

Dunmore Community Association Annual General Meeting

March 13th, 2024 6:30pm – Cypress County Council Chamber

Present: Amy Edmonstone, Shevaun Perrault, Jenna Riess, Jody Phillips, Trisha Drescher, Nicole Johnson, Scott Plouffe, Dan Hamilton

Regrets: Rocheal Howes

Opening Remarks (Trisha)

Good evening. Just a couple of housekeeping notes to mention before getting started. All members had opportunity prior to the meeting to submit questions and topics for the agenda for this meeting, the agenda is closed. Any new topics will not be discussed but we'd be happy to follow up with you after the meeting. Voting will be by show of hands, except the election for directors will be by secret ballot and only members may vote.

Nominations for Board of Directors

We currently have 2 open seats to fill on the board. 1 member in good standing has submitted their intent to run in advance, Crystal Eichelbaum.

The floor is now open to accept new nominations. (REPEATED 3 TIMES)

Motion to cease nominations by _____Amy_____

2nd by _____Jody_____

Pass/Fail (___7___ to ___0___)

Nominations are now closed.

As there are no additional nominees from the floor, I declare Crystal Eichelbaum elected by acclamation and no vote is necessary tonight. We welcome her to the board of directors and look forward to working with her.

Can I please have a motion to install Crystal Eichelbaum on the DCA board of directors?

Motion to install by _____Jenna_____

2nd by _____Shevaun_____

Pass/Fail (___7___ to ___0___)

1. President's Report (Trisha)

Relationships

We have continued our great relationship with Cypress County and appreciate all the help and feedback that they have given to us over this past year. Cypress County continues to be our greatest resource and support as we continue to improve and manage our recreational spaces. Our communication with the Dunmore Community has

also been strong, and we have seen increased engagement with residents through our FaceBook page, PlanHero volunteer software, and email.

Public Engagement and Visibility

1. In 2023 we had 3562 visits to our website, 2321 being unique visitors, with the average session time being just over 3.5 minutes. Our highest traffic source continues to be Facebook, with 51% of clicks coming to our website. Google attracts 27% of traffic, and 18% of users are using our direct website address. This is an amazing accomplishment after only having the site up for 2 years, that people are entering our site name directly into the search bar. We feel our website is essential to being transparent and keeping our community informed about what we are doing. We will continue to promote our website this coming year.
2. Facebook has been our main social media tool. This year our posts reached 19,168 people (an increase of just over 10,000 from last year's results) of which 2352 visited our page to see more. We increased from 207 to 603 followers on our page, and most posts are shared to the Dunmore Neighborhood group page which has 627 members and the Dunmore Community group page with its 493 members. We have found this tool to be very effective for reaching a large portion of our community.
3. Two articles featuring the DCA were published in the Bow Island Commentator and Cypress Courier Newspapers last year which has also increased our visibility in the region, and 2 articles appeared in the Medicine Hat News. The DCA was also featured on CHAT News twice, highlighting the grand opening and the first time the rink had ice.

Capital Projects

- Completion of EDF Outdoor Recreation Centre structure
- Installation of signage recognizing project donors
- Installation of rink exterior lighting
- Installation of rink boards
- Installation of security cameras and access code panel at skate shack
- Installation of 2 on-site bathrooms courtesy of Cypress County
- Parking lot expansion on South side of the rink courtesy of Cypress County
- Paved entrance to park with cross-walk courtesy of Cypress County
- Permanent Christmas Tree lights installed on community tree and skate shack
- Purchase of recreation equipment including hockey nets, pickleball nets
- Purchase of facility furnishings including tables, chairs, freezer, coffee urns, and drink dispensers for use at events
- Purchase and installation of 40' cold storage container to house equipment and furnishings
- Added facility rental agreements and booking to our website
- Hired a casual grounds caretaker for the EDF Recreation Centre

Events:

In addition, the DCA has organized and/or hosted the following Community events in 2023:

- EDF Recreation Centre Grand Opening
- Dunmore Garage Sale Day
- Dunmore Kite Festival
- Dunmore Days 2023
- Survivor Raffle
- Merry & Bright Festival

- Intergenerational Learning Program: German Cooking, Instagram for Adults, German Baking

I would like to make mention that to run and pull off these events, it takes volunteers. The DCA recognizes and is grateful to all community members and businesses that assisted with these events.

All minutes from the meetings can be found on the DCA website dcaalberta.com

Are there any questions about the DCA's 2023 operations?

