

Agenda
The North Glenora Community League Executive Meeting
August 21, 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 Playschool Contract: C-Anne Robertson
- 5.2 Vision Statement: Cathy Dytiuk
- 5.3 Community Day: Donna Jackson
- 5.4 Corporate Governance: Natalia Krawetz
- 5.5 Commemoratives: Natalia Krawetz
- 5.6 Nomination for Sage Awards: David Beckman
- 5.7 Sports Equipment Inventory: David Salmon, David Van Meter

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
 - 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 Adult Programs: Vacant
- 8.2 Buildings & Grounds: Marg Bowler
 - Kitchen Keeper: Marg Pratley
- 8.2 Family Programs: Michelle Schurek
- 8.3 45 Plus: Agnes Brennan/Marg Pratley
- 8.4 Hall Bookings: Dave Salmon
- 8.5 Historian: Marge Lilley
- 8.6 Membership: Harvey Humbke
- 8.7 Neighbourhood Security: Pearl Biggar
- 8.8 Newsletter/Publicity: Donna Jackson
 - Welcoming Committee
- 8.9 Planning & Transportation: Bill MacDonald
- 8.10 Playschool: Leslie McGlennon
- 8.11 Sports: Vacant

9.0 SPECIAL COORDINATOR'S/PROJECT'S REPORTS

- 9.1 Coronation School Liaison: Bev Dietrich
- 9.2 Casino Expenditure Task Force: Natalia Krawetz
- 9.3 Mini-Parks: Natalia Krawetz

10.0 NEW BUSINESS

NEXT MEETING: Tuesday, September 18, 2007

11.0 ADJOURNMENT

Executive Calendar

Jul / Aug	Spring/Summer sports equipment returned/stored	Sports Chair
Aug	Fall/Winter Programs & Sports planning & advertising Indoor Soccer Registration	Program Chairs/Sports / Publicity
Aug	Grant Reports to Attorney General	Treasurer
Aug	Membership Drive planning / advertising (Community Day)	Membership / Publicity
Aug / Sep	Fall/Winter programs planning & advertising – Turkey Supper	Program Chairs / Publicity
Aug / Sep	Garage/Craft Sales planning & advertising	Garage/Craft Sale liaisons Publicity
Sep 7	Community Day	Program Chairs
Sep 01 Sep 16-22 Sep 28	Deadline: City of Edmonton Community Investment Hosting Grant 52 nd EFCL Annual Membership Week EFCL Regular General Meeting Notice mailout	EFCL 2007 Calendar for Leagues
Sep	Membership drive advertising	Publicity (advertise)
Sep	Membership Drive underway	Membership
Sep	City Operating Grant should be received	1 st VP/President/Treasurer
Sep	CITY OF EDMONTON: NPDP application due for next year's projects	COE – CRC / Treasurer / Bldgs & Grounds (Parks)
Sep	CITY OF EDMONTON: Summer Program Evaluation	COE – CRC / Family Programs/ Hall Bookings
Sep / Oct	Fall/Winter Programs & Sports underway Advertise as required & Advertise for rink caretaker	All Programs / Sports / Publicity

**Minutes
The North Glenora Community League Executive Meeting
Tuesday, August 21, 2007**

**NEXT MEETING: Tuesday September 18, 2007 at 7:00 p.m.
7:00 – 7:30 p.m. Executive discussion of urgent issues (financial requests/motions)
7:30 – 9:00 p.m. Community discussion: Future of Outdoor Facilities – rink and rink shack
Please have any written (e-mailed) routine reports to Natalia by Saturday September 15th for tabling at the Executive discussion portion.**

Present

C-Anne Robertson	President
David Beckman	2 nd Vice-President
David Van Meter	Treasurer
Natalia Krawetz	Secretary
Margaret Bowler	Bldgs & Grounds
Marg Pratley	- Kitchen Keeper/45+
Michelle Schurek	Family Activities
Marge Lilley	Historian
Harvey Humbke	Membership
Pearl Biggar	Neighbourhood Security
Donna Jackson	Newsletter/Publicity
Bill MacDonald	Plg & Transport'n
Make Blazevski	Playschool

Absent

Michel Diotte	Past President
Vacant	1 st Vice-President
Vacant	Adult Activities
Agnes Brennan	45+/Greeting Cards
David Salmon	Hall Bookings
Leslie McGlennon	Playschool
Vacant	Sports
Bev Dietrich	Coronation School Liaison
Cathy Dytiuk	City of Edmonton CRC

