



Board of Directors Meeting MINUTES

Date: November 13, 2025

6:30 PM - 8:30 PM

BOARD ATTENDANCE

	Position	Name	Attended?
1	President	Ryan Munday	Yes
2	Vice President, Business Administration	Sarah Kangas	No (Matt leave)
3	Treasurer	Daniel Wolfe	Yes
4	VP - Regulatory and Finance	Stephanie Albas	Yes
5	Secretary	Siobhan Hutchinson	No (Matt leave)
6	Director, Facility Projects	Ken Schultz	Yes
7	Director, Technology, Infrastructure, & Facilities	Zack Hartle	Yes
8	Director of Beautification	Ilona Drost	Yes
9	Director, Planning & Development	Josh Inhaber	Yes
10	Communications	Mariah Wilson	Yes
11	Partnerships & Memberships	Steve Hodges	Yes
12	Director at Large	Natalia Gonzalez	Yes

OTHER ATTENDEES/GUESTS

Position	Name	Attended?
RCA Community Manager/Comms Manager	Anthony Murdoch	Yes
Facility & Grounds Maintenance	Terry Martineau	Yes
Ward 11 Representative	Holly Shaw	No
NPC- City of Calgary	Christa Zaharychuk	No
Calgary Police Service	Cst. Sue Bennett	No
Bookkeeper	Bukola Odesanya	No

1. Call meeting to order - 6:33 PM

Time Meeting Called To Order	6:33 PM
Total Number of Voting Directors	10
Number of Directors Needed for Quorum	4
Number of Voting Directors Present At Meeting	4
Quorum Obtained?	Yes

WELCOME MESSAGE, INTRODUCTION AND LAND ACKNOWLEDGMENT

called the meeting to order at 6:33 pm. gave a short note and presented a Land Acknowledgement video.

2. Approval of the Agenda

BE IT RESOLVED that the members approve the 2024 AGM agenda as presented		
Motion	Second	Result
Ryan Munday	Daniel Wolfe	Approved

3. Approval of previous AGM Minutes - November 19 2024

BE IT RESOLVED that the members approve the previous AGM minutes from November 19 2024 as presented.

Motion	Second	Result
Ryan Munday	Natalia Gonzalez	Approved

4. Guests & Introductions

Ryan introduced the RCA staff and the board members who attended the meeting. He thanked Daniel for filling in for him from last year. He also thanked Anthony and Terry for helping to get many Google 5 star reviews, and thanked them for their service. A special thank you to all of the volunteers, including the Girl Guides as well as Tammie who led the Fall Fair. He also thanked as well as all of those who have supported the community over the past year.

6. 2024/25 Annual Report Highlights

Ryan went over how the past year was filled with challenges and ups and downs, as well as welcoming 7 new board members. He also reported that there is a new way to budget that was introduced. He went over the RCA Annual Report highlighting all of the successes over the past years. He also noted how Anthony took over in January as manager, and that the transition was smooth. He went over the new parking lot lights that had been installed, and that Calgary municipal elections were held in the RCA.

Ryan noted that the Communal system has been well received. He talked about the Fall Fair, Fall Frolic event, noting their successes, and that the 50/50 draw was well received.

Highlights from 2024-25 RCA Annual Report

Board governance

- 7 new board members including 3 executive team members.
- Filled Secretary role after several years of it being vacant.
- Directors have created new portfolios: Memberships & Partnerships, and Development & Permits

Finance

- New budget development process breaks down financials as month-to-month summation
- New monthly financial reporting provides more relevant information to allow year-over-year comparisons.
- Monthly reports are hopefully more inclusive for board members that are developing their acumen.
- Healthy surplus in 2025-2026 budget.

Operations

- Filled Community Manager vacancy via internal hire.
- Successfully maintained all community services following the sudden passing of our community manager, with no negative feedback reported.
- New director of facilities and technology systems - overseeing maintenance and capital spending.
- Continue to receive 4-5 star public reviews from customers.
- Hosted several high-profile public events including advanced voting for municipal election.

Spaces and Facilities

- New exterior lighting - parking lot and bollards.
- Critical repairs to exterior doors and furnace.
- Upgrades to office technology equipment to maintain IT security.
- Grant funding secured for a major community art project next year.

Community Engagement

Memberships & Partnerships

- ★ Continued use of Communal as an all-in-one membership platform.
- ★ 543 active memberships.

Community Beautification

- ★ Completed agreement and grant applications, and secured equipment for median improvement project.
- ★ Installation of planters expected in Spring 2026.

Programs and Events

- ★ Community leaders created and ran a successful Outdoor Market.
- ★ Successful 50/50 draw to fund improvement projects.

7. Financial motions - Treasurer's Report & Audited Financial Statements

Danie Wolfe went over the financial statements from the past year.

Treasurer's Report & Audited Financial Statements

DRAFT FINANCIAL STATEMENTS (FISCAL 2024-25)

Summary:

- This year we had less revenue while also maintaining less the amount of expenses.

