



North Glenora Community League
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SIGN-OFF

Minutes for Executive Meeting held on November 15, 2011

Secretary's Signature



Donna Jackson, Secretary

Jim Bohun, Minute Taker

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

January 17 2012
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 & SIGN-OFF OF THE PREVIOUS MINUTES**
4. **FINANCIAL REQUESTS**
 - 4.1.
5. **BUSINESS ARISING FROM THE MINUTES**
 - 5.1. Adult Activities/President – Meeting with Yoga Instructor regarding conversion to NGCL Program
 - 5.2. 2012 Budgets (Ryan Young)
 - 5.3. 2012 Nominations Committee
 - 5.4. 2012 Bylaw Change (See Secretary Report – request to Frank to advertise AGM Tues Mar 13 2012 & Bylaw change)
 - 5.5. 2012 Summer Program Discussion / Selection - CRC
 - 5.6. 2012 President's Recognition Event for Executive Members
 - 5.7. Status of Revenue Canada Penalty refund (\$2500) for 2009 and Outstanding Invoice for 2010 late filings– David Van Meter
6. **CORRESPONDENCE/ANNOUNCEMENTS:**
7. **REPORTS**

7.1. President	David Van Meter
7.2. Past President	Jim Bohun – Acting Secretary
7.3. 1 st Vice-President	Guy Sopiwnyk
7.4. 2 nd Vice-President	Natalia Krawetz
7.5. Secretary	Donna Jackson - regrets
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. Buildings & Grounds	Steve Twigg
8.1.1. Kitchen Keeper	Marg Pratley
8.2. Adult Programs	Rhonda Van Heyst / Margaret French
8.2.1. AED Quality Control Policy/Procedure – Rhonda Van Heyst	
8.2.2. CRP / AED Training Financial Report to Executive – Rhonda Van Heyst	
8.3. Family Programs	Vacant
8.4. 45 Plus	Agnes Brennan
8.5. Hall Bookings	Pat Lenchuka
8.6. Historian	Andrea Laurie
8.7. Membership	Catharina Fraser
8.8. Neighbourhood Security	Pearl Biggar
8.9. Planning & Transportation	Suzanne McAfee
8.10. Publicity	Frank French
8.11. Sports	Vacant – volunteer committee member: Nelson Kibanda
9. **SPECIAL COORDINATOR & PROJECT REPORTS**
10. **NEW BUSINESS**
 - 10.1. Christmas Tree Decoration Volunteer (Set up prior to Dec 02 45 Plus Pot Luck / Take Down)
 - 10.2. Bowler Request – Natalia Krawetz
 - 10.3. 2012 VAD Catering – Natalia Krawetz
 - 10.4. 2011 Recognition for Employees – Office Support, Caretakers, Playschool Teacher – Natalia Krawetz
 - 10.5. CRC Deployment – Natalia Krawetz

11. ADJOURNMENT

NEXT MEETING: Tuesday, January 17 2012 – Have a Great Break! And Merry Christmas, Happy New Years to ALL!

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		Bill MacDonald for Suzanne McAfee	✓		
Sports Activities		VACANT			
OPTIONAL					
Kitchen Keeper		Marg Pratley	✓		
Welcoming Committee		Elizabeth Turner	✓		
Sports Committee Rep		Nelson Kibanda			
Playschool/Indoor Playgroup		Cara Roemmich			

12. CALL TO ORDER.

The meeting was called to order with Guy Sopiwnyk chairing and Jim Bohun as acting secretary. Quorum was established with 11 voting members present

13. APPROVAL OF THE AGENDA

Pearl Biggar moved the agenda be approved as presented with Agnes Brennan seconding. Motion was passed.

14. APPROVAL & SIGN-OFF OF THE PREVIOUS MINUTES

Natalia Krawetz moved the minutes of the October 18th 2011 Executive meeting be approved. Agnes Brennan seconded and the motion was passed.

15. FINANCIAL REQUESTS

There were no financial requests.

16. BUSINESS ARISING FROM THE MINUTES

16.1. Adult Activities/President – Meeting with Yoga Instructor regarding conversion to NGCL Program

- See President's Report, Item 4
- David has contacted Sherri and she is willing to work with us to run Yoga as an adult program.

Action: David requests that Rhonda and Margaret follow up with Sherri to work on the particulars.

16.2. 2012 Budgets (Ryan Young)

- -Ryan gave Pearl budgets to hand out. Everyone should have their budget and signed that they have taken them

Action: All Executive - provide new budget submissions to Ryan by Dec 15

16.3. 2012 Nominations Committee

- Purpose – canvass and create nomination list for new executive board, committee chairs for 2012/2013 term

- Positions needed: 2nd Vice President, 45+?, membership?, transportation?, kitchen keeper, hall bookings, family programs, sports,

Action: Guy (chair), Natalia to head up committee and to prepare for March AGM elections

16.4. 2012 Bylaw Change (See Secretary Report)

- Request to Frank to advertise AGM Tues Mar 13 2012 & Bylaw change in upcoming newsletters.
- This is a requirement of the AGLC and there was no discussion on the wording.

