

Dunmore Community Association Annual General Meeting Minutes

February 16, 2022

Cypress Council Chamber

Present:, Shevaun Perrault, Jody Phillips, Nicole Johnson, Scott Plouffe, Amy Edmonstone, Donna Basso, Jenna Riess, Olivia Whenham, Dan Hamilton, Tarolyn Aaserud, Della Burkitt, Lash Phillips, Treslie Phillips, Melissa Sawchuk, Mattie Johnson

Regrets: Dawn Day

Meeting called to order by Shevaun at 6:00 pm

Agenda:

1. Nominations for Board of Directors, closing of ballot
2. President's Report of the Year's Activities (2021);
3. Treasurer's Report and the Audited Statements of which sufficient copies are to be available for examination and viewing by the members present;
4. 2022 proposed plans;
5. 2022 proposed budget;
6. Election of Directors (2)

Opening remarks by President – Shevaun Perrault

All members had opportunity prior to the meeting to submit questions and topics for the agenda for this meeting, the agenda is closed. Any new topics will not be discussed but we'd be happy to follow up with you after the meeting. Voting will be by show of hands, except the election for directors will be by secret ballot and only members may vote.

Nominations for Board of Directors – Shevaun Perrault

We currently have 2 open seats to fill on the board. 2 members have submitted their intent to run in advance, Melissa Sawchuck and Kearsten Reesor.

Floor is now open to accept new nominations.

Nominations asked for 3 times

Nominations were ceased.

As there were no additional nominees from the floor, Shevaun declared Melissa Sawchuk and Kearsten Reesor elected by acclamation and no vote is necessary tonight. We welcome them to the board of directors and look forward to working with them.

Motion: Scott made motion to accept the two nominees by acclamation to the DCA Board of Directors effective immediately – carried

President's Report – Shevaun Perrault

Relationships- Last year the DCA reconnected with Cypress County and appreciate all the help and feedback that they have given to us over this past year; we have also reconnected with the Community of Dunmore.

Completed projects in 2021 included:

- Removal of the old bathroom at Sunrise Park
- Removal of old skate shack
- Landscaping at Sunrise Park
- Gopher deterrent and filling holes
- Revitalization of Sunrise Park with 6 new pieces of playground equipment
- New skate shack
- Port-a-potties for public use at both Eagleridge and Sunrise Park
- Partnered and supported MH Rotary Ignite to plant trees
- Supported the Festival of Lights

The DCA also worked to increase its level of public engagement and visibility:

1. Website launched in April of last year, and since then we have had 1459 views with the average session time being just over 6 minutes. This is so encouraging because we have published a lot of information, and this tells us that people are reading it! It's important to note that of those views, 847 are unique visitors so we know people are coming back to our site multiple times. This tool is essential to being transparent and keeping our community informed about what we are doing. We will continue to promote our website this coming year.
2. Facebook has been our main social media tool. This year our posts reached 9,831 people of which 1022 visited our page to see more. We currently have 207 followers on our page, and most posts are shared to the Dunmore Neighborhood group page which has 584 members and the Dunmore Community group page with its 318 members. We have found this tool to be very effective for reaching a large portion of our community.
3. Four articles featuring the DCA were published in the Bow Island Commentator and Cypress Courier Newspapers last year which has also increased our visibility in the region, and 1 article appeared in the Medicine Hat News.

In addition, the DCA has organized and/or hosted the following Community events in 2021:

- Dunmore Garage Sale Day
- Used park equipment draw for DCA members
- "Name the Park" contest

Dunmore Days
 Movie Night in the Park with Nathan Nunweiler
 Fall fun night at Dunmore Dugout
 Cookies and Cards Christmas event at Safety Buzz

Shevaun made mention that to run and pull off these events, it takes volunteers. When we add up the number of times we called out for man power, there is over 300 times that someone has filled a spot that work was done. The largest single volunteer effort was the Sunrise Park Project with over 60 people.

We sourced a volunteer sign-up program called Plan Hero. This program was used to organize volunteers and allow on-line sign-ups for 3 projects this year. We got very positive feedback about it and will continue to pay a small monthly fee so we can use it for future planning.

A new committee will be started this coming year to organize fundraising. We will be looking for DCA members to help.