Motion to accept President's Report by _____ Nicole _____

2nd by _____ Scott _____

Pass/Fail (___7___ to ___0___)

2. Treasurer's Report (Nicole)

Financial Statement

The financial statement for 2023 has been completed and copies are available for review by members.

DUNMORE COMMUNITY ASSOCIATION FINANCIAL STATEMENT - YEAR ENDING DECEMBER 31, 2022

Opening Bank Balance January 1, 2023	\$	53,967.36
 <u>Revenue</u>		
Bank Interest	\$	10.31
EDF Community Fund	\$	10,000.00
Event - Garage Sale	\$	445.55
Event - Dunmore Days	\$	17,434.05
Event - Dunmore Survivor Raffle	\$	1,952.23
Event - Rink Grand Opening/Ribbon Cutting	\$	1,472.86
Ball Diamond Rentals	\$	1,965.00
EDF Recreation Centre Facility Rentals	\$	91.00
Equipment/Furniture Rentals	\$	150.00
Membership Fees	\$	478.00
Operating Budget - Cypress County	\$	13,136.55
Rec Grant 2023 - Cypress County	\$	27,483.33
Equipment Refund	\$	1,358.70
Total Revenue	\$	75,977.58
 <u>Expenses</u>		
2021 Liabilities	\$	-
Cypress County Community Grant	\$	1,500.00
EDF Community Fund (for distribution)	\$	6,000.00
Event - Dunmore Days	\$	7,253.56
Event - Survivor Raffle	\$	985.00
Event - Intergenerational Learning Program	\$	683.42

Event - Garage Sale Day	\$	79.96
Event - Merry & Bright Festival	\$	1,177.37
Outdoor Rink Project	\$	81,324.67
Sunrise/Eagleridge Park Maintenance	\$	243.27
Utilities - Cypress County (Water)	\$	800.76
Utilities - City of Medicine Hat (Electric)	\$	618.71
Telus Smart Hub (Wi-fi)	\$	1,898.62
ATB Bank Fees	\$	17.21
Administrative Fees	\$	1,694.37
Total Expenses	\$	104,276.92
Liabilities		
None		0
	LIABILITIES	\$
		-
BANK ACCOUNT BALANCE DECEMBER 31/22		\$53,967.36
	DIFFERENCE	-\$ 28,299.34

All cheques, invoices, bank statements & deposits are accounted for by the following auditors:

- Audited by: 1. _____ Trisha Drescher _____ (member)
2. _____ Jody Phillips _____ (member)
3. _____ Jordan Stern _____ (non member)
4. _____ Danelle Albright _____ (non member)

We have a combined bank account balance as of December 31, 2023 of \$25,668.02. Of that balance \$7,057.81 is in the project account and 100% allocated towards the pump track, as these funds were raised specifically for that project. There is \$18,610.21 in the operating account.

This year was a great success in terms of fundraising. In total, the DCA raised \$25,347.39 through event food and ticket sales, car show, market, garage sale, and facility & equipment rentals, raffles, and membership fees. This is direct fundraising which excludes the \$50,630.19 we received in grants.

Community Fund Allocations

The DCA is allocated \$2000 annually by Cypress County to distribute on their behalf to local groups/clubs/individuals. In 2023, the DCA made the following disbursements:

1. \$200 Festival of Lights
2. \$200 Miracle Market
3. \$500 Irvine School Dinner
4. \$295.05 Eagle Butte/I.F Cox Reading Buddies Program
5. \$200 Valleyview Senior Facility – Christmas Gift Program
6. \$104.95 Eagle Butte Choir
7. \$500 Intergenerational Learning Program

Cypress Wind Project Community Fund Allocations (EDF)

The DCA receives \$10,000 annually by EDF's Cypress Wind Project to distribute on their behalf. EDF reviews the applications and determines the awards:

1. \$2000 Irvine School Parent Council (Fruit Program)
2. \$2000 Irvine Minor Hockey Association
3. \$2000 Dunmore Equestrian Society
4. \$2000 Dunmore Community Association (Merry & Bright Festival)
5. \$2000 Eagle Butte High School & DCA (Intergenerational Learning Program)

GST Rebate

The DCA will shortly be receiving a GST rebate from Canada Revenue Agency in the amount of \$27,851.32. As a non-profit organization, we are exempt from paying gst, and this is the amount we paid towards the outdoor rink project. We are receiving 100% of it back, and these funds will be put towards the 2024 capital project plans that Jody will go through in a few moments.

