

Agenda
The North Glenora Community League Executive Meeting
Tuesday, April 17, 2007

1.0 CALL TO ORDER. Establish Quorum (7) for any Motions required.

2.0 APPROVAL OF THE AGENDA

3.0 APPROVAL OF THE PREVIOUS MINUTES

4.0 FINANCIAL REQUESTS

5.0 BUSINESS ARISING FROM THE MINUTES

- 5.1 Volunteer Appreciation Dinner: Dave Beckman/Natalia Krawetz
- 5.2 April 1st Picnic: C-Anne Robertson
- 5.3 Disposition of Unused Sports Equipment: ?
- 5.4 Playschool: Dave Beckman/Natalia Krawetz
- 5.5 Orientation Session: C-Anne Robertson
- 5.6 Task Force on Hall Refurbishment: Natalia Krawetz
- 5.7 Treasurer's Workload: Dave Van Meter/Sean Harding

6.0 CORRESPONDENCE/ANNOUNCEMENTS: C-Anne Robertson

7.0 REPORTS

- 7.1 President's Report: C-Anne Robertson
- 7.2 1st Vice-President: Vacant
- 7.3 Vice-President: David Beckman
- 7.4 Secretary: Natalia Krawetz (report appended) - Card Report: Agnes Brennan
- 7.5 Treasurer's Report: Dave Van Meter
- 7.6 Community Service Representative: Una Bryce

8.0 STANDING COMMITTEE REPORTS

- 8.1 Buildings & Grounds: Marg Bowler
- Kitchen Keeper: Marg Pratley
- 8.2 Family & Adult Programs: Vacant
- 8.3 45 Plus: Agnes Brennan/Marg Pratley
- 8.4 Hall Bookings: Dave Salmon (report appended)
Motion re-Rental Agreement? (see report)
- 8.5 Historian: Marge Lilley
- 8.6 Membership: Harvey Humbke
- 8.7 Neighbourhood Security: Pearl Biggar
For Discussion: The Crime Prevention Unit is soliciting topics of concern at the division level for local presentations during Crime Prevention Week (May 13 – 20). If interested, we are to reply ASAP to Constable Jeannie Peeters, 421-3425).
- 8.8 Planning & Transportation: Bill MacDonald
- 8.9 Publicity: Donna Jackson
- Welcoming Committee
- 8.10 Sports: Vacant

9.0 SPECIAL COORDINATOR'S/PROJECT'S REPORTS

- 9.1 Coronation School Liaison: Bev Dietrich
- 9.2 Casino: Bill MacDonald
- 9.3 Garage Sale Concession: Agnes Brennan
- 9.4 Pitch-In: ?
For Discussion: Clean up of the Rink Shack room in which the archives are stored.
- 9.5 Gardens/Parks: Natalia Krawetz

10.0 NEW BUSINESS

- 10.1 Insurance Appraisal: Natalia Krawetz
For Discussion/Decision: *The EFCL has recommended a different insurance company than the one we currently have. If we choose to stay with our current company, we need to have our buildings (and possibly chattel) appraised as soon as possible because of rising construction (hence replacement) costs. That appraisal will cost \$500.00 (\$800.00 with chattel). Our last appraisal was 1991. If we switched companies to the one EFCL recommends, there is no cost for appraisal. Which company do we choose?*
- 10.2 North Glenora Women Proposal: C-Anne Robertson (attached)
- 10.3 Family Dance Proposal: C-Anne Robertson

NEXT MEETING: Tuesday, May 15, 2007

11.0 ADJOURNMENT

Executive Calendar

Apr 01	Deadline: Wild Rose Foundation Grant &	
Apr 02	Deadline: Community League Operating Grant	
Apr 04	Deadline: City of Edmonton Maintenance / Renovation Grant	
Apr 15-21	National Volunteer Week	
Apr 20-22	EFCL Talent Show -	

