

# Minutes

## The North Glenora Community League Executive Meeting Tuesday, January 16, 2007

**NEXT MEETING: TUESDAY, FEBRUARY 20, 2007**

### Present

C-Anne Robertson	President
Sean Harding	Treasurer
Natalia Krawetz	Secretary
Donna Jackson	Publicity
Bev Dietrich	Hall Bookings
Harvey Humbke	Membership
Corwin McCullagh	Sports
Ross Bursey	Family & Adult
Agnes Brennan	Greeting Cards/45+
Marge Lilley	Historian
Margaret Bowler	Daytime Contact
Marg Pratley	Kitchen Keeper/45+
Pearl Biggar	Neighbourhood Security
Una Bryce	City of Edmonton CRC

### Absent

Michel Diotte	Past President
Vacant	1 <sup>st</sup> Vice-President
David Beckman	2 <sup>nd</sup> Vice-President
Barry Mohl	Bldgs & Grounds
Bill MacDonald	Plg & Transport'n

1. **CALL TO ORDER** by C-Anne Robertson at 7:00 p.m. Quorum was established.

### 2. APPROVAL OF THE AGENDA

*Motion to accept by Agnes Brennan, seconded by Marge Lilley. Carried.*

### 3. APPROVAL OF THE PREVIOUS MINUTES

*Motion to accept by Donna Jackson, seconded by Corwin McCullagh. Carried.*

### 4. FINANCIAL REQUESTS

None.

### 5. GUESTS OR DELEGATIONS

a. Woodcroft Branch of the Edmonton Public Library presentation by Pilar Martinez, Manager and Jodie Holden, Librarian

This presentation familiarized us with recent initiatives by the Edmonton Public Library and the Woodcroft Branch. The priorities of the Edmonton Public Library's four-year business plan are: 1) improving accessibility, 2) meeting diverse needs, 3) increasing participation in community building (beyond current outreach initiatives), and 4) expanding the library system in specific neighbourhoods (northeast and Millwoods).

The Woodcroft Branch was established in 1956 and became a separate building in 1998. It serves 50,000 people for the area south of the Yellowhead, west of the Municipal Airport (109 St. and Kingsway Ave.), north of Stony Plain Road (excluding Oliver), and east of 170 St. In addition to books, it offers DVDs, CDs, maps, computerized data bases, e-books, and e-audio books. Its meeting room is available to community groups. The Program Guide was circulated and Woodcroft's specific programs outlined. The Library is working on designating 2007 the Year of the Older Adult and thus would like to put additional emphasis on related activities. Sunday opening is recognized as desirable in many communities and is currently hampered by costs and contractual obligations.

The offer to build more bridges between the library and the community league was extended. At present library events are publicized in our newsletter and the NGCL Binder on the Coronation School Sustainability Issue is housed in the library's Reference Section.

b. McKinley Heating Demonstration: Natalia Krawetz

Cold temperatures in the hall during functions resulted in a service call from McKinley Heating (attended by Dave Beckman, Marg Bowler, Harvey Humbke, and Natalia). The technician noted that the problems were due to lack of labels and knowledge; most problems occur because people fiddle with the automatic settings on the thermostat (e.g., the fan was on, on the subsidiary thermostat thus bringing in cold air). He did the following:

- Labeled the main thermostat 'do not touch' and installed a new lock;

- Provided a similar label on the subsidiary thermostat (south end of main hall) and replaced the opaque cover with a clear, locked cover. Copies of all such keys are housed with 1) NGCL, 2) McKinley Heating, and 3) the McKinley's technician who normally undertakes our servicing.
- He also explained that the **air box** beside the subsidiary thermostat is only to bring air in and only to be used when the exhaust fan is operating in the kitchen. (It makes up for the air exhausted by the kitchen fan and should have been installed in the kitchen.) It does NOT provide heat. And turning it on without using the exhaust fan will cause problems with air circulation in the hall.
- Upon inspection of the Playschool Room, noted that stored furniture was blocking the heat and air vents thus impeding proper circulation. Those present moved the furniture to allow for better circulation.

**Recommendations:**

- Signage to remind people to flip the switch in the main hall (beside the thermostat box next to the kitchen pass-through) to 'occupied' and flip it to 'unoccupied' before leaving the building.
- Signage at the front door to remind people to flip the switch back to 'unoccupied' before leaving the building.
- He checked the roof vents and assessed the furnace filter system, recommending the installation of a new filter box. (The current one requires a technician to replace the filters. The proposed one would enable the filters to be easily changed by Buildings & Grounds personnel.)

