

1. **CALL TO ORDER. Establish Quorum for any Motions required – 8 (1/2 of elected positions)**
2. **APPROVAL OF THE AGENDA**
3. **APPROVAL OF THE PREVIOUS MINUTES**
4. **FINANCIAL REQUESTS**
5. **CORRESPONDENCE/ANNOUNCEMENTS**
6. **BUSINESS ARISING FROM THE MINUTES**

6.1. Volunteer Appreciation Dinner Planning Status Update – Natalia Krawetz

**7. REPORTS (Introduction and Orientation of New Executive)**

- |  |   |
|--|---|
| 7.1. President's Report:               | David Van Meter (Jim Bohun)                                     |
| 7.2. Past President Report:            | Jim Bohun (David Beckman)                                       |
| 7.3. 1st Vice-President:               | Guy Sopiwnyk (David Van Meter)                                  |
| 7.4. 2 <sup>nd</sup> Vice-President:   | Natalia Krawetz   |
| 7.5. Secretary:                        | Donna Jackson (Ben Campbell)                                    |
| 7.5.1. Card Report:                    | Agnes Brennan   |
| 7.6. Treasurer's Report:               | Ryan Young (Jarrod Stephenson) – Motion for signing authorities |
| 7.7. Community Service Representative: | Jennifer Finnigan   |

**8. STANDING COMMITTEE REPORTS (continue introductions)**

- |  |                                    |                                    |
|--|------------------------------------|------------------------------------|
| 8.1. Buildings & Grounds:                              | Steve Twigg                        |                                    |
| 8.1.1. Daytime Contact:                                | Marg Bowler                        |                                    |
| 8.1.2. Kitchen Keeper:                                 | Marg Pratley                       |                                    |
| 8.2. Family & Adult Programs:                          | VACANT                             |                                    |
| 8.2.1. Pub Night/Scraptivity:                          | Rhonda Van Heyst / Margaret French |                                    |
| 8.2.1.1.1. Status of the current liquor licence        |                                    |                                    |
| 8.2.2. Playschool/Playgroup                            | Cara Roemmich                      |                                    |
| 8.2.3. Annual Events Planning / Status Updates:        |                                    |                                    |
| 8.2.3.1.1. Father's Day / Soccer Wind-up BBQ           |                                    | June 19 or 26 2011                 |
| 8.2.3.1.2. Community Day / Front Yards in Bloom Awards |                                    | September 17 2011 Elizabeth Turner |
| 8.2.3.1.3. Turkey Supper                               |                                    | November 05 2011                   |
| 8.3. 45 Plus:  | Agnes Brennan                      |                                    |
| 8.4. Hall Bookings:                                    | Pat Lencucha (vacant)              |                                    |
| 8.5. Historian:  | Andrea Laurie                      |                                    |
| 8.6. Membership:                                       | Catharina Fraser                   |                                    |
| 8.7. Neighbourhood Security:                           | Pearl Biggar                       |                                    |
| 8.8. Planning & Transportation:                        | Suzanne McAfee                     |                                    |
| 8.9. 8.9 Publicity:                                    | Frank French (Rita Kolpak)         |                                    |
| 8.9.1. Welcoming Committee                             | C-Anne Robertson                   |                                    |
| 8.10. Sports:  | Nelson Kibanda (Guy Sopiwnyk)      |                                    |

**BREAK OUT for Materials Hand-over and Hall Access / Security**

**9. SPECIAL COORDINATOR'S/PROJECT'S REPORTS (if not covered in reports)**

- 9.1. Garage Sale Status / Concession (Kay Wannamaker)
- 9.2. Garbage Fair Status (Margaret French)

- 9.3. Pitch-In 2011 (Steve Twigg)
- 9.4. Coronation School Report (? liaison – correspondence ?)
- 9.5. Casino Updates (Dave Hill/Bill MacDonald)
- 9.6. Mini Parks (Vacant)

**10. NEW BUSINESS**

- 10.1. Volunteer Appreciation Honourees – Natalia Krawetz
- 10.2. Review Executive Planning Calendar – attached -
- 10.3. Hall Rental Agreement Review Plan – Rental Rates
- 10.4. Grant Application Status Update
- 10.5. Newsletter Advertising Rate Review Plan