TBA	Nominations: Wild Rose Volunteer Awards (Provincial)	
Mar / Apr	Spring/Summer programs planning / advertising – Garbage Fair	Program Chairs / Publicity Garbage Fair Liaison
Mar / Apr	New Executive List to EFCL & COE CRC Coordinator Notify Gaming Commission, VOXCOM Notify Corporate Registry (new Exec. List & Financial Report)	Secretary / President Secretary/ Treasurer
Mar / Apr	Annual Update Policy and Procedures Manual	1 st & 2 nd VP & Committee if required
Apr	City of Edmonton NPDP Workshop (Parkland Development Projects)	COE – CRC Bldgs & Grounds (Planning & Parks Dev)
Apr	Financial Committee Budget Review	Treasurer/1st & 2 nd VP
Apr 14	Volunteer Appreciation Dinner	1st & 2 nd VP / committee
Apr	Summer playground program planning	CRC / Children's Programs
Apr	Grounds spring clean-up/Pitch-In Day advertising – same day as Garbage Fair	Bldgs & Grds / Publicity
Apr	Spring/Summer programs & Sports underway – advertise as required	All Programs/Sports/Publicity
May 01	Deadline: Alberta Sport Recreation Parks & Wildlife Foundation Grant (Provincial)	
May 31	Deadline: ARPA Awards Deadline	
May	City of Edmonton Sports field & Playground Conservation & Hard Surfacing Repair – Identify to CRC – Sports field lining	COE – CRC Bldgs & Grounds (Planning & Parks Development)
May	Garage Sale	Garage Sale Liaison
May	Grounds spring clean-up/Pitch-In Day Garbage Fair	Buildings & Grounds Garbage Fair Liaison
Sat May 19 Sun May 20	2007 NGCL CASINO – WEM Palace Casino	All League Exec/Members
May	City of Edmonton Annual Grants: NPDP APPLICATION DEADLINE	COE – CRC / Treasurer / Bldgs & Grounds (Parks)
May	City of Edmonton Annual Grants: Confirmation of Grants	COE – CRC / Treasurer / Bldgs & Grounds (Parks)



North Glenora Women (**Attachment for item 10.2**)

Living, learning and laughing in our community

Goal: to build and support healthy relationships between North Glenora women thereby fostering a strong, vibrant and safe community in North Glenora

Program: a monthly series of events for North Glenora women on various topics which would create opportunities for all women in our community to build and maintain relationships through conversation, activity and personal growth opportunities.

Event Ideas: women's health issues, recipe exchange, female comedians, balancing your life, female friendly resources in Edmonton, a handy-woman's guide to home renovation, women at work, physical fitness & personal safety for women, women learning from women, creative collages for personal growth, pets as partners in our life's work, living in a booming economy, the mars/venus relationship – oh those men!

Budget Considerations: programming would be provided at minimal or no cost for participants by calling on the expertise of women living in North Glenora and their female contacts. Coffee/tea and treats would be sold on a cost-recovery basis.

Scheduling: Use of Community Hall one Saturday morning a month until noon for the main event which could run from 9:30 – 11:30 a.m. Any smaller break out groups that emerge would arrange hall use on an ad hoc basis.

Opportunities for volunteerism: Young women from puberty (that magic age of womanhood) to age 18 could be considered as North Glenora Women in Training (NGWT) and be provided with opportunities to volunteer such as babysitting for events or serving refreshments, or cleaning up, or taking registration information.

MINUTES
The North Glenora Community League Executive Meeting
Tuesday, April 17, 2007

