



North Glenora Community League
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SIGN-OFF

Minutes for Executive Meeting held on February 21, 2012

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

March 20, 2012
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**

5. **BUSINESS ARISING FROM THE MINUTES**

5.1. Annual General Meeting

5.1.1. 2012 Budget – Motion to approve for presentation at AGM

5.1.2. 2012 Nominations Committee Report – Guy Sopiwnyk / Natalia Krawetz

5.1.3. Reports received to date – Donna Jackson

5.1.4. AGM Refreshment Arrangements – Volunteer to purchase / set up

5.2. Soccer Status – Guy Sopiwnyk

5.2.1. BBQ Replacement or Refurbishment for Soccer Wind-up – brought forward from 2011 Minutes

5.3. Status of Revenue Canada Late Filing Penalty – David Van Meter

5.4. Office staff contract

6. **CORRESPONDENCE/ANNOUNCEMENTS:**

7. **REPORTS**

7.1. President **David Van Meter**

7.2. Past President **Jim Bohun**

7.3. 1st Vice-President **Guy Sopiwnyk**

7.4. 2nd Vice-President **Natalia Krawetz** - Volunteer Appreciation Update

7.5. Secretary **Donna Jackson**

7.5.1. AED Report Donna Jackson

7.5.2. Cards **Agnes Brennan**

7.6. Treasurer **Ryan Young**

7.6.1. Grants Coordinator **Melissa Logan**

7.7. CRC **Jennifer Finnigan**

8. **STANDING COMMITTEE REPORTS**

8.1. Historian **Andrea Laurie** - Hall Rental Photos

8.2. Membership **Catharina Fraser**

8.3. Neighbourhood Security **Pearl Biggar** - Closing of Westmount Neighbourhood Station

8.4. Planning & Transportation **Suzanne McAfee**

8.5. Publicity **Frank French**

8.6. Sports **Vacant**

8.7. Buildings & Grounds **Steve Twigg**

8.7.1. Kitchen Keeper **Marg Pratley**

8.8. Adult Programs **Margaret French** - Purchase of Toaster for Hall Kitchen

8.9. Family Programs **Vacant**

8.10. 45 Plus **Agnes Brennan**

8.11. Hall Bookings **Vacant**

9. **SPECIAL COORDINATOR & PROJECT REPORTS**

9.1. 2012 Casino Update **Bill MacDonald**

10. **NEW BUSINESS**



















10.1. Coronation School Liaison Update

10.2. Fall Garage Sale Dates

11. **ADJOURNMENT**

Next Meeting: AGM Tuesday March 13 2012

NEXT Executive MEETING: Tuesday, March 20 2012

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	✓		
Grants Coordinator		Melissa Logan		✓	
Secretary		Donna Jackson	✓		
COE CRC		Jennifer Finnigan	✓		
Standing Committee Chairs					
Adult Activities		Margaret French	✓		
Buildings & Grounds		Steve Twigg			✓
Family Activities		VACANT			
45 Plus Activities		Agnes Brennan	✓		
Hall Bookings		VACANT			
Historian		Andrea Laurie	✓		
Membership		Catharina Fraser	✓		
Neighbourhood Security		Pearl Biggar	✓		
Newsletter / Publicity		Frank French	✓		
Planning & Transportation		Suzanne McAfee	✓		
Sports Activities		VACANT			
OPTIONAL					
Welcoming Committee		Elizabeth Turner	✓		
Kitchen Keeper		Marg Pratley	✓		
GUESTS					
Casino		Bill MacDonald	✓		

1. CALL TO ORDER.

The meeting was called to order by President, David Van Meter at 7:00 p.m. Quorum was established with 12 voting members present.

2. APPROVAL OF THE AGENDA

Donna added point 10.2 – Fall Garage Sale to the agenda. Agnes Brennan moved to approve the agenda as amended and Natalia Krawetz seconded.

3. APPROVAL OF THE PREVIOUS MINUTES

Natalia Krawetz moved to approve the minutes of the January 17 2012 Executive Meeting. Ryan Young seconded. The motion was passed.

4. FINANCIAL REQUESTS

There were no financial requests.

5. BUSINESS ARISING FROM THE MINUTES

5.1. Annual General Meeting

5.1.1. 2012 Budget was included in the reports package for review.

Motion: Ryan Young, Treasurer moved to approve the 2012 Budget presented at the February 21 2012 Executive Meeting for presentation as approved to the General Membership at the March 13 2012 Annual General Meeting. Catharina Fraser seconded the motion.

Discussion on the revised items as well as kudos to Ryan for getting the budget prepared promptly. There was one discrepancy noted under Expense for Security (Neighbourhood) Committee where the \$100.00 appearing under 2011 Budget should be shifted one column left to appear under 2012 Budget.

Natalia moved that the proposed budget presented be adjusted to have the \$100.00 appearing under Expense – 2011 Budget column be moved to the 2012 Budget column. The 2011 Budget column will be changed to 0. Ryan seconded the motion. All were in favour.

