



North Glenora Community League
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SIGN-OFF

Minutes for Executive Meeting held on September 20, 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 PREVIOUS MINUTES (3)** – Aug Executive Minutes, Toilet Replacement Minutes, Tripartite Motion Minutes
- 4. FINANCIAL REQUESTS**

4.1.

5. BUSINESS ARISING FROM THE MINUTES

5.1. Cordless Microphone Purchase: discussion deferred from April 2011 Executive meeting

6. CORRESPONDENCE/ANNOUNCEMENTS:

7. REPORTS

- | | |
|-------------------------------------|--------------------------|
| 7.1. President | David Van Meter |
| 7.2. Past President | Jim Bohun |
| 7.3. 1 st Vice-President | Guy Sopiwnyk |
| 7.4. 2 nd Vice-President | Natalia Krawetz |
| 7.5. Secretary | Donna Jackson |
| 7.5.1. Cards | Agnes Brennan |
| 7.6. Treasurer | Ryan Young |
| 7.6.1. Grants | Melissa Logan |
| 7.7. CRC | Jennifer Finnigan |

8. STANDING COMMITTEE REPORTS

- | | |
|--------------------------------|---------------------------------|
| 8.1. Membership | Catharina Fraser |
| 8.2. Neighbourhood Security | Pearl Biggar |
| 8.3. Planning & Transportation | Suzanne McAfee |
| 8.4. Publicity | Frank French |
| 8.5. Sports | Nelson Kibanda |
| 8.6. Buildings & Grounds | Steve Twigg |
| 8.6.1. Kitchen Keeper | Marg Pratley |
| 8.7. Adult Programs | Rhonda Van Heyst |
| 8.8. Family Programs | Vacant (Natalia Krawetz) |
| 8.9. 45 Plus | Agnes Brennan |
| 8.10. Hall Bookings | Pat Lencucha |
| 8.11. Historian | Andrea Laurie |

9. SPECIAL COORDINATOR & PROJECT REPORTS



















- 9.1. Community Day Wrap Up – Elizabeth Turner
- 9.2. Rink Tear Down Update

10. NEW BUSINESS

- 10.1. Trophy Cabinet Update
- 10.2. Exterior Changes to Hall
 - 10.2.1. Name & Address Visibility
 - 10.2.2. Restricting Access to the Roof & Changing the Shrub Bed
 - 10.2.3. New Signage by Door / Notice Board
 - 10.2.4. Outside Washroom Access

11. ADJOURNMENT

NEXT MEETING: Tuesday, October 18, 2011

Board Position	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	✓		
Grants Coordinator		Melissa Logan	✓		
Secretary		Donna Jackson	✓		
COE CRC		Jennifer Finnigan		✓	
Standing Committee Chairs					
Adult Activities		Rhonda Van Heyst	✓		
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			✓
OPTIONAL					
Welcoming Committee		Elizabeth Turner	✓		
Kitchen Keeper		Marg Pratley	✓		

12. The meeting was called to order at 7:15 p.m. by our President, David Van Meter. Quorum was established with 15 voting members present.

13. Jim Bohun moved to accept the agenda as presented. Rhonda Van Heyst seconded and the motion passed.

14. APPROVAL OF PREVIOUS MINUTES

- August 16th Executive Minutes: Motion to approve made by Natalia Krawetz, seconded by Guy Sopiwnyk. Passed by majority vote.
- Toilet Replacement Minutes: Motion to approve made by Frank French, seconded by Agnes Brennan. Passed by majority vote .
- Tripartite Agreement Minutes: Motion to approved by Rhonda Van Heyst, seconded by Catherina Fraser. Passed by majority vote
- David Van Meter signed off on all minutes indicating they have been accepted and approved by our Executive Committee

15. FINANCIAL REQUESTS

There were no financial requests.

16. BUSINESS ARISING FROM THE MINUTES

- 16.1. Cordless Microphone Purchase: discussion deferred from April 2011 Executive meeting. The Executive discussed and decided a purchase was not required at this time. The corded microphone is working fine.

17. CORRESPONDENCE/ANNOUNCEMENTS:

- 17.1. City of Edmonton Building Permit for 13819 110A Avenue for single detached with rear garage – relax minimum yard coverage. Deadline for appeal as passed. The Community League has no issue with this permit.
- 17.2. Notice of assessment received from Canadian Revenue Agency. Our accountants file our federal return when they perform our annual review of our books.
- 17.3. EFCL RGM Package – information on our EFCL dues increase based on the 40% increase in our Operating Grant
- 17.4. Proof of Insurance from Guides Canada to cover the Brownies and Sparks programs held in the Hall

18. REPORTS

- 18.1. **President David Van Meter**

Meeting Date	Description	Action - David Van Meter	Status	Update date	Completion
Aug 16 2011	Tripartite	Review and arrange for signatures and seals on the 5 copies presented by Jennifer Finnigan	Complete	Sep 20 2011	Sep 20 2011
Aug 16 2011	Fire Extinguisher	Purchase 1 more 10 lb Fire Extinguisher for the hall – will drop off on Friday September 23 rd , 2011	Pending	Sep 20 2011	Sep 23 2011
April 19 Exec	Hall Cleaning	Meeting with caretakers.	Pending	Sep 20 2011	
May 17 Exec	Playschool	Waiting for an opportunity to present the upgraded lighting suggestion as a viable alternative for Playschool fundraiser proceeds	Pending	Sep 20 2011	
Jun 21 Exec	Sage Snowbusters	Follow up on program and see if area schools are interested in participating for Service Credits once school starts	Pending	Sep 20 2011	
Aug 16 Exec	2009 Revenue Canada	Filed an appeal to reverse the \$2500.00 late filing fee for 2009 Revenue Canada return. Nothing received back to date.	Pending	Sep 20 2011	
Aug 16 Exec	Rink Shack Flood	Coordinate finalization of claim with Steve and Guy – check EPCOR invoices for new Water Meter - there may be a charge	Pending	Sep 20 2011	

- 18.2. **Past President Jim Bohun**

- Jim confirmed verbally he will remain as Raffle Chairman per our AGLC Contact List.

