



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

Erin Woods Community Association Board Meeting Minutes–Monday, May 11th, 2020 @ 7:00

~~Due to Covid-19 Meeting to be held via ONLINE link which will be sent out on Monday~~

Call Meeting to Order 7:10am

Approval of Agenda

- Denise motions to approve, Ali to second approval, passes unanimously @ 7:11

Adoption of April 13th, 2020 general meetings

- Minutes Ali motions to approve, Denise second to approve

Announcements:

- Cancellation of all events and rentals extended to Aug 31
- TD Parks People Grant
- Neighbour Day
- Community Garden Planning
 - o Goal is 8-10 core members. Challenge is both COVID and starting fresh.
 - o **Tammy to set up a bi-weekly meeting to keep momentum going**

Reports to Board and related business:

1. *CPS Community Resource Office – Constable Miguel Lay: April Stats & Trends*
 - a. *Reached out to him to get help for Ali's neck of the woods. Said he would set up more patrols. They have seen an increase in patrols.*
 - b. *There was an incident in the last week for smashed vehicles and a vehicular incident in the park. Issues with graffiti, but also the community helping to clean it up.*
 - c. *There is awareness that they need to be calling the non-emergency line. They are ok monitoring their own park.*
 - d. *Lois – is this something they can be empowered to do on their own?*
 - e. **Lori will look into having a "NO ENTER/NO EXIT" sign put in place**
 - f. *Many homeless are not welcome at the centres and shelters w/ rules and guidelines, and homeless camps are on the rise. They do not expect answers quickly – can tell them to vacate the private premises, but they vacate to other locations. There is no legal location to displace them to, and there's hope the city and/or province will hopefully give direction soon.*



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a. Address the garbage at the hall

i. Tammy send the list of numbers to Ashlyn

b. Address the swings – ROB

i. Finalize a disc or traditional swing. The proposed design is baby, trad and saucer. Rob will let Parks know to make the final call, so long as there is a traditional swing included in the three

ii. Saucer parks can fit 4 adults, even when drinking

iii. The park mentioned by Denise is not on the radar. Rob has passed this along to Parks. Depending on maintenance score it may not come up for renewal. Rob will follow up on this as it was put down as a future wish list item. There are 4 long-term day homes in this area that cannot use this park due to the bad shape.

1. Difficult to find donors and fundraisers, but could fundraise something nicer than what parks would do or have more say in the equipment if they're interested in being active participants. If they're only voicing that it's old and they want a new one, it just means there's a more limited budget.

9. Special Events – Ali

a. Took all the ideas from the different sources – plan is:

i. Advertise Neighbours Day @ noon – everyone out at noon, set up lawnchairs, bang pots, bring lunch, and have the board get in their cars and do a parade past the houses – Music, wave, meet everyone

ii. Bring out noisemakers – focus on physical distancing instead of social distancing.

iii. Need to let the neighbourhood know

1. Maybe on the neighbourhood sign?

2. Make noise June 20th @ noon, remind your neighbours

3. Window painting of houses

iv. Larry informed Lori that they've pushed back the edition of 12CSI – now pushed back to June 5

1. Unsure of when AGM will be held

2. Possibly another call for garden volunteers

3. We collectively vote to save the \$525 for this quarter's 12CSI



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10. *Special Events – Amtul*

11. *Bingo*

12. *NPC – Rob Dickinson: see reports sent out prior to meeting*

- a. *Rob has submitted the agreement for the signs.*
- b. *Financial cashflow projections – doesn't look super ominous but will keep us in the loop for any funding support accessible. Groups immediately challenged are the focus right now.*
- c. *Looking at how the support from the city will coordinate with other businesses = there are a lot of unknowns across the city.*

13. *President's report – Lori*

- a. *Almost a month since Hinshaw has mentioned the antibody testing – this has not been mentioned again.*
- b. *Neighbour Day advertising for restaurants – Woods Well, PopnPizza, Petro Canada, 7/11*

Adjournment

Next Meeting: Monday, June 8th, 2020 @ 7:00 p.m.

