

HIGHLANDS COMMUNITY LEAGUE

Board Meeting

November 25, 2009

Minutes

1. Call to Order

Pieter called to order the November 25, 2009 Highlands Community League meeting at 7:20.

Present: Pieter Spyker, Yvette Cioran, Rhys Bailey, Christine Bremner, Michelle Bailey, Donna McGougan, Caroline Thomson, Andrew Anderson, Cheryl Mahaffy, Claus Waver (Ace Design & Drafting), Darrell Nordell (City of Edmonton)

2. Approval of the Agenda

Motion: Christine moves to adopt the Agenda (with Ice, Website and Awards under New Business) for the November 25, 2009 meeting of the Highlands Community League. Rhys seconds the motion. All approve.

3. Approval of Minutes of Last Meeting

The minutes from the October meeting were approved with changes. Adoption of the May minutes was deferred until the December meeting.

Motion: Christine moves to adopt the minutes from the Highlands Community League meeting on October 25, 2009. Caroline seconds the motion. All approve.

Action: Pieter to locate and/or put together minutes from May meeting to be presented at December meeting.

4. Business Arising from Minutes

No business arising from minutes.

5. Correspondence/Announcements

Communication was received that the Highlands Community League was turned down for the grant application for the handicap lift.

The Royal Alexander Report was received.

6. Treasurer's Report

The updated Balance Sheet and Profit & Loss Statement are attached.

General Account Balance: \$86,293.91

Casino Account Balance: \$89,185.75

There was an error in the bank charges that has been rectified.

The money is in for the playground supervisor but is not listed on the Profit and Loss Statement as of the November meeting.

Motion: Michelle moves to adopt the November 2009 Financial Report for the Highlands Community League. Andrew seconds the motion. All approve.

7. CRC Report

CRC Notes are attached.

An Ice Making Workshop will take place this year. Next year the workshop will be hosted on the East end.

Newton has access to Newton School gym. If the Highlands Community League is interested in using the space, we can contact Newton Community League to make arrangements.

The Montrose playground and spray deck money is in place. Playgrounds can no longer be built by community volunteers. They need to be put together by approved contractors. Once completed, playgrounds are maintained by the City of Edmonton who checks it over every ten days during peak season. The water used by the spray deck is provided by the City of Edmonton.

Action: Darrell will email the Montrose playground and spray deck site plan for informational purposes.

8. Director Reports

Facilities

A lot of work has been done over the last few months. The hall is undergoing a massive clean. A sanitization station has been added and can be found over the fridge. The carpets, furnace and cabinets have all been cleaned. The sports room is yet to be cleaned and the carpets will be removed from the apartment space.

The doors have been reinforced and now have deadlocks. The only door that does not have a deadlock is the sports room. Michelle has the key to the sports room.

There was a reminder that the lounge is for general purposes and it houses a lot of different groups during the month. Nothing personal or of value should be left in the space. If items need to be left in the hall, there are safe places that can be locked.

Social

The Christmas party is set for Saturday evening at the Highlands United Church. An elf helper for Santa is needed.

Cherie Claussen sent out an email invitation to the Christmas Potluck to the member's list.

The next Pub Night is on December 11 with donations being requested for the Food Bank. Santa plans to make an appearance that evening.

Membership

Due to a recent robbery at Mandolin Books, a number of memberships that had been sold were lost. A few of the memberships were found, but because the whole box was taken, there is no way of knowing which memberships are missing. There is no direct way to make contact with those families. It was suggested that a notification sign be put up at Mandolin Books.

A membership email list has been created and is housed on Google Docs. The list also tracks individuals who would like to volunteer.

Newsletter

The current newsletter deadline is January 5, 2009.

The Newsletter group is currently discussing cost for full color advertisements and a photo contest encompassing different locations around the Highlands.

It was mentioned that a number of East communities are talking about a newsletter collaboration. More information is needed. The general consensus is that Highlands's specific news is relevant to this community, but if we could put general information in the collaborative newsletter that may be worth while. It was agreed that we would like to see our Highlands Newsletter continued.

Cherie Claussen sent out an email invitation to the Christmas Potluck to the member's list of 180 individuals. Cherie would be interested in doing an e-newsletter. An email sign up could be placed on the front page of the website.

Programs

Andrew Anderson was welcomed as the new Program Director.

Action: Christine to forward Program Director job description to Andrew.

The City of Edmonton offers a wide range of programs to community youths.