- 18.3. **1st Vice-President Guy Sopiwnyk**

- Guy assisted Nelson with the Indoor Soccer Registrations. 10 players were signed up.

Meeting Date	Description	Action - Guy Sopiwnyk	Status	Update date	Completion
April 19 Exec	Rink Shack Flood	David Van Meter, Steve Twigg and Guy Sopiwnyk to finalize the claim for Rink Shack Flood	Pending	Sep 20 2011	
Sep 20 Exec	Adult Cabinet Lock	Guy will assist with the lock on the Adult Activities cabinet in the office	Pending	Sep 20 2011	
Sep 20 Exec	Projector	Guy will check out the projector / laptop hook-up. The connections may be incorrect on the back of the projector	Pending	Sep 20 2011	
Sep 20 Exec	Rink Rehab	Guy will coordinate a meeting and volunteers as required	Pending	Sep 20 2011	

- 18.4. **2nd Vice-President Natalia Krawetz** submitted written report (attached)

Meeting Date	Description	Action - Natalia Krawetz	Status	Update date	Completion
Ongoing	Family Chair Recruitment	Volunteer recruitment for Family Chair on going again – No interest in taking on Turkey Supper has been expressed	Ongoing	Sep 20 2011	
Sep 20 Exec	First Aid Kits	Replenish First Aid Kits in Foyer and Kitchen with practical supplies	Pending	Sep 20 2011	
Sep 20 Exec	Scanner	Donate to the Re-Use Center	Pending	Sep 20 2011	

- 18.5. **Secretary Donna Jackson** submitted written report (attached)

Meeting Date	Description	Action - Donna Jackson	Status	Update date	Completion
Sep 20 2011	Kitchen Grill	Assist with proper seasoning of grill as required	Pending	Sept 20 2011	
May 17 Exec	Ops Manual Updates - Policies	EPS Agent Status Form, AGLC Web Account info, UPDATE BYLAWS, Tax Exemption, Societies Certificate, Revenue Canada annual update of contact information, Tripartite agreement terms Section C, Kitchen Keeper cleaning	Pending	Sep 21 2011	

Meeting Date	Description	Action - Donna Jackson	Status	Update date	Completion
		recommendations			
Jun 21 Exec Exec Calendar	BYLAW CHANGE Prep for Mar 2012	Add dissolution clause per requirements of GAIN Casino licence –added to AGM Agenda for 2012 - Investigate past Year's minutes for any decision affecting bylaws	Pending	Sep 21 2011	

18.5.1. Cards

Agnes Brennan submitted written report (attached)

Meeting Date	Description	Action – Agnes Brennan	Status	Update date	Completion
Sep 20 2011	Greeting Card	MacDonald birth of baby boy (Fletcher)	Pending	Sep 20 2011	

18.6.

Treasurer

Ryan Young submitted written report (attached)

- **MOTION:** Ryan Young moved we increase the budget line for Office Supplies from \$750.00 to \$1,500.00. Natalia Krawetz seconded and the motion was passed by majority of Executive Committee members.

Meeting Date	Description	Action - Ryan Young	Status	Update date	Completion
Sep 20 2011	EPSB Invoice for Gymnasium Use	Contact Dan Talleur / Dave Hill to investigate the charges on the invoice – Winterburn Gymnastics and Spruce Avenue schools are mentioned and we are sure NG Volleyball is only played at Laurier Heights school	Pending	Sep 20 2011	

18.6.1. Grants

Melissa Logan

- Melissa is finalizing all the documentation required for the Operating Grant. The Tripartite Agreement acceptance and signature is needed. Deadline is October 31 2011
- Melissa is also finalizing part 2 of the Step Program Grant – due October 31 2011
- Melissa will investigate the Infrastructure Grant and if the new Toilets qualify and if it would be prudent to apply for the grant that would be due October 4th

Meeting Date	Description	Action – Melissa Logan	Status	Update date	Completion
Aug 21 Exec	Operations Grant Step Grant – Pt 2	Complete and gather attachments and signatures required for submission to CRC prior to October deadline	Pending	Sep 20 2011	

18.7.

