



North Glenora Community League  
13535 109A Avenue  
Edmonton AB T5M 3Z4  
[www.ngcl.org](http://www.ngcl.org)  
email: [ngcloffice@gmail.com](mailto:ngcloffice@gmail.com)

## SIGN-OFF

Minutes Submitted for Executive Meeting held on JUNE 21, 2011

### Secretary's Signature

  
Donna Jackson, Secretary

The signature of the secretary indicates the meeting was held and the votes by the board occurred as recorded in the minutes.

---

### President's Signature

  
David Van Meter, President

  
Date

The signature of the president indicates the minutes of the meeting were approved by the board on the date indicated.

1. **CALL TO ORDER.** Establish Quorum (8) for any Motions required

2. **APPROVAL OF THE AGENDA**

3. **APPROVAL OF THE PREVIOUS MINUTES**

4. **FINANCIAL REQUESTS**

4.1.

4.2.

5. **BUSINESS ARISING FROM THE MINUTES**

5.1. Volunteer Appreciation Recommendations (Tabled from April Meeting)

5.2. Rink Shack Water Pipes repairs – Summer Program Washroom availability

6. **CORRESPONDENCE/ANNOUNCEMENTS:**

6.1. Property Tax Exemption Filing – Donna Jackson

6.2. Sage Snow Busters Project

7. **REPORTS**

7.1. President **David Van Meter**

7.2. Past President **Jim Bohun**

7.3. 1<sup>st</sup> Vice-President **Guy Sopiwnyk**

7.4. 2<sup>nd</sup> Vice-President **Natalia Krawetz**

7.5. Secretary **Donna Jackson**

7.5.1. Cards **Agnes Brennan**

7.6. Treasurer **Ryan Young**

7.7. CRC **Jennifer Finnigan**

8. **STANDING COMMITTEE REPORTS**

8.1. Adult Programs **Rhonda Van Heyst or Margaret French**

8.2. Family Programs **Vacant**

8.3. 45 Plus **Agnes Brennan**

8.4. Hall Bookings **Pat Lenchuka**

8.5. Historian **Andrea Laurie**

8.6. Membership **Catharina Fraser**

8.7. Neighbourhood Security **Pearl Biggar**

8.8. Planning & Transportation **Suzanne McAfee**

8.9. Publicity **Frank French**

8.10. Sports **Nelson Kibanda**

8.11. Buildings & Grounds **Steve Twigg**

8.11.1. Kitchen Keeper **Marg Pratley**

9. **SPECIAL COORDINATOR & PROJECT REPORTS**

9.1. Community Day September 17<sup>th</sup> - Elizabeth Turner

9.2.

10. **NEW BUSINESS**

10.1. BBQ Condition – Discuss Restoration or Replacement

10.2.

11. **ADJOURNMENT**

**NEXT MEETING: Tuesday, August 16, 2011**

## Action Items:

**President: David Van Meter**

Meeting Date	Description	Action	Status	Update date	Completion Date
May 17 Executive	Front Yards In Bloom 2011	David Van Meter will respond to the City of Edmonton Rodney AI - Neil Lang already responded to Rodney AI regarding NGCL participation per his email	Completed	May 21 2011	May 21 2011
May 17 Executive	Variance	Respond on support for variance request for 13819 110A Avenue – seeking approval for rear attached garage due to special needs.	Pending	May 17 2011	
May 17 Executive	Hall Fire Safety	David will request that Andrea Laurie pick up sufficient decals for all Fire Extinguishers and the AED. These will be charged against Hall Maintenance budget	Pending	May 17 2011	
April 19 Executive	Movie Contract	Clarify the Movie invoice as it appears to be incorrect	Pending	May 17 2011	
April 19 Executive	2010 Financials	David hopes to complete this week and will be submitting to the Accountants for review	Pending	May 17 2011	
April 19 Executive	Hall Cleaning	Meeting with caretakers	Pending	May 17 2011	
May 17 Executive	Playschool	present the upgraded lighting suggestion as a viable alternative for Playschool fundraiser proceeds	Pending	May 17 2011	
May 17 Executive	Hall Fire Safety	David will forward contact information for Simplex Grinnell to Steve Twigg	Pending	May 17 2011	

**1st Vice President: Guy Sopiwnyk**

Meeting Date	Description	Action	Status	Update date	Completion Date
April 19 Executive	Overhead Projector	Clean filters- overheating issue - as key cannot be found for cage - Steve can provide bolt cutters for access	Pending	May 17 2011	
April 19 Executive	Rink Shack Flood	David Van Meter, Steve Twigg and Guy Sopiwnyk are dealing with the Insurance Company requirements for claim - decision what to put through insurance based on what they will cover	Pending	May 17 2011	
May 17 Executive	Summer Pub Nights	Guy will coordinate putting up the snow fence for pub nights July 15 and August 19 with Marg French / Rhonda Van Heyst	Pending	May 17 2011	

**Treasurer: Ryan Young**

Meeting Date	Description	Action	Status	Update date	Completion Date
May 17 Executive	Stony Plain Road Revitalization	Ryan will attend on May 24	Completed	May 24 2011	May 24 2011
May 17 Executive	Soccer Wind-Up	Ryan will confirm his wife will act as the contact for tickets in the neighbourhood - Michelle will be neighbourhood contact	Completed	May 20 2011	May 20 2011
May 17 Executive	Board Training	Attend board training on May 31st	Completed	May 21 2011	May 31 2011
March 15 Executive April 19 Executive	Casino Audit	Ryan has only a few items left and should complete very soon - almost finished	Completed	Jun 17 2011	June 2011
May 17 Executive	2011 Financials	Ensure the \$250.00 donation from 45 Plus is input as Income from 45 Plus and not proceeds from Garage Sale	Completed	May 17 2011	June 2011
May 17 Executive	2011 Financials	Locate receipt books for issuing on receiving cash and advise Kurena to issue receipts as well	Completed	May 17 2011	June 2011
May 17 Executive	2011 Financials	Submit request to AGLC to approve transfer of funds back to Operating Funds from Casino Account (funds were transferred automatically by Bank)	Completed	May 17 2011	June 2011
April 19 Executive	2010 Revenue Canada Return	To be completed after 2010 Financials returned from accountants	Pending	May 17 2011	

