

# HIGHLANDS COMMUNITY LEAGUE

Board Meeting

February 24, 2010

## Minutes

### 1. Call to Order

Pieter called to order the February 24, 2010 Highlands Community League meeting at 7:20.

**Present:** Peter Klassen, Christine Bremner, Yvette Cioran, Rhys Bailey, Michelle Bailey, Donna McGougan, Caroline Thomson, Andrew Anderson, Cheryl Mahaffy, Lianne Traynor, Darrell Nordell (City of Edmonton) and guest Ariel Bowering.

### 2. Approval of the Agenda

**Motion:** Christine moves to adopt the Agenda (with Tennis Presentation and Contracting Policy under New Business) for the February 24, 2010 meeting of the Highlands Community League. Andrew seconds the motion. All approve.

### 3. Approval of Minutes of Last Meeting

The minutes from the December meeting were approved with the change to Programs that it was Peter who was to talk with Boyd about flooding the ice and not Rhys. Minutes were not taken during the January meeting as quorum was not present.

**Motion:** Rhys moves to adopt the minutes, with changes, from the Highlands Community League meeting from December 16, 2009. Andrew seconds the motion. All approve.

### 4. Business Arising from Minutes

None.

### 5. Correspondence/Announcements

There were two property appeals submitted. One was a property in which none of the buildings were legal and the other was a home based business that built a garden suite and subsequently discovered that they were unable to run the home based business as a result. The community league has a policy regarding property appeals, but does not get involved unless it affects the league.

## 6. Treasurer's Report

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

General Account Balance: \$85,329.19

Casino Account Balance: \$82,661.03

The Annual Return has signatures and is ready to be filed.

For the new insurance policy, an annual events schedule is required as well as proof of insurance for each rental. The Rental Policy will need to be adjusted for the new insurance requirements. A representative from the new brokerage will do a presentation at the March meeting.

**Action:** Everyone needs to think about hall rentals for the March meeting.

It was identified that the Newsletter was currently running as an item under Programs. It was requested that the item be moved into Administration or Communications.

*Insert: Tennis Presentation – See New Business for information.*

## 7. CRC Report

What's Up in East is attached.

**Action:** Yvette to add What's Up In East to Website.

Darrell spoke about the Bin Clean Up program. It was suggested that memberships be required for trash drop off. See Social report for more information on a possible event in conjunction with the Bin Clean Up program.

Board Leadership courses are available through the EFCL. One of the courses is on March 20 which is the date of the Open House. There are other programs available. Interest was expressed in having a special workshop specifically for our league.

The Teacher's Convention Camp is March 4<sup>th</sup> and 5<sup>th</sup>. Seven to eleven children for each day would be considered a successful turn out.

The Community Investment Operating Grant deadline is April 1, 2010.

Darrell requested a group to put together a Virginia Park, Highlands and Bellevue Walking Map. A couple of example Walking Maps were passed around the table. It will take a group of four approximately one year to create the map which will be designed and printed by the City. The community pays for subsequent printing of the map. A PDF can be linked on our Website once it is created.

A Walking Map Committee was arranged with a first meeting of:

**Walking Map Committee**

6:30pm – 8:00pm  
April 22, 2010  
Upstairs Lounge  
Highlands Community League

A Walking Map Public meeting will be arranged at the Highlands Community Park that will include City of Edmonton staff, the wading pool and a large scale map for the public to mark their favourite walks and locations.

**Walking Map Public Meeting**

11:00am – 1:00pm  
June 12, 2010  
Highlands Community Park

**8. Director Reports**

***Facilities***

The President offered bouquets to Michelle for doing a marvellous job of cleaning and organizing the hall.

Unwelcome guests have been found entering the hall using the current code system. The Facilities Manager is very concerned about the safety of hall and of the individuals accessing the establishment. Peter spoke about the liability of the Executive Committee and the need to keep the door codes strictly confidential. It was recommended that policies and procedures be created and followed. That people holding the codes need to be accountable for keeping them safe and out of the hands of people who will abuse the privilege of entering the hall.

**Motion:** Andrew moves to develop a policy regarding the use the use of key codes. Caroline seconds the motion. All approve.

**Action:** Andrew, Caroline, Michelle, Donna and to create a set of policies and procedures to present to the board in March.

Michelle talked about the need to fix the ceiling in the bathroom downstairs. A quote was provided for fixing the ceiling and for painting the entire hall. A more detailed breakdown of the quote was requested. See quote attached. The matter of the ceiling was tabled to 9 C) Building Plans for 2010.