Action: Donna to prepare document for March AGM and ensure that the special resolution is filed with Corporate Registry if motion passes at AGM.

16.5. 2012 Summer Program Discussion / Selection - Jennifer Finnigan, CRC

- Choices should be selected by late January 2012 so we should provided to the City at our next Executive Meeting.
- We will ensure that programs selected do not require the use of our kitchen to avoid problems encountered in the past.
- We will ensure that we allow a free week in August for annual floor cleaning/polishing by janitorial staff.

16.6. 2012 President's Recognition Event for Executive Members

- Tentative date suggested is January 24 2012.
- Venue Suggestions: Louisiana Purchase; Sicilian kitchen; Picollino's, Cosmo's

Action: David Van Meter to confirm date, venue and arrange for email invites at least 2 weeks prior to date.

16.7. Status of Revenue Canada Penalty refund (\$2500) for 2009 and Outstanding Invoice for 2010 late filings– David Van Meter

- -See President's Report, Item 2

Action: David Van Meter to track and report back to Executive with any updates

17. CORRESPONDENCE/ANNOUNCEMENTS:

- How write a demand letter
- Flyer for John Bielech funeral
- Coronation school meeting - results review for provincial results and budget; no one attending for NGCL; 9-11:30 Nov 16; student numbers dropped; potential issues at school as some students have left; test results are poor;
 - Community League needs to be a part of the process
 - Should we have a liaison? Parent council meets Mondays at 6:30pm, sometimes the 2nd Monday and sometimes the 3rd Monday so no longer conflicts with the NGCL Executive Meeting
 - Parent council would like to send a representative to NGCL Executive meeting - Wayne Arthurson
 - **Action:** David Van Meter has invited Wayne to January 17th NGCL Executive meeting
 - Ryan is doing an assessment on the school as part of his MBA - IB program review is coming soon
- Neighbourhood Engagement Strategy meeting, Dec 1, 5 pm to 7:30 pm at Prince of Wales Armoury possible funding option;
 - **Action:** Melissa may be able to attend – she will let Natalia know
- SUNIA request for subsidy; no invitation for them

18. REPORTS

18.1. President

David Van Meter – regrets – see written report

- mail received by Agnes; request to verify employment from Revenue Canada; passed on to DVM

18.2. Past President

Jim Bohun – Acting Secretary

18.3. 1st Vice-President

Guy Sopiwnyk

- Insurance adjuster has yet to get back to us from 2011 Rink Shack flood
- Latch for pub night cupboard is purchased – pending installation
- Cupboard handle repair
- Projector can now use computer - Nov movie worked well on Friday - users can contact Guy before using
- **Action:** Follow up on some possible volunteers

◆ Jason Hewett called to offer advice on the state of our skating rink. Requested that Guy contact him as possible committee member on state-of-the-rink committee.

◆ Frederick Girard (new resident) is very interested in volunteering. Requested that Guy contact him re-potential to take over as Chair of the Sports Committee.

18.4. 2nd Vice-President

Natalia Krawetz – see written report

- Family Activities chair still vacant

18.5. Secretary

Donna Jackson – regrets – see written report

18.5.1. Cards

Agnes Brennan – see written report

18.6. Treasurer

Ryan Young – regrets – see written report and financial statement

- **Action:** All Budgets due back to Ryan by December 15 2011.

18.6.1. Grants

Melissa Logan

- Operating grant of \$8830 received from City of Edmonton

18.7. CRC

Jennifer Finnigan

- NGCL need to change the email contact for EFT (Electronic Funds Transfer) with the City – still Ben Campbell.
- **Action:** Donna to ensure form is filled out to change info to use our NGCL Office email and submitted to City.
- Jennifer is involved in process for Coronation Park redevelopment; will keep NGCL informed

- Infrastructure grants are still being decided; notification will be sent out soon

19. STANDING COMMITTEE REPORTS

19.1. Buildings & Grounds

Steve Twigg

- Furnace is on in the rink shack
- **Action:** Steve to arrange to have McKinley in to inspect and ensure the Hall Furnace for the Office/Playschool area is in good operating order for the winter. There have been numerous service calls recently. See President's report Item 6a

19.1.1. Kitchen Keeper

Marg Pratley

- Filters over the stove still need to be cleaned
- **Action:** Steve to remove and take to David Van Meter's house for pressure washing with hot water.
- Some cookware is missing from storage room and microphone is missing after Nov 6 rental - 2 day rental may be responsible? ARSAND dinner ? - play school may be using to prep for fund raiser?
- **Action:** Natalia to contact Cara to see if they borrowed items
- **Action:** Pat to follow up with recent rentals for missing items.