**Secretary: Donna Jackson**

Meeting Date	Description	Action	Status	Update date	Completion Date
May 17 Executive	Board Training	Attend board training on May 31st	Completed	May 21 2011	May 31 2011
May 17 Executive	Soccer Wind-Up	Donna will update the Website poster and provide a copy to Frank for the Newsletter	Completed	May 21 2011	May 21 2011
May 17 Executive	Front Yards In Bloom 2011	Donna will contact Neil Lang to see if he will participate again this year as judge and give out awards at Community Day.	Completed	May 20 2011	May 20 2011
May 17 Executive	Soccer Wind-Up	print tickets - designed and proofs submitted - waiting for response on number required from Nelson - will print and get to Michelle by May 31st	Completed	Jun 11 2011	Jun 11 2011
May 17 Executive	Hall Rental	EPS Agent Status Form sent to David for signature – Pat emailed EPS with signed copy on Jun 07	Completed	May 17 2011	Jun 07 2011
May 17 Executive	EFCL Hall Rental Website	Send an email to update for dining occupancy from 170 to 150	Completed	May 17 2011	May 30 2011
March 15 Executive May 05 Correspond.	2009 (Mar 2009 AGM) Bylaw Change	Letter that the filing was received – verify in files that this is all we need	Completed	Jun 03 2011	Jun 21 2011
March 15 & April 19 Executive	GAIN course - mandatory	Register & Attend for June Session - Donna & Natalia will attend on June 20th	Completed	May 17 2011	Jun 20 2011
April 19 Executive	2011 (2010 Financials) Societies Filing Corp Registry	Waiting for 2010 Financials - forms completed in Office File - David advises he expects the official statements back from Accountants by end of June - mid July latest. We will wait on these to file - - due May 31st with 30 days grace	Pending	May 17 2011	
May 17 Executive	NGCL Office	purchase a shredder to be expensed against Office / Secretary budget	Pending	May 17 2011	
May 17 Executive	2011-12 Membership Drive	Assist Catherina in creating suitable label with Membership Benefit Info - cards will be used as Canvasser calling card	Pending	May 17 2011	
May 17 Executive	Ops Manual Updates	EPS Agent Status Form, AGLC Web Account info, UPDATE BYLAWS,	Pending	May 17 2011	

**Buildings & Grounds: Steve Twigg**

Meeting Date	Description	Action	Status	Update date	Completion Date
April 19 Executive	May Maintenance	Light ballasts, kitchen sink leaks, handicapped parking signs Repairs are pending and parking signs ready for pick up	Pending	May 07 2011	
April 19 Executive	Fire Inspection	Need to have current Inspection Steve will arrange and have all the Fire Extinguishers checked and recharged if required.	Pending	May 07 2011	

**Historian: Andrea Laurie**

Meeting Date	Description	Action	Status	Update date	Completion Date
April 19 Executive	Hall Emergency Signage	Purchase and arrange to post sign above the AED and the decals above Fire Extinguishers	Pending	May 07 2011	

**Kitchen Keeper: Marg Pratley**

Meeting Date	Description	Action	Status	Update date	Completion Date
April 19 Executive	City Health Inspection	Need to have current Inspection Marg has the contact info but will wait for kitchen repairs to be completed	Pending	May 07 2011	
May 17 Executive	Kitchen Oven Mitts	Marg will check kitchen as she had taken them home to be washed and thought they were back	Pending		

**Publicity: Frank French**

Meeting Date	Description	Action	Status	Update date	Completion Date
May 17 Executive	Front Yards In Bloom 2011	Frank French will advertise in the June Newsletter	Completed	May 21 2011	May 21 2011

**Planning & Transportation: Suzanne McAfee**

Meeting Date	Description	Action	Status	Update date	Completion Date
April 19 Executive	Future Infrastructure Improvements	Committee Meeting to plan resident engagement	Pending	May 17 2011	

**Sports: Nelson Kibanda**

Meeting Date	Description	Action	Status	Update date	Completion Date
May 17 Executive	Soccer Wind-Up	confirm that Melissa is still available to coordinate the event on June 18th	Completed	May 20 2011	May 20 2011
May 17 Executive	Steam Table	Check to see if his other Non-Profit Group wants it and arrange to have it taken away - Picked up from Hall	Completed	May 24 2011	May 24 2011
April 19 Executive	Identify Adult Sports Opportunities	Review Neighbourhood demographics - Identify opportunities for adult sport activities and contacting other league sports coordinators to identify shared opportunities	Pending	May 17 2011	

**Hall Rentals: Pat Lencucha**















Meeting Date	Description	Action	Status	Update date	Completion Date
May 17 Executive	EPS Agent Status Form	Provide Copy to Donna for completion - drafted - David signed and dropped off for Pat to hand deliver to Ken Mah	Completed	May 19 2011	May 19 2011
May 17 Executive	EPS Liaison Officer Info	Forward email from Ken Mah to Pearl for Info	Completed	May 19 2011	May 19 2011
May 17 Executive	Hall Security	Update the code list and submit to the Security Company and ensure that any old information the Security company still has is replaced	Completed	May 17 2011	May 27 2011

**Membership: Catherina Fraser**

Meeting Date	Description	Action	Status	Update date	Completion Date
May 17 Executive	2011-12 Membership Drive	Email Jennifer Finnigan to order 400 of the Community Engagement cards to use for Fall Membership	Completed	May 17 2011	May 24 2011

**Neighbourhood Security: Pearl Biggar**

Meeting Date	Description	Action	Status	Update date	Completion Date
May 17 Executive	Soccer Wind-Up	Pearl will confirm if her school will donate their bouncy castle to NGCL for the event - not available until after School is out.	Completed	May 17 2011	Jun 01 2011

