

REDWOOD MEADOWS COMMUNITY ASSOCIATION  
BOARD MEETING  
**DECEMBER 8<sup>TH</sup>, 2020**



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**DATE/VENUE: ZOOM**

START TIME: 7:11pm

END TIME: 10:13pm

**ATTENDEES**

Jennifer Illescas, Rebecca Parzen, Aspen Gowers, Andrea Hanson, TC Rogers, Sonja Allen

Video presentation: The Power of Community by David Brooks

**AGENDA**

**1. Call the meeting to Order**

Jennifer called meeting to order at 7:11pm. Aspen seconded. All in favor

**2. Adopt the Agenda**

Rebecca adopted the agenda. Andrea seconded. All in favor.

**3. Approve the Minutes from the last meeting on November 27, 2020**

Rebecca approved the minutes. Sonja seconded. All in favor.

**4. President's Report**

- FCC Membership: We have not paid yet. Rural membership is \$300 plus tax. We are in their books as registered. We just need to go through with payment. Rebecca motioned to pay for membership. Sonja seconded. All in Favor.
- In process of registering RMCA with the province. RMCA has non-profit status. Jennifer scanned and emailed our paperwork to them, but they have requested paper copies. She will mail them in soon. The only paperwork missing from the package is an audit. Non-profits lose their status if they do not register for three years. RMCA is currently at 2.5 years. The Society needs to be registered by May 2021. \$80 for 2019, \$80 2020. Bylaws dictate that there must be an audit done every year. TC explained that the audit the province is looking for is not necessarily

an audit completed by a "Chartered Accountant" but that the yearend financials completed by the Treasurer or Bookkeeper for each year in arrears, that have been approved by the Board of Directors would be sufficient. This is industry standard as not for profit organizations would not be able to afford in most circumstances an audit produced from a CA.

- Council attending meetings: Inviting Ed Perkins from council attend our meetings. Perhaps send one of our board members to attend council meetings. Create more collaboration between the two boards. Build into our agenda the topics we want to cover while council is present.
- Insurance: We must attach the minutes where we have approved to cancel it.

## **5. Financials**

- AGLC: We do not know the exact status of our account with the AGLC. Aspen will email Lynn to gain access to AGLC. Need to know the history of purchases made by previous RMCA board. Put a thoughtful plan together for AGLC to review. Document what we own. We need to get our membership plan in place, start getting more members. AGLC will want to see our membership base.
- TC motioned to create subcommittee to review AGLC. Rebecca seconded. All in favor. Jennifer, TC and Sonja will investigate AGLC information and present to Townsite and Council. RMCA needs to discuss the specifics of ownership of items purchases with Casino funds so that we can present a clear and coherent plan and organizational structure to the AGLC. This will help to define the future of the RMCA.
- Status on access to bank account and e-transfer: Aspen was granted access and then was subsequently locked out of the bank account. She will inquire about it.
- Bottle donations: Aspen explained that bottles collected from Townsite bins can be RMCA revenue if we collect and return them. Aspen to inquire with Jamie Mitchell the frequency and process for bottle collection.

## **6. Chatter**

- Board member entry: "What does community mean to me?" Approx. 150 words. Each Board member will submit their entry to Rebecca by Dec. 12<sup>th</sup>
- Sonja will find a community themed crossword
- New contracts are ready
- Business listings update:  
Eight businesses have agreed to pay for the business listings in the Chatter so far.

## **7. Social Media Coordinator**

- RMCA is still looking for a social media coordinator
- Rename it as "marketing coordinator" recruit volunteers to manage Facebook and other media platforms.
- RMCA page and Redwood Meadows Discussions page need admins
- Willow has offered to help make posters for RMCA
- Waiting for Michelle to send us details surrounding this volunteer position so we can pass that on to potential volunteers.

## **8. RMCA membership**

- Huge priority. Membership drive for 2021. TC proposed several perks for membership: register to use the rink, people must purchase a membership. If you are a member of the RMCA you receive a discount at BCCA events. Make sure our members know what we want to purchase with AGLC funds. Strategic plan in place to set out timelines to achieve these goals through membership. Crucial for AGLC audit.

## **9. Volunteers/Donations**

- List of Volunteers: Compile a list of volunteers whether it is one event, or a regular occurrence. Andrea will ask Jamie for the list of Volunteers he has on file.
- Donation recognition: Jason Smith Taekwondo  
Andrea will send a card on the board's behalf.

## **10. Events/Community Spirit**

- Candygrams: Was a success! The community loved receiving them. Aspen said we can sell the extra candy canes at the concession once we decide on a price.
- Santa in the Woods: In light of the new COVID restrictions announced today, we need to revisit if we need to cancel Santa in the Woods or if we need to change it. Jennifer to talk with Willow to see if Moose Mountain is still interested in participating. If Jennifer and Willow determine that we can continue planning Santa in the Woods, Rebecca will contact AHS with the specific plan to see if they will approve the event.
- Ski/skate lessons: Aspen needs help with contract, organizing/registration, social media.  
Andrea motioned to postpone ski/skate lessons and revisit ski/skate lessons when COVID-19 restrictions are lifted. TC seconded. All in favor.
- TC made a motion that RMCA will provide the community with an update in January in the chatter or updater as to how we are taking time to strategically benefit our community. Communicate to the community as to what our next steps will be as an organization. TC to send written statement to Rebecca for review and distribution after the lease vote.
- Robotics: Craig Maynard has asked if RMCA would like to incorporate his online robotics course into the Association's scheduling. As decided in this meeting, we will not currently be running any activities. For a potential future collaboration, we need more information from Craig Maynard on running this robotics program. Rebecca to make a list of questions for Craig and circulate the list to Board Members before sending it to Craig for responses.
- Scavenger Hunt: Jennifer proposed organizing a community-wide scavenger hunt. All members agreed to postpone further discussion until we are better equipped to run programming.

## **11. Community Aid/Support**

- Jennifer described several mental health initiatives she thinks could work in our community:
  - Cochrane community services offers courses. Facilitate community synergy.
  - Card Angels: Reaching out to community members most at risk for isolation.

- Community notes.

## **12. SWOT Update**

- Sunday at 7pm meet via zoom (3 hours)
- Bring your favorite drink and wear your favorite hat

## **13. Other Business**

Upcoming meetings:

- Board Meeting January 5<sup>th</sup> 7-8:30pm
- Strategic Planning Meeting January 26<sup>th</sup> 7-8:30pm
- Going forward meetings will be 1.5 hours in length of time. The agenda will list the amount of time available to discuss each item.

## **14. Adjournment**

Rebecca motioned to adjourn at 10:13pm.