**Motion to proceed with the installation of a furnace filter box as recommended by McKinley Heating for a cost up to \$500.00 plus installation; by Agnes Brennan, seconded by Marge Lilley. Carried.**

**ACTION:** Natalia will label the new keys and store them in the key box in the office. Until they are labeled, they will be in the file drawer (in an envelope). She will also prepare and laminate signs for the switch, the *air box*, and the front door. Natalia and Donna will ensure the Operations Manual (and rental agreements) are altered to reflect the information about the thermostats and air box. Natalia will add a labeler to the office 'wish list'.

## 6. BUSINESS ARISING FROM THE MINUTES

### a. Multi-League Meeting: District Elections: Natalia Krawetz

The EFCL is divided into districts. NGCL is part of District E (Britannia Youngstown, Canora, Crestwood, Grovenor, Elmwood, Glenora, Glenwood, High Park, Jasper Park, Laurier Heights, Lynnwood, Mayfield, McQueen, Meadowlark, North Glenora, Parkview, West Jasper Place/Sherwood, West Meadowlark). On alternate years, elections are held in half the districts to fill positions on the EFCL Board and ensure district representation. Each term is for two years. A call for nominees will be issued by EFCL by February. **ACTION:** Donna will advertise for possible representatives (any adult with current membership) in the newsletter.

### b. Casino: Donna Jackson

There are 12 volunteers so far but more are needed, especially since our dates fall on the May long weekend. **ACTION:** Donna will advertise for positions in the newsletter.

### c. Coronation School Sustainability Review: Ross Bursey

Ross confirmed the Board staff's recommendation that Coronation and Grovenor Schools be given an extension to determine the viability of their proposals for increasing enrollment and to operate as satellite schools for Glenora, which is over-extended. Dave Beckman was absent in order to attend the School Board Meeting at which the recommendations were to be voted on.

## **ACTIONS:**

- Ross and Bev Dietrich will meet with the Coronation Parent Council next week and determine what community members and the NGCL can do to help.
  - Ross will contact Donna with this information for the next newsletter.
  - If appropriate, Una will place a similar notice in the Monthly Minder; Donna will contact her on this.
  - A formal liaison between Coronation and NGCL will be proposed with either Bev Dietrich, or Bev and Ross as our representatives.
  - Parent Council's meeting dates currently conflict with the NGCL Executive Meetings. Ross and Bev will ask that conflicting dates be changed. If this is not possible, they will propose two NGCL representatives so that one can be at each meeting.
- d. Implementation of Complimentary Memberships

**Motion to promote the community and goodwill, that NGCL offer new residents a complimentary membership for the balance of the current membership year; by Donna Jackson, seconded by Natalia Krawetz. Carried.**

**ACTION:** Donna will continue to advertise the availability of a Welcome Package to new residents, in the newsletter and will amend any Welcome Package information, as necessary.

- e. Carpet Replacement – determine which agenda to place this on

This issue has been outstanding for some time and requires a specific date at which it will be addressed. **ACTION:** Natalia will put this item on the June 19<sup>th</sup> agenda.

f. Use of Playschool Room – determine which agenda to place this on

This is a major issue which requires specific consideration.

**ACTIONS:**

- Ross (or our official liaison) will ask the Coronation Parent Council for ideas for using this space.
- Donna will ask for suggestions through the newsletter.
- Natalia will place it on the agenda for the Annual General Meeting and the April 17<sup>th</sup> Executive meeting.

7. **CORRESPONDENCE/ANNOUNCEMENTS:** C-Anne Robertson

- Letter of November 17, 2006 from Rev. Dr. Bruce Miller, MLA to Bev Esslinger, Chair, Edmonton Public School Board regarding the Coronation Sustainability Review. Filed.
- Memo from Laurie Hawn, M.P., about the Kraft Hockeyville competition (potential location for a TV series). Filed.

