

Dunmore Community Association Board of Directors Meeting Minutes

January 18, 2023

Eagle Butte High School

Present: Shevaun Perrault, Nicole Johnson, Jody Phillips, Olivia Whenham, Amy Edmonstone, Rocheal Howes

Regrets: Kearston Reesor, Melissa Sawchuk, Jenna Reiss, Scott Plouffe

Meeting called to order by Shevaun at 7:02 pm

New Business:

Kayla Cox – Bridges Family Programs (Rural Care)

Old Business:

Merry & Bright Festival

Outdoor Rink

Capital Funds Request and Report to Cypress County on Rink Facility/Grounds Next Steps

Table/Chair donation – coordinate labour

AGM

Unfinished Business:

None

Review of Agenda and Previous Minutes:

Kayla Cox – Bridges Family Programs removed from agenda

Motion: Amy made motion to accept the agenda - carried

Motion: Olivia made motion to accept October 127/22 Board Meeting minutes – carried

President's Report – Shevaun Perrault

Nothing to report by President

Treasurer's Report – Nicole Johnson

The current operations bank balance is \$13,794.06.

The current projects bank balance is \$40,173.30.

Treasurer will be preparing 2022 Financial Statements to be presented at the AGM

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

New Business:

Merry & Bright Festival – Jody

The festival had a budget of \$3500 (\$2000 from EDF Community Fund, and \$1500 from DCA Operating Account. Total expenses for the event came to \$3,139.95, \$360.05 under budget. The event was attended by approximately 150 community members.

Recommendations for 2023:

4 hot chocolate insulated dispensers (3.5gal, 56 cups)

2 apple cider perks (100 cup each)

no coffee (maybe small perk (12-20 cups), but could eliminate sugar/creamer/stir sticks

8oz cups instead of 12oz

200 Christmas Treat Bags instead of 100

Deliberate snow pile for kids if possible, plus 1 for little ones

6 Stacks of pallets (8 high each) - 48 to 55 pallets is more than enough

Use feeder again - safety was on point

Sleigh rides - absolutely! Well done, and they provide their own safety person/loader

Parking lot county cleared out was not used, need signage next time to direct people there

Motion: Nicole made motion to accept as information– carried

Outdoor Rink: - Jody

Rink boards tentative installation date is the week of Feb 13th.

City signs is installing signage on both ends of the building by end of January

Electrical will be scheduled after sign installation to finish putting in the exterior goose-neck lights on the building which will illuminate the signs.

Security access will be installed by Sabre Security at both interior and exterior of skate shack with key pads within next 2 weeks. Roll-out of previously-approved Confidentiality Agreement, Pin-code access terms of use, and Video Surveillance policy and procedure will occur soon after. Will be posted on social, on our website, and e-mails with the terms and instructions will be sent to all current members. The wi-fi hub was installed and tested a few weeks ago and it works great. Regular cost for equipment is \$480, but we got it free from Tom Harris Cellular and only paid the battery recycling fee of \$5, plus the Device Margin fee of \$25 in addition to gst on the original amount (\$19.50) totalling \$49.50. The ongoing contract rate for unlimited wifi is \$80/mo and has been set up to auto-debit from the Operations bank account. The contract is for 2 years.

Ribbon Cutting Ceremony needs to be planned for this coming Spring. We are hoping to use the Cypress County PR rep to help plan and execute this with donors, cypress county, members of the press, and community members in attendance. This needs to be well attended and well-planned. We will need a spokesperson and decide on the grand opening feature –Need team on this, not one person likely. Date will need to be coordinated with Cypress County and EDF.

Motion: Nicole made motion to confirm 1st or Last weekend of May with EDF and Cypress County – carried

Motion: Jody made motion for Shevaun, Jenna, and Amy to form a sub-committee to plan and execute this event – carried

Motion: Amy made motion to approve \$5000 budget for the ceremony/event - carried

Capital Funds Request and Report to Cypress County on Rink Facility/Grounds – Jody

The agreement for the DCA not to request capital funds for projects from Cypress County for 2 years expires this season. I would like to put together a presentation for Council on the rink progress, investment totals, and outstanding items to finish the facility completely. These include: Rink signage (interior of boards for \$10,000+ rink project donors), line painting, picnic tables, hockey nets, pickle ball nets (2), basketball hoops/backboards plus installation, tables/chairs, cold storage shed.

We have just over \$40,000 left in the project budget, but \$15,000 is earmarked for boards installation, \$2000 for electrical, and another \$4150 for main building signage, leaving approximately \$19,000 towards the final finishes. The list above is not exhaustive, and doesn't include the portable PA system, dj light bar, and sundries like hot beverage dispensers, coffee perks, shelving in shed, garbage cans, shipping for some of the above items, installation of some above items, etc...). We estimate a request of \$56,000 from Cypress should finish the job but want to update the pricing to 2023 to ensure it's a one-time ask and we don't have to go back.

Next Steps: Along with the rink, Cypress County has asked us to provide a general development plan for the rest of the area. Our last brainstorming session landed on a pump track (the original build, not the elite course), a parking lot so the public can access the whole area and a permanent bathroom facility. If there's consensus, I'd like to tell the Council that we want to use 2023 to finish the project we have going and just run events. The DCA needs a break for a year without starting a new project. This will buy us time to breathe and find out what is required of us from Cypress County in terms of funding for those developments.

Shevaun mentioned a concrete sweeper should be included in purchase plan, and that Boylan Imaging also does rink signage and can be approached for an alternate quote.

Motion: Nicole made motion to approve Jody and Olivia presenting plan and capital request to Cypress County - carried

Table & Chair Donation – Jody

A confidential donation of 85 stacking chairs and 11 folding tables has been made to the DCA. Dan Hamilton will supply his trailer on January 29th and requires 4-6 people to move them down some stairs and load them. Dan will transport them to one of his buildings and the crew is to follow and unload him. We need a volunteer to organize this.

Motion: Nicole made for Olivia to organize volunteer labour - carried

AGM – Shevaun Perrault

I am giving 30-day formal notice that the AGM will be held on February 28th of 2023 at 7:00pm in the Cypress County chamber. A Notice of Meeting via email must be sent to all members to meet our Bylaw requirements. We will follow the same format and agenda as last year, and 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.

- Date: Feb 28, 2023 7pm
- Agenda:
 - o President's Report of the Year's Activities (2022);
 - o Treasurer's Report and the Audited Statements of which sufficient copies are to be available for examination and viewing by the members present;
 - o 2023 proposed plans
 - o 2023 proposed budget (general)
 - o Election of Directors;
 - o Any other business of the Association
- Approve e-mail to members with 30-day notice
- Confirm # board openings -5

Board Member Terms Expiring at 2023 AGM: Shevaun, Jenna (Dawn and Donna were also set to expire, but Melissa and Kearston's seats re-set to the 2 year term in 2022)

Executive will meet Sunday Jan 22nd to finalize budget and prepare presentations for the AGM.

Motion: Amy made motion to send 30-day notice of February 28th AGM to members - carried

Group Discussion:

Shevaun advised Rocheal Howes of the board decision at the last meeting to decline financial support of the ball diamond. She expressed that we are willing to offer other help/support as we can, but that we have current commitments to finish ongoing projects and do not have a source of income to donate. She suggested applying for grant funds.

Annual General Meeting: Tuesday February 28, 7:00pm at Cypress Council Chamber

Next Regular BOD Meeting: Tuesday February 28, 8:00pm at Cypress Council Chamber

Adjourned by Shevaun at 7:56pm