- 1.0 **CALL TO ORDER** by C-Anne Robertson at 7:04 p.m. Quorum was established.
- 2.0 **APPROVAL OF THE AGENDA**
Motion to approve the Agenda as written, by Donna Jackson, seconded by Harvey Humbke. Carried.
- 3.0 **APPROVAL OF THE PREVIOUS MINUTES**
Motion to approve the Minutes of the previous meeting, by Bill MacDonald, seconded by David Van Meter. Carried.
- 4.0 **FINANCIAL REQUESTS**
For the Garage Sale concession a request for \$400.00 by Pearl Biggar.
- 5.0 **BUSINESS ARISING FROM THE MINUTES**
 - 5.1 **Volunteer Appreciation Dinner:** Natalia Krawetz
The dinner was attended by 90 people. It was very successful and considered well-organized; people particularly enjoyed the interactive activities. Total expenses were \$1,644.05 bringing it in under its allotted budget of \$1,700.00. See attached report.
 - 5.2 **April 1st Picnic:** C-Anne Robertson
This is the first time this informal event has been offered. About 25 people dropped in. An accounting of the expenditures is pending.
 - 5.3 **Disposition of Unused Sports Equipment:** C-Anne Robertson
ACTION: C-Anne will contact Corwin McCullagh to determine the status of disposition.
 - 5.4 **Playschool:** Natalia Krawetz
Maki Blazewski who is serving as the contact for those interested in a community-run Playschool has only received one call of interest to date, in response to the ad run in our Newsletter. However, Roma Paul (Coronation School) passed on two more names. Maki is hopeful that a Playschool could be started in the fall of 2008. Meanwhile, Dave Beckman intends to approach the new owners of Little Treasures Daycare (Coronation School) to determine their interest in using our Playschool space. **ACTION:** Donna Jackson will continue to run the Playschool ad for the next several months.
 - 5.5 **Orientation Session:** C-Anne Robertson
Scheduled from June 2 from 9:00 to 3:00 p.m. The group asked that Corwin McCullagh be invited because of his future-oriented ideas about use of the Rink Shack and grounds. **ACTION:** C-Anne to invite Corwin.
 - 5.6 **Task Force on Hall Refurbishment:** Natalia Krawetz
Donna Jackson agreed to serve on the Task Force.
ACTION: Buildings and Grounds, 45 Plus, and Historian Committees will give Natalia the names of the representative from their respective committees for this Task Force. A date will be established for the first meeting in May. The difficulty and danger of moving the bar fridge was noted at the Volunteer Appreciation Dinner and the matter of investigating of a piano frog (special form of casters) will be added to the Task Force list.
 - 5.7 **Treasurer's Workload:** David Van Meter
This issue will be tabled for a later date, once David has had a chance to get a better understanding of the tasks related to this role.
- 6.0 **Correspondence/Announcements: C-Anne Robertson**
Report of upcoming Girl Guides activities (April 16 marks the start of their selling cookies; April 25th is the last meeting), to be filed. The following items will be posted on the bulletin board:
Thank You card from Shirley Kaley about the Volunteer Appreciation Dinner;
Information about Cityfarm (a nearby venue about food, animals and environment that offers activities);
April 2007 Monthly Minders;
Pilgrims Progress newsletter (hospice).
- 7.0 **REPORTS**
 - 7.1 **President's Report:** C-Anne Robertson
Efforts are underway to find a Grants Coordinator.
Marg Bowler asked if the Executive would be in favour of having a young couple organize and supervise a monthly dance for teens. Considerable discussion followed. While everyone is in favour there are concerns about the risk of crashers, and the problems of monitoring alcohol and drugs. Marge Lilley suggested the need to hire an off-duty police officer for such events. Donna Jackson suggested we wait until the neighbourhood constables are in place. David Van Meter suggested activities that are not normally associated with drugs and alcohol (e.g., swimming). C-Anne suggested that we try for just one event, first, because many volunteers find the prospect of having to organize a year's worth of events too daunting.
We have received two STEP grants (one listing Marg Bowler and the other, C-Anne as contact) **ACTION:** C-Anne will investigate to ensure this is not a duplication.
 - 7.2 **1st Vice-President:** Vacant
 - 7.3 **2nd Vice-President:** David Beckman Absent. No report.
 - 7.4. **Secretary:** Natalia Krawetz
Report appended. The following were circulated and copies are available on request:
Results of the Survey from the Volunteer Appreciation Dinner (April 14, 2007)
Minutes of the Annual General Meeting (March 13, 2007)
President's Address to the Annual General Meeting (March 13, 2007)

- Card Report: Agnes Brennan
The following cards were sent:

Card Type	Recipient
Thinking of You/Get Well	Marg Pratley Don Reynolds Mabel Hall Lil Steward
Thinking of You	Una Bryce (husband's surgery)
Thinking of You/Missed You at Volunteer Appreciation Dinner	Barry Mohl (honouree)
Congratulations	Lea and Tom Reiter (on becoming grandparents, with the birth of their grandson)

- 7.5 Treasurer's Report: Dave Van Meter
Signing authorities have been completed at both TD Canada Trust and RBC.
The main expenditures since the last Executive meeting related to soccer fees, the swimming contract at MacEwan, and the Volunteer Appreciation Dinner. Dave will next work on final completion of last years' financial statement and the Casino audit.
- 7.6 Community Service Representative: Una Bryce
Absent. Report appended. It is highly likely that we will have a new CRC representative starting with our next meeting. If so, Una will bring this person to the meeting. ACTION: Natalia will contact Una to clarify what 'tree issues' means on her report.