The new motion to be voted on:

Ryan Young, Treasurer moved to approve the 2012 Budget, as amended, be presented at the February 21 2012 Executive Meeting for presentation as approved to the General Membership at the March 13 2012 Annual General Meeting. Catharina Fraser seconded

Vote: Members for: 12 Members against: 0 Members Abstaining: 0

The motion passed and the 2012 approved budget will be presented at the March 13 AGM.

5.1.2. 2012 Nominations Committee Report – Guy Sopiwnyk / Natalia Krawetz

There has been no response from the Newsletter advertisement. Natalia Krawetz has recruited Bill MacDonald for the position of Membership Chair.

5.1.3. Reports received to date – Donna Jackson

- ✓ Natalia Krawetz – 2nd Vice President Report
- ✓ Natalia Krawetz – Family Programs Report
- ✓ Melissa Logan – Grants Coordinator Report
- ✓ Agnes Brennan – Marg Pratley – 45 Plus Report
- ✓ Catherina Fraser – Membership
- ✓ Agnes Brennan – Card Report
- ✓ Marge Lilley – Raised Bed Report

5.1.4. AGM Refreshment Arrangements – Pearl volunteer to purchase and set up with Natalia's assistance. (Budget included under the Meeting Expense) – up to \$100.00

5.1.5. Donna will prepare overhead slides for the AGM Election

5.1.6. Jennifer Finnigan will not be able to attend but will recruit a co-worker to run the election

5.1.7. Remainder of reports are due to the Secretary by March 9th 2012

5.2. Soccer Status – Guy Sopiwnyk

Guy has attended a planning meeting and has the registration forms. This year the Canadian Soccer Association wants to make some changes to the program. They want to make the program Fun – teach the kids how to Run – get back to basics and take out the competition aspect. Games will be more like practice and no stats will be kept. They want to implement this year so they have a lot of groundwork to train all the coaches to deliver the new program. Guy has recruited Jim Bohun, Joe/Jim Schivers, Michelle Young and Klaus Rubba to assist with soccer. 45 Plus advised that Guy is welcome to use the Hall Foyer on March 6th for registration. Catharina will ensure that Guy has access to membership supplies for registration night. Guy will decide and post signs as soon as possible.

Guy has now collected keys from Nelson.

Guy has created a google gmail account ngclsoccer@gmail.com for soccer correspondence to parents and coaches.

5.2.1. BBQ Replacement or Refurbishment for Soccer Wind-up – brought forward from 2011 Minutes
 Soccer is going ahead as Guy has recruited 4 volunteers plus himself to get it up and running.
 Guy will keep his eye out for a deal on a suitable BBQ at RONA in the coming months.
 Donna to bring forward on the agenda for April meeting.

5.3. Status of Revenue Canada Late Filing Penalty – David Van Meter. David spoke to CCRA and we received a letter dated February 6 2012 stating that our account has been assigned to an officer who will contact us. The CCRA noted that we are appealing the charges and will not take collection action. We note that this late penalty is for 2009 and we have yet to be assessed additional penalties for our 2010 late filings. Ryan assures us that we will file our 2011 return on time.

5.4. Office staff contract and full list of task expectations for the position will be handled by David Van Meter and Ryan Young.

6. CORRESPONDENCE/ANNOUNCEMENTS:

- Letter from CCRA – per Item 5.3
- Service Experts Contract to be signed – David assigned an action item to Steve to find out the age of the small furnace
- Criterion Contract \$800 – appears we have been reduced to 3 pre-leases down from 9. Natalia will follow up.
- Development permit – received – no action
- Letter from Laurie Hawn on nominating Outstanding Canadians – passed to Frank for Newsletter – deadline June 30 2012

7. REPORTS

7.1. President

David Van Meter

- Agnes thanked and commended David on the choice of venue for the President’s Dinner. Everyone who attended enjoyed the food.

Meeting Date	Description	Action - David Van Meter	Status	Update date	Completion
	AGM Report	Prepare and submit your AGM report to Secretary in electronic format for inclusion in AGM meeting package for the website	Pending		
Aug 16 Exec	2009 Revenue Canada	Filed an appeal to reverse the \$2500.00 late filing fee for 2009 Revenue Canada return . Letter received that our account has been assigned to an officer and no collection action will be taken while we are in appeal process. We have not been sent a penalty yet for 2010 late filing	Pending	Feb 21 2012	
Jan 17 Exec	Fiddler Rental Issues	David will send a written reply to Fiddler’s letter and advise of actions taken to rectify the deficiencies and issues they brought up. He will also advise that NGCL sees no need to swap storage space. David will also advise Fiddlers regarding trading their Thursday August 16 th date for an annual meeting date for no additional charge. David did not send a letter but left a voice mail for a call back. David will follow up regarding the metal table stored behind the stage blocking playschool fire escape route and the proposed AED course inquiry.	Pending	Feb 21 2012	
Jan 17 Exec	Hall Cleaning	Issue a letter of understanding of expectations for Routine and Duties to Kaj - add regular cleaning of the water fountain. Find out if Kaj will require a helper for heavy duties such as the floors.	Pending	Jan 17 2012	
Feb 21 Exec	Office Staff	Work with Ryan to come up with an agreed upon list of duties for Kurena as well as a schedule for increase	Pending	Feb 21 2012	
Feb 21 Exec	Liquor License	Advise Rhonda Van Heyst of details of how to obtain the 2012 Liquor License	Pending	Feb 21 2012	

