

## Dunmore Community Association Board of Directors Meeting Minutes

January 12, 2022

Cypress Council Chamber

Present: Dawn Day, Shevaun Perrault, Jody Phillips, Nicole Johnson, Scott Plouffe, Amy Edmonstone, Donna Basso, Jenna Riess, Dan Hamilton

Regrets: Olivia Whenham, Alyssa Stork

Meeting called to order by Shevaun at 6:35pm

New Business:

Skate Shack Security – Dawn Day

Skate Shack Sign – Jody Phillips

Skate Shack Schedule and Key Distribution – Jody Phillips

EDF Renewables Meeting – Jody Phillips

AGM – Shevaun Perrault

Unfinished Business:

Fireworks & Bingos

Review of Agenda and Previous Minutes:

*Motion: Jenna made motion to accept the agenda - carried*

*Motion: Dawn made motion to accept November 10/21 Board Meeting minutes – carried*

President's Report – Shevaun Perrault

On November 29, 2021 the electrical, water meter and heater installations were completed at the Sunrise Skate Shack. Furniture was installed and additional interior painting was also completed. The first flood of the outdoor rink occurred on December 29<sup>th</sup>, and the rink and shack opened to the public on December 30<sup>th</sup>. The rink has been used daily since being opened and there has been excellent response from the community.

The Cookies and Cards Holiday event occurred on December 5<sup>th</sup> at the Safety Buzz campus, and 43 people attended. Thank you to the committee for putting on such a great event.

The \$200 donation to support the Dunmore Festival of Lights was issued to Della Burkitt on November 25<sup>th</sup>.

The new Sunrise Park sign and the donor sign were ordered on November 10<sup>th</sup>. There has been a delay in the installation due to weather and SpeedPro Signs estimates the signs will be in place by early Spring.

The CFEP Small Stream grant proposal for \$125,000 has been completed and it is due this Saturday (January 15<sup>th</sup>). It will be submitted by Jody Thursday or Friday. We will hear back in June whether we are successful or not.

#### Treasurer's Report – Nicole Johnson

Current bank balance as of January 12, 2022 \$42,357.74.

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

#### New Business:

##### Skate Shack Security – Dawn Day

Telus will not provide internet to the Sunrise Park site, but Shaw will. The wait time to install is up to 6 months. We do not have to pay for the service to be brought in, but we do have to sign a 3 year contract with a minimum \$100/mo in services. Dawn has initiated this service with Shaw – we are on the wait list. Dawn has quotes from Saber Security, ProComm, and Elhart's Electric (cameras only). Saber offers 1 camera, 1 lock for \$40 per month. Dawn not confident this is the best plan because it is essentially a security contract for which we would not be using most of the features (alarming, motion). Jenna proposed the purchase of a door lock from Home Depot and a separate camera through Nest Aware (up to 200 access codes). Both run on an app remotely and the plan cost is only \$16/mo. Jenna will get more information about the plan options for the next meeting.

*Motion: Amy made motion to receive information – carried*

##### Skate Shack Sign – Jody Phillips

A quote was provided for a metal 8"x56" sign for the skate shack. Sign to include the DCA Logo and words "Sunrise Skate Shack" and be installed above the door. SpeedPro will provide the metal screws (white) so they are invisible, and we can install it ourselves.

*Motion: Jenna made motion to approve \$63.98 for "Sunrise Skate Shack" sign to go above the door at the building – carried*

## Skate Shack Schedule and Key Distribution – Jody Phillips

The Skate shack was opened daily from 1pm-8pm through the extended Christmas break. We need to decide ongoing hours through the rest of the season and will need Board members to sign up to unlock and lock the shack. Suggest Friday through Sunday 10am-8pm. The Skate Shack Access Schedule is here in hard copy with 11 weekends taking us to the end of March. If each board member will sign up for 2 spots we'll have full coverage. I'll e-mail the schedule to everyone electronically tomorrow. The Minute Book now has a Key Distribution Record that shows every DCA key and who has it. As keys are issued today, they will be logged in the record. Suggest exterior keys only are issued as not sure everyone needs access to utility room and its just a greater chance of losing keys. Items noted that are needed at Skate Shack: self-closer on the door as it has been left wide open by patrons, cover for thermostat and light switch, outdoor sign posting shack hours, garbage can.

