



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

Erin Woods Community Association

Board Meeting Minutes – Monday, July 12th, 2021 @ 7:00 pm

Call Meeting to Order 7:03 pm

Approval of Agenda

Attendance

Adoption of March 15, 2021 Anne approved and Ali second all approved, April 12, 2021 **Kassi approved Ali seconds all approved**, and June 14, 2021 **Anne approved, Shannon seconded, all approved** general meetings Minutes and July 5, 2021 board meeting Minutes **Kassi approved, Shannon second, all approved.**

Announcements: Anne Miller was installed by the Board as 2nd VP effective July 5, 2021

Reports to Board and related business:

1. *Safety Director* – Lois W. with Cst Miguel Lay: June crime stats

- Miguel mentioned that social disorder unfortunately is up as is calls to CPS due to masks.
- He also said that some of our homeless population have moved however but CPS doesn't have much in the ways in tools to help them like we have been told by other organizations.
- Miguel lastly mentioned to keep an eye out for catalytic converter thefts as they are on the rise as well.

2. *President's report* – Lori L:

a) Community Garden: site update / two fundraisers made ~\$270 / fruit trees next?-

- John mentioned we are still working on trying to get rain barrels out to the community but haven't been able to sell the minimum 100 yet so so the committee will know more come Thursday what out options are.
- He also said that at our Market we made \$453
- The committee is also looking for brainstorming idea's to come up with fundraising money, Miguel said he was willing to bring some officers to help with planting anything and make a day of it

b) YYC Food Trucks proposal – pick dates; okay to park on grass, lot, street; promote!! Maybe do it on the 40th anniversary or on one of our fundraising days, we just need to let them know in advance who and when we want them.

c) Lois:

- Newsletter – President's message – does it need board approval?

- Anne said one of the things being worked on is we are building a calendar for events just in case things are missed during the quarterly send outs along with the 3 way sign and other methods.

d) Motion to continue to advocate for off-leash Dog Park in Erin Woods Park; to work with Parks dept. to host info session with EWCA; to engage community

- The initial park we have been approved for from the City of Calgary will be around the SE/SW area of the Erin Woods close to the Big Park/Basketball Courts/Baseball Diamonds/Tree Line area
- In order to get community engagement on this to make sure this is something the community wants we will not only be doing door to doors but we will also be adding a poll to the Facebook page about this and also possibly a poll to elsewhere if needed
- We would still need to follow through with all the questions with the community if approved by the board. Shannon approved, Ali second, 4 approved-2 Opposed-1 Op stained Motion Passed

e) Wishing Wall – U of C Planning students project in Erin Woods

- The wishing wall that was set up by Emily from the U of C Planning Students Project at the 3 Way Sign was a success and there was a lot of great ideas, and a lot of funnies along the way, and during their next phase they will get back to us ASAP on what we can do within our budget that was on their wishing wall

3. *1st VP / Bingo Director – Shannon C: Hall re-opening plans / Bingo report*

- We will be reopening the hall at 75% to start for one month and then reevaluating and letting everyone know that if they want to wear a mask they can.
- We will still be following strict COVID-19 cleaning protocols and not allowing renters to clean.
- Bingo is also back up and running, we also currently have 5 people helping as of now with new machines in the building which is located at the Bingo Palace and anyone else that is interested in helping please let Shannon know
- Lois left @ 8:24 pm)

4. *2nd VP / ECTAS Director: - Anne M: 40th Event Ctte and Sept Clean-up Day / ECTAS report-Meeting June 15 and will vote at next meeting July 20 at 7*

- *We are looking for quotes for roof and the next meeting will be July 20*
- *The annual clean up day is in September*
- *We are in need of reliable volunteers for trucks for the day of the clean up in September (Youth Justice Services?). We would like reliable people by August 14 or people will have to bring their own items to the hall*
- *The outdoor rink will need the volunteer list from last year for this year and to know if we're going to do it again this year along with a committee (min of 10 for committee and then 23 volunteers).*
- *Anne and Ali can brainstorm ideas for Sept meeting for some money as well for the public.*

5. *Ali M: – Event planning – 40th Anniversary Party for EWCA*

- We would love to have the food truck from 12-4 on Aug 14 or 15 and have Sherman (DJ) as well come out. Ali and Kassi are willing to be back up's for servers if need be for this event as they both have their Proserve

New Business:

- Start a bylaw committee- Update the bylaws as they are about 17 years old. Howard will be the committee's chair. Anne, John, and Shannon are also on the committee to aide in the changes

Adjournment 8:50 pm

Next General Meeting is: Monday, September 13, 2021 @ 7:00 pm.