- 1.0 **CALL TO ORDER** by C-Anne Robertson at 7:01 p.m. Quorum established.
- 2.0 **APPROVAL OF THE AGENDA**
MOTION to approve the agenda, by Donna Jackson; seconded by Bill MacDonald, Carried.
- 3.0 **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**
MOTION to approve the Minutes of the previous meeting, by Marg Bowler; seconded by Marge Lilley. Carried.
- 4.0 **FINANCIAL REQUESTS**
None
- 5.0 **BUSINESS ARISING FROM THE MINUTES**
 - 5.1 Playschool Contract: C-Anne Robertson (report attached)
MOTION to apply to the Gaming Commission for permission to use casino funds to defray all or part of the Playschool teacher's salary; by Donna Jackson; seconded by Michelle Schurek. Carried.
Discussion points:
 - concern that this would set a precedent; however, it could be limited to the start-up year only
 - there was \$1,000 left over from the previous Playschool and that could be used.
 - Playschool will be fundraising as well
 - NGCL already contributes the facility and associated resources
 - this is seed money and would help Playschool get off to a good start.**ACTION:** Natalia will apply for Gaming Commission permission. Once it is received, the matter will be brought before Executive to determine whether or not to go ahead to defraying salary costs and if so, under what conditions and time period.
 - 5.2 Vision Statement: Cathy Dytiuk
Absent. Cathy had e-mailed the statement to C-Anne. **ACTION:** C-Anne will forward the statement to all members of Executive Committee.

5.3 Community Day: Donna Jackson (report attached)

A free meal will be provided: meat (ham/beef) on a bun, slaw, pickles, cake, watermelon and beverages, for 150 people. Donna received no response from CTV and if she does not hear from them this week will contact other media. She needs more helpers: Marg Bowler with help with shopping, C-Anne and Marge Lilley will do pre-kitchen prep, Bill MacDonald will help set up.

ACTION: If you can help in any way, please let Donna know.

5.4 Corporate Governance: Natalia Krawetz

Natalia recommended that 3 of our 10 Executive meetings be set aside to deal with strategic or long-term planning issues.

MOTION to devote the next Executive Meeting to strategic and long-term issues related to the future of the rink; by Michelle Schurek; seconded by Natalia Krawetz. Carried.

It was agreed that we should try such a session in September and then revisit the suggestion. Since issues related to the rink are most timely, this would be the first topic of discussion. Executive will meet on Tuesday, September 18 from 7:00 to 7:30 p.m. to deal with any urgent matters; and from 7:30 to 9:00 p.m. the meeting will be open to community discussion related to the rink and rink shack. **ACTION:** Donna will advertise this in the newsletter

MOTION to require that Executive members with signing authority and the Casino Coordinator take the GAIN (Gaming Commission) courses on licensing and use of expenditures; by Natalia Krawetz; seconded by David Van Meter. Carried.

ACTION: Natalia will ensure that this is incorporated into the position description and policy sections of our Operations Manual so that potential incumbents will be aware of the requirement.

The issue of staggered terms for key Executive positions was deferred until later.

5.5 Commemoratives: Natalia Krawetz

There are no more gifts left to give to honourees at functions such as the Volunteer Appreciation Dinner. **ACTION:** Pearl Biggar will look into appropriate items and provide recommendations at the February Executive Meeting. C-Anne will provide her with catalogues.

5.6 Nomination for Sage Awards: David Beckman

MOTION to nominate Doreen Leia for the Sage Award; by Marg Bowler; seconded by Marge Lilley. Carried.

ACTION: Marg and Marge will put together a nomination package on behalf of the League for the September 15 deadline.

5.7 Sports Equipment Inventory: David Salmon, David Van Meter

ACTION:

- At the next meeting, the Davids will provide a written list of equipment, divided into three categories: items to keep, items to donate, items to throw out (because of deterioration or no longer meeting current safety standards).
- They will also set aside suitable items for Marge Lilley to review as the NGCL archivist.