CRC

Jennifer Finnigan sent regrets via email

Meeting Date	Description	Action – Jennifer Finnigan	Status	Update date	Completion Date
Aug 16 Exec	2012 Summer Programs Planning	Jennifer advised us to be prepared to commit to 2012 Summer Programs in October 2011 as the City wants to schedule printing of brochures earlier than past years	Pending	Aug 16 2011	
Aug 16 Exec	Grants	Infrastructure Grant deadline is end of September Operating Grant deadline is end of October	Pending	Aug 16 2011	
Sep 18 Email	Tripartite Clarifications	Use of Facilities for-Profits Multi-use(Skateboard) area maintenance & Insurance Responsibility	Complete	Sep 20 2011	Sep 21 2011

19. STANDING COMMITTEE REPORTS

19.1. Membership

Catharina Fraser submitted written report (attached)

Meeting Date	Description	Action - Catharina Fraser	Status	Update date	Completion
Aug 16 2011	Membership Drive	20 of 30 routes have their packages – 10 routes pending	Complete	Sep 20 2011	Sep 20 2011
Aug 16 2011	Membership Fees	Investigate changing our fee structure and present to membership at March 2012 AGM – some leagues have a standard \$30.00 fee per household.	Pending	Sep 20 2011	

19.2. Neighbourhood Security

Pearl Biggar

Meeting Date	Description	Action - Pearl Biggar	Status	Update date	Completion
Sep 20 Exec	Graffiti	Pearl reported the Graffiti in the skateboard park - clean up is pending by the City	Pending	Sep 20 2011	

19.3. Planning & Transportation

Suzanne McAfee sent regrets via email

Meeting Date	Description	Action - Suzanne McAfee	Status	Update date	Completion
Sep 20 Exec	Walking Maps	Introduced at Community Day - Large Map Posted on Bulletin Board, supply to take beside bulletin board, Welcoming Committee given two bunches, remainder stored with Archives in Rink Shack	Complete	Sep 20 2011	Sep 17 2011

19.4. Publicity

Frank French submitted written report (attached)

Meeting Date	Description	Action - Frank French	Status	Update date	Completion
Sep 20 Exec	Newsletter	Advertise for new Hall Bookings, Family Chair, Turkey Supper Coordinator, AED course, Indoor Playgroup (20 th Anniversary)	Pending	Sep 20 2011	

19.5. Sports

Nelson Kibanda absent

Meeting Date	Description	Action - Nelson Kibanda	Status	Update date	Completion
April 19 Exec	Sports Program Opportunities	Based on neighbourhood demographics trying to identify opportunities for adult sport activities. Introducing Field Hockey and still checking for sharing ideas with others leagues	Pending	Aug 16 2011	
Jun 21 Exec	Soccer Medals	Distribute medals to U4, U8, U10 teams (U6 from Tim's) Most delivered – still tracking down some coaches	Pending	Aug 16 2011	

19.6. Buildings & Grounds

Steve Twigg

- Steve will assist with the Park Rehab project as required.
- Steve would like to see a room in the Rink Shack developed to make it suitable as an alternative small meeting area

Meeting Date	Description	Action - Steve Twigg	Status	Update date	Completion
Aug 16 Exec	Make Up Air Roof hatch	Screw the access panel on the roof hatch closed so kids can no longer open and cause leaks in the kitchen from return air unit	Pending	Aug 16 2011	
Aug 16 Exec	Aug Maintenance	Handicapped Parking signs to be mounted	Pending	Sep 09 2011	
Sep 10	Sep Maintenance	Mount the Hall Maintenance Bulletin Board between Office Glass Window and Corner – add Pen / Pencil on string or chain so can't be removed.	Pending	Sep 20 2011	
Sep 20 Exec	Sep Maintenance	2 light bulbs in Foyer to be replaced, Kitchen dishwasher should be checked and serviced if required, 3 kitchen outlets not working	Pending	Sep 20 2011	

19.6.1. Kitchen Keeper

Marg Pratley submitted written report (attached)

Meeting Date	Description	Action - Marg Pratley	Status	Update date	Completion
Aug 16 Exec	Inventory	Has completed kitchen cleaning and taken inventory. Will transfer to sheets to be handed in	Complete	Sep 20 2011	Sep 20 2011
April 19 Exec	City Health Inspection	Marg advised we no longer require a food handling permit in our kitchen but caterers coming in must have one	Complete	Sep 20 2011	Sep 20 2011
Sep 20 Exec	2009 Food Handling Permit	Remove from Kitchen – no longer required and is expired	Pending	Sep 20 2011	

19.7. Adult Programs

Rhonda Van Heyst submitted written report (attached)

Meeting Date	Description	Action – Rhonda / Marg	Status	Update date	Completion
Jun 21 Exec	Volunteer Appreciation	Marg French will assist Natalia securing the services of a new caterer	Pending	Jun 21 2011	
Aug 16 Exec	AED training	7 people have advised interest in Oct 29 sessions for Adult CPR and AED certification– will set fees at \$60.00 for members and \$65 for non members and advertise in newsletter	Pending	Aug 16 2011	
Sep 16 Exec	Oct Pub Night	Oktoberfest pub will be another beer tasting and 2011/12 renewed and new memberships will get a free drink if they show their new membership card	Pending	Sep 20 2011	
Sep 16 Exec	Liquor License	Check that the Playschool Fundraiser date of Nov 19 th is covered or needs to be changed/added	Pending	Sep 20 2011	

19.8. Family Programs

Vacant Natalia Krawetz submitted written report (attached)

Meeting Date	Description	Action - Natalia Krawetz	Status	Update date	Completion
Sep 20 Exec	Future Day Camps	We will advise the City of Edmonton we will no longer provide our hall for food preparation type camps	Pending	Sep 20 2011	

19.9. 45 Plus

Agnes Brennan submitted written report (attached)

Meeting Date	Description	Action - Agnes Brennan	Status	Update date	Completion
Sep 20 Exec	Concession	Agnes canvassed and arranged for volunteers for cooking / help	Complete	Sep 20 2011	Sep 2011

