

# AGENDA

## The North Glenora Community League Executive Meeting

Tuesday, March 18, 2008 (7:00 p.m. at the NGCL Hall)

**Outgoing executive:** Please bring your **keys, operations manuals, and other materials** that are to be turned in to the league

**Everyone:** Please bring 1) your copy of the handout **'What Every New Executive Member Should Know'** and 2) **NGCL Briefing Document** with you.

1.0 CALL TO ORDER (Establish quorum)

2.0 APPROVAL OF THE AGENDA

3.0 APPROVAL OF THE PREVIOUS MINUTES

4.0 APPOINTMENT INTO EXECUTIVE POSITION

*Notice of Motion: to appoint Jean Chernish to the position of Hall Bookings Chair*

5.0 ORIENTATION OF NEW MEMBERS: C-Anne Robertson

5.1 What Every New Executive Member Should Know (handout review)

5.2 NGCL Briefing Document

6.0 FILLING VACANT EXECUTIVE POSITIONS: C-Anne Robertson

*(President, Vice President, Buildings & Grounds, Planning & Transportation)*

**Break for return of all materials from outgoing executive and issuance of keys to new executive.**

6.0 FINANCIAL REQUESTS

- AGM: \$50.00 for refreshments (David Van Meter)
- Fathers' Day BBQ (Michelle Schurek)
- Green Shack Program – Leader Supplies (Michelle Schurek)

7.0 BUSINESS ARISING FROM THE MINUTES

7.1 Volunteer Appreciation Dinner Update: Natalia Krawetz

*Coordinator, catering, invitation & invitation list, program, criteria for invitees & honourees.  
Last call for inclusions on invitation list.*

**Notice of Motion:** *Honourees*

*All outgoing Executive (except those honoured last year) which at present is: Robertson, Humbke, Salmon, MacDonald, Krawetz, Beckman, plus Wannamaker*

7.2 Policies on Floats: Donna Jackson

**Notice of Motion:** *To change the policy on the newsletter float from \$150 to \$400.*

7.3 Hall Painting Estimate: David Beckman *Deferred from previous meeting.*

7.4 Popovich Entertainment Event - Update: Marg Bowler

7.5 Request for Key Use Extension: Natalia Krawetz *Beckman, Krawetz, Robertson*

7.7 Insurance: David Van Meter

7.8 Coronation School Binder (Woodcroft Library): Natalia Krawetz

*Request that updating this binder be the responsibility of School Liaison*

7.9 Casino Expenditure Task Force: Natalia Krawetz

*Note: Updated expenditure list is in Annual Report of March 11/08, as is the List of Items Remaining.*

**Notice of Motion to disband the Casino Expenditure Task Force.**

8.0 ADJOURNMENT

## BRING FORWARD ITEMS

### Unspecified Date

- *Treasurer's Workload*: David Van Meter. Need for additional help (e.g., book-keeper/accountant on regular basis).Deferred
- *Fire Pit*: Deferred until C-Anne has contacted our insurance company to determine if members using the fire pit for non-League events would be covered.
- *Sports Equipment Inventory – Final List*: David Salmon/Guy Sopiwnyk? Deferred; no date specified.
- *SOCAN Payment* (Music performance rights): pending advice from EFCL
- *Community Signage Cost Estimates*: David Salmon
- *Wish List*: For the record, the following have been noted for potential expenditure (yet to be approved): Fencing the patio to allow alcohol consumption outside. Note that request for new BBQ has been deleted as current one is under repair.

### April 2008 Executive Meeting

- **Notice of Motion on signing authorities**
- Garage Sale: Space requirements for 45 Plus
- **(Reminder: Office coat rack in Rink Shack #1 and small box marked "Garage Sale" in Office should go to 45 Plus for Garage Sale).**
- Sharp bill, switch cover, instructions, screen lowering device (David Salmon)
- Potential for use of Jasper Place pool (Dytiuk to investigate Salmon request)
- Community Session on Drugs (Biggar)
- Flowers In Bloom (Krawetz)
- *Key box for Fire Dept.*: to be pursued after the Simplex Grinnell billing has been satisfactorily resolved.

### May 2008 Executive Meeting

- *Policy framework on free hall bookings* (Seedy Sunday, SKILLS)
- *Facility Layouts*: Need for to-scale diagram of hall for various uses (seating plans, fixing location of key items like fire extinguishers, etc.)

### September 2008 Executive Meeting

- *Disposition/retention for TV/VCR* (Family Programs)

## EXECUTIVE CALENDAR

Mar 17 2008	<ul style="list-style-type: none"> <li>• EFCL – Annual General Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
Mar 18, 2008	<ul style="list-style-type: none"> <li>• Executive Turn-over Meeting: Old &amp; New Exec.</li> <li>• Redistribution of Keys and Operations Manuals</li> <li>• Redistribution of Operations Manuals</li> </ul>	<ul style="list-style-type: none"> <li>• All New &amp; Old Executive</li> <li>• Hall Bookings Chair</li> <li>• Secretary</li> </ul>
Mar	<ul style="list-style-type: none"> <li>• City of Edmonton Annual Grants: Operating &amp; Maintenance Reno Grant due</li> </ul>	<ul style="list-style-type: none"> <li>• City CRC / Treasurer</li> </ul>
Mar/Apr	<ul style="list-style-type: none"> <li>• Rink Shack cleaned &amp; furnace turned down</li> </ul>	<ul style="list-style-type: none"> <li>• Buildings &amp; Grounds</li> </ul>
Mar	<ul style="list-style-type: none"> <li>• Spring Garage Sale planning &amp; advertising</li> </ul>	<ul style="list-style-type: none"> <li>• Garage Sale liaison / Publicity</li> </ul>
Mar	<ul style="list-style-type: none"> <li>• Winter sports equipment stored</li> </ul>	<ul style="list-style-type: none"> <li>• Sports / Building &amp; Grounds</li> </ul>
Mar	<ul style="list-style-type: none"> <li>• City of Edmonton Summer: Registration opens for Summer Programs</li> </ul>	<ul style="list-style-type: none"> <li>• City CRC</li> </ul>
Mar 28 2008	<ul style="list-style-type: none"> <li>• Deadline: Duncan and Craig Laurel Awards</li> </ul>	
Mar (last week)	<ul style="list-style-type: none"> <li>• Volunteer Appreciation Dinner (VAD) invitations go out. Notice placed for April newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• VAD Ctte</li> <li>• Publicity</li> </ul>
Mar/Apr	<ul style="list-style-type: none"> <li>• Signing Authority Change-over NOTE: REQUIRES A MOTION @ EXEC CTTE MTG</li> </ul>	<ul style="list-style-type: none"> <li>• Pres/VP/Treasurer/Secy</li> </ul>
Mar / Apr	<ul style="list-style-type: none"> <li>• Spring/Summer programs planning / advertising – Garbage Fair</li> </ul>	<ul style="list-style-type: none"> <li>• Program Chairs / Publicity</li> <li>• Garbage Fair Coord</li> </ul>
Mar / Apr	<ul style="list-style-type: none"> <li>• New Executive List to EFCL &amp; COE CRC Coordinator</li> <li>• Notify Gaming Commission of Executive Changes</li> <li>• Notify VOXCOM of Security Code and Emergency Contact Changes</li> </ul>	<ul style="list-style-type: none"> <li>• Secretary</li> <li>• Secretary</li> <li>• Secretary &amp; one other signing authority after receipt of info. From Hall Bookings</li> </ul>
Apr 01 2007 Apr 02 2007 Apr 04 2007 Apr 10-13/08 TBA	<ul style="list-style-type: none"> <li>• Deadline: Wild Rose Foundation Grant</li> <li>• Deadline: Community League Operating Grant</li> <li>• Deadline: City of Edmonton Maintenance / Renovation Grant</li> <li>• EFCL Talent Show</li> <li>• Nominations: Wild Rose Volunteer Awards (Provincial)</li> </ul>	

**North Glenora Community League  
Executive Meeting - Tuesday, March 18, 2008  
7:00 PM, NGCL Hall**

**MINUTES**

<b>Next Executive Meeting: Tuesday, April 18, 2008</b>
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**Present**

C-Anne Robertson	Past President
1 <sup>st</sup> Vice President	Jim Bohun
Treasurer	David Van Meter
Secretary	Melissa Steinke
Adult Activities	Elizabeth Turner
Family Activities	Michelle Schurek
45 Plus Activities	Agnes Brennan
Hall Bookings	Jean Chernish
Historian	Marge Lilley
Membership	Catharina Fraser
Neigh. Security	Pear Biggar
Newsletter/Publicity	Donna Jackson
Sports Activities	Guy Sopiwnyk
School Liaison	Bev Dietrich
Grants Coordinator	Jen Myroon
Cathy Dytiuk	CRC
Marg Bowler	Daytime Contact
Marg Pratley	Kitchen/45+

