

Minutes

The North Glenora Community League Executive Meeting

Tuesday, March 20, 2007

Present

C-Anne Robertson President

David Beckman 2nd Vice-President
Sean Harding Outgoing Treasurer
David VanMeter Incoming Treasurer
Natalia Krawetz Secretary
Donna Jackson Publicity
Bev Dietrich Outgoing Hall Bookings (arrived at 7:10)
Incoming Coronation Liaison
David Salmon Incoming Hall Bookings
Harvey Humbke Membership
Corwin McCullagh Outgoing Sports Programs

Agnes Brennan Greeting Cards/45+
Marge Lilley Historian

Margaret Bowler Incoming Bldgs & Grounds
Daytime Contact

Pearl Biggar Neighbourhood Security (arrived at 8:23)
Bill MacDonald Plg & Transport'n (left at 8:30)
Una Bryce City of Edmonton CRC (arrived at 8:07)

Absent

Michel Diotte Past President
Vacant 1st Vice-President

Ross Bursey Outgoing Family & Adult Programs

Barry Mohl Bldgs & Grounds

Marg Pratley Kitchen Keeper/45+

1.0 CALL TO ORDER by C-Anne Robertson at 7:03 p.m. Quorum was established.

2.0 APPROVAL OF THE AGENDA

Motion to approve with amendment to move Item 7.7.10 to follow Item 4.0 and to add key exchange just before Item 8.0, by Donna Jackson; seconded by Agnes Brennan. Carried.

3.0 APPROVAL OF THE PREVIOUS MINUTES

Motion to approve the minutes as written, by Marg Bowler; seconded by Marge Lilley. Carried.

4.0 FINANCIAL REQUESTS

Request for motion in principle for expenditures on hall furnishing: Natalia Krawetz

5.0 BUSINESS ARISING FROM THE MINUTES

5.1 Volunteer Appreciation Dinner: Dave Beckman

Invitations will be extended to 167 volunteers (and their guests), in expectation of about 100 attendees. Our new treasurer, Dave VanMeter (and guest) and our new Hall Bookings Chair, Dave Salmon were added to the list. The final count is due on April 5th. *Honourees*: The Volunteer Appreciation Committee (Dave, Donna and Natalia) proposed that the following members of the 2006 Executive Committee be honoured this year: Marg Bowler, Sean Harding, Barry Mohl, Bev Dietrich, Corwin McCullagh, and Ross Bursey. The five honourees in attendance left the room so that the balance of Executive could discuss whom to select as volunteer of the year. Bev Dietrich was selected for her outstanding work on increasing the number of hall rentals. Each honouree will receive a certificate (designed by Donna Jackson), a gift certificate to Boston Pizza, and a small gift. *Speakers*: MCs will be Dave and Natalia. Jo Tayler will say grace. Dave is having difficulties getting a speaker. Dr. Miller, our MLA, was not available. Councillor Batty has been approached. If Ms. Batty cannot come, Dave will ask Councillor Phair. *Entertainment* will be provided by 45+. Dave has approached Diane Hill regarding musical performers from Westminster School. In addition, Natalia will develop a North Glenora I. Q. Test. *Helpers*: Invitation deliveries - Bill MacDonald, Pearl Biggar, Bev Dietrich, Harvey Humbke, C-Anne Robertson. Setting tables - Marge Lilley will help. Hall set up - Harvey Humbke, Bill MacDonald, Dan Van Heyst, and Marg Bowler. Greeting table - Marg Fokkema (if she comes). Bar - Rhonda Van Heyst and Marg French. Decorations – Natalia and Donna, with Marge Lilley's help.

5.2 EFCL District Elections: Donna Jackson

At the March 19th EFCL meeting, it was agreed that such positions would remain on hold until the Federation comes to terms with the lack of participation at the district level. The issue is tabled by the Federation until November.