Please Sign In



DATE: July 12, 2021 – GENERAL MEETING
ERIN WOODS COMMUNITY ASSOCIATION

NAME	MEMBER
Kassi Davidson	Yes
Shannon Coleman	Yes
Jessica Rose	Yes
Anne Miller	YES
Lori Losowy	Yes
Ali Myshraal	Yes
Howard Johnson	Yes
Naomi Withers	NO
LOK Williams	YES
John Stark	YES
CST. MELBA LAY	No.
Lemlen Kebede	NO
Daryl Beck	No



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Erin Woods Community Association

Board Meeting Agenda – Monday, July 12th, 2021 @ 7:00 pm

Call Meeting to Order

Approval of Agenda

Adoption of March 15, 2021, April 12, 2021, and June 14, 2021 general meetings Minutes and July 5, 2021 board meeting Minutes

Announcements: Anne Miller was installed by the Board as 2nd VP effective July 5, 2021

Reports to Board and related business:

1. *Safety Director* – Lois W. with Cst Miguel Lay: June crime stats – social disorder is up

2. *President's report* – Lori L:
 - a) Community Garden: site update / two fundraisers made ~\$270 / fruit trees next?
 - b) YYC Food Trucks proposal – pick dates; okay to park on grass, lot, street; promote!!
 - c) Lois: - Proposal to change how we record meeting Minutes
- Newsletter – President's message – does it need board approval?
 - d) Motion to continue to advocate for off-leash Dog Park in Erin Woods Park; to work with Parks dept. to host info session with EWCA; to engage community
 - e) Wishing Wall – U of C Planning students project in Erin Woods – next phase

3. *1st VP / Bingo Director* – Shannon C: Hall re-opening plans / Bingo report

4. *2nd VP / ECTAS Director:* - Anne M: 40th Event Ctte and Sept Clean-up Day / ECTAS report

5. *Ali M:* – Event planning – 40th Anniversary Party for EWCA ~ August 28th?

Adjournment

Next General Meeting is: Monday, September 13, 2021 @ 7:00 p.m.

Erin Woods Community Association
Balance Sheet As at 12/07/2021

ASSET

Current Assets

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	0.00	
TD General Account	23,010.74	
Soccer Bank Account	0.00	
Casino Bank Account	0.00	
Old Casino Account	13.08	
TD Casino Account	28,697.61	
Pull Ticket Bank Account	0.00	
TD Bingo Account	41,263.73	
Total Cash		93,835.16
Accounts Receivable	1,953.88	
Accounts Receivable - Restricted	0.00	
Account receivable accrual acco...	0.00	
Total Receivable		1,953.88
Prepaid Expenses		4,437.08
Total Current Assets		100,226.12

Inventory

Inventory		2,226.43
Total Inventory		2,226.43

Capital Assets

Leasehold Improvements	151,542.51	
Acc. Amort. - Leasehold Improve...	-52,167.08	
Office Furniture & Equipment	33,807.46	
Accum. Amort. -Furn. & Equip.	-29,750.71	
Computer Equipment	6,834.47	
Acc. Amort. - Computer Equipment	-5,844.76	
Outbuilding	46,619.87	
Acc. Amort. - Outbuilding	-26,910.04	
Pavement	10,700.00	
Acc. Amort. - Pavement	-9,511.56	
Sports Equipment	3,242.53	
Acc. Amort. - Sports Equip.	-3,127.37	
Basement Renovation	32,989.02	
Acc. Amort. - Basement Renovat...	-19,647.12	
Mechanical Room Renovation	45,480.68	
Acc. Amort Mech. Room Renova...	-18,249.70	
Building	372,688.06	
Acc. Amort. - Building	-83,793.08	
Signs	8,441.00	
Acc. Amort. Signs	-5,908.70	
Total Capital Assets		457,435.48

