

KCA Meeting Minutes

September 23, 2021

7:03PM

APPROVED

Join Zoom Meeting: <https://us02web.zoom.us/j/86225597028?pwd=VWdlVnhwckNNWDNja3hRdGMwVHhQQT09>

Invited: Chris Maybroda, Christine Dombroski, Donna David, Prasad Ganesan, Jessica Pickel, Terry Casey Tina Cohoon, Amy Mireault, Jeannine Konrad, Charlotte Pickel, Kaitlin Quinlan, Ben Montgomery

Guest invited: Jen Sherstabetoff, Manager - Kingsland Community Hall

Absentees: Terry Casey

Quorum for Meeting? Yes

Purpose of Meeting:

1. Team building/connection
2. Planning for 2021/2022
3. AGM planning
4. Updates on new business since June

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

- June 24, 2021 Board Minutes Final

Agenda Items:

1. **Update from Jen Sherstabetoff, Manager – Kingsland Community Hall on safety updates for KCA Hall rentals:**
 - a. In compliance with the provincial and municipal Covid safety guidelines, renters are required to complete a form declaring they will follow provincial and municipal health and safety guidelines (i.e., Restriction Exemption Program) when renting the hall.
 - b. Jenna will provide Kaitlin a summary of this information to update the KCA website.
 - c. All one-time hall rentals have been cancelled in September and October due to current Covid situation.

2. **Approve previous meeting minutes**

Motion: I, Prasad Ganesan, motion to approve the June 24, 2021 meeting minutes.
Second: Chris Maybroda. All in favour.

3. **Request to add any items to the agenda**

- a. Request for update on federal grant application (for Healthy Communities)

The Board did not pursue the second round application.

4. **President's update and Board updates**

- a. 2021-2022 Planning
 - a.i. Christine Dombroski has resigned as VP effective October 28, 2021, and will remain Lifecycle Director & Hall Maintenance Coordinator
 - a.ii. Kathy Mitchell has resigned from the board and will remain as Casino Director
 - a.iii. Donna David has resigned as Social Director but will remain in the position until a replacement is found and will assist with the transition.
 - a.iv. Amy Mireault will be resigning as President and will be available to support the new board as Past President.
 - a.v. Charlotte Pickel will be running for President.
- b. Recruitment
 - b.i. The current board will be actively recruiting members in 2021-2022.
 - b.ii. Kaitlin, Ben and Amy have agreed to be focal points for recruitment strategies.

5. **Updates to KCA bylaws**

The draft by-laws in principle were sent out to the board for review and feedback on June 26, 2021.

A board meeting was held August 26, 2021 to review the by-laws. The by-laws were updates and changes were sent out to the board on September 15, 2021. Feedback was provided by the board to change the membership align with the fiscal financial year.

Motion to amend the previous motion passed via email on September 16, 2021 via email.

Motion to approve new bylaws will be put forward to the KCA membership at the October 28, 2021.

Motion: I, Amy Mireault, move to amend the motion passed on August 26, 2021, which approved the By-Laws in principle and included in Article 4.7 of the attached table, that the Membership Year would be October 1 to September 30, and move that Article 4.7 now reads the Membership Year will run July 1 to June 30 to align with the fiscal year.

Second: Charlotte Pickel, all in favor.

6. **2021-2022 Planning**

- a. Ideas include:

- a.i. Committee to engage on plans for Kingsland school site
- a.ii. Playground revitalization
- a.iii. Social events for all ages in the community (e.g., teenagers, seniors)
- a.iv. Rummage sales

7. **Crime Prevention and Safety Update**

- a. Jeannine will reach out to Jake, CPS Neighborhood Liaison, to attend the AGM
- b. General issues are drunk driving, graffiti. Crime statistics to be provided at later date.