Funds on Hand

In 2021 the members voted to maintain a minimum bank balance of \$10,000. Since then, we have had a lot of funds go in and out, as we have become extremely active. As such, we need more fluidity in our ability to spend, especially when we know other funds are coming. To that end, I will be proposing we change our minimum funds on hand to \$5000.

Changes to Finance Bylaws

There are some changes to our Finance and Audit bylaws that will be voted on by Special Resolution later in the meeting. I won't go into them right now, but please take careful consideration before you vote.

Are there any questions about the DCA financial statement?

Motion to change operating account balance minimum from \$10,000 to \$5000 by _____Nicole_____

2nd by _____Jody_____

Pass/Fail (___7___ to ___0___)

Motion to accept Treasurer's Report by _____Jenna_____

2nd by _____Amy_____

Pass/Fail (___7___ to ___0___)

3. 2024 Proposed Plans (Jody)

Capital Project Plans

Outfitting the EDF Outdoor Recreation Centre

In early 2023, the EDF Outdoor Recreation Centre was completed and as Trisha mentioned, we started to purchase furnishings and equipment to outfit it. This year, we plan to continue that effort, purchasing items we feel will make the facility more enjoyable for users. This includes:

- a. Installation of Basketball Hoops scheduled for end of May
- b. Additional cameras at the rink and parking lot
- c. Additional 8' rectangle tables
- d. Sound system
- e. Upright cooler
- f. Cage for skate shack window
- g. Benches for outside rink
- h. Picnic tables

These items come to approximately \$36,500.

Pump Track

(\$5000) was previously approved by Cypress County Council for the creation of a pump track in the Cypress County municipalities. Last year we attempted to get the project going as a test-case with large piles of dirt and minimal sculpting to get a sense of how much it would be used by local kids, and therefore warrant greater investment. Unfortunately, we did not have a site development plan completed and the location kept changing as other improvements were added to the area (parking lot, septic tanks). Additionally, a presentation made by a 3rd party to Cypress Council added some confusion to the DCA plan, which has since been rectified.

We still think this track is a great option for the Dunmore community because it can be upgraded and even expanded, paved, you can add seating, landscaping and such, so there is great future potential for this attraction if it's really popular with a low initial investment. Our goal this year is to revert back to our original plan and get support from the County to proceed in early Spring. To date, we have raised an additional \$7057.81 to add to Cypress County's \$5000, bringing the funds for this project to just over \$12,000. It's a great project because it is fully funded and it could be a relatively quick installation that can be enjoyed immediately this Spring.

Ball Diamond Dug-outs

The DCA will have two dug-outs installed at the ball diamond to provide shade and protection for players. We had our first full-season rental from the Medicine Hat Minor Softball Association last season, and they have already booked the field again for the upcoming 2024 season. We are aware through feedback that the lack of sun protection was an issue during tournaments, and the DCA believes that this upgrade will not only benefit the league, but community players enjoying the field as well. Once they are installed, the field rental fee will increase from \$15/hr to \$20/hr. The dug-outs will be installed by Diamond Link Fencing, who has also generously donated \$1000 to the project.

The dug-outs will cost approximately \$10,000, or \$5000 each.

Power to NE Side of Sunrise Park

Cypress County has added into their budget this year the cost to add a splitter at the pole which will divert power back to the old irrigation box and power the overhead streetlight at the entrance to Sunrise Park. This will be a great benefit to have that light on again, and hopefully residents will feel safer when walking there at night. Thank you Cypress County!

Mailbox Bulletin Board on East Side

The DCA has committed funds to have the bulletin board by the east-side mailboxes fixed. New plexi doors will be added to protect notices from the elements. Residents have requested this over the last year, so we are happy to get that done for them.

Funding

The total estimated cost of these capital projects is just over \$55,000. Nicole will go through the budget and lay out how we can afford to do everything later in the meeting.

Questions about Capital Projects?

Administrative Plans

1. Verify Land Title Transfer of Eagleridge Park from DCA to Cypress County
2. Follow up with Cypress County with request to modify our Lease to include Eagleridge Park and adjust our insurance accordingly.
3. Follow up with insurance requirements for liability signage on grounds
4. Continue the Community Grant Program (\$2000)
5. Continue facilitating the EDF Community Fund (\$10,000)

Questions about Administrative Plans?

Event Plans

1. Continue hosting the Annual Events
 - a. Dunmore Garage Sale Day in June
 - b. Dunmore Days in August
 - c. Kite Festival
 - d. FREE classes taught by community members via Intergenerational Learning Program
 - e. Merry & Bright Festival
2. Goal is to run a minimum of 4 additional community events in the 2024 calendar year.

