



erin  
woods  
COMMUNITY ASSOCIATION  
83 ERIN PARK DRIVE S.E.  
CALGARY, ALBERTA T2B 3A2

## Erin Woods Community Association Board Meeting Minutes – Monday, Feb 10<sup>th</sup>, 2020 @ 7:00 pm

Call Meeting to Order 7:05

Approval of Agenda 7:07

Adoption & Signing of January 13<sup>th</sup>, 2020 general meetings

- Minutes motion to accept Anne, John Stark second

Announcements:

Reports to Board and related business:

1. CPS Community Resource Officer – Constable Miguel Lay: January stats & trends **ABSENT**
  - January Stats:
    - o 0 – Assault (Non-domestic)
    - o 0 – Commercial Robbery
    - o 0 – Street Robbery
    - o 1 – Violence 'Other' (Non-domestic)
    - o 2 – Break & Enter - Dwelling
    - o 2 – Break & Enter - Commercial
    - o 1 – Break & Enter - Other Premises
    - o 1 – Theft OF Vehicle
    - o 1 – Theft FROM Vehicle
    - o 1 – Social Disorder
    - o 0 – Physical Disorder
2. Treasurer – Denise: – financials update **ABSENT**
  - No update
3. 1<sup>st</sup> VP (Hall / Facilities) – Lucky: absent
  - Insurance policy needs to be reviewed – review to be completed by Ali
4. 2<sup>nd</sup> VP (Sports) – Anne:
  - Outdoor Soccer Program:
    - o program previously participated in no longer available. Carolyn looking into the new program for U6 to U8, U4 will close.

- Registrations were being submitted to EMFC, and the program will be run by Junior Champions and run at Edwards School in Marlboro for 10 weeks, sans a festival day on Jul 4.
  - Cost is now \$180/child
  - Registering as an EWCA group, Will be done by Carolyn @ the EWCA, two registrations as according to signs
    - No charge in addition to the \$180? No membership requirements but will encourage purchase of membership at time of registration
    - Will advise this is a change in the program, and registration done through EMFC
    - All credits used between now and next year can be utilized for next year's registration
  - Credits: look into credit options for those with unused credits – offer on a case by case basis **TABLED FOR NEXT MEETING**
    - Carolyn will look into what credits are available
5. Safety – Lois: **ABSENT** - No report
6. Hall Manager – Carolyn:
- Vote on flooring passed; CCG application for flooring – all records have been kept via an email motion. Motion can be found [here](#).
  - New Friday night renters & potential EWCA Friday events
    - Aware that Friday nights can be possible rescheduled on with one months' notice (Pub nights, Jellybean dance, etc.) *has been added to revised rental agreement*
  - Next Senior Tea is Mar 22
  - Casino is almost full – Ashlyn to keep the FB post pinned until full
  - Scouts meeting Monday nights May / June due to leader changes, next year they are unsure of day. Will meet outside when General Meetings are being held contingent on access to washrooms
  - Issues with Hall Rentals
    - People trying to take advantage of liquor clause – renters have brought in liquor after being denied, or bring in their own liquor license instead of bringing in EWCA bartender
    - Depending on events, board members may need to rotate a spot-check for liquor usage – will circulate emails when these issues arise
    - **Rental agreement has been changed to reflect compliance with hall rental issues**
  - Jellybean Dance
    - Approximately 60 children with high sales throughout the night
    - Next time advertise for volunteers as additional support may be required with increase in numbers
    - Next will be April 24, 2020
    - Continue giving out prizes to encourage participation at the event