8. **Planning Committee**

- a. Planning Committee engaging with builder of retirement home construction (75th avenue and 6th street) on traffic increase.
- b. City has agreed to lower speed limit on 75th avenue from 50km/hr to 40km/hr.
- c. Fencing on Kingsland school site has been removed to allow access from 75th Ave to 73rd Ave by foot.
- d. Cannabis store to proceed with development in Kingsland Shopping Centre with adjustments to windows heights.
- e. Ben volunteers to work with committee relating to plans for the Kingsland school site
- f. Playground on 7th Street to be looked for upgrades

Action Item: Amy will work on terms of reference - governance for the planning committee.

9. **Lifecycle Director & Hall Maintenance**

Clean-up day

A huge thank-you to Dick who organized the cleanup day. KCA supplied a metal container (almost full) & electronic disposes, as well as WIN truck (almost full) and the city provided organic and garbage trucks. Dick also took advantage of the opportunity to cut down dead tree and shrubs branches near the kiddie rink area.

A big thank-you to the residents Terry Casey & Earl Boyd, Jessica & Charlotte, Nel, Marcelo & Marko, Ken Reimer & son for picking up and hauling garbage from the back alleys and going to individuals who phoned in for pick-ups. Thank-you for the few other volunteers that showed up.

Cris at traffic control, it was very manageable and steady. We were prepared to manage a larger volume of traffic as CKE were invited to participate, maybe the weather scarce some people away. We had a \$20 donation from a CKE resident, thank-you.

Off-Leash Dog Park

A letter to briefly give you history of the efforts the community has made to make this project happen and the petition with comments, I emailed to Jeromy Farkas's office asking him to support Kingsland in the need to fence in the dog park.

Youth Volunteer Appreciation Award

Kingsland Community Association offers a youth volunteer appreciation award of up to \$1000 on an annual basis. Year 2019 no youths volunteered. In 2020, Korban volunteered with ice rink maintenance, a huge thank-you for coming out in the freezing weather to help your community.

Donna and I spoke as we had collaborated in previous years to discuss the monetary values for each volunteer. We decided that \$500 would be appropriate award for Korban's efforts.

The board agreed to proceed \$500 award.

Community Facility Enhancement Program (CFEP) Small grant

Kingsland Community Association applied January 2021 for \$125,000 as a small application for deck renovations, basement walls, stairs, and stairwell enclosure, kitchen and flooring. I received an email on behalf of KCA dated September 8, 2021, with letter attached from ALBERTA CULTURE AND STATUS OF WOMEN, Ron Orr Minister.

CFEP Application No. CFEP-095041 - to assist the Kingsland Community Association with facility upgrades, we received \$50,000.00. The funds will be electronically deposited in our bank account in the coming weeks and notification will follow.

KCA is responsible for 50% of the funds to complete our projects - \$50,000.

I contacted ACE Architecture to check the firestopping (electrical closet) and to provide a design for under deck renovations. Once the plans are in, I will review with Dick and present to the board. The final plans will need city approval. Following approval bids will sent out. Once the bids are in, we will have a better idea of the costs that CFEP grant will cover.

CCG

On behalf of Kingsland, I will be applying for the CCG grant to cover the additional \$50,000 of which we will be responsible for 25% of the costs.

I have been in conversation with City of Calgary, the estimates that I previously submitted with the CFEB grant are no longer valid, as the estimated older than 90 days. I have been getting current estimates for the flooring, kitchen, and entrance to basement and firestopping (which prices have increased). These are the items that CCG grant will cover.

I am still looking at the ramp condition. I will consult with city and ACE for course of action regarding the ramp. The ramp assessment will determine whether it needs to be replaced or undergo major repairs. I will keep the board posted.

Bookkeeper

Birte and I interviewed (3) people for bookkeeper position. Rod Anderson was hired effective July 1, 2021, for the bookkeeping position. Birte mentored him for the position.

Disc Golf

A beginner disc golf clinic was had at the dry pond, about seventeen people showed for the event, the \$150.00 dollars that was collected was donated to the hall.

The members of the Calgary Disc Golf Club who came out to help us learn about the sport were very encouraging. Techniques of throwing discs, introduction to the different disc types and the rules of the game. It was a fun event, they also showed us their skills which were impressive.