Sep 20 Exec	Concession	Agnes confirmed the Pop List and location for Oct 1	Complete	Sep 20 2011	Sep 2011
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19.10. Hall Bookings

Pat Lencucha submitted written report (attached)

Meeting Date	Description	Action - Pat Lencucha	Status	Update date	Completion
Aug 16 2011	Renter Checklists	Ensure cleaning of microwave and fridge are mentioned on check lists and casually when clean up requirements are reviewed with renters	Pending	Aug 16 2011	
Sep 09 2011	Keys	Working with Adult Activities / Guy for replacement lock / key on the cabinet in office	Pending	Sep 20 2011	
Sep 20 Exec	Rental Contract	Review of Rental Contract by Rental Committee required due to contradictory cleaning clauses	Pending	Sep 20 2011	

19.11. Historian

Andrea Laurie

Meeting Date	Description	Action - Andrea Laurie	Status	Update date	Completion
Sep 20 Exec	Photos on Line	www.flickr.com/photo/ngcl created and will add pictures. Can be published in newsletter and linked to on website	Ongoing	Sep 20 2011	
Sep 20 Exec	FYIB	Poor showing from those awarded and invited to Community Day. We will support FYIB in the future but will not put all the effort into the pictures and hand crafted award certificates	Complete	Sep 20 2011	Sep 20 2011

20. SPECIAL COORDINATOR & PROJECT REPORTS

20.1. Community Day Wrap Up – Elizabeth Turner submitted written report (attached)

20.2. Rink Tear Down Update – See under Guy Sopiwnyk update

21. NEW BUSINESS

21.1. Trophy Cabinet Update

- Natalia requested these items be tabled to the next Executive Meeting in October. She briefly introduced her suggestions that the Executive can think about for the next meeting. She explaining what she had in mind for the Trophy Cabinet improvements and that she may ask Daniel Van Heyst for his advice on upgrades.

21.2. Exterior Changes to Hall

21.2.1. Name & Address Visibility

- Natalia suggested we request the City prune the trees that are obstructing our sign and address.

21.2.2. Restricting Access to the Roof & Changing the Shrub Bed

- Natalia suggested we should cut down the poplars to prevent roof access, remove all shrubs and cover the bed area with concrete.

21.2.3. New Signage by Door / Notice Board

- Natalia suggested we consider a new covered or encased notice board where hall and neighbourhood event notices could be posted outside the hall.

21.2.4. Outside Washroom Access

- Natalia suggested we provide outside washroom access next year from May to October for those children using our playground and participating in soccer. We may want to ask Jennifer to advise what they City may be able to provide for the 5 or 6 month period.

22. ADJOURNMENT

Motion to adjourn was made by Jim Bohun at 9:12 p.m. Seconded by Ryan Young.

NEXT MEETING: Tuesday, October 18, 2011

Archives Clean Up and Related Activities

On Friday September 9, Donna Jackson and I did a MAJOR clean-up of Rink Shack #1 and made a number of changes in the Hall and Rink Shack as follows:

Office: Brown cabinet below the sorting table (beside the photocopier) is LOCKED and for the exclusive use of Adult Programs. Pat will be arranging for a new lock and appropriate keys. Microphone now stored in right-hand filing cabinet, bottom drawer. There is a label on that drawer, too. Cash box(es) now stored in cupboard above the filing cabinets. Ditto the scanner (until we decide its disposition). Cross-cut shredder replaced the old one. Signs previously beside file cabinets - in Rink Shack 1 or destroyed. 45+ Game Board - previously beside file cabinets NOW behind sorting table.

QUESTION: Do we still require the Scanner ?

Chair Room - Main Hall: Flip chart easel removed (to be sold). New one (currently above office cupboard in black case) to be installed on hook at a later date.

Trophy Case - Foyer: Many plaques and trophies removed for storage to Rink Shack #1. Sorry, but it was crowded and tacky. New plans to be proposed at next Exec Mtg.

Kitchen: There is now a treasure trove of disposables - plates, cups, and cutlery. Plates and cups are kept on the top and cutlery & bowls, on the bottom of the cupboards next to the stove. Please check the supply before you decide to buy more! We've already donated a large pile to the Re-Use Ctr this week. The small plastic container of sugar cubes seems to be missing. Has anyone seen it - or put it somewhere else? If so, please let me know. Indoor Playground /Playschool would like to continue the concept of labeling food items in the fridge. I will update as needed.

Movie Nights: more cups added to the supply in the cupboards across from the office.

50th Anniversary photo collage is in the blue cupboard across from the Office. All other 50th anniversary material is in Rink Shack #1 filing cabinet.

Repair & Maintenance Request Board - has been re-discovered. We'd like to revive it as a way of letting Buildings and Grounds know of things that need fixing. Currently it is in the office leaning against the files as you come in the door. We hope to have it installed to the left of the door (between the glass partition and the corner).

Rink Shack Clean Out

The biggest change is that ALL SIGNS ARE NOW IN RINK SHACK 1 (not 2).

Rink Shack 1 NOW HAS: Archives - financial and administrative, including building plans; Trophies/plaques; new lumber; Signs - all signs and signage material. Sorting Table & Yellow chairs.

Rink Shack 2: BBQ now here (yes, we moved it to build up muscle strength). Firewood. & a whole bunch else - sports stuff and buildings and grounds stuff.

