



Meeting Minutes

Tuesday January 16, 2018 7:00pm

Langdon Fieldhouse Garage

Attendance: Brendan Connolly, Corrie Carrobough, Tom Craig, Charmaine James, Kyle Wade, Steph Brundige, Jessica Smythe, Al Schule, Ryan Pribyl, Bob Malone

Guests: Nathan Elson, Lasina Jacobsen, Tova Matchett

Call to Order: 7:03

New Items: Langdon Tax Levy – Al Schule would like to get feedback from all Member/User Groups about the current structure and format of the Langdon Tax Levy. RVC is looking at revamping the Recreation Tax Levy for Langdon and how the money is allocated. Currently there are user group in Chestermere who are accessing these funds and the premise behind the Langdon Tax Levy is the money is from Langdon Residents so all funds should be directed to Langdon residents.

In the past the fund was separated in a 40/60 format. 40% was used for Operational Funding and 60% was for Capital Funding. If any unused Operational Funds happened in a fiscal year they would be rolled into the Capital Funding account at the end of the year.

General Business:

1. Adopting the Agenda – a motion was made by Jessica Smythe to accept the Agenda as presented
Seconded by Ryan Pribyl, all In Favor.
2. Adopting the Minutes of the last Annual General Meeting – these minutes were sent via email in November to all Board Participants and sent to Communications Committee to add to website and Office 365 environment. The AGM Minutes will be sent again with the circulation of these minutes.
3. Previous action items:
 - a. Lights on Sign – Tom has purchased Solar Flood lights for the sing along Main Street. When the weather is better he will get these added to the sign.

Treasury/Financial Report:

Tony was unable to attend the meeting and was able to call in and conference the board on the Finances of the NBCFB.

1. Detailed Financial Statement:
 - a. Operating Account: 28500.67
 - b. Capital Projects: 2492.24
 - c. LCC Account: 2337.05
2. Current Account Set Up Review: We would like to set up a Capital account that will allow us to write cheques from that we can pay Vendors.
3. Current Status of Audit: Tony has completed the initial once over of the audit, he has approximately 12 items he just is looking for back up material on but is very impressed with how it has been handled and everything is very detailed. Steph is working on assisting Tony in getting the information he has requested and once complete, Tony will forward to Kyle for the final Audit.
4. Motion to move funds: Tom made a motion to move 15707.76 from the Operating account to the new Capital Account, Jessica Seconded, All in Favor. Tom Proposed to keep \$200 in the operating account over and above what we have left for Vitreo.
5. Tom will create a 2018 Operating Budget.
6. Request to Purchase a new Laptop – Tom motioned to set aside \$400 in the budget to purchase a new lap top. The one previously given to NBCFB was not compatible with the tasks we needed it to complete. Tony Seconded, all in favor

Communications Update

1. All meeting minutes and Agenda items will be forwarded to Communications committee and uploaded to the website and subsequently added to the Office 365 Environment.
2. Contact Board Participant list – some addresses' came back incomplete, Charmaine to update and Tom will be contacting everyone. New members from tonight's meeting can/will be added.
3. Office 365 – anyone involved in committees or on the board can have access to OFFICE 365 and will be added by Tom at their request.

Engineering Update

1. Current Status of Engineering – Permit level drawings are complete. A development permit is being submitted to the county by Binnie. Once this is completed we can then submit a building permit.
2. Detailed Engineering – Binnie has come back with a cost of \$40,000 to provide detailed electrical work.
3. Updates on Project Management – Binnie has comeback with a quote of \$60,000 for them to do the project management for the Quads. We still require a tender to go out. We will be looking for 3 additional quotes. Full tender information will be shared online, Facebook and through emails. It will be advertised as an open bid.
4. Update on Materials Contract (procurement) – a committee will be set up to assist the sponsorship group to keep costs/labour grants in line

Fundraising Update

1. New Fundraising Committee – Lead will be Chrissy Craig, Community Engagement will be Kyle Wade and Charmaine James, Sponsorship will be Jessica Smythe, Individual giving – Steph Brundige at Mountain View Credit Union and Grants will be Chrissy.
2. Update from fundraising Lead – Chrissy was unable to attend the meeting but the next fundraising meeting will be Sunday Jan 28 at the Langdon Fieldhouse.
3. Update for Sponsorship Lead – Jessica is currently updating the prospects document and we will be looking at sharing some of these leads with others so we can get out there asking for money.
4. Update from Community Engagement Lead – Currently we are working with the Chestermere/Langdon Oilmen’s group. They will be hosting a Charity Poker Event on Saturday February 24th in Chestermere at the Rec Centre and all proceeds will be split between NBCFB and the Chestermere Regional Community Association. Cost is \$50 to participate but we also require volunteers. There are 180 spots to fill so please share with everyone.
5. Update from Grants Lead – She was unable to attend.
6. Update from Individual giving Lead – Steph will still be accepting personal donations at the Bank. It is strictly confidential but we encourage everyone to donate even \$1.00 so when you are speaking with potential donors you can say you have personally contributed to the project.
7. Action items and Volunteer assignments – none at this time but we encourage everyone to attend the fundraising meeting Jan 28 and participate in the Fundraiser February 24th.

Policy Update

Tom is currently working on standards of reference (policies). Finance Policy has been completed and Tony is reviewing. Fundraising Policy is complete – this is a 3rd party fundraiser that Kyle and Charmaine will be monitoring if ppl in the community have ideas they want to bring forward.

Engineering and Procurement Policy are currently being worked on and will be circulated once complete.

New Business

Tom will be creating an Operational Budget for 2018

Adjoined @ 9:15pm