19.2. Adult Programs

Rhonda Van Heyst / Margaret French

- CPR / AED Training Session was quite successful - Rhonda Van Heyst
Financial Report to Executive – made a small profit - See written financial report attached
- AED Quality Control Policy / Procedure – Rhonda Van Heyst
See attached draft Policy/Procedure as prepared by Donna Jackson / Rhonda Van Heyst proposing that Kurena check AED & inventory on first day she works every month; update an inventory list in AED cabinet - secretary to check list on NGCL Executive meeting dates and report so AED condition and inventory is entered into minutes 10 times per year and any deficiencies are assigned and actioned.
Action: Donna will review process with Kurena in January 2012 and get this put into place.
- Pub night - October beer tasting a success; will repeat in Nov

19.3. Family Programs

Vacant

- Cara advises that Indoor Playground is doing well - 18 kids
- Baby gate missing - will advertise in newsletter
- Movie night was well attended with 28 kids and 12 adults
- Playschool fundraiser is on Saturday - tix \$15 from Cara
- We now have a waiting list for playschool registration
- Contacted re: Unpack and Play program - would like to offer for free; 12 week program for parents and kids
- **Action:** Cara will follow up on possibility of program for 2012.

19.4. 45 Plus

Agnes Brennan

- Dec 2 is the Xmas Pot Luck Supper

19.5. Hall Bookings

Pat Lenchuka – see written report

19.6. Historian

Andrea Laurie

- Intends to get photos at pub night and playschool fundraiser
- **Action:** Rhonda will send CPR pictures to Andreas
- Andrea would like to get some pictures for 45+ event

19.7. Membership

Catharina Fraser

- Kurena has compiled membership list; includes list of people willing to volunteer;
- **Action:** Any executive wanting a membership list can request via email to Kurena.
- Total members: 309; 1 canvasser still outstanding

19.8. Neighbourhood Security

Pearl Biggar

- Graffiti clean up pending in skateboard park
- Will put blurb in newsletter re: pet dangers in area; suspected poison bait reported

19.9. Planning & Transportation

Suzanne McAfee – Bill MacDonlad

- Traffic issues on 135 Street and 111 Avenue- still to follow up
- Suggestion to see if others have similar issues - ad in newsletter
- Sidewalk reconstruction might include traffic remediation
- New budget may delay neighbourhood renewals, but no news to date

19.10.

Publicity

Frank French

- All is going well
- Online calendar may be missing some dates
- Web page contact info - Donna - contact info is posted on website

19.11.

Sports

Vacant – volunteer committee member: Nelson Kibanda

- Soccer meetings coming up

20. SPECIAL COORDINATOR & PROJECT REPORTS

- October Garage Sale - no financial report received from Kay to date

21. NEW BUSINESS

21.1. Christmas Tree Decoration Volunteer (Set up prior to Dec 02 45 Plus Pot Luck / Take Down)

- **Action:** Guy to check to see if Kurena will do decorating again

21.2. Bowler Request – Natalia Krawetz

- Park bench request from Bowlers: family would like to get one for AI
- Parks will have to decide on whether possible to locate another bench in park
- Marg asked to see if exec would have objection - none raised

Action: Donna to send letter advising Bowlers that the NGCL Executive unanimously supports a bench for AI

21.3. 2012 VAD Catering – Natalia Krawetz

- See report attached
- May need to restructure and do an hors d'oeuvres evening to fit budget – may need volunteers
- Catered dinners will definitely be less selection than previous dinners
- Do we need to limit number of invitees?
- Can expect \$25 to \$30 per person
- Suggestions: sell guest tickets at a portion of the cost, bus to the Ukrainian hall, BBQ in May or June; may be cheaper

Action: Natalia to check on more prices

21.4. 2011 Recognition for Employees – Office Support, Caretakers, Playschool Teacher – Natalia Krawetz

- Need to give the same bonus as last year; include playschool teacher, office, caretakers
- **Action:** Donna check minutes and arrange to give the same amount

21.5. CRC Deployment – Natalia Krawetz

- CRC staff are being given extra job duties - could impact level of service to Community Leagues
- Some leagues have reported problems and EFCL is monitoring and gathering facts
- Important because CRC position is "1 point of contact" to City of Edmonton
- Should we contact our councillor?
- Half the normal staff currently; new city manager is reorganizing; Jennifer will share as more info available; no real info to share yet

Action: Jennifer Finnigan to report updates to NGCL

22. ADJOURNMENT

Natalia Krawetz moved to adjourn the meeting at 9:05 p.m.

NEXT MEETING: Tuesday, January 17 2012 – Have a Great Break! And Merry Christmas, Happy New Years to ALL!

