



erin
woods

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

ERIN WOODS COMMUNITY ASSOCIATION
General Board meeting Minutes September 9, 2024

Meeting was called to order at 7:07 pm

Addition to agenda from Anne M. to discuss a change of format for the meetings

Approval of agenda: Anne M approved Kassi J 2nd

Adoption of the General meeting minutes from July 8, 2024: Anne M adopted, Kassi J. 2nd

Reports to Board and related business:

1. City NPC: Stephan Horbay:

- Has Melody finished the applications for the CCG and CFIP grants?
- There was very good engagement with the Business Plan update
- There is a company offering free interior painting
- There is a new Green and Inclusive Community Buildings grant

2: 1st Vice President and Fundraising & Grants Director: Melody H. - Absent

3: 2nd Vice President and 3 Way Sign Coordinator: Kassi J.

- There were 5 vendors for the Boot Sale
- Community Clean Up on Sept 28 – still in need of volunteers
- Kids Halloween Party will be on October 26
- Kids Christmas Party will be on December 7 from 12:00-3:00 pm. Wagon is booked and Champion Life Centre needs to be contacted.
- Jellybean Dances so far are going really well. Next one is September 20, 2024
- Karaoke Machines – pricing out different models and types
- Fridge Project – still waiting for site approval from the City of Calgary

4: Treasurer & Community Garden John S. – Absent

- The Erin Woods Garden Committee is looking for new members and volunteers for next year

5: Safety Director: Heather J. – Absent

6: ECTAS Director & Business plan Anne M.

- ECTAS is now offering free public skate every Sunday from 2:15-3:15. People have to have their own skates and helmets.



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- Anne M. motions to accept the Erin Woods Business Plan of 2024-2028. Kassi J. 2nd. Approved.

7: Rink Co-Ordinator: Jonathan M. – Absent

8: President's report: Shannon C.

- Bingo and Casino: Bingo Pool Summary for July 2024, per event from Bingo \$813.61
Per event from balls/seals \$946.54. Total per event \$1760.15
- Next Bingo September 16

New Business:

- David, a resident of Erin Woods, cannot see the 3- way sign when turning right at that intersection due to tree branches in the way. Someone on the board will call 311 to check if branches could be trimmed.
- Anne M. would like to change the format of the meetings. The first part of the meeting would be considered the General meeting. Ideal order would be NPC, Police representative then the Treasurer. If there are residents in attendance, they would bring forth what they want to address and then end with short reports from the board. The General meeting would be adjourned. The Board meeting would follow. All who want to attend can stay.

Meeting was adjourned at 7:46 pm.

Next: General Board Meeting: October 7, 2024 at 7:00 pm.

Please Sign In



DATE: September 9, 2024 – General Board Meeting
ERIN WOODS COMMUNITY ASSOCIATION

NAME	MEMBER
Kassie Jeffrey	Yes
Shannon Coleman	yes
Jessica Rose	yes
Stephan Hartbay	no
Anne Miller	YES
PAUL ROCK	yes



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ERIN WOODS COMMUNITY ASSOCIATION
General Board meeting Agenda
September 9, 2024

Call to order

Approval of agenda

Adoption of the General meeting minutes from July 8, 2024

Reports to Board and related business:

1. City NPC: Stephan Horbay: See attached report

2: 1st Vice President and Fundraising & Grants Director: Melody H. – nothing to report at this time

3: 2nd Vice President and 3 Way Sign Coordinator: Kassi

- Boot Sale
- Community Clean Up
- Kids Halloween Party
- Kids Christmas Party
- Jellybean Dances
- Karaoke Machines
- Fridge Project

4: Treasurer & Community Garden John S

The Erin Woods Garden Committee is looking for new members to participate in the planning, building, and running of the community garden that will be rebuilt at the EWCA Hall this spring once weather permits.

5: Safety Director: Heather J. – See attached report

6: ECTAS Director & Business plan Anne M.

Nothing to report for ECTAS
Discussion on business plan – followed by a vote

7: Rink Co-Ordinator: Jonathan M. – nothing to report at this time.

8: President's report: Shannon C.

