



North Glenora Community League
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SIGN-OFF

Minutes Submitted for Executive Meeting held on May 17, 2011

Secretary's Signature



Donna Jackson, Secretary

The signature of the secretary indicates the meeting was held and the votes by the board occurred as recorded in the minutes.

President's Signature



David Van Meter, President



Date



















The signature of the president indicates the minutes of the meeting were approved by the board on the date indicated.

1. **CALL TO ORDER.** Establish Quorum (8) for any Motions required
2. **APPROVAL OF THE AGENDA**
3. **APPROVAL OF THE PREVIOUS MINUTES**
4. **FINANCIAL REQUESTS**
 - 4.1.
 - 4.2.
5. **BUSINESS ARISING FROM THE MINUTES**
 - 5.1. Bring Forward: Purchase heavy duty micro-shredder for shredding yearly files (deferred from April New business)
 - 5.2. Tickets for Soccer Wind-Up – printing, distribution to teams, selling to residents
6. **CORRESPONDENCE/ANNOUNCEMENTS:**
7. **REPORTS**

7.1. President	David Van Meter
7.2. Past President	Jim Bohun
7.3. 1 st Vice-President	Guy Sopiwnyk
7.4. 2 nd Vice-President	Natalia Krawetz
7.5. Treasurer	Ryan Young
7.6. Secretary	Donna Jackson
7.6.1. Cards	Agnes Brennan
7.7. CRC	Jennifer Finnigan
8. **STANDING COMMITTEE REPORTS**

8.1. Historian	Andrea Laurie
8.2. Membership	Catharina Fraser
8.3. Neighbourhood Security	Pearl Biggar
8.4. Planning & Transportation	Suzanne McAfee
8.5. Publicity	Frank French
8.6. Sports	Nelson Kibanda
8.7. Buildings & Grounds	Steve Twigg
8.7.1. Kitchen Keeper	Marg Pratley
8.8. Family Programs	Vacant
8.8.1. Playschool/Playgroup	Cara Roemmich
8.9. Adult Programs	Rhonda Van Heyst or Margaret French
8.10. 45 Plus	Agnes Brennan
8.11. Hall Bookings	Pat Lenchuka
9. **SPECIAL COORDINATOR & PROJECT REPORTS**
 - 9.1.
 - 9.2.
10. **NEW BUSINESS**
 - 10.1. Set Hall Capacity Numbers for Rental Information
 - 10.2. Front Yards in Bloom promotion
 - 10.3. Disposition of the old computer in the office
11. **ADJOURNMENT**

Attendance: QUORUM = 8

Board Position	Vote	NAME	Present	Regrets	Absent
President		David Van Meter	✓		
Past President		Jim Bohun	✓		
1st Vice President		Guy Sopiwnyk		✓	
2nd Vice President		Natalia Krawetz		✓	
Treasurer		Ryan Young	✓		
Secretary		Donna Jackson	✓		
COE CRC		Jennifer Finnigan		✓	
Standing Committee Chairs					
Buildings & Grounds		Steve Twigg	✓		
Adult		Rhonda Van Heyst	✓		
Family		Vacant			
45 Plus Activities		Agnes Brennan		✓	
Hall Bookings		Pat Lencucha	✓		
Historian		Andrea Laurie		✓	
Membership		Catharina Fraser	✓		
Neighbourhood Security		Pearl Biggar	✓		
Newsletter / Publicity		Frank French	✓		
Planning & Transportation		Suzanne McAfee		✓	
Sports		Nelson Kibanda	✓		
OPTIONAL					
Kitchen Keeper (for 45 Plus)		Marg Pratley	✓		
Playschool/Indoor Playgroup		Cara Roemmich			
Kids' Movie Night		Jason MacDonald			

1. CALL TO ORDER.

David Van Meter called the meeting to order at 7:03 p.m. Quorum was established with 12 members present.

2. APPROVAL OF THE AGENDA

Motion: Frank French moved to approve the agenda. Ryan Young seconded.

3. APPROVAL OF THE PREVIOUS MINUTES**3.1. March 15 2011 Minute Amendment**

Motion: Donna Jackson moved to amend the March 15 minutes to clarify the outstanding filings mentioned under the President's Report. Seconded by Jim Bohun. Motion carried.

Amend from:

- 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.

