

Next Executive Meeting: Tuesday, November 18, 2008

- 1.0 CALL TO ORDER** (establish quorum)
- 2.0 APPROVAL OF THE AGENDA**
- 3.0 APPROVAL OF THE PREVIOUS MINUTES** (Tuesday, September 16, 2008)
- 4.0 FINANCIAL REQUESTS**
- 5.0 BUSINESS ARISING FROM THE MINUTES**
  - 5.1 Job descriptions returned to David Beckman
  - 5.2 Amalgamation of adult and family programs
  - 5.3 Purchase of popcorn machine for family programs - ? storage
  - 5.4 Other options for New Year's eve festivities
- 6.0 CORRESPONDENCE/ANNOUNCEMENTS:** David Beckman
- 7.0 REPORTS**
  - 7.1 President's Report: David Beckman
  - 7.2 Past President's Report: C-Anne Robertson
  - 7.3 1<sup>st</sup> Vice-President: Jim Bohun
  - 7.4 2<sup>nd</sup> Vice-President: Vacant
  - 7.5 Secretary: Kelly Hosler
    - 7.51 Card Report: Agnes Brennan
  - 7.6 Treasurer's Report: David Van Meter
    - 7.61 Grants Coordinator: Jen Myroon
  - 7.7 Community Service Representative: Cathy Dytiuk
- 8.0 STANDING COMMITTEE REPORTS**
  - 8.1 Adult Programs: Vacant – Status to be determined
  - 8.2 Buildings & Grounds: Steve Twigg
    - 8.21 Kitchen Keeper: Marg Pratley
    - 8.22 Daytime Contact: Marg Bowler
  - 8.3 Family Programs: Michelle Schurek
    - 8.31 Playschool: Melissa Steinke
  - 8.4 45 Plus: Agnes Brennan/Marg Pratley
  - 8.5 Hall Bookings: Jean Chernish
  - 8.6 Historian: Marge Lilley
  - 8.7 Membership: Catharina Fraser
  - 8.8 Neighbourhood Security: Pearl Biggar
  - 8.9 Newsletter/Publicity: Donna Jackson
  - 8.10 Planning & Transportation: Suzanne McAfee
  - 8.11 Sports: Guy Sopiwnyk
- 9.0 SPECIAL COORDINATOR'S/PROJECT'S REPORTS**
  - 9.1 Coronation School Liaison: Bev Dietrich
  - 9.2 NGCL Rink Viability
  - 9.3 NGCL Rink Beautification: Michelle Schurek
- 10.0 NEW BUSINESS**
  - 10.1 Changes to policy and procedures in operations manual: Natalia Krawetz
  - 10.2 Mini Parks & Gardens: Natalia Krawetz
- 11.0 ADJOURNMENT**

**North Glenora Community League  
Executive Meeting - Tuesday, October 21, 2008, 7:00 PM, NGCL Hall**

MINUTES

Next Executive Meeting: Tuesday, November 18, 2008

**Present:**

<b>President</b>	<b>David Beckman</b>	<b>1<sup>st</sup> VP</b>	<b>Jim Bohun</b>
<b>Past Pres</b>	<b>C-Anne Robertson</b>	<b>Membership</b>	<b>Catharina Fraser</b>
<b>Secretary</b>	<b>Kelly Hosler</b>	<b>2<sup>nd</sup> VP</b>	<b>Mary Joe Bruneau</b>
<b>Treasurer</b>	<b>David Van Meter</b>	<b>Publicity</b>	<b>Donna Jackson</b>
<b>Hall Booking</b>	<b>Jean Chernish</b>	<b>Grants Co</b>	<b>Jennifer Myroon</b>
<b>Day Contact</b>	<b>Marg Bowler</b>	<b>Historian</b>	<b>Marg Lilley</b>
<b>Sports Act</b>	<b>Guy Sopiwnyk</b>	<b>Family Act</b>	<b>Michelle Schurek</b>
<b>Neig Security</b>	<b>Pearl Biggar</b>	<b>Buildings</b>	<b>Steve Twigg</b>
<b>Kitchen/45+</b>	<b>Marg Pratley</b>	<b>Plan/Trans</b>	<b>Suzanne McAfee</b>
<b>CRC</b>	<b>Cathy Dytiuk</b>	<b>EPS</b>	<b>Tricia Gagne</b>
<b>Oper Man</b>	<b>Natalia Krawetz</b>	<b>Cards</b>	<b>Agnes Brennan</b>

**Coronation School Liaison** Bev Dietrich

**1.0 CALL TO ORDER** (establish quorum)  
Meeting called to order 6:59 p.m. by David Beckman

**2.0 APPROVAL OF THE AGENDA**  
Approved by Steve Twigg, second by Guy Sopiwnyk.  
Carried

**3.0 APPROVAL OF THE PREVIOUS MINUTES** (Tuesday, September 16, 2008)  
Minutes amended to reflect Bev Dietrich, Coronation School Liaison's attendance at last meeting.  
Motion to approve minutes as amended Jean Chernish, second Donna Jackson.  
Carried

**4.0 FINANCIAL REQUESTS**

**4.1 Marg Lilley**

**4.2 Michelle Sharek Playschool**

**4.3**

**5.0 BUSINESS ARISING FROM THE MINUTES**

5.1 Job descriptions returned to David Beckman

5.2 Amalgamation of adult and family programs (to be addressed in family programs)

5.3 Purchase of popcorn machine for family programs - ? storage – family programs has decided to purchase large bags of popcorn