Board Position Attendance: QUORUM = 8	Vote	NAME	Present	Regrets	Absent
President		David Van Meter	✓		
Past President		Jim Bohun	✓		
1st Vice President		Guy Sopiwnyk	✓		
2nd Vice President		Natalia Krawetz	✓		
Treasurer		Ryan Young	✓		
Secretary		Donna Jackson	✓		
COE CRC		Jennifer Finnigan	✓		
<b>Standing Committee Chairs</b>					
Adult Activities		Margaret French	✓		
Buildings & Grounds		Steve Twigg			✓
Family Activities		VACANT			
45 Plus Activities		Agnes Brennan		✓	
Hall Bookings		Pat Lencucha	✓		
Historian		Andrea Laurie		✓	
Membership		Catharina Fraser	✓		
Neighbourhood Security		Pearl Biggar	✓		
Newsletter / Publicity		Frank French		✓	
Planning & Transportation		Suzanne McAfee	✓		
Sports Activities		Nelson Kibanda	✓		
<b>OPTIONAL</b>					
Welcoming Committee		Elizabeth Turner	✓		
Playschool/Indoor Playgroup		Cara Roemmich			
Kitchen Keeper		Marg Pratley			
<b>GUESTS</b>					
Melissa Logan					

## 1. CALL TO ORDER.

The June Executive Meeting was called to order by David Van Meter, President at 7:02 p.m. Quorum was established with more than the required 8 voting members present. Melissa Logan was welcomed and has volunteered as Grants Coordinator. The Executive introduced themselves to Melissa.

## 2. APPROVAL OF THE AGENDA

Marg French moved the agenda be approved as presented. Jim Bohun seconded.

## 3. APPROVAL OF THE PREVIOUS MINUTES

Marg French move the minutes of the May meeting be approved as provided. Catharina Fraser seconded. Donna Jackson, Secretary, will provide a sign-off sheet for the minutes and the President or meeting chair will sign off after the approval of the minutes at the Executive Meetings.. The original signed document will be filed in the Minutes Binder in the Office.

## 4. FINANCIAL REQUESTS – There were no financial requests.

## 5. BUSINESS ARISING FROM THE MINUTES

### 5.1. Volunteer Appreciation Recommendations (Tabled from April Meeting) – Natalia Krawetz - see written report

- Hall Booking - Pat Lencucha has reserved April 21<sup>st</sup>, 2012 for the next Volunteer Appreciation Event.
- Catering – Natalia will source a new caterer and Marg French offered to help her. We will select a candidate to prepare the 2012 President's Dinner in our kitchen as a trial run. We will request vegetarian and white meat options.
- Sunday morning clean-up trial scheduled to encourage volunteers to enjoy the event a little longer.

- Biodegradables and non-disposables will be used as much as possible.
- Volunteer Recognition – introduce different categories to ensure all deserving volunteers are formally recognized.
- Volunteer Swag – agreed that the give-aways and prizes from 2011 were sufficient
  - **ACTION:** Natalia to proceed with her suggestions for next years event.
  - **ACTION:** Marg French will help Natalia in sourcing a new caterer as required.

## 5.2. Rink Shack Water Pipes repairs – Summer Program Washroom availability

- Summer Green Shack program depends on Rink Shack for washroom and the south change room for use during inclement weather. The Green Shack Program runs from July 4 to August 26 2011.
- Service Master and Guy are trying to connect regarding the repairs.
- Delay is due to issues with the claim and decisions on if we should even put this through the insurance or not. We understand the furnace repair is not covered but the hot water heater should be. We have an \$8000.00 claim with \$1000.00 deductible. We have a \$2000.00 water bill that may be covered if we can prove that the amount is excessive against our historical usage. We do not believe we will tear down the rink shack in the near future so we do need to get the repairs done.
- If we cannot get Service Master for repairs before July 4<sup>th</sup> start date, can we use our own plumber?
- Options were discussed – use hall washrooms, rent Port-a-potty. Cost of Port-a-Potty may be covered by the claim

**MOTION: Natalia Krawetz moved that we allocate the sum of up to \$650.00 for the provision of a Port-a-Potty to be located near the rink shack for use by the Green Shack program until washrooms in the rink shack are restored. Jim Bohun seconded. There was some discussion and clarification on keys for Pat. The motion carried.**

- **ACTION:** Jennifer Finnegan will advise if we can arrange the rental of the Port-a-Potty through the City.
- **ACTION:** Guy, David and Steve will continue dealing with repairs
- **ACTION:** Ryan will prepare the 2 years of historical water usage as required to claim the water bill.

## 6. CORRESPONDENCE/ANNOUNCEMENTS:

6.1. Property Tax Exemption Filing – Donna Jackson has completed for President's signature

- **ACTION:** Donna will hand deliver to Chancery Hall due to the postal strike

6.2. Sage Snow Busters Project was introduced by David. We think this may be a better opportunity for young volunteers from the local schools looking for IB Service Credits.

- **ACTION:** David Van Meter will follow up

6.3. Other Correspondence was passed around.

## 7. REPORTS

### 7.1. President

### David Van Meter

Meeting Date	Description	Action - David Van Meter	Status	Update date	Completion Date
May 17 Executive	Front Yards In Bloom 2011	David Van Meter will respond to the City of Edmonton Rodney Al - Neil Lang already responded to Rodney Al regarding NGCL participation per his email	Completed	May 21 2011	May 21 2011
May 17 Executive	Variance	Response on support for variance request for 13819 110A Avenue – seeking approval for rear attached garage due to special needs. David has prepared the letter and waiting for the requesters to pick up.	Completed	Jun 21 2011	Jun 21 2011
May 17 Executive	Hall Fire Safety	David requested that Andrea Laurie pick up sufficient decals for all Fire Extinguishers and the AED. These will be charged against Hall Maintenance budget. David made the request to Andrea.	Completed	Jun 21 2011	Jun 21 2011
April 19 Executive	Movie Contract	David reviewed the Movie invoice as it appears to be incorrect. This was the 2 <sup>nd</sup> invoice/contract received and as we have signed and returned the original that	Completed	Jun 21 2011	Jun 21 2011

Meeting Date	Description	Action - <b>David Van Meter</b>	Status	Update date	Completion Date
		was for pre-leases, David believes Criterion will honour the original contract we returned.			
May 17 Executive	Hall Fire Safety	David has found the Simplex Grinnell contact info and put in Steve Twigg's mail slot for Steve to schedule	Completed	Jun 21 2011	Jun 21 2011
April 19 Executive	2010 Financials	David submitted Financials to Accountants and now has questions pending he hopes to reply to by week of Jun 27 <sup>th</sup> . Ryan and Kurena are assisting on the accountants questions	Pending	Jun 21 2011	
April 19 Executive	Hall Cleaning	Meeting with caretakers to be scheduled	Pending	Jun 21 2011	
May 17 Executive	Playschool	Present the upgraded lighting suggestion as a viable alternative for Playschool fundraiser proceeds	Pending	Jun 21 2011	

## 7.2. Past President

**Jim Bohun** - nothing to report7.3. 1<sup>st</sup> Vice-President**Guy Sopiwnyk**

- Guy announced the metal shipping containers from the Stan Daniel's property were removed as they were in violation of a City Bylaw
- Guy noted that the Piano has been moved in front of the AED and signage has not been applied
- Guy advised that residents of Lewis Estates receive a family membership bonus of a free pass for WEM attraction. Catharina will look into this.