Questions/Comments about Event Plans?

Motion to accept 2024 Proposed Plans by _____ Nicole _____

2nd by _____ Scott _____

Pass/Fail (___7___ to ___0___)

4. 2024 Operating and Capital Expense Budgets (Nicole)

I'll be going through our operating and capital expense budgets, and I'd like to start with our 2024 Proposed Operating Budget. This budget accounts for our planned allocation of funds that we request and receive from Cypress County to maintain the operations of the DCA. This budget does not include our community events or capital projects.

For our 2024 operating budget we are planning to request \$11,000 from Cypress County. We would like to continue to pass on the Community Impact Grant to other small initiatives in the area, which has been an additional \$2000 the last three years, for a total request of \$13,000. We have budgeted our anticipated expenses in 2024 as follows:

Dunmore Community Association

2024 Operating Budget

Expected Revenue:

Source	Description	Amount
Cypress County	Annual Operating Grant	11,000
Cypress County	Community Impact Grant	2000
Total		<u>13,000</u>

Expected Expenses

Expense	Description/Notes	Amount
Park Maintenance	Facility Caretaker up to \$300/mo	3600
Internet	Wifi at Sunrise Park (\$99/mo)	1188
Phone	Phone (32.99/mo)	395.88
Security/Access	Sabre Security (\$38.70/mo)	464.4
Additional Cameras (3)	Monitoring expense	
Admin Expenses	Website, Insurance, Processing Fees, 2023 was 1694.37	1800
Utilities	2023 Utilities were \$1400 (after CC took water payments)	1500
Community Impact Grant	grant money is used to support small local projects	2000
Septic Tank Pumping	Herb's Septic \$147/pump, 6 times per year	882
Total		<u>11830.28</u>

Projected Surplus/Shortfall

Expected Revenue - Expected Expenses	<u>\$ 1169.72</u>
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Notes:

**We have a combined bank account balance as of December 31, 2023 of \$25,668.02*

**Project bank account balance as of December 31, 2023 is \$7,057.81 and is entirely dedicated to the completion of the Pump Track Project*

**Dunmore Days is our main income-generating event - we expect to raise approx. \$6,000 in 2024.*

**We collect annual membership fees which are used towards programming and not operations, in 2023 this revenue was \$478, we expect 2024 to increase to approximately \$800*

Next, I'd like to quickly go over our capital expense budget for 2024. As Jody mentioned, we plan to spend approximately \$55,500 in improvements and equipment this year. This is do-able if we get approval from Cypress County to contribute \$11,000 as a matching recreation grant towards the basketball and baseball dug-outs. If our application is not successful, we will do more fundraising and some items may need to wait until next year.

2024 Capital Expense Budget		
1	Pump Track (DCA funds raised so far towards projectm, amount we will spend)	7,057.81
2	Upright Cooler 3650	3,134.24
3	Basketball Hoops/Backboards (includes installation)	11,014.50
4	Ball Diamond Dugouts	11,117.93
5	Additional Cameras at Rink (2 in rink perimeter, 1 parking lot)	5,500.00
6	Mailbox Bulletin Board on East Side - repair & add plexi door	800.00
7	8' rectangle tables (10)	2,200.00
8	Sound System (mid-level)	6,747.00
9	picnic tables Uline 4599 (no assembly) or Blue Imp 4584 + 1485 del and assembly	6,372.45
10	cage for skate shack window	500.00
11	benches for outside rink Uline	1,062.00
Total		55,505.93

Current Bank Balance Jan 17/24	25158.57
+ plus GST Rebate	27851.32
-minus minimum bank balance	<u>5000</u>
	48009.89
 2024 Capital Expenses	 55,505.93
Shortfall	-7,496.04

Does not include estimated \$11,000 we're requesting from Cypress County for the 2024 matching Rec Grant (basketball & ball diamond dug-outs)

Are there any questions about the operating or capital expense budgets?

Motion to approve 2024 Operating Budget by _____ Scott _____

2nd by _____ Jenna _____

Pass/Fail (___7___ to ___0___)

Motion to approve up to \$55,505.93 in capital expenditures in 2024 pending receipt of GST rebate and \$11,000 rec grant funds from Cypress County by _____ Jenna _____

2nd by _____ Amy _____

Pass/Fail (___7___ to ___0___)

5. Special Resolutions (Trisha/Jody)

We now have three special resolutions to consider and vote on which will change the controls and methods of making payment. Technology has advanced, and using cheques for every transaction is cumbersome and in many cases not even feasible. In addition, many of the payments we currently make are done so on executive personal credit cards, as suppliers require auto-payments on a credit card.