Rink Shack 3/4: Removed disposable plates, cutlery etc to main hall - destroyed open packages. Removed unopened disposable paper products and cleaning supplies to Janitor's cupboard in main hall. Yes we retained a goodly supply of paper towels and toilet paper - on the shelf (above) nearest the functioning toilet.

Rink Shack 5: Now has the pesticides sprayer (formerly in Rink Shack 1).

Other Activities

Other changes: Purchased and installed new vent covers for the foyer. Installed new signs re-baby change table, to reflect changes in the washrooms. Cleaned out the Cloakroom after Community Day; items to be donated to Goodwill (Via Marg French). Installed rat tails on phones in Kitchen and Rink Shack (to eliminate static since our phone line shares with Internet).

VAD 2012: Continue to work on finding a suitable caterer. Expect a rise in price to reflect the rise in food prices. Will report fully at the next meeting.

Kitchen: Marg Pratley has agreed to give me a complete Kitchen tour and assist in developing a handbook/checklist for the next Kitchen Keeper.

I delivered our 2011 Society Return on August 18, 2011. Our 2011 Society Return was accepted by the Alberta Corporate Registry and we received the confirmation documents back on August 30th 2011. Copies were made and distributed to all executive waiting to continue with grant applications, Revenue Canada returns, etc.

AGLC Contact list has now been updated.

I am running a trial of posting documents to the GOOGLE Cloud and sharing with gmail address holders (donjac@gmail.com, ngcloffice@gmail.com and nmkrawetz@gmail.com). These are documents that we will not publically share on our website.

Category	Description	Status
Annual Secretarial Duties - 3 hours	<ul style="list-style-type: none"> Delivered Society Filing for 2011 (2010 Financials) to Corporate Registry Made copies of the Corporate Registry acceptance of our 2011 filing and distributed copies Sent the update to the AGLC to update our contacts – remove Bingo and change the GAIN contact. Jim Bohun agreed to remain as our Raffle Chairperson. AGLC website reflects our updates as of Sept 18 2011. Continued with the review the accumulated updates required for Bylaws and Policies and Procedures. 	Complete
Monthly Secretarial Duties – 10 hours	<ul style="list-style-type: none"> Prepared August 16 meeting minutes Forward Action items to Executive Committee members Distribution of minutes as required to Executive, EFCL, CRC Posted Executive Meeting Package (Agenda, Minutes, Filed Reports) on website Signed Cheques as required during the period Participated in the Toilet Motion E-Meeting and E-Vote Distributed the minutes of the August 27th Toilet Motion E-Meeting Created and distributed draft agenda for September 20 meetings (Executive and Tripartite) Photocopies for September meeting Office filing 	Completed for Period
Archives and Rink Shack clean-up - 8 hours	<ul style="list-style-type: none"> Friday September 9th – worked with Natalia to clear the office of items for the archives and clean up the Rink Shack. See Natalia’s report and updated Where is it list. Shredding of material is ongoing and should be completed with a further 1 – 1.5 hours of effort. Dave Hill has handed over 2010 Casino files that will be kept on file for the required 2 years. 	Ongoing
NGCL Website – 4 hours	<ul style="list-style-type: none"> Post Minutes, current newsletter, contacts, current NGCL Program and Event advertisements per Summer Newsletter Created a link to the Walkable Map for North Glenora 	Ongoing
Communications – 1.5 hours	<ul style="list-style-type: none"> Review and Email Updates to Executive and Event co-coordinators with information related to their portfolios 	Ongoing
Community Day – 10 hours	<ul style="list-style-type: none"> Helped with signage – created thank-you sheets for Table Hosts, Door Signs Hall Set up and food prep – Friday evening (6-8:30) Hall Set up, slideshow, kitchen help, clean-up – Saturday morning (8-1:00 pm) 	Completed

Treasurer's Report for Sept 2011**submitted by Ryan Young**

1. Please be advised that we are now trying to only sign cheques twice per month.
 - a. At NGCL meetings
 - b. At the end of the month

For most invoices, this is not a problem. However; if you are looking for floats or reimbursements, the time to get funds may take a while if you submit at the wrong time. I recommend that you try to submit and expense claims or float requests at least a week before these two dates.

2. I will likely be away for the October meeting due to a re-scheduled class at university. However; you will receive a report.
3. I have made several adjusting entries during the months of August and September. The adjustments were to provide a more accurate picture of monthly expenses. For example, depreciation and insurance expense will be broken into monthly charges rather than just an annual charge. In addition, the full \$72,000 was recorded as revenue in February from the casino fundraiser. Only about half of this should have been recorded since we recognize casino revenue when it's used. As a result, I will be making an adjustment to correct this. Next month, you may notice that this amount is reduced. It is only an accounting adjustment and the funds are still in our bank account.
4. We continue to have people book gym rentals in NGCL name. We recently received an invoice from the City of Edmonton for gymnastics and volleyball rentals totaling \$1400. Thankfully, all but \$35 was already paid. The person booking these rentals has apparently been doing it for a while and has consistently paid off the invoices. I would like direction from the Exec on what to do. Do we continue to allow him to book and pay even though there is always the risk that NGCL will be responsible for any outstanding bills?
5. Please note the following accounts that are over-budget (highlighted in yellow on statements)
 - a. Admin – Office Supplies
 - i. Cheques were re-ordered earlier this year and a service contract for the photocopier was also signed. Additional cheques were also re-ordered this month for one of our other accounts. I believe that last year's expenses were lower because we did not have a staff member working in the office.
 - b. Appreciation Dinner Expense
 - i. Slight over-budget and not something worth discussing.
 - c. Grounds – Power
 - i. Due to the flooding at the rink shack.
 - d. Membership Expense
 - i. Due to additional photocopying and welcome brochures that were discussed at a previous meeting. We currently do not have a budget for Welcoming Committee. Should we separate or lump together with memberships?
 - e. Soccer Expense
 - i. We are still waiting for an invoice to be paid by Dovercourt. However; the increase in expenses corresponds to an increase in revenue (ie more kids signed up than planned).