Meeting Date	Description	Action <b>Guy Sopiwnyk</b>	Status	Update date	Completion Date
May 17 Executive	Summer Pub Nights	Guy will coordinate putting up the snow fence for pub nights July 15 and August 19 with Marg French / Rhonda Van Heyst – Don Eastcott will be responsible while Guy is away in the summer	Completed	Jun 21 2011	Jun 21 2011
April 19 Executive	Overhead Projector	Clean filters- overheating issue - as key cannot be found for cage – Steve or David can provide bolt cutters for access	Pending	Jun 21 2011	
April 19 Executive	Rink Shack Flood	David Van Meter, Steve Twigg and Guy Sopiwnyk are dealing with the Insurance Company requirements for claim – arranging repairs – see under Business Arising from minutes	Pending	Jun 21 2011	

7.4. 2<sup>nd</sup> Vice-President**Natalia Krawetz**

- Natalia advised that the Tripartite agreement has been signed by the City and EFCL. Jennifer advised it has gone to Council for approval and as the Operating Grants are dependent on it this year, we should be getting our copy in the next few months.
- Natalia and Donna attended the AGLC Gain course and have created reports of changes that affect us with relation to a required Bylaw update, Casino Funds, holding Casinos, Raffles, etc. We will table discussion to next meeting.
  - ACTION:** Donna will add review of AGLC GAIN to agenda for August 16th.
  - ACTION:** Natalia and Donna will coordinate their reports for presentation at the August meeting.
  - ACTION:** Natalia to forward information to Dave Hill and Bill MacDonald about the new Casino course offering

Meeting Date	Description	Action - <b>Natalia Krawetz</b>	Status	Update date	Completion Date
Ongoing	Recruitment for Family/Summer	Volunteer recruitment for Family Chair, Summer Program. Movie night and Green shack volunteers have stepped forward.	Pending	Jun 21 2011	

## 7.5. Secretary

**Donna Jackson** – see written report

Meeting Date	Description	Action - <b>Donna Jackson</b>	Status	Update date	Completion Date
May 17 Exec	Board Training	Attend board training on May 31st	Completed	May 21 2011	May 31 2011
May 17 Exec	Soccer Wind-Up	Donna will update the Website poster and provide a copy to Frank for the Newsletter	Completed	May 21 2011	May 21 2011
May 17 Exec	Front Yards In Bloom 2011	Donna will contact Neil Lang to see if he will participate again this year as judge and give out awards at Community Day.	Completed	May 20 2011	May 20 2011

Meeting Date	Description	Action - Donna Jackson	Status	Update date	Completion Date
May 17 Exec	Soccer Wind-Up	print tickets - designed and proofs submitted - waiting for response on number required from Nelson - will print and get to Michelle by May 31st	Completed	Jun 11 2011	Jun 11 2011
May 17 Exec	Hall Rental	EPS Agent Status Form sent to David for signature – Pat emailed EPS with signed copy on Jun 07	Completed	May 17 2011	Jun 07 2011
May 17 Exec	EFCL Website	Email to update for dining occupancy from 170 to 150	Completed	May 17 2011	May 30 2011
March 15 Exec May 05 Corsp.	2009 Bylaw Change	Letter that the filing was received – verify in files that this is all we need	Completed	Jun 03 2011	Jun 21 2011
March 15 & April 19 Exec	GAIN course - mandatory	Register & Attend for June Session - Donna & Natalia will attend on June 20th	Completed	May 17 2011	Jun 20 2011
April 19 Exec	2011 (2010 Financials) Societies Filing Corp Registry	Waiting for 2010 Financials - forms completed in Office File - David advises he expects the official statements back from Accountants by end of June - mid July latest. We will wait on these to file - due Jun 30	Pending	Jun 21 2011	
May 17 Exec	NGCL Office	purchase a shredder to be expensed against Office / Secretary budget	Pending	Jun 21 2011	
May 17 Exec	Membership Drive	Assist Catherina in creating suitable label with Membership Benefit Info - Canvasser calling card	Pending	Jun 21 2011	
May 17 Exec	Ops Manual Updates	EPS Agent Status Form, AGLC Web Account info, UPDATE BYLAWS, AGCL GAIN updates	Pending	Jun 21 2011	

## 7.5.1. Cards

**Agnes Brennan** - There was no card report as Agnes is ill.

## 7.6. Treasurer

**Ryan Young**

- Receipts will now be issued when members hand in cash to the Treasurer or to Kurena.
- Cheque signing will be arranged to happen only twice a month.
- Water bill is automatically paid from bank account and was around \$2100.00 due to flood.
- Ryan will be away most of July

Meeting Date	Description	Action - Ryan Young	Status	Update date	Completion Date
May 17 Executive	Stony Plain Road Revitalization	Ryan attended on May 24 and was glad he went as North Glenora has not been represented in the past. LRT route down 107 <sup>th</sup> was still being discussed. Stony Plain Road now has a 10 Year Plan and funding.	Completed	May 24 2011	May 24 2011
May 17 Executive	Soccer Wind-Up	Ryan will confirm his wife will act as the contact for tickets in the neighbourhood – Michelle will be neighbourhood contact	Completed	May 20 2011	May 20 2011
May 17 Executive	Board Training	Attend board training on May 31 <sup>st</sup> – good info for new treasurers	Completed	May 21 2011	May 31 2011
March 15 Exec April 19 Exec	Casino Audit	Ryan has completed and submitted	Completed	Jun 17 2011	June 2011
May 17 Executive	2011 Financials	The June Financials show the \$250.00 donation from 45 Plus is input as Income from 45 Plus	Completed	May 17 2011	June 2011
May 17 Executive	2011 Financials	Receipts for cash will be issued by Ryan and Kurena	Completed	May 17 2011	June 2011
May 17 Executive	2011 Financials	Submitted request to AGLC to approve transfer of funds back to Operating Funds from Casino Account (funds were transferred automatically by Bank)	Completed	May 17 2011	June 2011
April 19 Executive	2010 Revenue Canada Return	To be completed after 2010 Financials returned from accountants	Pending	May 17 2011	