5.3 Refreshments for Wildrose Fiddlers (advertisement)

ACTION: Donna Jackson is placing an advertisement in the newsletter for the provision of refreshments (discussed at the previous meeting).

6.0 CORRESPONDENCE/ANNOUNCEMENTS

The Federation is sponsoring Community Day on May 21st at the Heritage Aviation Museum from noon until 4:00 p.m. Executive and their families are welcome.

7.0 REPORTS

7.1 President's Report: C-Anne Robertson

Report on EFCL Meeting of March 19, 2007: Chief Boyd from the Edmonton Police spoke of the new approach to city security by ensuring that every community in the city has police doing a community beat. Parents from the organization Parents Empowering Parents spoke on the challenges of dealing with drug addicted children. The Federation has

- revised its fees for member leagues and ours will decline by \$45.00.
- reviewed insurance programs offered by three companies.
- developed a position on contaminated sites.
- proposed a new planning model (and related communications model).

Upcoming events are the EFCL Talent Show and Community Day. (See also 5.2 and 6.0).

A local media station is offering to provide entertainment and food for a neighbourhood block party on Friday evenings during the summer. Marge Lilley suggested that we follow up on the offer. **ACTION:** Donna will advertise for interest, in the newsletter.

7.2 1st Vice-President: Vacant

7.3 Vice-President: David Beckman

See Items 5.1 and 7.8.2.

7.4. Secretary: Natalia Krawetz (written report provided)

Motion to approve the expenditure of up to \$200.00 on eight storage boxes for archived financial records, by Natalia Krawetz; seconded by David Salmon . Carried.

7.4.1 Card Report: Agnes Brennan

The following cards were sent:

Thinking of You		
Thinking of You	Stella & Stan Stevens	Stella: broken wrist; Stan; hit by car at Westmount
Thinking of You	Al Bowler	Surgery
Thinking of You	Louise Humbke	Severe flu and related complications
Thinking of You	Devika Short	Unwell
Sympathy	Family of Margaret Ogilvie	Past NGCL Treasurer
Sympathy	Mrs. Elizabeth Nemeth & Family	Loss of daughter, Andrea
Congratulations	Lael Barlow	Flag bearer at Canadian Winter games and medal winner (silver and tie for gold)

7.5 Treasurer's Report: Sean Harding/Dave Van Meter

The 2006 report had been tabled at the Annual General Meeting the previous week. **ACTION:** Sean will draw up a letter for the transfer of signing authority; he stated that all parties will have to meet at TD Canada Trust together.

Motion to change signing authority so that any two of the following persons are so authorized: C-Anne Robertson, David Beckman, Natalia Krawetz, and David Van Meter; by David Beckman, seconded by Donna Jackson. Carried.

7.6. Community Service Representative: Una Bryce

Social and Recreation Services' name has been changed to Neighbourhood and Community Development. Its mandate is under review.

Upcoming Events:

- Big Bin Event (waste management) at Woodcroft, June 9/10 from 9:00 a.m. to 5:00 p.m. (See the Monthly Minder.)
- Capital City Cleanup is a go.

- Open House for Recreation Facilities and Sports Fields - Information Nights. Tuesday March 1st at Circle Square.
- Una circulated a list of City of Edmonton contact numbers and information on the City/EFCL Wellness Program (to be posted on the hall bulletin board). Natalia handed in our Operating Grant application.

7.7 Standing Committee Reports

7.7.1 Buildings & Grounds: Marg Bowler

Marg will call a meeting of her committee shortly after Easter and have a few meetings of that committee for the year. She called the police station to report drivers going through the stop signs at 135 St. and 109 B Avenue. McKinley Heating installed the new furnace filter box and Harvey Humble bought filters for it. C-Anne is meeting with Simplex Grinnell to continue the fire extinguisher, etc. inspection, tomorrow.

A letter was received from the 50th Guide Company offering to plant flowers in the League's flower bed after the long weekend, as a community service project. **ACTION:** Natalia (Gardens & Mini-Parks) will coordinate this with the Guide Leader.