**Absent**

VACANT	President
VACANT	2nd Vice President
VACANT	Buildings & Grounds
VACANT	Planning & Transportation

OUTGOING

David Salmon	Hall Bookings
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OUTGOING

Bill MacDonald	Planning & Transportation
David Beckman	2nd Vice President
Harvey Humble	Membership
Natalia Krawetz	Secretary

**1.0 CALL TO ORDER**

7:07 PM by C-Anne Robertson

**2.0 APPROVAL OF THE AGENDA**

- any additions or changes?
  - add Cathy right after financial
  - Michelle wants to add a financial request for *Front Porch* program
- Motion to approve agenda – Michelle Schurek, seconded - Donna Jackson, MOTION CARRIED*

**3.0 APPROVAL OF THE PREVIOUS MINUTES**

*Motion to approve minutes – Natalia Krawetz, seconded – Bill MacDonald, MOTION CARRIED*

**4.0 APPOINTMENT INTO EXECUTIVE POSITIONS**

*Motion to appoint Jean Chernish to the position of Hall Bookings Chair – Marg Bowler, seconded - Agnes Brennan, MOTION CARRIED*

**5.0 ORIENTATION OF NEW MEMBERS**

- introduction of new and old members

C-Anne Robertson – The main thing we need to do is pass the torch from the old executive to the new executive. I'm sure if we work together as a team we will get a new president. The most important thing is that everyone gets along. In line with getting along, it is important that everyone knows their jobs and is familiar with policy.

C-Anne goes through document "*What every new executive should know*"

Casino – It is well worth all executive members to take GAIN course – although it MUST be taken by President, Vice Presidents, Secretary, and Treasurer.

Complaints, concerns, & requests - ensure we follow the chain of command, i.e. if someone is asking you about things that are not your job, you should refer them in the right direction. Contact lists passed to all, also found outside office and on community bulletin board.

Getting information out to Members

Getting into the building - it is requested that the hall phone number be added to the *Voxcom False Alarm* sheet by address

Emergencies

Everything you wanted to know about the office

Forms – are available on the internet and also available in the bottom drawer, but please do not take the last form without making a copy of it.

Photocopies – don't forget to log your copies

Meetings - Agenda will be emailed out a couple days before meeting. Email Melissa if you have any additions to the agenda

Membership Matters

Money Matters

Relationships - City of Edmonton (Cathy Dytiuk) & EFCL (code of ethics, see manual)

Using the Hall

Where is it?

NGCL Briefing Document - For the New Executive

1. 2007 Annual Report
2. Financial Matters
3. Operations Manual
4. What Every New Executive Member Should Know
5. Results of Needs survey
6. Where is it?

Don't forget about the website

What is a Community League? - Thank you Natalia for putting together this document

## **6.0 FILLING VACANT EXECUTIVE POSITIONS - C-Anne Robertson**

Let's first look at all the positions that need to be filled

1. President
2. Vice-President (2<sup>nd</sup>)
3. Buildings
4. Planning

Lets outline what we can do to fill these positions

- it's in the newsletter
  - get out and talk to people
  - David Beckman – I will stand up for president if the other positions are filled. Without the help it is a lot of work and takes an excessive amount of time.
  - Daytime contact (Marg Bowler) does not want to have her name down for the rink. She does not skate, and does not have children who skate, and has no information on the furnace. The rink could be it's own job – does not have to be part of Buildings and Grounds
  - If you know anyone who might be good at these positions, let C-Anne know, as past-president, she would be willing to talk to them.
  - We will continue to talk to people at our public events and encourage them to come out, i.e. at playgroup and at the volunteer appreciation dinner.
  - It is important that we outline what the regular position entails, and what the time commitment is – ensuring not to white-wash the position. Let people know what we DO get accomplished.
  - See if we can advertise positions in Coronation school newsletter, in church bulletins (2 in neighbour hood), and Christian school newsletter
- C-Anne - Let's carry forward – work on it – give me a call if you think of anyone who might be a good resource.

## 8.0 BUSINESS ARISING FROM THE MINUTES

### 8.5 Request for Key Use Extension

David Beckmen (rink) & Natalia (until operation manual is completely revised)

*Motioned by Donna Jackson, seconded - Michelle Schurek, MOTION CARRIED*

BREAK – for return of all material from outgoing executive and issuance of keys to new executive

Security codes - New executive are to provide their security codes

- you cannot use your key until you have a code

- you cannot use your code until it has been phoned in

- everyone requires their own unique code – it is important that people do not share their codes as it identifies who you are.

## 7.0 FINANCIAL REQUESTS

David Van Meter - \$30.00 for refreshments provided at the AGM

*Motioned by Marge Lilley, seconded - Donna Jackson, MOTIONED CARRIED*

Michelle Schurek - \$575 for supplies required for Fathers Day BBQ (money is a float, we are hoping to break even)

*Motioned by Catharina Fraser, seconded by Harvey Humble, MOTIONED CARRIED*

Michelle Schurek - \$50 for additional craft supplies to be provided to our Green shack leader

*Motioned by Catharina Fraser, seconded by Harvey Humble, MOTIONED CARRIED*

Michelle Schurek - \$300, *Front Porch Program*

- this idea arose at the June 2007 meeting; to get people to go onto their front yards & front porches and encourage them to say Hi to the neighbours. Go on a walk or invite people into your yard to talk – Sundays, 2:00 – 4:00 PM

Cathy Dytiuk – this is a community incentive program and meets the criteria to get money from the City. Michelle will have to fill out some forms requesting the money, but then it should be given back

*Motioned by Michelle Schurek, seconded by Jim Bohun, MOTIONED CARRIED*

Indoor Playground needs a float for garage sale concession (will check with 45+ club to see what has been required in the past)

*Motioned by Michelle Schurek, seconded by Bev Dietrich, MOTIONED CARRIED*

*Meet the Constable night (April 22)- \$30 for refreshments*

*Motioned by Donna Jackson, seconded by Harvey Humble, MOTIONED CARRIED*

### Monthly Minders - Cathy Dytiuk

- Cathy passes around a thank you card & voucher for a free coffee from Second Cup – Thank you to our volunteers!

- Nation youth week will be in may

- June 04 – Communities Connect – involves community president and 3 other executive members networking with other communities. Is the NGCL hall free? Would be requesting free use of hall and free cleaning.

David Beckman – there has been some question in regards to Glenora, North Glenora, McQueen, and Grovener boundaries.

## 8.0 BUSINESS ARISING FROM THE MINUTES

### 8.1 Volunteer Appreciation Dinner (Natalia – coordinator)

- using the same caterer as last year (\$12/plate)

- the invitations are printed and invitation list is assembled

- proposed honourees...

Notice of motion to honour outgoing executive (except those who were honoured last year) in addition to one individual; Volunteer of the Year – Kay Wannamaker – year after year Kay organises both our spring and fall garage sales. Our historian has compiled a list back to 1991 and Kay is yet to be honoured.

*Motioned by Donna Jackson, seconded by Marge Lilley, MOTIONED CARRIED*

Doreen Laya – Sage nominee, was awarded tickets to the Sage banquet (\$200) in lieu of an award.

Gift amounts - Volunteer of the year \$50 + corsage, everyone else - \$25 + boutonniere

8.2 Policies on Floats

Motion to change the policy on the newsletter float from \$150 to \$400

*Motioned by Donna Jackson, seconded by Agnes Brennan, MOTIONED CARRIED*

8.3 Hall Painting Estimate

David Beckman: needs to be turned over to New Buildings & grounds

8.4 Popovich Entertainment Event, Marg Bowler

We have 4 extra tickets if anyone is interested. Leslie & Maki will be doing the cooking on Monday, 45+ club is doing tables & chairs, Coronation school students will be doing drawings for placemats

Mari Iversen (caretaker) is wondering what is going on for 45+. Caretakers are not being kept a bribe of what is going on, back-to-back bookings means no time to clean.

Suggestion: If they have been hired to clean at a certain time, could we not put that on the hall bookings calendar.

Action: hall bookings calendar will now include names and numbers of those who booked the hall.