5.4 Other options for New Year's Eve festivities to be addressed in family programs report

**6.0 CORRESPONDENCE/ANNOUNCEMENTS:** David Beckman

**7.0 REPORTS**

**7.1 President's Report: David Beckman**

- EFCL – Jim Bohun to report
- Cathy Dytiuk requested use of hall for "Communities Connect"
- Coronation School – joint evacuation agreement replied, ice rink response related to request to use school for community Volleyball. EFCL (Allan Bolstad) to follow up with EPSB Superintendent to discuss community relationship and joint use, will formally respond to request. Bev brought it up to the Parent School Advisory, first advisory council had heard of this situation
- Circulated west corridor proposal for LRT
- School sustainability – Heather Klimchuk will set up meeting with Education Minister to discuss concerns, continue with initiative of sustaining schools

**7.2 Past President's Report: C-Anne Robertson**

- Liquor resale annual license submitted and received for pub night, will review accounting with David Salmon  
**Action:** David to provide list to 45+ and pub night

**7.3 1<sup>st</sup> Vice-President: Jim Bohun**

-EFCL meeting:

Community Services Department report, beginnings of process, round table discussion on business plan, discussion EFCL policy on government affairs – there will be a roll for EFCL and Community Leagues. EFCL will get involved in situations where the majority of communities are effected; arrangement with mediation services for community access eg) neighbor disputes or larger issues; cultural integration initiative target inner city community leagues

7.4 **2<sup>nd</sup> Vice-President:**

- Mary Joe Bruneau has expressed an interest in assuming the position of 2<sup>nd</sup> Vice President. Motion by Jim Bohun that Mary Joe Bruneau be appointed to the position of 2<sup>nd</sup> Vice President, seconded by Marge Lilley.  
Carried

7.5 **Secretary: Kelly Hosler**

- 7.51 Card Report: Agnes Brennan  
Sympathy cards to Marie Iverson & Marge Lilley  
Card received to executive from Marie Iverson expressing her thanks of our card on the passing of her sister

7.6 **Treasurer's Report: David Van Meter**

- Profit Loss Statement for Year to Date performance circulated and reviewed. Reviewed variances – family program d/t movie night and chili supper  
Accounting costs do not show yet  
Closing out floats for front porch, green shack and father's day  
Signing up for November 7 GAIN in-service  
Stats for outdoor swimming access & use to be reviewed for return on investment (in family report)
- 7.61 Grants Coordinator: Jen Myroon  
Prep done for nomination for Donna Jackson  
STEP grant application for Summer 2009

7.7 **Community Service Representative: Cathy Dytiuk**

- Thank you chocolates from Green Shack program - circulated
- Monthly minder circulated
- Annual planning – program plans for Community for year
  - Ecomobility – sustainable travel measures for alternate modes – information passed to Suzanne MacAfee
- Outdoor ice making workshop November 26 – to Steve Twigg
- Storefront Cinema night Sat November 29
  - Membership Challenge – movie night on big screen, challenge to encourage communities to increase membership over last year, free admission with community league membership
  - Survey circulated from EFCL (Bannister Research and Consulting) Community Involvement Plan (CLIP), online link also, will need contact ID numbers, survey circulated – will follow up by phone 12 days if no response
- Communities Connect – request from Cathy Dytiuk would like to repeat and make use of NGCL

Hall, looking for larger hall to accommodate and open to community league members. Requesting NGCL for size, amenities and central location, target date is March 24, 2009 event would run between 6-9:30 p.m. book hall from 1 – 11:30 p.m. at no cost. This event occurs post AGM (March 10, 2009). City of Edmonton unable to apply for liquor license. Anyone from executive that is able to assist – networking opportunity for communities in West Edmonton

**Motion:** C-Anne **moved** that our community sponsor the community connect event at our hall free of charge, \$50 clean up fee to be proposed to committee, second by Dave Van Meter  
Carried.

8.0 **STANDING COMMITTEE REPORTS**

8.1 **Adult Programs:** Vacant – Status to be determined

8.2 **Buildings & Grounds:** Steve Twigg

Currently working on rink, excavation done, leveling, requesting volunteers on Saturday to rake and level 9:30 a.m. names to Steve for helping  
Boards up, not yet complete  
Toilet in rink shank some difficulties  
Steam table – used 2-3 times per year, move little freezer and put steam table in wall by freezer, frees space in rink

shack and makes table available for use by rental groups

**Action:** to move steam table into hall review in March

**Review rink replacement in January** – maintenance free structure approx \$65k

Maintenance to be done by Paul

8.21 **Kitchen Keeper:** Marg Pratley

8.22 **Daytime Contact:** Marg Bowler

Health department review last Tuesday Dec 14, 2008 liquid soap dispenser requ'd at hand sink, dishwasher did not heat up, Marg made sure dishwasher was on. Decision required where to mount soap dispenser.

Garage sale Oct 4, tea towels were done after 120 tea towels dirty between Oct 4 & Oct 7.

Storage room door left open after movie night. Kitchen lock up meant for community use.

Snow shoveling: same person as last year

8.3 **Family Programs:** Michelle Schurek

8.31 **Playschool:** Melissa Steinke

Requesting to use hall for free for silent auction.

**Motion:** Michelle Schurek moves that we supply \$1000 float for auction second by Pearl Biggar. Carried.

Tickets will be made available

- Indoor Playground gave proceeds of \$130 to NGCL in recognition of community's support of program. Encouraging participants of Playground to get involved with NGCL in other ways.
- Turkey Supper – Catharina has 20 tickets left and will sell until Oct 21, 2008. 45+ to help with tables at 10:00 am. Saturday
- Community Resource Fair – Woodcroft Library, well attended, well received, display completed by Melissa Steinke
- Request for new event: Adult event paper party – card making, scrapbooking serving wine, not yet on liquor license list – permission required with respect to planning, would be run by Melissa Steinke would be an activity of league – self contained/funded

**Motion:** to approve Adult paper party to be organized by Melissa Steinke, the event would be self contained and funded by Steve Twigg second by Agnes Brennan.

