



NORTH BOW

COMMUNITY FACILITY BOARD

Meeting Minutes

June 11th, 2017

Langdon Fieldhouse

Attendance: Ryan Pribyl, Bob Thompson, Hugh Wilkie, Tony Baker, Corrie Carrobourg, Deb Carrobourg, Charmaine James, Tom Craig, Coralee McIntosh

Call to Order: 6:07 pm

Approval of November 23rd Minutes: These minutes were resent to the board on June 12th. This was tabled until next meeting June 25th

New Items: Corrie wanted to remind everyone about the 2.4million offered up from the Rocky View School board and shared that article with everyone. This announcement was from Feb 9, 2017.

1. NBCFB Website hosting – Deb advised the board that our currently web host is not a viable option for us any longer and we should be looking at options to move to another free hosting supplier or possibly Go Daddy. Tony Baker, motioned that Deb should look at Go Daddy as our webs host provider to host the current NBCFB website. Seconded by Corrie Carrobourg. All in Favor.
2. Social Media Page – Charmaine motioned to have a Page created with information about NBCFB and have the page created by Chrissy Craig and monitored for content and clarification. There is a current “person” on Facebook labelled the NBCFB – created by Chrissy; however, we feel a Page is better suited to drive traffic and clarification for understanding. So in addition to the motion to create a page, we would motion that what is currently on Facebook be changed from a “person” to a GROUP Page with multiple board members as Admin to monitor the page. Seconded by Deb Carrobourg. All in Favor
3. Open House June 20th –
 - a. Coffee and tea as well as water will be available
 - b. NBCFB members are encouraged to attend, please let Charmaine James know that you can assist. Acjames@telus.net the event will run from 6:30-8:30pm

- c. The current signage we have with Indus Graphics will be what we have to share with the public. Bob Thompson and Corrie Carrobourg will go meet with Terri at Indus Graphics on Monday June 12 to see what she has on file from past Open Houses and to assist with additional materials for June 20th

The Idea of the Open house is due to the community momentum around questions currently being asked. We need to make sure that we are front and centre to make the public aware of what is happening and how this project will unfold. It is a very informal open house but due to communications already going thru town both verbally and via social media outlets we feel even an informal open house before Summer takes off will better suit us to be prepared for a larger more detailed open house in September.

4. Site Signage – LCC logo vs. GROW Langdon or both. Corrie motioned to move forward with the LCC logo and remove the GROW Langdon logo from existing information. Seconded by Bob Thompson. All in Favor.
5. Fundraising Steering Committee – Charmaine James – Fundraising lead chose 3 people to stand on the Steering Committee to be the main Administrative contacts for Vincent Duckworth and VirTreo. The 3 contacts are, Charmaine James, Lisa Baker and Ryan Pribyl. Motion: Corrie Motioned that the recommendations made by Charmaine are approved as is. Seconded by Bob Thompson. All in Favor
6. Insurance for the Board – Currently NBCFB has submitted an application with RVC to have Liability Insurance thru the County. Motion: Corrie motioned that we move forward in looking at costs for directors insurance, subsequent to what the County can provide. Seconded by Tom Craig. All in favor
7. Funding approved thru Bow North Rec Board: \$18,000 was approved from the Bow North Rec Board to hire a fundraising consultant to assist in the development of a fundraising campaign for the joint use lands. This funding was approved based on our bylaws being updated and approved.
8. Motion to Hire ViTreo as the Fundraising consultant. Seconded by Deb Carrobourg. All in favor. With the help of additional member groups. The LSA, LCA the OK Club and the LRC have all agreed to assist in paying the remainder of the fees not covered by the grant received from Bow North.
9. Vincent's Campaign Plan Draft. – Corrie forwarded our initial Fundraising Plan we created prior to his being hired on. His review has been completed with very few changes but additional info has been provided and updated.
10. Fundraising Plan wording.....Tabled until further discussions can be made with the County. Currently the Count is asking that the 2.2 million they are putting towards the project to get it site ready for Rocky View Schools should be recognized as a portion of their involvement with the development of the entire lands. Discussions are needed on how other contributions to the site will be matched by the County. I.e. In kind hours, in kind labour and in kind materials. A meeting with the County is scheduled for Tuesday June 13th at 8:00am

11. Formal Board Approval to use \$100 as the minimum amount to get tax receipts from county.
Motion – Bob Thompson motioned to move forward with the \$100 as the minimum to get a tax receipt, however it will be reviewed at a later date if this can be lowered to \$50. Seconded by Corrie Carrobourg. All in favor
12. County Receipts – Reviewed the previous emails County administration sent regarding issuing of these receipts. Responded to their questions still awaiting response.
13. Motion: Corrie motioned to officially withdraw out initial application with the CRA to received charitable status, to re-apply once our bylaws are updated and approved we can then reapply for Charitable Status thru the CRA. Seconded by Ryan Pribyl. All in favor
14. Fundraising initiatives: Motion: To have the current accounts with MVCU to be renamed – Operations and Projects. This allows a clear line for accounting and fundraising initiatives. Seconded by Tom Craig. All in favor. The board will also seek Vincent’s feedback on the need for additional accounts. I.e. fundraising, or specific donations that have been earmarked for specific projects.
For all upcoming Fundraising initiatives, i.e. the Father’s Day run/Walk, the Langdon Dads Golf Tournament and the Langdon Swingers. We need to make it clear to the people offering to run these fundraisers communicate it is for the “Langdon Community Campus” and not particularly one specific area.
15. The Joint Use Lands were designated a Regional Recreational Facility on April 4th. Discussion on why this was done and the meeting NBCFB had with the county on April 21st. This was done so the county can contribute MSI funding to the site.
16. Occupancy Agreement – this has been approved with the County however, Occupancy cannot be granted until we have a shovel ready site.
17. Motion: Corrie motioned that Tony Baker be appointed as the Project Supervisor for the construction of the Quad Baseball Diamonds. We will be looking to hire an actual General Contractor for the project, but Tony will be the direct point of contact with county officials and the contractor. Seconded by Bob. All in favor
18. Fundraising Amounts – Motion – Tom Craig motioned to continue with the outlined Fundraising goals in the Business case. Phase 1 and then Phase 2, but with the ability to reprioritize going forward once we can flush out what Phase 3 will look like. Seconded by Ryan Pribyl. All in Favor
19. Mailing address has been changed. With Bob Thompson moving away from Langdon, NBCFB purchased a mailbox from the Langdon Postal Office. Corrie presented a receipt for payment which has been forward to Steph Brundige for Reimbursement.
20. Deb Motioned to have the NBCFB meetings to move to coincide with the current LCC meeting schedule. Seconded by Charmaine James. All in Favor. NBCFB needs to have monthly meetings going forward and it makes the most sense to do it directly after the LCC meetings as all members who are at the LCC are also members of the NBCFB.

Next Meeting – June 25th @9pm at the Langdon Fire Hall.

Meeting adjourned at 8:01pm