All minutes from the meetings can be found on the DCA website dcaalberta.com

Motion: Jody made motion to accept the President’s Report – carried

Treasurer’s Report – Nicole Johnson

The financial statement for 2021 has been completed and copies were available for review by members.

Opening Bank Balance January 1, 2021	\$ 33,065.68
<u>Revenue</u>	
Cypress County 2020 Operating/Small Pro Grant	\$ 12,000.00
MOST Funding	\$ 2,196.19
Refund Utilities	\$ 1,898.98
Cypress County Credit for Elevation Landscaping	\$ 600.00
Cypress County Deposit for Park	\$ 50,000.00
Bank Interest	\$ 12.36
Dunmore Days Revenue	\$ 2,966.50
EDF Renewables - Donation for Santa for Seniors 2021	\$ 2,500.00
EDF Renewables - Donation	\$ 25,000.00
DCA Memberships	\$ 440.00
Total Revenue	\$ 97,614.03

Expenses

Dunmore Park Maintenance	\$	7,901.25
Dunmore Park Upgrade Project	\$	59,210.85
Skate Shack Project	\$	15,266.75
Dunmore Days	\$	1,380.54
Other Community Events	\$	2,868.20
Utilities	\$	3,083.16
Office Admin, Insurance, Processing Fees Etc	\$	1,299.32
Total Expenses	\$	<u>91,010.07</u>

Liabilities

Tabatha Sept		37.78
County Utilities 40409		1123.95
County Utilities 40165		208.24
Speed Pro Signs (balance forward)		1268.42
Jody Phillips for December Plan Hero		11.47
	LIABILITIES	\$ 2,649.86
BANK ACCOUNT BALANCE DECEMBER 31, 2021		<u>\$42,319.50</u>
	DIFFERENCE	\$ 0.00

Motion: Jenna made motion to accept the Treasurer's Report – carried

2022 Proposed Plans – Jody Phillips

Capital Project Plans

Skate Shack Security with Remote Locks

The Sunrise Skate Shack has been open to the Public during posted hours since December of 2021. The board of directors took on the responsibility to lock and unlock the door manually during this time. Our plan for 2022 is to finish installation of wifi at the shack and install a remote locking and camera system. Once in place, the plan is to issue personalized PIN numbers to each DCA member so they can access the shack whenever they want. Entry by PIN will be trackable so we know who to follow up with if damage occurs...and this is done to protect our investment. The Video Surveillance Procedure, Agreement of Confidentiality, and End User Agreement for PIN Access were adopted at the Nov 10 BOD meeting. The Video Surveillance Policy was accepted as a guideline in principle until it undergoes further review and is adopted as policy. Still to be determined is the type of equipment to go in, and whether we will purchase it outright or enter into a monthly plan with a provider. So we will continue to be working

on this and hope to have the system installed and fully functioning by late Spring to early Summer.

Pump Track

(\$5000) – previously approved by Cypress County Council for the creation of a pump track in the Cypress County municipalities. Last year we weren't able to allocate the needed time and resources to investigate this in detail. Our goal this year is to look more seriously at this project and see if we can get it going. From the presentation we received, it is a low dollar, high volunteer hour project. We intend to pursue this in the most basic installation form - basically just sculpted dirt. These tracks can be upgraded and even expanded, paved, you can add seating, landscaping and such, so there is great future potential for this attraction if it's really popular with a low initial investment. We conducted a FB poll in early 2021 regarding the pump track and received over 100 positive responses to putting one in our community. Specific location, equipment, materials, maintenance to be determined. It is likely a sub-committee will be formed to delve more deeply into this project and see if it is feasible for this calendar year. It's a great project because it is fully funded and it could be a relatively quick installation that can be enjoyed immediately.

Outdoor Rink

This project is the by far the most ambitious and costly that we have been working on. Our goal is to build an overhead roof on the outdoor rink, transforming it into an all-season usable space for our community. We believe this structure will serve our purposes for enhancing Dunmore Days and serve as a place to host events requiring power and lighting. The roof will extend 6' all around the existing rink footprint, and the ultimate goal is to include a new rink surface and boards.