President's Report

November 15, 2011

Action Items

- 1) I did meet with Kia and Marie. Kia indicated that at the current time he does not plan to quit cleaning the hall and that he is still able to clean the hall in the same manner that he has in the past. I discussed that due to safety issues that Marie can no longer clean at the hall, she apparently still is helping once and a while. I did mention to Kia that I have received a few complaints on the state of the hall. I asked Kia to meet with me when I return to make a list and a schedule of his duties.
- 2) I spoke with Revenue Canada regarding the appeal of the \$2,500 penalty that they had assessed us. The lady I spoke to had indicated that the normal appeal process takes 12 weeks or longer so we should not be concerned that we have not received an answer yet. She did confirm that our file indicates that they have the appeal and that it is still in the processing stage.
- 3) I have attempted to contact the lady handling our claim but have not been successful in getting her to return my calls. When I return I will contact our insurance broker and discuss the file with him.
- 4) I spoke with Sherri regarding the possibility of rolling the Yoga classes in to our adult programs. She was very open to the idea. I was not able to arrange a meeting with Sherri, only due to my schedule. I would suggest that Margaret or Rhonda contact Sherri directly to work out the details. I had told Sherri that the current rental agreement could only continue to December 31, 2011 and that we thought that it would be a very good program to offer through the league. I also had indicated that once it was a community program we would collect the money and then pay her, that she would no longer have to pay for advertising, and that we would like to see a pricing structure with a discount to members.
- 5) I have misplaced the EFCL invoice for the membership. Could Ryan please contact their office and ask for another copy and also have them change the mailing address to the hall.
- 6) Other issues:
 - a. There have been a number of problems with the furnace and McKinley Heating has been called in on October 17 when they replaced the thermo coupler, November 7 when they replaced part of the pilot igniters. Kurena called me on the 14th to report that again the heat was out in part of the hall; her husband came to the hall and reignited the furnace. As we are now in winter, it is very important that the furnace work properly. **Could Steve please look at the furnace or speak to McKinley about fixing it properly.**
 - b. I spoke with Terry Daghish regarding the snow shovelling at the hall. **She is unable to continue with the shovelling this winter so we need to locate a new person.** I was wondering if anyone knew of a young teen that might be interested in the job.
 - c. There is a meeting at the school on Wednesday morning that is open to the public regarding the plan for a number of schools that were being reviewed, including Coronation. **Everyone is encouraged to attend.** The meeting is from 9:00 – 11:30.

2nd Vice President's Report

Submitted by Natalia Krawetz

Family Activities: Chair position continues to be vacant. See separate report.

Member Inquiries:

Jason Hewett called to offer advice on the state of our skating rink. Requested that Guy contact him as possible committee member on state-of-the-rink committee.

Frederick Girard (new resident) is very interested in volunteering. Requested that Guy contact him re-potential to take over as Chair of the Sports Committee.

Marg Bowler called with the following:

- reminder to engage Terry Dagleish for snow removal
- concern that she had not received her newsletter (though the neighbours on both sides of her did)
- approval of a park bench in her husband's memory (put on as separate agenda item)

VAD 2012:

Marg French has continued to collect vases for potential decorations.

Continued to obtain catering estimates. See separate report.

Hall Bookings Report

Submitted by Pat Lencucha

I am unable to attend this meeting.

Rental Income for October was \$462.50.

- October rentals: 4 X Wildrose Fiddlers (\$650.00) + 1 Wildrose No charge rental (AGM)
1 Wedding w/ early set up and next day clean up fee (\$625.00)
3 X Yoga (112.50)
1 X Executive rental (\$87.50)
1 X Sunday Member rental (\$150.00)

Community no charge rentals included Garage Sale, Al Bowler funeral tea, CPR course and the regular monthly scheduled meetings and functions.

Total October rentals \$1625.00

It appears that we have a missing microphone, microphone cable and microphone stand. The hall was rented to Dianne and Dave Hill on November 6 and this was all supplied to the renter's on that date. They were to leave this in the A.V. room on the stage after the rental. When I went to the hall on the following Tuesday to put the microphone back in the office, I could not find any of these items. I spoke to Dianne and she was pretty sure that it was returned to the room. I have put out a mass e-mail to ask if anyone knows anything about this but no one has offered any helpful information. I am not sure if anyone else wants to try and pursue any more with the renters. We will probably have to replace the microphone package soon if no information is brought forward. I have checked again throughout this week and the microphone has not appeared.

Update: Nov 28

As an update to my report, the missing microphone and cable has reappeared mysteriously.

Still no word on the stand. I brought a stand from my work and have left it there as a donation unless the original stand shows up.