RIVERBEND COMMUNITY ASSOCIATION SCHEDULES TO THE FINANCIAL INFORMATION FOR THE YEAR ENDED AUGUST 31, 2025

Schedule of Community Engagement

Schedule 2

	2025	2024
Revenue		
Program and event revenue	\$ 41,994	\$ 45,298
Membership income	7,292	10,272
Donations	7,123	5,060
Grant revenue	2,998	2,887
Fundraising revenue	1,849	4,619
	<u>61,256</u>	<u>68,136</u>
Expenses		
Wages and benefits	31,334	34,020
Program and event expenses	24,926	38,751
Professional fees	9,653	8,398
Insurance	8,673	8,513
Community projects	3,091	-
Bank charges and fees	916	2,951
Communications and marketing	522	758
Fundraising expenses	176	103
Administrative expenses	123	326
	<u>79,414</u>	<u>93,820</u>
Deficiency of revenues over expenses	<u>\$ (18,158)</u>	<u>\$ (25,684)</u>

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DRAFT FINANCIAL STATEMENTS (FISCAL 2024-25)

Summary:

- Self-sustainment of the facility is always improving.

RIVERBEND COMMUNITY ASSOCIATION SCHEDULES TO THE FINANCIAL INFORMATION FOR THE YEAR ENDED AUGUST 31, 2025

Schedule of Facility Operations

Schedule 1

	2025	2024
Revenue		
Rental revenue	\$ 183,047	\$ 170,394
Donations	-	1,200
Other revenue	1,100	50
Grant revenue	350	-
	<u>184,497</u>	<u>171,644</u>
Expenses		
Facility operations	68,688	76,538
Wages and benefits	75,035	70,964
Facility maintenance	23,129	26,160
Professional fees	16,530	17,454
Insurance	8,360	8,434
Bank charges and fees	3,385	1,721
Administrative expenses	519	910
Advertising	-	737
	<u>195,646</u>	<u>202,918</u>
Deficiency of revenues over expenditures	<u>\$ (11,149)</u>	<u>\$ (31,274)</u>

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DRAFT FINANCIAL STATEMENTS (FISCAL 2024-25)

GRANTS RECEIVED

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	2025	2024	2023
Inspiring Neighbourhoods Grant	1,184	2,037.00	12,000.00
City of Calgary - #YYCNeighbourDay Microgrant	1,1104.00		
City of Calgary - Capital Conservation Grant		16,450.87	233,345.00
City of Calgary - Ward Community Event Fund	350.00	850.00	1,000.00
City of Calgary - Community Standards Grant			16,913.00
Government of Canada - Enabling Accessibility Fund			14,840.00
Contributed to capital assets	\$(16,450.87)	\$(16,450.87)	\$(260,185.00)
Contributed to operations/community engagement	\$ 2,887.00	\$ 2,887.00	\$ 17,913.00

Summary:

- 2 of the same grants applied for in 2024-2025 were successful
- We are applying for all available grants with some already grants approved for in 2025-2026

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BE IT RESOLVED that the members accept the 2024/25 Audited Financial statements as presented

Motion	Second	Result
Danie Wolfe	Ryan Munday	Approved

2024-2025 Audit Process

Stephanie went over the annual audit from Baker Tilly Catalyst. She went over the audit, and that non board RCA members for an audit. Every three years and professional accounting firm does an audit over internal controls.

Audit Process

- annual audit
- professional accounting firm provides 'compilation engagement'
- RCA Members (who are not part of the BOD) conduct an audit
- engage a professional accounting firm to review internal financial controls minimum every 3 years

BE IT RESOLVED Appoint Baker Tilly Catalyst to provide a 'compilation engagement' for the 2024-2025 finances.

Motion	Second	Result
Stephanie Albas	Ryan Munday	Approved

8. Recognition of Volunteers

[Natalia Gonzalez](#) gave an update to recognize all of the RCA volunteers who have contributed to the community. She recognized Ryan and the staff of the RCA. She noted how it is important to recognize the staff and volunteers.

She talked about the Movie Nights as well as all the other events that took place over the year, the Fall Fair, the 50/50 Raffle, and the volunteers who helped with the all-season rink, as well as the spring fundraiser.

Natalia recognized Sarah Thornley as Volunteer of the year, for Fall Frolic and now paused Good Food Box programs, and for her help for the paving of the parking lot, at no charge.

Ryan noted the exit of two board members Nichole Wyatt and Alana Corveau.

9. Nominations and Election of new Board Members

Ryan noted that the new 7 members of the board are now voted in. Ryan said that his time as President has come to an end, and will open nominations from the floor.

He opened nominations from the floor for President.

No one took the President position. As it stands, there is no RCA President.

10. Special Recognition of Delby Auktor as former RCA Manager

Ryan gave his thoughts on Delby coming to the RCA, noting how losing her in early 2025 had a large impact on him, as well as the RCA in general. He noted people's relationships with her, and his relationship with her, as well as staff.

He noted how he found out about her passing, and how it was hard for him emotionally, and how the RCA lost a really important person.

15. Adjournment of Official Business

Meeting was adjourned at 7:13 PM.