



North Glenora Community League
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SIGN-OFF

Minutes for Executive Meeting held on March 20, 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

April 17, 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. Status of Revenue Canada Late Filing Penalty – David Van Meter
 - 5.2. Fall Garage Sale Dates – Reserved for Oct 5/6 2012 by Kay Wannamaker – Scryptivity moved to Sep 22/23
 - 5.3. Free Movie Night Advertising Report – See Family Activities report from Natalia Krawetz
- 6. CORRESPONDENCE/ANNOUNCEMENTS**
 - 6.1. EFCL Request for Donation for 100th Anniversary Project
 - 6.2. Key Exchange – Request for new keys, Hand in Keys
 - 6.3. Information for new executive – Donna Jackson
 - 6.4. Grant MacEwan Pool Extended Closure – Donna Jackson
- 7. REPORTS**

7.1. President	David Van Meter
7.2. Past President	Jim Bohun
7.3. 1 st Vice-President	VACANT
7.4. 2 nd Vice-President	VACANT
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. Family Programs	Vacant
8.2. 45 Plus	Agnes Brennan
8.3. Hall Bookings	Vacant
8.4. Historian	Andrea Laurie
8.5. Membership	Bill MacDonald
8.6. Neighbourhood Security	Pearl Biggar
8.7. Planning & Transportation	Suzanne McAfee / Dave Caskenette
8.8. Publicity	Frank French
8.9. Sports	Guy Sopiwnyk
8.10. Buildings & Grounds	Steve Twigg
8.10.1. Kitchen Keeper	Vacant
8.11. Adult Programs	Margaret French / Rhonda Van Heyst
- 9. SPECIAL COORDINATOR & PROJECT REPORTS**

9.1. 2012 Casino Update	Bill MacDonald
9.2. Volunteer Appreciation	Natalia Krawetz
9.3. Elizabeth Turner	2012 Community Day (Reserve Date) / 2013 60 th Anniversary – Reserve Date(s)
- 10. NEW BUSINESS**
- 11. ADJOURNMENT**

NEXT Executive MEETING: Tuesday, April 17 2012
Special 1 hour Presentation to NGCL Executive by City of Edmonton for Neighbourhood Renewal (7:10 – 8:10 pm)

Board Position	Vote	NAME	Present	Regrets	Absent
President		David Van Meter	✓		
Past President		Jim Bohun	✓		
1st Vice President (New)		Bruce Jakeway	✓		
2nd Vice President		VACANT			
Treasurer		Ryan Young		✓	
Grants Coordinator		Melissa Logan	✓		
Secretary		Donna Jackson	✓		
COE CRC		Jennifer Finnigan	✓		
Standing Committee Chairs					
Adult Activities		Rhonda Van Heyst Margaret French	✓		
Buildings & Grounds		Steve Twigg	✓		
Family Activities		VACANT			
45 Plus Activities		Agnes Brennan		✓	
Hall Bookings		VACANT			
Historian		Andrea Laurie		✓	
Membership		Bill MacDonald	✓		
Neighbourhood Security		Pearl Biggar	✓		
Newsletter / Publicity		Frank French	✓		
Planning & Transportation		Suzanne McAfee Dave Caskenette	✓		
Sports Activities		Guy Sopiwnyk	✓		
Past Executive					
Past Kitchen Keeper		Marg Pratley	✓		
Past 1 st Vice President		Guy Sopiwnyk	✓		
Past 2 nd Vice President / 2012 VA		Natalia Krawetz	✓		

1. CALL TO ORDER.

David Van Meter called the meeting to order at 7:05 p.m. and quorum was established with 10 voting members present.

2. APPROVAL OF THE AGENDA

Steve Twigg moved to approve the agenda as presented. Jim Bohun seconded. Motion carried.

3. APPROVAL OF THE PREVIOUS MINUTES

Frank French moved to approve the minutes of the February 21, 2012 Executive Meeting. Guy Sopiwnyk seconded. Motion carried. David Van Meter, President, signed the Meeting Sign-Off that will be filed with the minutes.

4. FINANCIAL REQUESTS

There were no new financial requests. Steve Twigg asked for and received clarification that the hiring of the electrician required to address lighting repair/replacement is already included in the 2012 budget as approved at the Annual General Meeting.