To read:

- Financial Information – the Treasurer's books for 2010 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 filing to Revenue Canada for 2009 Financial Year. We will probably incur the same fine for late filing of our 2010 Revenue Canada return.
- Corporate Registries filings for 2009 (2008 Financial year), 2010 (2009 Financial year) are overdue. We have no indication that our 2009 Bylaw changes were filed or accepted.

3.2 April 19 2011 Motion for Minute Approval

Motion : Ryan moved to approve the April 19 2011 minutes as submitted . Pat Lencucha seconded.

4. FINANCIAL REQUESTS

- 4.1. There were no financial requests.
- 4.2. David Van Meter brought forward a potential future request. Playschool has presented an improvement idea to spend their fundraiser money. Leslie McLennon approached David Van Meter with a suggestion that the glass block windows be upgraded to glass windows to brighten the Playschool Classroom. Executive discussed bringing up the fact the glass block was re-enforced with plexi-glass for added security as even the glass blocks were often vandalized. Windows could be broken or left unlocked/open and were viewed as a security risk. Steve Twigg suggested upgrading the lighting .

ACTION: David will present the upgraded lighting suggestion as a viable alternative to Playschool.

5. BUSINESS ARISING FROM THE MINUTES

- 5.1. Brought Forward from April Agenda: Purchase heavy duty micro-shredder for shredding yearly files .

ACTION: Donna will purchase a shredder to be expensed against Office.

- 5.2. Soccer Wind-Up

The Under 6 team has a conflict for June 18th but Executive decided to proceed with the Wind Up at the advertised time on June 18th from 4:00 p.m. to 7:00 p.m. as the Under 6 Tim Horten's event should be over earlier.

ACTION: Nelson will confirm that Melissa is still available to coordinate the event on June 18th.

ACTION: Donna will print tickets (3 free per Soccer Player) . Additional tickets for residents will be priced at \$5.00 each.

ACTION: Ryan will confirm his wife will act as the contact for tickets in the neighbourhood.

ACTION: Pearl will confirm if her school will donate their bouncy castle to NGCL for the event.

ACTION: Donna will update the Website poster and provide a copy to Frank for the Newsletter.

6. CORRESPONDENCE/ANNOUNCEMENTS:

- Resident letter of request for NGCL support for a variance for 13819 110A Avenue – seeking approval for rear attached garage.
 - **MOTION:** Steve Twigg moved we support due to the special circumstances with regard to wheelchair access as explained in the letter. Rhonda Van Heyst seconded. Motion carried.
 - **ACTION:** David Van Meter will respond with form attached to letter.
- Variance notice quoting appeal period for 13611 108 Avenue – accessory building – relax minimum rear yard from required .6 meters to .52 meters. NGCL will not be appealing.
- Correspondence from the Insurance Company regarding the Rink Shack Flood
 - **ACTION:** David Van Meter, Steve Twigg and Guy Sopiwnyk are dealing with the Insurance Company requirements for claim
- West End Community Council meeting postponed to Sunday May 29th
- Invitation Stony Plain Road Revitalization Tuesday May 24th – hosted by Howard & McBride
 - **ACTION:** Ryan has responded and will attend
- Edmonton Chamber of Voluntary Organizations – Board Training Tuesday May 31st
 - **ACTION:** Ryan has registered and will attend.
 - **ACTION:** Donna will register and will attend as well as offered to register and pay on line for anyone else who wants to attend.
- Vitalize 2011 being held Jun 14 and 15th at the Shaw Conference Centre. Information passed to Natalia for consideration.
- May Monthly Minders from City of Edmonton

7. REPORTS

7.1. President

David Van Meter – see Garage Concession Report

Meeting Date	Description	Action	Status
April 19 Executive	Movie Contract	clarify the invoice as it appears to be incorrect	Still pending review
March 15 Executive April 19 Executive	Apply for Liquor Annual Liquor License	Dependent on Tripartite agreement and Societies Act copies	Completed – Liquor License has been received.
May 17 Executive	2010 Financials	David hopes to complete this week and will be submitting to the Accountants for review	Pending
March 15 Executive April 19 Executive	2009 Revenue Canada Return	2009 taxes are filed – 2010 are not pending the Accountant financial statements.	Track under Treasurer action items
April 19 Executive	Hall Cleaning	Meeting with caretakers	Pending

