

Dunmore Community Association Annual General Meeting Minutes

February 28, 2023

Cypress Council Chamber

Present:, Shevaun Perrault, Jody Phillips, Nicole Johnson, Scott Plouffe, Amy Edmonstone, Melissa Sawchuk, Nevada Meyer, Dan Hamilton, Lorraine Hilgendorf, Stan Hansen, Gwenna Humphreys, Clifford Wardell

Regrets: Olivia Whenham, Jenna Riess, Trish Drescher, Rocheal Howes,

Meeting called to order by Shevaun at 7:04 pm

Agenda:

1. Nominations for Board of Directors, closing of ballot
2. President's Report of the Year's Activities (2022);
3. Treasurer's Report and the Audited Statements of which sufficient copies are to be available for examination and viewing by the members present;
4. 2023 proposed plans;
5. 2023 proposed budget;
6. Election of Directors (5)

Opening remarks by President – Shevaun Perrault

Good evening! Just a couple of housekeeping notes before we get started. All members had the opportunity prior to tonight's meeting to submit questions or concerns that they would like addressed on the agenda. The agenda is now closed. Any new topics will not be discussed at this time, but we would be happy to follow up with you after the meeting.

Voting will be by a show of hands, except the election for directors will be done by secret ballot if there is more than one nominee per position.

Nominations for Board of Directors – Shevaun Perrault

We have 4 open seats for the board of directors and the seat of president is up this year as well. Members who have put their names forward are: Trish Drescher for president, Shevaun Perrault, Jenna Riess, Rochelle Howes, and Nevada Meyer for director seats.

Floor is now open to accept new nominations.

Nominations asked for 3 times

Motion: Jody made motion for nominations to cease - carried

Nominations were ceased.

As there were no additional nominees from the floor, Shevaun declared Trish Drescher president, Shevaun Perrault, Jenna Riess, Rochelle Howes, and Nevada Meyer elected by acclamation and no vote is necessary tonight. We welcome them to the board of directors and look forward to working with them.

Motion: Jody made motion to accept the five nominees by acclamation to the DCA Board of Directors effective immediately – carried

President's Report – Shevaun Perrault

Relationships

We have maintained a positive relationship with Cypress County, and appreciate all their help and feedback they have given us this year. We have also kept good ties with our community- we have seen great turnouts for community events and activities.

Events:

Banger Bingo Fundraiser @ Rusty's February 2022 raised over \$900.00- 85 tickets sold
Sod laid in Sunrise Park April 2022
Easter Kids Event April 2022- 54 kids participated
Rink demolition started May 2022
Kite Festival- June 2022- 45 people attended and 26 kites in the air.
Survival Raffle that raised over \$3300.00 that went into pump track funds.
Dunmore Garage Sale Day- 31 sales (2021 had 17!)
Dunmore Ball diamonds opens July 2022
Dunmore Days August 2022- over 300 for pancake breakfast, revenue over \$2500.00
EDF Structure completed October 2022
December 2022- Merry and Bright Festival- over 150 community participants came out.

All our community events exceeded our expectations for attendance! We had positive feedback from each event, and we came out with more knowledge on how to keep events going and make them successful.

DCA supported other Community groups:

Dunmore Equestrian Society, 4-H Multi club,

Public Engagements and Visibility

Website has had over 3100 site visits, 1800 of those unique visitors. And the average session lasted just under 5 min.

Facebook has been the main social media tool. This year our posts reached 23,000 (up from last year's 9800) of those posts 1840 people then visited our page to see more (up from 1840 last year)

Nicole Johnson did an interview in a small documentary on the EDF Renewables Outdoor Recreational Center.

Olivia Whenham did a feature on CHAT TV about Dunmore Days.

In closing, I would like to mention that in order to pull off any of these community events, it takes a lot of volunteer time and effort. When we made call outs for volunteers, the community stepped up and filled our requests. We used Plan Hero to communicate what events we were doing and unutilized it for volunteering shifts.

We have some new faces joining the association this year, and strong leadership that is continuing. The DCA is looking forward to hosting and putting on more events in 2023!

