

North Glenora Community League (NGCL) Annual General Meeting

March 23, 2010

7:00 p.m. at the NGCL Hall

1. **Call to Order and Welcome:** Jim Bohun
 - Establish quorum (20)
2. **Approval of the Agenda:** Jim Bohun
3. **Reading and Approval of the Minutes of the Last Annual General Meeting (March 10, 2009):**
Ben Campbell
4. **President's Message:** Jim Bohun
5. **Financial Matters:** Jerod Stephenson / David Van Meter
6. **Rink Teardown Expenditure:** Curtis Steinke
7. **Election of Officers for 2010-2011:** Jennifer Finnigan

COFFEE BREAK

8. **Continuation of Election of Officers for 2010-11:** Jennifer Finnigan
9. **Presentation of Annual Report(s) (for information)**
10. **Adjournment**

North Glenora Community League (NGCL) Annual General Meeting

March 23, 2010

7:00 p.m. at the NGCL Hall

1. Call to Order and Welcome: Jim Bohun

- Meeting was called to order at 7:05 p.m. by Jim Bohun. Quorum was established.
- All attendees welcomed.

2. Approval of the Agenda: Jim Bohun

- **Motion** to approve the agenda as circulated by Rita Kolpak, second by Jim Brennan. Carried.

3. Reading and Approval of the Minutes of the Last Annual General Meeting (March 10, 2009):

Ben Campbell

- **Motion** to approve the minutes of the March 10, 2009 minutes by Curtis Steinke, second by David Beckman. Carried.

4. President's Message: Jim Bohun

- Jim Bohun provided an oral report. Thanked the community league for their hard work of the members of the community league and the members of the executive for their hard work over the past year. There are two major issues on the horizon.
- Coronation School is again part of a closure review, in this case the West Sector review. The community league will continue to demonstrate its support for having Coronation remain open as it is regarded as a vital part of the community. A recent survey showed that the school remains very important part of the community. The school recently has recently been approved for the International Bacheloriolate program as well as city wide bussing. The Executive will continue working with the Parent Advisory Council and school administration to ensure everything is done to keep the school operating.
- Rink Redevelopment Plan – A full community consultation will occur to assess what to do next and what the needs of the community are. Members of the community league are encouraged to participate and help guide the process.

5. Financial Matters: Jerod Stephenson

- Jerod Stephenson presented his report and fielded questions. See report attached.
- **Motion** to defer the approval of the 2009 financial statement to Executive Committee upon completion of the casino audit and receipt of the audit of the 2009 financial statement once audited by Ben Campbell, second David Van Meter, carried.
- **Motion** to approve the 2010 proposed expenditure budget as presented by the treasurer with the following amendments, to change Employment(Summer) to \$4,200 and depreciation to \$21,329 by Natalia Krowetz, second by Jim Bohun, carried.

Motion to amend the Agenda to add Rink Teardown Expenditure as item number 6 made by Jim Bohun, second by Steve Twigg, carried.

6. Rink Teardown Expenditure: Curtis Steinke

- Curtis Steinke explained the details of the rink removal, to remove the structure and asphalt and turn to the rink site back to the city in order to redevelop in the future once a course of action is determined. The rink shack and the light standards will remain.
- **Motion** to expend up to \$30,000 for the teardown of the existing rink, the remediation of the site to a sod surface made by Curtis Steinke, second by David Salmon, carried.

7. Election of Officers for 2009-10: Jennifer Finnigan

The following members were acclaimed into their positions:

President – Jim Bohun

1st Vice-President – David Van Meter

2nd Vice-President – Vacant

Secretary – Ben Campbell

Treasurer – Jerrod Stephenson

Grants Coordinator – Vacant

Membership – Catharina Fraser

Adult & Family Programs – Curtis Steinke

45 Plus Activities – Agnes Brennan

Sports Activities – Guy Sopiwnyk

Newsletter/Publicity – Rita Kolpak

Historian – Andrea Laurie

Buildings & Grounds – Steve Twigg

Planning & Transportation – Suzanne McAfee

Hall Bookings – Diane Etchevery

Neighbourhood Security – Pearl Biggar

The following positions are vacant: Grants Coordinator, 2nd Vice-President

COFFEE BREAK

8. Presentation of Annual Report(s) (for information)

- **Past President:** David Beckman asked that the Community League acknowledge Marge Lilley's work as the historian, and her work in making North Glenora one of the best documented Community Leagues.
- **Buildings and Grounds:** Steve Twigg gave an oral report.
- Reports attached.

