

Dunmore Community Association Board of Directors Meeting Minutes

May 12, 2021

Cypress Council Chamber

Present: Shevaun Perrault, Jody Phillips, Nicole Johnson, Jenna Riess, Amy Edmonstone, Olivia Whenham , Angela Adby, Donna Basso, Dan Hamilton

Regrets: Scott Plouffe, Alyssa Stork, Dawn Day

Meeting called to order by Shevaun at 6:30pm

New Business:

Park Maintenance Roles and Duties

West Side Park

Membership Drive

CFEP Grant Application

Table for next meeting

Upcoming Vacant Director Position

BMX

Review of Agenda and Previous Minutes:

Motion: Amy made motion to accept the agenda - carried

Motion: Olivia made motion to accept April 14th/21 Board Meeting minutes – carried

Motion: Donna made motion to accept April 28th/21 Special Meeting minutes – carried

President's Report:

The Dunmore Community clean-up project occurred over 3 days at the West-side Park and skating rink from May 7-9. 32 community volunteers participated. The project was spread out to minimize the number of people gathering, and volunteers were split into groups of less than 5 and worked in designated areas to comply with current Alberta Health restrictions. The bins will be removed tomorrow, May 13, as Hranco Industries Ltd completed removal of the lilac row and the old skate shack today. The DCA thanks Cypress County for providing the bins for the clean-up project.

Cypress County completed the safe removal of the old bathroom at the outdoor rink on April 26th. The DCA thanks Reeve Dan Hamilton and Cypress County Council.

The Rotary Club completed the planting project of 100 trees on May 1st with great volunteer support from the community. They generously included us as project partners in their posts, on their website, and in a newspaper article. The DCA is grateful for the work they did to beautify our community, and there has been a lot of positive comments from the community.

Robin Kurpjuweit (Solid Rock Fencing) and Peter Wilde have committed to donate the time and materials to replace the Dunmore Sign at the corner of Eagle Butte Drive and E 7th Ave. They will determine the sign design and schedule for removal and installation. The DCA will remove this item from Old Business as it is now in motion.

The Rink Maintenance discussion will be removed from Old Business as well pending the outcome of the CFEP grant proposal. The topic can be reintroduced for the 2021 Winter Season if required.

The website went live on April 17th. The first two days, 79 unique users visited the site. To date, there have been 199 site sessions, 119 of them unique users, and the average session time is 5 minutes. 47% of the visitors linked through Facebook.

- a. Total e-mail contacts: 11 requests for information
- b. Total members: 15 (includes BOD)
- c. Total local businesses signed up (in-kind donation advertising): 7
- d. Total Dunmore Days Committee Sign-ups: 2

It is still very early, but we need to consider that many people have visited the site and not signed up for membership. Later in the meeting we will discuss ways to increase those conversion numbers and ideas for a Membership Drive.

The Dunmore Days Planning Committee chaired by Olivia will have its first meeting on Wednesday May 26th at 7pm via Zoom. There will now be 3 board members and 2 community volunteers, on this sub-committee. If other community members volunteer in future, they are more than welcome and will be added to the sub-committee at that time. The sign-up form will remain live on the website until the day of the first meeting, and Jody will e-mail the contact information to Olivia 5 days prior to the meeting so she can send out Zoom invites. Jody will be passing the Dunmore Days folder to Olivia tonight to review past ideas for the event and to help her committee create a budget.

The Cypress County Recreational Grant Proposal has been completed and all Directors received a copy via e-mail to review. No changes were put forward, so it will be signed tonight by Shevaun and Nicole, and Jody will submit it to Cypress County tomorrow for consideration.

The log-in and password information for the e-mail dcadirectors@gmail.com has been sent to each of the Directors. Please try to use this e-mail for DCA correspondence if possible going forward so there is a record of communications preserved.

Cypress County no longer has a chemical gopher eliminator foam gun as per Dan Hamilton. Amy put forward that Prairie Rose School Division may have one.

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

Treasurer's Report:

Nicole reported current balance of \$32,025.36

Utility and insurance payments came out of the account for last month. Nicole has not yet deposited the Utility refund cheque and MOST payment (\$4,095.17) as she is waiting for the 2021 Operating Budget cheque to arrive

and then deposit it all together. Stripe payments from our website are going through and she has all of the log-ins and passwords to access and reconcile.

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

New Business:

Park Maintenance Roles & Duties – Shevaun

We have not yet received firm confirmation from Cypress County on the role they will be taking in grounds maintenance, or what we are responsible for. They have confirmed however, that we have been overlapping duties and both paying for the same service. It appears that the DCA has not put this out as a tender since 2011 according to documents on hand. We are required to tender this seasonal work. This will take time to get ironed out, but in the meantime we can get some things rolling and possibly tender a small portion of critical items to get started:

Duties covered in previous tenders:

1. Pick up garbage and take to dump
2. Cut grass in ball diamond, around park and within brush line
3. Weed control
4. Fertilize ball diamond only
5. Clean bathrooms
6. General maintenance on rink
7. Water ball diamond
8. Trim grass around trees
9. Drag the shale around ball diamond
10. General maintenance of playground equipment
11. Oversee sprinkler blow-out (meet company)

Average of 6 hours per week, possibly more in early Spring. Usually May 1st to Sept 30th

Shevaun reported that there are 6 garbage cans on the West Side and 5 on the East side, and there will be 3-4 on the new path. Cypress County will empty them on the 1st of the month, the DCA will be responsible for the remaining 3 weeks.

Dan Hamilton advised he will find out about the sprinklers for the ball diamond and whether they can be put on a timer. He will contact a gentleman who can trace the lines and find / fix the breaks. There is no visible blow-out for the sprinklers on the West Side, but there is on the East Side park.