7.2. Past President

Jim Bohun (Regrets) No Report

7.3. 1st Vice-President

Guy Sopiwnyk

Meeting Date	Description	Action - Guy Sopiwnyk	Status	Update date	Completion
Jan 23	AGM Report	Prepare and submit your AGM report to Secretary	Deadline March 9		
Jan 17 Exec	Soccer Coordinator	Guy has recruited 4 individuals who will help with 2012 soccer before March registration date of March 6 th or March 13 – POST SIGNS	Pending	Jan 17 2012 Feb 21 2012	
Feb 21 2012	Soccer AGM	Confirm volunteer for the Soccer AGM and if Jim or Klaus cannot attend - advise Natalia of details of meeting if she needs to go	Pending	Feb 21 2012	
Sep 20 Exec	Rink Rehab	Guy will try to coordinate a meeting of volunteers if time allows – Guy has a short list of interested individuals	Pending	Feb 21 2012	
Nov 15 Exec	Nominations	Chair nominations committee – seek out and nominate new board members	Pending	Feb 21 2012	
Jan 17 Exec	Fire Inspection & Maintenance	Guy has purchased rubber door stop covers and mounted on most doors stops – one area still outstanding on double doors into the main hall per Fire Inspection Deficiencies	Pending	Feb 21 2012	

7.4. 2nd Vice-President

Natalia Krawetz

7.4.1. Volunteer Appreciation Update – written report is included

- Natalia circulated a volunteer sign up sheet as well as a list of known volunteers for invitations to the executive

Meeting Date	Description	Action - Natalia Krawetz	Status	Update date	Completion
Feb 21 2012	Criterion Movie Contract	Contact Criterion regarding the cut back to 3 pre-releases to see if we can re-instate our 6 pre-releases for \$800.00 fee	Complete	Feb 21 2012	
Nov 15 Exec	Nominations	Member of nominations committee – seek out and nominate new board members – recruited Bill MacDonald for membership	Pending	Feb 21 2012	
Feb 21 2012	AGM	Assist Pearl with AGM refreshment set up / coffee for March 13	Pending	Feb 21 2012	

7.5. Secretary

Donna Jackson – see written report

Meeting Date	Description	Action - Donna Jackson	Status	Update date	Completion
May 17 Exec	Ops Manual Updates - Policies	EPS Agent Status Form, AGLC Web Account info, UPDATE BYLAWS, Tax Exemption, Societies Certificate, Revenue Canada annual update of contact information, Tripartite agreement terms Section C, Kitchen Keeper cleaning recommendations New AED Policy/Procedure, Hall Cleaning Contract, City of Edmonton Grant EFT email contact form,	Pending	Sep 21 2011	
Nov 15 Exec	AGM	Prep for AGM and Bylaw Change – File special resolution after meeting if motion passes – collect reports from Executive	Pending	Feb 21 2012	

7.5.1. AED Report

Donna Jackson

January – Working Condition and Inventory completed by Kurena and signed off by Donna

February – Working Condition and Inventory completed by Donna and signed off by Donna

7.5.2. Cards

Agnes Brennan - see written report

7.6. Treasurer

Ryan Young – see written report

Meeting Date	Description	Action - Ryan Young	Status	Update date	Completion
Jan 23	AGM Report	Prepare and submit your AGM report to Secretary (ensure you include Hall Rentals as there is no Chair for this report) Ryan has advised he will print copies for the meeting and submit electronically to Secretary	Deadline March 9		
Feb 21 Exec	Year End	Complete T4 and WCB filings	Pending	Feb 21 2012	
Feb 21 Exec	Office Staff	Work with David to come up with an agreed upon list of duties for Kurena as well as a schedule for increase	Pending	Feb 21 2012	

7.6.1. Grants Coordinator

Melissa Logan – written report

Meeting Date	Description	Action – Melissa Logan	Status	Update date	Completion
Jan 17 Exec	Funding	2012 Infrastructure Grant application being forwarded by Jennifer Finnigan – 3 levels of funding and eligibility – due Mar 01 2012	Pending	Jan 17 2012	
Jan 17 Exec	Funding	2012 Summer Step Grant applications being forwarded by Jennifer Finnigan	Pending	Jan 17 2012	
MM	Funding	2012 City of Edmonton Operating Grant (CLOG) will be forwarded by Jennifer Finnigan. DUE back April 01 2012	Pending	Jan 17 2012	