- A) Bingo and Casino: Bingo Pool Summary for July 2024, per event from Bingo \$813.61
Per event from balls/seals \$946.54. Total per event \$1760.15

New Business:

Adjournment

Next: General Board Meeting: October 7, 2024 at 7:00 pm.



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ERIN WOODS COMMUNITY ASSOCIATION
General Board Meeting Minutes
July 8, 2024

Meeting was called to order at 7:04 pm.

Approval of agenda: Anne M. approved Kassi J. second. Passed

Adoption of the General meeting minutes from Monday June 10, 2024: Anne M adopted the minutes, Kassi J. second. Passed

Reports to Board and related business:

1. City NPC: Stephan Horbay

- Summer will be slow
- Take note of several grant deadlines in report
- Waiting for Melody to send in the CCG grant
- The CFEP grant is in; waiting on approval
- Still working on finalizing the Business Plan

2: 1st vice president and Fundraising & Grants Director: Melody H.

- The Energizing Spaces Grant for a new fridge for Erin Woods Eats has been submitted
- The CCG grant will be submitted

3: 2nd Vice President and 3 Way Sign Coordinator: Kassi J.

- Neighbour Day event went very well even though got rained out
- Stampeded Breakfast – about 500 were served
- Community Clean up – still need volunteers
- Kids Christmas party – the wagon has been booked. Champion Life Centre needs to be contacted. The event will run from 12:00 – 3:00 pm.
- JB Dance – the next one will be in September for back to school, then for Halloween
- There will be an update on the fridge project after the next meeting.
- Next posting for the 3-way sign will be the Community Cleanup

4: Treasurer & Community Garden John S – Absent

5: Safety Director: Heather J. - Absent

6: ECTAS Director & Business plan Anne M.

- Everything is well at ECTAS. We are adding a public skating regular time on Sundays. Open to all community members.
- There will be brief meeting for the business plan after the regular meeting tonight.



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7: The community fridge project and Jelly Bean dances: Christina was absent – Kassi reported

8: Rink coordinator: Jonathan M. - Absent

9: President's report: Shannon C.

A) Bingo and Casino: Bingo Pool Summary for May 2024

per event from (Bingo) \$1000.03 Per event from Balls/ seals \$ 1050.70

Total per event \$2050.80

New Business:

- 23 members signed up at the breakfast
- Kassi will bring back options for a sound system or new karaoke machine to use for events

Meeting was adjourned at 7:31 pm.

Next General Board Meeting: September 9th, 2024 at 7 pm



**Erin Woods Community Association
Neighbourhood Partnership Coordinator Board Report
September 2024**

PRIORITY ITEMS	
<p>Erin Woods Business Plan Motion</p>	<p>The final draft of the 2024 Erin Woods Business Plan was circulated on July 19. Thank you for the dozens of hours put in by the Board to complete this document!</p> <p>It will require a Board Motion to pass the Business Plan as presented. This will satisfy your Business Plan compliance requirement with the City for the next 5 years. I encourage the Board to routinely reference and update this plan, to ensure accountability to the objectives decided upon.</p>
Grants	
<p>Free interior painting</p>	<p>Thanks to a fellow CA sharing there is an opportunity for free interior painting! Paint 4 Good is a painting company who donates painting services to local charities and non-profits. Applications will open September 1st and close November 1st see website for more details www.paint4good.ca.</p>
<p>Green and Inclusive Community Buildings Grant</p>	<p>Name: Green and Inclusive Community Buildings (Program extended until March 2029)</p> <p>Amount: The GICB program continues to accept applications from eligible applicants for small and medium sized projects to retrofit existing community buildings ranging in total cost from \$100,000 to \$2,999,999 million. Large projects (\$3 million to \$25 million) to retrofit existing community buildings or projects to build new community buildings can also be applied for.</p> <p>Applicable To: Infrastructure Canada invites the following organizations to apply:</p> <ul style="list-style-type: none"> • Municipalities or regional governments • Public sector bodies • Provincial or territorial governments • Indigenous organizations or entities • Not-for-profit organizations federally or provincially incorporated and • Individuals and for-profit organizations are not eligible to apply <p>Contact Info: gicbp-pbcvi@infc.gc.ca</p> <p>Webinar Opportunity: To register for upcoming webinar dates please email a request to gicbwebinar-webinairebcvi@infc.gc.ca</p> <p>Grant Website: Infrastructure Canada - Green and Inclusive Community Buildings Program</p> <p>Due Date: October 16, 2024</p>