**11. ADJOURNMENT**

NEXT MEETING: Tuesday, April 19, 2011

<u>Attendees:</u>	<u>Absent:</u>	<u>Regrets:</u>	<u>Key Drop Off:</u>
David Van Meter	Jarrold Stephenson	Jim Bohun	David Beckman
Natalia Krawetz	Steve Twigg	Catharina Fraser	Jean Chernish
Donna Jackson	Ben Campbell		
Rita Kolpak			
Guy Sopiwnyk			
Ryan Young			
Jennifer Finnigan			
Agnes Brennan			
Pat Lencucha			
Margaret French			
Suzanne McAfee			
Pearl Biggar			
Nelson Kibanda			
Andrea Laurie			
Frank French			
Marg Pratley			
Marg Bowler			
Cara Roemmich (8:10)			

**1. CALL TO ORDER**

The meeting was called to order by the President, David Van Meter, at 7:03 p.m. Quorum was established with 15 members of the Executive in attendance. David started with a round table of self introductions with attendees giving a short history of their residency in North Glenora and if they had previous experience with the NGCL.

**2. APPROVAL OF THE AGENDA**

**Motion:** Frank French moved to approve the agenda as presented. Natalia Krawetz seconded.

**3. APPROVAL OF THE PREVIOUS MINUTES**

The minutes of the previous meeting were only made available on March 15 2011 so Donna Jackson quickly reviewed the February 15th minutes aloud.

**Motion:** Rita Kolpak moved to approve the minutes of the previous meeting. Agnes Brenna seconded.

**4. FINANCIAL REQUESTS**

A clarification of this agenda item was made that formal requests for funds are only required for anything above or outside amounts already in the approved budget.

There were no financial requests.

**5. BUSINESS ARISING FROM THE MINUTES**5.1. Volunteer Appreciation Dinner Planning Status Update – Natalia Krawetz, 2<sup>nd</sup> VP

Natalia advised the new date for the Volunteer Appreciation dinner was set for Saturday April 16, 2011.

Natalia, David Van Meter and Donna Jackson are assisting her with planning. Natalia presented a sample invitation. Volunteer lists have been requested and Natalia passed around the current list for review in case of any names that have been missed. This is the deadline for submissions from those present. Natalia passed around a sheet for volunteer sign up for assisting with set up / tear down and invitation delivery. The caterer, Eric Sly, has been booked and a meeting has been set for March 31st to finalize the menu.

Natalia discussed entertainment be in the form of a presentation of the new defibrillator in whatever format that can be arranged. Andrea will assist Natalia in finding out what may be available through her contact. Donna asked Andrea if she would assist with creating the certificates. Pearl is assisting Natalia with flowers and gift certificates.

5.2. Orientation for Executive Committee Members – Natalia Krawetz, 2<sup>nd</sup> VP

Natalia presented the Orientation document including the Code of Conduct and Mission & Goals of our Community League. She explained that the document and all important documents can be accessed from our website [www.ngcl.org](http://www.ngcl.org)

She highlighted sections during her walk through of the document, including: Contact updates, Signing Authority, Channels of Communication, Email Distribution List, Keys & Access Codes and Corporate Registry. She stressed the Legal Matters section and explained the Signing Authority and important relationships we maintain with the City of Edmonton who provide us with the services of our Community Representative, Jennifer Finnigan. She also ensured we understood the umbrella role of the Edmonton Federation of Community Leagues.

**ACTION for Donna: Agnes noted a required update to the reference for our CRC – Jennifer and contact email**

**6. CORRESPONDENCE/ANNOUNCEMENTS**

David presented the correspondence as follows:

- League Insurance notice received due in June
- April 4 General Mtg – EFCL AGM - vote being held to accept the new Tripartite License Agreement.
- Communities Connect Mar 24 2011 – Castledowns location
- **ACTION: GAIN course – mandatory – for Executive Board (President, VPs, Treasurer, Secretary)**
- **ACTION: Yearly Liquor License – David will submit as soon as possible**
- Notice of Casino proceeds \$72,000+ should have been received or will be received very soon.