7.7. CRC

Jennifer Finnigan

- No updates regarding Coronation Recreation Centre redevelopment
- Great Neighbourhoods Renewal – slated for 2013/2014 will provide contact information to Suzanne so information sessions for executive and residents can be planned

Meeting Date	Description	Action – Jennifer Finnigan	Status	Update date	Completion Date
Feb 21 Exec	Neighbourhood Renewal	Email Suzanne McAfee with contact information for setting up Neighbourhood Engagement	Pending	Feb 21 2012	
Feb 21 Exec	AGM	Recruit co-worker to attend NGCL AGM March 13 to run elections	Pending	Feb 21 2012	

8. STANDING COMMITTEE REPORTS

8.1. Historian

Andrea Laurie

Meeting Date	Description	Action - ANDREA LAURIE	Status	Update date	Completion
Jan 23	AGM Report	Prepare and submit your AGM report to Secretary	Deadline March 9		
Jan 23	Photo request	Take pictures of Hall and upload to NGCL Photo Stream as an aid for Kurena so she can advise potential renters to view the hall on-line prior to setting up a visit – Pictures taken Feb 14 2011	Complete	Feb 14 2011	Feb 21 2011

8.2. Membership

Catharina Fraser – written report

- membership supplies have been ordered and will be picked up in mid April.
- total count of memberships is 317 (2 more adult memberships) Final count will be done in June.
- Also met with Bill MacDonald to review some of the details of the role of chair.
- We have over 256 promotional brochures that we can use in the fall campaign, will need a label to change the contact info

8.3. Neighbourhood Security

Pearl Biggar

- EPS Westmount Community Station Closure
- Cst Dukart - invite to attend NGCL Meeting or Event in the future

Meeting Date	Description	Action - Pearl Biggar	Status	Update date	Completion
Jan 23	AGM Report	Prepare and submit your AGM report to Secretary	Deadline March 9		
Sep 20 Exec	Graffiti - ongoing	Pearl reports the Graffiti in the skateboard park as it occurs - clean up is then pending by the City	Pending	Feb 21 2012	

8.4. Planning & Transportation

Suzanne McAfee

Meeting Date	Description	Action - Suzanne McAfee	Status	Update date	Completion
Jan 23	AGM Report	Prepare and submit your AGM report to Secretary	Deadline March 9		
Nov 15 Exec	T&P	Report on current issues outstanding and roster of committee members to attend future Exec Meetings	Ongoing	Jan 17 2012	
Nov 15 Exec	T&P	Once contact information supplied, negotiate a neighbourhood meeting tentatively for May 2012 to start the process	Ongoing	Feb 21 2012	

8.5. Publicity

Frank French

There was some discussion on the merits of electronic distribution but the executive feel to be inclusive of all NG residents and to keep everyone informed and try to engage them NGCL activities, delivery to every NG household is still the only way for us to get the word out. If people don't have the newsletter physically in their hand, few would try and find it on the web or even bother to sign up to receive it electronically.

Meeting Date	Description	Action - Frank French	Status	Update date	Completion
Jan 23	AGM Report	Prepare and submit your AGM report to Secretary	Deadline March 9		
Feb 21 Exec	Newsletter	Advertise AGM and Bylaw Change AGAIN in March Issue Advertise for Volunteers for Board Positions ?? Advertise for Soccer volunteers or no Soccer ?? EPS Station Closure – Westmount Volunteer Appreciation format changes	Pending	Feb 21 2012	

8.6. Sports

Vacant – covered under Business Arising and 1st Vice President reports

8.7. Buildings & Grounds

Steve Twigg - absent

Meeting Date	Description	Action - Steve Twigg	Status	Update date	Completion
Jan 23	AGM Report	Prepare and submit your AGM report to Secretary	Deadline March 9		
Sep 10	Sep Maintenance	Mount the Hall Maintenance Bulletin Board between Office Glass Window and Corner – add Pen on string or chain	Pending	Jan 17 2011	
Oct 18 Exec	Oct Maintenance	Clean Stove Filters – take to David Van Meters for hot water pressure washing – may try Hall Dishwasher	Pending	Jan 17 2011	
Jan 17 Exec	Hall Lights	Will hire an electrician to address the light and ballast replacements – Tony Miner will be contacted	Pending	Jan 17 2011	
Jan 17 Exec	Fire Inspection	Address deficiency list on report from Fire Inspector	Pending	Jan 17 2011	
Jan 17 Exec	Pleasure Rink	Once weather warms up a bit – may try again to call volunteers for flooding	Pending	Jan 17 2011	
Jan 17 Exec	Front Step	Address wooden ramp at Front Door for winter – Fiddlers report it is slippery	Pending	Jan 17 2011	
Feb 21 Exec	Hall Heating	McKinnley (Service Experts) contract due to be signed. Find out the age of the furnace and let David know. Status of roof furnaces – reports of no heat in half the main hall during recent Scrapitivity event	Pending	Feb 21 2012	