8.6 Insurance, David Van Meter

- talked to Fosters (as recommended by EFCL), appraisal included - \$3200

*David motions we switch from Mones to Foster, seconded by Michelle Schurek, MOTIONED CARRIED*

8.7 Coronation School Binder, Natalia Krawetz

- league has been involved in supporting the school

*Motion that updating the binder be given to Bev Dietrich (school liaison) by Natalia Krawetz, seconded by Guy Sopiwnyk, MOTION CARRIED*

8.8 Casino Expenditure Task Force, Natalia Krawetz

Motion to disband by Natalia Krawetz, *seconded by Guy Sopiwnyk, MOTION CARRIED*

Coronation School is developing their 3 yr. pls. Please fill out these forms as they would like your input

Marg Bowler – Thank you to Elizabeth Turner for her North Glenora Women meetings

## 9.0 ADJOURNMENT

# NGCL BRIEFING DOCUMENT

## For the New Executive: USEFUL REFERENCE DOCUMENTS

*These are important documents to provide you with background and guidance as you assume your new executive position. If you don't have a copy of one of them, ask the Secretary to provide it to you.*

1. **2007 Annual Report (2008 AGM):** A summary of NGCL Executive goals along with accomplishments and activities of all programs and events; contains some mention of challenges and outstanding issues
2. **Financial Matters (2008 AGM):** see especially comments in line items for 2007 and the details of the 2008 budget
3. **Operations Manual:** A compilation of all important documentation with respect to the NGCL (bylaws, policies, contracts, position descriptions, annual calendar, etc.). Revised and expanded version should be ready May/June 2008.
4. **What Every New Executive Member Should Know:** Handout scheduled for inclusion in the revised Operations Manual
5. **Results of Needs Survey:** Results of a survey of attendees at the Volunteer Appreciation Dinner in 2007 about member needs and satisfaction
6. **Where Is It?:** Booklet that hangs on a hook beside the office filing cabinet and will help you find things in the office and the hall

**AND DON'T FORGET OUR WEBSITE:** [www.ngcl.org](http://www.ngcl.org) for information on minutes, census data, our neighbourhood plan, etc.

## WHAT IS A COMMUNITY LEAGUE?

Community leagues are based on the City Club and Social Centre movement that originated in the eastern USA in the 1800s. They were originally clubs for men (North Glenora men?), with a focus on public education and community-focused dialogue: a mechanism for community to express its concerns. Leagues were adopted by Edmonton in 1917 with what is now the Crestwood Community League.

### Features:

- Open to all residents.
- Unaffiliated with political or religion religious organizations.
- Run by volunteers. Volunteer board. Few, if any, paid staff (e.g., caretaker, Playschool teacher).
- Receive some City funding (\$6,000 for Operations) annual; but it costs some \$45,500 to run the Hall. Highly dependent on Casino revenue every 18 to 24 months.

### Focus: To foster a sense of community.

- Started with expressing concerns about and lobbying for district infrastructure (e.g., sewers, roads, sidewalks).
- Quickly embraced social and recreation programs/activities.
- The basis of each league is a neighbourhood. To belong to a league you MUST be a resident of that neighbourhood.
- All leagues belong to the Edmonton Federation of Community Leagues which provides resources (information, training, assistance) and provides a vehicle for broader representation with the City. See [www.efcl.org](http://www.efcl.org)
- According to the lease we have with the City (also known as the Tripartite Agreement because the signatories are NGCL, EFCL, and the City), leagues are
  - Seen by the City as an efficient and cost-effective vehicle for providing recreational sports, social, community and cultural facilities, programs, and voluntary leadership in recreation and culture.

City provides a representative to act as a liaison between each league and various City departments and programs. At present, Cathy Dytiuk is their representative.

- Viewed as a useful mechanism for debate of area concerns and presentations of views and recommendations to City Council.
- Seen as a vehicle for participatory democracy.

**Key Accomplishments of the League Movement Over Time:**

- Lobbied for free allocation of city land for recreational use; as a result, Edmonton allocated one block of land per neighbourhood.
- Got the City to include its grant budget as a line item (equivalent to a City authority or board). This is considered a high level of financial recognition although the grant is very small compared to any league’s requirements.
- City now sends notices of development appeal to the League for review and comment (recognizing that the League has a role and interest, just as much as the neighbours immediately surrounding the proposed development change).
- Tax exempt status from City.

**EFCL Issues**

- There are several issues outstanding with the EFCL but I have neither the time nor the energy to describe them.

**Resources**

Kuban, Ron (2005). Edmonton’s Urban Villages: The Community League Movement. University of Alberta Press. We have two copies: one in the Office on the shelf above the desk and the other in the Historian’s cupboard.

**ISSUES OF THE NORTH GLENORA COMMUNITY LEAGUE**

*(that have not been covered in the other reference documents noted on the first page)*

**BUILDINGS AND GROUNDS**

- Repairs and Purchases Remaining: are those listed in the Casino Task Force section of the **Annual Report** (refer to the last table: *Items Remaining for Casino Expenditure Task Force*)

<b>BUILDINGS &amp; GRDS</b>	<b>PRIORITY</b>	<b>COMMENTS</b>
GFI: exterior electrical plugs	A	
<u>Hall repairs:</u> concrete landings @outside entrances	A	
Painting: hall interior	Considered necessary	Deferred until New Executive installed in 2008. Varying opinion on prices received. Very difficult to get multiple bids for comparison. Requirement: that the hall be painted in sections so that we don’t have to close down operations in a building that is used many times a week; difficult to find a contractor willing to comply.
Storage organizer(s)	Considered necessary and modest expense.	Marge Lilley will purchase.
Exterior sign by hall & at 4 corners of community	B, fits Goal 4	David Salmon investigating.
Repair/refurbish BBQ.	B, fits Goal 2	Al Bowler undertaking.
Card tables	B	Marg Bowler to advise David Salmon.



BUILDINGS & GRDS	PRIORITY	COMMENTS
Display case (trophies)	B but not urgent	Carpenter has been recommended; will pursue in 2008.
Benches: 2, senior-friendly	C if chairs are working; A if not.	M. Bowler looking at benches. Yellow chairs are currently being used in lieu and may be sufficient. So far the only problem is that someone keeps moving the chairs.
Leaf Blower	C	
Wall repair – east hall wall	On hold	Est. rec'd. On hold. Some repair made. Damage appears less extensive than originally thought.
<u>Rink Shack</u> : wash-rooms (2) conversion to storage	On hold	Estimate pending. On hold until building's future determined.
<u>Rink Shack</u> – new exterior doors & frames	On hold	Est. rec'd. Awaits decision on building's future. Meanwhile repairs have been done to existing doors.

- **Other Identified Needs:**

- A Buildings and Grounds calendar indicating which tasks and check-ups need to be undertaken when (and having a signing sheet of accountability).
- Letter- or legal-sized floor plans on which key items can be marked (e.g., locations of fire alarms and extinguishers; labeling of various storage areas; etc.). Could also be used to plan seating arrangements for various events.

**NOTE:** Our insurance requires that all plumbing and wiring installations and repairs be done by certified staff; otherwise our insurance is voided.

#### BY-LAWS

- The By-laws passed at the Annual General Meeting do NOT come into effect until they have been approved by Corporate Registry.

#### CORONATION SCHOOL

- Our neighbourhood school has, like many others, suffered lowering enrolment as the number of educational choices increases. The League has had a long and positive relationship with the school as both play important roles in the sense of community in North Glenora. See the **School Liaison Report** (Annual General Meeting of March 13, 2008) for further details.

#### DRUGS

Dealing is an increasing problem the magnitude of which is not well known. The park has been used for drop offs and pick ups as have some alleys. Arrangements are being made for a drug awareness seminar (through Neighbourhood Security).

#### FINANCIAL MATTERS

- The League's financial matters are increasingly complex largely due to regulatory requirements. It is difficult to attract qualified Treasurers (i.e., those with accounting backgrounds) who also have the time to deal with the day-to-day matters, audits, and bigger picture items. The issue of whether or not to hire financial assistance on a continuing basis is still on the table.
- Please refer to your copy of **Treasurer's Report** (AGM for 2008) for information on exactly what is contained in your part of the budget. That way you will know if you have to go for special motion because a proposed expenditure is not covered.
- Also note the Treasurer's 2008 objectives (in that report) re- timely reporting, handling of 'earmarked' funds (philosophical differences in purpose of retention of funds), and active participation of Executive in fiduciary matters.
- There are mistakes in the **Treasurer's Report** to the Annual General Meeting of March 13, 2008 which were the result of a too-tired Secretary not paying sufficient attention:
  - Page 7 Support Services, Hall revenue: remove third sentence as that total refers to hall revenue plus donations plus interest (three categories whose only relationship is that they are all League revenues).