**7. REPORTS**

## 7.1. President's Report: David Van Meter

- David completed the Step Grant. We do not require the CSJ grant application as we are only having one student this year.
- David has completed the T4 and WCB filings for Community League employees (Playschool teachers and Office Support Staff).
- There was clarification requested by Rita Kolpak from our CRC regarding the placement of our playground supervisor and status of the hiring process.
- Financial information update after AGM: The books are almost ready to submit for review by Jestin, Gibson, & Ollis (accountants). There are just a few adjusting entries to complete.
- There was some discussion on the \$300.00 fine we incurred for late 2009 (2008 Financial Year) annual filing with the Corporate Registry. We will incur the same fine again as the 2010 (2009 Financial Year) as that filing is still outstanding. This may also mean that the bylaw amendments passed at the 2009 Annual General Meeting are not yet in effect as they have yet to be filed.
- **ACTION: Donna, David and Ryan will investigate and make a plan to complete the outstanding filing for the 2009 financial year.**

## 7.2. Past President Report: Jim Bohun (absent)

## 7.3. 1st Vice-President: Guy Sopiwnyk

- Nothing for 1<sup>st</sup> VP position - providing his volunteer names for Sports activities

## 7.4. 2nd Vice-President: Natalia Krawetz

- Natalia will seek volunteer coordinators for our annual events after Volunteer Appreciation Dinner has passed
- Elizabeth Turner has agreed to coordinate Community Day for September 17 2011

## 7.5. Secretary: Donna Jackson

- Preparing the AGLC filing for Alberta Gaming
- Will investigate the Bylaw Amendment that may not yet be in effect

- **ACTION: Set up appointments at TD and RBC for signing authority. David Van Meter will provide contact name(s)**

7.5.1. Card Report: Agnes Brennan – will submit via email

7.6. Treasurer’s Report: Ryan Young

- The 2010 financial report was presented at the Annual General Meeting on March 08 2011. See status update of 2010 financial review under the President’s report.
- **MOTION:** Margaret French moved to change signing authority so that any two of the following persons are so authorized for our TD Bank accounts and RBC Bank Accounts: David Van Meter, President, Natalia Krawetz, 2<sup>nd</sup> Vice President, Ryan Young, Treasurer, Donna Jackson, Secretary. The motion was seconded by Rita Kolpak and carried.

7.7. Community Service Representative: Jennifer Finnigan

- Jennifer reiterated information regarding the opportunity to vote on the new Tripartite agreement being presented at the EFCL AGM on April 4<sup>th</sup>. The agreement is due to be sent out to the leagues and any questions should be directed to the EFCL. She stated she would take any RSVPs for Communities Connect at tonight’s meeting if there was interest.

**8. STANDING COMMITTEE REPORTS**

8.1. Buildings & Grounds: Steve Twigg (absent) Marg Bowler reported Buildings & Grounds

- Table dollies needed repairs so Marg has looked after this by hiring a welder and purchasing some parts. Al Bowler will number the dolly bay doors and stage front to ensure correct dolly is stored in the correct bay in the future.
- Marg reiterated that this position is busy and we need more volunteers. We will remove the committee members on the list as they are unable to help at this time.
- Les Abbot will look at the projector if someone will call and find the book that came with it.
- Hall renting on Sundays clarified – there is nothing in the bylaws or rental procedures that limits the hall being rented to members only
- David Van Meter will put his name in newsletter as Emergency Contact for hall issues

8.1.1. Daytime Contact: Marg Bowler

- Report for the Roaring 20s Popowich show - Marg submitted the Financial Statement reflecting 265.13 profit - attached

8.1.2. Kitchen Keeper: Marg Pratley

- Marg continues to check and organize kitchen. She has defrosted the freezer and plans to wash cupboards this summer.

8.2. Family & Adult Programs: CHAIR VACANT

8.2.1. Pub Night/Scraptivity: Margaret French

- Margaret inquired regarding status of current liquor license. David Van Meter advised it has expired.
- Margaret will purchase a one time license to cover pub night March 18th.
- Steam table will be temporarily moved into the chair cupboard for Volunteer Appreciation night and then moved to the rink shack if not sold.
- Margaret inquired regarding access to the booze closet and Pub Paperwork – David Van Meter will follow up after the meeting with her.
- Margaret announced the theme for Friday is Beer Tasting after St. Patrick’s Day and encouraged everyone to bring a pub snack.
- Margaret has requested that Rita send an email reminder to the NGCL distribution list.

