



**Agenda of the Langdon Community Association
Board of Directors
March 17, 2024 – 7:30 pm
Qualico Resource Center**

2024-2025 Directors *Names of those present at the meeting are highlighted.*

Voting Members

Chair: Nicole Porquet-Seitz
Vice Chair: Shawna Weir-Murphy
Treasurer: Brian Ferguson/ Tony Baker
Secretary: Lise Poirier
Communications Lead: Nicole Porquet-Seitz
Events Director: Shawna Weir-Murphy
AGLC: Jolene Fieber / Nicole Porquet-Seitz
Capital Projects Lead: Tony Baker
Directors of the Board: Christy Poirier – regrets

Non Voting Members

Past Chair: Vacant
Executive Director: Kristein Johnson -regrets
Library Representative: Cori Nicholls
Maintenance Staff: Lindsay Grindle

Approval of Agenda- motion for approval by Nicole seconded Jolene.

Approval of Minutes from– February 18, 2024, motion for approval by Nicole, seconded by Jolene.

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. Need a grand opening date (Langdon Days). Action: Kristein to update.
4. **To do list:** mulch, tree and bush trimming, cancelling summer bingos. Update and bring forward to each meeting.
5. **Main sign** – Action: Replacement, Cover, Lock, and installation.
 - a. Street address – Thank you Tony for putting up the numbers.
 - b. Action: Kristein update on grants.
6. **Summer Tennis Camps** – July 8-12 from 1pm – 7:30pm and Aug 12-16 from 9 am to 3:30pm booked courts. 1 – 1 ½ hr. lessons. Posters have been distributed – suggestion to send information to both schools.
7. **Langdon Days** July 19-21, 2024.
8. **Easter Egg Hunt** – Langdon Park on March 30, 2024, 9-12. All kids starting at 10:00 am ages 4 and under will be on the tennis courts, ages 5 and over will be in the park. Other local groups have been asked to volunteer. Planning needs:
 - a. AGLC raffle license - Nicole to complete and submit.
 - b. 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
 - v. Concession – Jolene
 - vi. Membership raffle – need to sign up to enter.
- c. Action: we need someone to purchase Easter stuff for 2025.

9. **Policy review** –police check every 3 years, Code of Conduct once, Conflict of Interest every year.

New Business

1. **Equipment Inventory** – **Action** Kristein to compile a list. Furnace filters etc.
2. **Education** for Univerus Scheduling software – Kristein and Lise attended the Univerus 1hour session.
3. **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. Kristein and Lise to attend. OK Club handout at the LCA table.
4. **Strategic Plan** – need to do at subsequent board meetings. **Action** agenda item. Kristein and Nicole. Current plan expired 2023.
5. **Charity Status** –Action: Nicole and Kristein to review this.
6. **Financials**
 - a. **Moneris** –Nicole provided costs – service fee for scheduling. **Action:** Nicole to look at options.
 - b. **Quick books** –Tony, Brian, Nicole and Kristein now have access.
7. **SharePoint** – Kristein has updated
8. **Website and communication** – easier way to book rentals. – Names of Board. Bios with pictures. – Kevin and Georga Fisk tab for LCC, LOK club, Library, Events, volunteering.
9. **Election of Vice Chair** – Jolene motion for Shawna as vice chair seconded by Tony.
10. **Parade of Garage Sale** –Facebook Event only, no google form.
11. **TV Display in Fieldhouse** – Parade of Events and Library Sale. Langdon OK Club ok once per month, Boy Scouts, Girl Guides. Advertisement for outside business – look at charging and decide if we add to rental agreement. Advertisement for profit? Action: Kristein to contact groups to offer and get slide. Yodeck. **Action:** Nicole will have Kristein reach out to the nonprofits for advertisement
12. **Tim Hortons Smile Cookie – April 29 – May 3 (Kristein Nicole and Lise)**
13. Update from ED - see attached report

Meeting adjourned at 9:16 pm

Next Meeting: April 21, 2024