- Kitchen Keeper: Marg Pratley (absent)

7.7.2 Family & Adult Programs: vacant

ACTION: C-Anne will check with Ross Burse regarding plans for the April 1st picnic.

7.7.3 45 Plus: Agnes Brennan

The February Games and Cards Night was attended by 14 people. Agnes reviewed the upcoming events (a musical evening with the Running Boards and a Spring Pot Luck) and proposed tours (which will be advertised in the newsletter). **ACTION:** Donations are requested for the 45+ Garage Sale table.

7.7.4 Historian: Marge Lilley

Marge updated the list of those volunteers who have received awards in the past, for the Volunteer Appreciation Dinner committee.

7.7.5 Membership: Harvey Humbke

\$35.00 more was raised. The latest membership figures are:
104 families, 96 seniors, 22 single parent families, and 99 adults, for a total of 321 memberships.

7.7.6 Planning & Transportation: Bill MacDonald

An update of activities had been provided at the Annual General Meeting the previous week. Cole Pederson will represent the committee at the Advisory Committee Meeting on high speed transit (since 107 Avenue and Stony Plain are potential venues); should one of these be chosen it is likely to take 3 to 5 years before it will come into being. In response to questions regarding new developments at Westmount Mall, Bill indicated that there has been no community consultation. Marg Bowler suggested that people call the Mall Administration Office with ideas for new stores that would be an asset to the community.

7.7.7 Publicity: Donna Jackson

Draft newsletter was circulated for review. The website has been down but is expected to be running again shortly.

- Welcoming Committee
Donna updated the brochures for the new chair, Elizabeth Chomin.

7.7.8 Hall Bookings: Bev Dietrich/Dave Salmon

The hall was rented six times last month providing \$950.00 in revenue. Keys have been organized and labeled and an information sheet prepared for Dave Salmon, as he takes over. Dave Beckman advised (as a result of discussion at the EFCL meeting the previous evening) that Hall Bookings be rigorous in ensuring that all outside renters have third party liability insurance for events at our hall, particularly where alcohol is being served. He recommended that it be made a mandatory condition. In other words, make sure they have liquor liability insurance; physically see a copy of this insurance before the renter is given a key; AND make a copy for our files. Many leagues are restricting the rental of their halls when alcohol will be served, to their members only. **ACTION:** Bev will review the current rental agreement with this in mind.

Motion to rent the hall to outsiders for a second time in July 2007, by Marg Bowler, seconded by Dave Beckman. Carried.

Amendment to above motion: to rent the hall to outsiders for a second time in June, July and August of 2007, by Marg Bowler, seconded by Dave Beckman. Carried.

Discussion: Bev has had another inquiry to book the hall for a wedding in July. One has already been booked and she suggests we consider this, as the hall is available.

7.7.9 Security: Pearl Biggar

Pearl mentioned that the casino (mentioned in the previous minutes) had occurred.

- Safe Parent: Pearl Biggar
- Neighbourhood Watch: vacant

7.7.10 Sports: Corwin McCullagh

Soccer registration on March 14th resulted in 38 registrations, making enough for 4 teams, predominantly comprised of children from North Glenora: one Under 6 mixed, two Under 8 (one boys, one girls) and one Under 10 girls. Equipment is sufficient and in good shape.

Motion to donate the League's unused sports equipment from defunct sports to Sports Central, by Corwin McCullagh; seconded by Donna Jackson. Carried.

Surplus and unused equipment from defunct sports will be donated to Sports Central; Corwin will keep his keys until he has completed this transaction. There is potential to sell some equipment as well. **ACTION:** Corwin will ensure that copies of old uniforms that are of historic interest are given to Marge Lilley (Historian). He will continue to liaise between the League and the City of Edmonton regarding summer sports programs, and thus wishes to remain on the contact list.

