

**North Glenora Community League – Agenda of the Executive Meeting – Tuesday, February 17, 2009, NGCL Hall**

Next Meeting: Annual General Meeting- March 10, 2009 NGCL

Next Executive Meeting March 17, 2009 NGCL

- 1.0 CALL TO ORDER. Establish Quorum**
- 2.0 APPROVAL OF THE AGENDA**
- 3.0 APPROVAL OF THE PREVIOUS MINUTES**
- 4.0 FINANCIAL REQUESTS**
- 5.0 BUSINESS ARISING FROM THE MINUTES**
  - 5.1 Amalgamation of adult and family programs
  - 5.2 Carpet and flooring quotes
  - 5.3 EFCL supply order
- 6.0 CORRESPONDENCE/ANNOUNCEMENTS**
  - 6.1 Communities Connect e-mail request 12Feb09
  - 6.2 Monthly Minder
  - 6.3 City of Edmonton Summer Staff request
  - 6.4 City of Edmonton Spring Break Camp notice
  - 6.5 Coffee Talks
  - 6.6 Board Leadership Registration Link
  - 6.7 Raising Funds E-mail
- 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's Report: Jim Bohun
  - 7.4 2<sup>nd</sup> Vice President's Report: Mary Joe Bruneau
  - 7.5 Secretary's Report: Kelly Hosler
    - 7.5.1 Card Report: Agnes Brennan
  - 7.6 Treasurer's Report: David Van Meter
    - 7.6.1 Grant's coordinator: Jen Myroon
  - 7.7 Community Services Representative: Cathy Dytiuk
- 8.0 STANDING COMMITTEE REPORTS**
  - 8.1 Adult Programs: vacant
  - 8.2 Buildings & Grounds: Stever Twigg
    - 8.2.1 Kitchen Keeper: Marg Pratley
  - 8.3 Family Programs: Michelle Schurek
    - 8.3.1 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
- 10.0 NEW BUSINESS**
  - 10.1 Appointment of nominating committee
  - 10.2 AGM Organization update
- 11.0 ADJOURNMENT**

**North Glenora Community League - Minutes of the Executive Meeting – Tuesday, February 17, 2009, NGCL Hall**

Next Meeting: Annual General Meeting- March 10, 2009 NGCL

Next Executive Meeting March 17, 2009 NGCL

**PRESENT:**

President	David Beckman	1 <sup>st</sup> VP	Jim Bohun
2 <sup>nd</sup> VP	Mary Joe Bruneau	Past Pres	C-Anne Robertson
Secretary	Kelly Hosler	Publicity	Rita Kolpack
Treasurer	David Van Meter	Grants Co	Jennifer Myroon
Hall Booking	Jean Chernish	Historian	Marge Lilley
Day Contact	Marg Bowler	Family Activities	Michelle Schurek
Sports Act	Guy Sopiwnyk	Neigh Security	Pearl Biggar
CRC	Cathy Dytiuk	Kitchen/45+	Marge Pratley
Transportation	Suzanne McAfee	Membership	Catharina Fraser
EPS	Tricia Gagne		
Coronation School Liaison	Bev Dietrich		

**Guests:**

Owner Coronation School Daycare: David Newman                      EPS Representative

**REGRETS:**

Buildings                      Steve Twigg                      Publicity                      Donna Jackson                      Cards                      Agnes Brennan

**1.0 CALL TO ORDER.** Establish Quorum

Meeting called to order at 1900h

**2.0 APPROVAL OF THE AGENDA**

Addition of 3 more correspondence items 6.8 through 6.10.

**MOTION:** Pearl Biggar moved to accept agenda as amended, seconded by Michelle Schurek, carried.

**3.0 APPROVAL OF THE PREVIOUS MINUTES**

Amendments by Bev Dietrich, School Liaison – Hoja Apr 28 10:00 a.m. and Art Gala is April 21 6-8 p.m.

**MOTION:** Jean Chernish moved to approve minutes as amended, second by Michelle Schurek, carried.

**4.0 FINANCIAL REQUESTS**

**5.0 BUSINESS ARISING FROM THE MINUTES**

5.1 Amalgamation of adult and family programs

- Might help next Executive if decision is made prior to AGM, concern that it is too much for one person to complete, previously combined because of lack of bodies to fill position
- Position as put forth by Michelle was to “coordinate programs”, the person is not expected to run all of the programs on their own

**MOTION:** To trial the combined Family/Adult Program Chair position for one year by Marg Pratley second Mary Joe Bruneau. 19 in favour, 1 opposed. Carried.

