

Dunmore Community Association Annual General Meeting

April 14th, 2025 6:30pm – Cypress County Council Chamber

Present: Amy Edmonstone, Shevaun Perrault, Jenna Riess, Jody Phillips, Trisha Drescher, Nicole Johnson, Rocheal Howes, Joe Cartwright, Al Hoggan, Nick Wilke, Josh Sehn, Susan Sehn

Regrets: Scott Plouffe

Opening Remarks (Trisha)

Good evening. Just a couple of housekeeping notes to mention before getting started. 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 may be raised at the DCA Board of Directors meeting immediately following this AGM. Voting will be by show of hands.

Nominations for Board of Directors

We currently have 3 open seats to fill on the board. 2 members in good standing have submitted their intent to run in advance: Jessica Freitag and Jenna Goodberry

The floor is now open to accept new nominations. (REPEATED 3 TIMES)

Nominations are now closed.

As there are no additional nominees from the floor, I declare Jessica Freitag and Jenna Goodberry elected by acclamation and no vote is necessary tonight. We welcome them both to the board of directors and look forward to working together.

Can I please have a motion to install Jessica Freitag on the DCA board of directors?

Motion to install by Jenna Riess, 2nd by Amy Edmonstone

Pass/Fail (___7___ to ___0___)

Can I please have a motion to install Jenna Goodberry on the DCA board of directors?

Motion to install by Shevaun Perrault, 2nd by Nicole Johnson

Pass/Fail (___7___ to ___0___)

2025 Board of Directors Roster:

Trisha Drescher – President – term expires 2027

Nicole Johnson – Treasurer - term expires 2026

Jody Phillips – Secretary - term expires 2026

Amy Edmonstone – Director - term expires 2026

Shevaun Perrault – Director – term expires 2027

Rocheal Howes – Director – term expires 2027

Scott Plouffe – Director - term expires 2026

Jenna Riess – Director - term expires 2026

Jessica Freitag – Director – term expires 2027

Jenna Goodberry – Director – term expires 2027

1. President's Report (Trisha)

Relationships

We have continued our great relationship with Cypress County and appreciate all the help and feedback that they have given to us over this past year. Cypress County continues to be our greatest resource and support as we continue to improve and manage our recreational spaces. Our communication with the Dunmore Community has also been strong, and we have seen increased engagement with residents through our FaceBook page, PlanHero volunteer software, and email.

Public Engagement and Visibility

1. In 2024 we had 2901, down from 3562 visits to our website, 1952 being unique visitors, with the average session time being just over 3 minutes. Our highest traffic source has changed for the first time from Facebook to Google, which means our name recognition has certainly increased. Google attracts 40% of traffic, Facebook generates 33% of traffic, and 21% of users are using our direct website address. This is an amazing accomplishment after only having the site up for 3 years, that people are entering our site name directly into the search bar. We feel our website 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 were viewed 19,978 times, and had an interaction (like, comment, share) 846 times. We increased from 603 to 704 followers on our page, and most posts are shared to the Dunmore Neighborhood group page which has 659 members and the Dunmore Community group page with its 605 members. We have found this tool to be very effective for reaching a large portion of our community.
3. Two 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 2 articles appeared in the Medicine Hat News. The DCA was also featured on CHAT News once, highlighting the EDF Outdoor Recreation Centre.