- Page 9: One Bingo Audit: Change first sentence to: *There was a balance of \$5,300 in unreported expenditures not accounted for by the previous bingo audit.*
- Page 9: Two Casino Audits: should be *January 31, 2007*
- Page 12 Community Programs – Family Committee/Activities: includes the activities proposed by the Family Programs Chair (summer programs for children and Turkey Supper and family New Year’s Eve celebration; but not the Father’s Day BBQ)

## HALL BOOKINGS/USES OF THE HALL

- Our facilities are located on City property which is leased to us for \$1.00 per year. In return, we have to comply with the lease which specifies the uses to which we can put the facilities:
  - “The League shall use and permit the use of the Site at all times solely for the purpose of a Recreation Grounds in accordance with the declared character and purpose of the League and the Federation as outlined in their bylaws, it being understood that the League’s priorities will take precedence at all times. ‘Recreation’ as used in this License means recreational sports, social, community and cultural facilities and programs.”
  - Users can include members, associate members or those paying a reasonable fee or charge. It must allow the City use of its facilities as long as that use is not in conflict with League operations. *NOTE according to EFCL*: These programs can be put on by the community league or by a renter of the community league hall. However renting the hall to a commercial business is NOT included.
  - League activities must be planned in cooperation with the City and possibly the EFCL.
  - The League is responsible for maintenance and improvements (there is a large list I will not detail here).
  - Moreover, we must *“endeavor at all times to avoid annoyance or inconvenience to residents in the vicinity of the Site by reason of recorded music, band music or any noise or activities likely to interfere with the quiet enjoyment of their premises by the neighbourhood residents.”*
  - Moreover we must not nor permit to be done (either on the Site or in any facilities thereon) *“anything which may be contrary to any federal or provincial laws or regulations or to any of the bylaws of the City.”* Before you dismiss this as a ‘no-brainer- have a look under Legal Issues at Gaming, Liquor, Movies and Music. As a result, the revised **Operations Manual** will have an enlarged section on these matters pursuant to our own and our renters’ activities.
- To the best of my knowledge no one has made a list of permitted and non-permitted uses and then checked them against, say, the last year or two of renters. This ought to be done.
- At present the League rents the hall as follows:
  - To Executive at reduced cost.
  - To members.
  - To non-members who are sponsored by members. Such rentals require that the sponsoring member be present for the entire event for which the hall is rented and that the renter provide liquor liability insurance if alcohol is to be consumed. (This is a new policy and will be in the revised **Operations Manual** later this year.)
  - To non-members with the requirement to provide liquor liability insurance if alcohol is to be consumed.
- At the present time, we have one long-term renter, the Wildrose Fiddlers, who rent the hall every Thursday evening. Non-member rentals are limited to about one per month (in addition to our long-term renter).
- There have been increasing concerns about liability and security especially when renting to non-members. From time to time the League has chosen to restrict rentals to members only. And the matter of whether or not to hire someone to handle the day-to-day matters associated with this responsibility is still on the table.
- The issue of free hall rentals has yet to be satisfactorily resolved. At the present time the hall is given free to the following: Seedy Sunday (trial basis), SKILLS, TOPS, Guides and Brownies.

## INSURANCE

- The EFCL recommended that leagues update their facilities and chattels appraisals, as construction and replacement costs have been increasing steeply. This is part of the investigation of whether or not to switch insurance carriers (since one company includes this assessment at no charge and others do not).

- The **Operations Manual** is unclear regarding the use of the fire pit: whether it is exclusively for League events or if it can also be used by members for private functions. Investigation into the insurance issues related to this is pending.

## LEGAL ISSUES

- As an Executive member you are required to adhere to the law when acting on behalf of the League. This is particularly important because as an executive member of the League you are making and supporting decisions and actions that have direct bearing on the League’s liability. And if you choose to behave in your Executive capacity in a manner that is contrary to the law, our liability insurance will not cover us and we could all be sued as individuals.
- **Gaming:** No gaming is allowed on the premises or sponsored by the League unless licensed by the Alberta Gaming and Liquor Commission. Lest you think this is a no-brainer, ponder this AGLC’s definition of gaming (which is based on federal legislation) – points taken from the AGLC’s **Gaming Information for Charitable Groups:**
  - All gambling is illegal except “for a charitable or religious organization, pursuant to a license issued by the Lieutenant Governor in Council of a province . . . if the proceeds from the lottery scheme are used for a charitable or religious object or purpose.” Only licensed charitable or religious groups may conduct gaming activities in Alberta – that is, activities such as bingo, casino, pull tickets, and raffles. *A license is required if a gaming event contains the following three elements:*
    - *Consideration (payment)*
    - *Chance (opportunity to win a prize)*
    - *Prize*

*If someone is paying for a chance to win a prize, a gaming license is required. Yep, even the local scout troop raising funds by having you pay to guess the number of beans in a jar!*
- **Liquor:** No liquor can be consumed on the premises without a liquor permit: no exceptions, no matter how small the gathering and no matter whether or not liquor is sold.
- **Movies:** Performance rights must be obtained in order to show ‘commercial’ movies, no matter whether or not admission is charged. The fine for not doing so is \$25,000 and/or six months in jail. We have agreed to obtain a license whose cost is \$1000 – \$1100 a year.
- **Music:** SOCAN (The Society of Composers, Authors and Music Publishers of Canada) has informed us that we now require a license to enable copyrighted music to be aired or played in our hall or grounds. The exact terms and conditions are still unclear and we are awaiting a recommendation from the EFCL before complying. (The license is about \$185 a year.)

## MEMBERSHIP

- According to the most recent municipal data on our website there are 853 households in North Glenora. On average over the past seven years, 328 or 38% of these households are members of NGCL. However, membership figures have been declining almost every year. In 2007/08, overall membership has dropped as has membership in every category except ‘adult’ which has grown. There has been a significant drop in senior memberships (which may be explained by seniors having to leave their homes for other accommodation or by death).

YEAR	FAMILY	SENIOR	SINGLE PARENT	ADULT	TOTAL MEMBER HOUSEHOLDS	% OF TOTAL HOUSEHOLDS In N. Glenora
<b>2001/2</b>	121	113	21	99	354	41 %
<b>2002/3</b>	102	121	24	96	343	40 %
<b>2003/4</b>	104	111	21	78	314	37 %
<b>2004/5</b>	97	119	24	95	335	39 %
<b>2005/5</b>	107	107	26	89	329	39 %
<b>2006/7</b>	103	95	21	99	318	37 %

<b>2007/8</b>	<b>92*/98</b>	<b>78</b>	<b>19</b>	<b>108*/110</b>	<b>297*/305</b>	<b>36 %</b>
<b>Average</b>	<b>105</b>	<b>106</b>	<b>22</b>	<b>95</b>	<b>328</b>	<b>38 %</b>
	* refers to actual memberships sold; the higher accompanying number includes complimentary memberships					

- Two initiatives have been implemented to improve membership figures: 1) the inclusion of a complimentary membership which is given to new residents upon their redemption of a coupon delivered in person with a Welcoming Kit and 2) the re-institution of Community Day in September (where there are various displays of our activities, the incentive of a free dinner, and a chance to purchase memberships).
- There is some evidence that newcomers and younger members have little understanding of the basis of the League. Some assume that it is City-run and that therefore membership is not an important or essential aspect of keeping the League alive. (Example: I already pay taxes. So why should I pay for this?)
- In checking between the Volunteer Appreciation Dinner invitation list (where all membership canvassers are listed) and the most recent NGCL membership list, I noted that three of the canvassers are *without* memberships which might be worthwhile pursuing during the next campaign
- Some memberships have been sold to people residing outside North Glenora (in neighbouring McQueen) for two reasons: 1) one person co-owns a house with a relative in North Glenora and feels strongly bonded to our area; 2) others are active in a program not offered at McQueen and feel strongly about belonging to the League in which they are active. Both types of cases violate the EFCL Code of Ethics. Relevant sections are cited below:
  - **ARTICLE 2** A community league should restrict membership to those residents living within the boundaries of that league as designated by the Society and the City of Edmonton.
  - **ARTICLE 5** Where enrolment capacity permits, each community league will admit members from other community leagues to all programs for a uniform admission fee and without an additional membership charge.

While many consider this a non-issue, we recently had to get a ruling from the EFCL because such a 'member' wished to assume a position on our executive. According to Article 5, *any member of any league can participate in any of our programs as long as enrolment capacity permits it. HOWEVER, they cannot become NGCL members and they cannot make motions, they cannot vote, and therefore they cannot hold an executive office.*

- Should a membership be sold to someone residing outside our area, we are obligated to send that membership information along with the fees we collected to the league for the area in which that person resides.