The all-in cost of this project is almost \$350,000 – this includes all of the bells and whistles. We can use a phased approach with Phase I being the roof and electrical, and Phase II being new rink boards and rink surface. We have been applying for grants and raising donations since early 2020. Currently, we are roughly \$100,000 short of green-lighting Phase I. We have applied for a government grant which we'll hear back about in June, and there are 2 companies currently considering large donations in exchange for naming rights. If any of these 3 sources of funding comes through, Phase I will be a go. We have done everything we can to prepare for this project and now it's largely a waiting game. That being said, we will continue applying for grants and fundraising, as every penny that comes in towards this project brings us closer to our goal. Depending on timing and supply chain, it is possible that even if the funding comes through this year, the project will not actually begin until Spring of next year.

Administrative Plans

1. Verify Land Title Transfer of Eagleridge Park from DCA to Cypress County

2. Approach Cypress County with request to modify our Lease to include Eagleridge Park and adjust our insurance accordingly.
3. Roll out the Dunmore Community Grant Program - \$2000 annually from Cypress County to be allocated to local groups, clubs, and individuals that request financial support for events or programs. This will include a very simple application process and getting the word out to our community that these funds are available. In the past couple of years, funds have been requested for programs like the Dunmore Festival of Lights, and we hope once people know this is available there will be more programs like this. We have been responsible to be stewards of these funds for years but no-one knows about them. We mean to change that this year.

Event Plans

1. Continue hosting the Annual Events
 - a. Dunmore Garage Sale Day in June
 - b. Dunmore Days in August
2. Goal is to run a minimum of 4 additional community events in the 2022 calendar year, not including partnered events like Movie Night in the Park with Nathan Nunweiler for example.

Motion: Amy made motion to accept the 2022 Proposed Plans report – carried

2022 Budget – Nicole Johnson

As of Jan 1, 2022 our bank balance was \$33,065.68. Of that amount, \$25,000 is a donation by EDF Renewables and is earmarked specifically for the Outdoor Rink Project leaving \$8,065. We will receive the \$12,000 operating budget from Cypress County this spring. We like to maintain a \$10,000 reserve in the bank for emergency use and unexpected expenses.

2022 Budget:

\$2000 – Community Grants (small donations for clubs/groups/individuals)

\$7000 – Landscape and Maintenance

\$2500 – Port-a-potties

\$1500 – Administrative (website, stripe payment, Plan Hero, etc...)

\$1500 – Wifi for Sunrise Skate Shack

Total is \$14,500 which exceeds our operating budget. Costs have risen and we will approach Cypress County to see if they can increase our operating budget. If not, we have enough in reserve to run a deficit for the next 3-5 years.

Question was posed by Della Burkitt – did the DCA have to spend extra funds for cleaning the port-a-potties after they were vandalized last year? Answered by Shevaun: No, there were additional cleaning services built into the original contract in the event that occurred.

Motion: Jenna made motion to approve the 2022 budget– carried

Election of Directors (2) – Shevaun Perrault

Bypassed in Agenda because no vote occurred.

Closing Remarks – Shevaun Perrault

We want to remind everyone that your memberships will expire on March 31st, at which point dues can be resubmitted online. You will receive an email a few weeks before the expiration. Your membership fees went directly into the projects and programs that we ran this year, so we thank you for being involved and contributing to our efforts. We plan to develop more membership incentives this year, and we will have some announcements soon. We hope everyone will renew for the upcoming year.

We also want to thank you for volunteering your time on various committees and for projects and events. It takes a lot of people and effort to complete these projects and have events run smoothly. You stepped up and made things happen. Thank you so much.

Various sub-committees will be formed throughout the year. These are created at the Board of Director meetings and are just smaller groups dedicated to a specific project or for organizing an event. This year we will send an email to members when a subcommittee is formed so you have the opportunity to join it if you wish. I won't go into all the specific sub-committees, but I will just mention again that it's a priority to form a Fundraising Committee very soon. If you have experience in this or are willing to be involved, please let us know.

There will now be a 10-minute break before the regular Board of Directors Meeting will begin. Members are always welcome to attend in an observation capacity, and all meeting minutes are posted on our website so you can stay up to date on what's going on.

Thank you all for coming. Meeting adjourned.

Next Regular BOD Meeting: Wednesday Feb 16, at Cypress Council Chamber immediately following the AGM.

Adjourned by Shevaun at 6:27pm