic Framework](#)

**Agenda Items:**

1. Approve previous Meeting Minutes
2. Add any items to the agenda?
3. Introduction/ Warm up
4. Kingsland Post - Information schedule
5. U of C Student Project - Student presentation to get Board input
6. Election - discussion on approach
7. Tutorial for Financials (added in meeting)
8. Current KCA Project Summary List Request (added in meeting)
9. Strategic Framework: changes requested

Committee Updates:

10. Financial
11. Planning and Development
12. Lifecycle Director
13. Hall Rentals / Usage:
14. Keeping Kingsland Safe update
15. Social Committee
  - No updates
  - Assist with U of C project
16. Member engagement / Memberships
  - Membership drive add to FB
  - Add a donation to advertising?
    - Move forward with adding it to FB ad
    - Skip the Depot – Donna to investigate this as a potential option to donate to KCA
    - Add Skip Depot to next month agenda. Figure out how to advertise

**Meeting Minutes:**

|   | <b>Meeting Details</b>           | <b>Speaker</b> |
|---|----------------------------------|----------------|
| 1 | Approve previous Meeting Minutes | Amy            |

|                           |  |                |
|---------------------------|--|----------------|
|                           | <b>Motion:</b> I, Prasad make a motion to accept the January 7, 2021 Meeting Minutes as amended in meeting, clarifying and adding the word "instagram to agenda item #8 (social media) . Second motion: Donna. All in favour.  |                |
| 2                         | <b>Add any items to the agenda?</b> <ul style="list-style-type: none"> <li>● Preschool – use of hall activities.</li> <li>● Tutorial financial training</li> <li>● Current Project list of KCA</li> </ul>  | Amy            |
| 3                         | <b>Introduction/ Warm up</b> <ul style="list-style-type: none"> <li>● Call upon participants to introduce themselves and state what they are hoping to receive as well as give by being part of KCA.</li> </ul>  | Amy            |
| 4                         | <b>Kingsland Post</b> - Information schedule<br><br>Add additional content to the Kingsland Post, including jokes, pictures, community member highlights and interesting content. We will rotate through the Board members each month with them being able to have input on the content. <i>Corrina to issue the submission schedule to the group for review (google doc).</i>   | Amy            |
| 5                         | <b>U of C Student Project</b><br>Our guests, Master of Planning students will be working with the residents of Kingsland to compile 100 ideas that will help Kingsland achieve its future vision.<br>We brainstormed various ideas on vision formulations, vision finalization and community input.<br>There will be a survey available to fill out for the community as well as a workshop on February 4 <sup>th</sup> from 6-8pm to further generate ideas. <i>Board members please spread the word on this project.</i> | Amy/<br>Guests |
| 6                         | <b>Election</b> - discussion on approach:<br>The municipal election is coming up in October 2021. With campaigns starting, as an association, we will not be supporting any singular candidate campaign. We can provide a forum for all running to share with the community.   | Amy            |
| 7                         | <b>Tutorial for Financials</b> (added in meeting) <ul style="list-style-type: none"> <li>● Request a tutorial, Financial 101 training</li> <li>● FCC runs financial training, more details can be provided.</li> <li>● In April, Jessica committed to providing a 101 basics training on how we manage our financials and review the audit in greater details. <i>Jessica to confirm a training date.</i></li> </ul>   | Prasad         |
| 8                         | <b>Current Project Summary List Request</b> <ul style="list-style-type: none"> <li>● Prasad has requested a KCA project list to be compiled for easy reference. <i>Discuss best format further in next meeting.</i></li> </ul>   | Prasad         |
| 9                         | <b>Strategic Framework:</b> changes requested<br><b>Motion:</b> I, Amy make a motion to amend the following sentence to read, "Listen, Lead, Liaise ➤ Community issues are addressed through prudent consideration while striving for positive solutions.", to the Strategic Areas and Impact Statement which was accepted by motion made January 7, 2021.<br><br>Motion Second: Jessica. All in favour.<br><br>Strategic Areas and Impact Statement is attached for your reference.                                       | Amy            |
| <b>Committee Updates:</b> |  |                |
| 10                        | <b>Financial update</b> - As of Jan 28th, 2021: <ul style="list-style-type: none"> <li>● General \$32,967.04</li> <li>● Casino \$46,213.17</li> <li>● GIC's \$114,989.51</li> </ul><br>We are seeing many e-transfers for rentals, which can provide some confusion. Due to the process being quite tedious, we need to make sure we are extra cautious and diligent on following and documenting the process.   | Jessica        |