All minutes from the meeting can be found on our website: dcaalberta.com

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

Treasurer's Report – Nicole Johnson

The financial statement for 2022 has been completed and copies were available for review by members.

DUNMORE COMMUNITY ASSOCIATION		
FINANCIAL STATEMENT - YEAR ENDING DECEMBER 31, 2022		
Opening Bank Balance January 1, 2022		\$ 42,319.50
Revenue		
Bank Interest	\$	37.88
Donation - Pump Track	\$	1,500.00
EDF Community Fund	\$	10,000.00
Event - Banger Bingo	\$	2,105.16
Event - Dunmore Days	\$	8,251.25
Event - Dunmore Survivor Raffle	\$	6,561.07
Event - Kite Festival	\$	20.00
Event - Virtual Escape Room	\$	576.26
Membership Fees	\$	191.20
Operating Budget - Cypress County	\$	12,000.00
Rink Project Donations	\$	393,373.25
Total Revenue	\$	434,616.07
Expenses		
2021 Liabilities	\$	995.12
Cypress County Community Grant	\$	1,750.00
EDF Community Fund (for distribution)	\$	8,000.00
Event - Banger Bingo	\$	1,655.63
Event - Dunmore Days	\$	3,358.16
Event - Survivor Raffle	\$	2,352.20
Event - Kite Festival	\$	244.91
Event - Virtual Escape Room	\$	222.51
Event - Garage Sale Day	\$	58.00
Event - Merry & Bright Festival	\$	3,139.95
Outdoor Rink Project	\$	391,897.27
Sunrise/Eagleridge Park Maintenance	\$	2,703.75
Utilities - Cypress County (Water)	\$	4,306.34
Utilities - City of Medicine Hat (Electric)	\$	864.82
ATB Bank Fees	\$	14.60
Administrative Fees	\$	1,404.95
Total Expenses	\$	422,968.21
Liabilities		
None		0
	LIABILITIES	\$ -
BANK ACCOUNT BALANCE DECEMBER 31, 2022		\$53,967.36
DIFFERENCE		-\$ 0.00

I am happy to present our prepared balance sheet and financial statement for the year ending Dec 31st, 2022.

In 2022 we decided to open 2 additional bank accounts with ATB Financial. One to separate our project budget, specifically for the current Outdoor Rec Centre project but to also be used in the future for other projects that may benefit from keeping funds separate from the main operating account and an account for maintaining the EDF Community Fund. All of our accounts require two signatures from the DCA executive. We do have online banking set up for transferring between accounts and monitoring activity.

We have a combined bank account balance as of December 31, 2022 of \$53,967.36. Of that balance \$40,173.30 is in the project account and 100% allocated towards finishing the outdoor rec centre. There is \$13,794.06 in the operating account. Of that balance \$7057.81 was specifically raised to be used towards a Pump Track in Dunmore.

This year was a great success in terms of fundraising and moving forward with a huge project! When we started the year we had been turned down on our first major grant application and decided to break this ambitious project into two phases. Through diligent fundraising and presentation efforts and fantastic community partners, we are extremely proud to share our total fundraising efforts for the EDF Outdoor Recreation Center came to \$393,373.25. This allowed us to proceed with both phases of the project all in one year which is a major accomplishment for our association!

In addition, we hosted more community events (including being able to start using the new Outdoor Rec Centre and Skate Shack) and continued to reinvest in the community! We not only continue to receive and pass on the Community Impact Grant from Cypress County (currently \$2000/year for other small community minded projects) but we also assist in facilitating the EDF Community Fund (now \$10,000/year for additional projects in Cypress County). Our own events were well attended and typically breakeven on costs, or make a small profit.

We were able to host some fantastic events this year and making a profit on events like Dunmore Days (profit this year was \$4893.09) allows us to reinvest those surpluses back into other free events for the community like the Merry & Bright Festival which was a huge success and completely free to our community members with a total cost of \$3139.95. Many other smaller events such as the Kite Festival, Virtual Escape Room, and Dunmore Days have minimal outward cost that is covered from profitable community events and DCA membership fees and continue to bring together our community.