6.0 **CORRESPONDENCE/ANNOUNCEMENTS:** C-Anne Robertson

- EFCL Community Showcase – C-Anne will follow this up
- Soccer photos – Given to Marge Lilley for archives
- Perk Up Your Park Certificate of Participation – Given to Marge Lilley for archives
- Letter indicating receipt of Maintenance Grant Award (see Treasurer's report)

7.0 **REPORTS**

7.1 President's Report: C-Anne Robertson

It has been difficult to get a correct statement from Simplex Grinnell (re-fire equipment inspections) and thus it is uncertain that the work has been fully completed. C-Anne has finally been able to establish a proper contact in that organization and is confident the matter will be resolved by September. **ACTION:** C-Anne will ensure that the Playschool smoke detector(s) are inspected as one broke in the course of replacing ceiling tiles.

David Gardner is interested in the 1st Vice-President's position and will be attending the next Executive Meeting.

7.2 1st Vice-President: Vacant

7.3 Vice-President: David Beckman

See items 8.2 and 8.5

ACTION: Sue Huff has been very involved in helping schools remain sustainable. She is running for Public School Board Trustee. Those interested in having her sign on their lawn or helping to deliver flyers should contact David Beckman.

7.4. Secretary: Natalia Krawetz (report attached)

Corporate Registry filing was approved on August 1st.

ACTION: Please have any written/e-mailed reports related to the upcoming Executive Meeting to Natalia by no later than the Saturday before the meeting. This allows her time to consolidate the reports and then circulate them (by e-mail and hand delivery) so everyone can read them in advance of the meeting.

- Card Report: Agnes Brennan (absent, report attached)

7.5 Treasurer's Report: David Van Meter

Outstanding floats: some were returned and others have been more difficult to account for (relevant bills were not handed in). David has adjusted the 2006 records accordingly. *Casino*: Approval has been received (with the exception of the bar fridge) to extend our use of the 2005 Casino monies for one year. We received \$49,222.71 from the slots in the May casino; monies from the tables will be sent shortly. *Community League Maintenance/Renovation Program Grant* of \$2850.00 received August 14th, for the work done on painting and staining the hall exterior.

7.6 Community Service Representative: Cathy Dytiuk (Absent. No report.)

8.0 STANDING COMMITTEE REPORTS

8.1 Adult Programs: Vacant

8.2 Buildings & Grounds: Marg Bowler (report attached)

Marg thanked David Beckman and Harvey Humbke for the work they have done over the summer. The police came regarding the break-ins to the rink shack (destruction of the rink gate and of rink shack doors).

ACTION:

- Marg received the rink shack key (used during summer playground) and will return it to David Salmon.
- Marg will shop for the senior-friendly benches listed on the Casino Expenditures list.
- Marg will ensure that the Playschool carpet is cleaned the next time the cleaners come.

David Beckman reported the following:

Work Undertaken: The roof has been repaired. Ceiling tiles were replaced in the Playschool. Action Locks is undertaking its work but it will take longer than expected due to the condition of exterior doors (extent of warping, the fact that screws were glued in place, etc.). Playschool cupboards have been re-keyed (see report) and those in the storage hall between the stage and playschool are next.

ACTION: Natalia will ensure that copies of the new keys are delivered to David Salmon/Leslie McGlennon.

Repair quotations:

To repair the east wall - \$1,000 (Dorosh Construction)

To repaint the hall, including all cupboard interiors, using two coats of paint - \$16,000 (Dorosh Construction)

To install new steel doors and frames on the rink shack - \$17,000 (Dorosh Construction); deferred until decisions are made about the rink's future.

- *Kitchen Keeper*: Marg Pratley

Inventory has been taken. The kitchen and storage cupboards have been cleaned.

ACTION:

- Marg will look for and purchase the following: large teapots to replace the existing broken ones; Kevlar gloves for hot mitts; cutting boards to replace those that are missing.

- Marg will arrange for the ordering and delivery of the refrigerator (16.7 cu. ft. frost-free at \$623.28 including GST plus \$50.00 for delivery). She will advertise the sale or disposal of the old refrigerator.
- Marg will try hotel suppliers in her search for replacement tablecloths.

8.3 Family Programs: Michelle Schurek

Indoor Playground: The Summer Indoor Playground (Wednesdays only) is unlikely to be offered next year due to low attendance. Regular Indoor Playground (Mondays and Wednesdays) will start up on October 15th. *Turkey Supper*: Michelle has been trying to contact Ross Burse without success.

ACTION: Michelle will meet with Marg Bowler to go over her notes on items and quantities for the supper.

Michelle will determine the date of the supper (tentatively October 13th). She is still trying to recruit people to implement it.