8.7.1. Kitchen Keeper

Marg Pratley

Meeting Date	Description	Action - Marg Pratley	Status	Update date	Completion
Jan 17 Exec	Table Cloths	Used for Playschool fundraiser – still being laundered, ironed and folded to spec – will be returned soon	Complete	Feb 21 2012	Feb 21 2012
Feb 21 Exec	Electric Stove	Marg has cleaned the electric stove oven	Complete	Feb 21 2012	Feb 21 2012
Feb 21 Exec	GAS Stove	Marg has requested Kurena contact Hendrix to check the oven pilot and one burner pilot and service as required	Pending	Feb 21 2012	

8.8. Adult Programs

Margaret French / Rhonda Van Heyst

- Melissa Steinke purchased toaster for Hall Kitchen – Expensed with Scrapitivity

Meeting Date	Description	Action - Rhonda Van Heyst / Margaret French	Status	Update date	Completion
Feb 21 2012	2012-2012 Liquor License	Make a list of dates and get details of where to obtain (AGLC in St. Albert) from David Van Meter. There may be need for a copy of the Tripartite agreement and other info from the league.	Pending	Feb 21 2012	
Feb 21 2012	Garbage Fair	Switch dates in May 2012 between Movie Night / Pub Night Email Jennifer Domanski bergmanski@hotmail.com Phone: 780-435-7550	Pending	Feb 21 2012	

8.9. Family Programs Vacant

- Last Movie night well attended with 35 kids and 15 adults
- Next move Happy Feet 2

Meeting Date	Description	Action - VACANT	Status	Update date	Completion
Jan 17 Exec	NGIP Coordinator	Cara Roemmich recruiting for replacement	Pending	Jan 17 2012	
Jan 17 Exec	Playschool	Some missing items reported by Playschool	Pending	Jan 17 2012	

8.10. 45 Plus Agnes Brennan

Meeting Date	Description	Action - Agnes Brennan	Status	Update date	Completion
Oct 18 Exec	Archive Albums	Check with Marge Lilley, Lil Stewart on ideas of how to identify residents in the pictures	Pending	Jan 17 2012	
Feb 21 Exec	Hall Rentals	Provide feedback from 45 Plus regarding policies for funeral teas for residents / community members – when to charge – when it is appropriate to bump other bookings	Pending	Feb 21 2012	

8.11. Hall Bookings Vacant – See written report of earnings from Kurena

- Kurena has asked for guidelines on funeral teas and what criteria needs to be reviewed to decide if the hall should be provided for no charge and when the funeral tea bumps all other events / programs. 45 Plus will provide some feedback to Kurena. Agnes volunteered 45 Plus Executive to discuss and provide these guidelines for Kurena and contacts of who she can review requests with. This may require case by case review when a request is made.

Meeting Date	Description	Action - HALL BOOKINGS	Status	Update date	Completion
Jan 23	AGM Report	Prepare and submit your AGM report to Secretary	Deadline March 9		
Sep 20 Exec	Rental Contract	Review of Rental Contract by Rental Committee required due to contradictory cleaning clauses – crossing out clause in new contracts	Pending	Oct 18 2011	
Jan 17 2012	Hall Rentals	Prepare HALL RENTALS Manual with guidelines, contract update, check list for renters, etc.	Pending	Jan 17 2012	
Jan 17 2012	Key Security	We will still need a volunteer who can look after the keys and security system	Pending	Jan 17 2012	

9. SPECIAL COORDINATOR & PROJECT REPORTS

- Casino – Bill MacDonald advised our 2012 dates have been assigned as Sunday July 29 2012 and Monday July 30 2012 with Cash Cage shifts usually 11 a.m. to 7 p.m. and 7 p.m. to 3 a.m.. Count room volunteers usually start around 9:00 p.m. to 3:00 a.m. Dave Hill and Bill will coordinate and will be advertising for volunteers in the newsletter. Bill also took names of volunteers and preferred positions at the meeting.
- Garage Sale – Even though Kay will not be coordinating the Fall Garage Sale, she wanted dates reserved. There were conflicts with the preferred dates and Scrapitivity. Donna and Ryan have asked Kurena to advise Hall Booking dates. If no one steps up to organize a Fall Garage Sale, we can release the dates.