TOTAL ASSET

559,888.03

LIABILITY

Current Liabilities

Accounts Payable		-575.00
Accrued Liabilities		5,755.42
Vouchers Payable		4,710.00
Vacation payable		332.96
Damage Deposit Payable		650.00
GST Charged on Sales	123.15	
GST Paid on Purchases	348.56	
GST Owing (Refund)		471.71
Deferred Membership Revenue		101.15

**Erin Woods Community Association
Balance Sheet As at 12/07/2021**

Deferred soccer fees	0.00
Total Current liabilities	<u>11,446.24</u>
Deferred Contributions	
Deferred Cash Contributions	35,368.69
Deferred Cash Contributions - Bi...	39,622.52
Deferred Capital Contributions	151,439.42
Total Deferred Contributions	<u>226,430.63</u>
TOTAL LIABILITY	<u>237,876.87</u>
EQUITY	
Net Assets	
Net Assets Previous Year	850.48
Invested in Capital Assets	321,322.86
Current Earnings	-162.18
Prior period adjustments	0.00
Total Retained Earnings	<u>322,011.16</u>
TOTAL EQUITY	<u>322,011.16</u>
LIABILITIES AND EQUITY	<u>559,888.03</u>

Erin Woods Community Association
Income Statement 01/02/2021 to 30/06/2021

REVENUE

Revenues

Registration Credit - Ref	0.00	
Total Soccer Revenue		0.00
Church - All Nations		2,044.10
Membership Income		95.25
Miscellaneous Revenue		6,419.14
Yoga Revenue		0.00
Grant Revenue		15,122.37
Bingo Income		2,274.37
Total Revenue		<u>25,955.23</u>

TOTAL REVENUE

25,955.23

EXPENSE

Expenses

Vouchers Issued/Registration Cr...		700.00
Neighbour Day Expense		0.00
BFI Expense		142.18
Hall Cleaning		92.69
Maintenance Expense		1,890.30
Telus		432.34
Enmax		2,134.16
Direct Energy		1,137.43
Outdoor Rink Expense		178.26
Security Expense		668.50
TOSHIBA		18.18
Office/Admin Expense		87.62
Website Expense		0.00
Newsletter Expense		575.00
Legal and Accounting		5,911.30
Licences and Dues		20.00
WCB		365.33
Wages	11,100.37	
Employer's EI Expense	240.57	
Employer's CPP Expense	345.18	
Total Wages and Employer's Ex...		<u>11,686.12</u>
Yoga expense		0.00
Miscellaneous		300.00
Total Expenses		<u>26,339.41</u>

TOTAL EXPENSE

26,339.41

NET INCOME

-384.18



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Erin Woods Community Association Board Meeting Minutes Monday, March 15th, 2021 *Note – meeting held via Zoom*

Call Meeting to Order at 7:05 p.m.

Approval of Agenda: Lois W. motioned to accept the agenda; Ali M 2nd.

Adoption of November 9, 2020, January 11, 2021 and February 8, 2021 general meetings Minutes
Lois W motioned to accept the November 9, 2021 minutes and Anne M 2nd them
Denise motioned to accept the January 11, 2021 minutes and Lori P. 2nd them
Anne motioned to accept the February 8, 2021 minutes and Greg 2nd them

Announcements: Tammy's update

- Tammy has resigned her position due to personal reasons

Reports to Board and related business:

1. *Safety* – Lois W and Const Miguel Lay: updates / crime stats
 - Const Miguel was absent
 - Lois did not have any report on safety
 - Lois applied for the Community Standards Grant. Not sure when notification will come
 - Stats: Assault (non domestic) 1, commercial robbery 0, street robbery 0, violence other (non domestic) 1, break and enter-dwelling 2, break and enter – commercial 1, break and enter-other premises 0, theft of vehicle 0, theft from vehicle 0, social disorder 30, and physical disorder 3
2. NPC – Rob Dickinson: see reports
 - Our rating is now at "elevated risk" as per the City of Calgary assessment of Erin Woods year end of January 31, 2020. Our efforts are paying off.
 - Q4 COVID funding with the City is still under review
 - No new information in the reports
 - There are a couple of grant opportunities to look at
 - Take advantage of the Federation of Calgary Community sessions for board members
3. *Treasurer* – Denise B: financials update; updated budget – vote? Add AGM expenses?
 - The revised budget was sent out

- We are applying for all grants and monies entitled to
- Lori L. asked for a revision to the AGM expense. It will be increase from \$200.00 to \$350.00. There will be no budget amount for Senior Teas. The revision will be emailed out.
- Erin Woods needs to take a look at daytime revenue sources when we reopen.
- Kassi asked about possibly Girl Guides renting? Denise has been in touch with them in the past
- Kassi also asked about a possible lunch program?

4. 1st VP (Facilities) - Lori P: a) rink

- The rink was a big hit with all people in the community who used it.
- It was a lot of work but also a lot of fun. There were a lot of volunteers in the beginning then it tapered off. Lori P. will get the list of volunteers and hours to the hall administrator for the records.
- Lori P. made a Zamboni which utilized a garden hose instead of the big fire hose. This cut down on water usage.
- A few expenses were incurred. They will be handed in for reimbursement.
- Next year will approach adopt a rink and get a grass berm built
- If no one steps up for rink coordinator for next year Lori P. will be prepared to be involved.

b) WCB

- Erin Woods has never been covered by WCB. The main concern is for Ashlynn as the custodian. Every staff has to be covered; we cannot pick and choose. Carolyn gave breakdown of wages and cost. The cost for the year would be about \$365.00 and would be prorated for this year.
- Carolyn had emailed the insurance about being a conflict with the insurance we have. Waiting to hear back.
- It will need to be added to the budget if there is no conflict. Denise motioned to apply for WCB if in no contradiction to insurance with Toole Peet for \$365.00 for 2021. Lori P. seconded it.

5. Anne M: a) ECTAS report

- Anne explained ECTAS to the new people at the meeting
- They are renting to minor hockey as per AHS guidelines. There are 4 groups of 10.
- Greg inquired about an advertisement he saw about renting the venue for meals. Anne will look into this and bring the information back to the April meeting.

b) succession planning

- Every board member is responsible for succession planning. Anne has just been overseeing it.

- Some of the job descriptions have been updated and will be sent to each individual holding a position to look over and make changes as needed. They will need to be done before the AGM in May.
- There are no descriptions for Safety Director, Outdoor rink coordinator, Planning Director, Community clean up coordinator and Communication Director. These will be sent to the individuals holding those positions to create.

b) building AGM slate / nominating committee

- Erin Woods requires 5 Directors. Please let Carolyn know if you are letting your name stand for a position you currently hold.
- Carolyn will be the nominating committee of one. She will compile the names for the AGM. Carolyn will also be the Chief Electoral Officer and run the AGM.
- There was discussion surrounding Executive holding Director and other positions. This is quite the norm if positions don't get filled.
- As per Rob D. the main position would be Executive and any other position would be acting positions. Rob D. said the function of the AGM is not to fill all positions. They can be left vacant and then at the next board meeting address the workload of any vacant position.
- For the AGM, Erin Woods will implement that every person who wishes to take on a board position will have to give a description of who they are, what their interest are and what they have to offer.

6. *President's report* – Lori L: Garden planning committee

- The infrastructure will need to be developed whether it happens this year or not. A Planning committee is needed first
- At present there is Shellbie, John, Lori P, Lori L. Rob D. will plan a meeting with this group. There has to be enough people on the committee for parks to approve for sustainability over time.
- The area has been determined and the environmental study has been done.
- John is eager to for community engagement and to support some food banks
- Shellbie has worked at a few is excited to get the students involved from the school.

