

# **FINAL**

## **SCA Community Association**

### **Board Meeting Minutes**

**September 21, 2011**

#### **ATTENDANCE**

##### **Present:**

Andy Kneubuhler, President  
Maureen Smith, Vice President  
Maureen Fothergill, Programs Director  
Ted Greenhough, Development Director  
Leanne McLean, Aspen Recreation Director

##### **Also attending:**

Carolyn Jurek, Administration  
Michael Smith, Westhills Sports  
John Merriman, The City of Calgary, Community Recreation Coordinator, Neighbourhood Services

#### **MINUTES**

Maureen Smith made a motion to accept the June 8, 2011 Minutes. Motion seconded by Maureen Fothergill. Motion carried.

Maureen Fothergill acknowledged the progress of improvements to the SCA buildings and grounds over the summer months. This included flooring, landscaping and progress with the rink replacement. All agreed that the improvements were making a real difference.

#### **THE CITY OF CALGARY, COMMUNITY RECREATION COORDINATOR, NEIGHBOURHOOD SERVICES – John Merriman**

John Merriman advised the Board of the upcoming City of Calgary workshops and events: Community Engagement Dinner on October 20, 2011 addressing volunteers, programming and facilities; Rink Rat Workshop on November 3, 2011; By-law Workshop on November 14, 2011, Construction Workshop on November 23, 2011.

The SCA lease with The City of Calgary expires December 2012. There is a new lease document before council and renewals will be dealt with on a priority basis. The SCA lease will be amended to recognize the name change from Strathcona and Christie Community Association to Strathcona, Christie and Aspen (SCA) Community Association. The amendment would also consider inclusion of the Christie Park temporary winter rink. This would include coverage under the SCA insurance policy.

## **WESTHILLS SPORTS AND OFFICE COVERAGE – Michael Smith**

Michael gave the Board a Summary Brief regarding the Summer Camp Programming. Enrollment was down about 15% likely due to the downturn in the economy and an increase in programming available in the City wide community. The Programs ran smoothly for the most part and issues of before and after care, attendance, police checks and insurance will be further addressed next year. The Programs met the challenge of covering the regular rental rates and further financial information regarding these programs will be made available to the Board when compiled.

Michael also gave the Board a Summary Brief of his role as Office Summer Coverage and the changes to some of the office software. A new program will help the office sort concerns that come into the office from the community. The online program registration process is being refined and hopefully will eventually process around 90% of registrations. Simply Accounting has been adopted as the new financial tool and will allow most of the financial information to be entered from the SCA office.

## **PRESIDENT'S REPORT – Andy Kneubuhler**

Andy advised that the SCA will have grants in place to hire a Building Superintendent that will be responsible for the development of a maintenance schedule, obtaining quotes for grant applications, supervising renovations and making sure that the building is well maintained. There will be a probationary period for any candidate to make sure they are suitable for the position. The Building Superintendent will be hired on a contract/consultant basis. Maureen Smith, the SCA VP, has agreed to contact other community associations to investigate what their arrangements are for building maintenance, check the FCC website for a comprehensive job description and begin the interview process.

Andy updated the Board on the status of the handicap washroom. It has stalled as a project for the time being due to other work commitments by the contractor. It was agreed that the church group should be allowed to use the storage space in the proposed washroom location, which they had previously vacated.

Andy also updated the Board regarding a meeting between Board representatives and the Gazette publishers. It was agreed that Carolyn Jurek would set up a new meeting with the Gazette publishers and Board members with Carolyn attending as well.

## **PROGRAMMING REPORT – Maureen Fothergill**

Maureen advised the Board of some new programming initiatives. Summer etiquette classes proved to be quite popular and a new program for teens was discussed. The program would help teens prepare for job interviews and would commence in the new programming cycle that begins in January.

## **DEVELOPMENT – Ted Greenhough**

Ted advised the Board that Heartland was planning on opening a large day care in the Aspen area in the vicinity of Cooper Hall. The City of Calgary has approved zoning for this project and the SCA voiced their support for the new Day Care facility.

## **ASPEN RECREATION – Leanne McLean**

On the evening of September 29, 2011 Leanne (with SCA Board representatives) will host an Open House for Community members and give them an opportunity to provide some input into the Aspen recreational development. The Open House will provide background insight into the development process and hopefully generate some volunteer interest. There will also be a 'Needs Assessment Survey' for community members to complete.

The SCA will bring the Aspen Recreation Site under their lease or alternatively, The City of Calgary will hold the lease and maintain the Site and the SCA will be responsible only for the development of the Site. The criteria for evaluation of the type of facility that can be built on the site are: safety, accessibility, unsupervised activities, budget and size of site.

John Merriman agreed to provide Leanne with a 'City of Calgary Recreation Gap Analysis' to help decide on the appropriate development for the site.

## **LANDSCAPING – Ted Greenhough for D'Arcy Paladeau**

Ted, on behalf of D'Arcy, advised the Board the front landscaping project came in at 20% over budget and that further landscaping projects would be undertaken in the spring.

## **CASINO – November 25 &26, 2011 – Ted Greenhough for Michelle Greenhough**

Ted, on behalf of Michelle, advised the Board that the volunteers for the Casino were mostly in place. The Board designated the future Casino funds for: utilities, new carpet/flooring for the loft and basement classrooms, construction of storage in the loft and Founders' Room, boardroom table and chairs.

## **RINK REPLACEMENT – Andy Kneubuhler**

Andy explained that replacement of the rink boards was well underway. All of the costs would be covered by grant monies. It was noted that the basketball boards were removed (integral to the rink boards) and there were no plans at present to replace them. Maureen Fothergill suggested that we should have a special rink opening celebration – this might coincide with the winter (Christmas Day) family skate event.

## **MEETING CONCLUSION**

Next Meeting Wednesday October 12, 2011 at 6:30 pm. Meeting adjourn.