7.8. Special Coordinators/Projects

7.8.1 Casino: Bill MacDonald/C-Anne Robertson

There are 45 volunteers to date. A roster of names and positions will be developed three weeks before the actual casino date. Attempts will be made to arrange ride shares with those who need them; alternatively they will be reimbursed for cab fare (upon presentation of a receipt). No one has asked for babysitting services. In the past Marg Bowler has offered to provide them, but she has received no calls.

7.8.2 Coronation School Liaison: Bev Dietrich

Status of school petition (Dave Beckman): The rally concerning impending school closures will be held March 21st from 11:30 to 1:00 p.m. at the Legislature, at the initiation of the Liberal MLAs. Petitions (previously circulated in the community) will be presented; 75 names were gathered on petitions in the community.

Bev reported that there are eight new enrollees for Kindergarten. The school is hosting the following events:

- April 16 – Book Fair
- April 19 – Art gala and silent auction from 7:00 – 8:30 p.m.
- April 24 – Kindergarten Orientation.

ACTION: In the upcoming newsletter, we will ask for a show of interest in developing a community-run Playschool, since Maki Blazeovski (who brought the issue up at the Annual General Meeting) agreed to serve as contact). Tatjana Sopiwnyk has information for setting up a Playschool. **ACTION:** Natalia will pass her phone number to Maki.

7.8.3 Garage Sale

The Executive will run the concession on Saturday May 5th. **ACTION:** Agnes agreed to organize workers, with the assistance of Pearl Biggar. The following people will participate: Jim Brennan, Marg Bowler, Harvey Humbke, C-Anne Robertson, Dave Van Meter, Bev Dietrich.

7.8.4 Park Clean-up

This event will be held on May 12th in conjunction with the Community Reuse Fair (formerly known as the Garbage Fair). **ACTION:** Donna will advertise for volunteers in the Newsletter.

BREAK, DURING WITH BEV DIETRICH VERIFIED ALL KEYS HELD BY EXECUTIVE MEMBERS.

8.0 NEW BUSINESS

8.1 Orientation Session for New Executive Members: C-Anne Robertson

C-Anne recommended that we have a Board Development session for all Executive Members. **ACTION:** C-Anne and Una will develop a program. All members will attend the session on June 2nd from 9:00 a.m. to 3:00 p.m.

8.2 **Policy on Quorum: Dave Beckman/Natalia Krawetz**

Raised by Natalia at this meeting so that members can consider their views. **ACTION:** Natalia will table this for discussion in October/November, in advance of preparation for the next Annual General Meeting.

8.3 **Task Force on Hall Refurbishment: Natalia Krawetz**

Motion to authorize Natalia Krawetz to spend up to \$1,200.00 to purchase office furniture, by Agnes Brennan; seconded by Marge Lilley. Carried.

Motion to establish a task force consisting of the Secretary (Chair) and a representative of the Building and Grounds Committee, the 45+Committee, the Historian Committee, and any other interested volunteer(s), to develop recommendations for the purchase of items with casino funds, for consideration by the Executive Committee; by Dave Beckman, seconded by Harvey Humbke. Carried.

Discussion: Background information was attached to the agenda for this meeting.

8.4 **Treasurer's Workload: C-Anne Robertson**

Background information for this item was in the agenda for this meeting and dealt with the increased workload of the Treasurer's position. Sean stated that completing grant applications took a considerable portion of his time, especially during the first quarter of the year when many were due (along with the reporting requirements of the Annual General Meeting and the casino audit).

ACTION:

- Donna will advertise the position of Grants Coordinator in the newsletter.
- As recommended by Dave Beckman, Sean and Dave Van Meter will discuss the Treasurer's workload and come to Executive Committee with a recommendation at the next meeting.

9.0 **ADJOURNMENT**

Motion to adjourn at 9:05 by Marg Bowler; seconded by Harvey Humbke. Carried.