- David submitted the **written report from the Garage Sale Concession**. He thanked all the volunteers for working. David advised that 27 volunteer hours were expended with a small return of \$123.07 profit – less that \$5.00 per hour earned. This rate of return is very low and this fund raising opportunity might be better a better fit for Brownies, Scouts or Indoor Playground in the future. David advised we should expect to earn at least the same type of hourly return as we are paid for working.
- Concession leftovers (~\$30.00 worth) will be donated to the Soccer Wind-Up.
- Front Yards in Bloom – NGCL will support per previous years – advertise in Newsletter and Website and feature NGCL entries at September 17th Community Day
 - ACTION:** Donna will contact Neil Lang to see if he will participate again this year as judge and give out awards at Community Day.
 - ACTION:** David Van Meter will respond to the City of Edmonton
 - ACTION:** Frank French will advertise in the June Newsletter – Nomination deadline July 4 2011
- ACTION:** David will request that Andrea Laurie pick up sufficient decals for all Fire Extinguishers and the AED. These will be charged against Hall Maintenance budget
- ACTION:** David will forward contact information for Simplex Grinnell to Steve Twigg
- ACTION:** David will check with Guy if he can erect the snow fence for pub nights July 15 and August 19

7.2. Past President

Jim Bohun – nothing to report

7.3. 1st Vice-President

Guy Sopiwnyk – regrets

Meeting Date	Description	Action	Status
April 19 Executive	Contact Insurance	Rink Shack Flood	David, Steve and Guy are handling the claim and requests
April 19 Executive	Overhead Projector	Clean filters- overheating issue	Cannot locate key to open the security Cage

7.4. 2nd Vice-President

Natalia Krawetz - Regrets – see written report

Meeting Date	Description	Action	Status
April 19 Executive	Soccer Wind Up entertainment booking	book balloon ride or bouncy castle	Only available for larger groups Pearl may have alternate source
April 19 Executive	Jo Tayler Bench Plaque	Information passed to Family – see written report	Completed - With Family for decision and any further action
March 15 Executive April 19 Executive	Family Chair & Volunteer Positions	Seek Family Chair plus volunteers Children/Family Program Events for 2011 including replacement for Kid's Movie Night	Advertising and networking
March 23 Tripartite April 19 Executive	May 17 Ratification Meeting	Report at April Exec and arrange for NGCL to be represented to vote	Attending May 17 th Meeting

7.5. Treasurer

Ryan Young - see written report

Meeting Date	Description	Action	Status
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Meeting Date	Description	Action	Status
March 15 Executive April 19 Executive	Casino Audit	Ryan will work on early May	Wrapping up the audit.
April 19 Executive	2010 to Accountants for review	Several Adjustments still in process	Update under President's report
April 19 Executive	2010 Revenue Canada Return	To be completed after 2010 Financials returned from accountants	Pending

- Noted the Casino account was overdrawn from Operating Account and we need to seek permission from AGLC to transfer funds back to Operating Funds
- Ryan will ensure the income from the Garage sale donated by 45 Plus is entered into the financials as a donation from 45 Plus and not Garage Sales Income.
- We may recover some of the \$160.00 payment made in error to a company sending out scam solicitation for domain registration.
- Ryan has requested that any receipts submitted be stapled flat to 8.5x11 paper to make photocopying easier.
- Ryan has requested that when money is being handed over to the Treasurer or Kurena that it be counted and receipt issued. Receipts are available in the office.
 - **ACTION:** Ryan will request Kurena issue receipts when accepting cash

7.6. Secretary

Donna Jackson – see written report

Meeting Date	Description	Action	Status
March 15 Executive	March 15 Minutes Amendment	See Item 2 in these minutes	Completed
April 19 Executive	2011 (2010 Financials) Societies Filing to Alberta Corporate Registry	Waiting for 2010 Financials – forms completed and signed in Office File - Due May 31st with 30 days until overdue	Pending
April 19 Executive	Updates to documents/website	Move Welcoming committee under Membership	Completed – distributed/posted on website
April 19 Executive	Future Agenda Items	Track Items for May & September	On preliminary agenda documents – updated calendar
March 15 Executive May 05 Correspond.	2009 (Mar 2009 AGM) Bylaw Change	Letter received that the original filing was not accepted	Drafted new filing – signed by President ready for mailing
March 15 Executive April 19 Executive May 17 Executive	GAIN course - mandatory Frank French Contact email	Registered for June Session - Donna & Natalia Update contact list and distribution list to the newsletter email address	Pending – will attend Jun 20 th Completed

7.6.1. Cards

Agnes Brennan – see written report

Meeting Date	Description	Action	Status
April 19 Executive	Birth of Baby Congratulations	Send Card to Jerrod Stephenson	Sent in May – on report

7.7. CRC

Jennifer Finnigan – regrets

- Jennifer has provided information on the Rink Take Down project from the City that appears to conflict with previous information received from the City.