5. BUSINESS ARISING FROM THE MINUTES

- 5.1. Status of Revenue Canada Late Filing Penalty – David Van Meter
Nothing further has been received from Canada Revenue since the letter of February 6th advising the appeal had been assigned to a CRA officer.
- 5.2. Fall Garage Sale Dates – Information for Executive – The hall has now been reserved for Oct 5/6, 2012 by Kay Wannamaker with Scrapivity moved to Sep 22/23, 2012 and Community Day reserved for Sep 15, 2012. Kay is pursuing a concession for the spring garage sale with the Indoor Playground group.
- 5.3. Free Movie Night Advertising clarification Report – See written Family Activities report from Natalia Krawetz

We are allowed to advertise in our own facility (posters in the NGCL Hall), in our own newsletter, on our own website www.ngcl.org, email distribution and flyers. We are not allowed to post on bulletin boards outside of our own facility. This means if we want to advertise in Coronation school, we must provide advertising in the form of flyers to be handed out to the students.

6. CORRESPONDENCE/ANNOUNCEMENTS6.1. EFCL Request for Donation for 100th Anniversary Project

Decision on direction for the President or NGCL representative for voting at the EFCL AGM on April 30th was tabled to the April 17th meeting. There was discussion around the table regarding the project, total cost, other community league support, etc. There may be more information that comes from the April 4, 2011 meeting.

6.2. Bruce Jakeway has volunteered to serve as 1st Vice President. Jim Bohun moved that Bruce Jakeway be appointed to the 1st Vice President Position by the Executive. Rhonda Van Heyst seconded the motion and with a show of all hands and applause in appreciation of Bruce volunteering, the motion was carried.

6.3. Bill MacDonald was also welcomed back to the Executive Committee as the new Membership Chair.

6.4. Key Exchange – Donna Jackson handed out Key Control Forms for all Executive members with keys or who need keys to complete. Donna and Kurena will figure out what we know about the security system before we can issue security access codes for new requests.

6.5. Information for new executive – Donna Jackson provided 4 pages from the Orientation guide and reviewed preliminary information for new executive, Bill MacDonald and Bruce Jakeway and all returning executive. Donna directed everyone to the website for review of the Orientation for New Executive as well as the Operations Manual, where minutes, executive contact lists could be found, etc. Jennifer Finnigan remarked that our Ops Manual is the go-to source of information being used. Donna will follow up with an email with the information and website links to Bruce Jakeway.

6.6. Grant MacEwan Pool Extended Closure – Donna Jackson advised the pool will be closing between May 2012 and January 2013. Jim Bohun had spoken to MacEwan during his last visit and the closure may even be longer than this. MacEwan has not advised the league in writing of this closure. Donna will write a request for a refund on our last payment. David Van Meter will provide the contact name of who we dealt with on the current contract.

6.7. Letter from Fiddlers following up on previous requests. They suggest the swing on their storage door be changed and they are willing to pay for it. See update under President's Report.

7. REPORTS

7.1. President

David Van Meter

Meeting Date	Description	Action - David Van Meter - President	Status	Update date	Completion
Feb 21 Exec	Liquor License	Advise Rhonda Van Heyst of details of how to obtain the 2012 Liquor License Renewal	Completed	Mar 20 2012	
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. No update this month.	Pending	Mar 20 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 has prepared the reply but the Fiddler's last letter arrived before they received his reply. David will try and contact them regarding the storage door "swing" change requested.	Pending	Mar 20 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. Kai will be asked to put water down the bathroom floor drains at least once per month to prevent odours.	Pending	Mar 20 2012	
Feb 21 Exec	Office Staff	Working with Ryan to come up with an agreed upon list of duties for Kurena as well as a schedule for increase	Pending	Mar 20 2012	
Mar 20 Exec	EFCL AGM	Advise Donna if she can confirm you for the April 30 EFCL AGM Beacon Heights 4418 118 Avenue 6:30 p.m.	Pending	Mar 20 2012	
Mar 20 Exec	Executive	Marg Bowler provided a contact for possible 2 nd VP or other Executive Position – make contact	Pending	Mar 20 2012	
Mar 20 Exec	Summer Liaison	Decide if you want some assistance with summer playground and summer hall camps liaison	Pending	Mar 20 2012	