Agenda
The North Glenora Community League Executive Meeting
Tuesday, March 20, 2007

**OUTGOING EXECUTIVE,
PLEASE BRING YOUR KEYS, YOUR OPERATIONS MANUAL,
YOUR FILES AND OTHER MATERIALS TO THIS MEETING**

- 1.0 CALL TO ORDER. Establish Quorum for any Motions required.**
- 2.0 APPROVAL OF THE AGENDA**
- 3.0 APPROVAL OF THE PREVIOUS MINUTES**
- 4.0 FINANCIAL REQUESTS**
Request for motion in principle for expenditures on hall furnishing: Natalia Krawetz
- 5.0 BUSINESS ARISING FROM THE MINUTES**
- 5.1 Volunteer Appreciation Dinner: Dave Beckman
5.2 EFCL District Elections: Donna Jackson
5.3 Refreshments for Wildrose Fiddlers (advertisement)
- 6.0 CORRESPONDENCE/ANNOUNCEMENTS**
- 7.0 REPORTS**
- 7.1 President's Report: C-Anne Robertson
Report on EFCL Meeting of March 19, 2007
- 7.2 1st Vice-President: Vacant
- 7.3 Vice-President: David Beckman
- 7.4. Secretary: Natalia Krawetz (written report provided)
- 7.4.1 Card Report: Agnes Brennan
- 7.5 Treasurer's Report: Dave van Meter
- 7.6. Community Service Representative: Una Bryce
- 7.7 Standing Committee Reports
- 7.7.1 Buildings & Grounds: Marg Bowler
- Kitchen Keeper: Marg Pratley
- 7.7.2 Family & Adult Programs: vacant
- 7.7.3 45 Plus: Agnes Brennan
- 7.7.4 Historian: Marge Lilley
- 7.7.5 Membership: Harvey Humbke
- 7.7.6 Planning & Transportation: Bill MacDonald
- 7.7.7 Publicity: Donna Jackson
- Welcoming Committee
- 7.7.8 Hall Bookings: Dave Salmon
- 7.7.9 Security: Pearl Biggar
- Safe Parent: Pearl Biggar
 - Neighbourhood Watch: vacant
- 7.7.10 Sports: vacant
- Soccer: Guy Sopiwnyk
- *Soccer Registration results*
- 7.8. Special Coordinators/Projects

7.8.1 Casino: Bill MacDonald/C-Anne Robertson

*Status of volunteer roster. **FOR DECISION:** We still do not have enough volunteers. Some people are hampered by transportation difficulties or babysitting needs. What action we will take to address this, in order to complete the full complement of volunteers?*

7.8.2 Coronation School Liaison: Bev Dietrich

Status of school petition (Dave Beckman)

7.8.3 Garage Sale

Concession

7.8.4 Park Clean-up

***FOR DECISION:** The clean-up is usually held on the same date as the Garbage Fair. Will this be suitable this year?*

8.0 NEW BUSINESS

8.1 Orientation Session for New Executive Members: C-Anne Robertson

FOR DECISION: Time and date

8.2 Policy on Quorum: Dave Beckman/Natalia Krawetz

Background: In reviewing the Operations Manual, the following came to my attention:

Bylaw Article 5:

a) The Executive Board shall consist of the following officers: President, Past President, First Vice President, Second Vice President, Secretary, Treasurer, Chairman of all Standing Committees, and such Executive members as may be deemed necessary and as appointed by the Executive Board, and approved by a Annual General, General or Special meeting.

c) A quorum of the Executive Board in meeting shall be a majority of the members of the Board.

Policies and Procedures:

1b) Executive meeting quorum is the simple majority of the Executive representing voting positions as per the Bylaws. The chairman of a committee shall have voting privilege, but may be represented by a member of the standing committee or a member of an ad hoc committee that falls under the chairman.