5.2 EFCL supply order

- Membership supplies ordered today

**6.0 CORRESPONDENCE/ANNOUNCEMENTS**

**6.1** Communities Connect e-mail request 12Feb09

- Question of supporting request for alcohol to be provided at NGCL expense, mixed feelings from Executive with respect to use of our members money to purchase, could purchase on behalf of City and charge back as facility usage fee. Is it an opportunity to profile North Glenora Community League. Cathy will amend amounts originally requested as it was base on using left over supplies from last year.
- **MOTION:** Jim Bohun moved to sponsor the Communities Connect event up to \$300 support for Liquor licence and liquor second by Guy. All in favour. Carried.
- **ACTION:** C-Anne will follow up with Cathy to facilitate licence and liquor purchase
- Invites to President and up to 3 other Executive members; Jim Bohun, David Van Meter, Guy

**6.2** Monthly Minder

**6.3** City of Edmonton Summer Staff request

**6.4** City of Edmonton Spring Break Camp notice

**6.5** Coffee Talks

**6.6** Board Leadership Registration Link

**6.7** Raising Funds E-mail

**6.8** Furniture Frenzy Drop off

- Executive expressed concern about what might be left behind if furniture is dropped and John Howard Society does not want it, Executive feels it should be combined with the Big Bin events, Kelly to forward information to Woodcroft

**6.9** City of Edmonton Public Hearing Woodcroft

**6.10** Connecting Communities Community Standards Branch

## **7.0** REPORTS

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

- Discussion with Al Parsons, Grey Scott Consulting re: LRT West Route – within 10 days there will be several options proposed, after that they will facilitate small consultations with key stakeholders, then hold larger consultations in preparation for Open House events – process should wrap up at the end of June – seeking opinions on routes proposed, David Beckman will continue to monitor.
- Young offender report: 2.5/15 hours completed, no letter of apology, the youth involved has disappeared. There is now a warrant out for his arrest

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

- Liquor licence will be posted by other licences so dates are displayed in kitchen and will be filed in office, needs to be renewed in Fall 2009
- Popcorn solution is to pop on stove for movie and pub night
- Simplex Grinnell – still sending bills to Progressive Academy, Progressive Academy now sending them back to Simplex Grinnell- correspondence is in Simplex Grinnell file in "Fire" section of operations drawer
- Casino went very well, Dave Hill and Bill MacDonald deserve a big thank you
- C-Anne thanked Executive for an enjoyable term and circulated invites to Progressive Academies Anniversary Celebration

**7.3** 1<sup>st</sup> Vice President's Report: Jim Bohun

- Mary Joe and Jim coordinating for volunteer appreciation dinner

**7.4** 2<sup>nd</sup> Vice President's Report: Mary Joe Bruneau

- Nothing to report

**7.5** Secretary's Report: Kelly Hosler

- Nothing to report

**7.5.1** Card Report: Agnes Brennan – see attached

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

- No reports from Buildings and grounds, playschool, hall rentals
- David will follow up with truants, budgets received have been reviewed
- David met individual on Friday that might be interested in treasurer position

**7.6.1** Grant's coordinator: Jen Myroon

- Working on Canada Summer Jobs application for youth program coordinator
- STEP Grant info request being prepared for Green Shack Program
- 2 other grants maintenance and renovation grant (\$1800 left), **defer to next meeting**, Community League operating grant, both required for April 1 – no project required for operating grant

**7.7** Community Services Representative: Cathy Dytiuk

- Communities connect invites discussed in correspondence
  - Inquiring about media types for Communities Connect, best option is iPod connection
- Spring Break camp will be at Grosvenor

- Moved to 311 service, information in Monthly miner
- Board Leadership Mar 21
- GAIN Workshops Feb 19 and Mar 5 2009
- Recruiting for summer and green shack programs, on-line application in place

