



Langdon Community Association  
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### **Langdon Community Association – Annual General Meeting**

March 3, 2019

7:00 pm – Langdon Fieldhouse

Meeting called to order at 7:02pm.

1. Introduction of Board – Chrissy Craig addressed the attendees with a welcome and an introduction of the attending members of the board: Chrissy Craig- Chair, Funds Development Lead; Crystal Upstone - Treasurer; Nicole Porquet-Seitz - Secretary; Jason Walker – Director at Large; Jessica Smythe – Vice Chair; Scott Pike – Recreation Lead; Heather Hume – Communications; Rod Spence – Fieldhouse Maintenance; Carisa Glesby – Langdon Days Lead
  - a) Approval of Agenda: Jessica and Rod
  - b) Approval of Minutes from March 11, 2018 AGM: Heather and Jessica
2. Chair Report – thank you for all the work each board member does for this community. Highlights from our last year included:
  - Langdon Days 2018 made an unexpected profit of \$19000 thanks to the community supporting the beer gardens Sat night. Our sponsorship was down 10%. This year there will be some changes to the parade route and more security.
  - Events were lacking as we had no events coordinator
  - New logos and marketing materials thanks to Amanda Patterson at Creative Solutions

- Thank you to our key donors: Arkann Trailers, Year round landscaping, Langdon Dental, Qualico Communities, Divine Salon & Spa, Wenstroms, Rocky Mountain Honda Powerhouse, Chestermere Lifepath Wellness, Westjet, Langdon Firefighters Association, Fortis Alberta, Trust Plumbing & Gasfitting, Patterson Creative Solutions, Langdon Liquor House, BuyLow Foods, Mountainview Credit Union, Bison Transportation, Indus Graphics, Kimmers, Langdon Vet Clinic, Langdon Medical, Macaroni Kids, Langdon Bottle Depot, Tim Hortons, ATCO Gas, RK Iron Works, Manulift, DOC Personal Training, Bow Valley Agricultural Society
- Thank you to our Community Partners: Synergy, Langdon Community Church, Neighbourhood Alliance Church, Rockyview County, Chamber of Commerce, Langdon Softball Association, Citizens on Patrol

3. Project report - Jessica discussed LCA projects from the past year including:

- Main focus was on supporting the quad ball diamond project both financially and by completing minimal competing projects
- Landscaping between garage and rink (\$107000)
- Water well unexpectedly needed a new pump and electricity (\$9000)
- Security Cameras - for playground and skatepark (\$3500)
- General maintenance of the fieldhouse and park

4. Treasurer's Report – Chrissy presented and discussed the 2018-2019 Langdon Community Association summary of finances. We had a net income of \$209,269.87 and total disbursements of \$249,474.46 (see attached). Note that the fundraising amount is 90% from Langdon Day.

- Nicole reviewed 2019 Budget (In Sharepoint)

5. Grants – Chrissy presented that we received grants last year from:

- Langdon Plus for operational costs including: planters, snow removal, playground maintenance, and rink operational costs.
- Emergency funding from Rockyview County for the unexpected repairs on our the water well at the fieldhouse.
- Capital matching grant for the landscaping project with our matching funds from casino income.

6. Collaboration – Chrissy spoke to the LCA collaboration with other service groups such as Langdon Community Collaborative, Community Garden, Langdon Softball Association, Bow North Recreation, Bow Valley Ag Society, Bow North Community Facility Board, and the Langdon O.K. Seniors Club which has provided us with a bigger scope of the community's needs and developing common initiatives towards community improvements and directives. We have also offered to provide support via free use of the facility for fundraisers and volunteers.

