



# NORTH BOW COMMUNITY FACILITY BOARD

## Meeting Minutes

Sunday October 22, 2017

Langdon Fieldhouse Garage

Attendance: Tom Craig, Corrie Carrobourg, Tony Baker, Ryan Pribyl, Brendan Connolly, Travis Tweit

Call to Order: 5:40pm

New Items: N/A

1. Fundraising Committee Update: Last Fundraising meeting was October 15<sup>th</sup>. Case for Support is almost complete. 2<sup>nd</sup> meetings with potential donors (Cervus Equipment, Fortis, Qualico, Pollyco and Manderley Turf. An initial draft of recognition opportunities is completed
  - Corrie presented a funding summary to date on the side. The purchase cost of the site was also added and once the summary is completed we can use this when presenting to potential donors.
  - Personal Donations –all persons involved in soliciting donations are asked to make a personal donation. Regardless of amount. These donations can be made directly to Steph Brundige at MVCU. She will track these and make sure all members have contributed.
  - Travis discussed the possibility of all donations going thru the LRC now that they have charitable status and using an online tool like Canada helps. Al thought Canada Helps charges a 3.5% fee. This requires LRC approval and the next LRC meeting is November 3<sup>rd</sup>.
2. Communication Committee Update: Corrie as the Chair of the NBCFB will act as the liaison with RVC.
  - Everyone should now be using their NBCFB address. If you can begin using it that would be great.
  - Online document storage is ready and we all need to start using it and storing necessary information
  - Newsletter to start coming out quarterly. This is community driven and will not be a corporate

- Discussions around numerous articles in the Langdon News about the Langdon Community Campus. We received very positive press with the sign unveiling.
  - Need to create a ORG chart and send to EVC to prevent future confusion. Tom will be coming on this.
3. LCC Priorities: Once recreation survey is completed at RVC, the LCC will need to discuss internally with RVC to justify the priorities that will be set out.
    - Now that the Campus has been designated a Regional Facility, funding approvals do not need to go thru the District Bow North Rec Board.
    - Corrie will ask Coralee to review the major steps outlined by Alberta Culture to focus future LCC meetings to those specific tasks
  4. Insurance: There is now a policy in place for the NBCFB on the RVC Board Insurance Plan.
  5. NBCFB Policies: Develop generic policies for many of the tasks that the group does. These will be made available to other groups if they would like to adopt them,
    - Sponsorship (Ryan)
    - Door-to-Door Campaign (Corrie)
    - Grant Writing (Chrissy)
    - Gift –in-Kind (Brendan)
    - Documentation (Tony)
    - Finance (Tom)
    - Project/Procurement (Tony)
  6. NBCFB/LRC Statement of Cooperation: Discussion that this should be expanded to all LCC Groups.
    - Corrie to ask Coralee to summarize the LCC mission statement and objective and priorities on one letter All groups can then sign.
    - This will then be presented to RVC/RVSD along with the Org Chart to show a unified position to all groups in Langdon.
  7. Joint Use Meeting: RVS is requesting names of ppl attending the meetings.
    - We will keep this generic to 4 members of the NBCFB. This will likely depend on the availability and what projects/status are worked on at that time.
    - We need to take the ORG chart and the LCC letter to the next Joint Use Meeting.
  8. OTHER:
    - Road Naming: Pollyco had their application in before NBCFB, In order t use a NBCFB suggestion we will need Pollyco approval. NBCFB is meeting with Bill from Pollyco.
    - Qualico: they have applied for a permit to strip and grade. NBCFB to meet and discuss Qualiocs commintment to the Campus site. Both current projects and future considerations
    - Bow North Rec Board vacancies: Pass along the posting to anyone who may be interested and who wants to help.
    - Community Campus:
      - a. No timeline from RVC on when the work will start
      - b. Tenders are in (initial costs are higher than expected) Unsure if the work has been awarded yet.

- Regional Funds: Corrie to draft an email to RVC to request access t the \$600,000 sitting in the Regional Fund (previously ear-marked for Chestermere)
- LRC will send out Business Case plan to NBCFB to review and discuss at upcoming meetings. LRC would like NBCFB approval of the plan, subject to revisions as plans can change

Next Meeting Sunday November 5, 2017 at Ryan Pribyl's house. 109 Boulder Creek Bay at 6:00pm

Adjoined @ 7:30pm