|    |  |           |
|----|--|-----------|
| 11 | <p><b>Planning and Development</b></p> <ul style="list-style-type: none"> <li>● Old Jack Carter site on corner of MacLeod Trail and Glenmore (currently vacant and under-utilized) has been purchased with plans to renovate and find tenants. <ul style="list-style-type: none"> <li>● Signage – Catwalk:<br/>Motion: I, Amy Mireault make a motion to purchase 7 signs for the art projects funded through the ActivateYYC catwalk grant (location: Catwalk between Kirby Crescent and 7th Street, and the park between 75th Avenue and 71st Avenue along 7th Street). The maximum dollar value is \$250 for all 7 signs. Second: <u>Prasad</u>. All in favour.</li> </ul> </li> </ul>   | Amy       |
| 12 | <p><b>Lifecycle &amp; Hall Maintenance Report</b></p> <p><u>Community Facility Enhancement Program (CFEP)</u></p> <p>CFEP grant for small funding stream of \$125,000 was applied for January 15, 2021. It will take 5-6 months. No work can commence until KCA receives a confirmation letter from CFEP.</p> <p><b>Motion: I, Christine Dombroski make a motion for the board to support the application for Community Facility Enhancement Program (CFEP) to obtain funding for the Deck &amp; Kitchen renovations proposed to be complete for year 2021/22. Someone, please second the motion</b><br/>_____.</p> <p><b>Corrina Santino: Jan 15, 2021 at 4:55 PM – I second the motion</b></p> <p><b>Tina Cohoon: Jan 15, 2021 at 4:57 PM – I am in agreement</b></p> <p><b>Donna David: Jan 15, 2021 at 6:02 PM – I support the application for the CFEP funding for the Deck &amp; Kitchen Reno</b></p> <p><b>Jessica Pickel: Jan 15, 2021 at 6:33 PM – I vote in favour</b></p> <p><b>Kathy Mitchell: Jan 15, 2021 at 6:47 PM – I approve</b></p> <p><b>Amy Mireault: Jan 15, 2021 at 7:05 PM – in favour</b></p> <p><b>Terry Casey: Jan 15, 2021 at 7:27 PM – I approve</b></p> <p><b>Jeannine Konrad: Jan 15, 2021 at 8:28 PM – I approve</b></p> <p><b>Quorum was reached. Motion passed. The email vote will be attached to the minutes of January 28, 2021 meeting.</b></p> <p><b>Prasad Ganesan: Jan 16, 2021 at 8:06 AM – I agree</b></p> <p><u>Capital Conservation Grant (CCG) – 2021-22- Deck Support</u></p> <p>KCA prepared the CCG application for the deck support which was reviewed and submitted to the City of Calgary by Jenna Findlater (NPC) January 12, 2021. No work can commence until KCA receives a confirmation letter from the city that the CCG has been approved.</p> <p><u>Shaw/Newhook Trenching Ltd. - KCA LOC Property Damage</u></p> <p>KCA received notification letter from Newhook Trenching Ltd. dated January 19, 2021 communicating that they will installing underground utilities on behalf of Shaw Communications between Jan 20 – 2, 2021.</p> <p>KCA front lawn was damaged along the sidewalk and front yard of the hall which had a huge piece equipment anchored; as well as a load of gravel dumped in our parking lot. I had asked Dick to check</p> | Christine |