Please Sign In



DATE: May 11, 2020 – GENERAL MEETING
ERIN WOODS COMMUNITY ASSOCIATION

NAME	MEMBER
Lois Williams	✓
Rob Dickenson	x
Tammy Amstutz	✓
Anne Miller	✓
Denise Buteau	✓
Ali Myshra	✓
Lori Kosow	✓
Carolyn Tuske	x



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Erin Woods Community Association

Board Meeting Agenda–Monday, May 11th, 2020 @ 7:00 pm

~~Due to Covid-19, Meeting to be held via ONLINE link which will be sent out on Monday~~

Call Meeting to Order

Approval of Agenda

Adoption of April 13th, 2020 general meetings Minutes

Announcements:

- Cancellation of all events and rentals extended to Aug 31
- TD Parks People Grant
- Neighbour Day + Community Garden Planning

Reports to Board and related business:

1. *CPS Community Resource Office – Constable Miguel Lay: April Stats & Trends*
2. *Safety – Lois*
3. *1st VP (Hall/Facilities) – Lucky*
4. *2nd VP (Sports) – Anne*
5. *East Calgary Twin Arena Society (ECTAS) – Anne*
6. *Treasurer – Denise: – financials update*
7. *Hall Manager – Carolyn*
8. *Secretary – Tammy*
9. *Special Events – Ali*
10. *Special Events – Amtul*
11. *Bingo*
12. *NPC – Rob Dickinson: see reports sent out prior to meeting*
13. *President's report – Lori*

Adjournment

Next Meeting: Monday, June 8th, 2020 @ 7:00 p.m.



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Erin Woods Community Association

Board Meeting Minutes—Monday, April 13th, 2020

Online Zoom meeting

Meeting was called to Order at 7:05 pm

Approval of Agenda

Adoption of March 9th, 2020 general meetings Minutes: Ali M. accepted the minutes, Lois W. 2nd

Announcements:

- EWCA Hall is closed; all events and rentals cancelled to at least June 30th
- AGM – on hold till Hall re-opens most likely
- Community Garden planning can continue but we won't be planting until 2021

Reports to Board and related business:

1. *President's report – Lori:*

- Next Casino date will be moved back at least 6 months so this will affect our budget
- Vote needed to install Tammy A. as Secretary until AGM
 - Ali M motioned to install Tammy A. as Secretary until our AGM is held. Denise B. 2nd Motion passed – Welcome Tammy!
- Staffing considerations re: Toole Peet requirements for facility check-ins – EWCA should be eligible for the 75% Wage Subsidy program, so status quo for now
 - Charlene R. is moving out of Erin Woods. We will look at the Summer Student program to hire Damien to continue to cut the grass.
 - Lori L. is engaging in the virtual meetings with FCC on a continuous basis for updates and advocacy for the community centres.
 - The AGM being delayed should not be a concern for the residents due to the unprecedented circumstances of COVID 19.
 - Tammy A. can continue with the community garden planning; maybe trees can be planted in the fall.

2. *Treasurer – Denise:* – financials update – how many months of funding do we have at our current burn rate, and how will longer wait for Casino funds affect us? (Per FCC's request, Carolyn is tracking the costs to EWCA in lost revenues and extra expenses.)

- Our financials are looking okay for now. Will be good for 6-8 months

3. *Hall Manager – Carolyn:* - Need quotes on interior painting of Hall – wants to do ASAP
- Move up flooring replacement to be done after painting

- Carolyn will get a quote from Shaun B. for the interior painting of the hall and Denise B. will look at more painting trades on the facebook info page for the second quote.
4. *Special Events* – Ali: Neighbour Day June 20th – need ideas for a 'socially distant' event
- The Foresters grant was denied due to COVID 19. Can reapply after July.
 - The board will continue conversation for the Neighbour Day event
 - The TD grant has also been delayed until after April 30th.
5. *NPC* – Rob Dickinson: see reports sent out prior to meeting
- The new sign agreement with Calgary Parks will need to be signed.
 - The Enviro assessment for the Community Garden has been circulated
 - There will be no consequences from the City of Calgary for delay of AGM
 - The lawn chair theatre scheduled for August will be determined
 - The board brought up whether the City has protocol for little libraries or pantries during this time. Rob will investigate and send information.
 - The engineering consulting funding request needs a motion:

Anne M. motioned that a grant application be submitted to request funding for an Engineering Consultant to investigate the water pooling in the shed. Tammy A. 2nd the motion. Passed.

