

Agenda – North Glenora Community League Executive Meeting June 19, 2007

- 1. CALL TO ORDER. Establish Quorum (7) for any Motions required.**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE PREVIOUS MINUTES**
- 4. FINANCIAL REQUESTS**
- 5. BUSINESS ARISING FROM THE MINUTES**
 - 5.1. Disposition of Unused Sports Equipment: C-Anne Robertson
 - 5.2. Orientation/Planning Session (June 2): C-Anne Robertson
 - 5.2.1. NGCL Vision Statement: Cathy Dytiuk
 - 5.3. Task Force on Hall Refurbishment: Natalia Krawetz
 - 5.4. Insurance Appraisal: David Van Meter
 - 5.5. Corporate Governance: Natalia Krawetz
- 6. CORRESPONDENCE/ANNOUNCEMENTS: C-Anne Robertson**
 - 6.1. Next Casino Date
- 7. REPORTS**
 - 7.1. President's Report: C-Anne Robertson
 - 7.1.1. Acclamation of Michelle Schurek to Family Activities Coordinator position
 - 7.1.2. Playschool Status (with Leslie McGlennon: memo available
 - 7.1.3. Next Casino Date
 - 7.2. 1st Vice President: Vacant
 - 7.3. Vice President: David Beckman
 - 7.4. Secretary: Natalia Krawetz (report available)
 - 7.4.1. Card Report: Agnes Brennan
 - 7.5. Treasurer's Report: Dave Van Meter
 - 7.6. Community Service Representative: Cathy Dytiuk
- 8. STANDING COMMITTEE REPORTS**
 - 8.1. Building & Grounds: Marg Bowler
 - 8.1.1. Kitchen Keeper: Marg Pratley
 - 8.2. Family & Adult Programs: vacant
 - 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. Planning & Transportation: Bill MacDonald
 - 8.9. Publicity: Donna Jackson (report available)
 - 8.9.1. Newsletter Distribution: Joy Fidler
 - 8.9.2. Welcoming Committee: Elizabeth Chomin
 - 8.10. Sports: Vacant

1. Minutes of the North Glenora Community League Executive Meeting Tuesday, June 19, 2007

NEXT MEETING: Tuesday, August 21, 2007

Present

C-Anne Robertson President*

David Beckman 2nd Vice-President*

David Van Meter Treasurer*

Natalia Krawetz Secretary*

Margaret Bowler Bldgs & Grounds*

Marg Pratley - Kitchen Keeper/45+

Michelle Schurek Family Activities* arr. 7:10; left 8:15

David Salmon Hall Bookings*

Marge Lilley Historian*

Pearl Biggar Neighbourhood Security*

Bill MacDonald Plg & Transport'n*

Donna Jackson Publicity*

Bev Dietrich Coronation School Liaison

Cathy Dytiuk City of Edmonton CRC arr. 7:06

Una Bryce City of Edmonton left 7:28

Leslie McGlennon Playschool arr. 7:25 left 8:00

Maki Blazevski Playschool arr. 7:25 left 8:00

Elizabeth Chomin Welcoming arr. 7:19, left 8:10

Absent

Michel Diotte

Vacant

Past President*

1st Vice-President*

Vacant

Adult Activities*

Agnes Brennan

45+/Greeting Cards

Harvey Humbke

Membership*

Vacant

Sports*

* = VOTING POSITION

1.0 CALL TO ORDER by C-Anne Robertson at 7:00 p.m.

2.0 APPROVAL OF THE AGENDA.

Motion to accept by Donna Jackson, seconded by Marg Bowler - Carried

3.0 APPROVAL OF THE MINUTES.

Motion to accept with the following corrections:

8.4, 45 Plus action item to read: The negotiation of a change in location for 45 Plus at the next spring Garage Sale was tabled for discussion at the next meeting;

8.5, Hall Bookings Report. Change from 10 rentals (for the previous month) to 5; by David Salmon, seconded by Bill MacDonald - Carried

4.0 FINANCIAL REQUESTS

Item 8:10 Refreshments for Community Day (September 7); Donna Jackson.

Item 7.4: Office Supplies.