8.4 45 Plus: Marg Pratley

Spring Garage Sale: Marge Lilley indicated that Arlene Meldrum had a number of items requiring storage if they were to be donated to 45+ for its next Garage Sale in the spring. **ACTION**: Since we have no storage room Marge will suggest that Arlene take the items to the City's Re-Use Centre.

Meeting Dates: The 45+ had requested Sept. 11th for its meeting but the newsletter calendar indicates the 4th. **ACTION**: Agnes will clarify this with David Salmon.

8.5 Hall Bookings: David Salmon

Policy Matter: David Salmon requested that David Beckman bring the following issue to the meeting in his absence: There have been problems with one particular renter who rents the hall on a regular basis. Concerns include whether or not she is renting this on behalf of non-family members, the possibility that in some instances gambling or the serving of liquor to minors is occurring, and the condition in which the hall has been left on some occasions. Hence the issue of a community member's renting the hall on behalf of others needs to be re-examined. **ACTION**: This issue will be put on the agenda for the October.

8.6 Historian: Marge Lilley

No report.

8.7 Membership: Harvey Humbke

Door hangers have been made by Donna Jackson so canvassers can leave them if no one is at home when they call. Of the 28 canvas areas, 7 are unassigned. **ACTION**: Harvey will provide Donna with a list of outstanding canvass areas and she will advertise for volunteers in the newsletter.

8.8 Neighbourhood Security: Pearl Biggar

Upcoming Seminar: Lloyd Kenney has been asked to provide a seminar on identity theft in October (15th or 17th depending on hall availability).

MOTION to allocate \$25.00 to Lloyd Kenney for material and \$50.00 for refreshments for the Identity Theft seminar in October, by Pearl Biggar, seconded by David Beckman. Carried.

Community Day Representation: Neighbourhood Watch will be represented at Community Day with Rusty the mascot. The police sergeant from the west end will come as well. *Criminal Activity*: 3 car break ins, lock sawed off a gate, damage to rink shack as noted in 8.2, damage to flower beds, drug bust of a cocaine dealer.

Future Events: Donna Jackson recommended consideration of a drug education night at the hall.

8.9 Newsletter/Publicity: Donna Jackson (report attached)

A couple of new ads will be placed in the newsletter from people running for election (Sue Huff – school board and Deb Young – council).

8.10 Planning & Transportation: Bill MacDonald

Sidewalks, Alleys & Roads: Nick Brine, Frank French and Bill MacDonald completed a survey of neighbourhood sidewalks, alleys and roads and submitted it to the City. As a result, City representatives will meet with Bill and Frank on August 23rd. Some sidewalks on 135th St. have been ground down, thanks to faxes and e-mails of concern from residents to the City. *Westcor*: Contact has been made but there is no further news on the proposed redevelopment of the town houses that

surround the park. *Corner of Groat Road and 107 Ave.:* environmental cleanup is underway but no information is forthcoming.

8.11 Sports: Vacant

9.0 SPECIAL COORDINATOR'S/PROJECT'S REPORTS

9.1 Coronation School Liaison: Bev Dietrich (report attached)
Absent.

9.2 Playschool: Maki Blazevski

Enrolment: To date 10 children are registered: 6, 4-year-olds and 4, 3-year-olds. *Open House* is on August 28th. *Inspections:* As a result of Alberta Family and Social Services inspection, the maximum number of children per class is 16. The health inspection has been carried out and repairs are required to the water heater; David Beckman is making arrangements with McKinley Heating to adjust the water temperature so that it comes out of the taps at 50 degrees C instead of 63. Inspection by the City fire department is pending. *Parent Orientation* will be on September 4th. *Executive:* Maki is Playschool President. Announcement of other Playschool Executive is pending. *Insurance Coverage:* C-Anne verified that she has checked with NGCL insurers and Playschool is covered except for field trips, as long as it is offered by the League (versus a non-League entity).

ACTION:

- Maki Blazevski, Leslie McGlennon, C-Anne Robertson, and David Van Meter will arrange to meet after August 28th to discuss/develop a Playschool budget.
- David Van Meter will make the necessary arrangements with Workers Compensation.

9.2 Casino Expenditure Task Force: Natalia Krawetz (report attached)

9.3 Mini-Parks: Natalia Krawetz (report attached)

9.4 North Glenora Women: Natalia Krawetz
Handout on the inaugural meeting (September 15th) was circulated.

10.0 NEW BUSINESS

10.1 Babysitting Co-op: Michelle Schurek

Michelle proposed setting up a co-op in which a group of families could pool time to share babysitting without cost. Just 4 to 5 families are needed and each family would have to be a League member. She would require the following from the League: advertisement in the newsletter, space for a semi-annual gathering of affected parents, and a donation for refreshments, etc. related to the inaugural meeting planned in early September.