- Community Sign
  - o Will be updated by Mark
- Would get more memberships / involvement at events with e-options for payment – this will be investigated by Carol and tabled for discussion for Mar EWCA meeting
- 7. *Director-at-Large* – Tammy: no update (But thankfully is taking Minutes ☺ - LL)
- 8. *East Calgary Twin Arena Society (ECTAS)* – Anne:
  - Meeting minutes from Dec 3, 2019,
    - o Liz is continuing to look at financials and cost cutting measures,
    - o Jon is on top of maintenance and repairs. ECTAS is replacing headers, building is 40-years old and life cycle is wearing out. Grants are covering cost, and Casino is taking place in 2020, but not 2021.
    - o Reducing the cost of Learn to Skate program while still being able to offer the program – more information at the next meeting in April
- 9. *Seniors Events* – Amtul: Senior Tea – Christmas after Christmas Tea moved to March 22. Theme changing to Spring instead of Christmas **ABSENT**
- 10. *Special Events* – Ali: discussion re: advantages of having an EWCA membership
  - Promoting our memberships, what does it entail, what does it do for them
  - What are our annual events?
    - o Neighbour Day – various family events, 3<sup>rd</sup> Saturday in June
    - o Kids' Christmas party w/ horse drawn carriage rides around the park
    - o Community Cleanup
    - o Seniors tea
    - o Stampede Breakfast
    - o Community Garden – Tammy to kick this up
  - Anne has been to community membership workshop by FCC
  - How do people come to an event, buy a membership, and not have the extra fees
    - o Set up an auto-deposit email address
    - o Utilize the options available to us – Anne + Carolyn to investigate the options and create an e-banking plan and discuss at March meeting, and send out a peer-to-peer request to FCC and Community Hall Managers Facebook group
- 11. *Bingo* – Shannon C: **ABSENT**
- 12. *NPC* – Rob Dickinson: see reports – Rob will be late, expected arrival ~8:15
  - Flooring application / board motion to submit application: Ali calls to motion, Tammy 2<sup>nd</sup>. CCG flooring application going forward. Motion passed unanimously.
    - o (anything paid out of pocket prior to approval will not be reimbursed, Rob + Carolyn to connect on Friday, Feb 14th)
  - TD Park People Grant
    - o \$2000 for event in your greenspaces. Three events – one event on June 20 for National Park Day (already our Neighbour Park Day)
    - o Still require two other events for the funding (lawn chair theatre would not apply for this as it's city run, though an event could be done in conjunction with it)
    - o Draw interest from residents to come out – pick out ideas, budgets and work on events with Rob.
    - o Tammy and Ali to champion this together with Rob – pick an evening that works

13. *President's report* – Lori: Succession planning / AGM / Meet-the-Board event @ April 13<sup>th</sup> (date?) Board meeting w/ 6:30 early start
- Need to follow the bylaws, Anne wants to step down to only ECTAS
  - Lori will need a contingency plan if she should step down
  - Anne's points included:
    - o Firstly have taken sports away from the community responsibilities and are now zones
    - o City council now wants to focus on zones instead of community association having the voice, they are now one voice among residents
    - o Concern we're losing small town feeling of the community associations, and are losing memberships due to sports registration transitioning to zones
    - o With no requirement it's difficult to have the importance of memberships value in focus

Adjournment at 8:43pm

Next General Meeting: Monday, March 9<sup>th</sup>, 2020 @ 7:00 p.m.

# Please Sign In



erin  
woods  
COMMUNITY ASSOCIATION  
83 ERIN PARK DRIVE S.E.

DATE: February 10, 2020 – GENERAL MEETING  
ERIN WOODS COMMUNITY ASSOCIATION

NAME	MEMBER
Ali Anushka	Yes
John Stark	No.
Ashlynn Nixon	NO
Kor Massey	Yes.
Sajeed Ahmed/Mitu	✓ No.
Anne Miller	YES
Tom MILLER	YES
Jayne Clarke <small>canbearn society</small>	NO
Rob Dickinson (City)	NO
Tammy Amstutz	YES



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CALGARY, ALBERTA T2D 3A2

## Erin Woods Community Association Board Meeting Monday, Jan. 13<sup>th</sup>, 2020

Meeting was called to Order at 7:09 pm.

### Approval of Agenda

Adoption & Signing of November 4<sup>th</sup>, 2019 general meetings Minutes: Anne M. adopted the minutes; Denise B. 2<sup>nd</sup>

Announcements: Happy New Year!