**Exceptions:**

- ARTICLE 3 Where a neighbourhood does not operate as a community league, then the nearest neighbouring community league may enroll residents from that neighbourhood as members or associate members of their league.
- ARTICLE 4 Each community league must honour other league memberships for the remainder of the current membership year with regard to members moving their place of residence from one league to another.

**OFFICE**

- A laser printer was included in the 2008 office budget at the request of Publicity and with the support of the Treasurer and Secretary. All three chairs use the office computer. The current printer is an inkjet whose refills become very costly when posters and signs are generated; hence the recommendation to purchase a laser printer whose toner costs are substantially lower.

**SPORTS**

- Curling Rocks: The disposition of our two sets of curling rocks needs to be addressed.
- Equipment and Uniforms Inventory: needs to be updated with recommendations on what is to be sold. All unsafe equipment (that no longer meet current safety standards) needs to be disposed of.
- Uniforms policy: This was adopted in conformance with AGLC requirements. Any uniforms purchased with Casino monies MUST meet the criteria outlined in this policy.

- **Rink Shack:** In 2007 the Buildings and Grounds Committee recommended that two of the washrooms in the Rink Shack be dismantled (i.e., toilets and sinks removed and shut off permanently) and that these small washrooms become secure storage areas that can be locked. There are archives which MUST by law be kept for certain periods, sometimes in perpetuity and the hall has insufficient storage; these items are currently stored in the Rink Shack. The Shack is used to store signage, seldom-used equipment as well as archives.
- **Trophies:** We have myriad trophies many of which date back many years. Proper display space is lacking. It is unclear who is to be in charge of these trophies - their upkeep and display. Casino funds CANNOT be used for trophies or trophy cases that are not sports-related. Some people believe these trophies are outdated and should be stored. Others would like to see them properly displayed to provide historical context (especially since the NGCL played an important role in the nurturance of particular sports).

### TOWN HOUSES

Westcor has given notice to the tenants of its townhouses which border the park of a limit on leases. Contact has been made with the company but it has not been forthcoming with its plans. Given developments elsewhere, it is likely that we will be facing a multi-storey development of some kind.

### VANDALISM

The incidence of vandalism of the Rink and Rink Shack is increasing. This goes beyond graffiti to the breaking in of doors, removal of gates, breaking of boards, and pouring Drano on the ice. Our Community Constable (Tricia Gagne at 426-8043) has offered help **if** we ask for it. There are at least two points of view on solutions: 1) increased security (cameras, spot checks) or 2) increased activity in the park to discourage other users. The raised berm that hides the skate board park from the houses it faces, also hides vandals at work.

### VOLUNTEERISM

- The shortage of volunteers compared to what needs to be /could be done has plagued all community leagues (and likely most voluntary organizations) for years. NGCL is no exception. A cursory survey of Volunteer Appreciation Dinner invitations and memberships yields the following rough guide:

TOTAL HOUSEHOLDS IN NORTH GLENORA		% of total households	% of member households
Total dwelling units in North Glenora	853	100 %	--
Households belonging to NGCL	305	36 %	100 %
VOLUNTEER HOUSEHOLDS*			
Volunteer households that are also NGCL members	96	11 %	31 %
Volunteer households that are <u>not</u> NGCL members	25	--	--
<i>* Households with at least one person who is invited to the Volunteer Appreciation Dinner &amp; is assumed to have given at least 6 hours of time to NGCL</i>			

In other words:

- **36 of every 100** North Glenora households belong to NGCL.
- **14 of every 100** North Glenora households has at least one person who volunteers for NGCL.
- **31 of every 100** NGCL member households has at least one person who volunteers for NGCL.
- **11 in 100** of the households in which at least one person volunteers for NGCL do **not** belong to the League.

## What Every New Executive Member Should Know

### Welcome to the Executive!

Congratulations on joining the North Glenora Community League Executive. Community Leagues are a unique feature of living in Edmonton. And you are part of a select group specifically dedicated to making this community a better place in which to live.

The overall rules of the game are listed in the Operations Manual which is updated every year. Every Executive member is given a copy of this Manual (and you will need to return it when you leave the Executive so it can be passed on to the next incumbent).

Have a look at the front section (bylaws, policies, etc.) as well as your position description, to get an overview of your responsibilities. There are many sections of the Manual that you think may not affect your position, but may come in handy at a later date.

We've organized this section by the list below, in the hopes that it will help you orient to the League. If you don't see it here, please feel free to ask:

- Our first request (information from you)
- Casino – GAIN Courses (a requirement for certain positions)
- Complaints, Concerns & Requests for Information (chain of command, contact list)
- Getting Information Out to Members (bulletin boards, newsletters, website)
- Getting into the Building (keys, security codes, false alarms, interior keys, access to the rink shack)
- Emergencies (especially fire, and false fire alarms)
- Everything You Wanted to Know about the Office (calculator, computer, coin wrappers, files and filing cabinets, fax, forms, labeler, office supplies, mail, photocopies, recycling and garbage, receipt books, replacements and repairs, shredding)
- Meetings (how many, key dates, annual general meeting – attendance & reports, executive agenda, executive meetings, executive minutes)
- Membership Matters (copies of the current list, ensuring your membership is current)
- Money Matters (budgets, cash advances, contracts, floats, reimbursement for expenses, signing authority)
- Relationships (City of Edmonton, Edmonton Federation of Community Leagues)
- Using the Hall (booking space, hall rentals, turning on the heat)
- Where Is It?

### Our First Request

As soon as you are elected, please be sure to give the Secretary the following information in writing (clear printing is *very* welcome):

- Your name along with the name by which you wish to be called (e.g., Don instead of Donald, or Hank instead of Alyosius).
- If you are the President, a Vice President, Treasurer, Secretary, or Casino Coordinator, then please also give your *full legal name* (if different from the above) AND *the date, month and year of your birth*, because it is required by the Gaming Commission through which we receive the largest portion of our funding.
- Your mailing address including postal code (this is kept on a contact sheet circulated to Executive and those in charge of events and programs; it is suppressed from lists that are posted on the office window and the hall bulletin boards so that people can't come to your door with concerns, though they can phone or e-mail).
- The phone number at which you would prefer to be contacted.
- Your e-mail address, if you have one.

## Casino – GAIN Courses

If you are an officer (President, Vice President, Secretary or Treasurer) you need to take the Gaming Association courses dealing with the Casino. The Casino is our main source of funds and it is very important that those with Signing Authority know the ins and outs of that operation. These courses are painless, offered many times throughout the year and really worthwhile. More information is available from the website: [www.aglc.gov.ab.ca](http://www.aglc.gov.ab.ca) Go to the sidebar and select “how to use gaming proceeds” under the Charities and Non-Profits section; then select “gaming information sessions (GAIN); then from the main text select “GAIN program session outlines and schedule.”

## Complaints, Concerns & Requests for Information

- There is an organization chart in the Operations Manual (updated as needed) which outlines who reports to whom. The main purpose is to prevent everyone from going to the President about everything. Instead you refer a matter to the appropriate Chair and/or Vice President and only if they can't resolve it, does it go up the line.

Contact List: A general contact list of Executive, those in charge of programs, and main key holders is distributed and updated as needed. Your copy will include addresses, but those posted on bulletin boards or the office window will not (so people won't come knocking at your door).

## Getting Information Out to Members

Bulletin Boards: We have several bulletin boards. The first (left at the hall entrance) is for NGCL information only; the second (left near the doors to the main hall) is for community information, with a special section allotted to Coronation School; and the third (right, beside the kitchen door) is for the newsletter. If you want to post something, make sure to date and initial it. Also make sure it is securely fastened, most especially if it is on the NGCL board; papers that flutter when the heat is turned on can trigger the alarm system which is why they need to be secured at all four corners.

Newsletter: The newsletter is published 10 times a year and delivered to every address in the community. If you need to publish information, please consult with the Chair of Publicity for process and deadlines. Detailed information about the newsletter and its distribution is in the Operations Manual.

Website: Information (including Minutes and various forms) is also posted on our website: [www.ngcl.org](http://www.ngcl.org)

## Getting Into the Building

### Keys

Most Executive members want access to the hall. To do so, please contact the Hall Bookings Chair for a key and a security code. Most Executive will receive a *key that allows access through the front door of the hall and also to the office in the hall*. (Not all keys that allow front door access do this: some open every external lock, some only open the hall main door and some –likely the one you will receive – open the main hall door and the hall office). That key is very expensive to replace (\$75.00) and issuing a new one requires that the locksmith provide the police with the name of the key holder and to update and get your signature every time it passes hands. In other words, it's a pain – so please keep track of your key and don't loan it out.

