

**MINUTES OF THE 2018-2019 BOARD OF DIRECTORS MEETING**

**Calgary Rotary Challenger Park Society**

**Nov. 14, 2018**

**Present:** Trevor T., Dave H., Brian K., Sheila M., Toby O-F, Norm D., and Jim Z., (Doug M. and Kwabena O-K. -via teleconference)

**Regrets:** Brian G., Matt N-B., Earl H. and Leslie W

**Absent:**

**Guests:**

**1.0 Call to Order – Trevor T.** called the meeting to order at 11:37 am.

**2.0 Introduction of Guests / Communication to Board (if any)**

**Consent Agenda – Handouts:** Oct. 24, 2018 Minutes, Cash Position Summary, Strat. Plan/Business Plan and 2019 KPI's DRAFT (distributed a "revised" version)

**MOTION:** Moved by Toby O-F and **seconded** by Norm D. that the consent agenda be accepted as circulated. **MOTION CARRIED**

**3.0 Approval of Main Agenda**

**MOTION:** Moved by Sheila M. and **seconded** by Brian K. that the agenda be accepted as circulated. **MOTION CARRIED**

**4.0 Business Arising From Previous Minutes (fi not already on the agenda) & Consent Agenda**

Jim Z. reviewed the following:

- **Bob Sartor** has agreed to join the Ambassador team ... he will be "inducted" on to the team at our upcoming Christmas.Social.
- **AGLC** audit is completed and there are no issues .... our Use of Proceeds is now updated (similar to what we have always had and extended to when our lease expires - 2072).
- **Land** ... we have not yet heard back from the Airport Authority, as to "uses".
- **GST** ... we have received our formal letter not requiring us to charge GST. Our auditors reviewed our request letter and the subsequent letter from CRA, with no issues conveyed. We will, however at this time, be keeping our GST number.

**5.0 Board Business**

**(Jim Z. left the meeting at 11:44 am)**

**5.1 Executive Director Contract – TT**

**MOTION:** Moved by \_\_\_\_\_ and **seconded** by \_\_\_\_\_ that the Society enter into a further 5 year contract extension with Jim Zackowski, as the Executive Director, beginning June 5<sup>th</sup>, 2019. **MOTION CARRIED**

(Motion was tabled until the January 2019 Board meeting.)

TT reviewed the contract with the Board and a conversation ensued. It was agreed that we would have the contract, as proposed, be reviewed by our legal counsel and come forward for approval at our January 2019 Board meeting.

**(Jim Z. returned to the meeting at 12:15 pm)**

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**5.2 Budget 2019 – JZ** (*Handout: Budget Package 2019*)

Jim reviewed the budget in detail: revenue, expenses and capital and answered any questions that came forward. He noted that our 2 biggest tenants, in the Burns Centre, have agreed to extensions to the end of 2021 (lower level) and until August 2023 (upper level). Both of these are key to creating better certainty in our budget and subsequently our cash flow.

Doug M. and Jim Z., reviewed their conversations with the RCC Heritage Park club about a possible partnership with the golf tournament. At this time both groups will proceed with their individual events.

**MOTION:** Moved by Toby O-F and **seconded** by Kwabena O-K that the Operating and Capital budget for 2019 be approved as circulated. **MOTION CARRIED**

**5.3 2019 KPI's Draft– JZ** (*Handout: Revised 2019 KPI Draft*)

Jim Z. tabled a draft of the proposed KPI's for 2019 ... a revision to what was circulated was handed out. If Directors have any comments about such please communicate such to Trevor for him and Jim to discuss. This will come to the Board in January for approval.

**5.4 Christmas Social – TT/JZ**

Details of next Wednesday's function were reviewed. We anticipate hosting between 60-70 attendees.

**5.5 Other Business** (no other business)

**6.0 EVENT REMINDERS/UPDATE:**

**6.1 Our Golf Tournament – August 28, 2019 – JZ**

Renfrew has confirmed that they will not be proceeding forward with the joint tournament.

**6.2 AGM date of May 15, 2019 / Family Day – June 22, 2019 / Next Casino – 1<sup>st</sup> Quarter 2020 / Golf Tourney August 28, 2019**

**7.0 Adjournment** Moved by Dave H. at 12:52 pm

**NEXT REGULARLY SCHEDULED MEETING:  
January 23<sup>rd</sup>, 2019 (11:30 am Board meeting)**

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Trevor T. Meeting Chair

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Recording Secretary