7.2. Past President

Jim Bohun – nothing to report

7.3. 1st Vice-President

Bruce Jakeway – nothing to report

7.4. 2nd Vice-President

Vacant

7.5. Secretary

Donna Jackson – see written report

Meeting Date	Description	Action - Donna Jackson - Secretary	Status	Update date	Completion
Mar 06	Movie Contract	Follow up with Criterion regarding clarification and permission to advertise on the website and in Coronation School – email sent on Mar 08 2011 – Brent requesting call back – Donna emailed for a time that will be convenient after business hours	Complete	Mar 10 2012	Mar 13 2012
2011 Exec	2012 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	Mar 20 2012	
Feb 21 Exec	Membership	Print labels for brochures to replace Catharina contact info with Bill MacDonald's contact information	Pending	Mar 20 2012	
Mar 20 Exec	Swim	Sent MacEwan wellness request for refund	Pending	Mar 20 2012	
Mar 20 Exec	Key Control	Follow up with Kurena on Security System programming instructions and key control form	Pending	Mar 20 2012	
Mar 20 Exec	New Exec	Email Bruce Jakeway with information regarding his role, website and location of important documents	Pending	Mar 20 2012	
Mar 20 Exec	Grants - Compliance	Provide Melissa Logan with Corporate Registry 2011 Filing and Bylaw Changes, Financial Statement	Pending	Mar 20 2012	
Mar 20 Exec	Liquor License Compliance	Meet with Rhonda and provide documentation required for application for Annual Liquor License Renewal	Pending	Mar 20 2012	
Mar 20 Exec	Executive Contact	Prepare to update NGCL Executive and signing contacts: <ol style="list-style-type: none"> 1. EFCL 2. City of Edmonton 3. AGLC 4. Prep for May Corporate Registry – Annual Filing 5. Prep for 2012 Bylaw Change – Corporate Registry 6. Security Company Update of contacts 7. Banks Signature 	Pending	Mar 20 2012	
Apr Exec	Agenda	1 hour presentation by City of Edmonton Neighbourhood Revitalization BBQ for Soccer Wind up – Bring forward from February meeting EFCL \$400.00 donation for 100 Anniversary Project bring forward	April Agenda	Mar 10 2012	
2012 VAE	Invitations	Prepare, Print, fold, stuff, sort routes for 2012 Volunteer Appreciation Event Invitations Submit VAE ad to Frank French for Newsletter	Pending	Mar 20 2012	
Mar 20 Exec	AGLC Courses	Advise Bruce Jakeway of AGLC website and have him register for a course	Pending	Mar 20 2012	
Mar 20 Exec	Cards	Request Agnes send a card to Linda/Steve Twigg – Congrats on new Granddaughter	Pending	Mar 20 2012	
Mar 20 Exec	Criterion Pictures	Letter to change all correspondence to the Hall address regarding invoice, contract, etc.	Pending	Mar 20 2012	

7.5.1. AED Report

Donna Jackson

Donna Jackson did the March battery check and inventory. Status: green and fully stocked.

7.5.2. Cards

Agnes Brennan – regrets - see written report

7.6. Treasurer

Ryan Young – regrets - see written report

Meeting Date	Description	Action - Ryan Young - Treasurer	Status	Update date	Completion
Feb 21 Exec	Year End	Complete T4 and WCB filings	Pending	Feb 21 2012	
Feb 21 Exec	Office Staff	Working with David to come up with an agreed upon list of duties for Kurena as well as a schedule for increase	Pending	Mar 20 2012	
Mar 20 Exec	Port-a-Potty	Contact companies to provide a Port-a-Potty from May to September – get some quotes for full service. Donna requested Ryan take on this task via email after the meeting.	Pending	Mar 20 2012	

7.6.1. Grants Coordinator

Melissa Logan

Melissa finishing off the Operating Grant and submitting prior to Apr 1 deadline

Passed out the Monthly Minders and advised the City will not be able to provide the Port-a-Potty for the Park as our dates are outside the Summer Programs timeframes and staff will not be available.