No one other than bona fide key holders is allowed access to the hall office for any reason. We have confidential financial and personal information stored here and it is important that it be handled securely.

### Security Code

The *security code* will enable you to operate the alarm system: to shut it when you enter the building and re-alarm it when you leave. The Hall Bookings Chair should walk you through the routine.

- Basically, you choose a code which is recorded by the Hall Bookings Chair (who then contacts the alarm company to have it registered so you are a bona fide user). Your security code is confidential. The code is sent, along with your name and position to the alarm company once a year. The only other person who knows your code is the Hall Bookings Chair.

- When you get to the hall, you unlock the door and immediately go to the alarm box and enter your code using the little buttons (just like on a phone). Lights on the panel should change from red to green, indicating that the system is now shut off.
- If you plan to be alone in the hall for some time, it is usually a good idea to lock the outer door *from the outside* using your key *while keeping the door ajar*. That way when you are inside, no one without a key can enter the building. It also makes your final exit easy – just put in your alarm code and close the door – no key hassle to deal with. If you are expecting someone but don't know exactly when, tell them to ring the bell (above the mailbox to the left of the doors) and you can let them in.
- You are responsible for re-arming the building when you leave. Before you do so, please check that all exterior doors are really shut. Some of the exterior doors in the main hall area don't always close completely. So if people have been going in and out, you really need to ensure that these are properly latched before you re-arm the system.
- When you are ready to leave, you re-enter your code and have 30 seconds to leave and fully shut the door, before the alarm will go off. It doesn't seem like a long time but it actually is more than enough. Just make sure that if you have people or packages with you, you put them outside the door before you input your code. The door **MUST** be shut when you do this (input your code, not putting people and things out, that is). And to save any further hassle, I find it best to lock the door first (from the outside) – if I didn't already do so - and then enter the alarm code. That way, the only thing you have to do is get yourself out the door!
- If someone else is in the building and planning to leave after you, you need to make sure they have an alarm code and know that you have left. (They can input their own code and re-arm the building, even if your code was the one that disarmed it in the first place.) If they don't have a code, then lucky you must either ask them to leave or stay until they are ready. **PLEASE** don't pass your code around. It is like your ATM PIN number. The only way our building will remain secure is if you respect this rule; otherwise we might as well just leave it open 24/7 and let everyone have at it.

When you get a security code, you will be given a *password*, a code word to use should you need to contact the alarm company. Yes, alarms do go off and all sorts of things can happen. The most important thing is to read the instructions posted beside the alarm box *well in advance* so you have a general idea of what to do. Instructions are posted in the office and in the kitchen – the two places where there are phones. Here they are:

**What to do in case of a FALSE ALARM (security NOT fire)**

1. Disable the alarm by entering your access code. If that doesn't work, go to Step 2, a step you **MUST** do anyway.
2. Call VOXCOM at 1-800-661-3631 and report the false alarm. Voxcom is the company providing the alarm monitoring service. the display on our phones may indicate that they are out of order – pay no attention as the alarm is hooked into the phone line; just go ahead and use the phone. You will be put on hold with country music, even if it is an emergency; try to keep cool and sing along – you really have no choice.
3. When you get a real person, you will be prompted for the password. You will also have to state where you are calling from: 13535 – 109A Avenue. It may help to quote our NGCL customer number 127554.

*Note:* When the alarm is registered by the monitoring station (usually after a few minutes) Voxcom will also call the hall and prompt whoever answers for the password. If the person does not respond correctly or no one answers the phone, the police are dispatched. If the police are dispatched for a false alarm, we are charged \$150.00. That is why we'd prefer you contact Voxcom.

**Interior Keys (Hall and Rink Shack; also Fire Pit):**

Keys to interior doors (other than the office) are in the locked box behind the office door. The key is in the top drawer of the unlocked filing cabinet, marked 'key box.' All the keys in this key box are numbered, colour coded, and labeled.



Use them as needed but please do not leave with them or loaned them out for ANY reason because they are masters NOT copies. We lose these and we are sweet out of luck! There is a key list on the inner door.

### Access to the Rink Shack

If you need access to the Rink Shack (and don't have a key that allows this) ask the Chair of Hall Bookings or of Buildings and Grounds for access or temporary loan of a key.

### **Emergencies**

Emergency numbers are posted in the hall: on the NGCL bulletin board, in the office and in the kitchen.

### In Case of Fire

1. Sound the fire alarm. It's by the light switches, northwest corner of front hall.
2. Evacuate people from the building.
3. Call 911. Phones are in kitchen and office. Hall address and phone number are on the office bulletin board, hall bulletin boards, and in the kitchen.
4. Try to put the fire out.

### In Case of False Fire Alarm

1. *You MUST evacuate the building, even if the fire alarm goes off accidentally.* It's the law. Fines may be imposed for failing to evacuate.
2. *Call the Fire Department Switchboard at 422-5171* to advise that you believe it is a false alarm. Phones are in kitchen and office and the hall address and phone number are posted there. A fire response team will be sent to investigate, on a non-emergency basis.
3. Shut off the alarm. *As an Executive member, you can go into the office key box and get the Fire Alarm Box key.* If the key to the fire alarm box is not available, call one of the people in the positions listed below to obtain the key to shut off the alarm:  
Hall Bookings, Buildings & Grounds, Daytime Contact.

### **Everything You Wanted to Know About the Office**

Calculator: We have a portable calculator (plug-in version) that is stored in the cabinet beneath the white table.

Coin Wrappers: You might be involved in a function where monies are collected. Coin wrappers are stored on the shelves above the sorting table.

Computer: You can access the computer. However we are not connected to the Internet and thus cannot receive e-mails on that machine. The machine does not burn cds but can handle memory sticks if you need to transfer information.

### Files and the Filing Cabinets:

- The files are organized (honest) into two cabinets. The file index is in the Where Is It? book as well as in the Operations Manual. The locked one has the following: Drawer 1) administrative files (yellow folders); Drawer 2) buildings and grounds files, including equipment instruction booklets (green folders); Drawer 3) financial information (assorted colour folders); Drawer 4) financial information and the corporate seal. It is kept locked because some of the information is confidential and we are required by law to keep the corporate seal secure. The unlocked file cabinet contains the following: Drawer 1) office supplies and the key to the locked key box; Drawer 2) 45 Plus information; Drawer 3) miscellaneous information; and Drawer 4) extra copies of the Operations Manual.
- If something should go back into the files, give it to the Secretary for filing.

- If you take something from the files, leave a note (what you took and who you are) with the Secretary and a note in the hanging file folder.

Fax: We don't have one. If you need one and don't have a friendly neighbour with one, then there is one at the Postal Outlet at Westmount Shopping Centre. Make sure to get a receipt so you can be reimbursed.

Forms: If you need forms (like expense forms), there are copies available in the file folders in the bottom desk drawer. If you take the last copy, PLEASE let the Secretary know so more can be made.

Labeller: We have a labeler (plug-in version) that is stored in the cupboard above the filing cabinets and can be useful for making signage.

Office Supplies: The office has the usual supplies. If you don't see what you need, just ask the Secretary who will point you in the right direction or place an order on your behalf.

Mail: There is a mailbox to the left of the hall doors and we receive regular postal service. The box is emptied by the Secretary (or Treasurer) on a regular basis. Your mail will be put in the hanging files on the desk, in the folder labeled with the position you hold on Executive.

Photocopies: You will need to turn the machine on and wait for it to warm up. There is a clear plastic wall hanger containing the instruction book and a photocopy log.

The photocopy machine will do double-sided copies but will NOT collate (which is why we have the big white sorting table); collation would have cost another \$3,000.00 that we didn't have to spend.

To double side:

- Press the DUPLEX key beneath the screen. Then on the screen you will see three choices:
  - 1 > 1 (your originals are one-sided and you are making one-sided copies)
  - 1 > 2 (your originals are one-sided and you are making two-sided copies)
  - 2 > 2 (your originals are two-sided and you are making two-sided copies)
- Make your choice using the arrow keys on the round pad (above, right of the DUPLEX key). Usually this involves using the "down arrow" key only. When you've made the right selection, press the OK button above that pad and proceed to make your copies.
- Don't forget to turn it back to 1>1 when you are through or the next user will curse you.

Please log your copies. Personal copies are 10 cents each and there is a can for your money. Don't forget to turn the machine off when you are finished.

Receipt Books: Stored in the Supplies drawer of the unlocked filing cabinet.

Recycling and Garbage: There is a small blue box on the floor to the right of the desk, for recycling paper and plastic, IF the Secretary commits to dealing with it. If not, this box will be stored away and you will have to recycle on your own or use the ordinary garbage. If you have a large amount of garbage, there is a bin in the parking lot.