	<p>Eligible Projects: The GICB Program supports the first pillar of the <u>Strengthened Climate Plan</u> by improving the places Canadians live and gather by cutting pollution (e.g. reducing GHG emissions, increasing energy efficiency, building resiliency to climate change and encouraging new builds to net zero standards), making life more affordable and supporting thousands of good jobs. The GICB Program funds two types of projects:</p> <ul style="list-style-type: none"> • Retrofits, repairs and upgrades to existing community buildings. Retrofits are changes to an existing building/asset that seek to renovate, upgrade, or repair aspects of the building/asset in a manner that improves environmental outcomes. Retrofits must be to a facility that is fully accessible to the public and that will provide non-commercial services to the community. For a detailed description of retrofit projects and their conditions for eligibility, see the section below “Retrofits - Applying for funding for retrofits, repairs and upgrades to existing buildings”. • The construction of new community buildings. New builds must be of a building/asset that is open and fully accessible to the public and that will provide non-commercial services to the community. For a detailed description of new build projects and their conditions for eligibility, please see the section entitled “New builds - Applying for funding for the construction of new community buildings”. <p>To be eligible for funding, retrofitted and new buildings must be in areas with underserved populations experiencing higher needs and be the site of programming and/or activities that demonstrably serve these populations.</p>
<p>Connecting City Resources</p>	
<p>ECO-centers now open</p>	<p>The City is offering a new way to streamline your recycling efforts. The new ECO centers are a one stop shop to dispose of a variety of materials. Rather than driving around to all the specialized recycling centers around the City you can now bring it all to one of three landfill locations. Some items can be dropped off for free, others include a cost for details see the webpage here: City Eco Centres (calgary.ca)</p>
<p>Older Adult Advisory Table (open from Aug 21 to Sept 11)</p>	<p>Calgary residents aged 55+ or caregivers/ care partners 45+ who are comfortable sharing feedback in a group setting can sign up for a term of two years supporting the City of Calgary in becoming more age-friendly. More information and applications available here https://www.calgary.ca/social-services/seniors/advisory-table.html</p>
<p>Public Relations</p>	
<p>Water restrictions</p>	<p>During the repair period from August 26 to the end of September, the City will once again ask Calgarians to take steps to conserve water to make sure we have enough for urgent needs. See how you can help here: Critical Water Main Break (calgary.ca)</p>
<p>Back to School</p>	<p>With schools back in session, it is a good time to share some safety tips and suggestions. Mobility has created a webpage with activities and a conversation guide for talking to children about road and vehicle safety. Check it all out here:</p>