8. STANDING COMMITTEE REPORTS

8.1. Family Programs

Vacant – Natalia has provided a written report attached

Meeting Date	Description	Action - Family Activities - VACANT	Status	Update date	Completion
Jan 17 Exec	NGIP Coordinator	Cara Roemmich recruiting for her replacement	Pending	Jan 17 2012	
Mar Exec	Exec Mtgs	Who will act as Executive Committee contact for Family Activities	Pending	Mar 20 2012	
Mar Exec	City Summer Programs	Playground / Summer Camp liaison – David Van Meter is currently listed. Should we advertise in Newsletter for some other contacts?	Pending	Mar 20 2012	

8.2. 45 Plus

Agnes Brennan

Meeting Date	Description	Action - 45 Plus - 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	Mar 20 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	Mar 20 2012	

8.3. Hall Bookings

Vacant

Meeting Date	Description	Action - HALL BOOKINGS - VACANT	Status	Update date	Completion
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	Mar 20 2012	
Jan 17 2012	Hall Rentals	Prepare HALL RENTALS Manual with guidelines, contract update, check list for renters, etc.	Pending	Mar 20 2012	
Jan 17 2012	Key Security	We will still need a volunteer who can look after the keys and security system – check hall condition after rentals	Pending	Mar 20 2012	

8.4. Historian

Andrea Laurie - regrets

8.5. Membership

Bill MacDonald

Catharina and Bill coordinating hand-over of membership duties and supplies. Bill advised they have 3 new members and he is following up on Executive and Committee members who have missed the fall drive and forgotten purchase memberships.

Meeting Date	Description	Action - Membership – Bill MacDonald	Status	Update date	Completion
March Exec	Membership brochures	Donna will provide labels to change names on Membership Brochures	Pending	Mar 10 2012	

8.6. Neighbourhood Security

Pearl Biggar

Pearl advised she had a call from Marg Bowler reporting tire slashings on her block and in the Westmount Shopping Centre parking lot the previous week.

8.7. Planning & Transportation

Suzanne McAfee / Dave Caskenette

Suzanne has arranged for the Neighbourhood Renewal team to present at our April Executive meeting for 1 hour. Suzanne will prepare refreshments for the meeting. This meeting will also provide information on how Traffic Calming is being incorporated into Neighbourhood Renewal process.

Nov 15 Exec	T&P	Neighbourhood Renewal – prepare advertisement for Newsletter for JUNE Residents Sessions – book hall date(s)	Ongoing	Mar 20 2012	
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8.8. Publicity

Frank French – everything is good – distribution issues addressed as reported

APRIL	APRIL Newsletter	Volunteer Board Positions left over from AGM Volunteer Appreciation Poster from Natalia/Donna April Movie Night – Pub Night adverts May Garage Sale Start advertising for May Garbage Fair (Margaret French) Start advertising for May Park Clean Up Day (Steve Twigg) Start a teaser on Neighbourhood Redevelopment (how much will it cost???) Mention tire slashings in Security Column	Pending	Mar 10 2012	
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8.9. Sports

Guy Sopiwnyk – reported in 2nd VP agenda order as he had to leave the meeting early

Guy has registered 54 kids for soccer plus a few transfers for the following age groups and teams:

- Under 4s = 6 or 7
- Under 5s = 14
- Under 6s = 8 - Jerseys provided by Tim Hortons
- Under 8s = 12 – being sponsored by Bank of Montreal who will provide Jerseys this year

The above teams will play for North Glenora and we had a few transferred kids from other areas such as Glenora who are not programming soccer this year.

Also registered in North Glenora but transferred to other teams are 14 older kids as we did not have sufficient registrations to have a home team for these age groups in North Glenora

- Under 10s – 4 boys and 4 girls to Westmount teams
- Under 12s – 2 boys and 1 girl to Westmount teams
- Under 14s – 3 kids to different community leagues in surrounding areas who have teams

Guy had help with registration at the NGCL Hall by Jim Bohun and Klaus Rubba. Joe Chivers attended the registration night at the Mayfield. Michelle Young is helping out. Guy will be taking equipment inventory shortly to determine what we may need this year. Guy has a good supply of excess Jerseys that he will arrange to raffle off as prizes for kids at an upcoming event. This Thursday is our Team Declaration meeting. Guy has collected bonds from parents to ensure we have attendance at required West Zone meetings.