8. STANDING COMMITTEE REPORTS

8.1. Historian

Andrea Laurie – regrets – see written report via email

Meeting Date	Description	Action	Status
April 19 Executive	Signage for AED / Fire Extinguishers	Post a sign above the AED and the above each Fire Extinguisher	Acklands Prices: Fire Extinguisher Decals -\$ 2.80 Defibrillator sign- \$20.25

8.2. Membership

Catharina Fraser

- Community Engagement Cards – Catharina moved we purchase 400 cards for approximately \$70.00 from the City of Edmonton offer. Frank French seconded. Motion Carried
- Once received they will be prepared as contact cards and “Perks of Membership” information for the Fall Membership Drive

- **ACTION:** Catharina will email the order to Jennifer Finnigan.

8.3. Neighbourhood Security **Pearl Biggar**

- Pearl will place a Summer Security article in the Newsletter.
- Pat will forward information to Pearl regarding the vacant Community Liaison since Tricia Gagne took a new position.

8.4. Planning & Transportation **Suzanne McAfee - regrets**

Meeting Date	Description	Action	Status
April 19 Executive	Future Infrastructure Improvements	Committee Meeting to plan resident engagement	Nothing to report

8.5. Publicity **Frank French – see written report**

Meeting Date	Description	Action	Status
April 19 Executive	Seek Hall Garden Volunteers, Bouquet to Dani (per Thank-you card)	Advertise for help via June newsletter Include Bouquet from Thank-you card	Can't locate the thank-you card.
May 17 Executive	Summer Program Camp ads from city	Advertise in June Newsletter	Frank has the ads
May 17 Executive	Tim Horten's Bouquet	Insert bouquet to Tim Horten's for donation to Garage Sale Concession	Pending

8.6. Sports **Nelson Kibanda**

Meeting Date	Description	Action	Status
April 19 Executive	Analyze Neighbourhood demographics	Identify opportunities for adult sport activities	Contacting other Community League Sports coordinators – will look into shared opportunities – will advertise in Newsletter

- Soccer is up and running now – Nelson is attending most of the games. Nelson extended a thank you to Guy for helping him get soccer organized and to the coaches for all their involvement
- Soccer schedules have been posted on the www.ngcl.org website and coaches advised via email
- Tim Horten's is hosting a Sundae Buffet for the players at their west end location serving Cold Mountain Creamery Ice Cream

8.7. Buildings & Grounds **Steve Twigg**

Meeting Date	Description	Action	Status
April 19 Executive	2011 May 14 Pitch In Park Clean Up	Donna emailed requested details be sent out via email distribution list	Event held with about 6 participants: Ryan & Michelle Young and family, Rita Kolpak, Donna Jackson, Steve
April 19 Executive	May Maintenance	Light ballasts, kitchen sink leaks, handicapped parking signs	Repairs are pending and parking signs ready for pick up
April 19 Executive	Fire Inspection	Need to have current inspection	Steve will arrange and have all the Fire Extinguishers checked and recharged if required.

8.7.1. Kitchen Keeper **Marg Pratley**

Meeting Date	Description	Action	Status
April 19 Executive	City Health Inspection	Need to have current inspection	Marg has the contact info but will wait for kitchen repairs to be completed

- Marg reported that a new sugar container has gone missing
- Garage concession workers requested new oven mitts be purchased
 - **ACTION:** Marg will check kitchen as she had taken them home to be washed and thought they were back

8.7.2. Daytime Contact **David Van Meter**

- Only 2 calls since name put in Newsletter – one regarding rentals and one regarding the Rink Shack Flood from Donna

8.8. Family Programs **Vacant**8.8.1. Playschool/Playgroup **Cara Roemmich – see written report c/o Vice President**8.9. Adult Programs **Rhonda Van Heyst**