10. NEW BUSINESS

10.1. Coronation School Liaison Update – Nothing to report

11. ADJOURNMENT

Frank French moved to adjourn at 9:12 p.m. Margaret French seconded

Next Meeting: AGM Tuesday March 13 2012

NEXT Executive MEETING: Tuesday, March 20 2012

- ✓ Orientation of New Members
- ✓ Key and Security turnover

2012 Proposed Budget – for Motion to Approve by NGCL Executive

Motion:
 _____ moved to approve the 2012 Budget presented at the Feb 21 2012 Executive Meeting for presentation as approved to the General Membership at the March 13 2012 Annual General Meeting

Motion Seconded by: _____

Discussion:

Vote: Members for: _____ Members against: _____ Members Abstaining _____

Ordinary Income/Expense	2012 Budget	2011 Budget	2011 Actual
Income			
45 Plus income	1,250	550.00	717.00
Adult Activity Income	6,600	300	3,408.74
Advertising News Letter Income	3,010	3600	3,544.05
Appreciation Dinner Income	350	0	347.00
Casino Income	35,000	36000	50,154.45
Donations income	0	0	1,873.15
Family Activity income	0	2050	170.00
Garbage/Garage Sale Income	500	600	972.73
Total Hall Rental	15,000	15,000	16,970.00
Interest	50	300	149.01
Membership Income	7,820	6500	7905
Office photo copier income	20		19.45
Operations Grant	8,830	6,334	8,830.00
STEP Grant	1,960		
Total Playschool income	16,000	14,940	17,037.65
Soccer Income	5,400	3600	5,302.50
Total Income	101,790	86,174	117,400.73
Expense			
45 Plus Activities	650	430	7.35
Accounting Fees	3,100	3,200	3,097.00
Admin - Bank Charges	100	450	116.23
Admin - Depreciation	14,505	-	14,703.69
Admin - Insurance	3,794	3,700	3,441.50
Admin - Licenses/Fees	1,610	590	931.25
Admin - Meeting Expenses	700	125	541.59
Admin - Office Supplies	1,500	1,500	1,758.85
Adult Activity Expense	6,600	300	2,917.36
Advertising Newsletter Expense	7,682	8,280	8,310.52
Appreciation Dinner Expense	2,350	2,000	2,087.03
Community Swim Expense	1,600	1,260	1,575.00
Family Activity Expenses	1,860	3,430	2,847.03
Grounds-Equipment Repairs/Upgrd	31,250	31,536	803.32

Ordinary Income/Expense	2012 Budget	2011 Budget	2011 Actual
Grounds-Gas	1,500	2,000	1,236.07
Grounds-Power	2,500	4,798	4,023.90
Hall-equipment repairs/upgrades	7,400	4,500	6,083.22
Hall - Gas	3,400	3,073	2,924.99
Hall - Janitorial	12,000	12,000	11,789.06
Hall - Kitchen Supplies	250		29.03
Hall - Power	5,500	4,190	5,035.02
Hall - security	720	800	557.10
Hall - Telephone, internet	1,380	1,000	1,319.99
Historian expense	400	200	139.02
Hockey/Rink Program Expense	0	0	20.74
Memberships expense	628	195	501.29
Office Manager Payroll	10,000	10,000	9,272.85
Payroll-Summer (STEP Program)	4,000	4,200	3,653.96
Playschool Expenses	16,000	14,940	16,477.19
Security (Neighbourhood)Committee		100	0
Soccer Expenses	5,485	3,663	4,699.64
Total Expense	148,563	122,360	110,900.79
Net Ordinary Income	-46,773	-36,186	6,499.94

2nd Vice President Report**Submitted by Natalia Krawetz****NGCL Volunteer Appreciation Event 2012**

MEETING OF MONDAY, JANUARY 31, 2012

SUMMARY OF DECISIONS**Change of Date** from the evening of Saturday, April 21 to Friday, April 20 (Pub Night)

More efficient (as many of the same people are involved in both events)

Change of Program from adult-only, buffet dinner to a three-part event:6:30 – 7:30 p.m. **Ice Cream Social**

- a make your own ice cream creation event (ice cream, tofu product, & sorbet along with a variety of toppings including fresh fruit) that will be free and available to all residents of North Glenora.

Available to any North Glenora Resident. All participants will be entitled to one free ice cream creation and one chance at a draw. Non-members and unaccompanied teens will be asked to provide something to show residency. Small fee to be charged to non-members and for 2nd helpings. Price(s) to be determined.

2011 Volunteers who have RSVP'd will get the following:

- Special name tags identifying their contributions.
- A special (larger) receptacle for their ice cream creation.
- For each different contribution, one chance at the Volunteer Draws (several from which to choose).
- A coupon for one free drink at Pub Night *that evening*.

7:30 – 8:00 p.m. **Volunteer Recognition**

- President's Introduction

- Dedicated viewing of a 5-minute collage recording events and contributions in 2011 – with captions.

- Draw(s) for items for which only RSVP'd volunteers are eligible.

8:00 – 11 p.m. **Celebration @ Pub Night**

- *Open to all North Glenora residents age 18+*
- Cash bar: each volunteer will have received a coupon for one free drink.
- Complimentary (rather than bring-your-own) snacks.