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

2022 Proposed Plans – Jody Phillips

Capital Project Plans

Skate Shack Security with Remote Locks

In early 2023, the Sunrise Skate Shack had unlimited wifi installed, and the installation of a remote access and camera system will be completed in April of this year (the access panel was on back-order). Our service provider is Sabre Security, and the equipment chosen will be wired in directly with key-pad access. Once in place, the DCA board will issue personalized PIN numbers to each DCA member so they can access the shack whenever they want with the exception of black-out times when the DCA is utilizing the space for an event or other board-approved activities. Entry by PIN will be trackable, so we know who to follow up with if damage occurs...and this is done to protect our investment. The Video Surveillance Procedure, Agreement of Confidentiality, and End User Agreement for PIN Access were adopted at the Nov 10 2021 BOD meeting. The Video Surveillance Policy was accepted as a guideline in principle until it undergoes further review and is adopted as policy, which will be completed in the next month. Once all documentation is approved and the system is physically in place, we will publish all documents on our website and the program will go live. In addition to access to the shack, members will be given the password for free wifi at the park as an additional membership incentive. The policy regarding password renewal and communication on a scheduled basis has yet to be created and approved.

Pump Track

(\$5000) was previously approved by Cypress County Council for the creation of a pump track in the Cypress County municipalities. Last year we tried to get the project going as a test-case with large piles of dirt and minimal sculpting to get a sense of how much it would be used by local kids, and therefore warrant greater investment. These tracks can be upgraded and even expanded, paved, you can add seating, landscaping and such, so there is great future potential for this attraction if it's really popular with a low initial investment. In addition, we had conducted a FB poll in early 2021 regarding the pump track and received over 100 positive responses to putting one in our community. Unfortunately, the plan got a bit derailed as a larger-scale track (similar to the facility at Redcliff), was proposed by a local group to Cypress Council and the council rightly wanted a more permanent site development plan. We were in the middle of the Outdoor Rink build and did not have the resources to switch gears to this broader plan at that time. Our goal this year is to see if we can revert back to our original plan and get support from the County to proceed. Last year we were able to raise an additional \$7057.81 to add to Cypress County's \$5000, bringing the funds for this project to just over \$12,000. It's a great project because it is fully funded and it could be a relatively quick installation that can be enjoyed immediately this Spring.

Outdoor Rink

Late last year, we were able to green-light Phase II of the Outdoor Rink which included concrete work and rink board installation. This was a direct result of EDF Renewables coming on board with a hefty financial contribution in exchange for naming rights for the facility. The signage has gone up, and the Outdoor Rink is now officially called the “EDF Outdoor Recreation Centre”. We are so grateful for their support.

The building arrived 6 months early, and so was finished way ahead of schedule. The rink board installation is proceeding over the next few weeks. In addition, the final lights for the building signage will be installed, donor signs will be installed on the rink boards, and a grand opening/ribbon cutting ceremony is being planned for May 26th. Once these foundational project expenses are paid, the DCA will have spent \$387,000 of the just-over \$393,400 raised, leaving approximately \$5000 in the project bank account.

During construction, it was determined in consultation with County representatives, that an additional \$47,000 in concrete work and ground leveling would need to be done. Those funds had originally been allocated to sports equipment, storage, etc... and we currently do not have the funds to add these items.

We will be putting in a capital request to Cypress County Council, to approve approximately \$55,000 for the following:

Line Tape	\$ 1,500.00	Uline
Picnic Tables est	\$ 8,000.00	Blue Imp
Hockey Nets est	\$ 900.00	Source for Sports
Pickle Ball Nets (x2)	\$ 900.00	Source for Sports
Basketball Hoops/Backboards	\$ 5,856.00	Blue Imp
Basketball/Tetherball Installation	\$ 4,400.00	Blue Imp
Tables/Chairs	\$ 12,000.00	Uline
Cold Storage C-Can 40'	\$ 18,000.00	Auction
Christmas lights	\$ 3,000.00	Amazon/Installer
Rink sweeper/shovels	\$ 3,000.00	
Drink Dispensers	\$ 2,000.00	
Tether Ball	\$ 578.00	Blue Imp
	\$ 59,556.00	

The approximately \$5000 left in the DCA project account will be 100% allocated to these expenses.