- We now have the annual liquor permits and a few dates will be added or adjusted. David advised Rhonda it should only take a phone call to do this and they will usually accept the payment for any additional charges later.
- Marg French will attend the June executive meeting
- A coffer maker was donated at the Garbage Fair complete with 6 carafes. A filter basket was located and the unit needs to be tested to ensure it operates correctly. Donna offered to create instructions to be posted
- An adult CPR/AED course is scheduled for Saturday October 29 at the Hall. We will advertise a member price and a higher price for non-members
- Self Defence session is being looked into for Jan/Feb 2012
- Pub Nights
 - Operating in the black
 - June is Cooler Tasting Month and Book Exchange
 - Possibly Beer Garden outside for July 15 and August 19 – pending snow fence
 - Free Drink card good for October pub night will be a Membership Perk this year
- Scrapitivity - \$25.36 profit from last event. A week-end event is planned for the last week-end in September.

8.10.45 Plus **Agnes Brennan** – regrets – see written report and 45 Plus Event Financial report

8.11. Hall Bookings **Pat Lenchuka**

	Description	Action	Status
EFCL Hall Rental Website	Hall Rental Capacity	Inventory of Chairs / Tables	Chairs=190 Large Tables=45 Small Tables= 7

- Pat attended the Hall Rental Workshop and we will be receiving a booklet promoting secure rental practices.
 - Our Insurance Company was in attendance and also offered rental tips and tricks
- EPS are offering an agreement that would give them Agent Status to enter our premises during any rental event on our behalf
 - **ACTION:** Pat will forward the email from Ken Mah to Donna for review of document & Pearl for Info
 - **ACTION:** Donna will ensure Secretary’s manual / Operations Manual updates reflect this agreement once signed
- Security codes have all been updated and should all work. Security company will send us a manual with instructions. Pat will update our entire code list with the security company. We have only updated our Emergency Contact list so far this year. Pat handed in a key report – we are still missing 15 front door keys
 - **ACTION:** Pat will update the code list and submit to the Security Company and ensure that any old information the Security company still has is replaced
- Pat reported March Rental Income for March \$1212.00 with \$150 Deposit on future rental and April \$700.00 with \$620 Deposit on future rentals.
- Pat was contacted by a bride who booked the hall for May 28th Wedding but needs to cancel because of the Slave Lake Fires. Executive advised Pat to allow cancellation or selection of another free date later. We will wait for her cheque to clear our accounts before reimbursing total rental payment and damage deposit.

9. SPECIAL COORDINATOR & PROJECT REPORTS – no reports

10. NEW BUSINESS

10.1. Set Hall Capacity Numbers for Rental Information based on Pat’s inventory numbers

- After discussion, Executive decided we should advertise maximum dining capacity at 150 based on experience
 - **ACTION:** Donna will email EFCL and have the Hall Rental Page updated accordingly as it is set at 170

10.2. Front Yards in Bloom promotion – see information and action items under President’s report

10.3. Disposition of the old computer in the office and Steam Table

- The old computer can go to the ECO station when ever anyone can haul it away
- Pearl got no response when Steam Table was advertised on kijiji
 - **ACTION:** Nelson will check with another society group if they would like the steam table – they will not require the inserts.

11. ADJOURNMENT

- The meeting was adjourned at 9:15 p.m.

NEXT MEETING: Tuesday, June 21, 2011

Report for NGCL Concession for Garage Sales – May 08 2011

Submitted by David Van Meter

Cheese	11.90
Pop	32.20
Deposit	9.60
Coffee	10.99
Ketchup	6.99
Coffee mate	3.89
Hot Dogs	19.98
Margarine	9.49
Buns	40.00
Relish	3.98
Mustard	4.29
Cups	9.14
Donuts	13.50
Burgers	74.37
Chips	13.11

Total Expense 263.43**Total Proceeds** 386.50**Profit** 123.07

Volunteers Hours = 27

2nd Vice President Report

Submitted by Natalia Krawetz

Position Vacancies

Have been advertised in the newsletter. No one has come forward (that I am aware of). I will be meeting with Jason and Heather MacDonald (Kids' Movie Nights) before the next Executive Meeting to strategize ways of getting a replacement for them.

Soccer Wind Up Entertainment

Remax contacted me to say that our numbers were too low for them to want to provide either a balloon or a bouncing castle. They have decided to require 250 people in attendance (and we had estimated 75). I hope to pick up the disposable plates and cutlery at the Tripartite Meeting this evening (unless, of course, Remax has changed its mind about that, too).

Kids' Movie Nights

We don't have too much to report. There will be some great new releases after this month for the kids to enjoy this summer.