9. Adjournment

- **Motion** to adjourn meeting at 9:02pm by Jim Brennan, second by David Salmon. Carried.

Financial Matters

Treasurer's Report to the North Glenora Community League

Annual General Meeting

March 23, 2010

FY 2009

Revenues and Expenditures

The 2009 financial materials were sent to Jestin, Gibson, & Ollis three weeks ago. For them to complete the statements for 2009, I need to prepare a complete Casino account audit for 2009. This will be done in April. For this meeting a Profit and Loss Statement, which provides a summary of the actual revenue and expenses for the 2009 fiscal year, along with the proposed figures from the 2009 budget that was approved at the 2008 Annual General Meeting and the actual figures expended in 2008 is included. This Statement is shown in Appendix "A."

Summary of Budget Items

The highlights of the 2009 year are presented below and make reference to the figures presented in the Profit and Loss Statement, as well as those presented in the Annual Budget 2010 With Reference to 2009 Budget and Actuals where for each item, its income and associated expenses are grouped together and a net balance is specified. The descriptions related to the items that follow are presented in the order in which they appear in Appendix "B" titled Annual Budget 2010.

Community Services

- The *Newsletter* is an essential service provided to our members and is always expected to run at a deficit, although it does take in some revenue from advertising. The deficit was \$3,334 (\$1,976 less than expected). This is largely due to \$1,730 more in revenue than was forecasted.
- Revenues from *Memberships* were forecasted with high accuracy: actual revenues exceeded projected by only \$70.

- *Community Swim* expenses were down by \$33.
- *Community Skating/Rink Expenses*: Last year the total cost of operating the rink was \$17,597. Of this amount \$7,095 was program expense, \$6,175 was repairs and upgrades, and \$4,327 was utilities. The total budgeted expenses for 2009 were \$18,250. While the actual program expense came in at about 50% of budget (due to not running the rink this winter), the savings were offset by a large maintenance cost of about \$5,000 during the summer.
- *Casino Funds* were \$3,841 more than projected. More eligible expenditures were made in 2009 than had been projected.

Community Programs

- The total budget for *Community Programs* was a deficit of \$1,865, while the actual came in at a deficit of \$3,035.
 - *Playschool* had an actual deficit of \$2,494 while it had been forecast to make a profit of \$1,324. This is largely due to an enrollment that was slightly lower than had been anticipated. The playschool generated income of \$13,448 and expenses of \$15,942.
 - *Family Activities* came in under budget at an actual deficit of \$1,350. The budgeted deficit was \$1,505. It brought in \$1,200 less in revenue than was projected, but also incurred \$1,356 less in expense than was forecast.
 - *Soccer* was expected to lose \$1,784, but instead had a profit of \$816. This is largely due to expenses incurred being \$2,220 less than expected.
- *45 Plus* brought in \$250 in revenue in 2009.
- *The Adult Committee* budget had a number of activities including Scrap-to-it and the Pub night. All expenses are expected to be offset by revenue. In total there was \$98 of expenses that were not offset.
- *Grants*: Since there were two summer students last year, our grants exceeded our forecast by \$2,852 (this benefit was offset by the larger payroll).

Support Services

- *Hall Revenue* (rental income) was higher than expected by \$1,658. This is due in part to the Wild Rose Fiddlers, who rent the hall every Thursday night. Also, we continue to rent the hall to non-members on a limited basis. In total \$18,658 was generated in revenue. With interest and donations, \$18,932 was the total revenue associated with the hall.

- *Payroll (summer)*: The STEP Grant and CSJ Grant were used to offset some of the costs of hiring two supervisors for two separate Summer Playground Programs. Only one grant had been budgeted (helping to offset just one of the supervisors), but during the year another grant was found and implemented (the CSJ grant), helping to offset the cost of a second supervisor. This changed the numbers greatly: the grant budget was projected to be \$3,440, the actual was \$5,849. The payroll was budgeted at \$6,860, but was significantly higher at \$8,418. The result is that summer payroll incurred a lesser cost of \$2,569 compared to a budgeted cost of \$3,420.
- *Hall Costs* came in under budget by \$1,432. This is largely due to hall gas and power being less than projected
- *Grounds (rink and shack) Costs* have been included in the Community Services section under Community Skating.
- *Professional Fees* were \$523 more than expected.
- *Insurance* costs were \$348 less than expected.

