



**Minutes of the Board of Directors Meeting
Langdon Community Association**

Date: October 15, 2023
Time: 7:30 – 9:30 pm
Location: Qualico Resource Center

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

Voting Members

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

Non Voting Members

Past Chair; Vacant
Executive Director: **Chrissy Craig**
Library Representative: **Corrie Carrobroug**
Maintenance Staff: Lindsay Gridel

QOURUM WAS MET (quorum = 5+1)

1. Approval of Agenda - Motion for approval Tony, 2nd Nicole and passed.
2. Any changes to the minutes of July 2023 and September 2023
Approval of Minutes from July – Motion for approval Tony and 2nd by Nicole passed.
Approval of Minutes from Sept – Motion for approval Tony and 2nd by Jolene passed.
3. Team Building: Do you have any Fall traditions?

4. **Reports**

- a. **Chair:** Nicole Porquet-Seitz – update of LLL/LSA/LAC meeting
- b. **Vice Chair:** Georga Fisk- absent
- c. **Treasurer:** Brian Ferguson – Budget Review – absent report by Chrissy Craig see attached, not reconciled. Action item
- d. **Secretary:** Lise Poirier – questions on names and positions clarified.
- e. **Events:** Shawna Weir-Murphy, Nicole, Lise and Chrissy for Christmas Carnival Dec 2 – no update
- f. **ASLC Lead:** Georga - absent
- g. **Executive Director** – Chrissy Criag as per email sent to Lise for Agenda item.
 - i. **Operations:** Regular renters are booking up the fieldhouse, and things have been going very well. We have had some weekend rentals in the fieldhouse, a wedding last Friday and another one in November! People love the gardens and fire pits. QRC is renting well, busy with the library, and synergy is in there on Fridays, this past month, Trellis has been operating a drop in toddler play time on Wednesdays. The fieldhouse failed fire inspection this week due to the front door not being operational, Vents being dirty, and fire extinguishers not being certified. The front door is scheduled to be fixed next week, vents are booked to be cleaned on October 16 (was booked before the inspection), and fire extinguishers are booked for Oct 19.
 - ii. **Events:** Movie in the park has been a great success. First one we had over 100 people, second one was raining and only 20 people, 3rd one is this weekend and looks to be great. Bingo is going great; people love bingo and it averages around 40-60 people a night. Planning for Christmas carnival is happening, so far only Chrissy on this one, please let her know if you would like to help with it. Hobby Days has its first one at the end of month, registration is low, so please promote.
 - iii. **Funds development report:** reports are being done for the grants. Prep is happening for the grant due November 1
 - iv. **Communication report:** January Newsletter submissions is due November 30
 - v. **Program Report:** Imagination Library we have sponsored 1241 books this year. Our largest age group is 3–4-year-olds, so with in the year when they “graduate from program” we will be able to accept more children.
- h. **Capital Projects:** Tony Baker- no projects.

5. **Old Business**

1. **Succession Planning** – Chrissy Review document in SharePoint add your activities to it. ACTION- All to review and Chrissy to update this document and Lise will add to Minutes.
2. **Education**-book King Conference Oct 25 &26 Attendee: Crystal, Chrissy, and Brian. One spot available due to cancellation. ACTION – Lise to speak with Chrissy about this role.
3. **Fieldhouse Door** – results of voting on three options – Chrissy arranging for this to fixed next week.
4. **Skate Shack** – Chrissy reported that Arrkcan is going to replace all the walls with puck board and mats in front of the shacks – they are purchasing and installing at no cost to LCA. A sign will be installed to post their name as the sponsor. ACTION - Chrissy to have sign made and installed, confirm date for completion of above work.