8. **REPORTS**

a. President's Report: C-Anne Robertson

*The President's Appreciation Dinner* for the Executive was held at the Westmount Boston Pizza. 20 people attended for a cost of \$377.00. *Coronation Sustainability Review:* C-Anne thanked everyone for participating and for encouraging community-wide participation that resulted in a school gym filled to overflowing. *District Meeting:* Donna Jackson, Bev Dietrich, and she represented NGCL at the held at our hall on November 22<sup>nd</sup>.

b. 1<sup>st</sup> Vice-President: Vacant

c. Vice-President: David Beckman

Absent. No report.

d. Secretary: Natalia Krawetz

*Surplus Items:* The surplus name tags and yellow reams of paper were donated to the InKind Store (operated by the United Way to give charities inexpensive access to office supplies).

**ACTION:** Marg Bowler will ask her relative about interest in the NGCL typewriter. If there is no such interest by the February meeting, Donna will advertise it in the following newsletter. If there is no interest from the advertisement, Natalia will give it to 45+ to be sold at the Garage Sale. *Office Committee Report* (appended): Sean indicated that having an operational computer on-site would be an advantage for an incoming Treasurer for then all files could also be stored on-site. *Presidents' Plaque:* This plaque currently resides above the photocopy machine in the office and deserves a better location. Suggestions were 1) that it be housed in the trophy case after the shelving is adjusted and the lock restored, 2) that it be securely screwed into a wall in the mail hall, and/or 3) that an additional trophy case be installed in the main hall to house various trophies with historical value that are currently kept elsewhere. **ACTIONS:** Marg Bowler will ask Jo Tayler where the Lacrosse trophies currently reside, since NGCL was a key contributor to this sport. Natalia will place a trophy case on the 'wish list' for upcoming grant applications. The final deposition of the plaque is 'on hold' until Natalia has a look at the current trophy case.

- Card Report: Agnes Brennan

CARD TYPE	RECIPIENT
Get Well	<ul style="list-style-type: none"> <li>• Marie Iverson</li> <li>• Doris Phillips</li> <li>• Shirley Kayley</li> </ul>
Thinking of You	<ul style="list-style-type: none"> <li>• Stuart Fraser – hip surgery</li> <li>• Ed Sushynski – nose surgery</li> </ul>
Congratulations	<ul style="list-style-type: none"> <li>• Sean &amp; Elizabeth Harding – birth of son</li> </ul>
Thank You	<ul style="list-style-type: none"> <li>• Andrea Nemeth, for decorating the Hall for Xmas</li> </ul>
Sympathy	<ul style="list-style-type: none"> <li>• Mrs. Hazel Hall on the loss of her husband, Andy</li> </ul>

e. Treasurer's Report: Sean Harding

The 2005 accounts are now complete, Playschool books are almost completed, and Sean is finishing the 2006 accounts. Because Casino monies are conditional, he has been working back through our purchases and expenses for the past year to determine which items can rightfully be reimbursed by Casino funds. He is working on the 2007 budget. **ACTION:** Everyone is to have any budget items or committee budgets to Sean by the next Executive meeting.

f. **Community Service Representative: Una Bryce CHECK THIS**

An additional \$1,000 (approximately) has been added to the Operating Grant from the City of Edmonton. There is an upcoming working for Presidents and Treasurers (see Executive calendar attached to this meeting's agenda) and a Board Leadership Conference on March 24. At the end of January there will be an announcement about SCSP (applications due end of February) and STEP (applications due beginning of March) funding for summer programs. On February 13<sup>th</sup> and 15<sup>th</sup> (Prince of Wales Armory/Confederation Leisure Centre) representatives of both funding sources will have a meeting; if an NGCL Executive member comes with an application form signed by two Board members, these representatives will assist in completing the form(s) which can then be handed in at the end of the meeting.

**ACTION:** Corwin will attend this meeting.

We received a cheque for \$433.34 for Ice It Up. Another such fund enhancement is being planned for this year related to building community through new initiatives. **ACTION:** All Executive are to e-mail Una with any ideas for initiatives.

There are leftover budgetary funds which can be used for programs. **ACTION:** Corwin will follow up on this possibility of a Family Learn to Ski program.

**ACTION:** Corwin was designated to follow-up with Una on the Green Shack Program for the summer and to get more information on the criteria for funding (the NGCL score has dropped but the criteria rationale are not available so it is difficult to judge how we should react). If we do not receive funding, Corwin indicated that we would run summer programs but would pass the costs on to the participants.

g. **Committee Reports**

i) **Planning & Transportation: Bill MacDonald**  
Absent. No report.

ii) **45 Plus: Marg Pratley, Agnes Brennan**

Marg Pratley reported that the December potluck was attended by 65 participants along with 8 entertainers who were well received. Whist is planned for January 26<sup>th</sup> and Cards & Games for February 23<sup>rd</sup>.