8.0 STANDING COMMITTEE REPORTS

8.1 Buildings & Grounds: Marg Bowler

Meeting of this committee is pending; Marg wants to arrange it ASAP. Marg noted the need for repair/refurbishment related to the casters of the table dollies and potentially to repainting the hall interior. The seals for the side of the cooler have arrived and a small balance is owed on this bill.

ACTION: Executive is to let Marg Bowler know if they think the hall interior should be painted.

Marg commented on the problem encountered with the caterer for the Volunteer Appreciation Dinner with the left stove being inoperable; apparently the pilot light often goes out; Marg Pratley was able to re-light it and noted that it needs cleaning.

ACTION: Buildings and Grounds will 1) ensure that the pilot light is cleaned; 2) investigate the reasons for the problems with the pilot light and propose appropriate action, and 3) if need be, contact the Secretary to make an appropriate sign to be posted near the stove. On a related matter, Buildings and Grounds will pursue investigation of the reasons for the gas smell that sporadically appears in the kitchen and recommend appropriate action.

Marg commented on the unsightly mess of cigarette butts beside the front door.

ACTION: The area will be cleaned up at the Pitch In and the ashtray relocated there (by Natalia and others).

Marg requested a float for her committee; the NGC Policies and Procedures (9 e) allows for a \$500.00 float. ACTION: Marg will get a cheque for a float from Dave Van Meter. (She can distribute the float between herself and Committee Member, Harvey Humbke, but the cheque will be to her as she is the Committee Chair.)

- Kitchen Keeper: Marg Pratley

ACTION: Everyone agreed that Marg Pratley can put the meat slicer, which has not been used for several years, up for sale.

8.2 Family & Adult Programs: Vacant

8.3 45 Plus: Marg Pratley

Marg Pratley reviewed the upcoming events:

April 17 Spring Potluck

May 5 Garage Sale

Various tours. Twenty-two seats have been taken on the tour to the Bashaw Dinner Theatre.

8.4 Hall Bookings: David Salmon

Absent; report appended.

New Distress Code: The distress code was inadvertently pushed when the hall was being used by the Guides; and the police came. (This is a special code that is only to be used when someone needs help – e.g., robbery, assault, etc.)

Apparently the new distress code is remarkably similar to Linda Corvec's (Guide Leader's) pass code. ACTION: David will change her pass code and notify VOXCOM of this change.

Amending Hall Rental Agreement: Discussion at the last meeting regarding liquor liability insurance resulted in David Salmon changing the rental agreement. He asked that a motion be passed to support the change.

Motion: that the Hall Rental Agreement be changed to require those people who rent the hall and are not NGCL members to purchase liquor liability insurance and furnish proof of such purchase prior to receiving the keys and security code; by Marge Lilley, seconded by Donna Jackson. Carried.

ACTION: David Salmon will change the Hall Rental Agreement (either by altering (dd) in the current agreement by having a separate agreement for non-NGCL members with the altered clause).

Natalia will remind David that 1) for a renter to be considered a member for hall rental, the person must be a member of the NGCL in good standing for at least three months prior to booking their rental (Appendix Q of Operations Manual Item 4A).

8.5 Historian: Marge Lilley

Avril Glen took photos of the April 1st Picnic and Marge, of the Volunteer Appreciation Dinner. Marge circulated the photographs and distributed copies to various honourees.

8.6 Membership: Harvey Humbke

Thirty-five dollars was collected this past month. Supplies have been ordered for the Fall campaign.

8.7 Neighbourhood Security: Pearl Biggar

Neighbourhood Watch is undergoing a major re-organization. It will be hosting another casino.

Safe Parent is having its Annual General Meeting. Marg Bowler asked for clarification of the responsibilities of those who are Safe Parents: Are they obligated to open their door to adults? Pearl stated that no adult unknown to the householder should be let in, regardless of circumstances, though the householder can offer to place a local call to assist such a person.

The Crime Prevention Unit is interested in topics for local presentations during Crime Prevention Week (May 13 – 20). Criminal Activity: Young people are approaching youngsters in the park to encourage them to use drugs. Agnes noted two break-ins: 1) 139 St near 107A Avenue, house break-in during the day with major items taken; and 2) 133 St. and 110 Avenue, garage break-in with electric hand tools taken.