5.0 BUSINESS ARISING FROM THE MINUTES

5.1 Disposition of Unused Sports Equipment: C-Anne Robertson

Corwin had not disposed of the equipment prior to his moving from Edmonton. At present, it remains in Room 8 of the Rink Shack (with hockey equipment in Rooms 3/4). **ACTION:** David Van Meter and David Salmon will inventory the sports equipment and present their assessment of what should be retained and disposed of, at the August meeting. They will meet with Guy Sopiwnyk (soccer coach) regarding any soccer equipment. Once the assessment has been presented, they will contact Marg Bowler regarding lacrosse equipment.

5.2 Orientation/Planning Session (June 2): C-Anne Robertson

The planning session went very well and was a great opportunity for those participating to get to know one another apart from the positions they occupy. The facilitators distributed copies of the resultant report. We took time from the meeting to work on an NGCL Vision Statement (the item remaining from the Planning Session). **ACTION:** Cathy Dytiuk and Una Bryce will consolidate our proposals on the vision statement and send them by e-mail for review and decision at the next meeting.

5.3 Task Force on Hall Refurbishment: Natalia Krawetz (report attached)

Motion to approve up to \$30,000.00 expenditure by Buildings and Grounds based on the estimates of suppliers as found, for all items listed below; by David Beckman seconded by Donna Jackson - Carried.

- Marg Pratley was ask to recommend an appropriate refrigerator and freezer and agreed to do so by working with David Salmon.
- David Beckman asked that a display case be added to the list.
- It appears that the cost of stove repairs is such that a new one may have to be purchased instead.
- There were recommendations to purchase a new refrigerator (no freezer) and a new freezer, given the age and lack of energy efficiency of the existing items. Questions were raised about Playschool's need for ice in a refrigerator; but it is assumed that ice can be stored in the freezer instead.
- Our caretaker recommended the purchase of a leaf blower (estimated at \$140.00) to clean the sidewalks in front of the hall, after the City has cut the grass.

Motion to approve up to \$15,000.00 expenditure by Hall Bookings based on estimates from suppliers as found, for all items listed below; by David Salmon, seconded by David Van Meter. Carried

David Salmon brought samples of the light banquet table and chairs. Everyone agreed that the stacking chair (compared to the non-folding chair) was the better one. There was a request that the tables be in the gray/stone color rather than white/off-white because it wouldn't show wear as easily. David checked with St. Basil's Cultural Centre (which uses such chairs) and the caretaker recommended that they be scotch guarded; moreover the purchase of a carpet cleaner with upholstery attachment would make it easy to remove any stains, in a timely manner. Hence the suggestion to purchase a carpet cleaner. A request was made to add new card tables to the list, as the existing ones are old and unstable.

Motion to approve up to \$50.00 expenditure by Historian for archival storage requirements; by Natalia Krawetz, seconded by David Beckman. Carried.

Items Approved by Executive for Expenditure (note that many of these items require pre-approval from the Alberta Liquor and Gaming Commission before purchase) Items with ** will be specified on pre-approval amendment, to cover them.

BUILDING & GROUNDS	Roof repairs	\$1,000.00 estimated **
- Main Hall	Replacement/repair of locks (Hall & Rink Shack)	Estimate pending from Action Security. <i>AGLC approved.</i>
	Repairs to east interior wall of hall.	Trying to find contractor for estimates.
	Painting of hall interior	**
	Various hall repairs (caulking, weather sealing, ceiling repairs in Playschool & men's washroom, concrete landings outside entrances, sink taps, BBQ)	**
	Purchase of stove, refrigerator, freezer, ladder, smaller bar fridge, display case, scaffolding, two senior-friendly benches, leaf blower	<i>Requires AGLC pre- approval.</i>
	Installation of GFI on exterior electrical plugs	**
	Low energy furnace	<i>Requires AGLC pre-approval.</i>
	Low energy light bulbs	**
	New, highly visible sign for hall to advertise upcoming events.	<i>Requires AGLC pre-approval.</i>
- Rink Shack	Conversion of two washrooms to locked storage	<i>Approved as repair/refurbishment of rink shack.</i>
	Sealant and weather sealing	<i>As above.</i>
	New exterior doors and frames	<i>As above.</i>
- Office	Flat screen computer/new computer	<i>Unlikely to get AGLC approval.</i>
- Community at Large	Signage at four corners of community.	<i>Requires AGLC pre-approval.</i>
HALL	Stacking Chairs	Estimate: \$5,000.00 for 200