1c) The following Executive positions are entitled to one vote:

President	Past President	1 st Vice President	2 nd Vice President
Treasurer	Secretary	Adult Programs	Buildings & Grounds
Family Programs	Grants Coordinator	45Plus Programs	Fundraising
Hall Bookings	Historian	Membership	Neighbourhood Watch
	Publicity	Safe Parent	Planning & Trans
Sports Programs			Security

FOR DISCUSSION/DECISION: 1) We need to rationalize this list: specifically, is it reasonable to expect filling the vacant positions (1st Vice-President, Fundraiser, and Grants Coordinator)? If not, should they be deleted? 2) At present, Family and Adult Programs have been combined and have one vote. This needs to be noted in the policy. 3) Are there other consolidations or changes desired. For example, Security, Safe Parent and Neighbourhood Watch each have a vote yet the latter two functions as part of the former committee.

8.3 Task Force on Hall Refurbishment: Natalia Krawetz

FOR DECISION: There have been a number of items discussed for purchase but actions have yet to be taken. I have researched costs and suppliers for a number of them and suggest that we set up a Task Force to deal with purchasing. This Task Force would meet apart from Executive Meetings and report only when purchases have been completed. Purchases of the first four items would be expected to be completed by the end of September 2007. Other items would be brought to Executive Meetings for approval in principle, following research and discussion. It is expected that new items may be added, as part of the upcoming Casino expenditure list.

Proposed Motion: In the interests of expediting the process, I move that we set up a Task Force consisting of the Secretary and a representative of the Building and Grounds Committee, the 45+Committee, the Historian Committee, and any other interested volunteer(s), to deal with the following:

a) Light tables, padded seating (Meeting Area), new seating (balance of hall), and new chair dollies; all items if desired.

- b) Additional office furniture.
- c) Tablecloths.
- d) Industrial shelving for the Rink Shack room used for storage.
- e) Trophy refurbishment, including trophy cases.
- f) Determine the costs and requirements of other, major items that could benefit the League's infrastructure (e.g., a tool box/tool crib for the furnace room, etc.).

The terms of reference of this Task Force would be:

- i) to determine the requirements, associated costs, and suitable vendor of all items in the list above;
- ii) to determine the suitability of purchasing the items listed;
- iii) to proceed with the purchase of items listed in a, b, and c to a ceiling of \$6,000.00 plus GST and shipping.

8.4 Treasurer's Workload: C-Anne Robertson

FOR DISCUSSION: Because of increased reporting requirements (Casino audit), the lack of the Grants Coordinator or 1st Vice-President, and the need to handle an increased number of damage and related deposits (due to an increase in rentals), the Treasurer's workload has become too great for one person to handle (5 to 10 hours per week). Alternatives require discussion: specifically removal of the grants portion from the Treasurer's position (it actually belongs with 1st Vice-President which has been vacant), active recruitment of a Grants Coordinator (or first Vice-President), and serious consideration of hiring a part-time bookkeeper.

9.0 ADJOURNMENT

NEXT MEETING: Tuesday, April 17, 2007
ITEMS FOR INFORMATION

7.4 SECRETARY'S REPORT

New Agenda System: Starting with this Agenda I am instituting a new system. I would like to append as many information items as possible to the agenda itself. These items are ones that are useful for Executive to know about but do not require further discussion – except maybe for a question of clarification – or a decision by the Executive. Because members can read the material in advance, this new system should save actual meeting time - time that can then be devoted to the bigger issues (like playschool use, rink shack plans, policies, etc.) that need lots of discussion.

If you are willing and able to do so, it would be helpful to have routine reports submitted to me by *no later than the Friday before the Executive meeting*. To assist this, I can prepare a template (form) that can easily be completed (by e-mail for those that have it and by hand for those who don't) for those committees and tasks that have routine reports (examples: Greeting Cards, Hall Bookings Rentals and Revenues for the Month, Building & Grounds Repair Updates, Planning and Transportation Update on Development Issues, Soccer Registrations).

I will do my best to have the agenda to you by e-mail or delivery (I will leave it in your home mailbox for those of you who don't have e-mail) the weekend before the Executive Meeting. That way you should have time to read the material over *before* the actual meeting. (I will still leave Minutes in your Executive Mailboxes for those without e-mail; delivery service is only for the agenda because it is so time-sensitive.)