## 7.7. CRC

**Jennifer Finnigan**

- Training for the Green Shack supervisor start on Sunday.
- Guy advised Jennifer that there is a bag of soccer balls in the Rink Shack for city program use.
- Tatjana Sopiwnyk has volunteered as the Green Shack coordinator with David and Kurena as alternatives.
- Our Summer Program registered camps are doing better for registrations than most across the City. The City may have to cut back on some of the scheduled camps.

**8. STANDING COMMITTEE REPORTS****8.1. Adult Programs****Margaret French**

- June Pub Night was well attended with approximately 40 people and 183.00 in profit as well as 9 FYIB nomination tickets resulting in 9 free cooler tasting worth \$1.00 each.
- Pub nights will be held during the summer – with an outdoor patio component (possible firepit) if snow fence can incorporate it.

Meeting Date	Description	Action - <b>BAR BABES</b>	Status	Update date	Completion Date
May 17 Executive	Summer Pub Nights	Summer Pub Nights – coordinate snow fence with Guy or Don Eastcott in Guy's absence. David also offered to help Don.	Pending	May 17 2011	

**8.2. Family Programs****Vacant (Natalia Krawetz reported)**

- Status of Movie Nights – Natalia may have found a new coordinator family. She will announce one she has made contact to confirm the commitment.
  - **ACTION:** Complete and distribute the Movie Night procedure and guidelines document for coordinators
  - **ACTION:** Natalia and Pat will create a special movie night key set with just the required keys and security code
- Summer Playground Program Liaison – Tatjana has agreed to be liaison for the Green Shack program.
- Liaison for hall use of City Camp Programs for the 3 weeks – David and Marg offered for 2 of the time periods. Natalia will advertise in newsletter to see if NGCL parent with a child in the camp may come forward
- Jennifer provided her contact phone number 780 944 7956
- The Summer Supervisor of NGCL programs will contact Pat for a walk through before the camps start.
- No chair for family has come forward
  - **ACTION:** Natalia will advertise in newsletter for another summer camp contact and Family Chair.

**8.3. 45 Plus****Agnes Brennan – There was no 45 Plus report****8.4. Hall Bookings****Pat Lencucha**

- Manual from the Security Alarm company received and put with the other manual in the office.

**MOTION: Marg French moved that Pat Lencucha be authorized to pursue long term rental opportunities of the hall on Sundays and Wednesdays. Jim Bohun seconded. Motion carried.**

- The executive were in agreement with offering a long time member rate to Vera Saunders.
- The BBQ for renters policy was reviewed – we do not offer the BBQ to renters but they are welcome to bring their own to use outside the hall.

Meeting Date	Description	Action - <b>Pat Lencucha</b>	Status	Update date	Completion Date
May 17 Exec	EPS Agent Status Form	Provide Copy to Donna for completion - drafted - David signed and dropped off for Pat to hand deliver to Ken Mah	Completed	May 19 2011	May 19 2011
May 17 Exec	EPS Liaison	Forward email from Ken Mah to Pearl for Info	Completed	May 19 2011	May 19 2011
May 17 Exec	Hall Security	Update the code list and submit to the Security Company and ensure that any old information the Security company still has is replaced	Completed	May 17 2011	May 27 2011

**8.5. Historian****Andrea Laurie - regrets**

Meeting Date	Description	Action - <b>Andrea Laurie</b>	Status	Update date	Completion Date
April 19 Executive	Hall Emergency Signage	Ordered signs and will post sign above the AED and the decals above Fire Extinguishers once received	Pending	May 07 2011	

**8.6. Membership****Catharina Fraser**

- Catharina announced her goal for the Fall Membership Drive is to increase membership by 10% over last year
  - **ACTION:** Catharina will call Lewis Estates Community League for details on their membership perk for families

Meeting Date	Description	Action - <b>Catharina Fraser</b>	Status	Update date	Completion Date
May 17 Executive	2011-12 Membership Drive	Email Jennifer Finnigan to order 400 of the Community Engagement cards to use for Fall Membership	Completed	May 17 2011	May 24 2011

May 17 Executive	2011-12 Membership Drive	Create suitable label with Membership Benefit Info - cards will be used as Canvasser calling card – Donna will print	Pending	May 17 2011	
------------------	--------------------------	--	---------	-------------	--

## 8.7. Neighbourhood Security

Pearl Biggar

- Pearl will be working at the Capital Ex Safe Parent house returning lost children to their parents.

Meeting Date	Description	Action - Pearl Biggar	Status	Update date	Completion Date
May 17 Executive	Soccer Wind-Up	Pearl will confirm if her school will donate their bouncy castle to NGCL for the event - not available until after School is out and Pearl will have it available on request	Completed	May 17 2011	Jun 01 2011

## 8.8. Planning &amp; Transportation

Suzanne McAfee

- Instituform Technologies Trucks have been in the neighbourhood as they are contracted by the City to complete rehabilitation of sewers and storm drains in North Glenora.
- Suzanne's committee met and would like to hold information for residents at our Sept 17 Community Day. She expects a representative from the city will attend to have conversation with residents regarding the rehabilitation of sidewalks, roads, and lighting. She expects there will be information brochures available for the work that will commence in 2013.
  - ACTION:** Suzanne will arrange for information in the August newsletter.