Capital Projects

- Installed 2 new toilets in bathrooms
- Enlarged baseball dugouts, added roofs and new benches
- Installed new sound system at rink
- Added electrical timer to outdoor rink lights
- Added 3 exterior rink cameras to monitor the asset
- Added a metal grate to skate shack window to protect from damage

- Framed a 10x10' area of sea can bay and installed heat and lighting for warm storage
- Purchased rink liner
- Purchased ChefSupplies upright cooler for skate shack
- Purchased wet/dry vac
- Purchased additional rubber matting for entrance to rink
- Purchased 20 folding benches for community events and rink use
- Installed basketball hoops (2) in outdoor rink

Events:

In addition, the DCA has organized and/or hosted the following Community events in 2024:

- Dunmore Garage Sale Day
- Giant Easter Egg Hunt
- Dunmore Kite Festival
- Spring Clean-up at Sunrise Park
- Dunmore Days 2024
- Merry & Bright Festival
- Intergenerational Learning Program: Cupcake Decorating, Photography, Modern Slang, Woodworking

I would like to make mention that to run and pull off these events, it takes volunteers. The DCA recognizes and is grateful to all community members and businesses that assisted with these events.

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

Are there any questions about the DCA's 2024 operations?

Motion to accept President's Report by Shevaun Perrault, 2nd by Jody Phillips

Pass/Fail (___7___ to ___0___)

2. Treasurer's Report (Nicole)

Financial Statement

The financial statement for 2024 has been completed and copies are available for review by members.

DUNMORE COMMUNITY ASSOCIATION FINANCIAL STATEMENT - YEAR ENDING DECEMBER 31, 2024

Opening Bank Balance January 1, 2024	\$	25,668.02
<u>Revenue</u>		
Operating Budget - Cypress County	\$	12,000.00
Rec Grant 2024 - Cypress County	\$	14,985.72
EDF Community Fund	\$	10,000.00
Event - Dunmore Days	\$	16,409.50
Event - Garage Sale	\$	-
Event - Dunmore Survivor Raffle	\$	-
Donation - Pump Track	\$	-

Ball Diamond Rentals	\$	1,801.74
EDF Recreation Centre Facility Rentals	\$	1,276.59
Equipment/Furniture Rentals	\$	283.50
Membership Fees	\$	1,369.18
Bank Interest	\$	9.37
GST Rebate	\$	28,647.33
Total Revenue	\$	86,782.93

Expenses

2024 Liabilities	\$	-
Cypress County Community Grant	\$	200.00
EDF Community Fund (for distribution)	\$	8,500.00
Event - Dunmore Days	\$	9,436.64
Event - Garage Sale Day	\$	60.99
Event - Easter Egg Hunt	\$	147.83
Event - Intergenerational Learning Program	\$	659.33
Event - Survivor Raffle	\$	-
Event - Merry & Bright Festival	\$	673.16
Outdoor Rink	\$	53,052.08
Sunrise/Eagleridge Park Maintenance	\$	1,460.00
Utilities - Cypress County (Water)	\$	-
Utilities - City of Medicine Hat (Electric)	\$	1,622.83
Telus Smart Hub (Wi-fi)	\$	1,188.00
ATB Bank Fees	\$	100.35
Administrative Fees	\$	2,702.46
Total Expenses	\$	79,803.67

Liabilities

		0
LIABILITIES	\$	-
BANK ACCOUNT BALANCE DECEMBER 31, 2024		\$32,647.28
DIFFERENCE	\$	-

All cheques, invoices, bank statements & deposits are accounted for by the following auditors:

Audited by:

Trisha Drescher, Jody Phillips (members)

David McRoberta, Amber Steinky (non members)

We have a combined bank account balance as of December 31, 2024 of \$32,647.28. Of that balance \$7,057.81 is in the project account and 100% allocated towards the pump track, as these funds were raised specifically for that project. There is \$25,589.47 in the operating account.

This year was a great success in terms of fundraising. In total, the DCA raised \$21,149.88 through event food and ticket sales, car show, market, garage sale, and facility & equipment rentals, raffles, and membership fees. We also received a \$28,647.33 GST rebate for the previous year (2023).

Community Fund Allocations

The DCA is allocated \$2000 annually by Cypress County to distribute on their behalf to local groups/clubs/individuals. In 2024, the DCA made the following disbursements:

1. \$200 Festival of Lights

We did not receive any other applications in 2024.