Strengths

- Inclusive. Allows for non-volunteer participation as a way of generating interest in our programs and in volunteers.
- Parent-friendly. Includes children so that parents don't necessarily have to arrange for babysitters. Offers said parents the opportunity for a mix-and-mingle with kids and the parents' possible return later in the evening for an adult event.
- Signals change in a positive way, rather than trying to have an event that would more easily be compared to previous celebration. Paves the way for different kinds of volunteer celebrations on a year-by-year basis.
- Honours the contribution of all volunteers rather than singling out particular ones (and risking offending others)
- Can be delivered within the budget. In fact we are confident it can be delivered UNDER budget. And this is in keeping with . . .
- More easily organized and implemented than a sit-down and/or more formal celebration; thus the possibility of getting more help.
- If we run out of items, we can always replenish at Safeway that evening.
- As a result, Natalia will stop whinging and whining, which will be a relief to all involved!

NEXT MEETING: Saturday March 3, 10:00 a.m.

Secretary's Report**Submitted by Donna Jackson****Period – Jan 17 2012 – February 20 2012**

Category	Description	Status
Annual Secretarial Duties - 22 hours	<ul style="list-style-type: none"> Continued with the review the accumulated updates required for Bylaws and Policies and Procedures for the Operations Manual Preparation of new signage for 2012 AGM <ul style="list-style-type: none"> Recommendation to investigate purchasing custom signs in future Preparation for 2012 AGM – gathering reports, follow up with Executive 	Ongoing Completed
Monthly Secretarial Duties – 6 hours	<ul style="list-style-type: none"> Prepared January meeting minutes and handouts Forward Action items to Executive Committee members Distribution of minutes as required to Executive, EFCL, CRC Posted Executive Meeting Package (Agenda, Minutes, Filed Reports) on website Created and distributed draft agenda for February 21 Executive Meeting Office filing / Photocopying Correspondence regarding February 21 agenda Check & Sign off on AED inventory 	Completed for Period
NGCL Website – 3 hours	<ul style="list-style-type: none"> Post Minutes, current newsletter, contacts, current NGCL Program and Event advertisements per Summer 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 	Ongoing
Miscellaneous - 4.0 hours	<ul style="list-style-type: none"> Review and update Hall Rental Check List Arrange for Andrea Laurie to take photos to post on website for Hall Rentals Participate on AED planning committee 	
AED	<ul style="list-style-type: none"> January Inventory taken by Kurena and signed off by Donna February: Will be checked Feb 21 2012 	Completed

Card Report**Submitted by Agnes Brennan****SYMPATHY**

- ◆ Doreen Leia – loss of Step mother
- ◆ Boychuk Family – loss of mother Kay
- ◆ Wallace Family – loss of mother Freda

THINKING OF YOU

- ◆ Hazel Schultz
- ◆ Auddie Taylor

THANK YOU

- ◆ TOPS for donation of \$300.00 to NGCL

Good Bye and Good Luck

- ◆ Joan Davison – move to Canterbury Manor

Treasurer's Report for Feb 21, 2012**Submitted by Ryan Young**

1. A draft budget for the 2012 year has been created and will hopefully be passed by the Executive tonight.
2. Grants.
 - a. There are several grants that we are eligible to apply for:
 - i. STEP Grant – we intend to apply for funding for 1 summer student
 - ii. Infrastructure Grant – deadline is the end of February. At the moment, we have no project lined up to submit.
 - iii. Operating Grant – due April
 - iv. Neighborhood Engagement Strategy Grant – it would be good if we could develop some kind of project to submit.
 1. http://www.edmonton.ca/for_residents/neighbourhoods/neighbourhood-engagement.aspx
3. All documents have been submitted to the accountant for a financial review. We are hoping to receive them back in time for our AGM in March.
4. The financial report from Jan 1 – Jan 31, 2012 is on the next page. I have tried to include ALL accounts in the report to give a bigger picture of what is still to come in subsequent months.
5. T4 slips - I'll be doing these right away.
6. Worker's Compensation Board filing - submitted.

Grants Report**Submitted by Melissa Logan****1. Infrastructure Grant**

Would we have a project that we could apply an infrastructure grant towards? The one I applied for in October 2011 was to replace the toilets with a functioning low-flush version for the community hall. Perhaps any work that needs to be done on the rink shack? The project must be completed in 2012 - let me know if you have any ideas and I'll see if they are eligible for a grant and proceed with the application. DUE: Beginning of March

2. STEP Grants

Are we applying for 1 Playground Leader to work at the Green Shack Programs this summer? Would there be any other positions? Once I can confirm the job position(s) required I'll start the application ASAP. Due: Feb. 29

3. Neighborhood engagement strategy

We can also apply to receive funding for a 'making our community better'. The project group must contain at least 6 people and funding for approved and selected projects is matched up to \$2500. If anyone has any ideas let me know. Next Info Meeting: March 10

For more info on this initiative please visit:

http://www.edmonton.ca/for_residents/neighbourhoods/neighbourhood-engagement.aspx