MOTION that a babysitting co-op be started for the North Glenora Community; by Michelle Schurek; seconded by Pearl Biggar. Carried.

MOTION that the League donates \$25.00 to the co-op's initial start-up meeting; by Michelle Schurek; seconded by Pearl Biggar. Carried.

ACTION:

- C-Anne will investigate any potential liability issues with our insurer.
- Donna will advertise the co-op in the newsletter.
- Michelle will ensure that the co-op will be advertised at Community Day.
- Michelle will arrange for hall meeting space, with Bev Dietrich/David Salmon.

11.0 ADJOURNMENT

MOTION to adjourn by Michelle Schurek at 9:00 p.m.

Reports For the NGCL Executive Meeting of August 21, 2007

5.1 Playschool Contract: C-Anne Robertson

This contract has been reviewed by David Van Meter, Deborah McGuire (lawyer), Leslie McGlennon and myself. The final draft of the contract will be circulated at the meeting. It will be prepared for signature pending approval at the Executive Meeting.

5.3 Community Day: Donna Jackson

Food budget and table confirmation list are attached on next pages. I will be spending more time on this event during the weeks of August 27th and Sept 3rd as I have taken my vacation to coincide with this event.

Help recruited so far (more is needed):

- David Beckman: shopping/ pre-event
- Pearl Biggar: shopping / pre-event food prep
- Natalia Krawetz: logistics day of event
- Marge Lilley: displays

Items Outstanding

- Confirmation of media – waiting reply from 2 emails sent to CTV
- Other invitations we might want to send
- Kitchen prep help
- Food service help

7.4 Secretary’s Report Natalia Krawetz

Task Areas	Hours
	June 16 to Aug
SECRETARIAL ACTIVITIES	
Administration – general (filing, photocopying, labeling, sorting mail, correspondence/e-mails, phoning, archiving)	34
- Casino-related (incl. Task Force)	23
Exec Meeting (incl. prep & follow up)	
Office Furnishings – shopping/ordering/installing	10.5
TOTAL SECRETARIAL	6 (73.5)
NON-SECRETARIAL ACTIVITIES	
Gardens & Mini-Parks (weeding & pruning)	0
TOTAL NON-SECRETARIAL	(0)
TOTAL	73.5

The final touches remain to be put into place in the office: installation of bulletin board(s) and wall file, straightening of cupboard doors, installations of wedges/shims on teetering furnishings (due to a very crooked floor), and repairing one small paint nick.

All organizers have been purchased, without requiring use of the special allotment voted on at the previous meeting. Refunds from returned purchases covered the costs.

It is becoming more difficult to get reports out in advance of the meeting so they will not be pre-circulated unless I receive the pertinent material in a more timely fashion.

Greeting Card Report: Agnes Brennan

The following cards were sent:

Thinking of you	<ul style="list-style-type: none"> ○ Dianne Hill – knee surgery (e-mail) ○ Bernice Popowich – shingles ○ Isabel Wright – needed support ○ Isobel Henderson – just not well
Sympathy	<ul style="list-style-type: none"> ○ Audrey Siever –husband ○ Lucille Hunter –husband ○ Heidi Bowler – brother

8.2 Buildings and Grounds: Marg Bowler

David Beckman is supervising the installation of new interior locks. In the Playschool Room all storage used by Playschool is now keyed to one lock. The NGCL Xmas Decorations and TOPS each have a storage area in there with its own key. The two cupboards used by Brownies now have one key which works both locks. Similarly the storage cupboards beside the stage are being keyed (one key for the three cupboards used by Indoor Playground and one for the two cupboards used by Guides). The cupboards opposite the office will not be re-keyed as the locksmith said that new locks would not be an improvement on their current functioning. All the cupboards are now labeled with the user, as well. The keybox guide will be updated (and then again when the keybox is re-organized by David Beckman and Natalia Krawetz).

8.8 Newsletter/Publicity: Donna Jackson

Newsletter

- Draft newsletter passed at meeting for any changes/additions.
- July 30: Letter sent to each of 6 carriers (copy attached)
- July 30: e-mail and new sign-off form for newsletter delivery sent to Joy Fidler (copy attached)

Website

Updated throughout the summer with new info for Playschool – Open House on Aug 28

Pub Nights

North Glenora Women event

9.1 Coronation School Liaison: Bev Dietrich

Coronation School's ad is in the *Edmonton Examiner* in 3 zones (August 20 to 24).