8.2.2. Playschool/Playgroup Cara Roemmich (arrived at 8:10 – just in time to report)

Cara joined the group and introduced herself as the current Playschool President. Playschool Meeting is on April 11<sup>th</sup> and will elect new members for the year at that time.

Playschool Fundraiser was held in November and Cara requested that November 26<sup>th</sup> 2011 be booked for this year.

**ACTION: Pat Lencucha – Reserve November 26 2011 for Playschool Fundraiser – David Van Meter – add date to liquor license.**

This years event went over well with a 50’s style pub including live music. It was well attended and very successful with local business making generous donations and community members being very supportive with their bids. Playschool had some unexpected bumps with teacher issues at the beginning of the year but their 3<sup>rd</sup> teacher, Danielle Gregoire, is wonderful and has agreed to stay on for next year. There are currently 8 students. Coronation School is also been a great support and the Parent Council from Coronation have contributed much appreciated funds this year. Cara advised 45 Plus they are still allowed to use room for their entertainer changes as required. Registrations are underway for both 3 & 4 year old programs and as Glenora and one other local playschool are already full, we may benefit from the overflow.

Meeting Date: 2011-03-15 7:00 p.m.

NGIP (Indoor Playgroup) is held on Monday and Wednesday mornings. Our open space and small friendly atmosphere is enjoyed by families from all over. Winter has been difficult this year but before Christmas attendance was great with 12-17 kids out. Cara advised we receive comments that ours is a really good Indoor Playground. Cara would appreciate more help and would like to be able to pass the responsibility on to some other parents. This playgroup is a great feeder system for our playschool enrolment which in turn results in students attending Coronation School in our community.

## 8.2.3. Annual Events Planning / Status Updates:

8.2.3.1.1. Father's Day / Soccer Wind-up BBQ June 19 or 26 2011?

**ACTION: Guy will confirm date to Hall Bookings**

8.2.3.1.2. Community Day / Front Yards in Bloom Awards September 17 2011

8.2.3.1.3. Turkey Supper November 05 2011

**ACTION: Pat to confirm above dates when he has access to the Hall Bookings Calendar**

## 8.3. 45 Plus: Agnes Brennan

- Marg Pratley submitted written report – see attached

## 8.4. Hall Bookings: Pat Lencucha

- Nothing to report yet but has lots of questions.
- ACTION: David will help him with coordinate the booking calendar with Kurena.
- Off-line – David suggested that Bev Dietrich could assist with training on security system

## 8.5. Historian: Andrea Laurie

- Attended and took pictures at the Roaring 20s show – she really enjoyed the show.
- Scanning old photos
- Will look into a Facebook page for NGCL

## 8.6. Membership: Catharina Fraser – Regrets - written report via email read and attached

## 8.7. Neighbourhood Security: Pearl Biggar – has been quiet – mention of the pipe bomb found on Groat Road

## 8.8. Planning &amp; Transportation: Suzanne McAfee

- North Glenora revitalization of streets, lights and sidewalks scheduled for 2013-14.
- Traffic Control from City, Steve Agara, would like us to submit any provisions or suggestions for traffic control / traffic flow if we are looking for any improvements like street narrowing for speed control.
- Suzanne asked for suggestions on how to canvass the community – survey in the newsletter? Town Hall meetings? Email address for residents to send their complaints, concerns, questions. The executive can investigate having a new gmail account created specifically for this purpose and then advertise it to our residents.
- Jennifer Finnigan advised they will need input for street lighting choices and will hold consultation closer to the dates but we should start talking up the subject and ensure we build interest through our events and newsletter before the city schedules the formal sessions.
- Patricial Grell of Woodcroft Community league asked for our support on April 12 at City Hall for the 40 km pilot project that has been running in 6 Edmonton communities. See letter from Patricia attached. She will request the information be included in the newsletter.

## 8.9. 8.9 Publicity: Frank French

- Rita will be doing the April Newsletter and has submitted a written report (see attachments)

## 8.9.1. Welcoming Committee C-Anne Robertson - no report

## 8.10. Sports: Guy Sopiwnyk for Nelson Kibanda

- We have 36 registered soccer players: 5 U10 boys, 9 U8 mixed, 7 U6 mixed, 7 U5 mixed, 6 U4 mixed
- The Central Registration is being held on March 17<sup>th</sup> at the Mayfield Inn and Guy has contacted some families who may be interested in still registering for soccer.
- Nelson is now taking over as the contact for Soccer.