BOOKINGS		<i>Approved by AGLC.</i>
	Dollies	<i>Approved by AGLC.</i>
	Carpet shampooer with upholstery attachment	<i>Requires AGLC pre-approval.</i>
	Light Banquet Tables	Estimate \$3,000.00 for 45 <i>Approved by AGLC.</i>
	Card Tables	<i>Requires AGLC pre-approval</i>
	LCD Projector including screen, mounting bracket, cables and installation	Estimate: \$5,000.00 <i>Requires AGLC pre-approval.</i>
	Improvements/repairs to sound system	<i>Requires AGLC pre-approval.</i>
	CD player for existing video set-up in Playschool	<i>Requires AGLC pre-approval.</i>
HISTORIAN	Storage containers	Estimate: \$50.00 <i>AGLC pre-approval?</i>

Natalia is taking the Alberta Gaming and Liquor Commission course on June 20th and will notify committee members of any new information that arises from it.

5.4 **Insurance Appraisal: David Van Meter**

David talked with a representative from Foster Park Baskett Insurance who recommended that we not change insurers mid-year because of the financial penalties involved. He suggested that three months before the next renewal, we contact both companies for a quote and decide at that time. The building is currently insured at \$1.6 million (which appears to be adequate) with \$10,000.00 for equipment; the latter may need to be revised when we acquire new items (as per Item 5. 3). **ACTION:** Three months before our insurance is to be renewed, the Treasurer will contact the two companies and request a quote. At that time, a new appraisal of buildings and possible chattel will be considered.

5.5 **Corporate Governance: Natalia Krawetz**

ACTION: Deferred to the next meeting.

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

- Edmonton Community Foundation Annual Report – circulated and filed.
- EPCOR notice re-cast iron water replacement activities – filed.
- Thank you letter from the In Kind Centre for the donation of name tags and paper for which we no longer had a use –filed.
- Next Casino is scheduled for 2009, January/March. David Hill has agreed to remain as Casino Coordinator.
- Grovenor is hosting a meeting on Thursday at the Glenora Club for those interested in running for school trustee. There will also be a meeting at Grovenor School on Tuesday, June 26th at 7:30 p.m.

7.0 **REPORTS**

7.1 **President's Report: C-Anne Robertson**

- At the Planning Session, Michelle Schurek expressed interest in taking on the position of Family Activities Chair. ***Motion to appoint Michelle Schurek to the position of Family Activities Chair; by David Salmon, seconded by Donna Jackson - Carried***
- C-Anne has received two calls from people interested in serving on the Executive and will follow-up with them. Natalia reminded her to check our By-Laws regarding such appointments, should she so recommend.
- A child received a minor injury from a protruding nail in the Playground. C-Anne called the City and repairs were made the next day.
- ***Playschool Status:*** (Memo of understanding distributed) Leslie McGlennon has taken the initiative to re-establish Playschool and attended with Maki Blazevski who will be on the Playschool Executive. The service plan has been submitted to Children's Services and C-Anne Robertson is the contact. There are 10 children registered with over half of them from North Glenora. Two programs are proposed: three days for 4 year olds (Monday, Wednesday and Friday) with a maximum of 16 children; and two days for three year olds (Tuesday and Thursday) with a maximum of 12 children; all classes would be from 9:00 to 11:30 a.m. Community residents have had a month for advance registration via advertisements in the NGCL newsletter. Advertisements have been placed in the Coronation School Newsletter and the Preschool Association Newsletter and in the western division of the Edmonton Examiner. A brochure has been prepared and the Parent Handbook is being

updated. Leslie is meeting with a potential teacher this evening. Playschool has agreed to the NGCL memo of understanding (outlining the relationship between NGCL and Playschool) as circulated. Leslie sees Playschool at a primary step for getting new families involved in the community and the NGCL. She suggested that the parents run one fundraiser a year and split the proceeds with the NGCL, since Playschool is not charged for hall rental.

- Little Treasures Daycare no longer accepts part-time participants and provides daycare services only. Only children attending Coronation School will be accepted. Ownership is changing hands within the month.

7.2 **1st Vice-President: Vacant**

7.3 **Vice-President: David Beckman** No report.