There is an informal meeting on August 29th for the Coronation School Council to review the last details for the Sept. 7th Welcome Back BBQ.

9.3 Casino Expenditures Task Force: Natalia Krawetz

We have received an extension, as we had requested, on using our casino monies *with the exception of the bar fridge*. We will probably need one last meeting of this Task Force to verify responsibilities and priorities. After that I expect outstanding issues to be dealt with at Executive Meetings.

David Beckman and I went to Condon Barr to look at kitchen equipment. Various estimates (for equipment and repairs) have been received. Related buildings and grounds activities (locks, roof, wall repair & other estimates) will be reported on during the Executive Meeting. David Salmon purchased 45 banquet tables and 150 upholstered chairs (scotchguarded on-site) which we off-loaded with the help of his son, C-Anne Robertson, Harvey Humbke, Bill MacDonald and Natalia Krawetz. Old tables and chairs have been stored in the rink shack and are proposed to be sold.

The Gaming Commission has also approved our uniforms' policy (now filed under Sports in our cabinet).

9.4 Mini-Parks: Natalia Krawetz

All efforts reported on at the last meeting are continuing. Essentially the 107 A Avenue site is well cared for but the 110A Avenue one is not and I cannot find volunteers to help with it. The beds by the League are well cared for (though the Girl Guides leader has moved and I'm uncertain what this means in terms of cleaning the bed in the fall).

Following pages included attachments to the Publicity Report for the August Meeting



North Glenora Community League
13535 109A Avenue
Edmonton AB T5M 3Z4
Telephone: (780) 452 6610

July 30, 2007

Letter sent to each carrier by mail	Emily Hughes 13904-110 Avenue	Andrew Ralstin 13603-108 Avenue	Adam Tailleir 10832-140 Street
	Randy Emmelson 13336-110 Avenue	Isabel Klapwyn 10925-133 Street	Jamie Sauve 13604-108 Avenue

Dear

Regarding: North Glenora Newsletter Delivery

I would like to commend you for taking on the responsibility of delivering the North Glenora Newsletter for your Community League. Your role is very important to North Glenora Community League as you keep the information flowing between the NGCL and North Glenora residents by making the home deliveries 10 times per year. You are much appreciated by the Publicity Committee and all of the NGCL Executive.

Why is it important that our newsletters be delivered on time? We have many seniors living in North Glenora who look forward to their copy of the newsletter and use it as a way to feel connected to their community. We advertise our monthly events to all residents and it is important that newsletters reach homes in time for everyone to be aware of all our events. We also carry paid advertising in our newsletter and we need to honour our commitment to our advertisers by ensuring our newsletters containing their ads are delivered on time.

We have had some problems in the last few months with late deliveries and just want to remind you that you have **7 (seven) days to complete your deliveries from the date you receive your bundle of newsletter** from Joy Fidler, the lady who looks after distribution. It is very important that the upcoming September newsletter be delivered on time as we are holding a major event on September 7th that all our residents and members need to be aware of. You should receive your bundle of newsletters by Tuesday, August 28th and have them delivered by Wednesday September 5th. Please remember the quicker you get them delivered, the quicker you can return your bag and receive your money from Joy.

If for some reason, you cannot make your deliveries in the 7 days allowed, please call Joy or myself and we will try and make arrangements for a back-up to fill in for you that month.

If you have any problems or concerns, please feel free to contact me at the telephone number or email below. If you do not have enough newsletters for every house on your route, please let us know so we can make adjustments. If you have any ideas how we can improve our delivery process, I would be very pleased to hear from you.

