

# Dunmore Community Association Board of Directors Meeting Minutes

March 13, 2025

Cypress County Council Chamber

Present: Trish Drescher, Nicole Johnson, Jody Phillips, Jenna Riess, Shevaun Perrault, Amy Edmonstone, Rocheal Howes

Regrets: Scott Plouffe, Nevada Meyer, Joe Cartwright

Meeting called to order by Trisha at 6:34pm

## New Business:

Pump Track – Jody

Spring Clean-up – Trisha

Rates for rink access to non-Dunmore members – Shevaun

Rink Maintenance

Recreation Grant and 2025 Budget

AGM

Easter Event & Garage Sale Day

Mindful Mornings – Trisha

## Old Business:

Sink Leak - Trisha

Bylaw Updates - Trisha

## Unfinished Business:

None

## Review of Agenda and Previous Minutes:

*Motion: Shevaun made motion to accept the agenda – carried*

*Motion: Shevaun made motion to accept the December 3<sup>rd</sup>, 2024 minutes – carried*

## President's Report – Trisha Drescher – presented by Nicole Johnson

Jan 8 Concept Plumbing met at rink to take measurements and provide quote to replace both toilets to CRA certified back outlet units

Jan 9-29 Stripe info updated/verified to continue use - added Directors as per new requirements  
Jan 9 Reconciled 2024 Financial Statement  
Jan 9 Created 2025 Financial Statement workbook, uploaded to Drive  
January 9 Submitted 2024 GST through Netfile with CRA - we will get refund of \$3017.87  
January 29 Notified Med Hat Minor Softball League of rate increase from \$15-\$20/hr and that gst will be charged on future invoices. Updated website to new rate.  
February 12 Robin K. confirmed he will put in the new sign this year for Eagleridge Drive  
Feb 1 Advised yearly price for dcaalberta.com domain will increase from 26.09 USD to 30.71 USD (including applicable taxes)  
February 24 Concept Plumbing Ltd finished install of new toilets at the rink  
February 28 Submitted Community Foundation of SE Alberta grant application for \$4000 towards intergenerational learning program. Applied for 2 years.  
March 6 Submitted Pump Track plan to Beth, LesleyAnn, and Dan  
March 6 Sent email to Jim Taylor at LMT for topsoil estimate for pump track  
March 8 Received quote from LMT for 300 cubic yards of fill dirt \$7000.00 delivered  
Mar 13 Executive Meeting - prepared 2025 Budget, planned AGM  
March 13 T2 Corporation Income Tax Filed with CRA for 2024  
Mar 13 Submitted Development Permit Application to County for pump track

*Motion: Jenna made motion to accept the President's Report— carried*

#### Treasurer's Report – Nicole Johnson

The current Operating Account balance is \$22,156.30

The current Projects Account balance is \$7,057.81 – earmarked for Pump Track Project

The corrections that Alberta Registry has given for our 2024 Bylaw amendment regarding changes to borrowing, e-transfers, and wording for getting a credit card have been fixed and re-submitted for final approval and stamp. It will take approximately a month to get the approved bylaw amendment document back. We are ready to proceed with removing all monthly personal billing from our directors and set up a DCA credit card with a maximum \$1000 limit as per our new bylaws. This is to be used for automatic monthly billing only and not for paying one-off bills. All receipts for purchases will be refunded via e-transfer to board members as per the normal approval process.

*Motion: Shevaun made motion to accept the Treasurer's Report— carried*

*Motion: Jody made motion to apply for a \$1000.00 credit card to be secured with a GIC or other product as the bank requires. – carried*

*Motion: Jody made motion to transfer auto-payments from the following suppliers to the DCA credit card when received: Wix, PlanHero, Domain, Premium Plan, Ascend, Telus, and Apple ID. – carried*

*Motion: Jody made motion to set up card to auto-pay the balance each month from the DCA Operating Account so payments are not missed - carried*

## New Business:

### Pump Track - Jody

We are currently waiting for the development permit to be issued for the pump track. We have the funds to purchase the materials (300 cubic feet of fill dirt) from LMT (delivered). This price is valid until April 1<sup>st</sup>. The track design was submitted, along with a diagram of where the track will be located. The County has made it clear that if the project goes forward, there will be an expectation that the pump track does not become an eyesore. If it does, the dirt will be spread out and the track removed. We will need to have a maintenance sign-up sheet through Plan Hero where residents can help by doing minor weeding and garbage pick-up in the area. A sign will be required on property. The County has already reached out to Jubilee Insurance and is getting a response in writing that the pump track in their definitions is covered under the same policy as the park and rink. We will have to ensure that no motorized vehicles (quads or bikes) use the track. It was suggested that once the permit is received, we lay it out to the community and get a feel for the commitment to the project. If we do not get support, we will re-allocate the funds to other events and close the project. If the project moves forward, we will need board members to arrange equipment and manpower. Joe will get the pump track on the next available Council meeting agenda so they can change the land use designation. Trisha proposed we contact LMT to see if they will hold the current rate for our order with a \$3500.00 deposit. Jody to contact Elevation landscaping to get a quote to mow around the track periodically to keep it maintained.