Replacements and Repairs: If you notice that we are out of a particular supply or that something in the office needs repair, please let the Secretary know (by phone or e-mail or by using the office mailbox). If you notice anything in the hall that needs repair and it is not urgent, there is a *Repair and Maintenance* sheet on the bulletin board beside the stove in the kitchen. Just fill it in and it should be taken care of. Of course, if it is an emergency then, of course, call the person most likely to be of help.

Shredding: Private and confidential information is shredded. We have a 'light' shredder under the desk; 'light' means that it only takes a few pages at once, or it will jam up.

## **Meetings**

### How Many Meetings?

- Executive Meetings are held on the third Tuesday of the month for the following months: March, April, May, June, August, September, October, November, January, and February; in other words, every month except July and December (the two months when Executive does NOT meet).

- Additional meetings which Executive attend are:
  - Annual General Meeting: Second Tuesday in March
  - Planning Meeting: At the discretion of the President, usually a Saturday in May or September
  - Depending upon the position you hold, you may also be asked to attend meetings of the Edmonton Federation of Community Leagues (EFCL) which are held twice a year and/or EFCL Events.

#### Other Key Dates

- President's Recognition Event (which the President hosts a function to thank the Executive) – in January
- Volunteer Appreciation Dinner (when Executive hosts a dinner to thank all the volunteers from the past year) – a Saturday in April

#### Annual General Meeting (AGM)

- In January the Secretary will remind you to prepare an annual report of your activities and accomplishments for inclusion at the Annual General Meeting. There is a deadline for inclusion in an overall annual report and for photocopying. If you can't make the first deadline then it is up to you to prepare separate copy. If you can't make the second deadline, then it is up to you to make 30 photocopies of your report in time for distribution at the meeting. A brief summary of major activities and accomplishments is all that is required. In addition, you are free to make a verbal report or to comment on your written report at the meeting.
- All Executive are expected to attend the AGM because it is the main opportunity for the general membership to find out what you have accomplished over the year and offer concerns, suggestions or other comments.

Executive Agenda: Depending on the Secretary, the agenda may be sent out a few days in advance (by e-mail) and/or hard copies are distributed at the meeting. If you have an item for the agenda, please let the President or the Secretary know in advance. If you didn't have the chance to let them know, then have the item placed on the agenda at the beginning of the meeting before the agenda is approved.

Executive Meetings: Meetings are held in the hall and begin promptly at 7:00 p.m. It is very unusual for a meeting to last the full 2.5 hours allotted to it. You will be expected to make a report on your program or area of responsibility at each meeting. If you cannot make a meeting, then you can send a representative (i.e., another member of your committee) if necessary and that person will have voting rights on behalf of your position. Because there is a lot of detail covered at the meeting, it can seem to last a long time. If you want to expedite meeting time, keep the following in mind:

- If you want to pass on routine information, simply preparing a short report (and sending it to the Secretary several days in advance) means it can be appended to the agenda (and attached later to the Minutes) and people can read it at leisure. Most people have not tended to do this, but it is always an option.
- Restrict your presentation to the following:
  - Critical information that everyone needs to be told in person.
  - Information requiring a decision at the meeting (like an unexpected expense, a motion, a change in policy).
  - Information requiring action on the part of someone other than yourself.
- There is nothing wrong with saying that everything is in your written report and you have no further comment. Believe me, there are people who will bless you for this!

Executive Minutes: Minutes are usually sent out by e-mail or can be left in your League office mailbox. Just let the Secretary know what you prefer. Action items are usually marked in the Minutes with a statement of the action requested and the person to whom it is assigned. A copy of all the Minutes for the year is in the binder on the shelf above the desk; these are signed originals. Feel free to make a copy but please do NOT take the original.

#### **Membership Matters**

- A current copy of the membership list is kept in the bottom drawer of the office desk. If you need a copy, feel free to make one (or ask the Secretary to do so).

- Since you needed to be a member in order to run for office, everything will be fine until September rolls around and the new membership year starts. Just don't forget to renew your membership during the fall membership campaign.

## **Money Matters**

**Budgets:** Most positions have a budget associated with them. Budget preparation is undertaken in late winter and submitted to the Treasurer by January 1<sup>st</sup> for inclusion in the next budget. The Operations Manual has more information on budget preparation.

The budget is passed by Executive in February and ratified at the Annual General Meeting in March. Items that are included in the budget don't require any further approval before the money is expended. Unanticipated or new items require that you bring them to an Executive Meeting for approval (with exceptions like emergencies in which case you need to consult with your Vice President and/or the President).

**Cash Advances** are available for items that require large outlays. Consult with the Treasurer for the appropriate process. However in many cases, the company can just invoice the League instead.

**Contracts:** Contracts can only be signed by those with Signing Authority and require they be signed by two such persons. Depending on what is being contracted that includes the President, the Vice Presidents, Treasurer and Secretary.

**Floats** are available for certain positions, if needed. Consult the Operations Manual and/or the Treasurer for more information.

**Reimbursement for Expenses:** To be reimbursed for expenses you incur, you need to fill out an Expense Form and attach the receipts. Samples are in the Operations Manual and extra copies are in the bottom drawer of the office desk as well as on the NGCL website.

**Signing Authority** depends on the position and requires formal authorization by motion at an Executive Meeting and formal processing (in the case of bank accounts, with the bank in question). This means that you are authorized to be one of two signatories on cheques. In other words, you have the responsibility to make sure that cheque is properly written (bona fide date, correct names and amounts) and actually relates to a receipt, invoice or contract you have seen. Usually the Treasurer will present that backup documentation to you, when you are asked to sign. Yes, you are liable so it's important to take care – even though Executive does have liability insurance.

## **Relationships**

### City of Edmonton

A City representative from Community Services is assigned to every community league and tries to attend all monthly meetings. Our current representative is Cathy Dytiuk. She is our liaison with the many branches of City government and serves as a valuable resource. Community Services publishes a newsletter called Monthly Minders that outlines a number of city-related and community league-related initiatives. If you would like to receive an electronic copy, put your request to Cathy at [cathy.dytiuk@edmonton.ca](mailto:cathy.dytiuk@edmonton.ca)

### Edmonton Federation of Community Leagues (EFCL)

The North Glenora Community League is part of a federation of community leagues in this city. As such we adhere to their Code of Ethics (reprinted in the Operations Manual) and receive resources and support from them. You can receive a copy of the EFCL newsletter by putting your request to [info@efcl.org](mailto:info@efcl.org). The names and contact information of all Executive goes to the EFCL. You may be contacted directly by the EFCL if a particular program or resource is thought to affect your position. Their website [www.efcl.org](http://www.efcl.org) often contains useful information.

## **Using the Hall**

**Booking Space:** If you need to use the hall (for example, for a committee meeting) you need to book it through Hall Bookings. This ensures that space is available and does not interfere with the needs of other users or the hall cleaners.

The Bookings Calendar is published in the newsletter and is also on the website (to give you an idea of when space might be available).

Hall Rentals: Executive are given a discount on hall rentals for their personal use; this does not apply to member-sponsored rentals (that is, where you are renting on behalf of someone else). Please refer to the Hall Rental guidelines in the Operations Manual.

Turning on the Heat:

- If you need to turn the heat on in the main hall, there is a switch at the side of the large tin box (containing the thermostat) near the kitchen. Just remember to turn it off before you leave.
- All other thermostats are automatically controlled. The heat in the office is usually overbearing, so try to keep the heat vent there closed.
- If you are freezing in the Playschool Room or corridor, there is a key (in that locked key box) that will give you access to the thermostat in the corridor. Just remember to turn it back down before you leave.

**Where Is It?**

If you can't figure out where something is kept, there is a good chance it is listed in the Where Is It? book (in the bottom drawer of the office desk); there is also a copy in the Operations Manual.