	Mobility Safety Education Toolkit (calgary.ca)
Celebrate the Arts (Oct 4)	CADA is hosting the annual celebrate the arts and the 2024 Cultural Leaders Legacy Arts Awards. Tickets are \$65 for general or \$37.50 for artists. This event offers a unique opportunity to connect with fellow volunteers, artists, and community leaders, fostering a sense of camaraderie and shared purpose. Additionally, it's a chance to enjoy an evening of inspiring performances and celebrate the positive impact of volunteer efforts on the city's cultural landscape. 2024 Celebration for the Arts – Calgary Arts Development
Engaging Vulnerable Persons	With the seasons turning and the return of cool weather Community Associations are likely to encounter more vulnerable persons in their work. Linked are a few short videos recommending how and when to approach these individuals. Engaging Vulnerable Persons - Alpha House Society Calgary, Alberta (alphahousecalgary.com)
Programming	
Calgary Culture Days	Discover, experience and celebrate Calgary Culture Days. Enjoy local art, music, cultural events and more from September 1-30. Learn more at calgary.ca/CultureDays . #YYCculturedays
Training	
Federation of Calgary Communities Workshops	To register and view all online/virtual workshops and sessions visit calgarycommunities.com/our-events/ DMAP Lunch & Learn , Saturday Sept 14, 12pm – 1pm Urban Planning Committee: Financing and Real Estate Development , Sept 25 Board Basics 101 , Thursday Sept 26, 7pm-9pm Energizing Spaces , Thursday Oct 3, 7-9pm Working Session: Policy Writing 101 , Oct 9, 7-9pm
Government of Alberta – Community Development – Workshops & Trainings	For more information or to register visit: Government of Alberta - Community Development Unit Events Eventbrite Cybersecurity for Non-techie Board Members, Tue Sept 10 1:30 pm Grant Writing 101, Thu Sept 19, 1:30 pm Basic Facilitation Skills- Session 1 of 4, Mon Sept 23 1:30pm Basic Facilitation Skills- Session 2 of 4, Tue Sept 24 1:30pm Basic Facilitation Skills- Session 3 of 4, Wed Sept 25, 1:30pm Basic Facilitation Skills- Session 4 of 4 Thu Sept 26, 1:30pm Building Consensus, Thu Oct 3, 1:30pm Understanding your Legal Landscape, Wed Oct 16, 1:30pm The Role of the Board Chair, Tue Oct 22, 1:30pm Board Roles and Responsibilities, Wed Oct 23, 1:30pm The role of the Board Secretary, Thu Oct 24, 1:30pm The role of the Board Treasurer, Tue Oct 29, 1:30pm Legal Responsibilities, Wed Oct 30, 1:30pm Strategic Thinking, then Strategic Planning, Tue Nov 5, 1:30pm



Organizational Purpose & Planning, Wed Nov 6 1:30pm

Email contact is: communitydevelopment@gov.ab.ca or call 310-0000 then dial 780-963-2281.

NPC Contact Information**Stephan Horbay**

Neighbourhood Partnership Coordinator,
Recreation, Sport & Community Partnerships
The City of Calgary | Mail code: #94
C 403.804.7683. | calgary.ca
Forest Lawn Office – 3810 -17th Ave S.E.
P.O. Box 2100, Station M, Calgary, AB Canada T2P 2M5

stephan.horbay@calgary.ca

**Erin Woods Community Association
Comparative Income Statement**

	Actual 01/02/2023 to 31/08/2023	Actual 01/02/2024 to 31/08/2024
REVENUE		
Revenues		
Stampede Breakfast Income	500.00	0.00
Total Stampede Breakfast	500.00	0.00
JB Dance Income	0.00	378.05
Hall Rentals	10,441.00	11,465.72
Church - All Nations	4,550.00	4,550.00
Bar Income	3,809.17	3,682.99
Membership Income	304.80	95.25
Miscellaneous Revenue	140.00	2,391.50
Comm. Garden - Fundraising R...	0.00	0.00
Comm. Garden - Interest and Ot...	0.00	0.00
Comm. Garden - Total Revenue	0.00	0.00
Hatch (Community Fridge) project	0.00	0.00
Grant Revenue	4,704.29	1,000.00
Contributions from Casino Funds	0.00	79,907.30
Bingo Income	9,064.48	5,606.31
Total Revenue	33,513.74	109,077.12
TOTAL REVENUE	33,513.74	109,077.12
EXPENSE		
Expenses		
Vouchers Issued/Registration Cr...	1,000.00	4,520.00
Community Clean Up	378.40	0.00
Halloween Party	0.00	0.00
Stampede Breakfast Expense	1,324.90	1,226.40
Neighbour Day Expense	0.00	1,508.21
Bar Expense	1,341.99	1,520.08
Bar Over/Short	-19.04	6.93
Waste Expense	1,963.83	1,872.92
Hall Cleaning	1,050.63	864.20
Maintenance Expense	12,594.20	5,232.53
Telus	462.55	459.48
Enmax	4,016.65	4,797.08
Direct Energy	1,079.29	986.30
Security Expense	350.00	430.00
Toshiba	97.30	121.37
Office/Admin Expense	336.37	269.64
Bank Charges - Gen/Savings/So...	0.00	-0.55
Bank Charges - Casino/Restr. Sav.	0.00	9.90
Gifts/Volunteer Recognition/Meet...	388.54	394.99
Education and Training	0.00	320.00
Newsletter Expense	1,725.00	1,725.00
Legal and Accounting	6,288.79	3,305.66
Licences and Dues	20.00	546.74
WCB	415.90	567.60
Wages	20,409.02	24,445.51
Employer's EI Expense	465.24	568.12
Employer's CPP Expense	852.99	1,072.71
Total Wages and Employer's Ex...	21,727.25	26,086.34
Bingo Expense	338.45	259.20
Casino Expense	0.00	2,467.22
Comm. Garden - Fundraising E...	1,555.82	0.00
Comm. Garden - Bank & Squar...	0.00	0.00
Comm. Garden - Total Expenses	1,555.82	0.00
Fridge - Hatch Project	0.00	1,887.61
Total Expenses	58,436.82	61,384.85
TOTAL EXPENSE	58,436.82	61,384.85