7.4 **Secretary: Natalia Krawetz (report appended)**

Motion to approve up to \$100.00 on items for the proper storage of materials, by Natalia Krawetz, seconded by David Beckman - Carried

7.4.1 **Card Report: Agnes Brennan (absent)**

The following cards were sent:

Thinking of You	Jim Pringle (heart attack)
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7.5 **Treasurer's Report: David Van Meter**

David was unable to make contact with the former Treasurer, Sean Harding, before he moved away. The 2005 financials are now completed. He is currently working on 2006 and anticipates that it will be done soon. He queried the 2006 petty cash floats which are listed as outstanding:

- Secretary \$70.00
- Buildings & Grounds \$200.00
- Newsletter \$600.00 Indoor Playground \$100.00
- Adult Activities \$141.00

Natalia indicated that she had never received a cash float and thus it must relate to the previous incumbent. The Newsletter float has been clarified.

ACTION: David will investigate this further. Current incumbents of these positions are urged to contact him to clarify present status.

7.6 **Community Service Representative: Cathy Dytiuk**

Cathy distributed information on the following:

- Block Parties – given to Donna Jackson
- Grants list for communities – given to C-Anne Robertson
- STEP payroll – given to David Van Meter
- June 2007 Monthly Minders
- Active Edmonton, Walkable Edmonton brochures
- Learn to Skateboard Sessions
- 2007 Summer Program Guide
- City of Edmonton Parks and Picnic Sites
- Bicycle Transportation Plan Open House Invitation
- Big Bin Events to the end of September
- Community League Wellness Program Admission Rates
- Special Events for Youth poster

Unless otherwise stated, these items will either be posted on the bulletin board or filed.

Our STEP grant has been sorted out and we have received one (rather than two).

Summer Playground: Registration for Wizards and Wands was 5; 15 children are needed, so the program has been added to brochures circulating in other communities in the hopes of increasing registration. Soccer has been going well. The same playground leader as last year has been hired.

8.0 **COMMITTEE REPORTS**

8.1 **Adult Activities: Vacant**

Motion to hold a Pub Night on a monthly basis, organized by David Salmon; by Bill MacDonald, seconded by David Beckman - Carried

David Salmon proposed that he would organize a Pub Night from 8:00 p.m. until midnight on the second Friday of each month. The first two Pub Nights will be July 20th and August 10th. He will get the liquor license and sell drinks at cost, and request that snacks be pot luck. Liquor liability is covered by the NGCL insurance as this is a League event. He thanked Donna Jackson for advertising it in the newsletter.

8.2 Buildings & Grounds: Marg Bowler

Marg Bowler and her committee did a walk-through of all buildings and made a list of the repairs and refurbishments to be done. McKinley Heating will do its spring inspection tomorrow. ATCO was in to look at the pilot light on the stove and recommended a new oven control. David Beckman is following this up.

- **Kitchen Keeper: Marg Pratley** **No report.**

8.3 Family Activities: Michelle Schurek

As Michelle was just appointed into the position, a report was premature. Her role will be to serve as the contact and liaison between Executive and the person(s) proposing or implementing a specific family event.

8.4 45 Plus: Marg Pratley

Marg referred to the events listed in the newsletter.

8.5 Hall Bookings: David Salmon

David distributed his report noting the correction on the title from April to May. He met with his committee regarding a special price for those hosting charity events; discussion was deferred in perpetuity.

8.6 Historian: Marge Lilley

No photos were taken this month.

Marge followed up on the reasons the NGCL didn't become registered under the Society's Act until 1963: It was not and still is not necessary to be incorporated under this Act unless: 1) you wanted to have a charitable donation number for a fund raising drive; 2) you wanted to be part of the lucrative Bingo and/or Casino scene; 3) you wanted to legally hold a raffle; and/or 4) possibly (and this is uncertain) you wanted to have a liquor license. Marge concluded that the delay in incorporating the NGCL was due solely to the lack of a reason or need to do so. In the early '60s the need for an extension to the Rink Shack became apparent and fund raising was pursued. This may have accounted for incorporation in 1963.

8.7 Membership: Harvey Humbke (absent)

8.8 Neighbourhood Security: Pearl Biggar

One community member reported illegal drinking and drug use in the park to the police.