45 Plus Report

Submitted by Agnes Brennan/Marg Pratley

December 2nd – Christmas Pot Luck – entertainment by Allan McKort
January 27th 2012 – Whist Drive

Treasurer's Report

Submitted by Ryan Young

1. Please be advised that as of Nov 13th, bank statements had not arrived. Therefore, the attached statements have not been reconciled. Many expenses (electricity, phone, etc) are automatically withdrawn from our bank accounts. As a result, many of our regular expenses are not yet recorded.
2. I have budget planning documents for every line item on this year's budget. Each committee will receive documents from me tonight. They need to prepare a budget for their activities for 2012 and get it back to me by Dec 15th.
3. I will not be in Edmonton between Christmas and New Years. We need to have cheques signed during that time. I would like to know who will be available during this time.

	Profit / Loss Statement			
	Oct 2011	Jan - Oct 11	Jan - Oct 10	2011 Budget
Ordinary Income/Expense				
Income				
45 Plus income	200.00	467.00	250.00	550.00
Adult Activity Income	877.00	3,083.74	204.10	300
Advertising News Letter Income	460.00	2,770.30	4,461.00	3600
Appreciation Dinner Income	0.00	347.00	0.00	0
Casino Income	0.00	56,000.00	0.00	36000
Donations income	0.00	2,123.15	250.00	0
Family Activity income	0.00	45.00	34.00	2050
Garbage/Garage Sale Income	0.00	719.56	561.18	600
Hall Rental				
Hall Rental Damage Deposits	0.00	100.00	(25.00)	0.00
Hall Rental Paid	462.50	16,435.00	10,758.75	13,000
Total Hall Rental	462.50	16,535.00	10,733.75	55,550.00
Interest	10.01	140.33	16.26	300
Membership Income	2,740.00	7,700.00	2,760.00	6500
Office photo copier income	0.00	19.45		
Operations Grant			6,334.00	
Playschool income				
Playschool Fundraising Fees		0.00	150.00	
Playschool monthly fees	1,035.00	7,275.00	250.00	
Playschool income - Other	0.00	350.00	11,614.61	14,940.00
Total Playschool income	1,035.00	7,625.00	12,014.61	14,940.00
Soccer Income	360.00	5,577.50	4,725.00	3,600.00
Total Income	6,144.51	103,153.03	42,344.00	
Expense				
45 Plus Activities	0.00	7.35	368.80	269.93
Accounting Fees	0.00	0.00	(2,850.00)	-2,850.00
Admin - Bank Charges	0.00	108.31	519.54	527.13
Admin - Depreciation	12,030.29	12,030.29		
Admin - Insurance	279.50	2,882.50	5,282.00	5,282.00
Admin - Licenses/Fees	0.00	481.25	998.00	998.00
Admin - Meeting Expenses	0.00	541.59	139.68	139.68
Admin - Office Supplies	137.55	1,283.69	341.76	341.76
Adult Activity Expense	845.87	2,629.03	129.18	129.18
Advertising Newsletter Expense	636.67	6,574.16	5,604.60	5,604.60
Appreciation Dinner Expense	0.00	2,087.68	1,904.13	1,904.13
Community Swim	1,575.00	1,575.00	1,260.00	1,575.00
Family Activity Expenses	0.00	2,429.31	2,093.66	3430
Grounds-Equipment Repairs/Upgrd	0.00	803.32	505.39	31536
Grounds-Gas	0.00	996.07	1,493.08	2000
Grounds-Power	0.00	3,596.58	1,839.64	4798
Hall-equipment repairs/upgrades	206.49	4,606.10	533.54	4500
Hall - Gas	0.00	2,482.06	2,437.91	3073
Hall - Janitorial	991.38	9,813.40	9,283.12	12000
Hall - Kitchen Supplies	0.00	29.03	2,805.82	
Hall - Power	0.00	3,486.24	368.80	4190
Hall - security	0.00	414.90	368.80	800
Hall - Telephone	0.00	992.15	654.32	1000
Historian expense	0.00	139.02	0.00	200
Hockey/Rink Program Expense	0.00	20.74	0.00	0
Memberships expense	0.00	501.29	169.00	195
Office Manager Payroll	712.84	7,888.34	0.00	10000
Playschool Expenses	1,447.58	11,243.28	13,610.53	14940
Soccer Expenses		4,699.64	4,623.13	3,663.00
Total Expense	18,863.17	84,342.32	54,484.43	
Net Income	(12,718.66)	18,810.71		

Secretary's Report

Submitted by Donna Jackson

Period – October 18 2011 – November 04 2011

This period was short due to my vacation starting on November 5 until November 21st.

Jim Bohun, Pas President will be acting Secretary and taking the meeting minutes at the November 15th Executive Meeting.

I attended the CPR/AED Training Session on October 29, 2011 and worked on the AED Quality Assurance policy and procedure document as a result. It is important that the NGCL Executive ensure this device and associated inventory are tracked and in good operating condition. Thanks very much to Rhonda and Marg, Adult Programs for coordinating this excellent course.