Meeting Date	Description	Action - Suzanne McAfee	Status	Update date	Completion Date
April 19 Exec	2013 Rehabilitation	Committee Meeting to plan resident engagement	Completed	May 17 2011	Jun 20 2011

## 8.9. Publicity

Frank French - regrets

- Executive were reminded the deadline is Friday June 24

Meeting Date	Description	Action - Frank French	Status	Update date	Completion Date
May 17 Executive	Front Yards In Bloom 2011	Frank French will advertise in the June Newsletter	Completed	May 21 2011	May 21 2011

## 8.10. Sports

Nelson Kibanda

- Nelson thanked the Executive for volunteering to make the Soccer Wind Up a success.
- The Tim's Fun Day had to be postponed until July.
- The Soccer season is winding down with a few games cancelled and teams are still playing.
- Nelson will report the standings at a future meeting. U
- 8 BMO – Tim's U6 - families - soccer camps - west zone camps - Sept - Indoor registration
- As the U5-U6 receive medals from Tim's, NGCL has always supplied medals for the U8 & U10 teams.
- Guy has purchased these from Elite Sportswear in the past. Guy believes there are not enough for this year and asked Nelson to pick up enough to last a couple of seasons.
- Guy thinks there may be enough to give to the U4 teams. Soccer budget will cover the cost.
  - ACTION:** Nelson to purchase enough Soccer medals for this year and next season.
  - ACTION:** Guy will get the medals on hand to Nelson
  - ACTION:** Nelson will distribute NGCL medals to U4, U8, U10 teams.

Meeting Date	Description	Action - Nelson Kibanda	Status	Update date	Completion Date
May 17 Executive	Soccer Wind-Up	confirm that Melissa is still available to coordinate the event on June 18th	Completed	May 20 2011	May 20 2011
May 17 Executive	Steam Table	Check to see if his other Non-Profit Group wants it and arrange to have it taken away - Picked up from Hall	Completed	May 24 2011	May 24 2011
April 19 Executive	Identify Adult Sports Opportunities	Review Neighbourhood demographics - Identify opportunities for adult sport activities and contacting other league sports coordinators to identify shared opportunities	Pending	May 17 2011	

## 8.11. Buildings &amp; Grounds

Steve Twigg - absent

Meeting Date	Description	Action - Steve Twigg	Status	Update date	Completion Date
April 19 Executive	May Maintenance	Light ballasts, kitchen sink leaks, handicapped parking signs Repairs are pending and parking signs ready for pick up	Pending	May 07 2011	

April 19 Executive	Fire Inspection	Need to have current Inspection Steve will arrange and have all the Fire Extinguishers checked and recharged if required.	Pending	May 07 2011	
-----------------------	-----------------	---	---------	-------------	--

## 8.11.1. Kitchen Keeper

Marg Pratley – absent

- Hall Supplies – we have no kitchen liquid soap.
- ACTION: David will address purchase of soap before Fiddlers are in on Thursday**

Meeting Date	Description	Action - Marg Pratley	Status	Update date	Completion Date
April 19 Executive	City Health Inspection	Need to have current Inspection Marg has the contact info but will wait for kitchen repairs to be completed	Pending	May 07 2011	
May 17 Executive	Kitchen Oven Mitts	Marg will check kitchen as she had taken them home to be washed and thought they were back	Pending	May 17 2011	

## 9. SPECIAL COORDINATOR &amp; PROJECT REPORTS

## 9.1. Community Day - Elizabeth Turner

- Community Day scheduled for September 17<sup>th</sup> with Elizabeth Turner coordinating.
- Budget - \$500.00 requested – Float will be requested at August meeting.
- Schedule will follow the same at last year - 10 until Noon. The hall is booked. Hall set up will take place the night before in conjunction with pub night.
- We will hold Pancake Breakfast. Elizabeth noted she couldn't find any other leagues holding it in the morning.
- Proposing prices – Executive agreed to
  - Members with 2011/12 membership eat free
  - Non-Members \$3.00
  - 2nds - \$2.00
- Booth for City for the 2013 Neighbourhood Restoration engagement.
- Andrea Laurie, Historian, will do the slideshow as in the past.
- Volunteers for set-up, cooking, booths, Tear down clean-up
- Signs can be reused – change of date required.
- Michelle Schurek will be back to make up the pancake batter and Klaus has agreed to apply his expertise control over the cook top.
- Elizabeth will invite dignitaries from various levels of government to attend
- Table sign-up and Volunteer sign-up sheets were passed around

## 10. NEW BUSINESS

- 10.1. BBQ – Discussion on restoration or replacement. This was tabled to September meeting.

## 11. ADJOURNMENT

The motion to adjourn at 9:04 p.m. was made by Natalia Krawetz

**NEXT MEETING:** Tuesday, August 16, 2011

# Treasurer's Report – June 2011

Submitted by Ryan Young

## **Stony Plain Road Business Association May 24**

An informal gathering that included representatives from about 12 Community Leagues in the area. The SPRBA updated everyone on some changes that are currently in progress:

1. The LRT was a topic of discussion among many. It was noted that the LRT path is not finalized and that there is still some talk of re-opening the idea of it going down 107Ave.
2. There is a 10 year revitalization plan that is currently starting along Stoney Plain Road. Funding from government has already been received. The goal is to re-brand the entire area which will include a new name for the road. The first phase is to slowly start upgrading the exterior look of buildings.

## **Treasurer Training May 31**

This event had a good turnout and included a lot of first-time Treasurers on Community Leagues. It was a worthwhile event that provided some good tips. Every other Community League that was there now uses a bookkeeper for monthly duties. Almost all of them also their accountants do all casino audits for them.

## **Submitting Cash**

When people submit cash to either me or Kurena, they should receive a receipt from us to confirm the event. However; please ensure that you have also completed the proper "sales" form when doing so.

## **Writing Cheques**

At the moment, cheques are written every week. However; it is rather frustrating for the Executive to make weekly trips to the office and sign. I would like to know what problems or issues people would have if cheques were only written twice per month (including one that allowed the Exec to sign at our monthly meeting). Feedback would be appreciated.

## **Monthly Items**

Please note that I have now started showing the financials for the previous month rather than from the 15<sup>th</sup> – 15<sup>th</sup> of each month.

The EPCOR bill is automatically withdrawn from our account. As you can see from the financials, it was over \$2000. I believe that we are trying to get this reimbursed through our insurance. In the meantime, this line is over-budget for the year.

Other expenses were mostly regular monthly expenses.