5. **Sign on QRC** – Chrissy reported this will be fixed and re painted. ACTION – Chrissy notification when work to be completed.
6. **Bobcat repairs** – Chrissy reported repairs to be arranged after discussion with Bobcat – decision to be made whether they are sending someone out to Langdon or if it needs to be brought to Bobcat Calgary. A request was also made for a maintenance schedule ACTION: Chrissy updates the next meeting.
7. **Zamboni** – Nicole to reach out to Cori. Lee was organizing the crew schedule. ACTION – Tony to send Lee’s contact to Nicole and she will provide an update at the next meeting.
8. **Skate Park** – options for repair and enhancement of skate park – Chrissy to look at requirements, possible assistance from Synergy – ACTION – update at future meeting.
9. **Overseeding/Fertilizing** – ACTION - item needs to be in the budget for next year. for Quads Iron Horse only. The Rocky View County maintains only Langdon Park. We need 3 quotes from the landscape company before we can proceed.
 - a. Look at cost of equipment for LCA owned fertilizer and aerator. – ACTION add to wish list and quotes for company versus us owning the equipment. Nicole to look into the options and will report back on information.
 - b. Tony quotes sent to Crissy tired for 4 and only have 1 company who gave us recommendation email below.

From: Tannas PE <tannas@prairieenvironmental.com>
Date: October 2, 2023 at 2:37:40 PM MDT
To: Tony Baker <Tony.Baker@goodlucktown.ca>
Cc: Info PE <info@prairieenvironmental.com>
Subject: Turf Program Ball Diamonds

Good afternoon Tony,
 I sent you off quotes this afternoon for the high optic areas at the Langdon Park area as well as the new Ball Diamonds. As part of a full turf health program, I would recommend the following:
 Langdon Park:

1. Spring & Fall Aeration
2. Spring & Fall Granular fertilizer application (done in conjunction with the aerations)
3. May or June broadleaf weed control with liquid fertilizer
4. Optional: overseeding program for thin areas in the spring or late fall
5. Optional: July or September broadleaf weed control with liquid fertilizer if required

Ball Diamonds:

1. Spring & Fall Aeration (mark all irrigation heads to prevent damage to the system)
2. Spring & Fall Granular fertilizer application (done in conjunction with the aerations)
3. May or June broadleaf weed control with liquid fertilizer
4. Optional: overseeding program in the spring or late fall
5. Optional: July or September broadleaf weed control with liquid fertilizer if required

Although there is foxtail present on the fields at this time, with the presence of irrigation and a turf health program, desirable turf species will out compete the foxtail and not be a problem. There is no product that is licensed for the control of foxtail on short turfgrass, therefore, with a proper program in place, the foxtail will eventually be eradicated naturally.

As always, we can provide you with a quote on any or all of these programs and tailor them to your needs and budget.

Thank you so much for allowing us to quote on this work.

Have a great day,

Tannas Webb | [Prairie Environmental Services Ltd.](#) | [Dandy Lawns Maintenance Ltd.](#)

10. **Grants:** Two big grants are coming due in Oct/Nov. Things LCA needs to purchase— see minutes of September 17th LCA meeting. More discussion at the next LCC meeting October 22, 2023. ACTION – Add to November agenda for discussion.

Spending needs for next year budget:

1. Tony to bring quotes for aeration/fertilizing / equipment – to LCC meeting.
2. Scouts grant for \$20k for jamboree in BC.
3. \$21K remaining from RVC – recommendation to install a 4-foot Fence for quads (Iron Horse diamonds) Chrissy stated the quote for work was \$51 k quote from one company it would include a wooden fence similar to fieldhouse and from the corner of the parking lot – cable and chain fence. V gate so vehicles can't drive through and a fence all the way past the pond for safety/liabilities.

ACTION: Motion to request to the County to ask for extension of the \$21K to be used on the above **Tony** – to send request to the RVC.

Motion by Jolene and Nicole 2nd motion unanimously all those present – 6 – passed.