Anne M. reported on ECTAS: The next meeting is scheduled for April 21st. This will be a virtual meeting. They will continue to meet virtually once a month and hoping to re-open in September.

March Crime stats pulled from the internet:

- Assault non domestic 1
- Street Robbery 1
- Break & Enter commercial 5
- Break & Enter other 3
- Theft of vehicle 9
- Theft from vehicle 8

Meeting adjourned at 7:57 pm

Next Meeting: Monday, May 11th, 2020 @ 7:00 p.m. Likely not our AGM, maybe Zoom meeting?

Erin Woods Community Association
Balance Sheet As at 30/04/2020

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	-13.08	
TD General Account	9,249.01	
Soccer Bank Account	0.00	
Casino Bank Account	13.08	
TD Casino Account	22,200.93	
Pull Ticket Bank Account	0.00	
TD Bingo Account	33,116.23	
Total Cash		65,416.17
Accounts Receivable	2,885.83	
Accounts Receivable - Restricted	0.00	
Account receivable accrual acco...	-1,836.00	

Total Receivable		1,049.83
Prepaid Expenses		3,966.52

Total Current Assets 70,432.52

Inventory

Inventory		3,846.72
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Total Inventory 3,846.72

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	

Total Capital Assets 488,378.49

TOTAL ASSET 562,657.73

LIABILITY

Current Liabilities

Accounts Payable		-90.45
Accrued Liabilities		4,115.52
Vouchers Payable		6,917.75
Vacation payable		302.98
EI Payable	75.84	
CPP Payable	148.76	
Federal Income Tax Payable	31.97	
Total Receiver General		256.57
Damage Deposit Payable		1,650.00
GST Charged on Sales	312.11	
GST Paid on Purchases	-397.23	
GST Owing (Refund)		-85.12
Deferred Membership Revenue		250.04
Deferred soccer fees		0.00

**Erin Woods Community Association
Balance Sheet As at 30/04/2020**

Total Current liabilities	<u>13,317.29</u>
Deferred Contributions	
Deferred Cash Contributions	66,522.61
Deferred Cash Contributions - Bi...	32,350.92
Deferred Capital Contributions	<u>151,476.10</u>
Total Deferred Contributions	<u>250,349.63</u>
TOTAL LIABILITY	<u>263,666.92</u>
EQUITY	
Net Assets	
Net Assets Previous Year	308,443.05
Current Earnings	-8,000.12
Prior period adjustments	<u>-1,452.12</u>
Total Retained Earnings	<u>298,990.81</u>
TOTAL EQUITY	<u>298,990.81</u>
LIABILITIES AND EQUITY	<u><u>562,657.73</u></u>

REVENUE

Revenues	
Registration Credit - Ref	0.00
Total Soccer Revenue	0.00
JB Dance Income	497.80
Hall Rentals	2,447.62
Preschool	952.38
Church - All Nations	1,300.00
Bar Income	1,067.70
Membership Income	19.05
Miscellaneous Revenue	2,732.11
Yoga Revenue	0.00
Bingo Income	2,859.17
Total Revenue	11,875.83