- a. Special Resolution: Finance & Audit clause 7.2.2
 - i. Purpose: will allow invoices to be paid via e-transfer
 - ii. Secretary to read Special Resolution aloud

Motion to approve Special Resolution: 7.2.2 _____ Jenna _____

2nd by _____ Scott _____

Pass/Fail (___7___ to ___0___)

- b. Special Resolution: Finance & Audit clause 7.2.7
 - i. Purpose: To authorize our bank to process a secured credit card
 - ii. Secretary to read Special Resolution aloud

Motion to approve Special Resolution: 7.2.7 _____ Jenna _____

2nd by _____ Amy _____

Pass/Fail (___7___ to ___0___)

- c. Special Resolution: Finance & Audit clause 7.2.8
 - i. Purpose: To authorize the DCA to apply for and control a secured credit card
 - ii. Secretary to read Special Resolution aloud

Motion to approve Special Resolution: 7.2.8 _____ Shevaun _____

2nd by _____ Nicole _____

Pass/Fail (___7___ to ___0___)

6. Closing Remarks (Trisha)

We want to remind everyone that your current memberships will expire on March 31st, at which point dues can be resubmitted online. You will receive an email a few weeks before the expiration. Your membership fees went directly into the projects and programs that we ran this year, so we thank you for being involved and contributing to our efforts. We wish to remind you to enjoy the perks of membership rolled out this last year including a personal PIN code to the skate shack, WIFI password at the park, and 50% off all facility and equipment rentals. We hope everyone will renew for the upcoming year.

We also want to thank you for volunteering your time on various committees and for projects and events. It takes a lot of people and effort to complete these projects and have events run smoothly. You stepped up and made things happen. Thank you so much.

Various sub-committees may be formed throughout the year. These are created at the Board of Director meetings and are just smaller groups dedicated to a specific project or for organizing an event. This year we will send an email to members when a subcommittee is formed so you have the opportunity to join it if you wish.

There will now be a 5 minute break before the regular Board of Directors Meeting will begin. Members are always welcome to attend in an observation capacity, and all meeting minutes are posted on our website so you can stay up to date on what's going on.

Thank you all for coming.

Next Regular BOD Meeting: Wednesday March 13th, at Cypress Council Chamber immediately following the AGM.

Adjourned by Trisha at 7:00pm

NOTICE OF SPECIAL RESOLUTIONS OF
DUNMORE COMMUNITY ASSOCIATION

The following special resolutions will be proposed for approval at the annual general meeting of the members of the Association to be held on March 13, 2024.

Note that these special resolutions will be considered and approved at the members' meeting, and they will not come into immediate effect once approved by a majority of members present. The Association will still file a transition application under the new Societies Act, which will occur as soon as practicable after the meeting.

7.2 Finance and Audit Bylaw Amendments and Addition

RESOLVED as special resolution that:

1. the current section 7.2.2 of the Bylaws of the Association will be amended to include the statement "Executive Officers designated as signing authorities on the Association bank accounts may use e-transfer as an approved method of payment for invoices, and requires two signatures in an e-transfer log". This section in full will heretofore read:

The Executive Officers designated will be the signing authorities on the Association bank accounts. Two (2) signatures are required on all cheques and all cheques must be signed by either the President or the Treasurer unless otherwise authorized by them except that any cheque payable to a Director will not be signed by that person. Executive Officers designated as signing authorities on the Association bank accounts may use e-transfer as an approved method of payment for invoices, and requires two signatures in an e-transfer log.

2. the current section 7.2.7 of the Bylaws of the Association be deleted in their entirety and be replaced with:

The directors of the Corporation may, without authorization of the members,

- a. borrow money on the credit of the corporation;
- b. issue, reissue, sell, pledge or hypothecate debt obligations of the corporation;
- c. give a guarantee on behalf and
- d. mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the corporation, owned or subsequently acquired, to secure any debt obligation of the corporation.

3. Section 7.2.8 be added to the Bylaws of the Association which will state:

The Association may apply for a secured \$1000.00 credit card specifically and only for bills that are set up for auto-pay. These include, but are not limited to Telus, Wix, Wix Premium Plan, Domain, PlanHero, and AppleID. This card may not be used to pay regular invoices, and must be set up to clear it's balance monthly and automatically from the DCA operating account.