Operations Manual:

- Revisions to the Operations Manual were completed by Donna Jackson and me (thanks to all who submitted revisions). Since this is a 'living' document, we can expect further revisions as the year progresses, although official updating will only occur once a year.
- Over this year, I will try to interview each one of you with the view to preparing a checklist related to your duties that can be added to the Operations Manual, so that new incumbents have more guidance.

Archived Information: Relevant 2006 information is now retained on CD: key inventory (Hall Bookings), newsletters (Publicity), minutes/agendas and all secretarial matters (Secretary) and kept in the filing cabinet.

Changes with AGM:

- I am preparing an AGM checklist for use by future Secretaries (so things like the need to distribute copies of previous year's minutes at the next AGM are not missed).
- Signage related to the fire alarm, security system and emergencies has been updated.
- Relevant contacts will soon be notified (VOXCOM, Corporate Registry) **but if you know of others, please let me know.**

Office Layout: Some of you may have noticed that I've changed the layout . . . again. This is close to the concept developed by the Office Committee and was good to test out for problems, before the purchase of new furniture. As a result, I realize that the computer needs to be moved (the filing cabinet drawer bangs into the plug so it would be better to move the computer to where the grey filing cabinet now is) and the photocopier needs to be moved back to its original position; the right side of it needs to be freely accessible because it's darn hard to pull out to fix a paper jam; changing the location should prevent further swearing on my part.

Computer: The computer is up and running (with help from Donna Jackson).

Where Is It? Thanks to major adventures with Harvey Humbke and Bev Dietrich, I have found out where most things are stored are located. As a result, the Office will have a booklet called *Where Is It* that contains the Where Is It list along with the File Index and Keybox List. I will try to hang it from the magnet on the filing cabinet.

Trophy Inventory: The trophy case is now cleaned (except for the glass doors on the inside, the trophies and plaques inventoried (some damaged from the water leakage), and the lock added. However the lock does not work! The incorporation note was re-framed and the EFCL membership certificate is being matted and framed by Daniel Van Heyst.

New Information Handouts: Rather than flood you with information you don't want or need, I will circulate a copy of any new material at the Executive Meeting along with a small sign-up sheet. If you'd like a photocopy, just circle your name on that small sheet and I will leave one in your Executive Mailbox.

- Chair and Table Inventory
- Keybox List: A list of all keys kept in the office keybox and where they are in that box. (This will be under revision, again . . . soon).
- Office Inventory
- Trophy Inventory
- Where is it? A listing of where things are located

Please let me know if there are additions or other changes required to these lists.

7.5 TREASURER UPDATE

Appraisal of Building(s) and Chattel: Mones & Assoc, our current insurers, have suggested that we have an appraisal of our building(s) since construction-related prices have risen considerably over the past year. Once appraised, our insurance needs may increase. Our agent, Terry Cazes, has suggested Gardner Appraisals to do this; Gardner may offer a group discount for community leagues, IF we ask for it. Sean Harding (our outgoing Treasurer) advises that we should consider having the chattels appraised as well. However, EFCL now recommends that we use Foster Park Baskett Inc. as the preferred insurance broker for the next three years. Natalia has been assigned to work on this.

Casino: Submissions for expenditure of upcoming casino funds needed to be completed before the Executive Meeting could take place. A list of approved expenditures will be made available at a future Executive Meeting.

7g i) BUILDINGS AND GROUNDS

INSPECTIONS	•	Fire	<u>Fire inspection</u> is ongoing. Extinguishers have been taken for servicing but more work is needed. C-Anne is the contact for this and is not satisfied with the work to date (certificates have been issued but, in her view, work is still outstanding).
REPAIRS/MAITENANCE	•	Furnace	New furnace filter box was installed with new furnace filters. Cost was approximately \$360.00. The installer left a long, thin metal rod by which to remove the second filter from the filter box. Filters (3M paper pleated, available at many stores) needs replacing every two months. <i>Harvey Humbke intends to purchase a box of filters.</i> There is a furnace filter replacement list on the furnace, to be completed every time new filters are installed.