	Aug 2011	Jan - Aug 11	Jan - Aug 10	2011 Budget
Ordinary Income/Expense				
Income				
45 Plus income	0.00	267.00	0.00	550.00
Adult Activity Income	154.00	2,111.74	204.10	300
Advertising News Letter Income	0.00	1,974.05	3,481.65	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	0.00	0.00	2050
Garbage/Garage Sale Income	0.00	719.56	18.25	600
Hall Rental				
Hall Rental Damage Deposits	25.00	100.00	100.00	0.00
Hall Rental Paid	1,395.00	15,797.50	9,940.00	13,000
Total Hall Rental	1,420.00	15,897.50	10,040.00	55,550.00
Interest	14.93	115.39	6.16	300
Membership Income	95.00	945.00	495.00	6500
Office photo copier imcome	19.45	19.45	0.00	
Playschool income				
Playschool Fundraising Fees		0.00	150.00	
Playschool monthly fees		5,155.00	350.00	
Playschool income - Other	0.00	0.00	9,444.61	14,940.00
Total Playschool income	0.00	5,155.00	9,944.61	14,940.00
Soccer Income	0.00	5,217.50	4,725.00	3,600.00
Total Income	1,703.38	106,962.58	29,164.77	
Expense				
45 Plus Activities	0.00	7.35	269.93	430.00
Accounting Fees	0.00	0.00	-2,850.00	3,200.00
Admin - Bank Charges	0.00	95.33	522.03	450.00
Admin - Insurance	279.50	559.00	5,282.00	3,700.00
Admin - Licenses/Fees	0.00	481.25	998.00	590.00
Admin - Meeting Expenses	0.00	541.59	39.68	125
Admin - Office Supplies	0.00	1,007.88	341.76	750
Adult Activity Expense	131.93	1,723.57	129.18	300
Advertising Newsletter Expense	0.00	4,911.77	4,649.52	8280
Appreciation Dinner Expense	0.00	2,087.68	1,904.13	2000
Children's Program Expense	0.00	512.28	0.00	0
Family Activity Expenses	691.48	1,854.92	1,349.63	3430
Grounds-Equipment Repairs/Upgrd	183.34	803.32	505.39	31536
Grounds-Gas	40.67	953.39	1,493.08	2000
Grounds-Power	148.59	3,426.02	1,413.94	2798
Hall-equipment repairs/upgrades	567.00	1,980.19	533.54	2500
Hall - Gas	346.21	2,391.56	2,227.30	3073
Hall - Janitorial	1,010.82	7,825.45	7,594.58	12000
Hall - Power	390.62	2,978.62	2,098.52	4190
Hall - security	46.10	368.80	368.80	800
Hall - Telephone	109.28	882.87	654.32	1000
Historian expense	0.00	73.01	0.00	200
Hockey/Rink Program Expense	0.00	20.74	0.00	0
Memberships expense	306.79	501.29	169.00	195
Office Manager Payroll	381.10	6,316.17	0.00	10000
Playschool Expenses	0.00	8,691.39	9,568.82	14940
Soccer Expenses	-200.00	4,749.64	4,623.13	3,663.00
Total Expense	4,433.43	55,745.08	43,886.28	
Net Income	-2,730.05	51,217.50	-14,721.51	

Family Activities Report

Family Activities Coordinator position still vacant despite advertising in Newsletter.

Movie Nights (from Chet & Jennifer Domanski): We forgot to count the number of people in attendance, but it was a lot! We think around 40 came to see RIO. (Note: David Van Meter did a count: 32 kids and 15 adults.) We ran out of popcorn in the first half hour and were constantly using the microwave. I think we will buy the larger bag next time. Things went very smoothly thanks to Guy for having the projector in top running condition and the excellent guide book put together for us. Our next movie is a *pre-release*: KUNG FU PANDA 2, in October.

Indoor Playground (from Cara Roemmich): We kick off October 3 and meet, as usual, every Monday and Wednesday in the hall. We had a number of new parents join us last year, so I'm anticipating a good start to the year. Indoor Playground is by drop in, so we won't have an idea of numbers until we open our doors, and probably will get more when the weather turns colder. By the end of last year we had 33 families on our contact list, representing about 50 kids.

Playschool (from Cassandra Chau): We now have 13 kids: 6 four-year-olds, 7 three-year-olds. Our fundraiser is set for November 19 (a change from last update). Thanks to Guy for fixing the fallen shelf in the school (note: Guy issued a warning NOT to put any heavy items on it). Thanks to the NGCL Executive for moving forward on the new toilets so quickly

Green Shack: Program is finished for this year. From Tatjana Sopiwnyk, NGCL Liaison – from e-mail sent to Jennifer Finnigan): I was speaking with some of the girls my daughter's age (8/9) who attended the green shack program this summer. . . They really enjoyed having Doty there this summer. My children do not get a chance to interact much with the individuals who run this program, but it was great to hear from other children in our community how much they value having this program during the summer.