	Jan 12	Jan 11	2012 Proposed Budget
Ordinary Income/Expense			
Income			
45 Plus income	200	0	1,250
Adult Activity Income	781	0	6,600
Advertising News Letter Income	0	0	3,010
Casino Income	2,470	0	350
Donations income	300	1,873	35,000
Family Activity Income	0	-	
Garbage / Garage Sale Income	0	-	
Hall Rental			0
Hall Rental Damage Deposits	0	0	0
Hall Rental Paid	6,388	4,710	15,000
Total Hall Rental	6,388	4,710	15,000
Interest	9	4	50
Membership Income	25	25	7,820
Office Photocopier	0	-	20
Operations Grant			8,830
STEP Grant			1,960
Playschool income	0	-	
Playschool Fundraising Fees			6,000
Playschool monthly fees	1,248	675	9,400
Playschool Reg fee			600
Total Playschool income	1,248	675	16,000
Soccer Income			5,400
Total Income	11,419	7,287	101,790
Expense			
45 Plus Activities	-	-	650
Accounting Fees	-	-	3,100
Admin - Bank Charges	0	5	100
Admin - Depreciation	1,209	0	14,505
Admin - Insurance	280	0	3,794
Admin - Licenses/Fees	0	194	1,610
Admin - Meeting Expense	-	-	700
Admin - Office Supplies	91	18	1,500
Adult Activity Expense	673	400	6,600
Advertising Newsletter Expense	0	722	7,682
Appreciation Dinner	-	-	2,350
Community Swim Expense	-	-	1,600
Family Activity Expenses	0	502	1,860
Grounds - Equipment	-	-	31,250
Grounds-Gas	141	0	1,500
Grounds-Power	203	126	2,500
Hall-equipment repairs/upgrades	142	674	7,400
Hall - Gas	284	389	3,400
Hall - Janitorial	741	840	12,000
Hall - Kitchen			250
Hall - Power	309	341	5,500
Hall - security	46	46	720
Hall - Telephone, internet	109	118	1,380
Historian expense	0	73	400
Hockey/Rink Program Expense	0	21	0
Membership Expense			628
Office Manager Payroll	942	914	10,000
Payroll-Summer (STEP Program)			4,000
Playschool Expenses	1,105	945	16,000
Security (Neighbourhood)Committee			100
Soccer Expenses			5,485
Total Expense	6,276	6,326	148,563
Net Ordinary Income	5,144	961	
Net Income	5,144	961	-46,773

Membership Report

Submitted by Catharina Fraser

- ◆ Membership supplies have been ordered and will be picked up in mid April
- ◆ Total count of memberships is 317 (2 more adult memberships) Final count will be done in June.
- ◆ Also met with Bill MacDonald to review some of the details of the role of chair.
- ◆ We have over 256 promotional brochures that we can use in the fall campaign, will need a label to change the contact info.

45 PLUS Report

Submitted by Agnes Brennan / Marg Pratley

Upcoming Events:

February 24th – Cards and Games with Refreshments

Hall Bookings Report

Submitted by Kurena Adams

January Rental Income

Wildrose Fiddlers for January 5, 13, 20, 27 4 x 162.50 \$650.00

Total **\$650.00**

Security Report

Submitted by Pearl Biggar

IMPORTANT NOTICE
from the Edmonton Police Service

The front desk of the Westmount Community Station, 13326 - 114 Avenue, is closing on Monday, February 27, 2012.

Individuals wishing to file a police report may do so by contacting:

Beverly Community Station 3339 - 118 Avenue, 780-496-8560	North Division Station 14203 - 50 Street, 780-426-8100
*Calder Community Station 12540 - 132 Avenue, 780-496-8535	Old Strathcona Community Station 7903 - 104 Street, 780-496-8565
*Downtown Division Station 9620 - 103A Avenue, 780-421-2200	Ottewill Community Station 9807 - 71 Street, 780-496-8516
Eastwood Community Station 11845 - 81 Street, 780-496-8502	Southeast Division Station 104 Youville Drive East 28 Avenue & 58 Street, 780-426-8200
Fairway Drive Community Station 23 FairWay Drive, 119 Street and 38 Avenue 780-496-8550	Southwest Division Station 9710 - 51 Avenue, 780-426-8300
*McDougall Community Station 10620 - 107 Avenue, 780-496-8611	Summerlee / WEM Community Station 1059, 8882 - 170 Street, 780-496-8525
Nameo Centre Community Station 9641 - 167 Avenue, 780-496-8542	*West Division Station 16505-100 Avenue, 780-426-8000

*Indicates those stations closest to Westmount.

For those who cannot attend a community station and require police assistance, please call the EPS dispatch line at 780-423-4567. In the case of emergencies, individuals should dial 9-1-1.

Go to www.edmontonpolice.ca for further information.

EDMONTON POLICE SERVICE