NOTE: Rink Shack #1 is room closest to the parking lot. Rink Shack #5 is closest to the Skateboard Park; Room #8 is inside Room #5

## WHERE IS IT?

<b>A</b>	<b>Architectural Plans</b>	Rink Shack #1
	<b>Archived material – financial</b>	Rink Shack #1
	<b>Archived material – historical</b>	Storage across from Office: bottom right cupboard
	<b>Archived material – minutes, executive lists, membership lists newsletters</b>	Rink Shack #1; more recent items kept on file (as per file index)
<b>B</b>	<b>Banquet Tables - new</b>	Pullout drawers underneath the stage in the Main Hall
	<b>Banquet Tables – old spares</b>	Rink Shack #1
	<b>Bar</b>	Main Hall Meeting Area
	<b>Bar Cooler</b>	Main Hall storage room near Meeting Area
	<b>BBQ</b>	Rink Shack #1 (most southerly, west door)
	<b>Brownies</b>	Playschool Room Storage Cupboards: <i>West end (wall nearest front of building)</i> Cupboards #7 & #8
<b>C</b>	<b>Card Tables</b>	Pullout drawers underneath the stage in the Main Hall
	<b>Chairs - upholstered</b>	Main Hall storage room near Meeting Area
	<b>Chairs – yellow plastic</b>	Rink Shack #4 (skate change room)
	<b>Coat Rack for Garage Sale</b>	Rink Shack #1
	<b>Coronation Robe</b>	Rink Shack #1
	<b>Corporate Seal</b>	Locked Office Filing Cabinet, Drawer #4 (marked)
<b>D</b>		
<b>E</b>	<b>Engravers</b>	Office; shelves above sorting table
	<b>Expense Forms</b>	See “Forms”
<b>F</b>	<b>File Index</b>	- Operations Manual - Office, Filing Cabinet, Drawer #1 General Administration under File Index
	<b>Fire – Main Panel</b>	Entrance to Hall
	<b>Fire – Pull Stations (Alarms)</b>	1. Hall lobby (beside first bulletin board) 2. Furnace Room 3. Corridor w. Office, Furnace Room, Washrooms 4. South Corridor exit (opposite kitchen) 5. Hall – south exit
	<b>Fire Extinguishers</b>	1. Hall lobby 2. Playschool Room 3. Kitchen – wet 4. Kitchen - ABC 5. Kitchen - pump 6. Furnace Room 7. Hall NW (by stage & projector switches) 8. Hall SW (by chair storage room)
	<b>Firewood</b>	Rink Shack #2
	<b>First Aid Kits</b>	- <u>Main Hall</u> Vestibule beside kitchen entrance

**NOTE: Rink Shack #1 is room closest to the parking lot. Rink Shack #5 is closest to the Skateboard Park; Room #8 is inside Room #5**

		- <u>Rink Shack #3</u> – Caretaker’s Room
	<b>45+ Supplies</b>	- Cupboards Across From Office (when looking out office door): Top & bottom left & top right - Office, Black Unlocked Filing Cabinet, Drawer #2
	<b>Forms</b>	- <u>Copies</u> : Office in bottom desk drawer - <u>Master</u> : Office, locked black file cabinet, Drawer #1, Forms
<b>G</b>	<b>Gifts</b>	None left
	<b>Girl Guides Storage</b>	Back of Stage Storage (starting at cupboards closest to Playschool Room) #3 & #4
<b>H</b>	<b>Historical documents</b>	Cupboards Across From Office (when looking out office door): Bottom Right. Also archives in Rink Shack
	<b>Hose</b>	Rink Shack # 5
<b>I</b>	<b>Indoor Playground Equip</b>	- Storage room beside the Stage, Main Hall - Back of Stage Storage (starting at cupboards closest to Playschool Room) #1 & 2 PLUS #5 & #6
<b>K</b>	<b>Key Box</b>	Office, behind door
	<b>Key Box Key</b>	Office, Unlocked Black Filing Cabinet, Drawer #1
<b>L</b>	<b>Labels (NGCL)</b>	Office bottom desk drawer Office, unlocked file cabinet, Drawer #1 Supplies Electronic Templates: Available from Publicity Chair
	<b>Letterhead</b>	Office bottom desk drawer Office, unlocked file cabinet, Drawer #1 Supplies Electronic Templates: Available from Publicity Chair
	<b>Light Bulbs</b>	Storage Room beside men’s washroom
	<b>Lost &amp; Found</b>	Box in Cloakroom
<b>M</b>	<b>Mailboxes (Exec)</b>	Office: Hanging files on desk
	<b>Mats, large black</b>	Rink Shack #3
	<b>Membership List</b>	<u>View/make copies</u> : Office bottom desk drawer <u>Master</u> : Office, unlocked file cabinet, Drawer #1 Supplies
	<b>Microphones &amp; cords for sound system</b>	Office – brown storage cabinet underneath sorting table in translucent container
	<b>Mops &amp; Pails</b>	- Gas Meter Room next to Office, Main Hall - Rink Shack #2
<b>N</b>	<b>Newsletter – current issue</b>	Bulletin board (spares on bulletin board in folder, reading copy on bulletin board beside trophy case)
	<b>Newsletters – current year</b>	Office: Binder on desk shelf
	<b>Newsletter – previous years</b>	Rink Shack #1 – archives
<b>O</b>	<b>Office files</b>	See file index
	<b>Office supplies</b>	Office (check drawers in and above desk unit, storage unit above filing cabinets, filing cabinet)
<b>P</b>	<b>Paint</b>	- Gas Meter Room beside Office - Rink Shack #5 (most southerly, west door)
	<b>Phone</b>	- <u>Main Building</u> : Kitchen & Office – (Playschool Room has an outlet)  - <u>Rink Shack # 3</u>
	<b>Photocopy Paper &amp;</b>	-Cupboard underneath photocopy machine.

**NOTE: Rink Shack #1 is room closest to the parking lot. Rink Shack #5 is closest to the Skateboard Park; Room #8 is inside Room #5**

	<b>Supplies</b>	-Yellow legal just below sorting table.
	<b>Photocopy Record Forms</b>	- <u>Copies</u> : Office in bottom desk drawer. - <u>Master</u> : Office, locked black file cabinet, Drawer #1, Forms
	<b>Photo collages from 50<sup>th</sup> Anniversary (2003)</b>	- Between wall and file cabinets in the office.
	<b>Plastic – long roll of clear</b>	- Rink Shack #1
	<b>Playschool Supplies</b>	- Playschool Room: West end (wall nearest front of building): Cupboard # 1, # 3, # 5 & # 6 & East end (wall nearest the stage): All cupboards - Rink Shack #1 for archives.
<b>Q</b>		
<b>R</b>	<b>Repair &amp; Maintenance Forms</b>	- <u>Copies</u> : Office in bottom desk drawer. - <u>Master</u> : Office, locked black file cabinet, Drawer #1, Forms
	<b>Reserved Signs for Tables</b>	Office, open shelf above sorting table in translucent container
<b>S</b>	<b>Scanner</b>	Office, open shelf of desk
	<b>Screens</b>	Stage in main hall (permanent)
	<b>Security Alarm Panel</b>	Main Entrance to Hall, south side
	<b>Shovels</b>	Rink Shack # 2 & #4
	<b>Skates – old</b>	Rink Shack #2
	<b>Signs</b>	Rink Shack # 2 & #5 (latter for some Garage Sale signs)
	<b>Sound System</b>	- Main Hall, back hall between stage and playschool room - Rink Shack # 3 (middle door, west)
	<b>Snow blower</b>	Rink Shack # 5 (most southerly, west door)
	<b>Sports Equipment</b>	Rink Shack # 5 (inner room # 8)
	<b>Steam Table</b>	Rink Shack #1
<b>T</b>	<b>Tablecloths</b>	Kitchen Storage Room
	<b>Table Numbers</b>	Office, open shelf above sorting table in translucent container
	<b>Tea towels</b>	Kitchen Storage Room
	<b>Thermostats</b>	<u>Main Building</u> : 1) beside women’s washroom 2) Main Hall room beside kitchen pass-thru 3) Main Hall Meeting Area beside door to back corridor <u>Rink Shack</u> # ¾ (Caretaker’s Room)
	<b>TOPS Supplies</b>	Playschool Room Storage Cupboard: <i>West end (wall nearest front of building)</i> Cupboard # 2
	<b>Toilet Paper</b>	Storage room beside men’s washroom
	<b>Tools</b>	- <u>Main Building</u> : Furnace Room - <u>Rink Shack</u> : Room # 5
	<b>Trophies &amp; Plaques</b>	- <u>Main Building</u> : Trophy case in Main Hallway & Historian’s cupboard - <u>Rink Shack</u> #1 - <u>Other</u> : Fran Tayler’s (Lacrosse)
	<b>TV/VCR</b>	- Rink Shack #1?
<b>UVW</b>	<b>Wildrose Fiddlers Equip</b>	- Main Hall chair storage near Meeting Area - locked wood cupboard - Storage room beside women’s washroom
	<b>Wood Planks</b>	Rink Shack # 1 (most northerly, west door)
<b>XYZ</b>	<b>Xmas Decorations</b>	Playschool Room Storage Cupboard: <i>West end (wall nearest front of building)</i> . Cupboard # 4