Note: Lois W. would like to have a discussion about memberships added to the agenda at the next meeting.

Adjournment : Meeting was adjourned at 9:15 pm.

Next General Meeting: Monday, April 12th, 2021 @ 7:00 p.m.



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Erin Woods Community Association Board Meeting Minutes Monday, April 12th, 2021 *Note – meeting held via Zoom*

Call Meeting to Order: Meeting was called to order at 7:05 pm.

Approval of Agenda: Anne M. motioned to approve the agenda. Greg Y. 2nd

Adoption of March 15, 2021 general meetings Minutes (missing some info – see attached)

- Lois W. motioned to approve the agenda; Ali M. 2nd
- Lois W. motioned to approve the November 9, 2021 minutes; Anne M 2nd
- Meeting was adjourned at 9:15 pm.

Carolyn will now make amendments to the minutes and resend for email vote

Announcements: Corey Hein has resigned as 2nd VP effective April 6, 2021 (he will be missed!)
- Budget 2021/2022 was passed by e-vote (Denise is absent tonight)

**** Greg Yakimishyn resigned from the board as membership coordinator effectively immediately****

Reports to Board and related business:

1. **Safety – Lois W and Const Miguel Lay: updates / crime stats**

Safety: Lois W. Stats:

- Assault (non domestic) 2, street robbery 2, violence "other" (non domestic) 1, break & enter commercial 7, break & enter other premises 4, theft of vehicle 8, theft from vehicle 9, social disorder 44, and physical disorder 5.

Constable Miguel Lay - ABSENT

2. **NPC – Rob Dickinson:**

- Q4, 2020 City of Calgary grant was paid out
- Q1, 2021 City of Calgary grant is ready for application
- There are City Engagement opportunities to check out
- There are other grants to check out
- Erin Woods Community Cleanup will be coming up in September
- Rob has many more TLC kits if we need them
- FCC website is always a great place to check out

3. *President's report* – Lori L:

a) Community Garden report by Shellbie C

- There are currently 14 volunteers and 10 are committed to the planning
- Met with Horticultural Society to access information and resources
- Shellbie would like Facebook access as Admin to post for the Community Garden
- The committee would need a bank account; funds are currently being raised via bottle drives
- Cost of materials are being researched and box building plans are being made
- They are requesting a letter of support from Erin Woods Community Association. No letter of support is needed as Parks already approved the site.
- In conversation with the Horticultural Society a different site is being sought out. The area at the Erin Woods Community Association is not desirable.
- Rob D. mentioned a new lease agreement and environmental study would need to be done for a new site, and depending on what site is picked, the lease agreement may not be with the Erin Woods Community Association.

b) Zoom AGM per Bylaws:

- The AGM will be held by zoom. There is nothing in the bylaws that dictates any conflict
- Bold signs will go up in the community

c) Memberships changes discussion – by Lois W

- Proposed to increase the annual fee from \$20.00 to \$25.00
- All current board members to purchase a membership
- Reduce membership fee to a single person vs family
- Change current bylaw (amend) to not have a set expiry date: the date would expire 1 year from date of purchase for each membership bought.

Discussion: Maybe have a Senior rate \$5.00, single rate of \$12.50

Everyone was in favour of an increase to \$25.00 – no motion made

A set expiry date is managed better than staggered

The concern is people who buy a membership in July need to renew right away in August. The hall administrators use their discretion when people are buying a membership in June or July to put the expiry the following August

** Anne M. motioned "Community Association will waive the \$20.00 membership fee For Board members. Ali M. 2nd. Passed: 6 yes 2 no

3. 1st VP (Facilities) - Lori P: EWCA bylaws refresh – update

- No update at this time

4. Bingo Director – Shannon C: – Bingo report

- The General Manager retired, Karen is taking over now
- We have picked up many V-bingos; 5 already. They are paying out about \$600.00 per event.
- All names are put into a hat and then drawn for the V-bingos.
- More V-bingos are expected to be added.
- Shannon has worked all the V-Bingos.