4. Grants for playground maintenance, utilities, remainder of the fencing, equipment for ball diamonds (aerators, seeders etc).
5. Dollars for storage of mounds for Baseball fields – so we do not need to purchase mounds. Enough available. Pocket for mounds for storage – need more clarification 2 orange and 4 green mounds currently ACTION - Chrissy to send pictures to Nicole for her to bring forward to LLL/LSA
 - i. Discussion - Mounds can be used by anyone they just want to be informed of the mounds being used. Who owns the mounds? And who can use it. – How do they get put on and taken off – ACTION: Tony to speak with LLL, Chrissy to look at quotes and pictures of the pockets for storage.

6. Sound Panels for Fieldhouse: ACTION: Chrissy to get quote sound panels in the fieldhouse for the walls.

7. 2nd Quad for LCA: ACTION: Frank to get 3 quotes and bring forward.

8. Potential grants outside of RVC - Fencing around the rink – need to be repaired. ACTION – Chrissy to get quote on this and provide update.

9. Quotes for rink roof: – need to do the design part first – Chrissy to reach out for quotes.

ACTION provide Quotes to Chrissy by Sat Oct 21

Spring grant for mulch and flowers – action in the Spring.

LCA owns 4 mounds, and 3 owned by Langdon Little League (LLL)

11. Update on meetings to be held with LSA/LLL/LCA – Nicole it was a good meeting. Some key agenda items – communication – all email no texting to goodlucktown.com – urgent requests will be responded to very quickly and non-urgent requests will be answered within 1 week.

- a. During a tournament email to be used for communications – Chrissy is currently main contact.

- b. Email when pre booking is open – email scheduled to send out when it is open. Usually open in Jan until April for local teams all else are April 1.
 - c. Contracts with Little League need to wait on reconciling of budget need to look at rates. – after we do budget in November.
 - d. Little League wants to have a contract like LSA – set fee would like to have this changed.
 - e. We need our rate to complete the contract – need communication with LLL about requirements. ACTION – Chrissy to send them the draft without costs until our budget reconciliation of budget in Nov.
 - f. Reposition of porta potty – ground not able to support the staking so were needing grass areas. Need to review placement for next year.
 - g. Bids to be sent through LCC for more contacts – we have tried in the past, but we can try again for future bids.
 - h. LLL/LSA/LAC Will meet quarterly Jan, April, Aug and Oct meetings established.
 - i. Meeting for Langdon Days in QRC Nov 19, 2023.
- LCA owns 4 mounds, and 3 owned by LLL.

6. New Business

1. **BAND** discussion for motions and voting – Nicole – requests that we use BAND for time sensitive issues otherwise items to be brought to the LCA monthly meetings.
Issue with waiting for Monthly meetings is we require a Quorum; we were not having enough attendees at meetings and so BAND was used for discussion and voting polls. ACTION – Directors can attend by phone if unable to attend in person. Motions can best be done in person and/or by attending phone meetings versus BAND.
2. **Main sign vandalism** – Nicole discussion on feasibility of having a plastic cover and lock over the sign. ACTION: Chrissy to arrange for cover, lock, and installation.
3. **Winter projects** – what else need to be done before winter –
 - Zamboni – ACTION above - Nicole
 - If there is anything else contact Chrissy
4. **New Rec Centre** meeting October 22nd at 6pm in QRC - fund raising committee \$2 million required from the Langdon Community – advertising has been addressed by Chrissy.
5. **LCA Board of Director Roles** – Chrissy brought forward a copy of the Organization Mission Statement and Vision for review and highlighted specific sections: ACTION – all members to review specific sections highlighted were 2.1 Mission, 2.2 Vision, 3.1.1 Procedures, 3.2.2 Authority, 3.4.1 Professionalism, attached to minutes.
6. 3 more directors of the board available to be filled – if you know someone contact the board – ACTION: Chrissy to update the list of roles and responsibilities to be added to the minutes.
7. Discussion on Salary option for Maintenance Staff – full/parttime staff – busy in summer versus wintertime requirements.

Meeting adjourned 9:35 pm

Next Meeting: Nov 19, 2023, at 7:30pm