*Motion: Donna made motion to approve new Sunrise Skate Shack schedule (as above) – carried*

*Motion: Jody made motion to accept donation of door self-closer from Dan Hamilton – carried*

*Motion: Donna made motion for Scott to contact Elhart Electric about covers for the thermostat and light switch – carried*

*Motion: Donna made motion for Shevaun to purchase a garbage can and bags– carried*

*Motion: Donna made motion for Jody to post shack hours sign on shack exterior– carried*

## EDF Renewables Meeting – Jody Phillips

On December 2<sup>nd</sup> I met with Mark Gallagher, Susan Jin, and Kim Kenna of EDF Renewables. Mark confirmed that the yearly donation of \$25,000 will be auto-generated and will not require a request from us. They intend to set up the fund to issue each Spring. They will not require a formal document from us each year, other than an annual 1-page summary describing how the funds were used. Robin Kurpjuweit will be involved in the decisions to issue the funds (%) wise as a form of oversight. Once the program is going, the DCA, Robin, and Kim Kenna will agree on the funds allocation each year. We received permission to use the EDF Renewable and Cypress Wind Project logos in our advertising, and Susan has already sent us the approved logos. If funds are not applied for or used, they roll into the DCA budget for the following year. EDF Renewables requires that we put an add in a local paper 1/yr for local groups/organizations to apply for. Agreed to start we can do a 10%/90% local:DCA ratio until program starts taking off due to the large-scale projects the DCA has going on. Activities (just a small sample) that they are in support of are:

- Ipads for schools
- Apple Program (fresh fruit in classrooms)
- Equestrian
- Parks/Trails/Benches
- Outdoor Fitness
- Kite Festival
- Christmas/Holiday giving programs (hampers, etc...)

After the outdoor rink is completed, they prefer that the funds be used for Community programming as opposed to maintenance fees/repairs (eg. New roof).

For now however, we are to hold off any news releases as Mark is going to revisit the idea with the EDF Board of donating \$160,000 in one large payment towards the Outdoor Rink in exchange for naming rights. As a result, EDF would hold back additional funds for the next 3 years. This is possible due to the Bull Trail Project which EDF is pursuing which would give them 2 projects in our geographic area and could potentially justify this large donation to our community.

Mark will remain the main point of contact for EDF until the program is up and running.

*Motion: Jenna made motion to receive as information– carried*

#### AGM – Shevaun Perrault

On December 13<sup>th</sup>, our Annual Christmas Newsletter was emailed to all DCA members which notified them of the upcoming AGM in February. I am giving 30-day formal notice that the AGM will be held in February of 2022. We need to select a date and then send an additional email to all members to meet our Bylaw requirements. We also need to decide on the agenda for the meeting. Members may submit issues/ideas for discussion at the AGM up to 7 days in advance of the meeting. The AGM will not be an open forum, and will proceed item by item, only discussing issues submitted in advance.

- Decide date
- Decide agenda
  - President’s Report of the Year’s Activities (2021);
  - Treasurer’s Report and the Audited Statements of which sufficient copies are to be available for examination and viewing by the members present;
  - 2022 proposed plans
  - 2022 proposed budget (general)
  - Election of Directors;
  - Any other business of the Association
- Approve e-mail to members with 30-day notice
- Confirm 1 board opening (give option if anyone else wants to resign)

*Motion: Amy made motion to approve AGM Date of Feb 16/22 at 6pm – carried*

*Motion: Jenna made motion to approve AGM preliminary Agenda (as above)– carried*

*Motion: Donna made motion to notify members 30 days in advance via email – carried*

#### Upcoming Events – Group Discussion

Shevaun proposed that all discussion of Fireworks be halted in the immediate future until COVID is past or under control. If we book the company for next New Year, there is a large portion of the booking fee that is not refundable and if they are unable to travel or additional restrictions are imposed, we would have nothing to show for those funds.

*Motion: Jody made motion to take Fireworks off Unfinished Business until they are re-introduced at a later date– carried*

Jenna would like to organize an Easter event for the kids in the community. Details will be discussed at a later meeting and a sub-committee formed.

*Motion: Jody made motion to approve a kid-oriented Easter Event – carried*

Jody reported that she has looked into Banger Bingo as an adult-only evening of entertainment. Discussion of using Rusty's, Desert Blume, or Longfellow Hall was had. Jody will contact all 3 venues and Banger Bingo to figure out options and present at next board meeting. Discussion supported an adult-only event as we have not had one yet and the timing will be good to bring out a large group before the weather really warms up. Proposed month would be March 2022.

*Motion: Nicole made motion for Jody to get the pertinent details for next BOD meeting – carried*

Next Regular BOD Meeting: Wednesday February 16, 7:00 at Cypress Council Chamber directly following AGM.

Adjourned by Shevaun at 7:58pm