Carried

- Murals Update: photos available 70 hours to complete, good feedback from community
- Amalgamation of Family Program and Adult program roles – took descriptions and made adjustments and alterations – **defer to November meeting**, info to be circulated with minutes of this meeting

8.4 **45 Plus:** Agnes Brennan/Marg Pratley

- Potluck attendance 32
- Oct 28 bingo
- Oct 4 concession profits \$312.41, purchased coffee urn for \$15, transferred \$300 to NGCL, garage sale poorly attended
- Tablecloths have been ordered on rush may be here for Turkey dinner

8.5 **Hall Bookings:** Jean Chernish

- Member rental revenue \$626 Non – member revenue \$1927 Total \$2552
- Discussion re: New rates come into effect Jan 1, 2009 to coincide with new fiscal year

**Motion:** Jean Chernish moved that rates effective for bookings made after January 1, 2009 as per approved fee schedule, second by Bev Dietrich

Carried.

8.6 **Historian:** Marge Lilley

- President's plaque updated by C-Anne
- Budget request 2008 budget normally \$200

**Motion:** Marg Lilley moved to replenish Historian budget to \$20, second by Mary Joe Bruneau

Carried.

8.7 **Membership:** Catharina Fraser

– see attached – membership list in office

8.8 **Neighbourhood Security:** Pearl Biggar

8.81 Tricia Gagne – Halloween safety tips , reports of stats, rash of theft from vehicles – change, small items,

reminder to report all crimes/suspicious persons, drug dealers, EPS website crime prevention, activity at Shep, block captains for security information available if community wants to explore

8.9 **Newsletter/Publicity:** Donna Jackson  
Contacted Elections Canada with respect to split on voting  
Letter of thanks to ICI paints – see attached will follow up for support of painting rink boards in spring

8.10 **Planning & Transportation:** Suzanne McAfee  
Strategic Plan for land use – attended consultation plans are available on line at [www.edmonton.ca](http://www.edmonton.ca)  
West Corridor LRT route – re-examining 107 Ave route communities try to meet ahead of time. Issues access and land available

8.11 **Sports:** Guy Sopiwnyk  
Review equipment in rink shack to organize.

## 9.0 SPECIAL COORDINATOR'S/PROJECT'S REPORTS

9.1 **Coronation School Liaison:** Bev Dietrich

- Enrollment - 115 Students enrolled
  - IB program, spring marketing,
  - Daycare new director, working with school and accreditation
  - IB program still at candidate status
  - Enrollment strategy group still active – sub group of Parent Advisory Council
  - T-shirts for sport events – to advertise Coronation School, school logo now selected would like to advertise for community league, require formal details – cost etc. and then motion will be made
- Action:** Bev to get details

Add to November agenda, next parent council November 17.

9.2 NGCL Rink Viability - deleted

9.3 NGCL Rink Beautification: Michelle Schurek - deleted

## 10.0 NEW BUSINESS

10.1 **Changes to policy and procedures in operations manual:** Natalia Krawetz

- format selected, 3 executive have not requested

- rental agreement pending

- deadline – all of the proposed changes in front of us – requesting any comments or concerns

Major changes – restrictions of cash management and criminal records checks, contracts – halls and casino

coordinator, hall bookings and use changes, child welfare checks section, revision to complimentary memberships policy

**Motion:** Michelle Sharek moved to accept policy amendments, second C-Anne Robertson.

Carried.

- Old ops manuals need to be signed back in.

**Action:** Secretary to locate list of operations manuals.

10.2 **Mini Parks & Gardens:** Natalia Krawetz

- Recommendations – Bill and Natalia will not be continuing. 3 recommendations

1. Hall Shrub Bed – purchased \$40 of fencing – recommendation of sturdier fence – visible to avoid, do not want fence limiting rabbit access to plants

2. Hall Flower Garden – soil softener in to improve soil quality, looks haphazard d/t lack of plan – Marg Lilley will provide list of suitable of perennials, first 18” left open for girl guides or playschool to plant annuals

3. Decision Required: Mini parks 135 parks were annual beds, converted to perennials d/t watering challenges, requires dedicated volunteer base to manage, City of Edmonton detests perennial beds b/c of requirements for beds, City would prefer use of annuals – require signatories for Partners in Parks, volunteers assume all liability. Do we continue with care for Mini Parks? **Require Mini Parks coordinator. January agenda.**

10.3 **Casino application** – must be submitted with details as to use of casino funds, trying to locate old application, will have no difficulty completing submission, must determine eligible expenses – Casino money needs to sustain hall for 2 year period, normal operating costs will consume as indicated by David v.

## 11.0 ADJOURNMENT

**MOTION TO ADJOURN MEETING BY DAVID VAN METER. SECOND BY MARY JOE BRUNEAU.  
MEETING ADJOURNED 9:21 P.M.**

## Mini-Parks and Gardens

### Report for NGCL Executive Board October 21, 2008 By Natalia Krawetz

The NGCL maintained the following gardens and mini-parks this summer:

#### GARDENS

Hall shrub bed. Thanks to temporary fencing of the area, the potentillas are now thriving as they are no longer crushed by errant feet and bicycles. However the fence tends to be bent or fall down on impact. (This fencing is taken down in the fall and stored with Buildings & Grounds.) Concern has been expressed that permanent fencing could prevent the area's use by rabbits (who hide their babies in these bushes while they go off to search for food, in the spring). **Recommendation:** Installation of a sturdier fence. As a cost-cutting measure, I recommend using wooden stakes spaced about 1 to 1.5 metres apart and reflector ribbon tied about 0.5 metres above ground. This would prevent encroachment by people but still allow the rabbits to have access.

Hall flower garden was beautified by the Girl Guides who donated and planted annuals. Their offer to do this is on a year-by-year basis so we cannot count on them. Moreover maintenance is at issue. The bed tends to look haphazard because it is without an overall plan. **Recommendation:** Implementation of an overall plan using perennials (specifically non-invasive plants that can take lots of sun and little water), leaving the first 0.5 metres that face the avenue empty, for planting any annuals that may be desired.