Cypress Wind Project Community Fund Allocations (EDF)

The DCA receives \$10,000 annually by EDF's Cypress Wind Project to distribute on their behalf. EDF reviews the applications and determined the 2024 awards as following:

1. \$3500 Irvine Minor Hockey Association
2. \$3000 Irvine School Parent Council (Fruit Program)
3. \$1500 Dunmore Community Association (Merry & Bright Festival)
4. \$1000 County Kids Gymkhana
5. \$1000 Irvine 4H Beef

GST Rebate

The DCA will shortly be receiving a GST rebate from Canada Revenue Agency in the amount of \$3,177.96. As a non-profit organization, we are exempt from paying GST, and this is the amount we paid towards the capital projects Trisha reviewed above, as well as event sundries. We are receiving 100% of it back, and these funds will be put towards the 2025 capital project plans that Jody will go through in a few moments.

Funds on Hand

In 2024 the members voted to reduce the minimum bank balance of \$10,000 to \$5000. Since then, we have had a lot of funds go in and out, as we have become extremely active.

Are there any questions about the DCA financial statement?

Motion to accept Treasurer's Report by Jenna Riess, 2nd Amy Edmonstone

Pass/Fail (___7___ to ___0___)

3. 2024 Proposed Plans (Jody)

Capital Project Plans

Outfitting the EDF Outdoor Recreation Centre

Throughout 2024, the DCA shifted focus from building to outfitting the EDF Outdoor Recreation Centre. This year, we plan to finish that effort, purchasing items we feel will make the facility more enjoyable for users. This includes:

- a. Installation of 2 new picnic tables
- b. Installation of line tape for pickleball and basketball courts
- c. 6 new 8' rectangle tables

These items come to \$5020.27

Pump Track

The DCA has \$7057.81 raised in the project account for a pump track. After consultation with the County, the community, and track installation experts, the DCA opted to hold off with the development permit until we received a renewed scope of the project. Discussion and a decision to move forward or not with this project will proceed during the board of directors meeting immediately following this AGM.

Power to NE Side of Sunrise Park

Cypress County has added into their budget this year the cost to add a splitter at the pole which will divert power back to the old irrigation box and power the overhead streetlight at the entrance to Sunrise Park. This will be a great benefit to have that light on again, and hopefully residents will feel safer when walking there at night. We will follow up with the County til completion.

Mailbox Bulletin Board on East Side

The DCA has committed funds to have the bulletin board by the east-side mailboxes fixed. New plexi doors will be added to protect notices from the elements. Residents have requested this over the last 2 years, and we are prepared to get that done.

Glass Replacement Plan

The EDF Outdoor rink has multiple panes of glass that have broken during the course of being used. We currently have a quote request to have a company come and replace the glass. We already have the panels, but have decided that it will require a professional company as they are so heavy and pose a safety risk to our volunteers.

Questions about Capital Projects?

Administrative Plans

1. Verify Land Title Transfer of Eagleridge Park from DCA to Cypress County
2. Follow up with Cypress County with request to modify our Lease to include Eagleridge Park and adjust our insurance accordingly.
3. Continue the Community Grant Program (\$2000)
4. Continue facilitating the EDF Community Fund (\$10,000)

Questions about Administrative Plans?

Event Plans

1. Continue hosting the Annual Events
 - a. Dunmore Garage Sale Day in June
 - b. Dunmore Days in August
 - c. Kite Festival
 - d. FREE classes taught by community members via Intergenerational Learning Program
 - e. Merry & Bright Festival
2. Goal is to run a minimum of 4 additional community events in the 2024 calendar year.

Questions/Comments about Event Plans?

Motion to accept 2024 Proposed Plans by Nicole Johnson, 2nd Rocheal Howes

Pass/Fail (___7___ to ___0___)

4. 2025 Operating Budget (Nicole)

I'll be going through our operating and capital expense budgets, and I'd like to start with our 2025 Proposed Operating Budget. This budget accounts for our planned allocation of funds that we request and receive from Cypress County to maintain the operations of the DCA. This budget does not include our community events or capital projects.

