



**Meeting of the Langdon Community Association  
Board of Directors  
April 21, 2024 – 7:30 pm  
Qualico Resource Center**

2024-2025 Directors *Names of those present at the meeting are highlighted.*

**Voting Members**

Chair: Nicole Porquet-Seitz  
Vice Chair: Shawna Weir-Murphy  
Treasurer: Brian Ferguson / Tony Baker  
Secretary: Lise Poirier  
Communications Lead: vacant  
Events Director: vacant  
AGLC: Jolene Fieber  
Capital Projects Lead: Tony Baker  
Directors of the Board: Christy Poirier

**Non-Voting Members**

Past Chair; Vacant  
Executive Director: Kristein Johnson  
Library Representative: Cori Nicholls  
Maintenance Staff: Lindsay Grindle  
**Irene and Roger White Community Member**

**Sue Tolley – Laugh and Learn** – They are finding it challenging for storage and all of their programs. We are in the process of moving the fridges. Security – they only need one security code.  
Options: Cage for the garage – **Action:** Tony will investigate this.  
Bingo requirements – tables and chairs and no sweeping and mopping to be required. Kristein sends Sue a note of rentals and the requirements.  
Coat rack – needs to be assessed.

**Approval of Agenda-** motion for approval by Tony seconded by Shawna.

**Approval of Minutes** from– March 17, 2024, motion for approval by Nicole, seconded by Jolene.

**Old Business**

- 1. Succession Planning** – review document in SharePoint LCA Board Roles and Responsibilities  
-**Action:** All to review and update accordingly – Monthly Item for Agenda.
- 2. Skate Shack** – left to be completed signage and mats. To be completed before Langdon Days, they are purchasing the signs. Kristein to send email about finishing the inside of the skate shack. Painting, leveling of the ground and mats. Coordinate with Lindsay for workday – Langdon Days at Breakfast 0900 grand opening.
- 3. Task list:** tree and bush trimming (Phil from Jubilee Landscaping) **Action:** Kristein to contact him, Mulch spreading: **Action:** Lindsay is spreading the mulch.
- 4. Main sign**
  - a. Action:** Kristein – no update
- 5. Summer Tennis Camps** – July 8-12 from 1pm – 7:30pm and Aug 12-16 from 9 am to 3:30pm courts. 1 – 1 ½ hr. lessons. 49 registered.
- 6. Langdon Days** July 19-21, 2024. More sponsorship needed.

7. **Easter Egg Hunt** – Update and suggestions for next year. 2 different times and age categories for hunt. Animal and story reading was a big hit. Bags supplied and not own baskets. Need more chocolates. Action: Thank you to Jolene and Shawna for purchasing Easter stuff for 2025. All items are stored at Lise's home. SharePoint has a how and what to do for next year for Easter Egg hunt.
8. **Code of Conduct/conflict of interest/police check** - update only one board member outstanding.
9. **Equipment Inventory** – Action Kristein ongoing. Furnace filters – Lindsey changing them.
10. **Chestermere Energizer Night** – Lise and Kristein attended. We did get 3 new memberships.
11. **Strategic plan** – need to do at subsequent board meetings. Action agenda item Kristein and Nicole. Current plan expired 2023.
12. **Charity Status** – Charity gets tax receipts but for LCA would be an issue due to restrictions in using funds. No further discussion on this issue.
13. **Financials**
  - a. **Moneris** –Nicole provided costs – service fee for scheduling. Action: Nicole provided options Moneris machine, ATM, square, clove – discussion about options. Brian via email would like to propose we no longer use this and use Etransfer and PayPal?  
Action: Kristein to contact Brian and Tony to look at purchase of square and remove Moneris.
14. **Website and communication update from Kristein – in ED update.**
15. **Tim Hortons Smile Cookie – April 29 – May 5 (Kristein, Jolene, Nicole, and Lise). Daily at Tim Hortons to decorate cookies. Kristein – send out a sign-up sheet for volunteers.**

### New Business

1. **Lease of Occupation** – no update yet. Should we ask them to take over the parking lot. Motion to do this by Tony and seconded by Shawna. Action: Kristein will contact RVC.
2. **Outdoor toilet** – trust plumbing suggested to put caulking to floor base to seal off from cage if floods. – can OK Club they help us with this.
  - a. **Action – Lise to ask them.**
3. **FH rental Checks** – Kristein to send out a sign-up list.
4. **Cleaner discussion on current cleaning schedule.** Look at contract – Kristein reviewed cleaners request to increase contract weekly fee as cleaning is taking her longer than expected. Motion to end current contractor Nicole seconded by Shawna. All approved. Action: Kristein will look at new cleaner and hire.
5. **Security System** – Jolene provided update System is fully working now. Camera 10 needs to be checked as currently not working, we have to get this fixed. Add as a grant item. Main Door sensors are now working. Handi Door – options – card access required if the system is armed. Auto arm system nightly. Get a quote for this option. – Action Jolene.
6. **Account reconciliation- postpone to** next meeting Action: Tony to discuss with Brian.
7. **Library sign on the bottom of the Qualico Resource Center – Cori to proceed.** Rubber mat at the entrance of the library and a grant for accessibility. Annual book sale on the weekend garage.
8. **Lock box for summer students by the garage. Action:** Frank to move the lock box and install a new one.
9. **ED Update – see attached.**
10. **Motion by Nicole** to allow Tony access to bank accounts as an apprentice treasurer. Seconded by Christy all approved. Motion carried (approved) via email voting.

**Meeting adjourned at 9:39pm**  
**Next Meeting May 26, 2024**