**MOTION:** Frank moved the reports be accepted as presented and Guy seconded. Motion carried.

**BREAK OUT for Materials Hand-over and Hall Access / Security**

- Pat and Natalia took information from outgoing Executive and reissued keys that were available.
- There are still many keys that have not been handed in and some new members will have to wait for keys.
- Pat will find out how to update the security system so he can input the new codes.

**9. SPECIAL COORDINATOR'S/PROJECT'S REPORTS**

9.1. Garage Sale Status / Concession (Kay Wannamaker)

- **ACTION – David Van Meter will check with Kay if she has concessions arranged.**

9.2. Garbage Fair Status (Margaret French) – being held on May 14<sup>th</sup>

9.3. Pitch-In 2011 (Steve Twigg) – tabled until April Meeting - confirm May 14<sup>th</sup> in conjunction with Garbage Fair as in the past

9.4. Coronation School Report (liaison – correspondence) – tabled until April Meeting

9.5. Casino Updates (Dave Hill/Bill MacDonald) – Per President's message – funds from last casino should be in the bank

9.6. Mini Parks (Vacant) – no coordinator - no report

**10. NEW BUSINESS**

10.1. Volunteer Appreciation Honourees – Natalia Krawetz

Honourees – discussion and agreement from those present

1. Will include those who are leaving the Executive plus volunteers who went above and beyond:
2. Three categories:
  - a) thank you card Ben Campbell, Jarrod Stephenson and Diane Etcheverry, Melissa Steinke
    - i) Melissa was thanked specifically for doing the Turkey Supper – Agnes sent a card
  - b) certificate of appreciation and gift for Rita, Marg, Curtis Steinke
  - c) Volunteer of Year – David Beckman – gift and certificate
3. Duchess Gift Certificate of \$25.00 and \$50.00 will be purchased

10.2. Review Executive Planning Calendar – tabled to future meeting

10.3. Hall Rental Agreement Review – Rental Rates

10.4. Grant Application Status

10.5. Discussion regarding the purchase of a new cordless microphone was tabled until April meeting.

**11. ADJOURNMENT**

Frank French move the meeting be adjourned at 9:23 p.m.

**NEXT MEETING: Tuesday, April 19, 2011**

**Written Reports:**

Orientation for New Executive Members – please access from [www.ngcl.org](http://www.ngcl.org)

**Card Report submitted by Agnes Brennan** **March 15, 2011 via email**

Three sympathy cards

- Mr. and Mrs. Bruno Prefontaine - loss of his sister
- Shirley Kaley - loss of her sister
- Jim and Melanie Bohun - loss of her aunt

**Publicity Chair Report submitted by Rita J Kolpak** **March 15, 2011**

Advertised AGM, Roaring 20’s, Pub Night, Kids’ movie night in the MacEwan Journalism website and the City of Edmonton’s website. Added the remainder of the 2010/11 email addresses to the NGCL distribution list.

March newsletter advertisers:

Groat Road Auto	Paid in Oct.
Erin Duke Real Estate	\$71.25
St. Vincent’s	\$71.25
Laurie Hawn, PC, CD, MP	\$35.15
Westmount Fitness Centre	\$23.75
Campaign to Elect Mary MacDonald	\$23.75
Heather Klimchuk	\$118.75
<b>TOTAL</b>	<b>\$343.90</b>

Issue: advertising schools other than Coronation. Coronation parent council member complained. Forwarded information to NGCL president to discuss at Executive meeting.

Thanks for the fun. Kieran is looking forward to having his mother back. I’m looking forward to gardening! Best of luck to the new executive and committee heads – and a thousand thanks to Frank French for taking on the publicity portfolio.

*Respectfully submitted by Rita J Kolpak, outgoing Publicity Chair and Newsletter Editor.*

**Membership Report submitted by Catharina Fraser** **March 15, 2011 via email with regrets**

I will be picking up the 2011-2012 membership supplies on April 12 from the ERCL office. The membership total for the 2010-2011 year continues to increase.