### Reports to Board and related business:

1. *CPS Community Resource Officer – Constable Miguel Lay:*

- "Cold Starts Initiative is starting" Still many people leaving their cars running with the keys in the ignition and doors open
- Stats for November: Assault non domestic 2, commercial robbery 1, residential break & enter 3, theft of vehicle 5, theft from vehicle 8, social disorder 23 and physical disorder 2

- Guests: Residential Traffic Unit – info / presentation

- The traffic unit stressed the importance of residents reporting all crimes and concerns as the more information and people reporting prompts better responses
- The traffic unit rotates between wards and spends 1 week in each one

2. *President's report – Lori: Garden committee update (Nerissa?)*

- Nerissa was absent however there was a lady interested in becoming involved. Carolyn will relay this name and number to Nerissa
- Rob reported that the City is doing enviro checks on the soil

3. *Treasurer – Denise: – financials update*

- The financials are looking good. The budget will be addressed in March.

4. *1<sup>st</sup> VP (Hall / Facilities) – Lucky: Motion and vote on flooring quote: Absent*

- The quotes are still not comparable. Carolyn will call both companies and get it sorted out.

5. *2<sup>nd</sup> VP (Sports) – Anne:*

- Soccer registration will be February 21 and March 2 from 2:00 – 8:00 pm.

6. *NPC – Rob Dickinson: see reports*

- Lawn Chair theatre will work best in August. A date is to be set.
  - Storm ponds continue to be used by people; this is very dangerous
7. *Hall Manager – Carolyn: Spot checks on renters?*
- Tabled for next meeting
8. *East Calgary Twin Arena Society (ECTAS) – Anne:*
- A new manager has been hired
  - The Learn To Skate program will be reviewed
  - ECTAS Casino is June 1 & 2, 2020
9. *Seniors Events – Amtul: Senior Tea – Christmas after Christmas Tea Absent*
10. *Safety – Lois:*
- A thank you baking package was dropped off at Fire Station #23 which prompted a conversation about what I and others are doing in Erin Woods. One concern is the tall grass along the train tracks
  - Met with 12CSI in December about the success of the CAT walks
  - Met with 12CSI in January to discuss the role of CPS. Thank you cards will be distributed to the residents that have well kept yards
  - Bylaw was in attendance at 12CSI meeting in December, so could continue a face to face conversation regarding the CATwalks and what their role would look like in helping out
  - My Neighbour cards will also be distributed; not sure what platform yet
11. *Special Events – Ali: Christmas Party Dec 7/19 – debrief; ideas for new events*
- The Christmas party was a huge success and thanks to all volunteers
  - Possibly plan for another Family night in March.
12. *Bingo – Shannon C: Absent*

Meeting was adjourned at 9:10 pm.

Next General Meeting: Monday, February 10<sup>th</sup>, 2020 @ 7:00 p.m.

Erin Woods Community Association  
Comparative Income Statement

	Actual 01/02/2019 to 31/01/2020	Actual 01/02/2018 to 31/01/2019
<b>REVENUE</b>		
<b>Revenues</b>		
Soccer U4	-195.00	260.00
Soccer U6	-105.00	1,260.00
Soccer U8	735.00	1,645.00
Registration Credit - Ref	0.00	0.00
Total Soccer Revenue	435.00	3,165.00
Slow Pitch	19.05	1,720.00
Community Clean Up	1,105.00	1,170.00
Stampede Stomp Income	300.00	534.00
Total Stampede Stomp	300.00	534.00
Seniors Tea Income	0.00	107.40
JB Dance Income	333.65	763.45
Hall Rentals	19,907.74	16,073.10
Preschool	4,761.90	4,628.55
P.O.O.S.C.A.	0.00	800.00
Church - All Nations	6,500.00	0.00
Bar Income	3,195.87	4,449.33
Membership Income	847.75	1,710.52
Volunteer Levy Income	0.00	600.00
Miscellaneous Revenue	2,894.25	679.30
Yoga Revenue	0.00	20.00
Contributions from Casino Funds	0.00	44,448.01
Bingo Income	13,075.16	4,454.75
Amortized Deferred Contributions	0.00	11,820.65
<b>Total Revenue</b>	<b>53,375.37</b>	<b>97,144.06</b>
<b>TOTAL REVENUE</b>	<b>53,375.37</b>	<b>97,144.06</b>
<b>EXPENSE</b>		
<b>Expenses</b>		
Summer Soccer Expense	2,518.75	2,314.23
Slow Pitch Expense	0.00	1,051.84
Vouchers Issued/Registration Cr...	4,200.00	6,780.00
Community Clean Up	680.61	851.43
Jelly Bean Dances	134.15	100.00
Children's Christmas Party	632.79	686.97
Stampede Stomp Expense	837.51	1,142.73
Seniors Tea	685.74	1,002.27
Neighbour Day Expense	280.00	424.97
Storage	317.99	2,496.64
Bar Expense	339.89	1,622.57
Shaw Direct	0.00	207.53
Bar Over/Short	-0.15	-3.49
Pepsi Expense	0.00	417.08
BFI Expense	2,265.86	2,004.66
Hall Cleaning	601.67	382.62
Hall Rental	238.10	450.00
Maintenance Expense	11,252.54	15,577.61
Door Mat Service	286.44	383.38
Telus	935.68	1,143.77
Enmax	5,770.09	6,269.84
Direct Energy	1,368.16	1,275.19
Security Expense	1,025.00	1,497.00
Insurance	4,834.00	3,548.48
TOSHIBA	58.64	49.55
Office/Admin Expense	732.75	534.21
Kitchen Expense	8.97	47.23
Memberships	660.42	175.03
Bank Charges - Gen/Savings/So...	49.60	49.55
Bank Charges - Bingo	1.25	3.75
Mileage	139.05	285.66
Gifts/Volunteer Recognition/Meet...	188.99	49.95
Website Expense	0.00	0.00
Newsletter Expense	2,300.00	1,725.00
Legal and Accounting	6,222.00	3,661.00