Overall Summary

As shown on the last page of Annual Budget 2010, the balance remaining from the sum total of revenues and expenses was \$11,370. It cost the League \$53,787 to operate the hall in 2009, giving an average daily cost of \$149. This was over the \$131 average daily cost that had been projected.

Bank Account Balances and Investments

The balances in our various bank accounts as at December 31, 2009 are listed below. As stated previously, we are restricted in terms of what we can spend the funds of certain accounts on due to the source of those funds (e.g. AGLC). We have no investments at this time.

TD Casino Account	\$54,504.75
TD General Account	\$47,045.61
RBC Casino Account	\$40,245.78
TD Parks Account	\$37.18
TD Bingo Account	\$137.05

FY 2010: Proposed Budget

The 2010 budget spreadsheet is attached at the end of this report marked as Appendix "B."

Summary of Budget Items

Note: Most items for which there is both no expected revenue or expense, or for which the projected figures correspond closely to 2009 actuals are not described below; consult spreadsheet for details.

Community Services

Newsletter/Publicity/Welcoming: 10 issues including printing, carrier fees, and supplies.

Projected Revenue	3,600
Projected Expenses	(8,250)

Membership: based on historical information.

Projected Revenue	8,700
Projected Expensed	(170)

Community Swimming: As in previous years, a free Sunday swim (at specified hours) at the MacEwan pool is included with the NGCL membership. While the swim is free to the members, it is part of the League's expense in providing it.

Projected Expense	(1,000)
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Community Skating Rink: Currently the skating program has been stopped so no expenses will be incurred due to labour; however, the top line item includes equipment repairs/upgrades and spring clean up. To calculate total cost of the rink, the costs for grounds' utilities must be added as is shown below.

Projected Expenses	(1,636)
Projected Expenses (power)	(2,798)

Projected Expenses (gas)	<u>(1,772)</u>
Total Projected Expenses	(6,206)

Casino: As previously stated, the casino funds are recognized as revenue when qualified expenditures are made, rather than when the funds are received. I have estimated that the qualified expenditures for 2010 will be:

Projected Revenue	36,000
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Historian: based on historic figures for film development and archival storage devices.

Projected Expenses	(200)
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Appreciation Events: This category now includes two items: The President's Recognition Event and the Volunteer Appreciation Dinner (based on historic information)

Projected Expenses	(2,000)
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Garage/Garbage Sale:

Projected Revenue	600
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Operation Grant: based on 2009 actuals

Projected Revenue	5,960
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Community Programs

Indoor Playgroup (playground) operates from October to May.

Projected Revenue	350
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Projected Expenses	(350)
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45 Plus:

Projected Revenue	550
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Projected Expenses	(430)
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NGCL Playschool: Based on an enrollment of 11 children and 3 days a week of instruction.

Projected Revenue	15,400
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Projected Expense	(16,425)
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Family Committee/Activities: includes the activities proposed by the Family Programs Chair (summer programs for children and Turkey Supper, the Father's Day BBQ, Movie Nights' (i.e., free movies for young children), expenses of a performance liquor license required by law, rentals of released films and refreshments, and Community Day (September) expenses associated with the provision of a free dinner and advertising to encourage memberships and increased involvement in the League.

Projected Revenue	2,900
Projected Expenses	(5,335)

Adult Committee: Based on information from 2009.

Projected Revenue	700
Projected Expenses	(800)

Soccer: Includes projected enrolment, fees, yearend BBQ costs and expected equipment replacement costs.

Projected Revenue	5,000
Projected Expenses	(6,476)

Program Grants – STEP Grant: based on 2009 information, but this summer we are budgeting for only one summer student.

Projected Revenue	2,960
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Grants- Maintenance/Renovation Grant: based on historical information

Projected Revenue	1,800
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Support Services

Hall Revenue: Based on historic information. The main renter, the Wild Rose Fiddlers, have one year left on their contract.

Projected Revenue	17,000
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Payroll (summer STEP Grant): Based on 2009 expenses, but as noted above, for one summer student.