**45 Plus Report submitted by Marg Pratley** **March 15, 2011**

45+ PROGRAMS

- February 25<sup>th</sup> Cards and Games: Attendance – 9
- March 25<sup>th</sup> Raq-a-Belly Dancers
- April 29<sup>th</sup> Pot Luck Supper. Entertainment by “The Notables”

NB: March 9<sup>th</sup> Organized set up and refreshments for Roaring 20s Show

**Event Financial Statement submitted by Margaret Bowler, Organizer** **March 15, 2011**

For the Richard and Deborah Popovich Show held March 20 2011 at the North Glenora Community League Hall

**REVENUE**

Ticket Sales: 92 tickets @ \$10.00 each	\$920.00
Food Sold after event	\$ 10.50
	<u>\$930.50</u>

**EXPENDITURES**

Food: cookies, coffee, etc.	\$108.87
Entertainers, R&D Popovich, \$530 + GST	\$556.50
	<u>\$665.37</u>

BALANCE – Net Profit **\$265.13**

Cash turned in to NGCL Treasurer \$821.63. This reimburses the League for the payment to the entertainers of \$556.50 and covers the cost of food. Receipts are attached to the treasurer’s copy. Profit from this event was \$265.13 for the League. This function was hosted by the Community League and organized by Margaret Bowler and the 45 Plus Club.



**Suzanne McAfee**

From: Patricia Grell [patnlarry@ocii.com]  
Sent: Tuesday, March 15, 2011 12:21 PM  
To: Suzanne McAfee

**Subject: lower residential speed limit pilot**

The City of Edmonton piloted a lower residential speed limit of 40 km/hr (down from 50 km/hr) between May and October 2010 to see if the number of accidents and injuries within 6 communities can be reduced. The results of the pilot project will be presented at the April 12, 2011, 9:30 am Transportation and Public Works Committee meeting (probably River Valley Room) City Hall.

The 6 communities that piloted this initiative are looking for allies to support it on April 12. I live on a busy street and found a great difference in the speed of traffic when enforcement was present. As a mother of 3 children, I felt my children were much safer in our community where they regularly walk on their own, cycle and go to various amenities near by. My husband and I and our children are avid cyclists and cycle year round.

Having lower residential speed limits allows for a higher level of safety for both pedestrians and cyclists.

Would North Glenora be willing to support a lower residential speed limit of 40 km/hr throughout all of Edmonton's residential neighbourhoods?

Would you be willing to speak to this item at the TPW meeting?

Research has shown the following:

- A pedestrian hit by a vehicle travelling 50+ km/hr has a 100% probability of death.
- A pedestrian hit by a vehicle travelling 40 km/hr has a 30% probability of death
- A vehicle travelling 30 km/hr will have enough time to see the pedestrian and stop creating a 100% probability of survival for the pedestrian.

Please forward this information to the members of your board. Your support would be greatly appreciated!

For more information go to [www.safespeedlimits.blogspot.com](http://www.safespeedlimits.blogspot.com). You had asked about some info about this on the web and I forgot that I had started this blog!

As well you can go to [http://www.edmonton.ca/transportation/roads traffic/speedin&~px](http://www.edmonton.ca/transportation/roads%20traffic/speedin&~px) for very limited info on this issue on the city of Edmonton's website.

Sincerely,

Patricia Grell, B.Sc., MDiv. 11568-139 St.  
Edmonton, AB  
T5M 1R7

780-454-8680 [patnlarry@ocii.com](mailto:patnlarry@ocii.com)

"Well behaved women seldom make history". Laurel Thatcher Ulrich

Planning Calendar below updated by Donna Jackson – please review and advise any amendments as required up to March 15 2011 date.