Meeting Date	Description	Action - SPORTS - Guy Sopiwnyk	Status	Update date	Completion
Jan 23	AGM Report	Submit your written AGM report to NGCL Secretary via email	Pending	Mar 14 2012	

8.10. Buildings & Grounds

Steve Twigg – left the meeting early to welcome his newborn granddaughter – congratulations!

Meeting Date	Description	Action - Buildings & Grounds - Steve Twigg	Status	Update date	Completion
Sep 10	Sep Maintenance	Mount the Hall Maintenance Bulletin Board between Office Glass Window and Corner – add Pen on string or chain – need bigger nails	Pending	Mar 20 2012	
Oct 18 Exec	Oct Maintenance	Clean Stove Filters – take to David Van Meters for hot water pressure washing – may try Hall Dishwasher	Pending	Mar 20 2012	
Jan 17 Exec	Hall Lights	Will hire an electrician to address the light and ballast replacements – Tony Miner will be contacted	Pending	Mar 20 2012	
Jan 17 Exec	Fire Inspection	Kai reported some lights out at the AGM - not sure where Address deficiency list on report from Fire Inspector	Pending	Mar 20 2012	
Jan 17 Exec	Front Step	Chair room requires door stops – only wooden ones available Address wooden ramp at Front Door for winter – Fiddlers report it is slippery – arrange permanent fix during spring 2012 to jack up the slab	Pending	Mar 20 2012	
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 Scraftivity event	Pending	Mar 20 2012	
Mar 20 Exec	Rink Rehab	Coordinate a meeting of volunteers to find someone who will head up a committee and coordinate the work required	Pending	Mar 20 2012	
Mar 20 Exec	Furnace	Steve may have a different HVAC inspection of the status of our furnaces	Pending	Mar 20 2012	

8.10.1. Kitchen Keeper

Vacant

Marg Pratley was in attendance and announced the gas stove had been fixed. All pilots should be in working order. She will continue to check things in the kitchen when she is in, ensure tea towels are laundered, etc. She will not be doing any heavy duty cleaning in the future.

8.11. Adult Programs

Margaret French / Rhonda Van Heyst

Meeting Date	Description	Action - Rhonda Van Heyst / Margaret French	Status	Update date	Completion
Feb 21 2012	2012-2013 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.	Complete	Mar 20 2012	Mar 20 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	Complete	Mar 20 2012	Mar 20 2012
Mar 20 Exec	2012-2013	Arrange with Donna to get copies of necessary documentation that	Pending	Mar 20 2012	

March 20 Executive Meeting - Reports

Orientation for New Executive – refer to www.ngcl.org website

Treasurer's Report	Submitted by Ryan Young
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Please note that the financials will change slightly. The accountant has some adjusting entries that I still need to enter into Quickbooks (revenue recognition issues).

Next month, I hope to provide each committee/area a summary of all transactions for their accounts. My hope is that we can all track our accounts and programs better this year to ensure that we don't run over-budget as often as we did last year.

This should be my last meeting that I miss. My classes end in early April and unless I'm sitting on a beach (thanks to WestJet Vacations), I'll be available to answer any questions in person. Please feel free to contact me if you have any questions about this statement though.

