

Dunmore Community Association Board of Directors Meeting Minutes

September 6, 2023

EDF Outdoor Recreation Centre

Present: Trish Drescher, Jody Phillips, Shevaun Perrault, Nevada Meyer, Jenna Riess, Nicole Johnson, Rocheal Howes, Dan Hamilton

Regrets: Scott Plouffe, Amy Edmonstone, Olivia Whenham, Melissa Sawchuk

Meeting called to order by Trisha at 7:32pm

New Business:

Operating Expenses/Hiring – Jody

Rental Rates – Jody

Upcoming Events

Survivor Raffle

PIN Codes

Old Business:

2023 Dunmore Days – Jenna / Amy / Shevaun

Unfinished Business:

None

Review of Agenda and Previous Minutes:

Motion: Jenna made motion to accept the agenda – carried

Motion: Nicole made motion to accept June 21/23 AGM minutes – carried

President's Report – Trisha Drescher

June 22 – The site plan for the EDF Outdoor Recreation Centre was sent to John Roterman who was contracted by Cypress County to get the bathrooms installed. He needed the plan to submit the permit to put the tank in the ground.

July 14 – Mark Gallagher of EDF Renewables reached out to request the use of the EDF Outdoor Recreation Centre for the celebration of their Cypress Wind Projects 1 & 2 completion on September 28th, 2023. Verification that the facility was available was sent. The event will consist of a luncheon and some speakers, and will run from 11:30 to 2pm. They will be hiring out their own caterer, tables and chairs, and audio system. We

do not need to provide anything. All DCA Directors are invited to attend, and must RSVP by September 14th. Email with link will be sent after this meeting.

Trisha will attend, Nevada and Nicole may attend

July 14th – Jody met with Ken Jacobs at the rink to look at the concrete spalling and confirm that it is getting worse. Photos were taken, and an email was sent to Capstone asking for an update on how the concrete deficiency will be repaired and for an update on how they will be addressing it.

July 17th – Elite Electrical was contacted for an update on their permit request to modify the electrical junction box on the pole in the corner of the parking lot. Power was diverted to the Outdoor Rink, but a second line still runs to the old irrigation box in the NE corner of the park. This box powers the street light at the entrance to the park, and has 2 power outlets inside that are useful to the DCA and contractors needing power so far from the building. Ken Jacobs was brought up to speed, and contacted Christy Garland, Electrical Engineer for City of Medicine Hat. The response stated that Cypress County owns everything on the pole. Cypress County took that to mean we could give permission for the electrician to go ahead and put in a splitter, but Loren stated he is still required to get the proper permits, and any modifications would have to be brought up to today's standards. He spoke directly with Darryl M from the City of Medicine Hat and he requested Ken Jacobs call him directly to have a conversation about this service. As of right now, we need to decide if getting the power split is a DCA responsibility, or if we just walk away and leave it to the County. We needed that power source at Dunmore Days, and will likely need it for future events as well.

July 19th – Capstone Concrete advised they will be grinding the concrete in the rink the following Tuesday. Ken Jacobs sent an email immediately requesting more information and confirmation on whether this fix is industry standard, and an assessment of future risk. Capstone did not respond to the email, but went ahead and ground a few locations in the rink. As of this meeting, they have not responded to the request for information, nor reported on the few spots they ground or updated us in any way.

July 21st – Sea can arrived and was positioned on site behind the skate shack.

July 26th – we reached out to Kimberli at EDF to inquire about when the Community Grant Fund would be posted. She prepared and posted it on August 1st, and we updated our website and posted the grant publicly on our FB page. EDF also posted it in Med Hat News and Cypress Courier.

July 28th – Jody made a motion in the private board of directors chat to approve an additional spend of \$2448.38 from our own funds to cover 12 additional 8' rectangle tables over and above what Cypress County approved in the 2023 Rec grant. – motion carried

August 2nd – Fridge and freezer were ordered from Home Depot for the Skate Shack.

August 7th – CFEP Final Accountability Report for the EDF Outdoor Recreation Centre was submitted. This concludes all reporting requirements for the project.

August 8th – The Facility Rental Agreement for the EDF Outdoor Recreation Centre was approved by Cypress County. It was added to our website the same day.

