

# HIGHLANDS COMMUNITY LEAGUE

Board Meeting

June 16, 2010

## Minutes

### 1. Call to Order

The June 16, 2010 Highlands Community League meeting was called to order at approximately 7:010.

**Present:** Rhys Bailey, Yvette Cioran, Michael Grant, Michelle Runnett – Bailey, Andrew Anderson

### 2. Approval of the Agenda

**Motion:** Program Director (Andrew) moves to adopt the Agenda for the June 16, 2010 meeting of the Highlands Community League with changes. Secretary (Yvette) seconds the motion. All approve.

### 3. Approval of May 2010 Minutes

**Motion:** Secretary (Yvette) moves to approve the May 2010 Minutes as amended. Membership Director (Michelle) seconds the motion. All approve.

### 4. Business Arising from Minutes

Clarification and confirmation of current status is required from Capital Health regarding the Health and Safety permit.

Clarification is required on contractor vs. employee contracts and/or agreements. The board needs to ascertain the Treasurer's (Gord) experience, preferences and time commitment to move forward on employee/contractor issue as well as the hiring of a Book Keeper.

**Action:** Secretary (Yvette) to ascertain experience level, preference and time commitment of Treasurer (Gord)

**Action:** Secretary (Yvette) to contact WCB, EFCL and the Federal Government to obtain employee vs. contractor information.

It was requested that the title of specific individuals be used in the minutes vs. full names.

### 5. Orientation

Secretary (Yvette) distributed orientation packages including league information, building codes, GoogleDocs login information and contact information for other board members as well as 2007 Bylaws and the May 2010 Minutes.

**Action:** Secretary (Yvette) to archive April 2007 Bylaws and ensure that only the June 2007 Bylaws are posted publicly.

Cam Traynor accepted the post of Communication Director.

## 6. Correspondence/Announcements

Program Director (Andrew) to possibly attend the Risk Management Workshop on June 17.

The hiring of two playground staff has been confirmed with CRC (Darrell).

Four tickets have been received from the Telus World of Science that are to be used for a give away at an event.

Northlands issued an invitation to their Open House entitled Star Wars Night on June 26. It was suggested that a relationship be formed with Northlands and that we request donations.

## 7. Audit Update

Bergeron has been contacted and the contact information has been updated. The books are expected to be ready by the end of June. The Treasurer (Gord) or Secretary (Yvette) will pick them up.

A cost analysis of a yearly audit vs. bi annual audit needs to be prepared for the Executive in order to make a decision.

**Action:** Secretary (Yvette) to call out to community for internal auditors.

## 8. New Business

### a) Budgeting

The new Executive agreed that an overall budget needs to be created allowing Directors to work within his/her scope of work without having to approach the Board with each request. This action empowers Directors to make decisions based on a league mandate and encourages ownership and fiscal responsibility. Having two Officers sign and the treasurer writing checks ensures that fail safes are in place.

**Action:** Treasurer (Gord) to work out budget with each Director and to present overall budget to the board for approval in September.

### b) Membership & Community Drop In

Membership is down compared with other years. Last year, the league did not canvas door to door, but had memberships available at Mandolin Books. Mandolin needs to be approached if we would like to continue selling memberships through them.

In an effort to increase memberships, community awareness and communications, Membership Director (Michelle) has committed to opening the hall Tuesday mornings and Thursday afternoon/evenings for a trial period during the summer. Beverages, snacks and a canine cooling station will be available as well as league, group and club information.

**Action:** Membership Director (Michelle) to ask for donations of stereo, books and other items for hall.

**c) Grounds Person**

Michael has been approached to care for the league grounds which would include mowing, cutting back trees and keeping the grounds tidy. It is approximated that it would take 6 – 10 hours to cut the property lawn and felt that our current mower would not do the job.

It was suggested that a service do a first cut and Michael continue with up keep after the initial cut. It was agreed that a riding lawn mower would be a good investment but more information is needed to make a decision.

**Action:** Membership Director (Michelle) to research riding lawn mower and return to the board with cost vs. benefit.

**d) Playground Attendant**

The President (Rhys) has been in touch with CRC (Darrell).

**Motion:** Program Director (Andrew) moves to hire two leaders at Highlands Park for summer 2010 programs. Both a Wading Pool Leader for 7 weeks plus 1 week of training (9 weeks) and a Playground Leader for 8 weeks plus 1 week of training (9 weeks) will be placed at Highlands Parks. Highlands Community League recognizes that the City of Edmonton will continue to supply top up dollars and subsidize Highlands Community League for the grant shortfall that happened this year. Highlands supports up to \$2,500 out of community pocket expensive to run a successful summer 2010 program. Michelle seconds the motion. All approve.

**e) Volunteers**

Volunteers are required for the Pancake Breakfast on July 24, the Community League Day on September 18 and the Casino.

**Action:** Secretary (Yvette) to put out call for volunteer in the e-newsletter and to speak with Shannon.

**9. Next Meeting**

Annual General Meeting  
7:00 PM  
Tuesday, September 14, 2010  
Highlands Community League

**10. Adjournment**