We're looking into trying to get free popcorn and juice from the theatres in town, but have been finding it easier to just buy pre-popped popcorn on the day of as we both work and its hard to run all over town. The kids seem to love the popcorn, so we think we satisfy our customers.

We've given our three month notice for this position as we are a bit too busy (and are expecting a baby in August). We'll help out until someone can replace us. One very rewarding part of the job is having the kids come to the snack window and chat about life.

Jason and Heather MacDonald

Playschool

There is not much new to report since my last update, but here's a short reminder: North Glenora's Indoor Playground will wrap up on May 18th with a kid sized year end celebration. We've had a great year and will resume our activities in the hall in October.

In the first week of May, the playschool had an annual surprise visit from the licensing officers who were very enthusiastic about our program, and especially about Danielle. North Glenora's Playschool follows the public school year and will wrap up in June with a year end celebration on June 13 in the evening. Four of our play schoolers will continue on to kindergarten in Coronation School in the fall. Two of our students will return to playschool in September. We currently have seven students enrolled for September. Our teacher Danielle Gregoire will also return, much to our delight.

Thanks again for all your support.

Cara Roemmich

Letter sent by Natalia Krawetz April 20, 2011

Information for Eunice Minkler and Marg Bowler

Dear Eunice and Marg,

To follow-up on your request for consideration of an additional plaque in memory of Jo Tayler, to be placed on the commemorative bench already in the North Glenora Park in memory of John Tayler.

As you know, I brought this request to Executive Committee at its meeting of April 19th. Executive Committee agreed to pass the request on to the City and determine the process to be followed, with the understanding that any costs would be borne by the family rather than the community league.

I then spoke with the City's Benchmark Program Coordinator, Yvon Benoit (at [780-496-4797](tel:780-496-4797), e-mail: yvon.benoit@edmonton.ca) and he outlined two options:

1. Add another plaque to the existing bench as-is, at a cost of \$400.00.
2. Re-do the bench, add another plaque and then re-centre BOTH plaques at a cost of \$1500.00. Mr. Benoit provided this option because he said that while the first option can be done, it may not look as nice because both plaques will not be centred in relationship to each other. With this second option, the old plaque would be removed and re-installed along with the one, on new wood.

Please note that he quoted \$1,500.00 on the phone but that the website lists the costs for this option as \$2,500.00. So if you decide to proceed with this option, I'd strongly recommend that you verify the cost.

I've enclosed a sheet on the Benchmark Program along with a donation form, for information. When you have made your decision, please let me know. Mr. Benoit needs to assess the bench and verify its location before anything can proceed.

Best wishes,

Natalia Krawetz
2nd Vice-President

Encl.

Treasurer's Report – May 2011

Submitted by Ryan Young

The past month had relatively normal income and expenses for the month. Please see the profit loss statement on the reverse side of this paper.

Income:

Money was received from the bar sales at pub night and at the volunteer appreciation dinner. Funds were also received from the scrapbooking event and from playschool registration fees. Outstanding soccer fees were also received this month.

Expenses:

The volunteer appreciation dinner was the largest expense for the past month. The remaining expenses are mostly regular monthly bills such as salaries and cleaning. We have also received a large water bill from Epcor for the rink shack flooding. I believe that we will be discussing whether to put this through as an insurance claim.

Casino Audit

I have completed the casino audit for July 2009 – Feb 2011. It will be reviewed by another NGCL member and then sent to the AGLC. There were a few small issues but everything is in order. At two periods of time, the casino bank account was at a negative balance which resulted in NSF charges. The TD bank also automatically transferred funds from our operating account to the casino account to cover the cheque and NSF charges. Approximately \$8000 will eventually be transferred back to our operating account once we receive permission from the AGLC.

Deposit of Funds

During the past month, I had several people give me cash from their events. I want to first thank everyone for completing the necessary paperwork. I would also like to request that people try to give me the funds directly rather than leaving it in my folder or in my mailbox whenever possible. I like to count the money with the person submitting so as to ensure that there is no difference. I don't want to be put in a situation where it comes down to my word versus yours. Thanks.