|              | <p>out the situation, furthermore, Dick noticed that our water sprinkler system has been dug up and damaged.</p> <p>Chris Beard of Newhook Trenching - had communicated to Dick via email that they would pay for any damages to KCA LOC.</p> <p><b>Other</b></p> <p><u>SME Relaunch – Second Payment</u></p> <p><b>2021. The second payment wa</b>A second SME Relaunch payment was offered by the provincial government after the announcement of Nov 2020 curtailment of business with further shutdowns. Cris applied for the SME relaunch – second payment in January s X3 the amount of the first payment \$654.38 x3 = \$1963.14.</p>   |                 |                 |                  |                      |                  |                      |        |    |    |    |    |    |           |    |    |    |    |    |          |    |    |    |    |    |          |   |   |    |    |   |              |   |   |   |   |   |              |   |   |   |   |   |          |
|--------------|--|-----------------|-----------------|------------------|----------------------|------------------|----------------------|--------|----|----|----|----|----|-----------|----|----|----|----|----|----------|----|----|----|----|----|----------|---|---|----|----|---|--------------|---|---|---|---|---|--------------|---|---|---|---|---|----------|
| 13           | <p><b>Hall Rentals / Usage</b></p> <p>KCA will work with the Pre-school to come up with a schedule for them to use the upper hall (when available) during this colder season.</p>  | Christine       |                 |                  |                      |                  |                      |        |    |    |    |    |    |           |    |    |    |    |    |          |    |    |    |    |    |          |   |   |    |    |   |              |   |   |   |   |   |              |   |   |   |   |   |          |
| 14           | <p><b>Keeping Kingsland Safe update</b></p> <p>According to Kingsland CRO Cst.Jake Tyerman, overall, our community has been relatively quiet since the Covid lockdowns began. Kingsland’s most active crime issues are all drug related. CPS has assigned the Directed Patrol to North Kingsland as an operation sought to address the ongoing drug-related crime activity in that area. This increased Police presence is assessed every two weeks.</p> <p>January 2021 stats are not available at this time. Kingsland Crime Activity Table with nearby Community Crime Statistics:</p> <table border="1"> <thead> <tr> <th></th> <th><b>D<br/>ec</b></th> <th><b>No<br/>v</b></th> <th><b>Oct</b></th> <th><b>Se<br/>pt</b></th> <th><b>A<br/>u<br/>g</b></th> </tr> </thead> <tbody> <tr> <td>Acadia</td> <td>20</td> <td>26</td> <td>32</td> <td>32</td> <td>28</td> </tr> <tr> <td>Kingsland</td> <td>25</td> <td>17</td> <td>12</td> <td>20</td> <td>21</td> </tr> <tr> <td>Haysboro</td> <td>13</td> <td>17</td> <td>10</td> <td>25</td> <td>15</td> </tr> <tr> <td>Fairview</td> <td>5</td> <td>5</td> <td>11</td> <td>25</td> <td>9</td> </tr> <tr> <td>Kelvin Grove</td> <td>9</td> <td>2</td> <td>4</td> <td>9</td> <td>5</td> </tr> <tr> <td>Chinook Park</td> <td>5</td> <td>2</td> <td>5</td> <td>5</td> <td>3</td> </tr> </tbody> </table> |                 | <b>D<br/>ec</b> | <b>No<br/>v</b>  | <b>Oct</b>           | <b>Se<br/>pt</b> | <b>A<br/>u<br/>g</b> | Acadia | 20 | 26 | 32 | 32 | 28 | Kingsland | 25 | 17 | 12 | 20 | 21 | Haysboro | 13 | 17 | 10 | 25 | 15 | Fairview | 5 | 5 | 11 | 25 | 9 | Kelvin Grove | 9 | 2 | 4 | 9 | 5 | Chinook Park | 5 | 2 | 5 | 5 | 3 | Jeannine |
|              | <b>D<br/>ec</b>  | <b>No<br/>v</b> | <b>Oct</b>      | <b>Se<br/>pt</b> | <b>A<br/>u<br/>g</b> |                  |                      |        |    |    |    |    |    |           |    |    |    |    |    |          |    |    |    |    |    |          |   |   |    |    |   |              |   |   |   |   |   |              |   |   |   |   |   |          |
| Acadia       | 20   | 26              | 32              | 32               | 28                   |                  |                      |        |    |    |    |    |    |           |    |    |    |    |    |          |    |    |    |    |    |          |   |   |    |    |   |              |   |   |   |   |   |              |   |   |   |   |   |          |
