

# HIGHLANDS COMMUNITY LEAGUE

Board Meeting  
December 16, 2009

## Minutes

### 1. Call to Order

Peter called to order the December 16, 2009 Highlands Community League meeting at 7:10.

**Present:** Peter Klassen, Rhys Bailey, Christine Bremner, Michelle Bailey, Caroline Thomson, Andrew Anderson, Lianne Traynor

### 2. Approval of the Agenda

**Motion:** Christine moves to adopt the Agenda for the December 16, 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 emailed to Yvette.

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

**Action carried forward from Nov. 25<sup>th</sup> meeting minutes:** Pieter to locate and/or put together minutes from May meeting to be presented at January meeting.

### 4. Business Arising from Minutes

HALL RENTAL – will be discussed under new business (item 9 below)

WEBSITE – Yvette designed a mock-up of a logo and website and provided to the committee for their comments via email in early December. Domain name was bought and website hosting was contracted for 2 years. Yvette has resigned, so a 2-month timeline was agreed upon to keep the project moving forward. Over the next month, potential logos will be designed and reviewed. Ad will be put in the newsletter released in early February soliciting for help with website design and logo. Key elements to be considered in logo design are: vitality, strength of community, attractive neighbourhood.

**Action:** Peter will talk to Pieter about getting access to the website and the contract, so that Yvette's work will not be lost.

**Action:** Christine to talk to Yardley Jones about designing a logo for the community league.

**Action:** Christine(?) to develop ad for newsletter

**Action:** Michelle offered to also design a logo for the community.

ICE MAKING/RINK ATTENDANTS – need new hoses as old ones have been cut.

Two local teenagers have volunteered to be rink attendants at a rate of \$15/hr.

Lynn Spyker mentioned talking to local moms about being rink attendants. Boyd England and Olaf Jensen offered to make ice, but it has been too cold. Pieter also sent around an email about someone else wanting to be involved.

### 5. Correspondence/Announcements

Christmas cards received from local politicians: Tony Caterina (Ward 3), Ed

Gibbons (Ward 3), and Brian Mason (MLA)

## 6. Treasurer's Report

The updated Balance Sheet and Profit & Loss Statement are attached. Federal playground grant in the amount of \$15,075 received. Including \$1000 - \$1500 top up from the City, the summer playground program cost the community league approximately \$1500.

General Account Balance: \$87,010.86

Casino Account Balance: \$88,942.91

**Motion:** Peter moves to adopt the December 2009 Financial Report for the Highlands Community League. Caroline seconds the motion.

All approve.

## 7. CRC Report

Darrell is not present, therefore no report is given.

## 8. Director Reports

### **Facilities**

Michelle has started clearing out and cleaning the sports room as part of her continued efforts to sort and deep clean the hall.

~ Ceiling in the downstairs bathroom repaired after old water leak. Mandy (Michelle's daughter) is now doing the cleaning of the lounge after events.

Michelle has developed a list of must – dos to guide her.

~ The heating system died mid-last week. When Michelle and Rhys came to the hall on Friday, they discovered an inch of water at the front door. An old line from the suite that had not been capped off had frozen and burst. Rhys turned the water off, repaired the major leaks, and defrosted the breaker box that had been coated with ice. Christine called Allied and got one heater working on Friday, and parts were ordered for the other (it has since been repaired). Until a plumber comes, water must stay turned off, unless needed for an event, in which case a bucket must be monitored under the leak.

**Action:** Rhys will call Riteway Plumbing to get the old line capped by mid-January.

~ The Commonwealth Society's next meeting is mid-January and will need codes to the hall.

**Action:** Michelle will provide the Commonwealth Society with their own codes in time for their next meeting.

~ Magnum Power Rentals (electrician) quoted on installing light switches for the tennis courts, the rink and the lawn bowling greens, as people have been just using the breakers. Also discussed fixing the outlets in the kitchen, so that they aren't all on one circuit, but recommended against it, based on the cost of replacing wiring behind existing walls, the fact that the wiring is consistent with the rest of the buildings, and that an inspection may result in more of the buildings wiring being brought up to code. Christine offered to look into the City's inspection requirements.

**Motion:** Christine moved the Magnum Power Rentals quote to install light switches for the outdoor lights be accepted. Caroline seconded.

~ Still waiting to hear from A.C. Williams on the building assessment.

~ Garage plans are still in the City's planning approval process.

### **Social**

The Christmas potluck was held at Highlands United on November 28<sup>th</sup> with

roughly 125 people attending the potluck.

### **Membership**

Donna McGougan was not in attendance therefore no report was given.

### **Newsletter**

The article deadline for the next newsletter is January 5, 2010, with publication expected in early February.

### **Programs**

Andrew met with Darryl to see what winter programs the city offers. Accessing their rink program is contingent on making ice and hiring rink attendants. City also offers a minimum 4-week snowshack program and a 1-day snow wonder program. Action: Andrew will talk to the City about getting the snowshack program for February and the snow wonder program for a teacher's convention day.

A deadline of January 15<sup>th</sup> was set for the community league completing what needs to be done in order to run an ice program: electrical and water repairs; people to flood ice; hire rink attendants. Rink attendants will be paid \$13/hr, must have basic first aid, must undergo a security check and will preferably be over 18 years old.

**Motion:** Peter moved on deadline and rink attendant requirements. Christine seconded the motion. All moved.

**Action:** Rhys will talk to Boyd about flooding ice.

**Action:** Christine will develop ad for rink attendants that can be emailed to community league members, Concordia College, East Glen High School, and Employment Canada.

**Action:** All executive members will talk to their contacts in the community about coordinating the rink attendants by the first week of January. Peter will set up a meeting in early January to discuss rink attendants and their supervision. Interviews will be conducted in mid-January.

**Motion:** Christine moved that the executive approve \$500 so Peter can buy 150ft of new hose and caddy. Lianne seconded the motion. All moved.

~ Andrew also talked to his neighbour about a possible art program for kids and will follow-up with her to develop a proposed program to discuss at the next meeting.

### **Sports**

Ball hockey group will start using the south tennis courts on Sundays in January, presuming that they have been flooded.

Rhys attended the NE Zone's general meeting. Soccer rates going up approximately \$4/person.

Rhys is preparing a budget for the 2010 soccer season.

## **9. New Business**

### **Building**

Discussed above

### **Rental Coordinator**

Dawn resigned with 2 weeks notice. Michelle has agreed to be the rental coordinator until a permanent replacement can be found.

Christine revised the rental agreement to reflect the decision of \$150 damage deposit for non-licensed events and \$250 for events where liquor will be served. Also added clause on third party liability insurance, and the community leagues right to enter the facility during the event and terminate if rental conditions are not being adhered to.

Decision made that only community residents can rent the hall effective January 1,

2010. Events already booked will be grandfathered until December 31, 2010.

**10. Next Meeting**

7:00 PM

Wednesday, January 28, 2010

Highlands Community League

**11. Adjournment**

Christine moved. Peter seconded. All moved.