Projected Expense	4,200
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Appendix A				
North Glenora Community League				
Profit and Loss Statement				
January 1, 2009 to December 31, 2009				
		2009 Actual	2009 Budget	2008 Actuals
Income				
	Bingo Income	0	0	0
	Casino Income	40,940	35,000	29,189
	Hall Revenue	18,658	17,000	17,340
	Membership Income	8,770	8,700	8,680
	Newsletter Income	3,730	2,000	2,660
	Garbage/Garage Sale Income	427	615	1,043
	Indoor Playgroup Income	0	350	242
	45 Plus Income	250	550	300
	Family Activities Income	1,219	2,420	2,522
	Adult Activities Income	686	1,000	1,683
	Soccer Income	5,080	4,700	6,235
	Interest/Donation Revenue	274	800	406
	Playschool Income	13,448	16,900	17,005
	CSJ Grant Income	2,889		
	STEP Grant Income	2,960	3,440	1,715
	Maintenance/Renovation Grant	1,868	1,800	0
	Programs Grant	375		
	Operations Grant	5,960	6,300	6,244
Total Income		107,534	101,575	95,264
Program Expense				
	Casino Expense	2,099	0	0
	Garbage/Garage Sale Expense	19	0	584
	Indoor Playgroup Expense	0	350	297
	45 Plus Expenses	159	400	0
	Family Activities Expense	2,569	3,925	2,786
	Adult Activities Expense	784	1,050	1,809
	Community Skating Expense	7,095	14,000	7,208
	Playschool Expenses	15,942	15,576	12,805
	Soccer Expense	4,264	6,484	4,978
	Community Swimming Expense	967	1,000	1,545
Total Program Expenses		33,898	42,785	32,012
Operating Expenses				
	Payroll (Summer)	8,418	6,860	3,430
Hall Expenses				
	Equipment Repairs/Upgrades	4,758	6,650	11,481
	Security	620	650	625
	General Supplies	0	200	129
	Janitorial	13,453	11,550	11,924
	Office Supplies	866	1,300	925
	Kitchen Supplies	0	200	907
	Power	3,410	4,100	4,022
	Gas	2,954	3,300	3,237
	Telephone	973	950	934
Total Hall Expenses		35,452	35,760	34,184
Rink Expenses				
	Grounds - Equipment Repairs/Upgrades	6,175	0	154
	Grounds - Power	2,633	2,400	2,333
	Grounds - Gas	1,694	1,750	1,729
Total Rink Expenses		10,502	4,150	4,216
Administrative Expenses				
	Membership Expense	164	535	701
	Advert & Promotion	306	0	0
	Appreciation Dinner Expense	2,016	2,100	1,964
	Admin - Bank Charges	144	150	143
	Historian Expense	202	200	174
	Admin - Depreciation	21,329	24,000	23,315
	Grounds - Spring Clean Up	0	100	99
	Admin - Licenses/Fees	0	200	389
	Admin - Insurance	3,552	3,900	3,871
	Newsletter Expense	7,064	7,310	6,162
	Admin - Meeting Expenses	30	125	243
	Admin- Professional Fees	3,373	2,850	3,130
Total Administration		38,180	41,470	40,191
Total Operating Expenses		92,552	88,240	82,021
Net Profit/(Loss)		-18,916	-29,450	-18,769

MEMBERSHIP CHAIR REPORT
NGCL MARCH 23,2010
Annual Meeting

Membership sales take place all year but the bulk of the membership sales are sold in the Fall Campaign (mid August to September 30). This year 27 volunteer canvassers assisted in the door to door blitz.

Memberships are valid from September 1 to August 31 of the following year.

Next month I will be picking up the membership supplies for the 2010-2011 membership year.

There are 29 routes and each route takes approximately 6-8 hours. Recruiting volunteers for the fall campaign presents a challenge, however this past year 2 volunteers took on an extra route each.

Our total membership to date stands at 346. Last year's total was 370.

Membership Types

Family	128
Senior	98
Adult	101
Single Parent Family	19

Catharina Fraser

NORTH GLENORA COMMUNITY LEAGUE

ANNUAL GENERAL MEETING REPORT MARCH 23, 2010

GREETING CARD REPORT

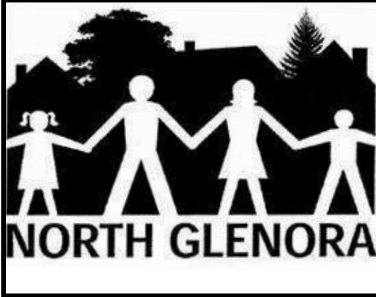
The past year I have sent/delivered the following cards. Neighborhood cards are delivered by my husband, Jim, while outside are mailed.