5. Anne M: a) ECTAS report

- Recent restrictions have not affected the children's ice rentals.
- Still looking for a 2nd VP; April 20th is the next meeting.
- The Lounge had to close because of restrictions
- They did not qualify for the Q4 City of Calgary grant; finances are good.

b) Succession planning / building AGM slate / nominating committee

- Let Carolyn know ASAP if you are letting your name stand for your position
- Will be advertising open positions on Facebook.
- Updated job descriptions are being sent out for additions/deletions.

c) Motion on email policy

- Anne M. motioned "Going forward from April 12, 2021, EWCA group emails that include more than one person will be restricted to information sharing, Community Association business, and time sensitive motions, keeping them as brief as possible"

Ali M. 2nd the motion. Carried and passed with a vote of 6 yes and 2 abstained

Adjournment.

: Meeting Adjourned at 9:00 pm.

Next is the **A**nnual **G**eneral **M**eeting (AGM): Monday, May 10th, 2021 @ 7:00 p.m.



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Erin Woods Community Association

Board Meeting "Minutes"-Monday, June 14th, 2021 @ 7:00 pm

Note-Meeting held via Zoom Link:

<https://zoom.us/j/94048923148?pwd=VjNyWmR3SkZHeS9pbH2M21JclloQT09>

Call Meeting to Order: 7:03 pm

Approval of Agenda: NOT APPROVED

Adoption of March 15, 2021 and April 12, 2021 general meetings Minutes:

- NOT APPROVED due to needing to redo 2nd VP vote.

Announcements:

- Anne Miller was e-voted in as 2nd VP effective June 6, 2021-NOT ACCEPTED due to needing to redo 2nd VP vote; per Lois, she objects per Bylaw 5.10.7 and 5.10.8
- As mentioned by Rob, he suggested we may need to use a mediator or other outside help to guide us through our 2nd VP issues.
- We will need to have a special meeting/more time and possibly post pone the July 12 meeting due to the 2nd VP position issue and as a result we will have to post pone tonight's meeting due to it.
- Rob is willing to talk to The Federation of Calgary Communities on our behalf about the 2nd VP issues to see how long it will take for them to come and help with this issue, so we do not have to drag this issue out any longer than it already has been.
- Depending on what The Federation says, the meeting for the vote may or may not be open to the public/rest of the board.

Reports to Board and related business:

Following items held until next meeting once we have had a chance to have a special meeting with a mediator, etc.

1. NPC – Rob Dickinson: see reports; Board to schedule orientation session with Rob?
2. *President's report* – Lori L:

a) Community Garden update – Shellbie C:

- Garden site update; rain barrel fundraiser
- Rain barrel fundraiser
- June 26/21 – Market tables @ the Hall for Garden Fundraiser - vote?

b) Lois: Newsletter – President's message – need board approval?

c) Motion to continue to pursue Off-Leash Dog Park in Erin Woods Park

d) Wishing Wall – U of C Planning students project in Erin Woods

3. *Bingo Director* – Shannon C: – Bingo report

4. *Anne M:* – ECTAS report

5. *Ali M:* – Event planning – 40th Anniversary Party for EWCA ~ August 4th?

Adjournment: 7:49 p.m.

Next General Meeting is: Monday, July 12, 2021 @ 7:00 p.m. pending 2nd VP vote?



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EWCA Meeting July 5, 2021 Meeting @ 7 pm

Note – This was an “additional” board meeting per Bylaw 5.5.4.

Call To Order: 7:06 pm

Present: Lori Losowy, Shannon Coleman, Anne Miller, John Stark, Kassi Davidson, Lois Williams, Ali Myshrrall. Absent: Tammy Amstutz

Meeting opened with Lori calling for a motion per bylaw 5.1.2 to close the meeting to non-board members with a two-thirds majority needed to pass the motion. Ali approves, Shannon seconds, motion passed unanimously. Meeting was closed to all but the present board members.