Category	Description	Status
Annual Secretarial Duties - 7 hours	<ul style="list-style-type: none"> Continued with the review the accumulated updates required for Bylaws and Policies and Procedures for the Operations Manual Preparation of the bylaw change for presentation and Executive Committee approval for 2012 AGM (March 13 2012) Preparation of individual review packages for each Executive Committee member AED Quality Assurance Policy & Procedures for inclusion in Ops Manual updated 	Ongoing
Monthly Secretarial Duties – 6 hours	<ul style="list-style-type: none"> Prepared Oct 18 meeting minutes and handouts 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 Created and distributed draft agenda for November 15th Executive Meeting Office filing Correspondence regarding November 15th Agenda 	Completed for Period
NGCL Website – 2 hours	<ul style="list-style-type: none"> Post Minutes, current newsletter, contacts, current NGCL Program and Event advertisements per Summer Newsletter 	Ongoing
Communications – 1.0 hours	<ul style="list-style-type: none"> Review and Email Updates to Executive and Event co-coordinators with information related to their portfolios 	Ongoing

Card Report

Submitted by Agnes Brennan

Sympathy:

- Louise and Harvey Humbke – loss of Louise’s brother in law
- Wendy Sauve/Mark McLissac – loss of Wendy’s mother
- Joyce Stockman – loss of her brother
- Dwight Hillas – loss of his mother
- Sophie Bielech – loss of husband, John

Adult Activities

Submitted by Rhonda Van Heyst

CRP/AED Training Financial Report

AED/CPR Course: October 29 2011 10:00 a.m. – 4:30 p.m.

12 people attended, 9 from North Glenora, 2 from McQueen and one from Inglewood areas.

10 are members of their community league. Money collected as fees were :

10 X 60 = 600.00	Income
2 X 65 = <u>120.00</u>	Income
<u>\$720.00</u>	Income - Total Money Collected

Costs:

Instructor fees (including books and equipment rental	\$650.00	Expense
Coffee cream and some minor snacks	<u>14.81</u>	Expense
	\$666.81	Total Expenses
Program at end	+ \$ 55.19	Net Profit
and 12 more people who know adult CPR and AED use –	Invaluable	\$\$\$\$

1. Indoor Playground (Cara Roemmich):

Indoor playground is going strong. We have about ten regular parents between Mondays and Wednesdays, with about 18 children.

QUESTION: Also, could you please ask the board if anyone knows what happened to our baby gate? We used it to keep little ones off the stage, but it has disappeared.

2. Movie Night (Jennifer & Chet Domanski):

David Van Meter acted as co-coordinator for the show on November 11th of Madagascar 2 (as the Domanski's had a prior commitment). 28 kids and 12 adults were in attendance, many of whom were new – to the league hall (as David didn't recognize them).

3. Playschool (Cassy Chau):

Playschool fundraiser is Saturday November 19th; silent auction and pub night with bluegrass musical entertainment. Tickets are \$15 and are available from Cara Roemmich.

We now have a waiting list for the Playschool.

4. City Summer Camps:

An e-mail was sent to those heading up kid's programs and the responses were as follows:

Jennifer Domanski: My kids would love the Super Hero Kids and the Hip Hop dance programs! As with any of the city programs, I have found the success of each program has been based on the quality of people running them. We were in DinoMites two years ago and it was terrible because the staff were so unprepared.

Cara Roemmich: Usually any of the programmes are great, especially if the staff is good.

5. Unpack 'N Play:

From Anastasia Khilbrekht, Family Support Program Coordinator, City West Childcare & Community Support Society

Phone: [780-451-5691](tel:780-451-5691)

e-MAIL: anastasiia.citywest@telus.net

City West Community Support Society would like to offer a free program "Unpack & Play" at your community league next year. We have been running the program since 2008 in different libraries (mostly), schools, community centres, churches. The program is provided by City West Childcare and Community Support Society, and it is funded by the City of Edmonton.

"Unpack & Play" is a free 12-week interactive program for parents/caregivers and children (up to 5 years old). There is reading time, circle time, craft time, play time, dancing time and more (scholastic, field trip, extra materials/resources, workshops, community events etc.)

Parents get information about parenting, child development, behavior management, health, etc. Here's the link to Unpack & Play
<http://www.citywestedmonton.com/Unpack-N-Play.html>

This fall we run the program at 9 library branches (11 sessions a week).

*The fall set of sessions finishes in November. **Next set of sessions we plan to start in January 2012 (the week of the 9th).***

Schedule/Opening:

Mondays (1 morning + 2 afternoon sessions),

Tuesdays (1 morning + 1 afternoon sessions)

Wednesdays (1 morning + 2 afternoon sessions)

Thursdays (2 morning + 1 afternoon sessions)

Fridays (1 morning session)

Open for scheduling. Morning session is from 10 to 12, afternoon one is 15 to 16:30. However, the time is flexible.