8.9 Planning & Transportation: Bill MacDonald

Bus Rapid Transit (BRT): Bill attended the City's open house. The proposed route is down Stony Plain but it could still be changed to 107 Avenue. Action on this is three to five years away. *Secondary Suites* are being phased in by by-law due to the shortage of rental housing. Currently there are an estimated 10,000 illegal suites. *Patio Homes* were recently noted in the Edmonton Journal as architectural gems. Westcorp has sent notices to renters in the block west of 138 Street that there will be no renewals as of June 2008. Bill is following this up with Westcorp to ascertain what development will be underway. He stated that Westcorp does not have a reputation for being concerned about the communities in which their developments are established.

8.10 Publicity: Donna Jackson

Community Day:

Motion to provide \$300.00 for refreshments for the September 7th Community Day; by Donna Jackson, seconded by Pearl Biggar - Carried

Food will be free with a jar requesting donations from non-members. David Beckman and Marg Bowler will help with food.

Newsletter Distribution: Several members reported problems with newsletter distribution (either not receiving copies, receiving them late, or receiving multiple copies). Joy Fidler was expected to attend this meeting but did not. She has not been easy to contact. **ACTION:** Donna will follow up with Joy.

Donna will notify members when the newsletter is ready so they can be on the watch for receiving it. Any problems with receipt should be reported to Donna ASAP.

Welcome Committee: Elizabeth Chomin (Chair)

Committee members are Annette Anderwald, Marg Bowler, Bill MacDonald and Elizabeth Turner and each has a specific territory. Donna has provided an updated Welcome Package for use on their calls to new residents. Bill suggested that a business card be developed for each committee member, with a contact number; the card can be part of the Welcome Package. Bill has arranged to call the manager of the Patio Homes every few month to be notified of new residents. Similar arrangements are planned to be made with other apartment buildings in the area. 22 houses have been sold since January at an average price of \$440,000; between 4 and 8 are currently up for sale.

ACTION:

Donna will ensure business cards are developed.

Please notify Elizabeth Chomin of any new neighbours so the committee can welcome them.

Motion to put an expiration date of September 7, 2007 on the complimentary membership coupons for all welcome packages delivered by August 7, 2007; and thereafter to put an expiration date of 30 days after the delivery of the Welcome Package to a new resident; by Donna Jackson, seconded by Bill Macdonald - Carried

It was agreed that all complimentary memberships issued at this point would be for the 2007-2008 year.

ACTION: Donna Jackson will notify Harvey Humbke.

8.11 Sports: Vacant

9.0 SPECIAL COORDINATOR'S/PROJECTS REPORTS

9.1 Coronation School Liaison: Bev Dietrich

School Enrollment: As of June 12 there are 93 students enrolled for September, 13 of which are in Kindergarten. Grovenor has 87 (with 11 in Kindergarten); Woodcroft has less than 90, with 3 in Kindergarten. The IB consultant has been hired. The rolling signs are out on 111 Avenue and Groat Road and on 107 Avenue. The latter will be moved further west in August. Ads are placed in the Examiner (for one week), the High Park newsletter, and a flyer drop off in Woodcroft. *Community Day:* On Community Day (September 7th) the school will serve hot dogs from 5:30 to 6:00 p.m. and have a raffle from 6:00 until 7:00 p.m. *Parents' Council:* Next meetings of Parent Council are August 29 and September 18. *Casino:* Coronation Parent Council Casino dates will fall on a Monday and Tuesday (Dec. 3rd and 4th.) Because these dates are on a Monday and Tuesday, it will be difficult to get volunteers to assist. **ACTION:** Bev will provide Natalia and Donna with a contact name. Donna will ensure a request for volunteers is advertised in the August newsletters.

Motion to use the \$300.00 previously allocated for Coronation School (see Item 5c of Minutes of February 20, 2007) to support signs to attach to the school; by David Beckman, seconded by Marg Pratley - Carried

9.2 Gardens & Parks: Natalia Krawetz (report attached)

10.0 NEW BUSINESS

10.1 Commemoratives: Natalia Krawetz

ACTION: Deferred to August meeting.

10.2 SAGE Awards: David Beckman

ACTION: Nomination(s) referred to August meeting.