Anniversary	1	
Births	3	
Birthday	2	
Congratulations	4	
Farewell	5	
Get Well	8	
Sympathy		12
Thank you	4	
Thinking of you	16	
Total	55	

Cards are sent when ever and to whom ever as requested. There is no distinction between a member and a non-member as we are a "Community" league. We get a lot of thank you's.

Often I send "thinking of you" as "get well" is inappropriate.

Respectfully submitted
Agnes Brennan



North Glenora *community news*



2009 Budgeted

Expenses: \$7,310
Revenue: \$2,000
Net Loss: (\$5,310)

2009 Actuals

Expenses: \$7,064
Revenue: \$3,730
Net Loss: (\$3,334)

Statistics:

1 Issue X 12 Pages
6 Issues X 14 Pages
3 Issues X 16 Pages
Total = 144 Pages

144 X 905 + 75 copies =
130,395 total pages

Average Cost/Issue =
\$706.40

Average Cost/Newsletter =
\$ 0.78

PUBLICITY COMMITTEE REPORT

Publicity / Newsletter

- 10 regular issues published in 2009
- Advertising invoices for 2009 totaled \$3730 surpassing all previous years: 2008 - \$2570.75, 2007 - \$2534.00, 2006 - \$2185.00, 2005 - 2389.50, 2004 - \$2121.25, 2003 - \$1926.25, 2002 - \$1282.50, 2001 - \$1215.00, 2000 - \$750.00.

NGCL Website (www.ngcl.org)

- Efficiently maintained by Donna Jackson

Newsletter Distribution

- 10 Issues were printed by Lasertext and distributed to North Glenora homes by 6 carriers
- Sue Emilson, as always, did a wonderful job with distribution during 2009. The newsletter carriers have responded well to all her encouragement
- Included the North Glenora Community Survey with June distribution - thanks distributors!

Welcoming Committee

- Expertly looked after by C-Anne Robertson

2009 Accomplishments

- As I started the newsletter in May, my major accomplishment has been to assemble and publish the newsletter
- Created a "House Style" for the newsletter that includes a table of contents, Beef and Bouquet section, and History Bite
- Expanded NGCL e-distribution list

2010 Goals

- Add more community content to the newsletter vs just advertising events
- Examine Facebook and/or Twitter as an additional publicity opportunity
- Survey community re: communication efficacy of newsletter, website, d-list

Contributed by Rita J Kolpak

North Glenora Community League

Family & Adult Programs

April 2009 - March 2010

Programs	
Indoor Playground	<ul style="list-style-type: none"> - Indoor Playground changed their hours to operate concurrently with playschool as there are so many parents with children in both Playschool and Indoor playground. They now operate from 9:15 - 11:00 AM. As well, they are no longer running Thursdays or through the summer months. - The beginning of the year showed a decline in participation - but we are happy to see many new families have joined up and are attending on a regular basis.
Playschool	<ul style="list-style-type: none"> - Playschool had a successful 2008/2009 year with 13 children in attendance. - 12 children were registered for the 2009/2010 school year. - As of September 2009, Playschool fell under 1st vice-president, as opposed to Family programs.
Kids Movie Night	<ul style="list-style-type: none"> - Kids Movie Night runs on the second Friday of each month. Doors open at 6:30 PM, movie starts at 6:45 - the kids bring their blankets, come in their jammies, and enjoy juice and popcorn. We operate throughout the year and had up to 73 people in attendance at a single movie.
Pub Night	<ul style="list-style-type: none"> - Pub night runs on the third Friday of each month, except July & August. - September Pub Night served the leftover ice cream & toppings from Sundae Sunday. - October Pub Night featured Halloween pumpkin carving. 12 pumpkins were carved. This will be an annual event.