New tender will include:

1. East Side Park: mow weekly, weed whip, fertilize 4 times/year
2. West Side Park: mow monthly, weed whip around trees and park enclosures
3. Garbage Cans: empty 15 cans on the 2nd, 3rd, and 4th weeks of each month

Tender will be posted in the Commentator and on our website

Applicants must supply lawn mower, weed whipper, garbage bags, vehicle, fertilizer, and fertilizer spreader.

Applicants must have a business license and proof of liability insurance

Motion: Amy made motion for Shevaun to create tender documentation and advertise it by May 15th in the Commentator. Jenna to post announcement and link to website, Jody to put on website. Grounds Maintenance Contract to be awarded and commence by target date of June 1st/2021 – carried

West Side Park

The park equipment order was finalized last Thursday. There are 2 installation dates to choose from: June 14th and June 21st, both Mondays. Richard Oster prefers June 21st. Mickey will be on site the weekend before to move and re-install the swing set on his own. He will pick up the equipment and deliver it to site. Installation will take 3 days (Monday through Wednesday) and we need 5 volunteers for 10 hour days. We can split the shifts up, but we need to get a sign-up sheet going ASAP to ensure we have coverage. Jody will create a volunteer sign-up sheet that people can link to and fill in with live updates. She will post the link in the DCA FB page, and Jenna share it to the Dunmore Neighborhood Group. The link will also be posted on our website.

Blue Imp has asked if we will be putting construction fencing around the perimeter. Richard Oster advised that yes, we should use the fencing considering liability issues. He has generously offered to contact Art's Excavating to see if they have the fencing available for the duration of the project and will arrange to have it delivered to site. He will need 3-4 people for a few hours to help unload the truck and set it up. He said it's quite easy.

Richard has also confirmed that he will remove the old equipment with the track hoe when he is there. Once the date is confirmed, we will schedule the recycle bin to be dropped off by PHF Steel & Recycling. They have agreed to drop off the bin and pick up at no cost if we forfeit the value of the steel. Normally, they require 2000 lbs of steel to include free of charge and we will be significantly short of that mark.

Blue Imp and Richard will coordinate their schedules directly, so our job will be to have volunteers on site at appropriate times. Zach has advised that we paint the octopus climb during the 3-day installation so it can set prior to the rock coming back in (also, the park will be blocked off already). The paint will be delivered to site with the rest of the equipment. Richard Oster has also agreed to help populate the list of companies he has brought on board to be listed on the Park Sign after the project is completed to ensure no-one gets missed.

Seven parties (individuals and businesses) have expressed interest in some of the old equipment. We originally said no to everyone due to liability issues, but there was a clear desire expressed to try to save and re-use the equipment by the community. Jody contacted Cypress County to see about utilizing a liability waiver. Dan Hamilton reported that the County has agreed to allow the equipment to be sold, but the liability waiver must be signed and a bill of sale obtained. Dan Hamilton recommended using Bidding Battles to give everyone a fair opportunity to bid if they want, and eliminate the need for the DCA to select a winner.

Steps to proceed: The parties that expressed interest will be notified via e-mail of this change before a public announcement is made as a courtesy. Jenna will put the items on Bidding Battles Saturday June 12th around 8:30, the week-end before scheduled removal. The lighthouse, teeter-totters, and 2 small ducks will be listed separately including a photograph, copy of the waiver, and notice that the bill of sale must be signed. Starting bid will be FREE. Pick-up for the item will be available once it is removed during the park construction project. Winners will not be permitted to remove the equipment themselves due to liability as per Dan Hamilton.

Motion: Amy made motion to proceed with the above steps for selling the used park equipment on bidding battles, to schedule the park installation for June 21st, to have a port-a-potty in place prior to

commencement, and to forfeit the value of the steel (for any item that doesn't sell) if it needs to be recycled – carried

Membership Drive

Membership is essential to success for future funding from Cypress County as the number of members and attendance at volunteer programs and events is a measurement tool for determining the support the DCA has in and from the community. While we have had traffic to our site and amazing turn-out at the recent volunteer events, we have not yet gained very many members. It will take years to build a strong membership, but this remains a priority that we must be vigilant about.

Jenna reminded the group that the DCA originally started the Dunmore Garage Sale Day and suggested that by advertising it in the Commentator and Medicine Hat News with links to our website listing the participating houses, it will drive traffic to our site and increase our exposure. Angela said that traditionally it was always done the 2nd week in June. Olivia said that a star map could be created to show where they are located and it could be posted on the website. Jody suggested that if anyone wants to have their address advertised, they can fill out the existing contact form on the website.

Olivia suggested that we have a membership table at Dunmore Days.

Motion: Jody made motion for Shevaun and Amy to post the Dunmore Days Garage Sale Weekend in the Commentator and Medicine Hat News for June 12th, 2021, for Jody to create an event on the website and update addresses as they come in, and for Jenna to advertise the link in the FB group. - carried

7:45pm Donna left the meeting - quorum remains

Update – Dan Hamilton

Dan advised that the Cypress County Councillors have offered to provide and cook the Pancake Breakfast for Dunmore Days this fall. We are to coordinate timing through him as we get closer.

Irvine community has been approved up to \$1M for a new library.

Motion: Jody moved to accept as information – carried

CFEP Grant – Jody

Jody reported that the CFEP grant is almost complete and will be forwarded to Olivia for review. Amy suggested we can also pro-actively research if there are any other companies or organizations in the area who may wish to sponsor the outdoor rink or other development project.

Motion: Nicole moved to accept as information – carried

Next Regular BOD Meeting: Wednesday June 9th, 6:30 at Cypress Council Chamber

Adjourned by Shevaun at 8:35pm