Agnes added concerns about the furnace (see 5b). Moreover because 45+ members are having difficulty setting up and taking down our heavy tables and because many of the tables are old and in need of repair, she asked for new tables to be put on the 'wish list' for an upcoming grant. Lightweight yet sturdy tables are available through Source Office Furniture (11241 – 120 St., 482-7444) at the following prices:

30" x 60" @ \$53.99 + GST

30" x 72" @ \$63.99 + GST

30" x 96" @ \$ 83.99 + GST

She recommended also looking for tables at Rona, Home Depot and Office Depot, keeping in mind their weight, sturdiness, and having a surface that resists stains.

**ACTION:** Natalia will put tables on the grant 'wish list' and return the Source Catalog to Avril Glen.

iii) **Family & Adult Programs: Ross Bursey**

Ross is considering an event around Family Day and wants to have something that includes activities, preferably outdoors, in order to attract young people. **ACTION:** Ross will forward his idea to Donna for insertion in the upcoming newsletter.

iv) **Sports: Corwin McCullagh**

There are no new equipment needs. **ACTION:** Corwin will hand in a completed Sports Equipment Inventory at the next meeting. *Northwest Soccer Zone Association:* Corwin has resigned as soccer coordinator with this association, the over the issue of forced fundraising for their hall renovations. As a result, a fine has been levied the costs of which will be passed on to soccer registrants.

v) **Historian: Marge Lilley**

Photos of the Xmas Potluck (45+) were circulated.

vi) **Membership: Harvey Humbke**

The Membership list is ready. There are 60 fewer members than last year, but some canvassers have yet to hand in their kits. The complimentary swim at MacEwan will continue for one more year.

**ACTIONS:** Harvey will e-mail copies of the list to anyone interested. Those wanting paper copies arranged to have them made at the end of the meeting.

vii) **Publicity: Donna Jackson**

The dental office in Groat Plaza has taken an ad. **ACTION:** Donna will be advertising for new incumbents for NGCL Executive positions.

• **Welcome Committee: Marg Bowler**

No calls for Welcome Packages have been received.

viii) Buildings & Grounds: Barry Mohl

*Follow Up on Previous Action Items:*

- Payment for Exterior Painting has been completed.
- Rink Caretaker was hired but then the ice melted (as did the job). There may be a possibility of skating if the weather holds in the next month.
- Gas smell, sewer odour – no action.
- Furnace filter replacement – see Item 5b.
- Taping hot water tank in rink shack – unknown.
- Appendix F: Operations Manual – no report.

The fire alarm went off on New Years Eve. There were 4 instances of the building alarm going off on January 4<sup>th</sup>.

**ACTIONS:**

- Sean will provide a list related to Appendix F for Natalia based on past invoices.
- Una will contact the City regarding shoveling the pathways.
- Buildings & Grounds will ensure that the exit door pathways are kept clear of snow.

Daytime Contact: Marg Bowler

The Fire Inspection Report was received December 6<sup>th</sup>. C-Anne and Dave Beckman were notified and Marg Bowler and Barry Mohl given paper copies. The original is posted on the Hall bulletin board, with an extra copy in the files. The Maximum Operational Occupant Load has been set at 298. However we are required to have 1) the fire alarm system inspected and tested by an approved person annually; the fire extinguishers serviced and tagged by a certified agency annually; and the fixed extinguishing system serviced and tagged every 6 months. **ACTION:** C-Anne will contact TYCO to undertake the necessary fire equipment inspections. Natalia will provide her with a copy of the Fire Inspection Report.

- Hall Bookings: Bev Dietrich

*Hall Rentals:* The hall was rented seven times in November for \$1350.00 and 10 in December for \$1700.00. *Storage for Wildrose Fiddlers:* The Fiddlers are pleased with their new storage facility. Xmas decorations are now stored in the Playschool Room (east cupboards). *Upcoming Position Vacancy:* Bev will be leaving the Executive in order to devote her volunteer time to Coronation School's sustainability. The possibility of hiring someone to fill her role (since it is a key position to our income generation) was tabled for a later discussion.