TOTAL REVENUE 11,875.83

EXPENSE

Expenses	
Vouchers Issued/Registration Cr...	3,300.00
Jelly Bean Dances	54.41
Neighbour Day Expense	0.00
Bar Expense	297.33
Bar Over/Short	-0.08
BFI Expense	382.06
Hall Rental	140.00
Maintenance Expense	1,901.00
Telus	327.18
Enmax	1,518.30
Direct Energy	455.76
Security Expense	720.00
TOSHIBA	10.06
Office/Admin Expense	97.73
Website Expense	0.00
Licences and Dues	514.33
Advertising	240.00
Wages	6,797.31
Employer's EI Expense	142.87
Employer's CPP Expense	395.05
Total Wages and Employer's Ex...	7,335.23
Bingo Expense	105.62
Casino Expense	2,477.02
Yoga expense	0.00
Total Expenses	19,875.95

TOTAL EXPENSE 19,875.95

NET INCOME -8,000.12



FEDERATION OF
CALGARY COMMUNITIES

Board Meeting Information *May 2020*

***Please note that our in-person workshops and events have been postponed until further notice. Our Table Talk Tuesday online lunch-n'-learns sessions will continue as planned and we are working to develop online learning opportunities to continue to support you in your volunteer role during these uncertain times.**

Online Workshops and Sessions:

ENGAGEMENT
<u>Presidents/ Board Members Meeting</u> – Friday, May 1
<u>Online Monday Matters</u> – Monday, May 4
<u>Table Talk – At the Heart of Conflict</u> – Tuesday, May 5
<u>Considerations for your Community Garden during COVID-19</u> – Tuesday, May, 5
<u>Administrators' Weekly Check-in</u> – Wednesday, May 6
<u>Table Talk – Help! We Need Board Members: Tips on Succession Planning</u> – Tuesday, May 12

To register and view all online workshops and sessions visit calgarycommunities.com/our-events/

Breaking News:

Online Monday Matters

Join us on Monday, May 4 anytime from 4:00 pm - 6:30 pm for our online Monday Matters session! Typically, for Monday Matters we would stay open late to provide one-on-one support to our members. We are hoping to provide the same support—just virtually! Our Engagement Team will be available on Zoom to help you with any questions you have. [Click here](#) to access the link to join our Monday Matters session anytime between 4:00 pm - 6:30 pm on May 4.

Considerations for your Community Garden during COVID-19

Join us and representatives from Alberta Health Services and Toole Peet Insurance on May 5 at 1:30 pm for a discussion on opening your community gardens amid COVID-19. During this online session, we'd also like to hear from you on what might be helpful for you to have a successful season. [Click here](#) to register.

Recognize a deserving volunteer!

Do you want to recognize an amazing volunteer in your community? Nominate them for a Toole Peet Community Hero Award! Along with our proud sponsor Toole Peet Insurance, we would like to recognize the many unsung heroes who make OUTSTANDING contributions by volunteering in their communities through their community association. Please note: to practice safe physical distancing, our team will only be presenting these awards virtually for the foreseeable future. [Click here](#) to nominate a volunteer through our new online form or download our mail-in nomination form.

Learn something new at noon!

We have some exciting Table Talk Tuesday sessions coming up in the next few weeks! These short online workshops feature a 15-minute presentation, followed by another 15 minutes for a live question and answer period. Register for our next session, At the Heart of Conflict, by [clicking here](#). Conflict happens. Learn about some common reasons, how to prevent conflict, and some resources that are available to help work things out! To register for another upcoming Table Talk, [click here](#) to view our events calendar.