| Kingsland    | 25   | 17              | 12              | 20               | 21                   |                  |                      |        |    |    |    |    |    |           |    |    |    |    |    |          |    |    |    |    |    |          |   |   |    |    |   |              |   |   |   |   |   |              |   |   |   |   |   |          |
| Haysboro     | 13   | 17              | 10              | 25               | 15                   |                  |                      |        |    |    |    |    |    |           |    |    |    |    |    |          |    |    |    |    |    |          |   |   |    |    |   |              |   |   |   |   |   |              |   |   |   |   |   |          |
| Fairview     | 5  | 5               | 11              | 25               | 9                    |                  |                      |        |    |    |    |    |    |           |    |    |    |    |    |          |    |    |    |    |    |          |   |   |    |    |   |              |   |   |   |   |   |              |   |   |   |   |   |          |
| Kelvin Grove | 9  | 2               | 4               | 9                | 5                    |                  |                      |        |    |    |    |    |    |           |    |    |    |    |    |          |    |    |    |    |    |          |   |   |    |    |   |              |   |   |   |   |   |              |   |   |   |   |   |          |
| Chinook Park | 5  | 2               | 5               | 5                | 3                    |                  |                      |        |    |    |    |    |    |           |    |    |    |    |    |          |    |    |    |    |    |          |   |   |    |    |   |              |   |   |   |   |   |              |   |   |   |   |   |          |
| 15           | <p><b>Social Committee</b></p> <ul style="list-style-type: none"> <li>● No update at this time.</li> </ul>   | Donna           |                 |                  |                      |                  |                      |        |    |    |    |    |    |           |    |    |    |    |    |          |    |    |    |    |    |          |   |   |    |    |   |              |   |   |   |   |   |              |   |   |   |   |   |          |
| 16           | <p><b>Member engagement / Memberships</b></p> <ul style="list-style-type: none"> <li>● Membership blitz will be added to Facebook in April.</li> </ul>   | Terry           |                 |                  |                      |                  |                      |        |    |    |    |    |    |           |    |    |    |    |    |          |    |    |    |    |    |          |   |   |    |    |   |              |   |   |   |   |   |              |   |   |   |   |   |          |
|              | <b>Adjourn meeting: 9:11PM.</b>  |                 |                 |                  |                      |                  |                      |        |    |    |    |    |    |           |    |    |    |    |    |          |    |    |    |    |    |          |   |   |    |    |   |              |   |   |   |   |   |              |   |   |   |   |   |          |

Future meeting discussions:

- Kingsland School Site, engage parks
- 100 ideas for Kingsland - next steps
- Federal Healthy Communities Grant
- Draft statement on code of conduct
- Job descriptions for board and executive
- Skip to Depot - Possible revenue stream

**Actions List:**

|  | <b>Details</b>   | <b>Owner</b> |
|--|--|--------------|
|  | AGLC financial report deadline for submission is February 9, 2021  | Jessica      |
|  | Corrina to issue the Kingsland Post submission schedule to the group for review (google doc). (Ref. agenda item #4)                                      | Corrina      |
|  | Board members please spread the word on the U of C Student Kingsland project (Ref. agenda item #5). Facebook and website, etc.                           | ALL          |
|  | Prasad has requested a KCA project list to be compiled for easy reference. <i>Discuss the best format in the next meeting (part of meeting minutes?)</i> |              |