March 20 Executive Meeting - Reports

		Feb 2012	Jan - Feb 12	Jan - Feb 11	2012 Budget
Ordinary Income/Expense					
Income					
	45 Plus income		200.00	250.00	1,250.00
	Adult Activity Income	480.50	1,261.00	0.00	6,600.00
	Advertising News Letter Income	192.50	192.50	490.15	3,010.00
	Casino Income		2,469.68	15,000.00	35,000.00
	Donations income		300.00	1,873.15	0.00
	Garbage/Garage Sale Income		0.00	174.53	500.00
	Hall Rental				
	Hall Rental Damage Deposits		0.00	0.00	0.00
	Hall Rental Paid	475.00	6,862.50	5,385.00	15,000.00
	Total Hall Rental	475.00	6,862.50	5,385.00	15,000.00
	Interest	8.30	16.98	7.76	50.00
	Membership Income	25.00	50.00	120.00	7,820.00
	Playschool income				
	Playschool monthly fees	1,415.00	2,663.00	1,865.00	9,400.00
	Total Playschool income	1,415.00	2,663.00	1,865.00	
	Total Income	2,596.30	14,015.66	25,165.59	
	Expense				
	45 Plus Activities		0.00	7.35	650.00
	Accounting Fees		0.00	0.00	3,100.00
	Admin - Bank Charges		0.00	14.43	100.00
	Admin - Depreciation	1,208.73	2,417.46	0.00	14,504.79
	Admin - Insurance	279.50	559.00	0.00	3,794.00
	Admin - Licenses/Fees		0.00	481.25	1,610.00
	Admin - Meeting Expenses		0.00	50.00	700.00
	Admin - Office Supplies		91.31	17.96	1,500.00
	Adult Activity Expense		673.47	400.00	6,600.00
	Advertising Newsletter Expense	636.67	636.67	1,134.82	7,682.00
	Family Activity Expenses	840.00	840.00	1,352.28	1,860.00
	Grounds-Gas	176.26	317.24	226.03	1,500.00
	Grounds-Power	235.06	437.87	347.05	2,500.00
	Hall-equipment repairs/upgrades	193.45	335.93	963.55	7,400.00
	Hall - Gas	194.99	478.61	792.58	3,400.00
	Hall - Janitorial	981.82	1,723.20	1,921.21	12,000.00
	Hall - Power	406.23	715.54	840.25	5,500.00
	Hall - security	46.10	92.20	92.20	720.00
	Hall - Telephone, internet	109.28	218.56	227.19	1,380.00
	Historian expense		0.00	73.01	400.00
	Hockey/Rink Program Expense		0.00	20.74	0.00
	Office Manager Payroll	881.18	1,822.74	1,748.71	10,000.00
	Playschool Expenses	1,158.54	2,263.58	1,889.30	16,000.00
	Total Expense	7,347.81	13,623.38	12,599.91	
	Net Ordinary Income	-4,751.51	392.28	12,565.68	

March 20 Executive Meeting - Reports

FAMILY ACTIVITIES compiled and submitted by Natalia Krawetz

Family Programs DECISION and ACTION Items:

1. Who will act at Executive Committee contact for Family Activities?
2. Need to request Port-a-Potty as per budget – Action: Jennifer Finnigan - can City provide? .
3. We need to find summer program liaison(s) for Summer Playground and Hall Programs – Action: Frank French - Newsletter advertising
4. Letter to Contact Criterion to change all correspondence to NGCL Hall address – attention to President so it always gets reviewed at Executive Meetings – Action: Donna Jackson, Secretary

Chair: Vacant.

Indoor Playground (Cara Roemmich)

We continue to have an amazing number of people out, which helps when we do a complete toy cleanse like we did last month. Most parents are so appreciative to have a place like this to bring their kids to. They say they like the quality and variety of toys, but mostly love the people who attend regularly. Also, at least two families from Indoor Playground (besides me!) have expressed interest in signing their kids up to the playschool next year.

If possible we will likely stay open over Spring Break (March 26 and 28) and even Easter Monday (April 9). Our last day will be May 16.

Movie Nights (Jennifer & Chet Domanski)

Last movie night was very well attended: 24 adults and 40 kids attended Happy Feet Two. We had a plugged toilet, but David came to the rescue!

We might have an issue with our popcorn supplier (Popcorn Plus). The building they rent from is up for sale and they don't have a plan B as of yet. I will try and locate another popcorn supplier for next month.

We might have to adjust our budget for next year as I didn't realize that we pay for the Priority Post charge for both receiving and sending the movie back. (Directed to Ryan who will adjust when required.)

Next release: I booked TinTin for next month, but after consulting friends and neighbours I will be emailing Criterion to try and change it to the annoying yet more family friendly movie of Chipmunks: Chipwrecked.

NOTE: Confirmed with Jennifer that the license has been renewed and paid for, and includes 6 pre-releases. Criterion continues to send some billings to her directly (!) and I've asked in such situations that she drop them off to the Hall. **Any possible way to rectify this?**

Notations in the license regarding advertising, led Donna Jackson to contact Criterion for clarification. Results are below:

Subject: Re: North Glenora Community League (Edmonton) - Criterion Pictures Agreement No. 375500 (Criterion Pic. No 70184).