Erin Woods Community Association
Comparative Income Statement

Actual
01/02/2023 to
31/08/2023

Actual
01/02/2024 to
31/08/2024

NET INCOME

-24,923.08

47,692.27

Erin Woods Community Association
Comparative Balance Sheet

	As at 31/08/2023	As at 31/08/2024
ASSET		
Current Assets		
Float - Bar	300.00	300.00
Float - Petty Cash	100.00	100.00
Float - Stampede Stomp	0.00	0.00
Float - Children's Events	350.00	350.00
Float - concession	0.00	0.00
General Bank Account	0.00	0.00
TD General Account	25,534.97	10,420.09
Soccer Bank Account	0.00	0.00
Casino Bank Account	0.00	0.00
TD Casino Account	36,429.27	81,265.14
Pull Ticket Bank Account	0.00	0.00
TD Bingo Account	66,566.58	80,223.18
Total Cash	129,280.82	172,658.41
Accounts Receivable	814.77	2,227.65
Accounts Receivable - Restricted	1,992.64	0.00
Account receivable accrual acco...	558.44	82.63
Allowance for Doubtful Accounts	528.33	0.00
Total Receivable	3,894.18	2,310.28
Prepaid Expenses	4,683.75	4,868.75
Total Current Assets	137,858.75	179,837.44
Inventory		
Inventory	1,342.85	931.45
Total Inventory	1,342.85	931.45
Capital Assets		
Leasehold Improvements	153,298.86	162,405.56
Acc. Amort. - Leasehold Improve...	-62,027.43	-67,046.34
Office Furniture & Equipment	33,807.46	34,632.41
Accum. Amort. -Furn. & Equip.	-31,211.14	-31,895.39
Computer Equipment	6,834.47	6,834.47
Acc. Amort. - Computer Equipment	-6,201.05	-6,327.73
Outbuilding	46,619.87	46,619.87
Acc. Amort. - Outbuilding	-28,831.75	-29,721.16
Pavement	10,700.00	10,700.00
Acc. Amort. - Pavement	-9,737.36	-9,833.62
Sports Equipment	3,242.53	3,242.53
Acc. Amort. - Sports Equip.	-3,168.83	-3,183.57
Basement Renovation	32,989.02	32,989.02
Acc. Amort. - Basement Renovat...	-20,947.96	-21,550.01
Mechanical Room Renovation	45,480.68	45,480.68
Acc. Amort Mech. Room Renova...	-20,904.72	-22,133.52
Building	372,688.06	372,688.06
Acc. Amort. - Building	-111,960.34	-124,996.73
Signs	8,441.00	8,441.00
Acc. Amort. Signs	-7,596.90	-8,441.00
Total Capital Assets	411,514.47	398,904.53
TOTAL ASSET	550,716.07	579,673.42
LIABILITY		
Current Liabilities		
Accounts Payable	1,510.22	1,755.87
Accrued Liabilities	5,907.79	6,231.72
Vouchers Payable	1,960.00	3,190.00
Vacation payable	112.31	393.17
EI Payable	249.27	272.79
CPP Payable	549.94	606.54
Federal Income Tax Payable	117.15	200.00
Total Receiver General	916.36	1,079.33
Damage Deposit Payable	3,150.00	3,100.00