Erin Woods Community Association  
 Comparative Income Statement

	Actual 01/02/2019 to 31/01/2020	Actual 01/02/2018 to 31/01/2019
Licences and Dues	759.75	782.26
Advertising	660.00	240.00
Wages	27,450.98	26,779.81
Employer's EI Expense	714.66	626.28
Employer's CPP Expense	895.29	795.83
<b>Total Wages and Employer's Ex...</b>	<b>29,060.93</b>	<b>28,201.92</b>
Amortization Expense	0.00	27,626.51
Bingo Expense	1,051.89	874.76
Yoga expense	0.00	0.00
Miscellaneous	8.64	296.16
<b>Total Expenses</b>	<b>81,107.70</b>	<b>116,229.86</b>
<b>TOTAL EXPENSE</b>	<b>81,107.70</b>	<b>116,229.86</b>
<b>NET INCOME</b>	<b>-27,732.33</b>	<b>-19,085.80</b>

**ASSET**

**Current Assets**

Cash to be deposited	-0.12	
Float - Bar	300.00	
Float - Petty Cash	200.00	
Float - Stampede Stomp	0.00	
Float - Children's Events	350.00	
Float - concession	0.00	
General Bank Account	-13.08	
TD General Account	11,540.03	
Soccer Bank Account	0.00	
Casino Bank Account	13.08	
TD Casino Account	30,187.33	
Pull Ticket Bank Account	0.00	
TD Bingo Account	32,482.29	
<b>Total Cash</b>		<b>75,059.53</b>
Accounts Receivable	3,089.69	
Accounts Receivable - Restricted	0.00	
Account receivable accrual acco...	-1,836.00	
<b>Total Receivable</b>		<b>1,253.69</b>
Prepaid Expenses		4,016.52
<b>Total Current Assets</b>		<b>80,329.74</b>

**Inventory**

Inventory		3,846.72
<b>Total Inventory</b>		<b>3,846.72</b>

**Capital Assets**

Leasehold Improvements	132,091.26	
Acc. Amort. - Leasehold Improve...	-42,454.98	
Office Furniture & Equipment	33,285.56	
Accum. Amort. -Furn. & Equip.	-27,468.78	
Computer Equipment	5,723.17	
Acc. Amort. - Computer Equipment	-5,565.87	
Outbuilding	46,619.87	
Acc. Amort. - Outbuilding	-24,780.73	
Pavement	10,700.00	
Acc. Amort. - Pavement	-9,232.79	
Sports Equipment	3,242.53	
Acc. Amort. - Sports Equip.	-3,062.59	
Basement Renovation	32,989.02	
Acc. Amort. - Basement Renovat...	-18,205.75	
Mechanical Room Renovation	45,480.68	
Acc. Amort Mech. Room Renova...	-15,307.85	
Building	372,688.06	
Acc. Amort. - Building	-52,582.82	
Signs	8,441.00	
Acc. Amort. Signs	-4,220.50	
<b>Total Capital Assets</b>		<b>488,378.49</b>