Parking Lot

Dunmore Days last fall had over 300 attendees, and the Merry & Bright Festival brought out just over 150. As our events are being well-attended, and we are building out the park attractions, it has become apparent that we need a better parking option close to

the park. We do not have any funds allocated for parking, nor are we intending to put in a capital asset request form for this in 2023. However, it is our intention to start a dialogue with Cypress County to see if they will take on this project as a needed part of park infrastructure. We will propose 2-way access to the lot from right before the corner into the field directly above the park, and further down towards the mailboxes. If this project is not approved, we will have to look at fundraising options to ensure the safety of park patrons.

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)

Event Plans

1. Continue hosting the Annual Events
 - a. Dunmore Garage Sale Day in June
 - b. Dunmore Days in August
 - c. Merry & Bright Festival
 - d. Kite Festival
2. Goal is to run a minimum of 4 additional community events in the 2023 calendar year, not including partnered events like Movie Night in the Park with Nathan Nunweiler for example.

Questions/Comments about Event Plans?

Motion: Amy made motion to accept the 2022 Proposed Plans report – carried

2023 Budget – Nicole Johnson

I will now share our 2023 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. As I mentioned in the previous treasurer report, our community events are supported by membership fees and are typically expected to break even on costs. When we make a profit from one event, like Dunmore Days, that allows us to fund additional free community events. By encouraging folks in our community to join the DCA and pay their \$20 membership fee, and participate in fundraising events we are

able to continue growing our ability to maintain and expand the variety of events we can provide throughout the year.

For our 2023 operating budget we are planning to request \$11,000 from Cypress County for our Annual Recreation Grant. We would like to continue to pass on the Community Impact Grant to other small initiatives in the area, which has been an additional \$2000 the last two years, for a total request of \$13,000. We have budgeted our anticipated expenses in 2023 as follows:

Expense	Description/Notes	Amount
Park Maintenance	Tree service, extra mow for Dunmore Days	800
Porta Potties	Use Citicans again, 2022 expense was \$1968	2000
Internet	Unlimited Wifi at Sunrise Park	960
Security/Access	Sabre Security - pin code access to skate shack	360
Admin Expenses	Website, Insurance, Processing Fees, 2022 was 1405	1500
Utilities	2022 Utilities were \$5171, expected to increase	5300
Community Impact Grant	grant money is used to support small local projects	2000
Total		12920

One of our goals for 2023 is that by providing pin code access to the skate shack for DCA members and Wifi at Sunrise Park, that we will be able to encourage more community members to sign up as formal members of the DCA for the annual membership fee of \$20. The raised money from memberships will go directly into our community events and we are encouraged by the success of Dunmore Days in 2022 that we can continue to make a profit at that event to support our other initiatives.

One of our concerns for 2023 is that we are still responsible for paying the water bill for both parks in Dunmore which did increase substantially in 2022 now that the county has fixed the sprinklers for the ball diamond and has added that to our water bill. In 2022, the county did end up approving paying this expense for us, so if the water bill is excessive again in summer of 2023 this may be a challenge. We do have some upcoming opportunities to start raising money from the ball diamond in 2023, but many details are still unknown at the time of preparing this budget.

Motion: Scott made motion to approve the 2023 budget– carried

Election of Directors (5) – Shevaun Perrault

Bypassed in Agenda because no vote occurred.

Closing Remarks – Shevaun Perrault

We want to remind everyone that your memberships will expire on March 31st, at which point dues can be resubmitted online. You will receive an email a few weeks before the expiration.

Your membership fees went directly into the projects and programs that we ran this year, so we thank you for being involved and contributing to our efforts. We hope our members will enjoy the skate shack access and Wi-Fi at the Park going forward!

I also want to thank the board 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. You stepped up and made things happen. Thank you so much.

There will now be a 10-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: Wednesday Feb 28th, at Cypress Council Chamber immediately following the AGM.

Adjourned by Shevaun at 7:34pm