Thank you for serving your community.
Donna Jackson
Publicity Chair
780-454-6367 email: nateware@telusplanet.net

Cc: Joy Fidler, NGCL Newsletter Distribution
C-Anne Roberson, NGCL President



North Glenora Community League
 13535 109A Avenue
 Edmonton AB T5M 3Z4
 Telephone: (780) 452 6610

Newsletter Delivery 2007 – Upcoming Newsletter Deadlines

July 2007

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NO DEADLINE

7:0 14:0 22:0 29:0

August 2007

Su	Mo	Tu	We	Th	Fr	Sa
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				4	5	6
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28	29	30	31			

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September 2007

Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30						

3:0 11:0 19:0 26:0

September 2007 Issue

Receive bundle by Tue Aug 28th – Delivery no later than Wed Sept 5th

October 2007 Issue

Receive bundle by Tue Sept 25 – Deliver no later than Wed Oct 3rd

November 2007 Issue

Receive bundle by Tue Oct 23rd – Deliver no later than Wed Oct 31st

December 2007 Issue

Receive bundle by Tue Nov 27th – Deliver no later than Wed Dec 5th

October 2007

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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28	29	30	31			

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November 2007

Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30			

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December 2007

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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- Newsletters are produced 10 times per year at the end of
 - Jan, Feb, Mar, Apr, May, Jun, Aug, Sep, Oct, Nov
- Carriers are expected to complete deliveries within 7 days of receiving their bundles
 - No deliveries at the end of July or end of December
 - The Summer Issue covers July and August
 - No Newsletter produced in December for January

Contact Information:

Joy Fidler, Distribution & Payment
 13351 109A Avenue
 Edmonton AB T5M 2J5
 Phone: 465-7484
 Email: chrissy_von@shaw.ca

**Donna Jackson, Newsletter Editor & NGCL
 Publicity Chair**
 10811 135 Street
 Phone: 454 6367
 Email: nateware@telusplanet.net

Email regarding Distribution – Sent July 30 and Reminder sent August 20th.

From: Donna Jackson [mailto:nateware@telusplanet.net]
Sent: August 20, 2007 9:53 PM
To: Joy Fidler - NGCL Newsletter Distr.
Subject: FW: NGCL Newsletter Delivery

Hi Joy

Just want to confirm that you will be available on Aug 27/28 to pick up the newsletters from the printer and deliver to the carriers.

Thank-you

Donna Jackson
North Glenora Community League
Publicity Chair
<mailto:nateware@telusplanet.net>
website: <http://www.ngcl.org>
Telephone: 780 454 6367

From: Donna Jackson
Sent: July 30, 2007 8:13 AM
To: Joy Fidler - NGCL Newsletter Distr.
Cc: C-Anne Robertson; Natalia Krawetz; david@cafischerlumber.com
Subject: NGCL Newsletter Delivery

I have written a letter and mailed to each of our carriers to try and instil in them how important it is to get their newsletters delivered on time each month.

I have laid out a calendar with prospective delivery dates until the end of the year and invited their feedback.

I have also created a form for you to use each month that you will deliver with each bundle with the deadline on it and they can return to you for payment.

You can use the bottom of this sheet as proof that you paid the carriers and submit it to the Treasurer when you require your delivery money topped up.

Please review and if you want any changes to the form, please let me know.

September issue:

I will ensure that the newsletters are ready for you to pick-up from the printer on Monday August 27th.

As stated in the letter, I expect the newsletter will be delivered to the carriers by August 28th and they will need to get them delivered by September 5th as we have a major event at the hall on Friday September 7th. We cannot tolerate late deliveries for our September Issue.

If you expect to have any problems with these dates, please let me know before August 21st so I can arrange for someone to fill in for you so we can get the newsletter out to the carriers in time for them to fulfill their commitment.

Thank-you

Donna Jackson
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North Glenora Community League
13535 109A Avenue
Edmonton AB T5M 3Z4
Telephone: (780) 452 6610

Instructions:

Part 1: Distributor - Fill out and deliver with bundles to carriers

Part 2: Carriers - Fill out and return to distributor with empty bag to receive payment

Part 3: Distributor - Fill out and have carrier sign as receipt of payment

Distributor - Attach to Request for Reimbursement and submit to Treasurer as required

Newsletter Distributor Bundle Delivery Receipt

Part 1

Newsletter Issue: _____

Bundle Delivered on _____ to:

Name: _____

Route: _____

Home Delivery Deadline _____
(Allow 7 days after date delivered to carriers)

Newsletter Carrier Home Delivery Information

Part 2

My newsletter route deliveries were completed on _____
(Date that all Newsletters deliveries were complete)

(Carrier Signature)

Newsletter Route Payment Receipt

Part 3

Distribution Bag returned on: _____
(Date Newsletter Delivery Bag Returned)

Payment Due for Route _____:

\$ _____

(Payment Received - Carrier Signature)