*Motion: Amy made motion to approve \$3500.00 deposit to LMT if they will hold our rate – carried*

### Spring Clean-up

Broken Glass Replacement Plan – Trisha will get a quote to have the glass changed

Dugout Benches – installation plan – Scott is installing them this coming weekend

Assemble picnic benches from Blue Imp

Pickleball net/court

Order tape/ 6 tables from Uline

Spring clean-up will be on the May 3<sup>rd</sup> weekend, and will be separate from the pump track work.

*Motion: Shevaun made motion to approve purchase of 6 tables and tape from Uline – carried*

### Rates for rink access to non-Dunmore residents - Shevaun

Shevaun reported that there are multiple people she is aware of from Medicine Hat and surrounding area (Irvine) who would like to pay for access to the skate shack and bathroom facilities. She proposed a greatly inflated rate for non-Dunmore residents.

*Motion: Shevaun made motion to open Pin Code Access to the public for non-residents at \$50 per year to expire March 31<sup>st</sup> to coincide with the DCA membership cycle – carried*

## Rink Maintenance - Nicole

Nicole will check in with Jaime to confirm she is still happy doing the rink and renter maintenance and confirm if she wishes to continue for another year.

*Motion: Jody made motion to accept as information– carried*

## Recreation Grant and 2025 Budget – Nicole & Jody

The DCA will not submit a recreation grant application this coming year, as we do not have a major project in the works and Cypress County has been more than generous in past years. Nicole presented the 2025 operational budget to the board and asked for any final changes prior to the AGM.

*Motion: Nicole made motion to inform Cypress County we will not be submitting a Recreational Grant for the 2025 year – carried*

*Motion: Shevaun made motion to accept 2025 operating budget as information*

## AGM - Jody

The AGM will be Monday April 14<sup>th</sup> at 6:30 in the Cypress Council chamber. There are 3 board seats opening (2 previously open, and Nevada submitted her intent to resign at the end of her term). The Notice of Meeting was sent out on March 13<sup>th</sup>, 2025, as well as a reminder to all members that they will expire on March 31<sup>st</sup>. We need to recruit 3 new board members, and they must be a paid member as of March 14, 2025.

*Motion: Nicole made motion to accept as information – carried*

## Easter Event & Garage Sale Day

Amy, Trisha, and Nicole will plan and execute the Easter egg hunt this year. It will run on Easter Saturday.

Dunmore Garage Sale Day will be on June 6<sup>th</sup>. Jody will create event and sign-up. Jenna will post in newspapers.

Nicole will organize some ball diamond drop-in games via social media. Board may also hold some impromptu kick ball games and pickleball tournaments. Details to be discussed at next meeting.

This year's Kite Festival will be combined with a movie night, both events being held at the ball diamond and rink location. Date and details to be discussed at the next board meeting.

*Motion: Shevaun made motion to approve \$200 budget for Easter event – carried*

*Motion: Shevaun made motion to approve advertising expense for garage sale day - carried*

## Mindful Mornings - Trisha

Trisha's company is offering Mindful Mornings to Dunmore from July-Aug this summer at Sunrise Park. Her company offers a story (Slumberkins – curriculum used in schools), a craft, coffee/juice and snack to participants. It runs from 9am-10:30am and is not a drop-off. Families must stay and participate

together. They ran this program in Redcliff last year, and it grew from 2 to 37 people by the end of it's run. She is currently seeking funding from Cypress County for the program and will advise us if approved. The DCA will advertise the program.

*Motion: Shevaun made motion to approve application – carried*

#### Old Business:

##### Bylaw Updates – Trisha

The DCA bylaws have been mailed in for review. Trisha will advise on response from government agency.

*Motion: Shevaun made motion to accept as information – carried*

##### Bathroom Leak – Trisha

Jeff will look at the leaking faucet in the right-hand bathroom and try to fix it this week. If he can't we will contact a plumber to fix it (concept plumbing).

*Motion: Shevaun made motion to approve plumber if Jeff isn't able to fix the faucet – carried*

#### Group Discussion:

None

Next Regular BOD Meeting: Yearly schedule to be presented and approved at AGM on April 14<sup>th</sup>.

Adjourned by Trisha at 7:49pm