REPORTS

	April 16 - May 16, 2011	Jan 1 - May 16, 11	Jan 1 - May 16, 10	2011 Budget
Ordinary Income/Expense				
Income				
Adult Activity Income	792.10	1,613.73	204.10	300
Advertising News Letter Income	340.00	1,587.80	2,598.85	3600
Appreciation Dinner Income	347.00	347.00	0.00	0
Casino Income	0.00	72,070.24	0.00	36000
Donations income	250.00	2,373.15	250.00	0
Family Activity income	0.00	0.00	805.00	2050
Garbage/Garage Sale Income		174.53	0.00	600
Hall Rental				
Hall Rental Damage Deposits		0.00	0.00	0.00
Hall Rental Paid	470.00	6,705.00	8,525.00	13,000
Total Hall Rental	470.00	6,705.00	8,525.00	55,550.00
Interest		40.76	0.00	300
Membership Income	135.00	715.00	495.00	6500
Playschool income				
Playschool Fundraising Fees		0.00	150.00	
Playschool regeration fees	695.00	695.00	350.00	
Playschool income - Other		3,045.00	8,299.61	14,940.00
Total Playschool income		3,740.00	8,799.61	14,940.00
Soccer Income	1,830.00	4,985.00	4,555.00	3,600.00
Total Income	4,164.10	94,352.21	26,232.56	123,440.00
Expense				
45 Plus Activities		7.35	19.93	430
Accounting Fees		0.00	-2,850.00	
Admin - Bank Charges		105.33	103.16	450
Admin - Insurance		0.00	1,753.00	3700
Admin - Licenses/Fees		481.25	608.00	590
Admin - Meeting Expenses	28.00	541.59	39.68	125
Admin - Office Supplies	367.00	789.20	341.76	750
Adult Activity Expense	416.72	1,493.20	129.18	300
Advertising Newsletter Expense	895.46	3,410.37	3,209.27	8280
Appreciation Dinner Expense	1,833.68	2,033.68	1,904.13	2000
Children's Program Expense		512.28	0.00	0
Family Activity Expenses	169.95	1,009.95	1,294.13	3430
Grounds-Equipment Repairs/Upgrd		584.51	505.39	31536
Grounds-Gas		441.96	1,007.56	2000
Grounds-Power		441.79	945.94	2798
Hall-equipment repairs/upgrades		1,258.14	533.54	2500
Hall - Gas		747.22	2,083.27	3073
Hall - General Supplies		62.98	0.00	200
Hall - Janitorial	900.00	3,768.88	4,532.91	12000
Hall - Power		920.93	1,306.26	4190
Hall - security		92.20	230.50	800
Hall - Telephone		218.56	445.07	1000
Historian expense		73.01	0.00	200
Hockey/Rink Program Expense		20.74	0.00	0
Memberships expense		0.00	169.00	195
Office Manager Payroll	832.52	3,916.22	0.00	10000
Playschool Expenses	977.02	4,685.19	5,830.74	14940
Soccer Expenses	320.00	4,300.00	3,423.13	3,663.00
Total Expense	6,740.35	31,916.53	27,565.55	109,150.00
Net Ordinary Income	-2,576.25	62,435.68	-1,332.99	14,290.00
Net Income	-2,576.25	62,435.68	-1,332.99	14,290.00

Secretary Report – Period April 25 to May 17 2011**Submitted by Donna Jackson**

Activity for the Secretary for this period was much quieter as we waited for response from Alberta Registries. As the initial filing for our 2009 bylaw changes was not accepted, I have created the filing in the required Special Resolution format as required and it will be signed by the President and mailed after this meeting.

I have also completed the form required to create an on-line account for the Alberta Gaming and Liquor Commission. This will enable us to update our account information on-line in the future. Signature of our Treasurer and President is required on this form.

Our President required a copy of our current lease with the City (Tripartite Agreement) in order to purchase our annual liquor license. This information will be added to the Operations Manual when I do the update. We must also ensure we retain a copy of the new agreement with the EFCL/City of Edmonton in our current files, as we were unable to locate the old agreement and had to get a letter from Jennifer Finnigan, City of Edmonton CRC before David could purchase the liquor license.

Our 2011 Society Return is due to be filed at the end of May and will be overdue by June 30th 2011. The return MUST include a signed copy of our Reviewed Financial report from our Accountants or original signed 2010 financial statements as prepared by the Treasurer for the March 08 2011 Annual General Meeting and signed by our President and Treasurer.