11.0 ADJOURNMENT

Motion: to close the meeting at 9:15 p.m., by David Salmon. Carried.

REPORTS AND ATTACHMENTS DISTRIBUTED AS PART OF THE MINUTES

- MEMO FOR DISCUSSION: PROPOSED PLAYSCHOOL AT NGCL HALL
- HALL BOOKINGS REPORT FOR MAY 2007
- REPORTS FOR THE NGCL EXECUTIVE MEETING OF JUNE 19, 2007
 - TASK FOR ON HALL REFURBISHMENT
 - SECRETARY'S REPORT
 - PUBLICITY
 - GARDENS & MINI-PARKS

5.3 Task Force on Hall Refurbishment/Casino Expenditures (Natalia Krawetz)

Has met twice (May 28 & June 14, 2007)

Members are Natalia Krawetz (Chair), David Beckman, Marg Bowler, Donna Jackson, Doreen Leia, Marge Lilley, C-Anne Robertson, David Salmon

Estimated funds to expend by August 2007: \$59,000.00 (approximately)

1. Allocated a budget of \$35,000+ to Buildings and Grounds

Priority Items

- Roof Repairs on hall – estimate pending but thought to be around \$1,000.00
- Replacement/repair of various locks (hall & rink shack) – estimate pending with Action Security
- Repairs to east interior wall of hall (from stage to southeast doors) – trying to find a contractor for estimates
 - Painting of hall (interior)
 - Various repairs to hall (caulking, weather sealing, ceiling repairs in Playschool and men's washroom, concrete landings outside entrance(s), sink taps, BBQ, stove)
 - Installation of GFI on exterior electrical plugs
 - Low energy furnace
 - Low energy light bulbs
 - *Rink shack:*
 - Conversion of two washrooms to locked storage
 - Sealant and weather sealing
 - New exterior doors and frames
 - *Other Items*
 - Indoor ladder (estimated at \$200.00)
 - Smaller bar fridge
 - New refrigerator (without a freezer and energy-saving model)
 - 2 senior-friendly benches for hall entrance
 - Scaffolding

2. Allocated a budget of \$15,000 to Hall Bookings

- Banquet Chairs (upholstered, stacking)
 - Costco has the lowest price at \$4698.00 for 200 (\$22.99 each). Maintenance has been checked. Scotch guarding is recommended as well as spot cleaning with the upholstery attachment of a carpet shampooer. Pending a check on the adequacy of storage and potential need for new dollies.
- Light Banquet Tables
 - \$2474.55 to \$3138.75 (for 45 of 30" x 72"). Cost pending check of source of grey/stone coloured tables (versus white) which are considered more durable.
- LCD Projector (including screen, mounting bracket, cables and installation) \$5,000.00
- Carpet cleaner (pending discussion with our caretakers)
- Improvements to our sound system

3. Allocated a budget of \$50.00 to Historian: for storage requirements

Other Items under Consideration

Signage at four corners of community

New, highly visible sign for hall to advertise upcoming events

Flat screen computer monitor (or new computer) for office

Will need Executive authorization to expend funds as estimates are received (before next Executive meeting)

Item 7.4: Secretary's Report (Natalia Krawetz)

Purchases by special motion:

Office Furniture

Allocation: \$1,200.00	Expended prior	386.24
	Desk	343.44
	Filing cabinet	228.99
	Storage containers, coat hooks, table legs, shelves (approx.)	275.00
	Bulletin board	donated
	Sorting table	donated
	Total to date: (approx.)	\$1174.67

Most of the furnishings have been assembled thanks to help from Daniel Van Heyst (who donated the sorting table top and bulletin board), Bill MacDonald, David Beckman and Elizabeth Turner.

Still requires a few more storage organizers which will be purchased in the next six weeks. Will request budgetary authorization as will somewhat exceed original allotment.

Require help to adjusted the upper cabinet doors, install proper shims (photocopier and sorting table) and install bulletin board(s).