**Erin Woods Community Association
Neighbourhood Partnership Coordinator Board Report
May 2020**

Priority Items	
Covid - 19	<p>Please connect with NPC if you have any questions. NPC understands the challenges faced by the organization and importantly the individuals within the organization. Prioritization of needs and identifying necessary work is vital and NPC will support wherever possible.</p> <p>New information comes out frequently:</p> <ul style="list-style-type: none"> • City website: https://www.calgary.ca/CSPS/cema/Pages/COVID-19-Cancellations.aspx • Provincial website: https://www.alberta.ca/coronavirus-info-for-albertans.aspx • Alberta Health Services: https://www.albertahealthservices.ca/topics/Page16997.aspx • Federal website: https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html <p>Please keep track of the impacts EWCA incurs during the Covid -19 pandemic Please let NPC know of any positive community and EWCA initiatives that are taking place.</p>
Community Sign	<p>Final version of the agreement will be circulated, as board had no concerns with draft agreement.</p> <p>Optional Amenities Agreement is due for renewal for the community sign. Calgary Parks is updating the agreement and will circulate a draft for review.</p>
Board Meetings	NPC is able to attend meetings held online.
CCG application	CCG application has been approved.
Community Cleanliness Initiative	NPC will continue to support CA in growing this initiative.
TD Grant	<p>Approved and NPC will support this initiative.</p> <p>NPC supported application process and will support programming initiatives if approval is received.</p>
Community Garden	Environmental report has been circulated to EWCA.
Organizational Development	
Annual General Meetings and annual returns	<p>In keeping with mass gathering restrictions, deadlines are suspended for corporations, partnerships, cooperatives and not-for-profit organizations to hold annual general meetings and file their annual returns. These groups will remain active in Alberta and will not be dissolved due to failing to file annual returns. Additional information about annual returns can be found at https://www.alberta.ca/corporations-cooperatives-organizations-annual-</p>



[returns.aspx](#)

Financial Management

Financial Cash Flow Projection

EWCA has submitted a cash flow projection to NPC for review.

The City is recommending that groups complete the Financial Cash Flow Projection, which can be found on the Federation's website, to assess their fiscal health during the ongoing pandemic. There are instructions, as well as, an instructional video to assist in the document's completion.

<https://calgarycommunities.com/covid-19-community-organization-resources/#financial>

Grants

Paint4Good Building Community Through Painting

Paint4Good is donating free painting services to give back to the Calgary community. Many charities, non-profit and community organizations have had to close their spaces during the COVID-19 pandemic. Paint4Good aims to brighten these empty spaces so they are refreshed and ready to inspire when people are able to return to them.

Grant amount: \$5,000 per group

Application intake: May 5 – June 15, 2020

Contact: info@theurbanpainter.com

For more information and/or to apply visit: <https://paint4good.ca/>

AGLC – Use of Proceeds

The AGLC has released an update regarding Use of Proceed allowances for casino funds. The full Q&A can be found here: https://aglc.ca/sites/aglc.ca/files/aglc_files/QA%20-%20Use%20of%20Proceeds_23March2020.pdf

The main updates many groups may be interested in include:

- Facility - Groups may now use 100% for operating expenses on the facility, compared to 50% in the past
- Wages/Salaries - Gaming proceeds can be used on wages/salaries that provide charitable services
- Emergency Assistance – proceeds can be used to assist individuals who are facing dire or serious circumstances

As always, if your group is unsure please connect with AGLC directly to ask case by case questions. The direct contact is: gaming.useofproceeds@aglc.ca with subject line COVID 19 UOP Request.

Keep up to date on future AGLC updates by checking out their website here: <https://aglc.ca/covid-19>

ActivateYYC

ActivateYYC 3.0 Traffic Calming has been postponed until 2021. **If your organization has already applied for ActivateYYC Traffic Calming**, there will be no need to reapply next year. The Federation will reach out early next year to see if you would like your application to proceed.



Ward Community Event Fund	Ward Community Event Fund approvals have been temporarily suspended in the wake of the COVID-19 pandemic. For more information please visit: https://www.calgary.ca/citycouncil/Pages/Ward-Community-Event-Fund.aspx
TD Park People Grant	Grant approved.
CCG for flooring	Grant approved.