## ***Social***

Caroline has created an event proposal for a Community Junk Sale and Disposal to be held on April 23 through 25. The event takes place in conjunction with the Bin Clean Up program run through the City of Edmonton. Membership would be required for tables and dumping and available for purchase on-site. There would be an additional cost for tables. For event proposal, see attached. Caroline will print out the application and will follow up.

**Action:** Caroline will print out the application and submit it to the City for the garbage bin reimbursement available through the program.

**Action:** Rhys to call about to find good prices on garbage bins.

**Motion:** Caroline moves to accept the proposal and budget for the Community Junk Sale with a date change to May 28 and for the submission of the garbage bin grant application. Christine seconds the motion. All approve.

## ***Membership***

There were four new memberships in the last month.

It was noted that membership has been rising over the years and a large increase was noted when membership became available through Mandolin Books.

There was a conversation regarding swimming at Eastglen as well as Community League swims in general. Darrell informed the board about how the program came about and its failings. It was agreed that some relationship building needed to occur with the Eastglen pool.

The current swimming program is that each Community League member has 3 swims available to them at any Tier 3 facility. A few people have expressed the system as problematic in that when they go to a facility, then entrance staff are ignorant of the program.

Donna needs to order membership supplies. Skating tags are required as they allow skating at other community leagues. Donna expressed a dislike of the current membership benefits flyer that is provided within the membership kit. The issue with the membership flyer was tabled until 9 d) Communication Plan.

**Action:** Rhys to visit the manager of the Eastglen pool to positively reconnect the pool and the Highlands Community League and to enquire if community league swim times could be more flexible.

**Action:** Yvette to search minutes for motion that ended the community league swimming arrangement with Eastglen.

**Action:** Christine to look into current swim program and the entrance issues presented and see if there is a resolution available.

**Action:** Yvette to add a community swim poll to website.

**Motion:** Donna moves to order supplies to a cost of \$126.30. Christine seconds the motion. All approve.

## ***Newsletter***

It was agreed that the addition of colour to the front page of the newsletter was very nice. Professional photographers have been added to the contributors of the newsletter.

Newton has expressed an interest in a newsletter relationship. Newton is willing to contribute to the cost of productions for a ¼ page Newton Programs section that would be provided by Gerry Hofs.

**Action:** Andrew to forward Gerry Hofs contact information to Cheryl.

**Action:** Cheryl to enquire about delivery.

## ***Programs***

Programs are up and running with the Teacher's Convention Camp starting this weekend and the Learn to Skate running this weekend as well. An art class is in the works. Andrew is interested in having a Tennis Program through the Borden Park facility. He is also arranging for summer Movie Night with monthly movies in and out of doors during the summer.

The Programs Directors measuring stick for success is the start of a new program and sustainability.

He feels that programs and clubs are the same, falling under Programs, but that there will be times when clubs run into sports. Duties pertaining to both Programs and Sports will need to be shared between the two directors who will need to work as a team.

The Program Director requires that all programs be funnelled through him. He requires clarity in positions and duties and feels that proper board structure is good and useful. Tabled to 9 b) Review of Job Descriptions. He will put off forming a Programs Committee until further notice.

A letter was distributed by Andrew to all clubs and programs asking that a representative be present at the Open House on March 20.

The idea of having a Highlands Community Art Festival similar to the one put on in Bellevue was put on the table to gauge interest.

Andrew is thinking of putting together a Program's strategy.

**Action:** Cheryl to enquire about delivery.

## ***Sports***

The ball hockey group that approached the Sports Director did not call back and have not been heard from since the initial contact.

Soccer registration is to take place on March 20 and March 22 at the Community League. Soccer fees are \$5 less than last year while Executive Members and Coaches are to receive a 50 % discount on soccer registrations.

The league will be purchasing new shorts and socks. The end of season party will be held in the soccer field. Rhys will create a "give a-way" World Cup Schedule for each registrant. All coaches will be required to get a back ground check. The season kicks off at the end of April.

The proposed soccer budget is attached.

The ENZSA Guidelines have recently changes and need to be followed. 10 coaches are needed to be offered to other events or a heavy fine will be incurred.

**Action:** Rhys to attend ENZSA Annual General Meeting.

**Motion:** Christine moves to accept 2010 Soccer Budget as presented.  
Peter seconds the motion. All approve.

## **9. New Business**

### ***Changes to the Executive***

Pieter Spyker has stepped down due to personal reasons. The Vice President, Peter Klassen is moved into the Acting President position until the annual elections at the AGM in June of 2010.

Peter talked about his direction as Acting President with his priorities being social participation available within the community via programs, sports and events and the continued improvements to the facilities, using our current means, to house existing programs.