**TOTAL ASSET** **572,554.95**

**LIABILITY**

**Current Liabilities**

Accounts Payable		-821.82
Accrued Liabilities		4,115.52
Vouchers Payable		6,347.75
Vacation payable		153.35
EI Payable	82.10	
CPP Payable	141.28	
<b>Total Receiver General</b>		<b>223.38</b>
Damage Deposit Payable		3,150.00
GST Charged on Sales	1,843.01	
GST Paid on Purchases	-1,819.29	
<b>GST Owing (Refund)</b>		<b>23.72</b>
Deferred Membership Revenue		250.04
Deferred soccer fees		0.00

<b>Total Current liabilities</b>	<u>13,441.94</u>
<b>Deferred Contributions</b>	
Deferred Cash Contributions	66,522.61
Deferred Cash Contributions - Bi...	32,350.92
Deferred Capital Contributions	<u>151,476.10</u>
<b>Total Deferred Contributions</b>	<u>250,349.63</u>
<b>TOTAL LIABILITY</b>	<u>263,791.57</u>
<b>EQUITY</b>	
<b>Net Assets</b>	
Net Assets Previous Year	308,146.87
Current Earnings	2,068.63
Prior period adjustments	<u>-1,452.12</u>
<b>Total Retained Earnings</b>	<u>308,763.38</u>
<b>TOTAL EQUITY</b>	<u>308,763.38</u>
<b>LIABILITIES AND EQUITY</b>	<u><u>572,554.95</u></u>



FEDERATION OF  
CALGARY COMMUNITIES

## Board Meeting Information February 2020

### Workshops:

ENGAGEMENT	FINANCIAL
Monday Matters – <u>Monday, February 3</u>	GST for Non-Profits – <u>Tuesday, March 10</u>
Partners in Planning: Planning Implementation – <u>Saturday, February 8</u>	GST for Charities – <u>Tuesday, April 21</u>
Hall Rentals Fireside Chat – <u>Wednesday, February 15</u>	
Engaging Vulnerable Populations – <u>Thursday, February 20</u>	
Presidents' Meeting – <u>Saturday, February 22</u>	

To register and view all workshops and events visit [calgarycommunities.com/our-events/](http://calgarycommunities.com/our-events/)

### Breaking News:

#### Exciting new addition to Energizing Spaces Fund

This year ENMAX has grown the Energizing Spaces program to include energy efficient upgrades! Not only can you continue to apply for grant money to upgrade old appliances and outside rink or safety lighting, you can now apply for funding to replace items that create energy inefficiencies within your building. Keep an eye out for more information coming soon!

#### Engaging Vulnerable Populations workshop

Join us for Engaging Vulnerable Populations on February 20 in collaboration with the City of Calgary, the Calgary Drop-in Centre, Alpha House, and Alberta Health Services. Learn more about the how we can support vulnerable Calgarians in our communities experiencing homelessness, poverty, mental health or addiction issues. [Click here](#) to register.

#### Save the date for *Faces of Community* kick-off!

Put Friday, March 6 in your calendar as an evening you don't want to miss! We'll be kicking off March Community Association Awareness Month with an exciting event featuring the big reveal of our 2020 *Faces of Community*, tasty snacks and drinks, and a celebration of YOU – community volunteers. Registration opens in February and can be accessed by viewing [our events calendar](#).

**ActivateYYC is back!**

ActivateYYC is back for 2020 with a new focus on traffic calming! The application will launch in mid-February, with more details to come. Keep an eye out for information coming in "Get Engaged!" and watch our social media channels.