#### MINI-PARKS

110A Avenue & 135 St. Mini-Park: The highly compacted soil makes weeding a challenge but greater still is the amount of litter (due to the park's proximity to Westmount Shopping Centre).

107A Ave. & 135 St. Mini-Park: Invasion of thistle and need to keep on top of quack grass are the major challenges requiring diligence and hand-digging.

107A Ave. & 133 St. Mini-Park: This was a new park for us. Work was put on hold for a period after some person(s) on May 30 sawed all the branches off all the mature spruce trees in that park, from the ground level to a distance of about 12 feet, left the debris strewn about (including on top of shrubs) and some half-cut branches hanging. Reports were filed with the police but no charges were laid. The City mitigated the damage as much as possible. Through this process, I was made aware of several regulations/guidelines related to care of these parks that formed the basis of new guidelines issues to volunteers. **The volunteers for this mini-park have recommended the installation of some shrubs and this request is being forwarded to the City.**

107A Ave & 141 St. is maintained privately through an agreement directly with an individual and the City.

#### ISSUE FOR DISCUSSION

**Background:** All mini-parks are City property. The 135 St. mini-parks started as annual beds which were converted to perennials because of the challenges of watering. However the condition of these beds depends solely on regular maintenance by volunteers. Should there be a shortage of volunteers (or infrequent care), the City will pull out the perennials, leave the shrubs, and put the park under its regular care (largely grass cutting). The City dislikes perennials because their requirement for care exceeds City staffing availability and because certain kinds of perennials which have been favoured (like those lovely clumps of irises and native grasses) are a haven for quack grass which is impossible to eradicate without digging up the plant. The City, thus, prefers that volunteers plant annuals; but the lack of a reliable water sources makes this a daunting task in these particular mini-parks.

**FOR DISCUSSION: We maintain these mini-parks under the City's Partners in Parks Program. We are required to have signatories for the Partners in Parks Program. The agreement specifies that we are under the City's direction, must obey all the City's rules and guidelines (though many of these are not specified), and that we (the volunteers) assume all liability. Bill MacDonald and I are the current signatories but our term expires this year and we will not be renewing it. SHOULD WE CONTINUE TO CARE FOR THE MINI-PARKS?**

**Oct 21 2008 Executive Meeting**

**Publicity Update** – submitted by Donna Jackson

**November Newsletter Draft is circulating**

1. October newsletter was printed and delivered on time and posted in the hall on Sep 25th.
  - \$540.00 invoiced for October issue advertising– total \$2305.75 invoiced in 2008.

2008-034	01/10/2008	\$	225.00	Groat Road Auto Service	bus card	10x
2008-035	01/10/2008	\$	47.50	Westmount Fitness	1/4 pg	cont
2008-036	01/10/2008	\$	50.00	The Estate House	1/4 pg	1x
2008-037	01/10/2008	\$	75.00	Fulcrum PO# DCK05093	1/2 pg	1x
2008-038	01/10/2008	\$	142.50	House Watch	1/4 pg	3x
FREE	01/10/2008	\$	-	Glidden ICI Paint Centre	1/4 pg	1x

2. Letter of thanks to ICI Paint (see below) with a copy of October newsletter and full page size colour copy of the thank-you we placed.
3. Website updated several times during October.
4. Hall Bulletin Boards were reviewed and updated with upcoming fall events. Please note that Bulletins Boards do have a sign stating posted material must be dated and I do review it at least once a month.
5. Google Calendar printed from website for Jean Chernish for update to caretakers
6. Continue working on Ops Manual / Hall Guidelines Updates – plan to distribute at November meeting. (Available USB Data Traveller (9), CD or hard copy or pdf download)

North Glenora Community League  
13535 – 109 A Avenue  
Edmonton, AB T5M 3Z4

Joey Skinner, Manager  
ICI Paints  
11220 - 142 street  
Edmonton, AB T5M 1T9

September 30, 2008

Dear Joey,

I would like to express the warmest thanks on behalf of the North Glenora Community League for the generous provision of paint and other supplies. It was a delightful surprise when you and Jeremy informed me of your interest in giving back to neighbouring communities! The three murals that are nearing completion our rink shack and rink boards are colourful and will provide long lasting enjoyment to our community members. We also appreciate your offer to paint the rink boards and will be following up next spring.

Sincerely,

Michelle Schurek  
Family Programs,  
North Glenora Community League

## NGCL POLICY ITEMS FOR REVIEW & DECISION

### SECTION A: EXECUTIVE BOARD

#### 2.0 Behavioural Expectations of the Executive Board and Its Members (Policies)

2.3 You cannot occupy a position on the Executive Board and be an NGCL employee at the same time.

#### 5.0 Meetings

##### 5.1 Attendance Policies

5.1.3 Any member of Executive Board who misses three meetings in a row without a valid reason as determined by the Board, will no longer be considered a member of Executive Board.

##### 5.3 Executive Meetings

5.3.1 Agenda Procedure: Depending on the Secretary, the agenda may be sent out a few days in advance (either by e-mail or hand delivery to one's home address or NGCL mailbox) and/or distributed at the meeting. If you have an item for the agenda, please let the President or the Secretary know in advance. If you didn't have the chance to let them know, have the item placed on the agenda at the beginning of the meeting before the agenda is approved.

### SECTION C: FACILITY MATTERS

#### 1.0 What is and Is Not Allowed in Our Buildings and On Our Grounds

##### 1.1 Lease – Terms & Constraints (law)

1.1.2 Users can include members, associate members or those paying a reasonable fee or charge. NGCL must allow the City use of its facilities as long as that use is not in conflict with NGCL operations. Activities for members and other users can be put on by the community league or by a renter of the community league hall. Renting the hall for commercial business purposes is NOT permitted.