For our 2025 operating budget we are planning to request \$13,000 from Cypress County. We would like to continue to distribute the Community Impact Grant on behalf of Cypress County to other small clubs and groups in the area, which has been an additional \$2000 the last four years, for a total request of \$15,000.

Cypress County currently allocates the Community Association budget amount based on an approved allotment schedule outlined in Cypress County Policy REC-2. While this policy was updated in June of 2023, the amount issued to our Association has been the same for over 5 years. Operating the new Outdoor Recreation Center has increased our costs substantially with maintenance fees, a new septic system, warm storage heating, greater electricity requirements in the facility, as well as access, wifi, and monitoring costs. This does not take into account inflation over that 5-year period. We will make our case to get a \$2000/yr increase going forward, which may or may not be approved.

We have budgeted our anticipated expenses in 2025 as follows:

Dunmore Community Association

2025 Operating Budget

Expected Revenue:

Source	Description	Amount
Cypress County	Annual Operating Grant	13,000

Cypress County	Community Impact Grant	2000
Total		<u>15,000</u>

Expected Expenses

Expense	Description/Notes	Amount
Park Maintenance	Facility Caretaker up to \$300/mo	3600
Internet	Wifi at Sunrise Park (\$99/mo)	1188
Phone	Phone (32.99/mo)	395.88
Security/Access	Sabre Security (\$38.70/mo)	464.4
Admin Expenses	Website, Insurance, Processing Fees, 2024 was \$2702.46	2800
Utilities	Electric -has increased \$244/mo to \$370/mo over 7 winter mos	3453
Community Impact Grant	grant money is re-distributed to support small local projects	2000
Septic Tank Pumping	Sanatec \$147/pump, 8 times per year	1176
Total		<u>15077.28</u>

Projected Surplus/Shortfall

Expected Revenue - Expected Expenses	<u>\$</u> <u>(77.28)</u>
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Notes:

*We have a combined bank account balance as of December 31, 2024 of \$32,647.28

*Project bank account balance as of December 31, 2024 is \$7,057.81 and is entirely dedicated to the completion of the Pump Track Project

*Dunmore Days is our main income-generating event - we expect to raise approx. \$6,000 in 2025.

*We collect annual membership fees which are used towards programming and not operations, in 2024 this revenue was \$1369.18, we expect 2025 to produce similar revenue

*Electric fees have increased 35% due to heated storage bay and price increase

Questions/Comments about Event Plans?

Nick Wilkie suggested asking Sanitec if they would pump out the septic tank for free in exchange for advertising. Nick also advised of option to eliminate alarm.com as the monitoring partner and do it internally thereby cutting that cost.

Motion to approve 2025 Operating Budget by Rocheal Howes, 2nd Shevaun Perrault

Pass/Fail (___7___ to ___0___)

5. Closing Remarks (Trisha)

All memberships expired on March 31st, and the 2025 membership agreement is published to be resubmitted online. An email was sent to all members 3 weeks prior to expiration. Membership fees went directly into the projects and programs that we ran this year, so we thank all members for being involved and contributing to our efforts. The perks of membership rolled out 2 years ago include a personal PIN

code to the skate shack, WIFI password at the park, and 50% off all facility and equipment rentals. We hope everyone will renew for the upcoming year.

We also want to thank our community 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. Dunmore stepped up and made things happen. Thank you so much.

Various sub-committees may be formed throughout the year. These are created at the Board of Director meetings and are smaller groups dedicated to a specific project or for organizing an event. We will send an email to members when a subcommittee is formed so they have the opportunity to join if they wish.

There will now be a 5 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: Monday March 14, at Cypress Council Chamber immediately following the AGM.

Adjourned by Trisha at 6:58pm