**Erin Woods Community Association  
Neighbourhood Partnership Coordinator Board Report**

February 2020

<b>Priority Items</b>	
Meeting February 10	NPC will be arriving late, as needs to attend Forest Heights meeting first. Will hopefully be arriving by 8:15 p.m.
CCG application	NPC will support submission of CCG application for flooring.
Community Cleanliness Initiative	NPC will continue to support CA in growing this initiative.
<b>Organizational Development</b>	
<b>Financial Management</b>	
<b>Grants</b>	
TD Park People Grant	<b>TD Park People Grants Open</b> TD Park People Grants will provide \$2000 to groups from Metro Vancouver, Calgary, Edmonton, Winnipeg, Greater Toronto Area, National Capital Region (Ottawa-Gatineau), Montreal, Quebec City or Halifax Regional Municipality, to build community and support environmental stewardship in your park or green space. Make your green space great with events like park clean-ups, tree-planting and movie nights. Applications close on March 2 <sup>nd</sup> . <a href="#">Visit the website</a> to get all of the details, helpful event ideas and application form for the TD Park People Grants program.
CCG for flooring	Once board direction is given, NPC will support the submission of the application.
<b>License of Occupation</b>	
Annual Requirements Letter	Letters circulated via email by NPC and will also be sent via mail in hard copy. The letter lists various due dates of documents specific to your organization and required to be submitted to The City and/or filed with the Province.
<b>Connecting City Resources</b>	
<b>Public Relations</b>	
<b>Programming</b>	
Programming Opportunity	Lawn Chair Theatre will be held in Erin Woods. Stay tune for specifics. Date will be one of August 11, 12 or 13 and run in the evening.



Facility Maintenance & Capital Construction	
Capital Conservation Grant (CCG) Guidelines	Updated CCG Guidelines have been shared with EWCA via email from NPC.
Letters of Municipal Opinion	Please note that it is a requirement to receive 'Support in Principle' for capital projects (if applicable, over 50K or DP required as per Lease/LOC agreement) PRIOR to the City of Calgary providing letters of Municipal Opinion (CFEP or otherwise). Please make sure to discuss any projects within your Lease/LOC as far in advance as possible with your NPC.
Other	
Federation of Calgary Communities Workshops	<p>PIP: Planning Implementation – February 8, 9:00am-12:00pm                      Hall Rentals Fireside Chat – February 12, 10:00am-12:00pm                      Engaging Vulnerable Populations – February 20, 6:00-9:00pm                      Presidents' Meeting – February 22, 10:00am-12:00pm                      Monday Matters – March 2, 4:00-9:00pm                      GST for Non-Profits – March 10, 7:00-9:00pm                      PIP: Community &amp; Citizen Involvement – March 14, 9:00am-12:00pm</p> <p>For more information or to register go to:  <a href="https://calgarycommunities.com/our-events/">https://calgarycommunities.com/our-events/</a></p>
City of Calgary Workshops	<p><b>Meet the Funders for Community Associations</b>                      Date: Wednesday, February 5, 2020                      Location: Renfrew Community Association (811 Radford Road NE)                      Time: 7:00-9:00pm</p> <p>To register, visit: <a href="https://meetthefundersforcommunityassociations.eventbrite.ca">https://meetthefundersforcommunityassociations.eventbrite.ca</a></p> <p><b>Leading a Jane's Walk in Calgary - A "How To" Workshop 2020</b>                      If you're curious about leading a Jane's Walk, The Calgary Foundation and The City of Calgary invite you to attend a "how-to" session. You will receive step-by-step instructions on how to bring your ideas and neighbourhood to life through a walking tour. You then may want to offer to design and lead a free walking tour as part of the 2019 Calgary Jane's Walk festival. But attending this workshop does not commit you to volunteering for the festival.</p> <p>Date: Wednesday, March 4th, 2020                      Location: Central Library Room 0-14 800 – 3rd St SE                      Time: 7:00-9:00pm                      To Register: <a href="https://2020janeswalkworkshop.eventbrite.ca">https://2020janeswalkworkshop.eventbrite.ca</a></p> <p><b>Community Garden Workshop</b></p> <p>Join staff from the Calgary Horticultural Society for a valuable discussion that will help your community garden group prepare for the 2020 growing season.</p> <p>Date: Tuesday, March 10<sup>th</sup>, 2020                      Location: Winston Heights/Mountview CA (520 – 27 Ave NE)</p>

**Calgary**



Time: 6:30 - 8:30pm

To register: <https://communitygardenworkshop2020.eventbrite.ca>

**NPC Contact Information**

**Robert Dickinson**

Neighbourhood Partnership Coordinator, Neighbourhood Connections

Calgary Neighbourhoods

| C 403.801.7864 |

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