August 8th – Freezer was delivered to Skate Shack

August 10th – The UFA Rural Communities Foundation grant and the Methanex Gives grant were submitted to assist in outfitting the EDF Outdoor Recreation Centre with sports equipment totaling \$18,000 each

August 11th – the Cypress Wind Community Fund grant application for the Merry and Bright Festival was submitted. Blair Reid was booked to do sleigh rides for Friday December 15th from 6-8pm.

August 14th – tables and chairs from Uline were delivered to the rink, unboxed, and stored in the sea can.

August 18th – hockey/pickle ball nets ordered, receipt submitted to Cypress County to refund the DCA \$316.67 towards the purchase. This uses up and refunds the DCA the entire 2023 Rec Grant allotted amount (\$27,800) which paid for tables, chairs, sea can, and hockey/pickle ball nets. Thank you Cypress County!

August 19th – Fridge was delivered to Skate Shack

August 25th – Nicole discovered a leak in both toilets. John Roterman was notified and a plumber was sent that evening.

August 26th – Dunmore Days 2023 occurred. Jenna will report on it later. By August 28th, each event was posted on social media, and all car show and silent auction donors were thanked and tagged on FaceBook. Toilet started leaking during event again, and flotation alarm went off around 6:30pm. The fridge that was just purchased was defective and had no cooling capacity.

August 28th – Herb's Septic came to site and pumped out the 1000 gallon septic tank. The cost was \$519.70. John Roterman was notified first thing, and he said he would get a plumber back out there. Advised fittings are of Chinese manufacture and don't match the fittings we can purchase locally. Asked if they could rip out these 2 toilets and put in domestic models as any recurring problems will be more expensive and difficult to fix down the road as well. Said toilets drain from the backs, not the bottoms, but will look into it and see if he can find a solution. In addition, bathrooms are still not finished being winterized yet, but he will contact us for a demonstration on-site when ready to go (fan vs heater, insulated door, etc...). It is suspected that kids filling water balloons and leaving the taps running contributed to the over-fill at Dunmore Days.

August 28th – Jenna initiated return procedure with Home Depot for the fridge. A serviceman will be assigned to try to fix it before the manufacturer will issue a refund.

August 29th – Our Insurance Renewal Application for the upcoming year was submitted to Cypress County

August 29th – Basketball nets, pickle ball nets arrived at Source for Sports and were dropped off at the Skate Shack

August 29th – DCA/Eagle Butte Cross-generational learning workshop was submitted to the Cypress Wind Community Fund grant program. Rocheal Howes has confirmed that we can use the Home Economics room in the school, as well as additional spaces at no cost. Teacher Trisha Sotropa will take a prominent role in organizing this initiative. Grant money is specified for ingredients/materials based on workshop content (cooking, tools, music, etc...).

August 30th – Methanex declined our Methanex Gives grant application, citing that the project didn't meet all of the requirements of their program.

September 1st – All member PIN codes were re-activated at the Skate Shack and notification emails were sent. 5 new members who signed up at Dunmore Days were issued their PIN codes and given the WIFI password. Event passcode was terminated.

Discussion:

Decision to re-visit the electrical and concrete issues when Dan Hamilton arrives to the meeting was made

Motion: Rocheal made motion to accept the President's Report– carried

Current bank balance: Project Account: \$0.11, Operating Account: \$29,504.80

July 10th – The GST Rebates for Dec 1/2020 through Dec 31/2022 were submitted online. The total amount claimed was 23,578.83. On July 22nd, we received notice by mail that the DCA is being audited for the Oct 1-Dec 31st 2022 period (most recent submitted). Audit documents were completed and faxed to Canada Revenue Agency on August 7th.

July 25th – We were contacted by Non Profit Compliance to submit the financial statements to accompany the societal returns that were submitted a few months previously. Documents were emailed on July 27th.

We heard from the auditor this morning that the case is being moved to another individual in the CRA as it is more complicated than the norm. We are going to try to change our reporting periods so they match the calendar year reporting that we have been doing, and we will attempt to change our gst reporting to once annually, as opposed to quarterly.