	May 11	Jan - May 11	Jan - May 10	2011 Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
45 Plus income	267.00	267.00	0.00	550.00
Adult Activity Income	161.01	1,774.74	204.10	300
Advertising News Letter Income	340.00	1,587.80	2,598.85	3600
Appreciation Dinner Income	0.00	347.00	0.00	0
Casino Income	0.00	72,070.24	0.00	36000
Donations income	0.00	2,123.15	250.00	0
Family Activity income	0.00	0.00	0.00	2050
Garbage/Garage Sale Income	0.00	174.53	0.00	600
<b>Hall Rental</b>				
Hall Rental Damage Deposits	0.00	0.00	0.00	0.00
Hall Rental Paid	405.00	6,560.00	8,600.00	13,000
<b>Total Hall Rental</b>	<b>405.00</b>	<b>6,560.00</b>	<b>8,600.00</b>	<b>55,550.00</b>
Interest	20.18	60.94	0.00	300
Membership Income	125.00	750.00	495.00	6500
<b>Playschool income</b>				
Playschool Fundraising Fees	800.00	0.00	150.00	
Playschool regeration fees	0.00	800.00	350.00	
Playschool income - Other		3,045.00	8,249.61	14,940.00
<b>Total Playschool income</b>	<b>800.00</b>	<b>3,845.00</b>	<b>8,749.61</b>	<b>14,940.00</b>
Soccer Income	1,925.00	5,080.00	4,555.00	3,600.00
<b>Total Income</b>	<b>4,043.19</b>	<b>94,640.40</b>	<b>25,452.56</b>	
<b>Expense</b>				
45 Plus Activities	0.00	7.35	19.93	430.00
Accounting Fees	0.00	0.00	-2,850.00	3,200.00
Admin - Bank Charges	0.00	105.33	155.78	450.00
Admin - Insurance	0.00	0.00	1,753.00	3,700.00
Admin - Licenses/Fees	0.00	481.25	608.00	590.00
Admin - Meeting Expenses	0.00	541.59	39.68	125
Admin - Office Supplies	509.23	931.43	341.76	750
Adult Activity Expense	0.00	1,493.20	129.18	300
Advertising Newsletter Expense	895.46	3,410.37	3,209.27	8280
Appreciation Dinner Expense	54.00	2,087.68	1,904.13	2000
Children's Program Expense	0.00	512.28	0.00	0
Family Activity Expenses	0.00	1,009.95	1,294.13	3430
Grounds-Equipment Repairs/Upgrd	0.00	584.51	505.39	31536
Grounds-Gas	138.45	741.56	1,176.44	2000
Grounds-Power	2,156.39	2,837.34	972.32	2798
Hall-equipment repairs/upgrades	16.78	1,337.90	533.54	2500
Hall - Gas	244.27	1,761.33	1,991.28	3073
Hall - General Supplies	0.00			200
Hall - Janitorial	839.07	4,607.95	4,532.91	12000
Hall - Power	268.02	1,895.17	1,382.07	4190
Hall - security	46.10	230.50	230.50	800
Hall - Telephone	109.28	555.03	408.95	1000
Historian expense	0.00	73.01	0.00	200
Hockey/Rink Program Expense	0.00	20.74	0.00	0
Memberships expense	194.50	194.50	169.00	195
Office Manager Payroll	797.59	4,681.44	0.00	10000
Playschool Expenses	990.16	5,642.98	6,714.84	14940
Soccer Expenses	320.00	4,300.00	3,423.13	3,663.00
<b>Total Expense</b>	<b>7,579.30</b>	<b>40,044.39</b>	<b>28,645.23</b>	
<b>Net Income</b>	<b>-3,536.11</b>	<b>54,596.01</b>	<b>-3,192.67</b>	



## North Glenora Community League Secretary Report

### Secretary Report – Period May 17 2011 to June 21 2011

**Submitted by Donna Jackson**

It was business as usual for the Secretary's position this month. I attended the 3 hour Secretarial Role Training presented by the Edmonton Chamber of Voluntary Organizations and found we are following the required standards in most cases. As I have not been signing the minutes as required, I have created a sign-off form I can scan and include with the electronic version on-line and will file the original in the Minute Binder in the hall. I will ensure I sign the printed minutes for March, and May that are already in the binder. Jim Bohun will have to sign the April Minutes as he was the scribe for that meeting. I also attended the 4 hour GAIN course on June 20 2011, a requirement for those holding an Executive board position of President, Vice President, Treasurer and Secretary.

Upon receipt of access to our AGLC Web Account, we found that although we had updated all our current executive information for the current year, previous records for Bingo Chair and Raffle Chair were still on record. I have filed an update that Ryan delivered with the Casino audit. I simply replaced the names in these position with "Not Applicable" and changed our GAIN contact to Ryan Young.

Our 2012 Property Tax Exemption requires a copy of any new lease or liquor license. As we have not signed the new Tri-partite agreement, we only have to provide our current liquor license. I have suggested to Rhonda Van Heyst that we take a few copies of the liquor license for the files as well as put the original in a frame to keep it protected. I also suggested we hang it in the office under the key box for easy access to all who coordinate our annual events licensed for liquor.

Our 2011 Society Return was due to be filed at the end of May and will be overdue by June 30<sup>th</sup> 2011. The return MUST include a signed copy of our Reviewed Financial report from our Accountants, which is still pending.