1.1.6 Legal Requirements: Either on the Site or in any facilities thereon, NGCL cannot allow "anything which may be contrary to any federal or provincial laws or regulations or to any of the bylaws of the City."

1.2 In addition to the terms and constraints associated with our lease, we are bound by the law and by some specific NGCL policies as listed below.

1.2.3 Movies on Premises (law): Performance rights must be obtained in order to show commercial movies, no matter whether or not admission is charged. The fine for not doing so is \$25,000 and/or six months in jail. Responsibility for ensuring that performance rights are in place rests with the person(s) responsible for running movie nights. Information regarding the necessary process for acquiring rights is filed in the office.

#### 2.0 Equipment and Supplies

##### 2.1 BBQ Policy:

2.2.1 The NGCL BBQ is intended primarily for use at NGCL events.

##### 2.4 Fire Pit

2.4.3 Use of the fire pit by City of Edmonton employees requires the approval of the Hall Bookings Coordinator and is restricted to those employees implementing programs on NGCL premises as approved by Executive Board. All requirements and regulations regarding the use of the fire pit must be followed.

## SECTION D: FINANCIAL ADMINISTRATION

- 5.2 Restrictions on Cash Management: The Finance Committee is responsible for ensuring that Criminal Record Checks are completed by incumbents of the following positions, as well as by any member handling more than \$1000 cash for any given program or event:
- Adult Activities Chairperson,
  - Family Activities Chairperson,
  - Hall Rentals Chairperson,
  - Membership Chairperson,
  - Soccer Coordinator (if different from Sports Chairperson),
  - Sports Chairperson,
  - Treasurer,
  - Turkey Supper Coordinator (if different from Family Activities Chairperson).
- 5.3 Cash and Cheques Policy
- 5.3.1 As much as possible, payments made by NGCL are by cheque.
- 6.2 Contracts
- 6.2.1 Signing Authority for Contracts: as per Article 10 of the Bylaws.
- 6.2.2 Contracts can only be signed by those with Signing Authority, once the contract has been approved by Executive Board. Depending on what is being contracted that includes the President, the Vice Presidents, Treasurer and Secretary.
- 6.2.3 Rental contracts may bear the sole signature of the Hall Bookings Chairperson or designate and do not require the approval of Executive Board.
- 6.2.4 Casino agreements may be signed by the Casino Coordinator appointed by the Executive Board to act on behalf of the NGCL and do not require the approval of Executive Board unless a policy decision is required before they are signed. **BYLAW CHANGE?**
- 11.0 Operating Versus Capital Policy: Any NGCL property with an estimated net value of \$1,000 or more is considered capital.

## SECTION E: HALL BOOKINGS and USE (non-rental)

- 1.0 Use of Hall by NGCL
- 1.2 Booking the Hall
- 1.2.2 All those who use the hall on a regular, non-paying basis (e.g., Guides) must reserve the days and times on an annual basis with the Hall Bookings Chairperson. Such bookings require the approval of Executive Board each year.
- 1.2.3. Priority Use: NGCL use of the hall takes precedence over other uses, with the exception of funeral teas which are given a priority by the Hall Bookings Committee. In such cases, the Committee will work out a suitable schedule for all parties which may be affected.
- 2.0 Use of NGCL Photocopier
- 2.1 All NGCL Executive, program chairpersons, and events coordinators are given access to the NGCL photocopier at no cost as well as an amount of paper that the NGCL deems to be reasonable, at no cost. This applies to copies and paper used for NGCL purposes only.

## SECTION F: HALL RENTALS

- 1.0 Acceptable Uses for Renting the Hall Policies
- 1.2 The hall may be rented for the following functions which are considered as personal use:
- weddings,
  - anniversaries,
  - birthday celebrations,

- reunions of family or friends,
- retirement parties,
- funeral teas (including memorial teas and 'celebration of life' functions).

### 3.0 Rental Policies

3.1 Attendance Requirement: All renters signing the rental contract must be present for the duration of the event for which the hall is rented.

#### 3.2 Members

3.2.2 To qualify for member rates, a member must be a resident of North Glenora with a NGCL membership in good standing for at least three months prior to booking the rental.

3.4 General Public: Outside rentals to the general public are limited to two weekends per month for all months except May (when NGCL use is heaviest). The same person cannot rent the hall more than once per month .

### 4.0 Insurance Requirements Policies:

4.1 The NGCL insurance policy covers NGCL and NGCL-sponsored events only.

4.2 Personal liability insurance is recommended for all renters, although it is not mandatory unless liquor is being served. Renters must indicate on the rental contract whether or not they have personal liability insurance. In the event that a legal suit pertaining to that rental is filed against the NGCL, the renter will be liable for any damages assessed.

4.3 If liquor is served, the renter MUST have personal liability insurance and furnish proof of same to the Hall Bookings Chairperson (or designate), prior to receiving the keys to the hall and a security code.

4.4 An application form for the purchase of personal liability insurance from the NGCL's insurance provider is to be made available to all renters whether or not they are serving liquor. A copy of this application form is in Appendix S.

5.0 Liquor License Requirements Policies: If liquor is served, the renter MUST obtain a liquor license and it must be posted in a visible location at the bar, for the duration of the event.

### 5.0 Renter Access to Equipment Policies

5.1 Audio-visual Equipment: Renters may make special arrangements to obtain and return the NGCL microphones, video, stereo, LCD projector or related equipment. The contact is the Hall Bookings Chairperson. A separate damage deposit is required, at the rate specified in Appendix S.

5.2 BBQ: refer to Item 2.1 of Section C: Facility Matters

5.3 Fire Pit: refer to Item 2.4 of Section C: Facility Matters

### 6.0 Financial Polices

#### 6.1 Discounts on Rental Rates

6.1.1 Executive and Committee members are given a discount of 50% on all rental rates except the cleaning fee, provided that rental is for their personal use.