ACTION: Pearl Biggar and Donna Jackson will ensure that the following items are in our next newsletter: solicitation of topics on crime prevention,

a note about not letting unknown adults into your home, even if you are a Safe Parent, a warning that younger kids are being approached in the park about drugs, by young people.

8.8 Planning & Transportation: Bill MacDonald

Report appended. There was considerable discussion about the number of potholes in the community. Bill recommended individual action by calling the City at 496-1700. The potential for supportive action by the committee (e.g., preparing an overall community report and submitting it to our Councilors) will be considered.

8.9 Publicity: Donna Jackson

Report appended. A 'block party' is proposed for the first Friday in September (the 7th) in conjunction with Coronation School (which is receptive to the idea). The Hall has been reserved. The plan will go ahead regardless of whether or not we are selected for the block party event hosted by the local media station (see Minutes of previous meeting). It would be a variant of the former NGCL Community Day: an opportunity for people to purchase memberships, enroll in Guides and Brownies, register for soccer, etc; as well as displays. Marge proposed a history display. In addition, picnic-type food (e.g., hot dogs, potato chips, juice or soft drinks) will be sold at an attractive price so that people can have a fast food dinner. The event will start at 5:00 p.m. because that is the time most parents pick their children up from the after-school program.

ACTION: Those interested in helping with this event should contact Bev Dietrich.

Donna was approached to have the newsletter provide a ¼ page ad in our newsletter about the Chinese Performing Arts Jubilee, in exchange for offering members 10% off the tickets. No one disagreed.

ACTION: Donna will advertise the event as stated above, only if the organization provides a coupon code so that our members can receive a discount.

No one has responded to the potential for providing snacks for the Wild Rose Fiddlers' events every Thursday. The requirement is for the provision of a snack of cheese, smoked meat, cakes and squares for 80 people, which is sold at 50 cents per person. The provider of the snacks gets \$50.00 (which includes their purchase of supplies).

ACTION: Donna will continue to advertise this in the newsletter.

Donna is preparing a manual related to her position, focusing on the steps involved in the preparation and distribution of the newsletter, and the operation of the website.

- Welcoming Committee - No report.

8.10 Sports: Vacant

9.0 SPECIAL COORDINATOR'S/PROJECT'S REPORTS

9.1 Coronation School Liaison: Bev Dietrich

Encouraging High Park students to enroll at Coronation: April 15/16th the second flyers were dropped in High Park to encourage parents to consider Coronation School (since High Park school is being closed). Coronation proposes to host a coffee night and/or tour at the school, just for High Park families; however, a personal contact is needed to follow up with High Park. Residents of High Park are frustrated with the timelines related to the school closure process (only two weeks notice to register children in new schools once notice of closure was served).

ACTION: Bev will contact Dave Beckman about his contacts at High Park.

Enrollment: There have been 10 registrations for Kindergarten (2 from High Park). Grovenor has also had 10; none at Woodcroft. Three students are moving out of Coronation in addition to the Grade Six graduates. Other matters: On May 17th there is a school planning meeting at Acton School with the School Board Trustees to discuss topics such as enrollment and the IB process. **ACTION:** Bev will leave flyers on the IB Program and the Art Gala for Indoor Playground, and at Safeway and Woodcroft Library.

9.2 Casino: Bill MacDonald

Thirty-nine volunteers are needed and we have 46, allowing for spares in case of emergency. Dave Hill will be calling each volunteer during the first week of May. Bill has put volunteer information together and will be delivering it personally. The strike at Palace Casino continues; however many workers have returned to their jobs there; and the winnings are pooled across all casinos except the one operated by the Enoch Band, so the effect of the strike on the monies raised has been minimal.

9.3 Garage Sale Concession: Agnes Brennan

Agnes and Pearl are working out the details. Pearl and Marg will shop for supplies. Tim Hortons had agreed to donate three dozen donuts (if reminded the day before) with our purchase of five. Executive were reminded that Marie Iverson (caretaker) prefers to clean the stove herself rather than have volunteers do it; in exchange, we provide her with a free lunch.

Motion to allot \$400.00 for the Garage Sale Concession for a petty cash float and the purchase of supplies, by Pearl Biggar; seconded by Harvey Humbke. Carried.

Garage Sale Itself: Natalia suggested that 45 Plus sort through the League's existing Xmas decorations (Playschool and Rink Shack) to see what could be sold. It was agreed that surplus would likely be more appropriate for the upcoming Garbage Fair.