- Kitchen Keeper: Marg Pratley

*Kitchen Inventory* will be taken. *Tablecloths:* She found some ready-made tablecloths that may be suitable and plans to buy one as a sample and test it out, before considering a mass purchase.

ix) Security/Safe Parent: Pearl Biggar

The Casino for this organization is on March 8<sup>th</sup> and 9<sup>th</sup>.

**9. NEW BUSINESS**

a) Date of AGM is March 13<sup>th</sup>. Una will not be available but if contacted in advance, will arrange to have someone else play the role of election officer.

**ACTION:** Please have your reports for the AGM ready for Natalia to type or by the next Executive Meeting.

b) Nominations Committee consists of C-Anne, Marg Bowler, and Donna. Of those present, the following will not be running for re-election: Sean Harding, Bev Dietrich.

**10. ADJOURNMENT**

***Motion to close the meeting by Sean Harding at 9:20 p.m., seconded by Marg Pratley.***

Attachment: Report Of The Office Committee

**Minutes Approved on \_\_\_\_\_**

\_\_\_\_\_  
**C-Anne Robertson, President**

\_\_\_\_\_  
**Natalia Krawetz, Secretary**

**Report of the Office Committee**  
(Natalia Krawetz, Agnes Brennan, Donna Jackson)  
**Recommendations**

1. Prior to finalizing the ordering of office furniture, change the office layout to ensure that any new furniture is properly sized. Until this step is completed, no request for furniture purchase will be tabled.
2. Recommended Office Furniture

<b>Current (to be retained)</b>	<b>New</b>	<b>Comments</b>
	Desk, placed under the window with phone access.	Estimated cost (upper limit): \$250.00
	Chair for the desk.	Preferably adjustable, on casters, with arm supports. Estimated cost (upper limit): \$170.00
2 Filing Cabinets		Placed in corner beside the desk.
Photocopier		To be moved so that sorting table is to its right.
Sorting table	Smaller sorting table in order to allow for door clearance.	Estimated cost (upper limit): \$60.00
Storage Cabinet	Storage cabinet with additional shelves and perhaps with overhead storage cabinets, to maximize storage space.	At the present time, the current cabinet will serve. A table top flat surface is needed in order to house the mail slots without taking up space on the desk; thus a storage cupboard would not work. Estimated cost (upper limit): ???
	Small box shelf	To store phone and reference books, above the desk. Estimated cost (upper limit): \$20.00?
Coat rack - replace	Coat hooks	Because the rack takes up floor space, coat hooks are preferable. Estimated cost (upper limit): \$20.00
Computer Equipment		Retain the current computer equipment until its need is determined (i.e., for an incoming Treasurer or Secretary over the next few years). At that time, determine the software upgrades and Internet costs. Estimated cost (upper limit): unknown
	Computer Armoire	At the present time, computer equipment is in the storage cabinet. When it's determined that it will be needed, a lockable computer cabinet will need to be purchased (especially since we will need Internet hook up). Estimated cost (upper limit): \$300.00 plus locks

3. Items Recommended for Purchase at this Time  
(to be included in the 2007 budget)

<b>Current</b>	<b>New</b>	<b>Comments</b>
Shelving Unit	Shelving Unit Brace	This unit is on loan. If it is to be retained for the upcoming year, then for safety reasons a support brace MUST be provided from IKEA.
	Mini-drawers	To store extra supplies that cannot be accommodated in the desk. Estimated cost (upper limit): \$ 8.00 x 2 = \$16.00
Bulletin Boards	Bulletin Bar	A bar may be needed to house photocopier instructions. Estimated cost (upper limit): \$7.00
	Wall File	To hold photocopier instruction book. At present, there is one of these in the Playschool Room. Estimated cost (upper limit): \$15.00
Recycling Basket – large	Recycling Basket – small	The current basket is from the Playschool Room and is too large. Estimated cost (upper limit): \$6.00
	Archival Storage Boxes (7)	Purchasing was authorized in 2006. They were not purchased pending a review of storage potential in the Main Hall (in which case, less expensive boxes might be suitable). It has not been possible to do such a review. Therefore, the \$175.00 allocation for these boxes will be requested for 2007. Estimated cost (upper limit): \$175.00
		Total (upper limit): \$219.00