6.1.2 Former long-term NGCL volunteers may be given a discount of 50% on all rental rates except the cleaning fee, if so recommended by the Hall Bookings Committee and ratified by Executive Committee.

#### 6.2 Cheques for Rentals and Damage Deposits

6.2.1 The rental fee is to be paid at the time of booking in order to hold the date. The hall is not considered rented until the rental fee is received.

6.2.2 Payment of all rental fees including the cleaning fee and damage deposit must be received by the Hall Bookings Chairperson (or designate) at least 30 days prior to the rental date, failing which the rental is cancelled and the damage deposit is forfeited.

#### 6.4 Return of Damage Deposit:

6.4.1 Decisions regarding the return of damage deposits are to be made in consultation with the hall cleaners.

6.4.2 The damage deposit is to be returned within three weeks following the rental date, in full or in part at the discretion of the Hall Bookings Chairperson.

#### 7.0 Post-Rental Hall Inspection Policies

7.1 The Hall Bookings Chairperson must inspect the hall after every event by the time specified in the contract. If the Hall Bookings Chairperson is unable to do so, he/she must assign a designate other than the hall cleaners, to do so. This inspection must be done before the hall is cleaned. The hall cleaners must be advised as to who will be doing the inspection and when.

### SECTION G: HIRING OR ENGAGING OUTSIDE HELP

#### EMPLOYEES of the LEAGUE

#### 3.0 Child Intervention Record Check Policy and Procedure

Such checks are mandatory for any person who will be closely involved with children, and these checks are overseen by the Family Programs Chairperson. Refer to information on <http://www.services.gov.ab.ca> and search on Child Intervention Record Check (formerly Child Welfare Check) or call the Alberta Department of Child and Family Services at 780-427-2250.

#### 4.0 Hiring

4.1 Hall Cleaner: The hall cleaner is normally hired on a contract basis and normally cleans once a week and after each hall function/rental. Hiring is under the direction of the Buildings & Grounds Committee. A contract template is included in Appendix D.

4.2 Playschool Teacher: Selection and evaluation of the Playschool teacher is the responsibility of the Playschool Executive. Because Playschool is an NGCL program, contracts must be approved by Executive Board and signed by an Executive Board member with signing authority. Appendix D contains a sample job description and contract template.

4.3 Rink Caretaker: The rink caretaker is hired on a seasonal contract. Hiring is under the direction of the Buildings & Grounds Committee. A Rink Caretaker contract template is included in Appendix D along with other documentation pertinent to running the rink.

4.4 Summer Playground Supervisor: Preparation of Summer Temporary Employment Program (STEP) and other grants to engage a summer playground supervisor is the responsibility of the Grant Coordinator in consultation with the Family Programs Chairperson and the Treasurer.

### SECTION H: MEMBERSHIP

1.2 Complimentary Memberships Policy: To promote the community and goodwill, NGCL delivers a Welcome Package to new residents. This package includes a coupon for a complimentary membership for the balance of that membership year, for residents arriving in North Glenora from September 1<sup>st</sup> to May 31<sup>st</sup>; this offer is to be claimed within 30 days after the delivery of this Package. The coupon for residents arriving in North Glenora on or after June 1<sup>st</sup> is valid for the *forthcoming* membership year and expires either on Community Day (if being held) or at the start of that membership campaign (usually the first week of September).

1.4 Register of Members: as per Article 12 of the Bylaws. A current copy of the membership list is kept in the bottom drawer of the office desk. Executive members and event coordinators may make a copy.

### SECTION K: PUBLICITY MATTERS

#### 1.0 Newsletters

#### 1.2 Procedures

- 1.2.1 Deadlines: The newsletter submission deadline is the Friday following the scheduled Executive Board Meeting held on the 3<sup>rd</sup> Tuesday of each month, except December and July (when the Board does not meet).
- 1.2.2 Distribution: The newsletter is distributed to all households in the community. It is also distributed to Federal, Provincial and Municipal representatives for North Glenora, the EFCL, the City's Community & People Services Department, businesses/persons placing ads, McQueen Lodge, area schools, churches; additional copies are distributed at 45 Plus functions and left in the hall. The total number of copies in a run and a detailed distribution list is included in the Publicity Committee Procedures Manual.

## 2.0 Indoor Signage Procedures

- 2.3 If you want to post something, make sure to date and initial it. The Publicity Chairperson has the discretion to review and remove items.

## NGCL Family Programs Report

October 21, 2008

### Popcorn Maker Request

The dimensions for the popcorn machine are Counter Model:14.5"D x 20.5"W x 30.75"H-- Shipping: 18"D x 24"W x 34"H. It might fit nicely on the counter next to the fridge in the kitchen. The approximate cost will be between \$800-\$1000 including supplies.

### Playschool - Maki Blazeovski

Currently, we have 14 children attending preschool. The classroom has settled nicely and Melissa is doing a wonderful job.

Our previous teacher was not interested in committing to the Playschool, as she was holding out for employment within the Edmonton Public School Board. After much advertising and an interview, we had no new leads for a teacher. Melissa stepped forward near the end of August with interest for the position and the executive agreed that she would be very good for our Playschool and Community. A contract was made up and signed by all parties.

We had our inspection from Child Services in early September and all went well. Our licence has been renewed for another year and we are on track with all regulations with respect to the classroom, ratios and teacher qualifications. New regulations have been put in place for November 1st by the Alberta Government and we are already on track with all the new rules.

Melissa has asked the Playschool executive if she could be our representative since she would like to attend NGCL Executive meetings. Our executive has approved this.