Events					
Front Porch <i>(Melissa Steinke)</i>	<ul style="list-style-type: none"> - Front Porch ran on the first Sunday of June, July, August, and September from 1:00 - 4:00 PM. This initiative started May 2008 with the purpose of encouraging community involvement and getting to know your neighbours. 				
Community Day <i>September 13</i> <i>(Melissa Steinke)</i>	<ul style="list-style-type: none"> - Was very successful. We went through over 25 lbs. of dry ingredients and still ran out of pancakes - over 130 people were served. - The cost to the community was \$314.08. 				
Father's Day/Soccer Wind-up BBQ <i>June 13</i> <i>(Melissa Steinke)</i>	<ul style="list-style-type: none"> - Was a very successful and well-attended event. 67% of attendees were from soccer, the remaining 33% were present for the Father's Day element. The weather was with us, the kids loved the crafts and face-painting, and the food was great. <table style="margin-left: 40px; border: none;"> <tr> <td>Revenue from Fathers Day BBQ</td> <td style="text-align: right;">\$167.00</td> </tr> <tr> <td>Value of Soccer Wind-Up Tickets</td> <td style="text-align: right;">\$338.00</td> </tr> </table> <ul style="list-style-type: none"> - All lost & found items from the past few years were put on display and any leftover items were donated to charity. 	Revenue from Fathers Day BBQ	\$167.00	Value of Soccer Wind-Up Tickets	\$338.00
Revenue from Fathers Day BBQ	\$167.00				
Value of Soccer Wind-Up Tickets	\$338.00				
City of Edm. Camps	<ul style="list-style-type: none"> May - May 23 (1-3 PM) <u>Ride to Survive</u> - fully registered 				

	<p><u>4 Wheel Drive</u> - fully registered</p> <p>June - June 06 (1-3PM) <u>Safe at Home</u> - cancelled due to low registration</p> <p>July <u>Get in the Game</u> (PM - July 6-10) - fully registered <u>Puppeteers</u> (AM - July 6-10) - fully registered</p> <p><u>Soccer</u> for ages 4-5 (July 6-9) <u>Soccer</u> for ages 6-8 (July 6-9) <u>Soccer</u> for ages 4-5 (July 13-16) <u>Soccer</u> for ages 6-8 (July 13-16)</p> <p>August <u>Rock Star Camp</u> (August 4-7) - fully registered</p> <p><u>Green Shack</u> (early July - late August) The green shack program is a fantastic program which attracts children and families to our park. The children are integrated into games, crafts, drama, and such.</p> <p><u>Youth Program</u> The purpose of the youth program is to get kids off the streets and out of their houses and encourage them to get involved. Although a great program - it did not seem beneficial to the demographics of our area. We will try this program again in a few more years.</p>
<p>Summer Programs - Launch BBQ Monday, June 29 (Michelle Schurek)</p>	<p>- Family Programs hosted a BBQ to officially launch the park programs at NGCL for Summer 2009, specifically Green Shack and Youth programs. City staff brought "Rock Band", a popular video game, for kids to enjoy and hot dogs, drinks, watermelon and chips were available to participants free of charge. There were approximately 25 + participants.</p> <p>- The cost to the community was \$78.</p>
<p>Sunday Sundae Sunday, August 02 (Michelle Schurek)</p>	<p>- Community members were welcome to come to the park and enjoy a Sunday with all the fixings. Vanilla and chocolate ice cream as well as a non-dairy alternative (soy) were the foundation, with different syrups, toppings and whip cream for people to pile on. Approximately 35 sundaes were created.</p> <p>- The cost to the community was \$104.</p>
<p>Scrap-to-it September 25-27 (Melissa Steinke)</p> <p>February 12-14 (Melissa Steinke)</p>	<p>- Sept. - Was very successful and attended by 20 women who enjoyed good food, good company, and good scrappin'.</p> <p>- Feb. - NGCL hosted 22 women who were able to scrapbook for approx. 28 hrs. It was a fantastic success.</p>
<p>Turkey Dinner Sat, September 28 (Melissa Steinke)</p>	<p>- 75 tickets were sold. The dinner was served family style, a few new dishes were served, and everything received a very positive reception.</p> <p>- The income from the dinner was just over \$100.</p>

North Glenora Community League
 Family & Adult Programs
 Volunteer Roster Sign-up