Category	Description	Status
Annual Secretarial Duties - 3 hours	<ul style="list-style-type: none"> <li>• Received info on AGLC web access, reset passwords, informed Treasurer, President</li> <li>• Reviewed correspondence from Alberta Registries regarding 2008 Bylaw Filing being received</li> <li>• Drafted EPS Agent Access letter for Hall Rentals for President signature</li> <li>• Completed 2012 COE Property Tax Exemption for President's signature</li> </ul>	Complete
Monthly Secretarial Duties - 10 hours	<ul style="list-style-type: none"> <li>• Prepared May 17 meeting minutes</li> <li>• Forward Action items to Executive Committee members</li> <li>• Distribution of minutes as required to Executive, EFCL, CRC</li> <li>• Posted Executive Meeting Package (Agenda, Minutes, Filed Reports) on website</li> <li>• Signed Cheques as required</li> <li>• Created and distributed draft agenda for June 21st meeting</li> <li>• Photocopies for June meeting</li> </ul>	Completed for Period
Soccer Wind Up - 7 hour	<ul style="list-style-type: none"> <li>• Created tickets for sale to Residents, ticket tracker and deliver to Michelle Young</li> <li>• Created Order forms for Soccer teams and deliver to Nelson</li> <li>• Created Family Pass envelopes and pre-order tickets for hotdogs, hamburgers and deliver to Nelson</li> <li>• Corresponded with Melissa and Nelson as required</li> <li>• Volunteered for Saturday Jun 18 to help with coordination and prep work</li> </ul>	Complete
NGCL Website - 4 hours	<ul style="list-style-type: none"> <li>• Post Minutes, current newsletter, contacts, current NGCL Program and Event advertisements per Summer Newsletter</li> <li>• Update contact information for Welcoming Committee on forms &amp; brochures and update to Website</li> </ul>	Ongoing
Communications – 2.0 hours	<ul style="list-style-type: none"> <li>• Review and Email Updates to Executive and Event co-coordinators with information related to their portfolios</li> </ul>	Ongoing
Training - 7.0 hours	<ul style="list-style-type: none"> <li>• May 31 5:30 – 8:30 - Secretarial Role Training presented by the Edmonton Chamber of Voluntary Organizations</li> <li>• Jun 20 9:00 – 1:00 - Combined GAIN and Use of Proceeds Session</li> </ul>	Completed



**North Glenora Community League  
Secretary Report**

## Hall Bookings Report for June 21 /2011

- Updated security code, key holder and callout lists have been e-mailed to Security Company.
- We have received the manual in the mail for the security system and I have filed it in the main filing cabinet
- Agent Status form has been e-mailed as well as a hard copy dropped off to the West Division Station for Sgt. Ken Mah
- 8 tables were loaned out for the estate sale of Arlene Meldrum who was a long time contributor to the community. In return we received a \$20.00 donation to the hall
- The fiddlers normally pay six months in advance (\$4225.00) but they have requested to pay \$2112.50 on July 1<sup>st</sup> and \$2112.50 post dated for October. This works better for their yearend which falls at the end of September. O.K.'d by discussions with Kurena, David and Ryan.
- Rental income for future rentals was \$405.00
- Rentals for the month of May added up to \$825.00  
(4 X Fiddlers=\$650.00/4 X Kids Yoga=\$100.00/3 X Jen Hamel=\$75.00)
- We had 3 rental cancellations in the month of May
- I have a new calendar that takes us into August of 2012 if anybody wants to confirm dates up until then
- There were concerns that the Fiddler's were selling 50/50 tickets without a license. I e-mailed Eileen and she assures me that they have always had the proper license to sell these.

## Topics for Discussion

- Thoughts on pursuing other long term rentals for the hall. The two days that might work are Sundays (6 rentals this year) and Wednesdays (1 rental this year). The church group that I spoke to is no longer looking but I would like an idea for any future requests
- Is anybody still using the temporary rental code? I would like to delete this code eventually as I think that it may have been active for a few years.
- Request for the family of Vera Saunders (long time ex North Glenora Resident 13403-109 ave.). Her family wants to book the hall for her 99<sup>th</sup> birthday on July 30<sup>th</sup> and I would like to give them member rates. Vera is in a senior's home in McQueen and her family does not live in Edmonton so they really have no use for a membership. As long as I can confirm is it OK to give these rates to long term ex-members?
- I have had a few requests from potential renters about the use of the BBQ. Is this something that we want to look at charging extra for or is this more trouble than it's worth?

June 17, 2011

**REPORT ON RAISED FLOWER BED AT ENTRANCE TO COMMUNITY LEAGUE GROUNDS.**

Plants, mostly portulaca and other annuals, have been planted in the bed this spring at a cost of \$35.47.

The tulips which I donated and planted last fall grew well and hopefully will multiply and provide an even better show next spring. The lilies planted last fall have been very slow to emerge, mostly, I think, because of the great amount of snow dumped on the bed during the process of clearing the parking lot and which took weeks to melt. However, the moisture from all this snow is beneficial as this bed needs all the moisture it can get. These lilies should bloom mid July or August, and should multiply to provide more bloom next year.

I organized a work party for Sunday afternoon, June 5<sup>th</sup>. Veronica Yeomans, Arlene Campbell, John Lilley (my son) and I dug, weeded, spread a bag of special fertilized soil donated by the Edmonton Horticultural Society, planted annuals and a few new perennials and watered and fertilized the whole bed. We spent a good 1 ½ hours working non-stop. Veronica Yeomans carted all the water needed from the hall to the flower bed – a major undertaking – and she has helped me with watering other times this spring. The fact that water has to be hand carried to this bed is a major problem. I have tried to select plants that can exist in semi-arid conditions and hope they will do well. Don Eastcott planted something from his garden one day but I don't know much about it, except that it is shade tolerant, and may not like the dry conditions in this bed.

Marge Lilley

2011 Close Out Report  
The NGCL Annual Volunteer Appreciation Dinner  
of April 16, 2011

**RECOMMENDATIONS FOR APPROVAL BY EXECUTIVE COMMITTEE  
June 21, 2011**

**Timing:** Book the Saturday in April NOW.

**Bar & Beverages:** Continue with wine, beer, coolers, pop. Water and decaf tea in addition to coffee & tea provided by caterer.

**Caterer:** Try a new caterer

**Facility:**

Consider biodegradable disposables or non-disposables with a clean-up crew.

Consider clean up on Sunday so people are encouraged to stay later. (possible conflict if hall is rented out Sundays on ongoing basis?)

**Program**

List all the programs NGCL puts on so volunteers are aware of their successes. posters for each program and list ALL volunteers who participated; mount on walls.

Honourees largely restricted to outgoing Executive Committee members, yet there are others who have provided outstanding service. Consider more categories of recognition (e.g., Above and Beyond the Call of Duty, Long-time Service, Innovation) with certificates and a modest gift (e.g., flower on a stem). Also consider featuring one program (its development and accomplishments over time). Look for ongoing opportunities in the newsletter.

**Swag:** Consider more individual swag? (Centrepieces as surprise draw were well-received.)