

HIGHLANDS COMMUNITY LEAGUE

Board Meeting

April 28, 2010

Minutes

1. Call to Order

The April 28, 2010 Highlands Community League meeting was called to order at approximately 7:05.

Present: Christine Bremner, Yvette Cioran, Rhys Bailey, Michelle Bailey, Donna McGougan, Caroline Thomson, Andrew Anderson, Cheryl Mahaffy, Boyd England, Howard Lawrence, Darrell Nordell, (City of Edmonton)

2. Election of Chair

The Secretary requests that Caroline Thomson chair the meeting in the absence of the President and Vice President.

3. Approval of the Agenda

Motion: Rhys moves to adopt the Agenda (with the addition of a Monetary Donation) for the April 28, 2010 meeting of the Highlands Community League. Christine seconds the motion. All approve.

4. Approval of the March 2010 Minutes

The approval of the minutes from the March 2010 meeting was tabled until the end of the meeting (if time) or until the May meeting due to concerns raised by Caroline, Boyd and Christine.

5. Business Arising from Minutes

None were discussed at this time.

6. Correspondence/announcements

Costco is soliciting members.

7. Treasurer's Report

The Treasurer's report is attached.

Bergeron & Co. was recommended to perform the audit for the 2009/2010 financial year. The cost will be higher than initially quoted due the verification that is required on the opening balance. If we are able to submit the requested information in a timely manner, the audit may be available for the June 9 AGM.

Motion: Christine moves to engage Bergeron & Co. to perform the Highlands Community League audit for 2009/2010 financial year. Yvette seconds the motion. All approve.

Cherie Klassen has submitted her resignation. She has agreed to assist Christine with the upcoming audit.

It was agreed that a new Bookkeeper should be advertised for immediately. We currently pay the Bookkeeper \$18 per hour for approximately 120 hours per year with approximately 300 transactions for the general account and half as many for the other. Alternatives to hiring a bookkeeper include seeking an experience Treasurer available to work the necessary hours or to contract the job out to a company.

All income and expenses are to go to Christine up to the Annual General Meeting on June 9, 2010.

A Budget draft is attached, but discussions were deferred until the June meeting.

8. **CRC Report**

What's Up in the East attached.

CRC Report Attached.

Word should be in soon regarding the CSJ grant. The STEP grant came through for the playground attendants, but the amount was smaller than anticipated. Eight weeks were applied for and six weeks were received. A minimum of seven weeks is required to run the program. The last week can be staffed by one attendant instead of two which would result in one attendant at the pool and no park activities. In the past the league has subsidized the program. It was noted that a spray deck does not require an attendant.

Motion: Yvette moves to subsidize the same playground program as last year for the 2010 program. Donna seconds the motion. All approve.

It was requested that an annual budget be created for programs so that all programs can be considered equally when issuing funding.

Action: Michelle to take a look at programs and funding distribution at other leagues in Edmonton.

NPDP Workshop being offered on May 31, 2010 at Queen Mary Park.

Action: Yvette and Michelle to attend NPDP workshop on May 31 with Darrell Nordell.

The Walking Map Committee is moving forward nicely. Information and a survey will be placed in the upcoming Highlands/Bellevue Highlights.

The Lawn Bowling garage has been approved by the City.

311 is the contact number for tree removal or problems.

Stantec has been contracted to do hall assessments, but because we've already had an assessment, we do not require another.

Action: Darrell to submit Williams Engineering Canada Inc. report to Michelle.

9. Director Reports

a) Facilities

Report attached.

A number of issues were raised including cutting of trees, work to the facility, health and safety and fire permits and a Centennial Garden. It was agreed that Michelle move forward on the recommendations brought forth in the Facilities Report and to get quotes.

Action: Michelle to contact Meagan regarding poplars on the South side of building, to purchase a tether ball, to invite Garden Club to do a Centennial Garden, to hire a part-time cleaner/ maintenance person on a grant program, to make best efforts to comply with health and fire codes, to create safety manual handbook for all groups using food in the hall and to find a solution for the storage of the snow blower and BBQ.

Action: Michelle to get quotes for adding a handrail to the North side of deck and to paint the light posts.