Event / Program / Activity	Name of contact	Info Sent	VIA	Table & Rep	Info Sheet(s)	Poster
Membership	Harvey Humbke	Aug-06-2007	Email	Yes		
Indoor Playgroup	Jennifer Myroon	Aug-06-2007	Email	Yes		
Playschool	Maki Blazevski	Aug-06-2007	Email	Yes		
Brownies/Girl Guides	Linda Corvec	Aug-06-2007	Email	Yes		
Indoor Soccer Registration	Guy Sopiwnyk	Aug-06-2007	Email	??		Info from Web
Pub Nights	David Salmon	Aug-06-2007	Email	??		Poster
Hall Rentals	David Salmon	Aug-06-2007	Email	??		Poster
Welcoming Committee	Elizabeth Chomin	Aug-06-2007	Email	Yes		
Scrapivity	Rhonda VanHeyst	Aug-06-2007	Email	Yes		
North Glenora Women	Elizabeth Turner	Aug-06-2007	Email	Yes		
45 Plus club	Agnes Brennan	Aug-06-2007	Email	Yes		
Historian Display	Marge Lilley	Aug 05 2007	Hand delivered	Yes		
Garage Sales	Kay Wannamaker	Aug-06-2007	Email	Yes		
Fall Perennial Exchange	Annette Anderwal	Aug-06-2007	Email	Probably Not		
Garbage Fair	Margaret French	Aug-06-2007	Email	Display		
Mini-Parks	Natalia Krawetz	Aug-06-2007	Email	Yes		
Bruce Miller	Bruce's Office	Aug-06-2007	Email	Yes		
NGCL Executive	C-Anne Robertson	Aug-06-2007	Email	Roving Rep??		
Security - Neighbourhood Watch & Safe Parent / Safe Edmonton	Pearl Biggar	Aug-06-2007	Hand delivered	Yes		
CFRN TV coverage	Steve Hogle	Aug-06-2007	Email	Waiting for reply		
Coronation School Updates	Bev Dietrich	Aug-06-2007	Email	For updates		
City of Edmonton CRC	Cathy Dytiuk					
Food Preparation & Set Up	Donna/Pearl					
Food Service	Need to recruit					
Others to contact						
Daycare new owners						
EFCL						
EPS – area constables						
EPS – Crime Prevention						
Councillors Batty & Phair						

Food & Service Budget/Inventory - Sept 7th Community Event

Item	Qty	Unit Price	Total Price	Stock	Qty	Purchase	Qty
Dishware							
8 oz styrofoam bowls (beans)	125	\$0.09	\$ 11.00				
4 oz plastic bowls (coleslaw)	125	\$0.05	\$ 6.00				
Plastic forks	300	\$0.02	\$ 7.00				
Steam Pans	5	\$2.00	\$ 10.00				
Small Foam plates dessert	150	\$0.03	\$ 5.00				
Paper Dinner Plates	125	\$0.12	\$ 15.00				
Napkins	200	\$0.05	\$ 10.00				
Plastic Glasses				??			
Styrofoam Glasses				??			
Beverage							
Coffee				??			
Drink Crystals	3	\$8.00	\$ 24.00				
Sugar				??			
Coffee Creamer (Litre)	3	\$2.00	\$ 6.00				
Condiments							
Mustard -Grainy	2	\$2.00	\$ 4.00				
Mustard -Hot	2	\$2.00	\$ 4.00				
Mustard -Honey	2	\$2.00	\$ 4.00				
BBQ Sauce	2	\$4.00	\$ 8.00				
Ketchup				??			
Sauerkraut	2	\$2.00	\$ 4.00				
Honey	2	\$2.00	\$ 4.00				
Butter/Margarine	2	\$4.00	\$ 8.00				
Pickles							
Bread & Butter	1	\$9.00	\$ 9.00				
Sweet Mixed	1	\$9.00	\$ 9.00				
Dill	1	\$9.00	\$ 9.00				
Food							
Coleslaw Mix	3 lb bags	\$3.50	\$ 25.00				
Buns	24	\$4.00	\$ 25.00				
Beans - Heinz Deep Browned 48 oz	12	\$2.20	\$ 25.00				
Cakes - Large Sheet 60 pieces	2	\$20.00	\$ 40.00				
Watermelon - 2-3 sliced	3	\$5.00	\$ 15.00				
Meat							
Boneless Ham	12 kilo	\$5.00	\$ 60.00				
Boneless Beef Roast	12 kilo	\$5.00	\$ 60.00				
			\$ 407.00				