Porta Potty removed – though someone had taken two rolls of toilet paper and decorated some of the evergreens in the park. Bill MacDonald and I (NMK) cleaned up as best we could.

NMK completed the City's Survey on the program, on behalf of the League.

City Programs: (Marg French, David Van Meter, Natalia Krawetz): Only problems encountered were with the cooking classes. It took repeated intervention to get the kitchen and hall cleaned to a satisfactory level. Class started Monday. Hall was left in a mess on Tuesday (debris on tables and floor) and staff person was contacted by the City. Wednesday afternoon (after the class ended) Hall was found in unsatisfactory condition: garbage cans full of food waste, fridge had large spills, spills and food not swept from floor, paint/marker markings on tables. It took me an hour to clean up. Again City was contacted and I left a written directive for the staff. Friday (last day of class) I arrived just as the program was finishing so I could carefully supervise the clean up. Oven had been left on (at 400 degrees) with spills on the bottom, etc. In all, the place was cleaned satisfactorily and I dealt with the oven after it had cooled down (otherwise staff would have had to wait over an hour). As a result of this experience, **I have serious reservations of us allowing such a class in the future because it will require that we have a liaison person there each and every afternoon just before the class ends, in order to supervise clean up.**

Turkey Supper: No response to call for volunteer co-coordinating team. Will advertise in next newsletter; but if there is no response there will be no dinner.

Hall Bookings Report

- Rental Income for August 2011: \$1395.00
- August Rentals consisted of the following rentals: 4 X Wildrose Fiddlers \$650.00, 3 member rentals \$350.00 + \$375.00 + \$225.00 = \$950.00
- City of Edmonton programs ran from Aug. 2-5 and Aug.15-16.
- Total August Rentals: \$1600.00
- We had one cancellation in August.
- A "Sparks" group is now meeting at the hall on Tuesdays from 5:15 to 6:15 which makes Tuesday evenings very busy with TOPS and the regular set of meetings.
- We should look at removing clause BB from the rental contract. It contradicts what is on the front page regarding the cleaning fees. I had a renter question me on this and resulted in the hall.
- The Fiddlers have asked to swap closets with the cleaning closets next door.
- Request to put a new lock on the brown storage cabinet in the office below the sorting table.
- The Coronation School Parent Council has asked to rent the hall for the Grade 6 Grad. Is this something that we charge for? This would be a full day rental (prep would start at 9:00AM, event runs from approx. 5:00-9:00PM, out by 10:30PM).
- I have started a new job this week and will not have the time that I had previously to spend on Hall Bookings. I suggest that we start looking for a replacement so that I can pass on responsibilities to someone new.

Adult Activities Report**submitted by Rhonda Van Heyst**

- 1) Another successful Pub Night on the 16 with a total of 5 complimentary "Membership drinks" given out. We still made \$95 so are still in the black.
- 2) October Pub Night is another beer tasting event with the following ideas:
 - a) again, a free drink with your 2011/12 membership if it has not been used in September.
 - b) Wear Lederhosen to celebrate Oktoberfest and get a drink
 - c) Know all the words and sing the German National Anthem in German and have a drink.
- 3) CPR/AED course still had only 4 registrants, if there are not 10 confirmed by the 15th of October we will cancel it.
- 4) Scrapbooking on the coming weekend is sort of small numbers too, Tatjana says 7 or 8, they will still have fun. There is so much going on in September Tatjana and Melissa may think of an October weekend next year.

Card Report

- Get Well - Jim Bohun - tendon
- Thinking of you - Al Bowler
- Thinking of you - Cyril Bradshaw
- Get well from surgery - Jim Bohun
- Thinking of you - Isobel Henderson
- Get well from surgery - Autumn Adams
- Get well from surgery - Sarah Van Meter
- Thinking of you - Gordon Pratley
- Thinking of you - Al Bowler
- Thinking of you - David Beckman

Membership Report

submitted by Catherina Fraser

The door to door membership campaign ends Sept 30th, detailed summary will be reported at the October meeting.
All 29 routes are covered by a canvasser

Newsletter / Publicity Report

submitted by Frank French

Print Quality continues to be an issue with our advertisers, understandably as they're paying to get their message out. We worked with a couple of them last month and think we have improved things over the previous months and hope they'll continue to advertise with us.

We have received many compliments on the community content of the newsletter. That's been great but we can't really continue without input from the executive and the league members. The real idea of a community newsletter is the stuff that one reads in small town papers. Towards this I'd plan to solicit the community in this next issue for items for the newsletter.

I hope to be in contact with Coronation to see if they can give us school items. The letter from the principle is good but I'd rather see things like the grade ones went to the science centre and Thanksgiving turkeys were a big Draw and a pile of pictures. That gets connection up within North Glenora.

Other school reports would be good too, Westminster, Westmount Jr, Ross Shep we'll see if there are any budding reporters out there when we solicit the community.

With the idea of supporting members I was thinking that a page or more of business card ads might be a good idea. And would like to solicit ads from the neighbourhood from members who work for or own a small business.

The North Glenora Spam email appears to be working. The lost dog item and the resultant happy ending actually got a lot of response and one new subscriber. Though I would like to keep it down to a few times a month if we can, or it will become spam.