	Date	Approx. Time Commitment	Job Title	Duties	Name
Programs					
Kids Movie Night	January - December	3 hrs./month	Coordinator	<ul style="list-style-type: none"> Choose movie several months ahead and ensure it falls under our movie licence and is rated G. Order movie from Criterion if necessary. Inform newsletter editor of movie choice and date of movie prior to deadline. Open hall at 6:30 for families, make several litres of juice and lots of popcorn. Start movie at 6:45 PM. At the end of the movie several parents usually stay and clean up. Ensure dishes are washed, floors are swept, spills are wiped up, lights are off, bathrooms are tidy, garbage is taken out, and than lock up the hall. 	Marie-Jo Bruneau
Pub Night	January - June & September - December	3 hrs./month	Coordinator	<ul style="list-style-type: none"> Inform newsletter editor of any particular theme and date prior to deadline. Send out reminders and ensure that all necessary positions (seen below) are filled prior to pub night. Keep track of purchases, monies spent, monies collected and submit expenses to treasurer. Inform 'purchaser' what needs to be replaced. 	
		1 hr./month	Purchaser	<ul style="list-style-type: none"> Purchase alcohol (amounts to be provided by Coordinator) and submit receipts to coordinator 	
		3 hrs./month	Open - January	<ul style="list-style-type: none"> Plug in cooler and put alcohol inside. Count the amount existing - and the amount new for this pub night. Wipe down tables. Open the doors at 8:00 PM - greet any new pub goers and explain the rules. Do not leave until the 'closer' has arrived. 	Margaret French
		3 hrs./month	Close - January	<ul style="list-style-type: none"> Un-plug cooler, count the remaining alcohol, and pack alcohol up - bring the empties home. Wipe down tables, sweep in necessary, ensure bathrooms are tidy, and take-out garbage. Lock up. 	Don Eastcott
		as noted above	Open- February	as noted above	Rhonda van Heyst
			Close - February		Curtis Steinke
			Open - March		Curtis Steinke
			Close - March		Curtis Steinke
			Open - April		
			Close -April		
			Open - May		
			Close - May		
			Open - June		
			Close - June		
			Open - September		
			Close - September		
			Open - October		
	Close - October				
	Open - November				
	Close - November				
	Open - December				
	Close - December				

Events					
City of Edmonton Liaison	January - December	20 hrs.	Liaison		Curtis Steinke
Scrap-to-it	February	40 hrs.	Coordinator		Melissa Steinke
Front Porch	May - September	2 hrs. (approx. 10 hrs. more if there is a BBQ)	Coordinator		
Fathers Day/Soccer Wind-Up BBQ	June	8 hrs.	Coordinator	<ul style="list-style-type: none"> Coordinate the event, arrange for volunteers, and oversee many aspects of the event 	Melissa Steinke
		6 hrs.	Advertising	<ul style="list-style-type: none"> Posters & signs (design, print, & post) Ticket printing (design & print) 	
		2 hrs.	Ticket Sales	<ul style="list-style-type: none"> Ticket selling (keep track of all sales & final collection of monies) and hand off to Treasurer 	
		3 hrs.	Craft Coordinator	<ul style="list-style-type: none"> Set-up a craft suitable for ages 3 - 12, purchase supplies, and prep. craft table. 	
		3 hrs.	Food & Beverage Purchaser	<ul style="list-style-type: none"> Compile shopping list after reviewing what is available from Hall or others. Shopping (will take more than one trip) and all receipts must be kept. 	
Scrap-to-it	September	40 hrs.	Coordinator		Melissa Steinke
Turkey Dinner	November	15 hrs.	Coordinator	<ul style="list-style-type: none"> Coordinate the event, arrange for volunteers, and oversee many aspects of the event 	
		6 hrs.	Advertising	<ul style="list-style-type: none"> Posters & signs (design, print, & post) Ticket printing (design & print) Turkey soup ingredients list (print) Turkey poem for soup (print) 	
		2 hrs.	Ticket Sales	<ul style="list-style-type: none"> Ticket selling (keep track of all sales & final collection of monies) and hand off to Treasurer 	
		5 hrs.	Food & Beverage Purchaser	<ul style="list-style-type: none"> Compile shopping list after reviewing what is available from Hall or others. Shopping (will take more than one trip) and all receipts must be kept. 	
		5 hrs.	Facility Coordinator	<ul style="list-style-type: none"> Develop/approve seating plan (do NOT block fire exits) Arrange for set up & take down of tables & chairs Arrange for highchairs & booster seats or special requirements. Decorations (napkins, table centers, welcome door & table) Arrange for and oversee table setting and set up of refreshment and clean up stations 	
		8 hrs.	Meal Preparation Coordinator	<ul style="list-style-type: none"> Arrange for volunteers. Oversee preparation and cooking of all food. 	
		3 hrs.	Meal Service Coordinator	<ul style="list-style-type: none"> Arrange for volunteers. Oversee plating and distribution of all food. 	