



**Minutes of Langdon Community Association  
Board of Directors Meeting  
January 21,2024 – 7:30-9:10 pm  
Qualico Resource Center**

2023-2024 Directors *Names of those present at the meeting are highlighted.*

**Voting Members**

Chair:	Nicole Porquet-Seitz
Vice Chair:	Georga Fisk
Treasurer:	Brian Ferguson
Secretary:	Lise Poirier
Communications Lead:	Nicole Porquet-Seitz
Events Director:	Shawna Weir-Murphy
Alberta Gaming & Casino Lead:	Georga Fisk
Capital Projects Lead:	Tony Baker
Directors of the Board:	Jolene Fieber
	Crystal Upstone
	Vacant position

**Non Voting Members**

Past Chair;	Vacant
Executive Director:	Kristein Johnston
Library Representative:	Cori Nicholls and Trina
Maintenance Staff:	Lindsay Grindle
	Keith and Darla Langstaff – new to Langdon.

1. Approval of Agenda- motion for approval Nicole and seconded Georga
2. Approval of Minutes from November 19, 2023, December 8, 2023, and December 17, 2023, Meeting – motion for approval Georga seconded by Nicole
3. **Reports**
  - a. **Chair:** Nicole Porquet-Seitz
  - b. **Vice Chair:** Georga Fisk
  - c. **Treasurer:** Brian Ferguson
  - d. **Secretary:** Lise Poirier
  - e. **Events:** Shawna Weir-Murphy
  - f. **AGCL Lead:** Georga Fisk
  - g. **Executive Director** Kristein Johnston
  - h. **Capital Projects:** Tony Baker

#### 4. Old Business

1. **Succession Planning** – review document in SharePoint and add your activities.  
**Action: All** to review and update accordingly – Monthly Item for Agenda
2. **Skate Shack** – Nicole spoke with Aarkann. Supplies are purchased waiting on a work date.
3. **Main sign** – Replacement, Cover, Lock, and installation – Kristein (ED) will take on this task.
4. **LCA Board Roles and Responsibilities** – Members to review then review by board.
5. **RCMP check** – please forward to Nicole or Lise.
6. **Everyone must pay for LCA membership before the AGM to be able to vote.**
7. **Library update** – casino application has been declined – must be in operation for 12 months. Trina new librarian – now open on Mondays.
  - a. **The QRC sign needs to be repainted** – Cori will take on this task.

#### 5. New Business

1. **Volunteer of the year award** - Presented at Langdon Days – need to advertise and review. Open to both youth and Adults.
2. **Booking Software**- Georga spoke to them we are already at the bronze level – 15 facilities (max for our current level), and we will offer LSA and LLL group to use our booking system for the 6 baseball diamonds based on the annual costs.
3. **Scheduling Booking Software**
  - a. **Scheduling** - Kristein, Lise (2<sup>nd</sup>), Tony & Crystal (back up).
  - b. **QRC bookings** – **Action:** Georga update costs.
4. **Trellis rentals** – Encouraged them to do program during library hours to avoid rental fees.
5. **Rental rate increases** – We need to increase rental fees due to all utilities. **Action:** Georga – to make changes and invoices.
6. **Rental contract update** – does it state 11:00 pm to vacate to fieldhouse (increase to 2:00am) – **Action:** Georga to review.
7. **Summer Camps** – Nicole spoke to a tennis group about a summer tennis camp. **EXAMPLE:** DIFFERING AGE GROUPS 9am to 3 pm – need 10 kids up to 20 kids  
With a parent volunteer All day sport camps – would love to do it. April to Sept **Action:** Kristein (ED) task.
8. **ED Update** – Kristein Johnston has signed contract.
9. **Policy review topic** - the 3 quotes for grants and why. If we go out for a contractor, we review and then we don't need 3 quotes. **Action:** Tony to review this and then we will make changes to the manual. ED to review and bring 1-2 at each board meeting.
10. **Bank signing authority.** Nicole motioned to remove Nicki Black, Chrissy Craig and Georga Fisk from bank signing authority and to add Kristien Johnston and Lise Poirier. Seconded by Tony Baker – Unanimous Quorum met.
11. **Storage cabinet** – **ACTION:** LCA will research purchasing cabinets for the kitchen for all renters.
12. **LCA** – supplies for renters – need to review current stock.
13. **Langdon Days** – Jan 21 at 6:30 meeting review notes.
14. **Easter Egg Hunt** – all supplies purchased. Crystal, Jolene, Shawna and Girl Guides to begin filling eggs for hunt. Kristein to organize this event. Scouts will hide eggs in the park. Communication – Nicole to post on Facebook etc. Jolene to create poster for raffle donation. Cori to help with Raffle and coordinate activities at the QRC.
15. Update the website about Ball Diamonds – Shawna
16. **Date for AGM** – March 10, 2024, at Qualico Resource Center 4:00 – 5:00 pm
17. Hot dog roller for events – request will need to look at equipment budget and cost.
18. Georga Fisk announced she will be resigning from the LCA Board as Vice Chair. This will be her last Board meeting.
19. LCC Meetings
  - a. Jan 28, 2024, 7-8:30 QRC – Nicole, Jolene, Shawna and Kristein attending.
  - b. Feb 2024 - Tony will be attending for LCA.

Meeting adjourned 9:10 pm

Next meeting: February 18, 2024