Peter identified that there is a lot of passionate people sitting around the table and there is a desire to see movement. He sees himself as Stewart of the Community League Building and his intention is to invite all who want to be included to sit the table. His respect and admiration goes to those who follow through and take action.

Arial Bowring was introduced as a guest by Peter. Arial works for a non-profit and has done facilitation training. She is willing to offer us an outside perspective and is available to assist in putting together job descriptions. She recommended that we take advantage of the workshops offered by the City of Edmonton and advises that we crystallize the job descriptions.

### ***Review of Job Descriptions***

Job Descriptions were tabled until the March meeting.

### ***Building Plans for 2010***

The Facility Evaluation was completed by Williams Engineering Canada Inc. and a report created (see attached).

The report says that the building is structurally sound and makes recommendation as to what items need to be look at immediately for structural integrity to be maintained.

In addition to the recommendations made by Williams Engineering, it was suggested that the heating and electrical system be upgraded at the same time and then to beautify with new carpet, paint, etc.

A conversation ensued as to the steps involved in the process required by the City for the upgrades mentioned above.

It was agreed that the decision to move forward with the recommended renovations dovetailed nicely with the previous motion to do the renovation in stages and that the recommended renovations were within our current means.

It was agreed that renovating the existing building will give a visual point, building momentum and making it easier to solidify the vision for fundraising when the time comes to put on an addition.

**Motion:** Yvette moves to contact Emery and to request a reactivation of the Building Committee and to start looking for quotes for the suggested renovation by Williams Engineering of current facility. Christine seconds. All approve.

**Action:** Peter to contact Emery about reactivation of Building Committee and quotes.

### ***Communications Plan***

A proposal was presented by Caroline (see attached) for an Open House event on March 20 that would run in conjunction with Soccer Registration from 10 until 2 pm.

The Open House event will have a number of tables with representatives from each program/group as well as a table for membership, the Executive Board and the facility plan/progress. There will be hot dogs, popcorn and drinks as well as cookie decorating for the kids.

It is hoped that community members will mingle through the tables, gathering information, becoming aware of current programs, events and volunteer opportunities within the league.

It was agreed that the services of Lady Dolphin exceeded the budget for a smaller event and would be better served at the larger Christmas or summer event.

**Motion:** Yvette moves to approve the budget for the Open House of up to \$250. Cheryl seconds. All approve.

Yvette asked for permission to use an existing filing cabinet to creating a file deposit for existing minutes and other pertinent documents.

**Action:** Yvette to use an existing filing cabinet to creating a file deposit for existing minutes and pertinent documents.

**Motion:** Peter moves to allow \$175 to purchase filing supplies for the filing on-sit of the minutes and other pertinent documents. Leanne seconds. All approve.

Further notes were presented from the Communication Strategy Brainstorming Sessions held on February 7 that included the ideas for events and fundraising and February 11 that included ideas for creating a consistent message via website, e-newsletter, newsletter and social media and information flow between the different media.

**Motion:** Yvette moves to strike a Communications Committee. Caroline seconds. All approve.

A Communications Budget was presented asking for \$1600 in total to purchase a three panel display, a table skirt, two velcro brochure holders, a newsletter holder, a vertical banner and some printing for \$600. It also asks for a budget of \$280 for 500 single sided colour "take-a-way" flyer (with the addition of "Memberships available at Mandolin Books") which are to be ready for March 20 Open House with 11 plastic brochure holders for \$30. It was also noted that the singled sided document has become double sided to include Membership information, and the budget was adjusted. The budget also allowed for a \$270 budget for a 12 month subscription to e-newsletter provider Constant Contacts.

**Action:** Andrew will look into a source for a large black display and get back to Yvette with further information.

**Motion:** Yvette moves to accept the Communication Budget as presented for no more than \$1600. Andrew seconds. All approve.

### ***Tennis Presentation***

A tennis club presentation was arranged for the Highlands Community League Executive meeting by Andrews. Doing the presentation was David Rossolatos, John Panasas, Aldo Narvez-Mendez (absent) and a helper Brittney Balogh.

The presentation talked about creating a pilot program with the support of Bellevue and Highlands that provides members of the community with the opportunity to meet, play, and socialize with other tennis players, in a recreational and competitive way. Tennis lessons for children, teens, and adults and tennis as a community sport that everyone can play was promoted.

It was preferred that the program was on our courts until a recommendation was made that the community league book space at Borden park where they tennis group is currently running a make shift program and run the program there.

**Action:** Darrell to look into possibility of using Borden Park Tennis Courts for a Community League Tennis Program.

The slide presentation that was presented is attached.

### **10. Next Meeting**

7:00 PM  
Wednesday, March 24, 2010  
Highlands Community League

### **11. Adjournment**