Summary of Capital Expenses for 2023:

Capital Expenses (2023)		PAID IN FULL	IN PROGRESS	FUTURE NEEDS
1	Hockey Nets	576.44		
2	Pickle Ball Nets (x2)	526.01		
3	Cold Storage Cube Container 40'	12,500.00		
4	Tables/Chairs	14,983.33		
5	Full Fridge for Skate Shack & Freezer	1,684.17		
6	Shelving/work bench for Storage Can	332.94		
7	Signs (garage sale/ball drop) year over year	132.30		
8	Drink Dispensers	1,538.34		
9	Projector	188.99		
10	20' Movie Screen	232.04		
11	Coffee Urns (2)	377.98		
12	Water mister and nozzles	57.74		
13	Garbage cans, bags, dolly, locks, ext cords	650.62		
14	50' speaker cord	20.79		
15	Flag Signs (Dunmore Days x 2)		3,000.00	
16	Christmas lights		3,000.00	
17	Pump Track		7,057.81	
18	Upright Cooler			3,650.00
19	Basketball Hoops/Backboards			5,856.00
20	Basketball Installation			4,400.00
Totals		33,801.69	13,057.81	13,906.00

Our fundraising goal for 2023 was \$8200.00. To date, we have raised \$14,991.97. Congratulations to everyone for their hard work.

Our bank account: \$29,504.80 – in progress items = \$13,057.81 minus \$5000 minimum account balance = \$11,446.99 available funds

8:02 – Shevaun Perrault joined meeting

My understanding is that a Survivor Raffle will be held this fall, which raised \$4208 last year. To my knowledge this is the last planned fundraising event for 2023.

I'd like to open up discussion about our balance. If we use the \$11,500 available to us right now, we can still install possibly install the basketball hoops this year. If we do this, we'd be relying on the survivor raffle to give

us any extra funds since anything left over would be used to pay our operating expenses. If we push off the basketball installation til next Spring, we could wait to see if the UFA grant comes in to pay for it, have time to do more fundraising, and have \$11,500 that we could spend now on other things such as a better cooler for the shack, more video cameras, etc...

Discussion:

Ideas for improvements were discussed such as adding cameras to the rink/sea can/exterior of bathrooms and whether we can put access code panels on the bathroom doors similar to the shack. Determination to be made if bathrooms will be open at all times or only during rentals and community events. The cost of vandalism to porta-potties in previous years was taken into account, as well as inability to monitor if a kid leaves water running, etc... which would overflow the tank.

Outdoor speakers discussed as potentially beneficial to the area if mounted on skate shack roof, or under the structure eaves. With a mixing board inside the skate shack utility room, announcements, music, etc...could be played and alleviate the need for small speakers at events, cords everywhere, and also potentially be an optional rental upgrade. Agreed to get a cost from Al's Audio.

8:17 – Dan Hamilton joined meeting

The fridge that was purchased is not working and too small for our needs. IceCold out of Calgary has multiple options ranging from \$3200. Board agreed that we need a different solution, but that this purchase isn't needed until next year. We are ahead to wait on every purchase we can, as our Rec Fund next year depends on matching funds that we won't have if we spend now. It was agreed that further capital purchases will be held off unless time sensitive. Bathroom access, video cameras were determined to be time sensitive.

There has been a request to fix the plexiglass on the bulletin board by the west side mailboxes.

Motion: Jody made motion for Jenna and Nicole to contact Troy at Al's Audio to discuss a PA system option at the park and get pricing, and for Jody to contact Trevor at Sabre Security to discuss bathroom access and additional cameras at the rink– carried

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

Trisha moved that we return to the discussion of concrete and electrician now that Dan has arrived.

Dan was brought up to speed on the events surrounding the concrete at the rink. Our concern about flooding the rink this winter and the unknown impact on the pads' warranty was discussed. Capstone has not provided anything in writing concerning a go-forward plan (other than their intent to grind), the reason for the deficiency, whether flooding will make the problem any worse, and if grinding the concrete was an industry-standard fix and if that would solve the problem or not. We asked Dan if the County could get more involved in getting answers, and he will discuss with Tarolyn. Dan advised not to flood the rink without hearing back from Cypress County or their legal team.

Dan was also informed of the year-and-a-half long struggle to get the electrical service split to power both in-ground lines leading from the pole. At present, we can only power one at a time as we are no longer switching back and forth due to seasonal needs (irrigation in summer, rink lights in winter). Dan asked that a summary of information be emailed to him to follow up on.