9.4 Pitch-In: ?

Bill asked who was in charge of Pitch In. The response is that everyone just gathers and does things; no one is in charge.

ACTION: Marg Bowler will meet with her committee and decide when the Rink Shack can be cleaned up so archives can be stored. Natalia asked that it be done the day of Pitch In.

9.5 Gardens/Parks: Natalia Krawetz

Natalia met with the Girl Guides about their proposal to plant flower in the front garden bed. They will plant the front half after the Victoria Day weekend. The soil is rock-hard and needs amendment. She is trying to get compost from the City or

another donor. And she will need help with the digging. Pearl Biggar offered to help. Various suggestions for getting teens to do the work, were proposed.

10.0 NEW BUSINESS

10.1 Insurance Appraisal: Natalia Krawetz

David Van Meter has reviewed our last appraisal report and will talk with an associate regarding the risk we face. ACTION: David Van Meter will ask Mones to review their rates and get quotes from both Mones and Foster Park Baskett (the company recommended by the EFCL) and report back at the next meeting.

10.2 North Glenora Women Proposal: C-Anne Robertson (proposal attached to agenda)

Everyone agreed with the idea and suggested that it be encouraged. The only issue was flexibility in the Saturday morning that would be used (should it conflict with hall rental for a wedding). ACTION: Donna will advertise this in the newsletter, listing Elizabeth Turner as the contact.

10.3 Family Dance Proposal: C-Anne Robertson

Deborah McGuire is considering organizing a family-oriented event such as a dance, in the summer.

11.0 Adjournment

Motion to adjourn the meeting at 9:15 P.M. by Agnes Brennan. Carried.

NEXT MEETING: Tuesday, May 15, 2007

SECRETARY’S REPORT FOR MARCH 2007

Purchases

- Archive Boxes (as per Minutes of March 20th, Item 7.4): Eight such boxes (stackable and complete with pull-out drawers) have been purchased for \$159.92 + GST (on sale). Archives are planned to be transferred in early May, hopefully after the Rink Shack storage room is tidied to accommodate them.
- Office Furnishings: Met with Daniel Van Heyst (set designer) to finalize office furnishing plans. Plan will now have: *an L-shaped desk* (to accommodate computer and all its accessories and office work) *with an upper storage unit, two black filing cabinets – one with a lock* (grey will be replaced and can be put in Playschool Room), both cabinets need to have identical dimensions so that *an upper deep cabinet can be installed on top of them* for office supplies, an *office chair, photocopier* (of course), *wall-mounted coat rack, the existing low storage cabinet will become the photocopy sorting table* with the addition of a new top and installation of *shelving above it*. I've found an appropriate desk and filing cabinet on sale at The Source until June and will order them after I've repainted the office (having sought permission from Buildings and Grounds).
- Other Main Purchases: A more formidable punch that can handle 20 pages at a time (since the old one can't handle more than a few sheets of paper and the holes kept being skipped) for \$22.49 + GST (on sale); and a labeler with adaptor, though it can take batteries, for \$59.93 (there is a \$20 rebate I've applied for) and \$38.35 respectively.
- I will provide an ongoing tally of office expenses starting in my next report.

Hours Worked

Task Areas	Hours Worked	
	March	April to 12th
Administration	15	8
AGM (incl. prep & follow up)	15	3
Casino Audit (with Donna Jackson)	5	
EFCL	3	
Exec Meeting (incl. prep & follow up)	12	
Keys' search to: 1) match keys and storage, with Harvey Humbke; 2) match keys & locks, with Bev Dietrich)	10	
Office Furnishings	6	
Volunteer Appreciation Dinner: Invitations (draft & photocopy – w. Bill MacDonald), RSVPs (w. Dave Beckman); purchase of some gifts; development/photocopy of program, survey and IQ test (with accompanying prizes); table decorations (w. Donna Jackson); special Garbage Fair display (w. Arlene Meldrum and Marge Lilley); interview award recipients/proxies; liaise w. Rhonda van Heyst and Marg French re-bar.	10	55
TOTAL	76	66

As can be seen from this table, the Volunteer Appreciation Dinner has taken over my life. It is NOT a good idea to have the Secretary this involved, given the other tasks associated in the job. (I hope to take my own conclusion under advisement when the opportunity comes around again next year . . . and say, "NO.")

