

HIGHLANDS COMMUNITY LEAGUE

Board Meeting

March 24, 2010

Minutes

1. Call to Order

Peter called to order the March 24, 2010 Highlands Community League meeting at 7:05.

Present: Peter Klassen, Christine Bremner, Yvette Cioran, Rhys Bailey, Michelle Bailey, Donna McGougan, Caroline Thomson, Andrew Anderson, Cheryl Mahaffy, Lianne Traynor, Boyd England, Darrell Nordell, (City of Edmonton) and guest Sandi Draper (City of Edmonton) and Terry Cazes (Hub International Insurance Brokers).

2. Approval of the Agenda

Motion: Christine moves to adopt the Agenda (with the addition of Tennis Court, AGM, Pub Night and Suspension of Communications Committee under New Business) for the March 24, 2010 meeting of the Highlands Community League. Cheryl seconds the motion. All approve. It was requested and agreed upon that the meeting be ended between 9:15 p.m. and 9:30 p.m.

3. Approval of Minutes of Last Meeting

The minutes from the December meeting were approved with the change to Programs and Sports.

Motion: Christine moves to adopt the minutes, with changes, from the Highlands Community League meeting from February 24, 2010. Caroline seconds the motion. All approve.

4. Insurance Presentation

Tabled until 7:30 p.m.

5. Proposed Audit

Tabled until Item 7.

6. Other Business

Bin Program

Contact was made with Montrose regarding the details and cost incurred by this event in the past. They indicated that the event ended up costing them more than anticipated. They have invited a proposal regarding partnership of the event. If we choose to continue with the event, we can use the Montrose lot or we could submit a proposal to use the Highlands Junior High space. It was decided not to have the bin event in the Highlands but to promote the City wide event. It was confirmed that the Trunk Sale would continue.

September 18, 2010 is Community League Day. The City is requesting community league involvement and needs details as soon as possible for advertising purposes. Montrose and Bellevue may be interested in planning a joint event.

Action: Caroline to talk with Montrose and Bellevue about a joint Community League Day event.

Bellevue has requested that we cancel our May Pub Night and support their Pub Night that month.

Motion: Christine moves that we cancel May Pub Night and support the May Bellevue Pub Night. Donna seconds the motion. All approve.

Tennis

An initial proposal including cost and demographic information was submitted and is attached. The rental of Borden Park facilities works out for all parties. More information is required if the use of casino funds is needed to run this program.

Tennis season is fast approaching and an intermediate meeting has been requested to discuss the details. It would be ideal to have a decision by the April meeting and it was suggested that the proposal be circulated early so a motion can be passed at the April meeting. It was suggested that in addition to the e-newsletter and website, having a notice in the newsletter would be good. It was finalized that a motion be passed by email and ratified at the next meeting to make the April 5 newsletter deadline.

Motion: Andrew moves for the Highlands Community League to cover the cost for four people (David, John, Peter and Andrew) to attend the Community Tennis Volunteer Workshop on April 10 at the Saville Sports Centre for an expense of \$200. Caroline seconds the motion. All approve.

Action: Yvette to create a survey moving a motion on the Tennis proposal.

Annual General Meeting

The Annual General Meeting was discussed and a date was set.

Motion: Christine moves to hold the Highlands Community League Annual General Meeting on June 9th at 7 p.m. Leanne seconds the motion. All approve.

It was noted that all positions are up for renewal every year. An Agenda will be created and distributed in May.

City of Edmonton Recreational Staff were offered for the event and accepted. A supper and family activities are held prior to the Annual General Meeting which starts at 7 p.m. at the community centre.

Communications Committee

Tabled until after the Insurance Presentation

Insert: Insurance Presentation

Terry Cazes of Hub International Insurance gave a breakdown of our Insurance, presented handout information (see attached) and answered specific questions. It was noted that our current policy expires on April 1st but that that policy has been extended for one month to obtain further information from other available markets.

- We are currently covered for Officer's/Director's insurance which covers all Executive members. In the event that a member of the board pays, it is typical for them to turn to the other board members after the fact and request fair and adequate reimbursement.
- If an event is hosted on the community league property, we are covered with liability as well as Hands & Limb insurance. If an event is being hosted off site, notice needs to be communicated to the Insurance Company and the event will be assessed for risk and insured at that time.
- All clubs using the facility on a sub-license agreement (ie. Lawn Bowling) must carry personal insurance outside of the league policy and be declared as so.
- From an insurance perspective, having a paid employee actively participate on a committee or having a paid bookkeeper married to the President is not a conflict of interest.
- When hiring, insurance is based upon the status of the person as a contractor or as an employee. A contractor is responsible for their own Worker's Compensations, Taxes and Invoicing.
- If the funds from the Tennis lessons come back to the community league then tennis participants are covered as being present at a community event.
- The City of Edmonton assumes liability at any event in which they are present.
- Renewed risk evaluations will be required for current renovations.

- It was noted that the Treasurer is very please with the current Insurance Company. Christine walked Terry out of the building.

Communications Committee

Tabled until later in the Agenda.

7. Creating Common Definitions and Understandings

Darrell welcomed Sandi Draper. Round table Introductions occurred.

According to the 2007 Highlands Community League Bylaws an audit must be done every other year by a duly qualified accountant. An inquiry was made to the reason the books had not been officially audited in recent years. It was stated that only the 2009 audit had been missed due to personal reasons on the part of the Treasurer. It was stated that prior to 2007, an official audit was not required. The Bylaws prior to 2007 were not available.

A number of auditors have been approached for the 2010 audit, but the cost is prohibitive in relation to the income made by the community league. A list of three available Accountants was presented to the Treasurer.

The Bylaws need to be revised stating that an official audit is not required every second year but that a review engagement occur when a new Treasurer is elected. During the term of one treasurer an internal audit by two board members should occur annually. The Bylaws should be reviewed and revised after the Annual General Meeting of 2010.

As the current Treasurer is stepping down, it was agreed that an official audit occur this year.

Motion: Yvette moves to have an the 2008/2009 Highlands Community League books submitted to an official auditor within two weeks of receipt of the final Bank Statement for the Fiscal Year. Donna seconds the motion. All approve.

Action: Christine to present Auditor choices at the April Meeting.

It was noted that an Income & Expense Report is made public at the Annual General Meeting in June prior to the audited signing of the Income & Expense Report.

Returned to the Secretary for filing was the 2004, 2007, 2008 and 2009 Annual Returns, the current list of directors and the 2006/07, 2007/08 and 2008/09 audited and signed Income & Expense Reports.

The meeting was "off the record" from this point forward.

8. Next Meeting

7:00 PM
Wednesday, April 28, 2010
Highlands Community League

9. Adjournment