Action: Darrell to forward City of Edmonton program to Andrew.

Newton school is available for gym type activities. For more information contact Newton Community League.

Sports

The President signed papers indicating that Rhys was Soccer Director.

A ball hockey group would like to utilize the South tennis courts on all Sundays this winter regardless of weather conditions. They have their own equipment including nets, would not need access to the building or washrooms. They are or would become league members, would provide their own insurance and are willing to pay a small fee or to make a donation.

Motion: Christine moves to go forward with collecting details and bringing information back to the next meeting. Caroline seconds the motion. All approve.

9. New Business

Ice

Boyd, Olaff and another individual have offered to put in the ice this season on condition that we do the rink as well. It was agreed that they should be given an honorarium in recognition of their contribution.

The salary of an ice rink attendant was reviewed. Depending on the duties an ice rink attendant makes between \$2,000 and \$3,000 per month plus employer contributions. Worker's Compensation is an issue that needs to be addressed. The work has odd hours and requires some skill. A course is offered through the City of Edmonton.

The Highlands Community League needs to find an attendant for this coming season.

It was requested that an electrician be brought in to move the rink lights to a more useful position.

Building Review

The Highlands Community League building was reviewed by Clause Waver of Ace Design & Drafting.

Clause pointed out that the building is small and confined, not currently handicap accessible and many of its components are not up to code. If any changes occur it will require that the entire building is brought up to code which will be very costly and we are still left with a small space that may not be suitable to our needs.

The review provided by Clause Waver of Ace Design & Drafting is with Michelle.

Darrell mentioned that the City of Edmonton is planning to audit community league buildings in the near future. Currently they will pay 30% of the cost as a reimbursement. We are advised to keep close records and book keeping on the project as it may be possible to get a refund from the City.

A structural assessment is still to be done by Williams to see if the current building is strong enough to handle any updates and /or changes.

It was agreed that a Building Sub Committee should be created to discuss hall requirements for the different programs being offered. Pieter requested that ideas and visions of a new hall be forwarded to him. A specific Building Review meeting will be arranged for further discussion after all structural reports are received.

Rentals

Bookings were requested for a 21 birthday party and a New Years Party. The bookings opened up a line of discussion around general bookings.

Points of the conversation were:

- Bookings, rental fee and damage deposit must be received and deposited in advance of the rental date. Late rentals must provide cash-in-hand prior to event date.
- Rent and damage deposits for bookings needs to be increased with different rates for league members and non-members.
- Rental contract needs to be signed with a copy of the Rules and Expectations document.
- Renter must be 21 years of age.
- 3rd party liability insurance will be required when liquor is being served.
- Hall must be visited by Dawn the morning after an event with the damage deposit being used for cleaning, repairs and police dispatches during an event.
- Current rental contract needs to be reviewed and updated to reflect new rules and regulations.
- Current contract needs to be reviewed and updated.

New Rental Prices

\$100 – Community League Member

\$150 – Non Community League Member

New Damage Deposit

\$125 – No Liquor

\$250 plus 3rd party liability insurance – Liquor Being Served

Action: Christine to forward Rental Contract to committee members.

Action: Pieter to chat with Dawn about a new hall rental process and guidelines.

It was agreed that the hall would not be rented for the 21 birthday or for the New Years Party.

We are currently paying \$15/hour for the hall rental facilitator position. There is a job description that can be reviewed if necessary.

The current hall cleaner is Michelle Bailey and Mandy Geyer. Michelle would like to be updated for all rentals and any changes to the contract and rental guidelines.

Website

Yvette Cioran has taken over the position of Webmaster for the Highlands Community League from Pat Storm. She would like to create a new logo and web design for the league as well as to purchase a new domain and server contract. The benefits of paying for a server is that the options are available to offer chat, shopping carts, database and more as well as to access special reports and to have emails with the domain extension.

It was agreed that this was a great initiative and that we should move forward.

Motion: Yvette moves to go forward with buying a new domain name, contracting a server for two years, creating a logo and putting up new a website. Rhys seconds the motion. All approve.

Grounds

Michelle requested that the trees in the front of the hall be trimmed. Darrell to request the City to come out to take care of the trees.

Awards

The Highlands was awarded a plaque and the City of Edmonton is currently looking for a public spot to place it. The park on 112 Avenue and 66 Street was recommended as a non identified piece of city property in the heart of the Highlands.

10. Next Meeting

7:00 PM
Wednesday, December 16, 2009
Highlands Community League

11. Adjournment