7. Board Positions

Position	Name	Description	Approx hours/week	Status
Past Chair(non-voting)		The immediate past chair will assist the board of directors in an advisory capacity, but will be without a vote on matters applying to board of directors	< 1	CLOSED
Chair	Chrissy Craig	<ul style="list-style-type: none"> <li>• They are the primary spokesperson of the association.</li> <li>• They fulfill a coordinating, motivating, and mediating role with the association's board of directors, committees or any other groups within the association.</li> <li>• They must be a member of at least three committees within the association.</li> <li>• They will chair all meetings.</li> <li>• Voted in at first meeting after AGM.</li> </ul>	2-6	CLOSED (EVEN)
Vice Chair	Jessica Smythe	<ul style="list-style-type: none"> <li>• They will assist the chair and perform duties of the chair in their absence</li> <li>• They are a member of at least two committees within the association</li> <li>• Voted in at first meeting after AGM</li> </ul>	2-6	OPEN (ODD)
Treasurer	Crystal Upstone	<ul style="list-style-type: none"> <li>• They are responsible for all financial transactions, financial accounts, budgets, audits procedures and reporting of same to board of directors</li> </ul>	2-6	OPEN (ODD) Letting name stand
Secretary	Nicole Porquet-Seitz	<ul style="list-style-type: none"> <li>• They are responsible for recording and maintaining minutes for all board of directors, annual, general meetings and emails.</li> <li>• Documenting of pertinent association business, correspondence, and implementing "DUE NOTICE" proceedings</li> <li>• Responsible for corporate seal</li> </ul>	1-5	CLOSED (EVEN)
Communications Director	Heather Hume	<ul style="list-style-type: none"> <li>• Responsible to oversee any communications with the community</li> <li>• Chair of communications committee to oversee</li> </ul>	1-15	CLOSED (EVEN)

		subcommittees including but not limited to: website, photographer, social media, press releases, newsletter, sign, event flyers and emails		
Events Lead		<ul style="list-style-type: none"> <li>Responsible to create and/or organize events on behalf of the community association including creating a budget, overseeing/planning events, advertising events and providing feedback after the events</li> <li>Chair of events committee to oversee event volunteers</li> </ul>	1-15+	CLOSED (EVEN) – VACANT SO OPEN FOR 1 YR TERM
Fund Development Lead		<ul style="list-style-type: none"> <li>Responsible to seek and apply for grants, fundraising, sponsorship, and marketing to create funds for the association</li> <li>Chair of the fund development committee to oversee subcommittees including but not limited to: casino coordinator, bingo committee</li> </ul>	2-6	OPEN (ODD)
Parks Lead	Scott Pike	<ul style="list-style-type: none"> <li>Responsible to liaise between association and community sports programs</li> <li>Responsible for operating and maintaining skate park, playground, rink, ball diamonds, volley ball court</li> <li>Chair of the recreation committee to oversee volunteers</li> <li>Responsible for coordinating park contracts</li> </ul>	2-6+	CLOSED (EVEN)
Program Lead		<ul style="list-style-type: none"> <li>Responsible to create and/or organize programs on half of the community association including creating a budget, overseeing/planning programs, advertising programs and providing feedback after the programs</li> <li>Chair of individual program committees to oversee program volunteers/staff</li> </ul>	2-4+	CLOSED (EVEN). VACANT SO OPEN FOR 1 YR TERM
Field house Director	Nicki Black	<ul style="list-style-type: none"> <li>Responsible to liaise with all renters including purchasing supplies, meet for keys/deposits and signing contracts for field house</li> <li>Cleaning contract</li> <li>Weekly hall inspections</li> <li>Coordinate rentals of other facilities</li> <li>Field house maintenance</li> </ul>	10+	CLOSED (EVEN)

		<ul style="list-style-type: none"> <li>• Chair of field house committee to oversee volunteers</li> </ul>		
Capital Project Lead		<ul style="list-style-type: none"> <li>• Responsible to coordinate LCA directed capital projects</li> <li>• Create requests for bid</li> <li>• Coordinate with contractors</li> <li>• Project Management</li> <li>• Chair the committee to oversee volunteers</li> </ul>	10+ (when project present)	OPEN (ODD)
Director of the Board (2 voting positions & unlimited non-voting positions)		Must be member of at least one committee		OPEN 1 YR TERM

#### Elections for open positions

- Events lead – remains open
- Fund Development Lead – Nicole Porquet-Seitz
- Program Lead – Debbie Spence
- Capital Projects Lead – Chrissy Craig
- Treasurer – Crystal Upstone
- Directors of the Board – Voting Jessica Smythe and Corrie Carrobourg. Non-voting – Carisa Glesby, Jason Walker

Adjournment 751pm. Next board meeting March 24<sup>th</sup> at 730pm at Field House