



Tuesday November 21, 2023

Board of Directors Meeting @ 6:00 pm (In-Camera) 6:30 pm (Public)

McKenzie Towne Hall & Teams

Minutes taken by: Cherise Baker (Facility Coordinator MTC)

Attendance

In person: Darvin Zuch, Keith D'Souza, Jason Todd,

Regrets: Nancey Yip, Shahzad Khan, Teresa Hargreaves

Resident Guests: Jim Clement (GM), Josh Samuel, Laura Kitchen, Peter Hall, Victoria Smith, Shauna Sanheim,
Marshall Lang, Debbie Mackinnon, Ignatius Emeye

Online Residents/Guests: Sheri Barclay, Shelly

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1. Call to Order **6:00 PM**
 2. In Camera
 3. Open meeting - Call to Order (6:55 PM)
 4. Approval of agenda: Motion to approve Agenda by Victoria Smith second by Marshall Lang
 5. Reading of Safety and Harassment Policy
 6. Introductions & Attendance: Board & Resident attendees as above.
 7. Approval of Minutes from previous monthly meeting – circulated by email. Motion to approve minutes for October 17th by Jason Todd, second by Ignatius Emeye – No discussion – Motion passes.
 8. Approval of Minutes from previous monthly meeting – Circulated by email. Motion to approve minutes for October 18th by Victoria Smith, second by Jason Todd – No discussion – Motion passes.
 9. Community Presentations (Robert LaPierre (Not Present) – Elite Roofing – Sponsor / Greg McCombs – Orientation Facilitator) – Greg spoke to looking for ways to improve team performance, efficiency on a staff level and also on a board meeting level as well starting with the five voices in a team dynamic ex. Nurturer, Creative, Guardian, Connector, Pioneer. Has offered a link to all board members and guests a fifteen-minute questionnaire to determine everyone's voice in a team dynamic to better help us work together.



10. Executive Committee Report – Met on November 2nd, spoke about the splash park working with the city to find a solution to better maintain the splash park. The traffic sign by McKenzie Towne traffic circle has been out of service for two months due to being broken, instead of repairing we have looked into replacing with a bigger and brighter sign from National Neon that would provide us with a 5-year warranty. Considering sponsors and local businesses to advertise on new sign to help with cost.
-Motion to go with the middle sign quote of \$36,800.00 recommended by GM Jim Clement by Darvin Zuch, second by Marshall Lang – Motion Passes.

11. Finance / HR Committee Report – Have not met with external auditors yet but will have update in January’s board meeting. The splash park and optional amenity agreements to be reviewed by council staff to tackle the depreciation of these things and find ways to accelerate and revise these assets.
-Motion to explore in conjunction with the procreator accounting advice by Darvin Zuch, second by Debbie MacKinnon – Motion passes.

12. General Manager Report - This year 2023 we sent 205 residents to collections, last year was 309 at this time. We are working with those who are willing to work with us. GM to look into the split between single households versus condo boards that are overdue on HOA fees.
 - Added Cherise Baker to the team as the Facility Coordinator.
 - Looking to increase Monday-Friday to 10:00 PM and open on Sundays at 8:30 AM
 - Drop-ins have taken off, and we have 14 external bookings in November and 15 currently for December and seeing inquiries for next year already.
 - Current drop-in fees are \$5 for non-residents and free for residents and it has been received well by all that attend drop-ins at MTC.
 - Running into optional amenity agreement issues with the city with community spaces i.e. Christmas lights.
 - 32 winter programs starting in January 2024
 - Christmas Park lighting had approximately 250 guests attend.
 - Grand South Christmas market turn out was 982 guests with 53 vendors. Compared to 23 vendors in 2022
 - Changing email system to Chain Monkey next year before HOA notices go out June 1st, 2024, to be able to see when residents are opening email notices. Starting in 2024 we will be making in house phone calls to those who have not paid to ensure we reach out to all overdue residents. Looking into putting the reminder of HOA fees in “Talk of the Towne.”



13. Establishing Communications & IT Committee – Website has been in a multi year effort to have it updated and more user friendly. Looking to replace ERP system in September the decision has been made to switch to Perfect Minds system in replacement. Starting from ground zero on rebuilding the website. Reviewing ways to have better communication about fees, events, programs from MTC to all residents.
Motion to have Jason Todd, Debbie Mackinnon, Victoria Smith form the IT committee by Darvin Zuch, second by Jason Todd – Motion Passes.
14. Establishing Operations Committee: Replacing A/C and HVAC systems in the MTC building. Working on the roof as well. This committee would make decisions on the building,
Motion to have Shauna Sanheim, Victoria Smith, Nancey Yip, and Ignatius Emeye to form this committee by Darvin Zuch, second by Debbie Mackinnon. – No Discussion – Motion Passes.
15. Establishing Governance Committee: Will host mid term general meeting to review by-laws.
Motion by Darvin Zuch for Shauna, Ignatius, Keith, Marshall Second by Jason Todd – No Discussion -- Motion Passes
16. Comments from visiting members:
 - Joshua Samuel recently moved here from Fort MacMurray and thinks the neighbourhood is welcoming and feels very eager to be a part of the community.
 - Motion to have Joshua added to the board of directors by Darvin Zuch, second by Jason Todd – No discussion – Motion Passes.
 - Laura Kitchen has been a resident since 2005, she follows the Facebook messenger community threads and came in to learn more about what the board does. Considering joining the board as well.
 - Motion to have Laura added to the board of directors by Darvin Zuch, second by Marshall Lang – No discussion – Motion Passes.
 - Laura would like to join the communications committee.
 - Shelly enjoyed the meeting, great board, encouraging all the great voices on this board. Community garden commitment would need volunteer commitment and financial commitment. Would have to go through the city.
17. Next Meeting Dates: January 16th, 2023
18. Adjournment.
 - Motion to adjourn (8:05PM)
 - Moved by: Darvin Zuch
 - Carried