

REDWOOD MEADOWS COMMUNITY ASSOCIATION
BOARD MEETING
January 12TH, 2021



DATE/VENUE: ZOOM

START TIME: 7:21 pm

END TIME: 9:59 pm

ATTENDEES

Jennifer Illescas, Rebecca Parzen, Andrea Hanson, Sonja Allen, Dean Svobods

Guests: Ed Perkins (Town Council), George Allen (Town Council), Mike Decore (Town Council)

AGENDA

1. Call the meeting to Order

Jennifer called meeting to order at 7:21. Andrea seconded. All in favor

2. Adopt the Agenda

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

3. Approve the Minutes from the last meeting on December 17th, 2020

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

4. President's Report

- Thank you to all Board Members for their time, kindness, honesty. Working through challenges. Crafting a community that connects and grows together.
- Wendy with Cochrane Community Services has offered to support us in our upcoming meetings (February) to help us moving forward.
- Rebecca and Jennifer will attend council meetings once a month. To build a stronger relationship between the Council/Board and the Redwood Community.
- Respect for board members and their opinions is extremely important. We must lead by example in the community.

5. RMCA Membership

- Sonja is finishing up the RMCA Membership forms/letters. The QR code and hyperlink have been placed on the website form and in the Chatter. The QR code/hyperlink will be used to take the user to that form online.
- With February 15th quickly approaching, including the paper membership form in the February issue of the Chatter needs to be completed right away. Also, post to our social media pages.
- Currently, payments for membership are set up using payments@redwoodmeadows.ab.ca email address.
- ATB has stated that we cannot have multiple email addresses.
- Email address for payments have been created for @rmca.ca. And are now forwarded to Aspen Gowers.
- TechSoup may be easier to obtain if all our email addresses are switched to @rmca.ca
- If the forwarding works, then we can keep both emails.
- George will send the info from the domain site: @rmca.ca to Dean to manage.
- *Note to Aspen: Please check current email account to see if we can switch email domains used for future online payment.*
- We will be able to set up emails though this domain in the future once TechSoup is in place.
- George and Dean have both offered to support setting up the online membership form to automatically export the information to a spreadsheet.
- Rebecca has offered to collect data for membership. In the meantime, online membership submissions will be sent to her personal email forwarded from membership@rmca.ca
- Jennifer will ask townsite if they can write a letter to preface the membership letter and send it out. Jennifer will ask Jamie if we can include membership letter in Updater.
- George brought up that Townsite Council will be meeting with one member from each household to sign the Lease. This may be an opportunity to ask residents if they are interested in purchasing a RMCA membership.
- Sonja motioned that if we cannot get the membership letter off by Friday, then we will move it to March 15th. Rebecca second. All in favor.

6. Tech. Update

- Dean and George will set up Google-Suite or Microsoft once TechSoup is in place.
- Board Members will fill out the online form Dean has sent out to see which platform better suits our needs.

7. Chatter Update

- \$3000 profit in January.
- 11 advertisers and 2 additional for February.
- Looking for individuals interested in contributing articles. Must be submitted by the 20th of each month.

8. Insurance Update

- Previous Insurance company quoted \$5500 for the 2021 with mid-year increases due to present climate. They do not have any smaller policies and suggested three other companies to call for quotes.
- New insurance providers, Toole Peet offered D and O insurance for \$494.00 expiring December 2021.
- RMCA has obtained commercial/liability insurance valid until December 2021. We are waiting for the policy to be sent to us.
- RMCA would like to set up a meeting with the insurance provider at our October/November board meeting to reassess and make sure coverage meets our needs. Rebecca suggested that we investigate how BCCA pays for volunteer insurance instead of purchasing the full coverage policy.
- RMCA will create an abuse policy. Dean will send his charities' abuse policy as a reference to get started.
- RMCA had a vote on insurance via email that was approved December 30th, 2020. Majority of the members wanted to make sure D & O insurance was activated right away to ensure every director was covered.
- Sonja motioned to proceed with liability insurance for \$2478 policy Dean seconded. All in favor.

9. AGLC

- Jamie will find out what assets/property are included in the lease.
- Dean suggested that two RMCA Board Members attend AGLC G.A.I.N. sessions.
- Please email any questions about the AGLC to Dean and Rebecca.
- Sonja and George Allen and Ed Perkins have offered to help with supporting Rebecca and Dean with AGLC.
- Move further discussion to the AGLC Committee.

10. Forms to Create:

- Abuse Policy for Insurance.
- Code of Conduct.

11. Events/Community Spirit

- Decision made to postpone all events during COVID-19 lockdown.

12. Treasurer's Report

- Refund for ski/skate will be shown as deduction next month.
- Payment has been made to Colleen Seto for her past contributions to the Chatter. We plan to continue to engage her for editing. Aspen needs a second signature for payment.

13. Financial Audit

- As of May, the last two years of audits have not been done.
- RMCA does not owe income tax.
- Talk to Service Alberta for guidance on this matter.
- Federation Calgary can help with Auditing.
- We may be able to get support from Townsite to help cover the costs of audit.
- Aspen will obtain quotes for audits and present at next meeting.

- Seek out a volunteer auditor to help with our future audits going forward.

14. Square Purchase

- Dean motioned to purchase "Square" to use for collecting payments at events, membership, chatter. Sonja Seconded. All in favor.

15. Other Business

- Board Member Submission: Conversation surrounding conduct of communication. Further discussion is required.
- Dean has 15 extra "winter fun kits" from his charity that can be given out to the Redwood Community. May use them for the sculpture competition prizes.

16. In Camera Discussion (RMCA board only)

- Discussion regarding Board Member Submission.

17. Adjournment

- Andrea motioned to adjourn at 9:59 pm.

Upcoming meetings:

- Strategic Planning Meeting: January 26th 7:00 pm
- Board Meeting: February 9th 7:00 pm