## 8.0 STANDING COMMITTEE REPORTS

- 8.1 Adult Programs: vacant
- 8.2 Buildings & Grounds: Stever Twigg
- 8.2.1 Carpet and flooring quotes – Marg Bowler  
quote for tile \$819.00 tile only no installation  
Defer to next fiscal year and new executive
- 8.2.2 Kitchen Keeper: Marg Pratley
- No kitchen issues to be addressed, Cathy to connect with Marg re: Kitchen Rules
- 8.2.3 Daytime Contact: Marg Bowler
- Doorstops purchased
  - Need to mount dispensers as required by board of health
  - Need to let Marie know if grill is going to be used
- 8.3 Family Programs: Michelle Schurek
- See attached – Winter Festival broke even – covered cost of chilli and dinner, van was a budgeted expense, invoice not yet rec'd for van \$160 for chilli supper and recouped \$150
  - Requests: need to know amounts for expenses for green shack and youth program \$35 for each from city, last year we provided Green Shack \$100  
**MOTION**– Michelle Schurek moved the Community League supply \$75 for Green Shack playground leader float and \$75 for youth leader float, second Mary Joe Bruneau. Carried
  - Request for vacuum – for carpet in hall and in playschool – Marg checking to see if cleaner in box is combined Vacuum and cleaner, cleaner is steam cleaner only  
**MOTION:** Michelle Schurek moved to purchase a new vacuum \$300-500, second Jen Myroon. Carried.  
**ACTION:** Michelle will research and purchase, David Salmon to return steam cleaner to Costco
  - Programs teaming with Guy on sports to coordinate summer soccer
- 8.3.1 Playschool: Melissa Steinke – absent, see Michelle's Program report
- 8.4 45 Plus: Agnes Brennan/Marg Pratley
- Jan 23 2 tables 27 participants "Whist table"
  - Mar 27 Slide show by Doug Cowan
  - Apr 24 Spring Potluck Supper with entertainment by El lobo
  - Daniel O'Donnell concert August 28 – tickets include dinner, transportation
- 8.5 Hall Bookings: Jean Chernish
- Jean would like to see purchase of second dust mops for cleaning floors post fiddlers and movie night to improved floor maintenance
  - Confusion for hall bookings with 45+ and pub night on April 24– will have fusion event with the two – potluck event and entertainment booked. Advertising needs to indicate/request that those attending do not come late during entertainment portion
  - Microphones are still missing.
- 8.6 Historian: Marge Lilley
- Pictures taken of Winter Fun Day, not developed as yet
  - Inquiry as to where the President's Plaque will be hung, Executive agrees to hang above the bulletin board on the south wall of the hall  
**ACTION:** Steve to hang President's Plaque
- 8.7 Membership: Catharina Fraser
- Report circulated, sold another membership tonight 351 memberships
  - Looking for canvassers for Fall 2009 – Catharina has agreed to stay on for next year
- 8.8 Neighbourhood Security: Pearl Biggar
- Strong Communities – Safe Communities Prevention – counsellors seminar available on Drug Abuse Pearl investigating further
- 8.8.1 Constable Gagne
- Calls to order 14 collisions, 2 theft from auto, arrest made known accused
  - Reports a drug house, 2 reports, 1 house has been addressed, the other arrests have been made EPS continues to monitor

- With new grads has submitted project for new constables to proactively protect hall, rink and mural
  - Safety Fair in June in Coronation Park in June 2009
- 8.9 Newsletter/Publicity: Donna Jackson – see attached
- David Newman requested to be added to circulation list for newsletter
- 8.10 Planning & Transportation: Suzanne McAfee
- 130 names on petition, letter from Mayor Jan 21, 2009, date changed in Mayor's letter, planning committee will keep pressure on
  - Sidewalk patches – concrete coming off patchwork
- 8.11 Sports: Guy Sopiwnyk
- Soccer registration at Westmount Mall this Saturday Feb 21, hoping to have 3-4 volunteers
  - Night registration 1<sup>st</sup> week of March requires assistance to register, requires NGCL stamp with Community League 6:00 p.m. to 7:30 or 8:00 p.m.
- ACTION:** Order stamp for NGCL with address and postal code for hall Kelly to order
- Non-community members would like to join our events can they purchase memberships – can use their membership to participate in our events- Catharina has identified that Playschool participants have purchased NGCL memberships to attend our playschool – this should not be happening
  - Grant McEwan pool – has been closed for last month
  - **ACTION** – David to check will check on contract extension to compensate for time pool has been closed.