45 Plus Programs

submitted by Marg Pratley / Agnes Brennan

September 23 rd	Pot Luck Supper, Entertainment by Frank Stockall
October 28 th	Cards and Games
December 2 nd	Christmas Pot Luck, Turkey by 45 Plus. Entertainment by Allan McKort

Kitchen Keeper Report**submitted by Marg Pratley**

Inventory finished. To be compiled. No Food Preparation Certificate is needed. Caterers only.

REPAIRS NEEDED:

- Knobs on bar cupboard doors
- Screw on handle on cupboard door (where cutting boards are stored)
- Cessco appointment made and completed to clean grease trap
- Stove Filters need cleaning – Steve to remove and take to David Van Meters to clean with his pressure washer and hot water
- Check first aid kit.

CONCERNS

- Grill cleaning and seasoning. Donna pulled instructions for proper seasoning of the grill.
- Catch pan under gas burners checked and cleaned.
- Electric stove cleaning completed
- Floors under fridge, freezer and electric stove – completed

DON'T BUY

- Stir sticks, straws, plastic cutlery – plenty on hand

Schedule of Cleaning**ANNUAL PROJECTS**

- Floors under appliances (fridge, freezer, electric stove)
- Gas Stove Filters
- Grease catcher on dishwasher
- Cooler, wipe shelves
- Drink Cooler – wipe shelves
- Check bar for organization and wipe shelves
- Check first aid kits
- Check electric stove (oven) for cleaning

EVERY TWO YEARS

- Take inventory and wash shelves in cupboards and storage room

WEEKLY

- Fridge, inspect for expired food and wipe if needed
- Check catch tray under gas burners on stove, wash if needed
- Dishwasher, wipe down if needed
- Check freezer for bags of ice – dispose of unlabelled overage
- Check cupboards and drawers for organization including dish cupboard
- Check storage cupboard for organization
- Check if all Henkel items (seven) are in the blue box – sharpen as required

September 17, 2011 Community Day Pancake Breakfast**submitted by Elizabeth Turner Community Day 2011 Coordinator**

Once again – a great success!

Attendance, in terms of breakfasts served, was about the same as last year:

2010 – 154 breakfasts vs 2011 – 148 breakfasts

All the major NGCL programs (Playschool, Indoor Playground, Membership, Welcoming, Volunteering, Adult Activities, 45+, Planning & Transportation, Garage Sales, Security, Brownies & Sparks, Historical Archives, Kids' Movies Nights and Sports) were represented by table hosts, as were four NG community groups: Coronation School, Sunrise Learning Daycare, Westmount Presbyterian Church, and Unity of Edmonton. The young children even had a bounce house to keep them entertained thanks to the Indoor Playground parents.

The City of Edmonton sent along a representative with the new Walking Map of North Glenora, which seemed to draw a lot of attention. Now I know that my evening walk around our community park is 1 KM. The citywide program "Front Yards in Bloom" winners from North Glenora were announced and pictures of their award-winning yards were shown.

And let's not forget our duly elected representatives Hon. Heather Klimchuk, the Minister of Service Alberta, EPSB Trustee Christopher Spencer and ECSD Trustee John Acheson as well as hoping-to-be-elected candidates Ray Martin of the NDP and Sue Huff of the Alberta Party, each of whom graced us with a few words of wisdom and thanks for being invited to such a great event.

This event was the 4th annual pancake breakfast held in North Glenora, but the first time as part of the EFCL's coordinated "Community Day" on the same date around the city. As a result of this joint project, NGCL was fortunate to be chosen to award 2 hockey jerseys, each worth at least \$100 and donated by United Cycle, to two lucky Pancake Breakfast attendees. The winners were Andrea Laurie and Becky Twigg. In addition, EFCL sponsors provided us with a multitude of other prizes (ie lip baum, plastic balls, city facility admission passes) that were awarded to those entering the draw. A huge supply of picnic supplies (paper plates, cups, napkins, plastic cutlery) donated by REMAX helped us reduce our events expenditures this year.

The budget allocated for this event was \$450.00, based on last year's expenditures. Because we were able to reuse the signs from last year with minor modifications and the pancake griddle purchased last year, we saved \$156.35. A cash float of \$100 was used at the pancake ticket table. Our expenses were \$262.11, 96.5% of which was spent on food supplies, and 3.5% on nametags, pens & pancake flippers. The income from pancake sales was \$45.00. This income brings the whole event cost to \$217.11, which is a per-breakfast serving cost of \$1.47. Sounds like a great deal to me!

It was my honour to work with the following fabulous volunteers, who each contributed their own special touch and without whom collectively this event would not have happened:

Alex Mather
Amanda Wannamaker
Andrea Laurie
Annabelle Wallace
Anne Makarus
Beatrice Buikema
Becky Twigg
Bill MacDonald
C-Anne Robertson
Cara Roemmich
Cara Lee Stevenson
Chet Domanski
Crystal Stevenson
Danielle Gregoire
David Beckman
David Newman
Dave Van Meter
Dolores Kowalchuk
Donna Jackson
Elizabeth Chomin
Guy Sopiwnyk

Jayden Dietrich
Jennifer Domanski
Klaus Rubba
Linda Twigg
Margaret French
Marge Lilley
Michelle Logan
Michelle Schurek
Michelle Young
Natalia Krawetz
Neil Lang
Niko James
Pearl Biggar
Rhonda Van Heyst
Ryan Young
Sarah Pollard
Shirley MacGregor
Steve Twigg
Suzanne McAfee
Wayne Arthurson