Our executive team consists of:

- President - Maki Blazeovski, [makibsc@gmail.com](mailto:makibsc@gmail.com)
- Vice-President - Sherri Marienhoff, [travisnsherri@shaw.ca](mailto:travisnsherri@shaw.ca)
- Treasurer: Niki Ffoulkes-Jones, [nikifi@shaw.ca](mailto:nikifi@shaw.ca)
- Registrar: Jen Hamel, [mjnhamel@shaw.ca](mailto:mjnhamel@shaw.ca)
- Secretary: Tonille Mallette, [malletteitk@hotmail.com](mailto:malletteitk@hotmail.com)

We are planning our Annual Silent Auction & Dinner for November 8th. Melissa has been working very hard going through toys and supplies and has been updating the classroom. The auction will be the same as last year. It starts at 6pm and is estimated to be done between 10-11 pm with cleanup afterwards. We would need access to the hall at 3pm to start preparing. A \$1000 float is requested for the silent auction to be made out to our treasurer, Niki Ffoulkes-Jones.

### Indoor Playground - submitted by Jennifer Myroon

NGIP currently has 8 paid members (\$20/year) and many drop-ins. We require that those wanting to pay the yearly fee do so by the end of 2008 so the membership is anticipated to increase in that time. According to our active members list we have 46 participants signed up for email updates and who have filled out a registration form either from this year or the year previous (and still attend). Although not all of the participants are full time members, many of these 45 email contacts are drop-ins. I would say on average we have 10 participants (not always the same ones of course) attending on each Mondays and Wednesdays and about 5 on Thursdays. For events we may have up to 20 participants at one event. Participants are the parent or guardian and they have one or more children attending at one time.

A question has been raised asking "How many of these participants are North Glenora residents?" The answer is almost half, specifically 20 of the 46. The remaining members are mainly from Westmount, McQueen, Inglewood, Woodcroft, Dovercourt and Glenora. We also have a couple of drop-ins from downtown and Highlands (both previous NG residents). The feedback we have received from last year and this year is we have people coming to our playgroup from other neighbourhoods because it is inexpensive (and yet we've maintained our budget at no cost to the community league for 2 years running now), we have great toys and events, and many other community leagues do not have any program like this and so they are happy we have one available and open for them to come to. We even have members who are only able to attend on Thursday afternoons which is fantastic that we have made that new time slot available to them so that they can still partake in this wonderful group.

As a thank you to the community league for providing us with such a great space to play and keep our items in storage and after reviewing our budget for 2008, we are able to donate the \$130 we originally deposited in the community League's bank account after running the concession from last May's garage sale. I know that this is a small sum but it is something we are able to donate as we feel privileged to have use of the space 3 times a week. Thank You.

I (Jennifer Myroon) have been involved with NGIP since October 2006 and see it being the strongest and busiest it has ever been so far. We have a full executive and a very strong and helpful member group this year. There are many new faces as the word seems to be spreading from both word of mouth and thanks to our ability to advertise in the newsletter. I am very proud of this group's success and am thankful that our community league is so supportive in letting us be a successful group.

#### Kids Movie Night

The showing of "Kung Fu Panda" on October 10 was attended by at least 40 children. This continues to be a great event with popcorn and orange punch served for the kids to enjoy.

#### Babysitting Cooperative

This summer we had one family withdraw from the co-op and another family moved out of the community in the fall. With our participating families down to three we have decided to close the co-op. Notes will be made available in the office for future use if anyone is interested in reviving it. Final tally of money collected is \$10 which is being submitted to the treasurer following this executive meeting.

#### Turkey Supper

The planning and preparations continue for an enjoyable 2008 Turkey Supper. Cara Roemmich is looking after the meal service; Melissa Steinke is preparing the program; Megan Jakeway is in charge of details for the facility; I (Michelle Schurek) am running the kitchen on Friday and Saturday; Melanie Bohun is doing the shopping; members of 45 Plus are setting the tables; many others are contributing their time and energy as well. Ticket sales have closed with approximately 115 tickets sold. We are looking for a few extra people to help with turkey carving (Friday 3 - 5 pm), table & chair set up (Saturday 10 a.m), meal service (Saturday 5- 7), and clean-up (Saturday 6-10). If you would like to help at a different time please let me know as there are always other small jobs that can be done.

#### Drop & Shop - November 29

Families are invited to register their young children for this fun filled morning, giving the parents an opportunity to get a little holiday shopping done. Cost is \$5 per child and each child is asked to bring a non-perishable, healthy food item for donation to the food bank. Parents finding this amount prohibitive are encouraged to talk with me to help them take part. David Salmon has offered his help for this, and a movie will be shown. A holiday craft will be available. Registration is required for proper ratios of adults to children.

#### New Year's Eve Celebration

Having spent a considerable amount of time on the murals at our rink shack and facing the task of organizing the Turkey Supper, as well as the low turn out for the "Build a Birdfeeder" event, it is necessary for me to cancel this event. It is a concern that the turnout will be low and that this event falls right in the middle of family holidays. I am hopeful to find two individuals from our community who will help organize a different winter event for January or February.

#### Build A Birdfeeder

Although there was a great deal of interest in the way of phone inquiries, on the day of the event we had only three participants (one child, two adults). One of the adults is new to the community and enjoyed having an activity that suited her time and interests. Wood was donated by neighbourhood members and we prepared 40 kits. 16 of these were given to the NGCL preschool for an activity and six were built over the course of the two hours we were open. The remaining kits are in storage in our garage if anyone is interested. Feedback for improving the course included letting people know it was open to all community members (Le. not restricted to families or children), running it again next year with increased advertising and keeping it as an annual event so people look forward to it. It could also be run in conjunction with a fall perennial exchange.

## **NGCL MEMBERSHIP REPORT**

**Fall Campaign:** Door to door canvassing was completed by the end of September. Twenty-six volunteer canvassers participated; seven of the volunteers were new recruits and plan to take part again next year. Nineteen faithful volunteers returned to do their route again.