Motion: Nicole made motion for Jody to send electrical information to Dan in an email for him to follow up on– carried

Motion: Nicole made motion for Shevaun to get a letter from the concrete supplier and copy of Capstone's order to forward to Cypress County legal via Dan– carried

New Business:

Operating Expenses/Hiring – Jody

The facility is not the same as it was 5 years ago. We have bathrooms to clean, garbage to be picked up in rink area, skate shack, and on the grounds. Soon a fridge/cooler to be kept clean, as well as needing someone to meet renters, get out furniture rentals from cold storage, and put back. Someone to get signatures on rental contracts, and basically manage the property. Suggestion made to start thinking about hiring a part-time caretaker to go by once/week for check and clean, as well as meet renters. Preference would be to hire someone from Dunmore who can go over easily, not a company. Nicole and Trisha will work together to draft an ad. The caretaker will not be permitted to sit on the Board of Directors as it is a conflict. The cost of the caretaker will be added into the DCA operating budget submitted to Cypress County next Spring.

Motion: Nicole made motion to draft a tender for bathroom and garbage maintenance for the EDF Outdoor Recreation Centre – carried

Rental Rates – Jody

Rental rates for the facility and furniture need to be approved. Ball diamond: \$15/hr, EDF Outdoor Recreation Centre: \$65/hr or \$400/day, Cambro \$25ea, Tables: \$10ea, Chairs: \$2ea. DCA members to get 50% off all bookings and rentals.

While Rental Agreement was approved by Cypress County, we still need a procedure for handling rentals that is consistent.

Discussion of administrative procedures/access followed. Concern that Jody is the only one who knows where/how the systems are set up and how to use them presently. Bench strength needed as terms are ending, information must be passed on.

Motion: Nicole made motion to approve the facility and furniture rental rates above – carried

Motion: Jenna made motion to approve 50% off all facility, furniture, and equipment rentals for DCA members – carried

Motion: Nicole made motion for Jody to schedule Zoom training sessions for Wix, Alarm.com, PlanHero – carried

Upcoming Events - All

1. Movie Night #1: proposed for September 29th inside rink. Bring fire tables (propane allowed without permits), chairs, will sell Cineplex popcorn and possibly pizza. Adult-oriented move, not kids. Suggestions of Jumanji, Jaws, or Top Gun: Maverick
2. Movie Night #2: proposed for end of October in partnership with Amy at Safety Buzz. Would be kid-oriented (bring blankets, pillows), have popcorn and snacks like past events. Jenna will reach out to Amy.

3. Merry & Bright Festival: December 15th – Blair Reid has been booked to run the sleigh rides from 6-8. Rocheal will ask the school choir to sing again, Fire Dept needs to be contacted to attend and approve permit for bonfire, Cody Millington to be asked about building a tray to sit on ground under fire to make clean-up easier, Cypress Wind Fund request was for \$2000 for this event, but we will proceed whether those funds come through or not.
4. Cross-Generational Learning Workshops (pending funding): a partnered event with Eagle Butte High school to bring older and younger generations of our community together to share knowledge and skills, meet each other, and have fun. Trish Soptera of Eagle Butte to be involved, and Rocheal has offered the facility at no cost for use if the funding comes through. More in future on this.
5. Sylvan Learning Lego Build – Nevada to reach out and see if this is an event/workshop that is appropriate to run in the community, costs, etc...

Motion: Jody made motion to proceed with events 1-3 above and continue getting information about events 4-5. – carried

Survivor Raffle- Jenna will run the raffle in October 2023

Motion: Jody made motion for Jenna to submit for the raffle license so it can proceed in October – carried

PIN Codes - Trisha

PIN codes were not received by BOD when individual codes were suspended during event black-out periods. Directors are trusted and should have access to all codes. Event access code was sent to BOD in chat group.

Old Business:

2023 Dunmore Days – Jenna

Dunmore Days was a great success this year. Recommended Silent Auction instead of raffle table for following years. Revenue: \$17,434.05 Expenses: \$6,964.63 Funds Raised: **\$10,469.42**

A survey was released to the public and Jenna read the results. High marks in every category except the concession and garage sale. Will take into consideration when planning for next year. Date of Dunmore Days was discussed for next year and whether to move it. Traditionally it is scheduled the last weekend before school starts.

Motion: Jody made motion to accept as information - carried

Group Discussion: None

Next Regular BOD Meeting: TBD at Cypress Council Chamber. Trisha to schedule in DCA Board Chat group.

Adjourned by Trisha at 9:45pm