Buildings & Grounds-Related Key Issues

- Main Door Lock(s): Last week I had a 'key' adventure when my key to the main door would no longer fit in the lock, after I'd spent the afternoon in the office. I tried graphite without success and then called Dave Beckman (Marg Bowler was away). He came with WD 40. After lack of success, we called the original locksmith who had installed these locks (since they are special, magnetic ones and not every locksmith in town handles them); he wasn't available for a week – even on an emergency basis – but recommended Action Locksmiths who arrived in a few hours. The lock was easily fixed with a special lubricant. **Apparently these locks need this particular lubricant to be applied every 6 to 12 months!** Dave plans to acquire a can of this special lubricant for the League. He also arranged for the locksmith to 'unfreeze' another emergency door and to return and fix the companion lock to the main hall (which had been jimmied). The bill is \$199.42.
- Office Key Box: Forwarded a report to Buildings and Grounds on its state and recommended action.

Task Force (Minutes of March 20th Item 8.3)

I will be asking for representatives at this upcoming Executive Meeting with a view to having a first meeting in May.

Hall Bookings Report for March 2007

I would like to begin by apologizing for not attending this month's meeting. I am in charge of officials for a hockey league and we have two playoff games tonight.

March revenue

The hall was rented 10 times in March for a monthly revenue of \$1887.50

Other issues

Liquor liability Insurance was brought up at the last meeting and it was decided that this should be mandatory. I researched the options for renters and discovered the approximate cost is:

Under 100 people	101-200 people
1 million \$120	\$150
2 million \$210	\$270

Insurance can be attained either through the renter's insurance broker or can be purchased online from PALcanada.com It is also important that the renters name North Glenora Community League as "additionally insured" when getting liquor liability insurance.

I am not sure if I needed to make a motion to change the rental contract but I have made changes and they are:

From: (dd) The Renter acknowledges that a liquor liability policy is mandatory and agrees to comply by securing liquor liability insurance, when and if liquor is being served during the event.

To: (dd) The Renter acknowledges that a liquor liability insurance policy is mandatory and agrees to comply by securing liquor liability insurance, when and if liquor is being served during the event. The liquor liability insurance policy must name North Glenora Community League as "additionally insured" and must be taken out by the person named in the liquor license and this contract. Proof of a liquor liability insurance policy and the liquor permit must be presented to the Hall Bookings Chair prior to receiving the keys and security code.

If a motion needs to be made to change the contract, please feel free to make one.

Respectfully submitted,
David Salmon NGCL Hall Bookings Chair

Publicity Activity for March – April 2007

Follow-Up Items from March Minutes:

1. **Wildrose Fiddlers provision of refreshments** - Ad was placed in March Newsletter
2. **Welcoming Committee** – Elizabeth Chomin has 9 sets of updated brochures and info was placed in March Newsletter
3. **Hall Bookings** – info on Hall Bookings was placed in the March Newsletter
4. **Park Clean-up** – ad calling for volunteers placed in March Newsletter
5. **Grants Coordinator** – I have had an email that I passed onto C-Anne regarding this position. Corwin also advised me verbally that he may be interested if his current situation works out. C-Anne advised she had a neighbour who may be interested in the position.

FOR DISCUSSION – EXECUTIVE DECISION

6. **Block Party submission** – The literature indicates that a proposal is required in order to apply for consideration. I propose we set a date of Friday September 7th to hold a Community Registration event at the hall from 5:30 p.m. – 8:00 p.m. I spoke to Bev and proposed that she take this idea to her meeting at Coronation School to see if the Parent Council would like to do a combined event as I know they sometimes do a toonie hotdog "Meet & Greet" for parents early in September. This would go a long way in our continuing efforts to show we are actively involved with the school. Perhaps we could do something different from hotdogs/ hamburgers like pizza or pulled pork/chicken bunwiches, or simply offer dessert like roasted marshmallows and hot chocolate at our fire pit.

Choice of Date: Friday September 7th 5:30 – 8:00 p.m.