REMINDER There is a Repair and Maintenance Form on the bulletin board in the Kitchen. Please fill it out when you notice that something needs repair or refurbishment.

7g ii) FAMILY & ADULT PROGRAMS

Action Item Outstanding: Turkey Supper planning list. The need for this item will be filed until the next supper (when, hopefully, someone will make a list we can keep on file for future reference).

7g v) MEMBERSHIP

New membership lists will be circulated at the Executive Meeting.

7g viii) HALL BOOKINGS

Keys under jurisdiction of Hall Bookings have been inventoried and report will be stored on disc in archives filing cabinet.

7g x) SPORTS

Sports Inventory (soccer completed; but new discoveries in other rooms of the rink shack necessitated a new inventory). Curling rocks have been found (Room 8 within Buildings & Grounds Room 5 of Rink Shack)

7h iv) PARK CLEAN-UP

Volunteers requested; will be advertised in the April/May newsletters.

Executive Calendar

Mar	Revise Bylaws per any amendments after AGM – prepare for distribution at Executive Meeting	Secretary
Mar 20, 2007	Executive Turn-over Meeting - Old & New Exec.	All New & Old Executive
Mar	Key Inventory, Security System Codes - Distribution to New Executive Operation Manual Handover / Distribution	Hall Bookings Chair Secretary
Mar	Signing Authority Change-over	Pres/VP/Treasurer/Past Pres
Mar	City of Edmonton Annual Grants: Operating & Maintenance Reno Grant due	COE – CRC / Treasurer
Mar	Rink Shack cleaned & furnace turned down	Buildings & Grounds
Mar	Spring Garage Sale planning & advertising	Garage Sale liaison / Publicity
Mar	Spring Garage Concession by Executive	Executive
Mar	Winter sports equipment stored	Sports / Building & Grounds
Mar	Spring/Summer sports registration/advertising	Sports / Publicity
Mar	Volunteer Appreciation Invitations go out (April 14, 2007)	1 st & 2 nd VP Plus Committee
Mar	City of Edmonton Summer: Registration opens for Summer Programs	COE – CRC
Apr 01 2007 Apr 02 2007 Apr 04 2007 Apr 15-21 2007 Apr 20-22 2007	Deadline: Wild Rose Foundation Grant Deadline: Community League Operating Grant Deadline: City of Edmonton Maintenance / Renovation Grant National Volunteer Week EFCL Talent Show - Nominations: Wild Rose Volunteer Awards (Provincial)	EFCL 2007 Calendar for Leagues

TBA		
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 Development)
Apr	Financial Committee Budget Review	Treasurer/1st & 2 nd VP
Apr 14, 2007	Volunteer Appreciation Dinner – 3 rd week of April	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

Position	Person	Opsmanual	Keys	Other
President	C-Anne Robertson	X		
Past Pres	Michel Diotte			
1 st Vp				
2 nd Vp	Dave Beckman	X		
Treasurer	Sean Harding	RETURNED		
Secretary	Natalia Krawetz	X		
Greeting Cards	Agnes Brennan	X		
Adult Prog*				
Bldg & Grd	Barry Mohl			
Daytime Contact	Marg Bowler	X		
Family Prog*	Ross Bursey*	RETURNED	-	
45+		HELD IN OFFICE FOR M. PRATLEY		
Hall Bkg	Bev Dietrich Dave Salmon			
Historian	Marge Lilley	X		
Membership	Harvey Humbke	X		
N. Watch				
Plg & Trans	Bill Macdonald	X		
Publicity	Donna Jackson	X		
Safe Parent				
Security	Pearl Biggar	X		
Sports Prog	Corwin Mccullagh			