License of Occupation

Connecting City Resources

Annual Street Cleaning	<p>Street Cleaning is Changing with the Times</p> <p>The City's street cleaning program started this week, however due to COVID-19, we've made some changes to support Calgarians. Cleaning will only take place weekdays between 8 a.m. and 4 p.m. If you're unable to move your vehicle in time, you can avoid a ticket by cleaning up the gravel and debris under your vehicle and placing it in your black bin. Learn more and check when your neighbourhood is scheduled for sweeping at calgary.ca/sweep.</p>
Calgary COVID-19 Resources	<p>Resources for individuals and partners have been added to Calgary.ca/covid19. You will find these new resources located in the left-hand menu under 'Support for Individuals' and 'Support for Community Partners'.</p> <p>Calgary Neighbourhoods has been working with the community partners to ensure that citizens like newcomers, Indigenous people, low-income families and seniors have the information and supports they need during this time when they may feel isolated and alone.</p> <p>With our strong connection to community and partners, we have been able to coordinate, strategize, and support the delivery of the services, goods, and programs people need right now.</p> <p>Information has been identified as a need and as such, we have combined easy to access information for community members and partner organizations.</p> <p>There is a <u>section</u> on the new website for our partners where they can learn about funding and other resources that are available to them during the pandemic.</p> <p>Please feel free to share the links to these new resources with your networks.</p> <p>https://www.calgary.ca/CSPS/cema/Pages/Support-for-Individual.aspx</p> <p>https://www.calgary.ca/CSPS/cema/Pages/COVID-19-Community-Partners.aspx</p> <p>The information will be updated on an ongoing basis as more information becomes available.</p>

Public Relations

Programming



Public Event Cancellations	<p>All public events scheduled in Calgary between April 3 and the end of August have been cancelled as we work together to flatten the curve of COVID-19. CEMA has cancelled all permits for events that were scheduled in any city parks or facilities until the end of August 2020.</p> <p>The City is asking the public to come up with innovative ways to still celebrate Neighbour Day on June 20, but without mass gatherings. Anyone with ideas is encouraged to reach out to The City by email or social media using the hashtag #YYCNeighbourDay.</p>
Community Clean-up Cancellation	<p>Please note, Calgary Community Standards has announced the cancellation of all community clean ups for 2020, due to concerns over COVID-19. Please direct comments/concerns to Katie Yeung at katie.yeung@calgary.ca.</p>
At Home Activities	<p>The City has put together a collection of online activities and resources for Calgarians of all ages. At Calgary.ca/athome. You'll find videos, instructions and learning modules for everything from fitness, to crafts and games, to ways to engage with nature. Please check back regularly as the information will be continually updated.</p>
CFD Drive-By Birthdays	<p>To help celebrate Calgarians' birthdays, while respecting the rules of physical distancing, the Calgary Fire Department is offering Drive-By Birthdays to people between the ages of 4-12 and 75+.</p> <p>From now until the end of May 2020, citizens can request a special Drive-By Birthday by calling 311 or filling out a Fire Dept – Operation Birthdays service request online.</p> <p>Please note, this service is not guaranteed as our crews may be called upon to assist at an emergency.</p> <p><i>Due to the high volume of requests received, we will be focusing on requests for the next week first, prior to responding to requests for a later date.</i></p> <p>For more information, please visit calgary.ca/birthdaysurprise.</p>
Lawn Chair Theatre	<p>Status TBD depending on Covid-19</p> <p>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.</p>
Facility Maintenance & Capital Construction	
CCG application	Has been approved..
Capital Conservation Grant (CCG) Guidelines	Updated CCG Guidelines have been shared with EWCA via email from NPC.
Letters of Municipal Opinion	<p>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.</p>
Other	
Table Talk Tuesdays	As part of the Federations commitment to make your job easier, we are hosting Table Talk Tuesdays to help you learn about best practices, tips and



resources. In 30 minutes, your host will present content and offer you a chance to ask questions. Join us at NOON from your smart phone, computer or tablet at our scheduled Tuesday events!

May 12 – *Help! We need board members: Tips on Succession planning*
[Register Here](#)

May 19 – Bylaws in Plain Language [Register Here](#)

May 26 – When Meetings run LONG! – [Register here](#)

June 2 – Minutes in plain language – [Register here](#)

NPC Contact Information

Robert Dickinson

Neighbourhood Partnership Coordinator, Neighbourhood Connections

Calgary Neighbourhoods

| C 403.801.7864 | Robert.Dickinson@calgary.ca