Task Areas	Hours Worked	
	May to June 15	
SECRETARIAL ACTIVITIES		
Administration – general (filing, photocopying, labeling, sorting mail, correspondence/e-mails, phoning, archiving)	20	
- planning session	24	
- Casino-related (incl. Task Force)	14	
Exec Meeting (incl. prep & follow up)	17	
Office Furnishings – shopping/ordering/installing	30	
TOTAL SECRETARIAL	(105)	
NON-SECRETARIAL ACTIVITIES		
Gardens & Mini-Parks (weeding & pruning)	5	
Casino	5.5	
TOTAL NON-SECRETARIAL	(10.5)	
TOTAL	110.5	

Item 8.9: Publicity (Donna Jackson)

Newsletter & Website

1. The June Newsletter was uploaded to the printer on Monday May 21st. It was held over for one day to allow Leslie McGlennon time to submit information regarding Playschool registration and the request for interested Playschool teachers to submit their resumes.

2. The June Newsletter was printed by Lasertext and picked up by Joy Fidler on Tuesday May 22nd.

3. Joy plans to attend the June Executive Meeting to meet the Executive and review how distribution is going. There have been a few problems getting the carriers to comply with the 7 day delivery deadline once they receive the newsletters as well as returning their delivery bags and picking up payment in a timely fashion. Joy advised she has 3 kids on the wait list for carrier jobs.

4. The website was updated a couple of times during May – we are featuring Playschool, Playgroup, Pub Nights and the Playground Summer program on the main page along with all our usual links plus a new link to the Garbage Fair history complete with photos.

- A new pdf available from the Special Features link has been added. It is a compilation of the articles and pictures published during our 50th Celebration Year (2003) and the link is called **History & Pioneer**

Profiles related to 50th Celebration. These historical articles were created by Marge Lilley, Avril Glenn and Elizabeth Turner.

Welcoming Committee Update

Tuesday June 05 2007 (Elizabeth Chomin)

There seems to be a lot of homes selling in our area and I have compiled a list of about 21 houses that have sold in North Glenora since January 2007. I am running short of welcoming packages so as soon as Donna gives me a few more packages I will deliver some to each of you – probably on the weekend. I will give each of you the address of 7 houses for you to welcome – hope that's ok.... Beside each house is the date it was sold so a few of these places may have been done before I took over this job. There are also 5 houses in the area for sale right now so there will be more in the near future.

Saturday June 09 (Donna Jackson)

Members of the Welcoming Committee enjoyed a visit to Elizabeth Chomin's home on Saturday June 09 to meet and discuss distribution of the listings and sales that are current in North Glenora as well as action that may have occurred on sales dating back to last fall. Members in attendance were Elizabeth Chomin, Elizabeth Turner, Marg Bowler, Bill MacDonald, and Donna Jackson. Annette Anderwald was unable to attend.

- Donna Jackson printed and distributed 25 packages of the brochures we are currently distributing, including the North Glenora Welcome Home, Coronation School, NGCL Membership form, EFCL – Benefits of Membership, City of Edmonton Telephone Listing, City of Edmonton Wellness brochure and the Wellness Rate Sheet. North Glenora was split into areas for each member of the committee to be responsible for tracking and visiting new residents.
- Donna Jackson sent an electronic copy of the map to Elizabeth Chomin for mark-up and redistribution.
- Donna Jackson contacted the new CRC, Cathy Dytiuk as well as Harvey to see if we have any pre-printed brochures available at this time. If not, Donna will arrange to have 25 more sets printed or color copied at Lasertext and charged to the NGCL account.
- There was also discussion on how to get information regarding apartment & patio home rental activity. Members of the committee will see if Rental Managers or current residents may be receptive to reporting rental activity or providing a copy of our package to new residents.
- As there is not much benefit awarding free memberships for the current year, we will ask at the June 19th meeting if we can now offer 2008 memberships – we can set an expiration date for the offer at the time the package is delivered and it will be on the onus of the new resident to contact NGCL Membership Chair to receive their complimentary membership and exchange the coupon provided before the expiration date. We will have to review the motion that was passed in January of 2007
 - **Motion to promote the community and goodwill, that NGCL offer new residents a complimentary membership for the balance of the current membership year; by Donna Jackson, seconded by Natalia Krawetz. Carried.**

New Neighbours in North Glenora (Bill MacDonald)

The following houses have been distributed among the Welcoming Committee members during our meeting on Saturday, June 9. Members are asked to plan to visit their houses later in June, after we have had the Community League Executive meeting on Tuesday, June 19. Elizabeth C. will attend and we will get confirmation that the free membership offered to new residents will be for the coming membership year, which begins in September.