Erin Woods Community Association
Comparative Balance Sheet

	As at 31/08/2023	As at 31/08/2024
GST Charged on Sales	-474.28	2,256.83
GST Paid on Purchases	333.79	-2,802.57
GST Owing (Refund)	-140.49	-545.74
Deferred Membership Revenue	369.68	320.72
Deferred soccer fees	0.00	0.00
Total Current liabilities	<u>13,785.87</u>	<u>15,525.07</u>
Deferred Contributions		
Deferred Cash Contributions	74,622.59	21,540.06
Deferred Cash Contributions - Bi...	63,503.47	80,076.22
Deferred Cash - Hatch Project	0.00	3,500.00
Deferred Capital Contributions	132,377.70	132,757.22
Total Deferred Contributions	<u>270,503.76</u>	<u>237,873.50</u>
TOTAL LIABILITY	<u>284,289.63</u>	<u>253,398.57</u>
EQUITY		
Net Assets		
Net Assets Previous Year	-859.27	-554.19
Invested in Capital Assets	292,208.79	279,136.77
Current Earnings	-24,923.08	47,692.27
Prior period adjustments	0.00	0.00
Total Retained Earnings	<u>266,426.44</u>	<u>326,274.85</u>
TOTAL EQUITY	<u>266,426.44</u>	<u>326,274.85</u>
LIABILITIES AND EQUITY	<u><u>550,716.07</u></u>	<u><u>579,673.42</u></u>



**CPTED Safety Audit Proposal
(Risk/Security Assessment)
For Cornerstone Youth Centre**

12 Community Safety Initiative has trained over one dozen people (including University Planning Students) over the last 4 years in CPTED (Crime Prevention through Environmental Design) Safety Audits through Safegrowth. Larry Leach, our Executive Director, is not only Safegrowth trained, but is part of the Safegrowth network, which follows Third Generation CPTED principles. Last May, Larry attended the Safegrowth Summit in Vancouver where the team worked with the Strathcona Community Policing Society and Strathcona Business Improvement Area on the issues in the area. Larry is also a regular attendee of the European Crime Prevention conference and Alberta Crime Prevention conference. We have led CPTED Safety Audits in Forest Lawn, Fonda, Mayland Heights, Vista Heights and Marlborough (last 3 have video presentations on our website).

This proposal is for the Risk Assessment required for the Alberta Security Infrastructure Program.

Requirements:

- Initial visit with 12 CSI Executive Director and Cornerstone Executive Director on the scope of the project and responsibilities.
- Identifying the scope area to be assessed (Just Building? Building and basketball court? Adjacent Parking lot? Adjacent Church? Sidewalks etc.)
- Preparing a 10-page questionnaire for event.
- Planning the assessment event (consult stakeholders, food etc.) staff, student attendees and neighbours.
- 2-3-hour assessment event with 4-6 facilitators and stakeholders.
- Assembling the data (questionnaires and observations including photos)
- Preparing the report with data and recommendations.

Total Cost \$8950

Stats for June & July 2024	June	July
Assault (Non-domestic)	2	1
Commercial Robbery	0	1
Street Robbery	1	0
Violence "Other" (Non-Domestic)	1	1
Break & Enter – Dwelling	0	0
Break & Enter – Commercial	0	1
Break & Enter – Other Premises	1	0
Theft of Vehicle	0	4
Theft from Vehicle	2	3
Disorder	19	31

Alberta Security Infrastructure Program Grant

Apply for a grant to get funding for security improvements.

Zoom meeting Sept. 9th to get more information on this grant listed above, it is designed for a security at multiple establishments including a Community Centre IE. community centres where members of any identifiable group gather for social or cultural activities.

The grant could potentially give us \$10 thousand to do the assessment, \$ 25 thousand for security, \$ 10 thousand for training and a possible \$10 thousand more. All these numbers will be clarified at the zoom meeting.

Incident happened involving some drunk driving on Erin Mount Cres. Which resulted in damage to a mail box. May do our walk on this street as the home involved has had several issues with the neighbours and the witness from Aug.31st said they parked the car on the lawn to hide the damage to vehicle. No one wants to report due to feeling like retaliation would follow. We can do anonymous reports to police.

Community walk taking place on Sept.11th at 7 Pm, meeting at the community hall and proceeding from there