Location: North Glenora Community League Hall and Coronation School

Type of Party: Community-Wide Information and Registration Meet & Greet

Number Expected: 50 +

Activities Planned: Coronation School – Parent Teacher Meet & Greet

Toonie Dog (Juice/Chips)

North Glenora Community League – Info & Registrations including:

- NGCL Memberships
- Security Committee Info Table (Neighbourhood EPS reps?)
- Girl Guides (Sparks, Brownies, Guides)
- Indoor Soccer Registration
- Indoor Playground Information & Registration
- Food
- In Case of Rain – we have the whole Hall (David has reserved)

NEW Publicity Business - for Discussion – Executive Approval

7. **¼ page ad request** – Chinese Performing Arts Jubilee auditorium May 16th – they would like the space and would give our members a 10% reduction on tickets. A value of \$50.00. Executive approval. I will make sure I find out "how" our members

could get the reduction as they have to reserve via Ticketmaster – I presume we will provide a Coupon code with the ad in the newsletter.

8. Draft newsletter circulating

9. New Executive contact list posted on website and provided to the Secretary.

Publicity Activity

- March 21 2007

- Printed address labels for Volunteer Appreciation

- Created & Printed Appreciation Certificates for Volunteer appreciation

- March 22 2007

-Updated Welcoming Brochures for Elizabeth Chomin - put together 10 packages including:

1. NGCL Welcome Home

4. EFCL Promotion Brochure

2. Coronation School

5. City of Edmonton Phone Contact List

3. NGCL Membership Form

6. Community Services - Benefits of CL Membership

- March 23 2007

- Gave Natalia Welcome brochure package sample for Office files

- Helped Natalia and Bill address and stuff invitations then delivered bundles to Bev & C-Anne

- March 24 2007

- Sent Natalia Garbage Fair document from City Website (How-to for files)

- Formatted the April Newsletter & Updated NGCL website

- Sun Mar 25 2007

- Completed the delivery of my bundle of invitations

- Emailed Roma & Bev regarding High Park student can ride the bus right to Coronation

- Completed newsletter - uploaded to printer - alerted Lasertext and Joy Fidler via email

- sent email to Joy regarding the advertising in the issue so she could send out copies to those listed and provided her with a distribution list for the "extra" newsletters..

- sent copy of Hall Use Apr/May Calendar to David Salmon

- Updated 2007-2008 Executive Contact list, emailed to Natalia and updated the website Executive Contact info including the Channels of Communication

- emailed NGCL Exec and Committee Members and Coordinators with new list

- Delivered Welcome Brochure package to Elizabeth Chomin

- Mon Mar 26 2007

- Noon - 4:00 p.m. - Helped Natalia put together the Casino 2005 Audit Report for Gaming Commission

- Left message Robert Gilmore 451-2224 for message he left on Hall Answering Machine

Tues Mar 27 2007

- Updated Executive List & Website with corrected email for Guy

- Resent the Executive contact to Exec List & NGLC Contact List

- Distributed Garbage Fair info to other Leagues

- Formatted and posted March Minutes on website

Sat Mar 31 2007

- Revise Contact List per Natalia's specifications

- Internet search for pictures for Natalia for Appreciation Dinner

Sun April 01 2007

- Create package for website of the AGM Agenda, Minutes, Financials, and Reports

- Update the Budget Spreadsheet to post on website for 2001-2007 Budget to Actuals

- Update the Contact List on the Website

- Invoice April Newsletter Advertising

- Updated the NGCL Invoice Template for 2007

Tues Apr 03 2007

- Formatted the 2006 Financial Summary - posted on website

- Printed new pages for Hall Guidelines (Color Copies)

Sat Apr 7 2007

- Met with Dave & Natalia regarding: Volunteer Appreciation Dinner

- Emailed Joy for list of carriers and hall access information

Sun Apr 8 2007

- Designed Volunteer appreciation sign-in sheets

Mon Apr 9 2007

- Designed & printed table numbers for Volunteer Appreciation

- Printed Volunteer Rosters for Volunteer Appreciation

- Met Natalia at hall - 9:30 - reviewed inventory then shopped for remaining items required

- Updated the Hall Use Manual with 2007 updated pages

- Posted Garbage Fair and Big Bin events on bulletin board

- Updated Calendar page on website

Sat Apr 14 2007

- Meet at Hall 10:00 a.m. - Helped with set up for Volunteer Appreciation until 12:30

Mon Apr 16 2007

- Sent out reminder regarding Newsletter deadline

- Prepare & Print draft of May Newsletter

- Prepared report for April 17 Executive Meeting