Wi-Fi Booster

The NEST camera which KCA installed over the basement stairway to monitor the stairwell for streets people during drugs, defecation/urination, etc. has a very weak signal.

Jen, the office manager, had provided (4) options to support our need for better wi-fi reception i.e., Telus booster. A board member will donate a booster.

Trico Picnics Table

Trico will be donation (3) picnic tables. KCA selected (1) bench type picnic table and (2) 4 sit type picnic tables.

Dick, Cris, and Amy walked the kiddie's pond for placement of the picnic tables.

10. **Membership Update**

- a. Moved to next month's meeting

KCA is low on membership cards. It was discussed whether the new proposed website software is capable of printing membership cards automatically.

Action Item: Cris will set up a demo of the software. Kaitlin will attend if possible.

11. **Communications / Social Media update:**

- a. See KCA Website Proposal (Attachment 1)

- b. Sept 22 Food Truck event

Action Item: Funding to be presented at next month's meeting

- c. 2021 Winter Flower Fundraiser

Motion: I, Christine Dombroski, motion to support Charlotte Pickel to organize a Winter Plant Fundraiser.

Second: Tina Cohoon. All in favor

12. Treasurer update

- a. General = 32,941.75
- b. Casino = 29,278.24
- c. GIC = 116,123.29
- d. Motion for relief funding for Covid-19 relief funding via email on August 10, 2021

Motion: I, Jessica Pickel, make a motion we apply to the City of Calgary for Relief Funding for Q2 2021.

Second: Tina Cohoon. All in favor.

Funding approved from City of Calgary (Attachment 2)

- e. Audit. Just received final documents for review and signature.
- f. Budget. Meeting booked for early October to develop budget. If anyone has costs that are significantly different from last year (incl. website) please let me know.

13. AGM – Oct 28, 2021

- a. Volunteers: Prasad, Chris, Charlotte, Donna and Ben

Meeting ended at 9:18PM

ATTACHMENT 1. Kingsland Community (KCA) Website Proposal

KCA Communications Committee would like to submit this proposal to update the KCA website. The goal of this revamp would be to give the KCA website a new look and increased functionality that will meet the needs of this wonderful community. The proposal will cover:

1. Website Requirements
2. Website Building Platform & Software Options
3. Budget & Grants options
4. Website Design & Visual Branding
5. Timeline

Website Requirements: Approved

We want the KCA's new website to be modern, beautiful, highly functional, and a useful tool for members, staff, and the community. Here are the key requirements for the revamp to meet the needs of the KCA and its members:

- Membership management (login, expiration, payment, automated email to renew, tiers)
- Event calendar or listings with sign up & pay capabilities
- Rent and pay for hall and rink rentals
- Rental space availability calendar
- Updated clean, modern look that fits new brand direction
- Easy to use, update and find information
- Mobile user friendly
- Contact management & email capabilities
- Space to include board news, mission, vision etc
- Preschool Info
- Volunteer opportunities & sign up
- Contact page with board and staff information
- Social media links

Website Builder Platform Software: Communal - Approved

Communal: Is a Calgary based software company that was built specifically for the needs of Community Associations (CA). They are currently working with 18 CA's to power the back end of their websites to book rentals, sell and renew memberships, book volunteers, send emails, and more. This option would require us to hire a designer/developer to create our new website and then we would integrate the software. Visitors to our site would click to pay then they would be brought to Communal's software to complete the transaction. Communal's software more than fits the bill of our requirements and also provides great service and training. For an active example visit [Inglewood Community Association](#) or

[Bowness Community Association](#). For additional information on Communal please see attached overview.