Category	Description	Status
Annual Secretarial Duties – 2 hours	Updates and Filings required regarding new Executive Board <ul style="list-style-type: none"> • Complete form for AGLC web account for President's signature • Review correspondence from Alberta Registries • Draft required Special Resolution for Change of Bylaws for President's signature 	Complete
Monthly Secretarial Duties – 10 hours	<ul style="list-style-type: none"> • Transcribed April 19 meeting minutes from Jim Bohun's notes • Forward Action items to Executive Committee members • Updated the Executive contact List and Channels per April meeting changes • Distribution of minutes as required to Executive, EFCL, CRC • Posted Executive Meeting Package (Agenda, Minutes, Filed Reports) on website • Signed Cheques – May 14 • Created and distributed draft agenda for May 17th meeting • Photocopies for May meeting • Filed items in Office – inventory for "Where is it" list 	Completed for Period
Pitch- In Event – 1 hour	<ul style="list-style-type: none"> • Park clean-up (May 14, 2011) 	Complete
NGCL Website – 3 hours	Post Minutes, current newsletter, contacts, current NGCL Program and Event advertisements per May Newsletter	Ongoing
Communications – 2.0 hours	<ul style="list-style-type: none"> • Review and Email Updates to Executive and Event co-coordinators with information related to their portfolios • Registered myself and Natalia for GAIN course on Jun 20 2011 	Ongoing

Card Report

Ginal and Jerrod Stephenson - congratulations -new baby

- Barry Laviolette/Leslie McGlennon - sympathy loss of Barry's Dad
- Marie Iverson - Thinking of you (health)
- Wayne Alexander - Thank you for the book he donated for the 45+ Pot Luck (won by Al Bowler)

Historian Report – submitted via email May 12 by Andrea Laurie

I am away on Holidays therefore will not be the May 17th meeting, please pass this on.

My action items for this month were to find out about the Fire Extinguisher decal and the Defibrillator sign. This is what I found out:

Fire Extinguisher Decals -\$ 2.80

Defibrillator sign- \$20.25

Both costs from Acklands

NORTH GLENORA NEWS REPORT**Submitted by Frank French**

We were able to produce the newsletter without too much grief though some of the advertisements caused major printing problems for Lasertext our printing firm. We will attempt to convert the ads from PDFs to a Tiff format (picture) as the problems were missing fonts. Legally laser text must own the fonts or the font must be embedded in the pdf file. Obviously this was not the case. Hopefully it will print better this time around.

We are trying to get in touch with some of the regular advertisers for instance the play school and playgrounds. I have only heard back from McQueen. Anyone know when they're over for the season. The advertisers and PSA people seem to be constant and I think we did the billing okay as I didn't hear back otherwise. Not a spreadsheet person.

We are getting a bit more event content but would love someone to give us sports info and a bit more background to go with the great photos Andrea has been giving me. We hope to get coverage of the rink take down so if the people involved could make sure either Andrea or I are notified when the take down is happening as we need to make a bit of a feature out of it.

There were a few hiccups in the last issue but we're working on getting them straightened out. Though I'm not a reporter so we're relying on people to give us a lot of notice about a lot of things and not to presume I know and will put it in the newsletter.

Finally I'd like to change my email address to the northglenoranews@gmail.com as it's set up on another partition on the computer and will save me moving everything over to that partition.

45 Plus Report**Submitted by Marg Pratley****Programs:**

April 29 th	Pot Luck Supper, Entertainment by Al & Ed – Piano & vocal		
May 7 th	Garage Sales, three tables – Profit	\$212.61	
NB:	44+ Donation to Community League Sales Profit	\$212.61	
	45+ Top Up	37.39	
	Total Donation	\$250.00	

Financial Report – April 19 2011 45 Plus Raq-a-Belly Danders**Revenue:**

Raq-a-Belly/Door Receipts	\$57.00	
Raq-a-Belly	<u>2.75</u>	
Total	\$59.75	\$59.75

Expenses:

Raq-a-Belly/Honorarium	\$50.00	
Raq-a-Belly /Groceries	<u>9.99</u>	
Total	\$59.99	\$59.99

Net Loss as of April 19 2011 \$00.24

Hall Rentals Inventory – submitted via email May 09 by Pat Lencucha

Table and chair count and it is as follows.

Chairs	190
Large Tables	45 (2 broken tables in Chair Closet)
Small Tables	7

When you walk in the hall the sign states that we have seating for 140 but in the office there is a Fire Inspection that states we have seating for 192 (?). I will mention the existing sign in the next meeting as we should probably remove it or get it changed.