Action: Darrel to inquire about five picnic tables for the park and a garbage can for 113 Avenue.

Action: Caroline to arrange a social event for painting the garden shed.

b) Social

Report attached.

Volunteers are required for the AGM on June 9.

Pancake Breakfast is set for July 24 from 9 am to 11 am.

Motion: Caroline moves that the league sells hot dogs, popcorn, juice and pop at the Highlands Street Festival on May 29. Michelle seconds the motion. All approve.

Motion: Caroline moves to contribute \$60 to the Highlands Street Festival advertising. Rhys seconds. All approve.

Action: Caroline to arrange for hot dogs, popcorn, pop & juice at the Highlands Street Festival and to coordinate with webmaster for volunteers and event announcements.

c) Membership

Report attached.

A membership definition sheet needs to be created for Mandolin Books.

If an individual moves out of our area, we do not have to send money to their new league. It is only when an individual living in another community buys a community league membership from us that we need to reimburse their community league.

There is not much information in the Bylaws regarding membership and it is recommended that policies and procedures be written around the topic to ensure clarity.

Donna requires a list of events where a membership table is required.

Donna will be stepping down as of June.

Motion: Donna moves to accept definitions and price adjustments as written in the Membership Report. Christine seconds the motion. All approve.

Action: Donna to create a membership definition sheet to give to Mandolin Books.

d) Newsletter

Report attached.

Colette has offered her resignation. She will be available to assist in training a new person. A number of positions are available and need to be filled including Newsletter Designer, Newsletter Distribution Coordinator and Advertising Coordinator.

It was recommended that a recognition chart be created for volunteers who are departing. The idea was tabled to the May meeting.

Action: Cheryl to arrange a farewell for Colette.

Action: Cheryl to work with Linda Blanchett of Diva Communication to design a new template for the Highlands/Bellevue Highlights newsletter.

Newsletter options are to make the newsletter a perk of membership and to sell them for a token fee at Mandolin Books.

e) Programs

Report attached.

Howard Lawrence submitted a request for \$5,000 to support a Highland's Bellevue Adult Hockey Team. The board did not feel that this was a priority at this juncture but are open to receiving more information.

A tennis program proposal was presented and is attached.

Motion: Andrew moves to accept the tennis proposal as presented. Cheryl seconds the motion. All approve.

f) Sports

Report attached.

Rhys is planning the “end of season” celebration. There are 125 kids registered for soccer and 50 others are going to other teams. Highlands and Eastglen schools have been very helpful in keeping the fields up.

Motion: Rhys moves to remove posts on south Highlands Junior High soccer field. Christine seconds the motion. All approve.

The skating rink is falling apart and either needs to be made safe or torn down. It is dangerous for children to be playing soccer in the enclosure of the rink. This is a decision that can be put on the 2010 AGM Agenda.

g) Fundraising

Boyd and Laura are resigning from the Fundraising Committee.

Together, they have drafted a Fundraising Plan that will be made available to the next Fundraising Director.

A professional fundraiser could run approximately \$35,000. Peter Baker lives in the community and may be willing to offer some assistance.

h) Building

Report attached.

A Building Committee representative was not available, but a report was presented by Michelle.

Fundraising needs to be a priority.

i) Communications

Motion to suspend the Communication Committee and reports for March and April were tabled until the May meeting.

It was noted that mention of April Pub Night was not published in the e-newsletter and therefore it was requested that the entire board proof the e-newsletter 7 days prior to distribution.

Action: Yvette to distribute e-newsletter seven days in advance for all Board members to proof.

10. New Business

a) Donations to Vanderwells

It was noted that the Vanderwells' were not in need of assistance at this time.

b) Job Descriptions

Job descriptions were handed over to the Secretary.

c) Walking Map

Discussed in the CRC Update.

d) Playground & Spray Deck

Tabled until May meeting.

e) Monetary Donation

Motion: Christine moves to donate \$200 to the Northern Lights Wheelchair Basketball Association. Cheryl seconds the motion. Christine, Yvette, Rhys, Donna, Caroline, Andrew, and Cheryl in favour. Michelle opposed. Motion approved.

11. Next Meeting

7:00 PM
Wednesday, May 26, 2010
Highlands Community League

12. Adjournment