Website Re-Build Project Budget*: Approved in Theory – Will be added to 2021-2022 Budget and approved at AGM

	Regular Cost (\$CAD)	Discount (\$CAD)	Cost to KCA (\$CAD)
One Time Costs			
<i>Design/Development of Website</i>			
Labour	3,000	1,500	1,500
<i>Photography</i>			
Labour (12 hours @ \$50/hour)	600	300	300
Total One Time Costs	3,600	1,800	1,800
Recurring Costs			
<i>Domain, Hosting, and Content Development Fees</i>			
Communal Software Fee (12 months @ \$100/mo)	1,200	0	1,200
Squarespace Hosting Fee (12 months @ \$32/mo)	384	0	384
Content Development and Management	0	0	0
TELUS Domain Costs	12	0	12
<i>Professional Website Updates and Fixes</i>			
Labour (estimated at 15 hours per year @ \$75/hr)	1,125	1,125	0

Total Recurring Costs <i>(Annual Costs)</i>	2,709	1,125	1,584
Additional Fees			
<i>Transaction Fees applied to payments processed through the website</i>			
Communal Fee	3%	0	3%
Stripe Fee	3.15%	0	3.15%
Total Fee per Transaction	6.15%	0	6.15%

Current Website Costs (for reference)

The current monthly costs for the website are approximately \$75-100/month for our website and content management and then the additional \$12/month for domain costs through TELUS.

Grant Money Options (No longer available for 2021)

~~To assist with the cost of the project we have found two grant programs that the KCA could apply for to receiving matching funding:~~

~~[Inspiring Neighborhoods Grant from the City of Calgary](#)~~

Timeline: For Review

We have put together a rough timeline for the running time for the project. These timelines will have to adjust depending on the need for grant money and approval times.

September- Website project approved by board

October- Logo winner selected. Development of website content, photography, site map, and website & brand design.

November- Communications Committee (and potentially Board, if required) approval of website design. Website to be developed and connected with Communal Software.

December/ January- Website to be finalized and tested, CMS and communal training. Launch website and rebrand with Scavenger Hunt Contest to encourage residents to visit new site (the hunt would require them to find pieces of info on the website, and submit answers for a chance to win a prize)

Please note that the current KCA website will remain live until we launch the new site.

ATTACHMENT 2: COVID-19 Relief Funding Q2 Assessment



August 19, 2021

Rod Anderson, Bookkeeper
Kingsland Community Association
505 - 78th Ave. S.W.
Calgary, AB T2V 0T3

Dear Rod

Re: COVID-19 Relief Funding Q2 (April 1 to June 30, 2021) assessment

On behalf of The City of Calgary, I am pleased to inform you that the Kingsland Community Association has been approved for COVID-19 Relief Funding for Q2, 2021. This funding is intended to cover fixed operating costs during facility/program closures, including utilities, insurance, and non-negotiable building operations expenses up to a maximum of 75 per cent, which cannot be covered by your organization's existing revenues. To be eligible for funding, organizations must also demonstrate challenges using existing cash flow to meet operating costs.

Approval has been granted to support your organization for \$4,766.00 for Q2 of 2021, as per the [Guidelines for COVID-19 Relief Funding](#)

2021 Q2 Approved Operating Expenses	\$4,766.00
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As per the COVID-19 Relief Fund application guidelines, requests for funding are assessed and final funding recommendations are made by representatives of The City. In an effort to maintain transparency and accountability, The City will make all funding allocation amounts available publicly. Assessments for future funding through the Covid-19 Relief Fund will be based on further health restrictions, if applicable. Your City liaison will share this information with you when it comes available.

Should you have any questions, please contact your City liaison, Jenna Findlater at 403.804.0312 or jenna.findlater@calgary.ca

Sincerely,

A handwritten signature in black ink, appearing to read "Cheryl Joynt".

for Cheryl Joynt
Manager, Neighbourhood Support
Calgary Neighbourhoods
T 403.476.7213 | F 403.476.4773 | Mail code #121
772 Northmount Drive N.W., Calgary, AB

cc: Jenna Findlater, Neighbourhood Partnership Coordinator, Neighbourhood Support, Mail code #94
Kendra Varoney, Team Lead, Neighbourhood Support, Mail code #94
Amy Gawley, Partnership Coordinator, Neighbourhood Support, Mail Code #121