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**Minutes of the Langdon Community Association
Board of Directors Meeting
February 18, 2024 – 7:30 pm
Qualico Resource Center**

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

Voting Members

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

Non Voting Members

Past Chair; Vacant
Executive Director: **Kristein Johnson**
Library Representative: Cori Nicholls regrets
Maintenance Staff: Lindsay Grindle
Penny Creswell

Approval of Agenda- motion for approval Jolene, seconded Tony
Approval of Minutes from– January 21, 2024, motion for approval by Jolene, seconded by Brian.

Reports

Chair: Nicole Porquet-Seitz
Vice Chair: Vacant
Treasurer: Brian Ferguson
Secretary: Lise Poirier
Events: Shawna Weir-Murphy
AGCL Lead: Nicole Porquet-Seitz
Executive Director: Kristein Johnson see attached.
Capital Projects: Tony Baker

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
3. **Skate Shack** – left to be completed signage and mats.
4. **Bobcat** is fixed, and new gas and diesel cans have been purchased.
5. **Main sign** – Action: Replacement, Cover, Lock, and installation.
 - a. Street address – Action: Tony will install numbers into the existing frame.
 - b. Action: Lise to get 3 quotes for sign repair.

6. **Summer Tennis Camps** – July 8-12 from 1pm – 730pm and Aug 12-16 from 9 am to 330pm booked courts and weekly rates. 1 – 1 ½ hr. lessons. Posters have been distributed – suggestion to send information to both schools.
7. **Langdon Days** July 19-21, 2024 – still need coordinators.
8. **Easter Egg Hunt** – Shawna and crew will begin stuffing the eggs next weekend. Langdon Park tennis courts on March 30, 2024, 9-12. All kids starting at 1000 ages 4 and under will be in tennis courts, 5 and over will be in the park. Other local groups have been asked to volunteer. Planning needs:
 - a. Bags for egg collection
 - b. AGLC raffle license - Nicole to complete and submit.
 - c. Photography Booth???
 - d. Games coordinator
 - i. Egg race on a spoon
 - ii. Toss eggs in a bucket.
 - iii. Guess the # of eggs.
 - iv. Raffle items and/or sponsorship – Nicole & Kristein

9. **Policy review** - deferred
10. **Storage cabinet** request from Laugh N Learn – Shawna has purchased 2 lockable.
 - a. **Action** Kristein to check with Laugh N Learn to see if these will meet their needs.

New Business

1. **AGM Prep** – March 10, 2024, at 4 PM
 - a. **Action** Lindsay to change the sign – Kristein to contact her.
 - b. Bring a friend.
 - c. Board Members to be in QRC at 3:45
 - d. Chair report – Nicole to prepare.
 - e. Finance report – Brian to prepare.
 - f. Agenda – **Action** Lise (look at old minutes from last year and mail out to the board). Bring a few copies of last year's minutes AGM.
 - g. Positions available: AGLC, Directors at large, capital projects, communication
 - Lise, Tony (apprentice with Brian) and Nicole will let names stand with current positions.
2. **Lease of Occupation** – Kristein to be the contact for RVC.
3. **Equipment Inventory** – **Action** Kristein to compile a list.
4. **BBQ or Grill** – we have firepits.
5. **Christmas decorations** in planters Removal and storage of - **action** Lindsay will remove and put in garage in spring/warmer weather.
6. **Education** for Univerus Scheduling software – Kristein and Lise to attend the Univerus 4-hour session. use education funds. **Action** Kristein will check into cost for two of us at the same time.
7. **Univerus software Insurance** for renters – new feature - \$2500 to set up and additional annual fees – no funds for this in our budget, continue with current insurance policy and requirements for renters.
8. **Chestermere Energizer Night** – groups who come together to promote their programs. March 27 6:30 – 8:30 in Chestermere - set up at 5:30. Sell memberships. **Action** requires two board members to attend.
9. **Communication Protocol** – info@goodlucktown.ca general inquires/community

- a. BAND – no voting, events, etc
 - b. Emails – LCA board
 - 10. **Langdon Day Budget** – looks different to last year due to no baseball and beer gardens.
 - a. Nicole discussed items required, budget request to add staff hours.
 - b. Royal Flush – Jolene to get a quote on this versus Porta potties (\$1750)
- Motion** by Nicole to approve Langdon Days budget at \$11,000. seconded by Shawna. All agreed.
Quorum met.
- 11. **Summer students** next year need to get grant for this– May to Sept (Kristein)
 - 12. **50/50 draws** – **Action** Nicole to investigate this and provide feedback for licencing.
 - 13. **Main door** – discussion about fieldhouse handicap button. **Action** Jolene will review with security company.
 - 14. **Grants** – due March 1, quotes needed.
 - 15. **Additional security camera** delay grants until Fall
 - 16. **Plexiglass** replacement of display case by skate shack – **Action** Tony will replace.
 - 17. **Strategic Plan** – need to do at subsequent board meetings. **Action** add as an agenda item.
 - 18. **Charity Status** – **Action** add to next Board agenda.
 - 19. **Review rental contracts** – delay until closer to renewal Action add to June agenda for review
 - 20. **Financials**
 - a. Moneris – we are not using it routinely, costs? **Action:** discuss at next board meeting.
 - b. quick books – **Action** Tony and Brian to review.

Meeting adjourned at 9:35 pm
Next Meeting: March 17, 2024