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

- 9.1 Coronation School Liaison: Bev Dietrich
- 118 students enrolled
  - Open house flyers delivered with NGCL Playschool
  - Coronation still on review status 2010-2011 school year, new benchmark, Coronation has met benchmark 34 kindergarten, currently 41, target 140 students, reviewing in phases – exploring partnerships, provided new attendees background, including district reviews
  - Executive discussed not having School Liaison- School Board will send out regular communication and will have regular meetings – Parent Council and League aware, Parent Council felt that e-mail would suffice with Parent Council, NGCL President and Principal
  - Samples of T-shirts being sold at school, NGCL logo would go on right sleeve, Parent Council, would like NGCL to pay cost of logo \$3/shirt – Executive have agreed to pay up to \$300 previously
  - Next Parent Council March 9, 2009

## 10.0 NEW BUSINESS

- 10.1 Appointment of nominating committee – Marg Bowler, David Beckman, Executive should all try to find replacement
- 1<sup>st</sup> VP vacant, secretary vacant, ? Curtis Steinke Family Programs, Hall Rentals vacant, Grants Coordinator,
  - Guy will canvas young families registering for soccer to become involved and to come to AGM
- 10.2 AGM Organization update
- Quorum 25
  - Reports submitted by March 3, 2009 will be included with annual report. They should be short and concise. Those members that miss the deadline will be responsible for compiling and printing their own reports for circulation.
  - Kelly will circulate reports from last AGM to those required to submit a report
  - Cathy Dytiuk has volunteered to assist with elections with Donna Jackson
  - Refreshments will be purchased by Pearl Biggar
  - David and Marg Bowler will prepare coffee

## 11.0 ADJOURNMENT

**Motion to adjourn Jim Bohun, second Kelly Hosler 8:56 p.m.**

## Publicity Report – February 17 2009

Rita Kolpak is attending in my absence and will email me any updates required after the meeting. Please give Rita a warm welcome. She has agreed to take on the Publicity Chair position for 2009-2010.

The Draft March Issue should be circulating around the table. Please ensure Rita receives it at the end of the meeting. I will be uploading the completed newsletter from Florida on February 22<sup>nd</sup>.

- The EFCL has provided us a free email address that will become part of the handover after the AGM. I will coordinate change over to this address with Rita after the AGM and we will ensure all email contact information for the league reflects the new address – it is [ngcl@yourcommunityleague.com](mailto:ngcl@yourcommunityleague.com)
- I renewed our [www.ngcl.org](http://www.ngcl.org) url Domain registration with Internic on February 9<sup>th</sup> for a further 2 years until March 11 2011 (cost was 67.20 and I will submit this on a future reconciliation).
- Information is contained in the Publicity Committee Procedures Manual I have created and will be handed over to Rita in March. I will also ensure a copy is available in the NGCL office.
- The website was updated several times during January and February.
- The Financial Information on the website was updated per Financial Review documents distributed at the January meeting.
- The Executive Contact list was last updated January 29 2009 and distributed and uploaded to the website.
- The January newsletter was printed on January 19<sup>th</sup> and carriers received their bundles for delivery the same evening. No complaints have been received regarding missed or late deliveries. Sue is retiring one long time carrier, Andrew Ralstin, who is now in Post Secondary school. I have given her the go-ahead to purchase a \$10.00 gift card for Tim Hortens as a thank-you. We have a new carrier for the Green route (south central), **Jean Soucy**, Marie-Jo Bruneau's son. Sue also has a few other names on the waiting list for routes.
- Total amount invoiced for January advertising was: \$216.25
- The Publicity Budget was submitted to David Van Meter on January 12 2009
- Sue Emilson and I both reconciled and submitted our 2008 expenses to the Treasurer as requested at the previous meeting.
- I will be returning from Florida on March 3<sup>rd</sup> and will update bulletin boards and complete our mail-out distribution of the March issue at that time
- To reduce the Publicity budget by approximately \$55.00 per year, I propose we cut back on the number of copies of the Newsletter that we mail each month. Postage is now approximately \$1.00 per newsletter mailed. The newsletter is available on our website in pdf file format and can be viewed, downloaded or printed. I propose the standard mail out list be reduced to include the following:
  - **Heather Klimchuk, MLA**
  - **Laurie Hawn, MP**
  - **Councillor Ben Henderson**
  - **Councillor Jane Batty**
  - **Constable Tricia Gagne, EPS**
  - **EFCL Office**
  - **McQueen Place Lodge**
  - **Cathy Dytiuk, City of Edmonton CRD**

Those proposed for removal from distribution:

- **Sgt Duane Hunter, EPS**
- **Constable Ken Hawrylenko, EPS**
- **Woodcroft Public Health Centre**
- **Woodcroft Public Library**
- **Edmonton Christian School**

We will continue to mail a copy with invoices to those placing advertising. Many people placing ads are happy receiving their invoice via email attachment with a link to the newsletter available on line. This also reduces our costs as well as volunteer hours required.