The total number of memberships sold is 337 (Family 119, Adult 106, Senior 95, and SPF 17). Included in the total are 21 complimentary memberships.

The membership list has been compiled and a copy is in the bottom drawer of the office desk. If requested I can also e-mail you a copy.

**Community League Membership Challenge:** Community Building West is challenging us to increase our membership sales this year. Calculations will take place in two categories: membership increase by number and membership increase by percentage. Our records indicate that last year's total was 336 so we are off to a good start. Please encourage your friends and neighbors to become ~qWill be ongoing.

**Summer swim program:** Our league paid 495.00 dollars for the summer swim outdoor program. My contact reports that the Mill Creek pool was not used by us, Borden pool had 3 visits from the NOCL membership and the pool (Oliver) we would most likely use because it is the closest did not keep any records since the computer was down.  
o manual record was taken.

21/10/2008  
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January through August 2008

Income	This Year	% of Sales	Last Year	LY % of Sales
Bingo Income	\$0	0.0%	\$32	0.0%
Casino Income	\$0	0.0%	\$51,312	73.8%
Hall Rental Income	\$13,888	43.4%	\$9,650	13.9%
Membership Income	\$1,070	3.3%	\$1,625	2.3%
Newsletter Advertising Income	\$811	2.5%	\$932	1.3%
Garbage/Garage Sale Income	\$807	2.5%	\$741	1.1%
Indoor Playground Income	\$242	0.8%	\$355	0.5%
Playschool Income	\$4,603	14.4%	\$0	0.0%
45 Plus Income	\$300	0.9%	\$400	0.6%
Family Activity Income	\$195	0.6%	\$0	0.0%
Adult Activity Income	\$1,442	4.5%	\$0	0.0%
Soccer Income	\$5,355	16.7%	\$4,235	6.1%
Grants Revenue				
Programs Grant	\$2,900	9.1%	\$0	0.0%
Total Grants Revenue	\$2,900	9.1%	\$0	0.0%
Other Income				
Donations	\$400	1.2%	\$275	0.4%
Miscellaneous Income	\$6	0.0%	\$0	0.0%
Total Other Income	\$406	1.3%	\$275	0.4%
<b>Total Income</b>	<b>\$32,018</b>	<b>100.0%</b>	<b>\$69,557</b>	<b>100.0%</b>
Program Expenses				
Casino Expenses	\$0	0.0%	\$2,105	3.0%
Garage/Garbage Sale Expenses	\$500	1.6%	\$200	0.3%
Indoor Playground Expenses	\$297	0.9%	\$0	0.0%
Playschool Expenses	\$5,896	18.4%	\$19	0.0%
Family Activity Expenses	\$1,165	3.6%	\$0	0.0%
Adult Activity Expenses	\$1,178	3.7%	\$0	0.0%
Soccer Expenses	\$4,632	14.5%	\$2,931	4.2%
Community Swim Expense	\$1,545	4.8%	\$1,000	1.4%
Total Program Expenses	\$15,213	47.5%	\$6,255	9.0%
Gross Profit	\$16,806	52.5%	\$63,302	91.0%
Operating Expenses				
Payroll				
Employer Expenses	\$0	0.0%	\$125	0.2%
Total Payroll	\$0	0.0%	\$125	0.2%
Hall Expenses				
Hall - Equip Repairs/Maint	\$1,809	5.7%	\$2,418	3.5%
Hall - Improvements	\$0	0.0%	\$94	0.1%
Hall Security Expense	\$404	1.3%	\$522	0.8%
Supplies - Hall	\$22	0.1%	\$8	0.0%
Supplies - Janitorial	\$6,252	19.5%	\$6,744	9.7%
Supplies - Kitchen	\$42	0.1%	\$0	0.0%
Supplies - Office	\$471	1.5%	\$1,234	1.8%
Hall - Power (602)	\$2,630	8.2%	\$2,911	4.2%
Hall - Gas (945)	\$2,844	8.9%	\$2,924	4.2%
Hall- Telephone	\$623	1.9%	\$604	0.9%
Total Hall Expenses	\$15,098	47.2%	\$17,461	25.1%
Rink & Ground Expenses				
R&G - Equip Repairs/Maint	\$5,029	15.7%	\$0	0.0%
R&G - Improvements	\$303	0.9%	\$0	0.0%
R&G - Power (797 & 303)	\$1,920	6.0%	\$1,079	1.6%
R&G - Gas (303)	\$1,292	4.0%	\$1,024	1.5%
Total Rink & Ground Expenses	\$8,545	26.7%	\$2,104	3.0%
Administrative Expenses				
Membership Supplies	\$298	0.9%	\$0	0.0%
Advertising & Promotion	\$0	0.0%	\$21	0.0%
Appreciation Dinner Expenses	\$1,964	6.1%	\$2,011	2.9%
Bank Charges & Interest	\$66	0.2%	\$81	0.1%
Donations	\$0	0.0%	\$35	0.0%
Depreciation	\$15,856	49.5%	\$16,821	24.2%
Licenses & Fees	\$194	0.6%	\$0	0.0%
Insurance	\$2,687	8.4%	\$8,000	11.5%
Publicity/Newsletter Expenses	\$3,703	11.6%	\$3,526	5.1%
Professional Fees	\$3,130	9.8%	\$156	0.2%
Meeting Expenses	\$191	0.6%	\$0	0.0%
Seminars	\$33	0.1%	\$0	0.0%
Total Administrative Expenses	\$28,123	87.8%	\$30,650	44.1%
<b>Total Operating Expenses</b>	<b>\$51,765</b>	<b>161.7%</b>	<b>\$50,340</b>	<b>72.4%</b>
Operating Profit	-\$34,960	<u>(109.2%)</u>	\$12,962	18.6%
Capital Expenditures				
Net Profit / (Loss)	-\$34,960	<u>(109.2%)</u>	\$12,962	18.6%