March 2011 Status	DATE	NGCL PLANNING & DEADLINES	RESPONSIBILITY
Jun Done ??	Jan 1	Start of fiscal year ✍ Insurance Policy review and payment - due in June ✍ Start Planning AGM for 2 <sup>nd</sup> Tuesday of March ✍ GST Recovery from previous year	Treasurer President, Executive Members Treasurer
soon	Jan	Treasurer's books go to auditor	Treasurer
done	Jan	Treasurer reconciles WCB Payment	All Executive
done	Jan	President's recognition event for Executive	All Executive
N/A	Jan	Possible Family Day Event planning & Advertising	Family Programs / Publicity
Done N/A	Jan	Executive members Budget submissions Executive member Operations Manual Review and update submissions to V.P.'s	All Executive including Secretary & Treasurer
Done done	Jan / Feb	City of Edmonton Summer Programs: Program requests to CRC Summer playground / soccer camp/ registered camps program planning COE Summer Programs: Book Hall for Programs / Playground	CRC / Programs Hall Bookings
done	Jan / Feb	Financial Committee Budget Review & Prepare New Budget	Treasurer / 1st & 2 <sup>nd</sup> VPs
done	Jan / Feb	Annual General Meeting Planning & advertising (2 <sup>nd</sup> Tuesday in March)	President, Nominations Committee & Publicity
done	Jan / Feb	Nominations Committee Report	Nominations Committee
??	Jan / Feb	Grant Reports/Casino Reports to Attorney General	Treasurer
ongoing	Jan / Feb	Spring Program Advertising	Program Chairs / Publicity
done	Jan / Feb	Annual reports for AGM to secretary for typing / photocopying	Executive members/secretary
done	Feb	Executive to Approve Budget prior to AGM	All Executive
N/A	Feb	Family Day Event	Family Programs
Done Done	Feb	Volunteer Appreciation Dinner Planning & Advertising in Timing to coincide with National Volunteer Week in April (Dates vary) Nominations for special recognition	1 <sup>st</sup> & 2 <sup>nd</sup> VP Publicity
done	Feb	Outdoor Soccer Registration Planning	Sports Programs
done	Feb	City of Edmonton Annual Grants: Summer STEP & SCP Grants	CRC / Treasurer
done	Mar	Annual General Meeting - Election of Executive - 2 <sup>nd</sup> Tues in March	President / Nominations Com.
N/A	Mar	Revise Bylaws per any amendments after AGM – prepare for distribution at Executive Meeting	Secretary
done	Mar	Executive Turn-over Meeting - Old & New Exec. 3 <sup>rd</sup> Tues in March	All New & Old Executive
Ongoing done	Mar	Key Inventory, Security System Codes - Distribution to New Executive Operation Manual Handover / Distribution	Hall Bookings Chair Secretary
??	Mar	City of Edmonton Annual Grants: Operating & Maintenance Reno Grant due	COE – CRC / Treasurer
??	Mar	Rink Shack cleaned & furnace turned down – Ice mats stored inside	Buildings & Grounds
done	Mar	Spring Garage Sale planning & advertising	Garage Sale liaison / Publicity

March 2011 Status	DATE	NGCL PLANNING & DEADLINES	RESPONSIBILITY
DVM	Mar	Spring Garage Concession by Executive	Executive
N/A	Mar	Winter sports equipment stored	Sports / Building & Grounds
done	Mar	Spring/Summer sports registration/advertising	Sports / Publicity
	Mar	Volunteer Appreciation Invitations go out	1 <sup>st</sup> & 2 <sup>nd</sup> VP Plus Committee
	Mar	<b>City of Edmonton Summer: Registration opens for Summer Programs</b>	<b>COE – CRC</b>
	Mar / Apr	Signing Authority Change-over	Pres/VP/Treasurer/Past Pres
	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 if required -	1 <sup>st</sup> & 2 <sup>nd</sup> VP & Committee
Apr 16	Apr	Volunteer Appreciation Dinner	1st & 2 <sup>nd</sup> VP / committee
	Apr	Grounds spring clean-up/Pitch-In Day advertising – usually held same day as Garbage Fair	Bldgs & Grounds / Publicity
	Apr	Spring/Summer programs & Sports underway – advertise as required	All Programs / Publicity
	May	<b>City of Edmonton Sports field &amp; Playground Conservation &amp; Hard Surfacing Repair – Identify to CRC – Sports field lining</b>	<b>COE – CRC Bldgs &amp; Grounds Sports Programs</b>
May 7	May	Garage Sale	Garage Sale Liaison
May 14	May	Grounds spring clean-up/Pitch-In Day Garbage Fair	Buildings & Grounds Garbage Fair Liaison
	May	<b>City of Edmonton Annual Grants: NPDP APPLICATION DEADLINE</b> <b>City of Edmonton Annual Grants: Confirmation of Grants</b>	<b>COE – CRC / Treasurer / Bldgs &amp; Grounds (Parks)</b>