The committee members and their sectors are:

Elizabeth Chomin – south west

Elizabeth Turner – north west

Bill MacDonald – north east (and south east with Annette)

Marg Bowler – north east (110 and 110A Avenues)

Annette Anderwald – south east (with Bill)

Bill and Annette will divide up the south east initially.

Elizabeth Chomin: 10833-140 Street – sold Jan. 15, 2007
10804-141 Street – sold April 19, 2007
13923- 107A Avenue – sold April 22, 2007

Elizabeth Turner: 10953-141 Street – sold April 30, 2007
10982-135 Street – sold May 10, 2007
13843-110 A Avenue – sold Feb. 7, 2007
10974-138 Street
10977-141 Street

Bill MacDonald: 10977-135 Street – sold Jan.16, 2007

Marg Bowler: 11009-135 Street
10958-135 Street

Annette Anderwald (with Bill): 10752-133 Street – sold May 23, 2007
13619-109 Avenue – sold May 9th, 2007
10759-133 Street – sold May 10, 2007
10772 -133 Street – sold Feb. 1, 2007
13539- 107A Avenue – sold May 3, 2007
13516-107 A Avenue – sold January 26, 2007
13303 109 Avenue - sold Jan. 10, 2007
10801-137 Street
13319-109 Avenue
13319-107A Avenue
10838-136 Street – new neighbours moved in June 1
13519-107A Avenue (currently with for sale sign)

September 7, 2007 – Information & Registration Evening (Donna Jackson)

1. Request for \$300.00 to cover food for the event.
2. Request for City of Edmonton Funbag from 5:30 p.m. – 7:30 p.m. on September 7th.
3. Several emails have been sent – help will be required with transportation for shopping for the event and kitchen help on the day for preparation of the food as well as serving the food.
4. Check what the executive think – should we charge everyone for food or make it a benefit of purchasing a membership and just charge for those who do not purchase? Any 2008 membership receives free food – whether they purchase at the event or previous to the event?
5. Requested if Pearl would arrange for Safe Parent, NW and perhaps Safedmonton displays.

Item 9.2: Gardens and Mini-Parks Report (Natalia Krawetz)

Beds are being cared for as follows:

- 107A and 135 St.: Bill MacDonald, Pearl Biggar, Natalia Krawetz
- 110A and 135 St.: Auddie Taylor, Paula Wintink, Natalia Krawetz
- Raised Garden at Hall: Guides (planted in June), Marge Lilley
- Bed beside hall: Cheryl Gill, Natalia Krawetz

One additional volunteer, yet to be contacted

Hall Bookings Report for May 2007

May revenue

The hall was rented 6 times in April for a monthly revenue of \$1000.00

Just a quick correction on the April 2007 Hall bookings report. It was stated that the hall was rented 10 times for \$762.50 when in actuality it was rented 5 times for the same amount.

Other issues

Proposal for New Chairs, Tables and an LCD Projector/Screen and Carpet cleaner

Chairs (based on 200)

Polypropylene Plastic folding chair

Source Office Furnishings (\$19.99 each)	Total	\$3998.00
Special Event Rentals (\$17.95 each)		\$3590.00
Costco (does not sell)		

Fabric Folding Chair

Source Office Furnishings (\$18.99 each)	Total	\$3798.00
Special Event Rentals (\$17.95 each)		\$3590.00
Costco (\$13.49 each)		\$2698.00

Fabric Solid Stacking Chair

Source Office Furnishings (\$38.99 each)	Total	\$7798.00
Special Event Rentals (\$28.75 each)		\$5750.00
Costco (\$22.99 each)		\$4598.00

Tables (based on 45 of 30" X 72")

Lifetime Plastic Collapsible Table

Source Office Furnishings (\$63.99 each)	Total	\$2879.55
Special Event Rentals (\$69.75 each)		\$3138.75
Costco (\$54.99 each)		\$2474.55

LCD Projector for Functions and Family Events

Estimated cost for projector, screen, mounting bracket and cables: up to \$5000

Carpet cleaner for cleaning carpeted areas and chairs

Up to \$400

Respectfully submitted,

David Salmon
NGCL Hall Bookings Chair