If you have any questions regarding the program please e-mail me or call me [780-451-5691](tel:780-451-5691). Looking forward to hearing back from you!

PERMISSION TO PROCEED REQUESTED Cara Roemmich has offered comment: *This sounds really interesting and worth following up on. My first thought is that we can only have afternoon sessions on Mondays, Wednesdays, and Fridays because it would conflict with Playschool's ability to use the gym [large hall space] when the weather is bad, as it sometimes is in Edmonton!*

Given the wait list for Playschool and the attendance at Indoor Playground, there are definitely interested parents in our midst and it could be well received.

VAD 2012: Report on Catering

Submitted by Natalia Krawetz

Notification of Need for Budget Increase (2012)

Request to Change Eating Format to Meet Budgetary Requirements

Catering Estimates

I have attempted to get a variety of estimates for catering of the VAD 2012. While prices vary one thing is certain: costs have risen considerably and the variety of items that people are used to has to be curtailed if we are to maintain a reasonable budget.

The budget for at least the past four years has been the same: \$1700.00.

Catering \$1310.00

Other: \$447.00 (approx.)

This is now inadequate.

DECISION REQUIRED:

Before I prepare a new budget, I need a decision about whether or not to stick with the current meal format or to choose another one, because this has the biggest cost implications. (The other option is to change the venue but I believe this to be unacceptable.)

If we stick with the current meal format, then approval is required to engage the selected contractor NOW. Leaving it to the January Executive Meeting puts us under too great a time constraint as many caterers will have been booked for April by then.

Caterer	Source	Costs for 100 people	Notes
A Cappella Catering	EFCL	2354.60 (GST incl)	- includes dishwashing <u>MENU</u> 3 salads, 1 bread, 1 veg, 1 starch, 1 meat. NO dessert or fruit. Coffee for 75.
Absolutely Edibles	NMK	1795.00 + GST	- does not include on-site staff or dishwashing <u>MENU</u> Rolls, 1 salad, 1 meat, 1 starch, 1 veg - NO dessert or beverage
Cellar Door	EFCL	1651.13 (GST incl)	- incl 2 staff to serve; no dishwashing (I think) <u>MENU</u> Bread, 1 salad, 1 veg, 1 starch, 1 meat; Assorted Cookies & Mini Cupcakes, Seasonal Fruit Platter; Coffee & Tea
Dish & Runaway Spoon	EFCL	1491.00 (GST incl).	- take out only - 1 meat with starch and 1 salad
Kids in the Hall	MF/NMK	1779.95 (GST incl) - plus service charges & gratuities	- on disposables <u>MENU</u> Rolls, 1 salad, chicken, potatoes, dessert squares. NO fruit. No beverages.
Santa Maria Goretti	NMK	1837.50 (GST incl)	- take out only <u>MENU</u> : 1 bread, 1 salad, 1 meat, 1 starch, 1 veg, squares/cookies (2 ea). NO fruit. No beverages.
Upper Crust	EFCL	No Saturday catering due to maternity leave	

Bylaw Amendment for 2012 AGM Presentation

Notice to Membership:

ARTICLE 17: AMENDMENTS TO BYLAWS

Subject to compliance with the requirements of the *Societies Act*, the Bylaws shall be rescinded altered or added to by Special Resolution of the League, notice of which has been given in writing to every member at least twenty-one (21) days prior to an Annual, General or Special meeting.

Action: Advertise following in the NGCL News – Dec 2011, Feb 2012, Mar 2012

2012 Bylaw Amendment

Reason: The Alberta Gaming & Liquor Commission requests the following dissolution clause be added to all bylaws of non-profits who use gaming to raise funds.

The following Special Resolution motion will be presented at the Annual General Meeting of the members of the North Glenora Community League on March 13, 2012.

SPECIAL RESOLUTION

Change: Addition of Article 18

ARTICLE 18: DISSOLUTION OF THE LEAGUE

Upon dissolution of the Society, after payment of debts and liabilities, any assets remaining that were gained through gaming, will be donated to another charitable organization.



North Glenora Community League
Annual General Meeting
TUESDAY MARCH 13 2012 7:00 p.m.

- Election of new 2012/2013 Executive
- Selection of Committee Chairs
- Proposed Bylaw Changes
- Financial Review

We will be voting on the following Proposed Bylaw Addition by request of the Alberta Gaming & Liquor Commission:

ARTICLE 18: DISSOLUTION OF THE LEAGUE

Upon dissolution of the Society, after payment of debts and liabilities, any assets remaining that were gained through gaming, will be donated to another charitable organization.

Refreshments will be served!