Approval of Agenda – Approved (no motion or vote necessary)

1. Motion to accept the report by parliamentarian Todd Brand of June 24, 2021 on the vacancy of the 2nd VP position, stating that in his professional opinion that Lori Petersen is not 2nd VP. Ali approved, Shannon seconded. Ali agreed with report, Shannon agreed with report, Lois agrees with report, John agreed with report, Anne feels we hired Todd to help us and did what we needed to do. All in favour, motion passed. NOTE: Per Leslie of FCC: Article 10.1 states that the Erin Woods Community Association board has the power of interpretation when it comes to parliamentary procedures in direct relation to managing of the community association. This also means the board has the right to choose which Rules of Order to follow, (which might include Roberts Rules) and as fiduciaries it is prudent to hire a professional when there is uncertainty or when objectivity is required. **Action Item:** Send letter to Lori Petersen by email and Canada Post, to inform her that the board has voted to ratify Todd Brand’s report. Action completed July 9, 2021.

2. Motion to pay Todd Brand's invoice #228 in the amount of \$300 (no GST). Kassi approves, Lois seconds, motion passed. **Action Items:** a) Bookkeeper will pay Todd Brand his fee of \$300 for invoice #228 the week of July 5 – 9, 2021. B) John will take the cheque to the post office on the week of July 5-9, 2021 and send via mail. Actions completed July 9, 2021.
3. Motion to repeal Anne in the 2nd VP Position as the email vote wasn't legitimate per bylaw 5.10.8. Lois approves, Ali seconds it, all in favour with Anne abstaining, motion passed.
4. Motion to appoint Anne Miller as the 2nd Vice President per 7.4.1 for the remainder for the term which ends at the 2022 AGM. Anne agrees to take the position and was asked by Lois if she was taking this position for the right reasons to which she replied yes, with all the Covid restrictions now done she wants to be able to help open the hall up again for events for the members and community; she is not doing it to get back at anyone. Ali moved to approve, Shannon second, motion passed. 5 voted in favour. Anne abstained from the vote. **Action Items:** Inform Lori Petersen in same letter per Item #1 by email and Canada Post. Item completed July 9, 2021. Announce Anne Miller as the 2nd VP at board meeting on July 12, 2021.
5. Motion to go 'in camera' to discuss a staffing matter. Ali makes the motion; John seconds the motion, all in favour. Motion passed and board went 'in camera' at 8:03 pm. Exited 'in camera' at 8:50 pm. **Action Item:** To deal with staffing matter and related issue. Action completed July 8, 2021.

Adjournment: 9:10 pm

Next General Meeting is: Monday July, 12 @ 7:00 pm

TODD BRAND Consulting

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June 24, 2021,

I have been asked by the Chair of the Erin Woods Community Association (EWCA) to review the business proceedings of their Annual General Meeting dated May 10, 2021. This meeting was held virtually via Zoom. The meeting was recorded.

I have been asked to provide a parliamentary opinion on the following two areas of concern.

- 1. Review the AGM proceedings to determine if the 2nd VP position is filled or vacant.**
- 2. Determine what to do with the second person elected into the 2nd VP position if the position is "filled".**

To prepare this parliamentary opinion I used the following sources:

- Erin Woods Community Association Bylaws as provided by email link
- Agenda of the May 10 AGM
- Video recording of the May 10 AGM
- Minutes of the May 10 AGM
- Robert's Rules of Order Newly Revised, 12th Edition

Sequence of Events

Here is what happened in relation to the acclamation of Lori P. as 2nd Vice-President and her subsequent resignation.

1. The AGM progressed to the point that the processing of elections was turned over to the Chief Electoral Officer.
2. During the course of the elections, Lori P. was properly and clearly acclaimed to the position of 2nd Vice President.
3. A few minutes after the acclamation, Lori P. gave clear indication that she did not wish to remain in this position. At roughly the one hour and twenty-five minute mark of the recording, Lori P. stated "Mark and I have decided that we are actually stepping away... so technically I am resigning at the moment"
4. After some further commentary from Lori P., she, to the best of my knowledge left the meeting and did not return.
5. Some members discussed the issue and raised concerns about what had transpired however no one raised any ambiguity as to the intent of Lori P to resign.
6. The Chief Electoral Officer noted that the position of 2nd Vice-President is vacant and no one in the meeting contested that interpretation.

