

HIGHLANDS COMMUNITY LEAGUE

Board Meeting

May 26, 2010

Minutes

1. Call to Order

The May 26, 2010 Highlands Community League meeting was called to order at approximately 7:05.

Present: Peter Klassen, Christine Bremner, Yvette Cioran, Donna McGougan, Caroline Thomson, Andrew Anderson, Leanne Traynor, Cheryl Mahaffy, Boyd England and Tom Bremner.

Point of Personal Privilege

The Treasurer presented a Point of Personal Privilege.

When hiring on an "employee basis" there is a three hour minimum plus WCB, CPP and EI which is paid by the employer. When hiring on a "contract basis" the employee takes care of WCB, CPP and EI, but a proper invoice is required for payment.

Policies and Procedures are required for the hiring process and Code of Conduct.

Clarification is needed for the Health and Safety permit.

Action: Facility Director (Michelle) to approach the current Cleaning Staff (Kellie) about changing the pay schedule to be monthly instead of bi-monthly.

Motion: Social Director (Caroline) moves to pay the Cleaning Staff (Kellie) for her services to-date as agreed at her hiring with the understanding that the cleaning staff salary will be revisited before signing on another cleaning person. Cheryl seconds the motion. All approve.

Motion: Volunteer Director (Leanne) moves that prior to hiring an employee/contractor an agreement/contract be created and approved by the board prior to the start date. Donna seconds the motion. All approve.

Action: Secretary (Yvette) to set up and distribute to the board for approval an agreement/contract with a monthly pay schedule.

2. Approval of the Agenda

Motion: Volunteer Director (Leanne) moves to adopt the Agenda for the May 26, 2010 meeting of the Highlands Community League. Caroline seconds the motion. All approve.

3. Approval of the March & April 2010 Minutes

The approval of the minutes from the March and April 2010 meeting were approved as amended.

4. Business Arising from Minutes

Past President (Howard) attended the April 2010 meeting and expressed an interest in heading up the Nominating Committee. The item needed further discussion and was tabled. Upon revisiting it was agreed to approach Past President (Howard) to form a Nominating Committee.

Motion: Newsletter Director (Cheryl) moves to approach Past President (Howard) to form a Nominating Committee and to actively seek nominees for the AGM. Caroline seconds the motion. All approve.

Action: President (Peter) to speak with Howard about forming and leading a Nominating Committee.

Newsletter Director (Cheryl) attended a Building Boards – President, Treasurer and Secretary Workshop and recommends it for the new Executive as soon as possible after the elections.

5. Correspondence/announcements

Casino paperwork handed off to Secretary (Yvette).

Record Keeping for Annual General Meeting handed off to Secretary (Yvette).

6. Carmen Lawrence – Walkability Update

Member (Carmen) was not present.

7. Treasurer's Report & Audit Update

Treasurer (Christine) was not present for this portion of the meeting.

The May Profit and Loss Detail Report as well as the STEP Application and Agreement are attached.

8. CRC Report

No Report.

CRC (Darrell) was not present.

9. Director Reports

a) Facilities

Report attached.

Facility Director (Michelle) was not present.

b) Social

Bonnie Doon is sponsoring a jester/wizard for 45 minutes of entertainment at the Pancake Breakfast.

Social Director (Caroline) was provided with \$100 as a float for the Street Festival.

Motion: Social Director (Caroline) moves to purchase food supplies to an amount of \$400 for the upcoming Street Festival and the AGM. Cheryl seconded. All approved.

Motion: Social Director (Caroline) moves to find volunteers to babysit children at the AGM. If two people are not available to babysit, the motion is extended to hire a City of Edmonton to a maximum amount of \$200. Leanne seconded. All approved.

Staying Local was a concept that was talked about for supplies such as hot dogs and coffee. Upon request, Mandolin Books is available to provide coffee.

c) Membership

No Report.

d) Newsletter

Report attached.

e) Programs

No Report.

f) Sports

Report attached.

Soccer Director (Rhys) was not present.

g) Fundraising

No Report.

h) Building

Report attached.

Building Director (Emery) was not present.

i) Communications

Report attached.

10. New Business

a) AGM Preparations

The current roster was reviewed. Open positions and possible candidates were discussed. There was discussion about reviewing and making changes to the list of Directors prior to the AGM. It was agreed that the current list of Directors could be altered to make a more effective board.

Action: Secretary (Yvette) to send current list Directors to the board for review.

Action: Board to send recommendations to President (Peter).

Action: President (Peter) to compile recommendations and submit a motion to change the Bylaws at the AGM.

It was agreed that the Bylaws in general should be reviewed with changes to be made at the 2011 AGM.

Having a secret ballot was discussed as a possibility if there are multiple candidates per position but put aside as not required.

Action: Membership Director (Donna) and Secretary (Yvette) to capture attendance list and to sell memberships.

b) Annual Report and Presentation

President (Peter) will do an overall report for the Board.

An Annual Report template was presented by the Secretary (Yvette) - see attached. A limited number of reports will be copied. The report can be made available online.

Action: Directors to send reports to Secretary (Yvette), to be included in Annual Report.

Action: Secretary (Yvette) to create Annual Report and post online.

c) Website Advertising Rates

May website and e-newsletter stats and advertising rates were presented (see attached).

Motion: Fundraising Director (Boyd) moves to accept advertising rates as presented. Cheryl seconded. All approved.

d) Playground & Spray Deck Survey

Secretary (Yvette) is interested in doing a community needs assessment in relation to the Highlands Community Park. CRC (Darrell) offered Montrose's surveys which were modified for the Highlands (see attached).

The intent is to move forward with the survey this summer in an effort to be that much closer to "shovel ready". Being "shovel ready" was a requirement for grants offered through Canada's Economic Action Plan.

Action: Secretary (Yvette) and Facility Director (Michelle) to attend the NPDP seminar on May 31 at Queen Mary.

Action: Secretary (Yvette) to find out how long the survey is good for and report back to the board.

11. Next Meeting

Annual General Meeting
7:00 PM
Wednesday, June 9, 2010
Highlands Community League

12. Adjournment