Proposed new Policy and Procedure:..... Presented to NGCL Executive Nov 15 2011

North Glenora Community League AED (Automated External Defibrillation)

In 2010, the AED device was generously donated to the NGCL by long time residents and volunteers, Agnes and Jim Brennan. St. John Ambulance CRP and AED training was held in the NGCL Hall on October 29, 2011. This document is a result of recommendations from the course.

AED Location and Signage

- The AED device is located inside a metal cabinet with see-through front panel
- The AED cabinet is mounted on the wall at the front of the Main Hall to the left of the stage and AV panel
- Signage indicating this location is mounted above the AED cabinet
- The cabinet is not locked or alarmed
- A monthly condition check and inventory list is located in the AED cabinet

Policy and Procedure

The North Glenora Community League Executive will be accountable for

- the condition of the AED to ensure it remains in good operating condition
- identification and purchase of associated replacement parts for the AED
- tracking and replacement of First Aid items to keep with the AED
- a procedure incorporating regular scheduled checks and inventory to ensure the above items

DEVICE	Brand/Manufacturer	Model	Serial Number	Purchase Date	Expiry:
AED	Purchased from:				
	Purchased by:				
Replacement Parts					
Battery1	Installed in AED				March 2013
Battery2	Spare to be purchased by JAN 2013				
Pads1	Connected to AED				
Pads2	Spare				
Pads3					
Other					

*Above information will be added to the Operations Manual Appendix: **Repair & Service Provider** Company Information for the 2012 Operations Manual update. The Secretary will ensure updates to any of the above information is completed when any replacements are purchased.*

A portable case is stored in the cupboards in the AV room accessible from the stage.

AED Quality Control

1. An initial inventory will be gathered by the NGCL Secretary from the current files and documents that exist.
2. Blank forms for the ongoing inventory will be created and kept on hand in the office and in electronic format.
3. A regular monthly condition and inventory check will be scheduled and performed by NGCL Office support staff.
4. The Secretary will add the AED Check Report to the Executive Meeting Agenda Template and will report verbally at each Executive meeting, commencing November 15, 2012. The report will be recorded in the Executive Meeting minutes.
5. Any AED deficiencies will be set as action items, assigned and followed up to completion in the minutes.

AED Cabinet Inventory Control

AED / Spare AED Parts

ITEM/CONDITION Year: _____	Check Requirement
AED	The AED is in the cabinet, appears in good condition
AED Battery status (✓ for green light)	The battery indication light is GREEN
AED Main Pads (✓ for good condition)	The main pads are inside the case and connected, appear in good condition
AED Spare Battery (quantity)	Spare to be purchased by JAN 2013 before expiry of current.
AED Spare Pads (quantity)	The spare pads are located with the AED and package appears in good condition – not opened. At least one set of extra pads exist at all times
Other	
<i>Initial of Inventory Taker</i>	The inventory taker initials appear under the inventory checks
<i>Initial of NGCL Executive</i>	Secretary or delegate initials after checking for Executive report

First Aid Supplies

ITEM / Quantity Year: _____	Requirement
Non-Latex gloves	2 pair of Non-Latex gloves
Barrier Device (for Artificial Respiration)	1 new Barrier Device
Razor	1 new Razor
Scissors	1 pair scissors in working condition
Wet cleaning cloths	2 packages, sealed wet cleaning cloths (non-alcohol wet wipes)
Dry cleaning cloths (gauze)	2 packages gauze pads or equivalent for drying/covering
Other	
<i>Initial of Inventory Taker</i>	The inventory taker initials appear under the inventory checks
<i>Initial of NGCL Executive</i>	Secretary or delegate initials after checking for Executive report

North Glenora Community League AED Quality Control Information and Check Lists

DEVICE	Brand/Manufacturer	Model	Serial Number	Purchase Date	Expiry:
AED					
	Purchased from:				
Purchased by:					
Replacement Parts					
Battery1	Installed in AED				March 2013
Battery2	Spare				Purchase by JAN 2013
Pads1	Connected to AED				
Pads2	Spare				
Pads3					
Other					

Monthly Condition and Inventory Check

AED / Spare AED Parts

ITEM/CONDITION	Year: _____	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AED													
AED Battery status (✓ for green light)													
AED Main Pads (✓ for good condition)													
AED Spare Battery (quantity)													
AED Spare Pads (quantity)													
Other													
	<i>Initial of Inventory Taker</i>												
	<i>Initial of NGCL Executive</i>												

First Aid Supplies (Note: Quantity on Hand)

ITEM / Quantity	Year: _____	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Non-Latex gloves													
Barrier Device (for Artificial Respiration)													
Razor													
Scissors													
Wet cleaning cloths													
Dry cleaning cloths (gauze)													
Other													
	<i>Initial of Inventory Taker</i>												
	<i>Initial of NGCL Executive</i>												