Interpretation & Opinion

Concern #1. Review the AGM proceedings to determine if the 2nd VP position is filled or vacant.

As noted in the listing of events above, Lori P. was clearly acclaimed (appointed) to the position of 2nd Vice President. Lori P. was also clear that she was resigning and stepping away and did not want to continue in this role. In my opinion, this was a clear resignation from the elected position of 2nd Vice President.

The EWCA bylaws indicate two means by which a resignation is automatic. One is a written resignation and the other is absenteeism (7.3.2). These stipulations in the bylaws are meant to look at removal of an officer outside of a general meeting. This resignation took place inside a general meeting of the body and in fact the resignation occurred during the very meeting with the very same body that made the appointment. While there was no vote to accept the resignation, this step is not necessary, and the membership in fact accepted the resignation through not challenging the interpretation and subsequent announcement by the Chair that the 2nd Vice President position was vacant and would be left that way at the adjournment of the meeting. There would be no logic nor requirement to require a written resignation when the body that is in charge of accepting that resignation is present in the form of a properly called meeting.

I would like to note a principal that provides additional illumination on this interpretation. Robert's Rules of Order Newly Revised, 12th Edition, notes an important parliamentary principle that is factored into this opinion. The power to appoint or elect persons to any office or board carries with it the power to accept their resignations (RONR 47:57). It is my opinion that the assembly did indeed accept the resignation of Lori P.. While some echoed the frustrations expressed by Lori P. there was informal, but very clear, general consent from the assembly that the person was now resigned and no longer served in that position.

It is my opinion that at the end of the Annual General Meeting of May 10, 2021 the position of 2nd Vice President of Erin Woods Community Association was vacant.

Concern #2. Determine what to do with the second person elected into the 2nd VP position if the position is "filled".

This second question now becomes moot.

Respectfully Submitted,

Todd Brand
Professional Registered Parliamentarian

Disclaimer: The author of this opinion, Todd Brand, PRP, is qualified through the National Association of Parliamentarians to provide professional advice on parliamentary procedure and bylaws. The author, Todd Brand, is not a lawyer and does not offer this advice as a professional legal opinion.

Erin Woods CRIME STATS - June 2021

Assault (Non-domestic)	1
Commercial Robbery	0
Street Robbery	1
Violence other (Non-domestic)	0
Break & Enter--Dwelling	1
Break & Enter--Commercial	2
Break & Enter--Other Premises	0
Theft OF Vehicle	1
Theft FROM Vehicle	9
Social Disorder	34
Physical Disorder	0

Date: July 1, 2021



Hello Erin Woods Coordinators, Organizers, Volunteers and Board Members.

If you are looking for a fun, safe and delicious way of bringing a sense of unity to your community then YYC Food Trucks has a proposal for you!

Throughout the pandemic, YYC Food Trucks has safely prepared single serve meals from our colorful trucks and served them to Calgarians all over the city. This family friendly, memorable experience of being able to walk to your restaurant on wheels and indulge in some rib sticking, lip smacking favorites has brought many smiles to families in and around Calgary this past year.

We'd love to partner with you and start creating memories for your community to get the neighbors saying...

“remember when the foodtrucks came to our community?”

Here is our proposal:

- We would agree on a date, typically weekdays between 3:00 - 7:00pm and weekends between 12:00 - 7:00pm.
- You would let your community know that we are coming within a few days to a week prior to the event with the method you choose ie. email, Instagram, Facebook etc...
- We also promote the event on our Instagram page...YYC Food Trucks
- We show up and park in a previously agreed upon location and number of trucks.
- We serve your community with social distancing and in compliance with required covid19 safety measures.
- We roll out and leave you with no mess to clean up and... **10%!**

We could even arrange these events in your community every week - monthly to give everyone something to look forward to!

If you think this would be of interest to your community, you can reach me at 403.507.0383 or via email at pam@calgaryfoodtrucks.com.

Kind regards,

Pam Fleming

Pam Fleming
Event Coordinator / Business Development
YYC Foodtrucks