From Brent Calvert @ Criterion:

Regarding the advertising restrictions for our clients.

Our clients are not permitted to 'advertise' on any radio, television or newspaper outlets.

Our clients can: use social media outlets, their own website, their own newsletter, create a handout notice, use an e-mail list and any signage at the 'movie night' location.

From Donna Jackson @ NGCL to Brent:

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I will share this with our movie coordinator and our entire NGCL Executive board at our next meeting

We are happy to be able to continue advertising on our own NGCL website and we will ensure that if we want to advertise in the school that it is in the form of a handout notice and not a posted bulletin outside of our own NGCL Hall.

Playschool (Cassy Chau): No report.

Inquiries from Discovery Time Preschool and from Westmount Community League re-relationship and related policies between our preschool and the league. Referred them to the Operations Manual on our website (specifically our policies and our contract template & job description for the teacher).

Summer Programs

The following programs will be offered:

Ages	Program	Dates	Time
Ages 4 - 5	Summer Soccer Stars	July 16 - 19	10 – 11 AM
Ages 6 - 8	Summer Soccer Stars	July 16 - 19	11 AM – 12 PM
Ages 3 – 5	Heroes in Training	Aug 7 – 10 (pm)	1:30 – 4:00 PM
Ages 5 - 7	Mini Multi Mania	July 16-20 (pm)	1:30 – 4:00 PM
Ages 8 - 12	Spy Camp	July 3 – 6 (all day)	9:00 AM – 4:00 PM
Ages 9 - 12	In It To Win It	Aug. 20 – 24 (pm)	1:30 – 4:00 PM
Ages 6 - 12	Green Shack Program	All Summer	

The only program request we did not get was Little Top Circus: Circus Circus for ages 3 – 5 yrs.

CARD REPORT

Submitted by Agnes Brennan

Thinking of you and/or get well

- Gene Wannamaker - quad by-pass
- Audrey Gilley - cancer surgery
- Isobel Henderson - U of A Hospital
- Lil Steward - Hospitalization
- Elizabeth Chomin - Surgery
- Marion McAfee - Get well

Sympathy

- Mike O'Reilly - long time resident - via Edmonton Journal
- Elizabeth Turner - loss of Father

Baby Congratulations

- Ben and Lisa Campbell - late wishes baby boy Leif

March 20 Executive Meeting - Reports

DATE	NGCL PLANNING & DEADLINES	RESPONSIBILITY
Mar	Post AGM: Notify Corporate Registry of any approved changes to bylaws. Revise Bylaws per any amendments passed at AGM and distribute <u>draft</u> at Executive Meeting WITH PROVISIO THAT THEY DO NOT TAKE EFFECT UNTIL APPROVED BY CORPORATE REGISTRY	Secretary
3 rd Tues in Mar (Exec Mtg)	-Turnover of old to new executive. -Approve new signing authorities proposed by Treasurer VAD: Get approval of those to be honoured incl. Vol. of the Year	All outgoing & incoming executive Executive VAD Committee
Mar	-Distribute <u>Operations Manual</u> , Contact List, Lines of Communication to new executive. Distribute new Contact List to relevant key holders (e.g., special events coordinators, etc.)	Secretary
Mar	- Distribute key(s) and security code to new executive. Provide briefing on use of alarm system. - Coordinate for Voxcom/security notification (new codes and alarm contacts lists)	Hall Bkgs Chair Hall Bkgs Chair, President or designate
Mar	CITY OF EDMONTON ANNUAL GRANTS: Operating & Maintenance Reno Grant preparation; due early April	Edmonton CRC / Treasurer
Mar	RINK SHACK cleaned & furnace turned down; ice mats stored inside	Buildings & Grounds
Mar	SPRING GARAGE SALE planning & advertising GARAGE SALE CONCESSION (Executive) planning	Garage Sale liaison / Publicity Executive
Mar	WINTER SPORTS equipment stored	Sports / Bldgs & Grds
Mar	SPRING/SUMMER SPORTS registration/advertising	Sports / Publicity
Mar	VAD invitations go out	1 st & 2 nd VP & Committee
Mar	SUMMER PROGRAMS: City of Edmonton summer registration	Edmonton CRC
Mar / Apr	SIGNING AUTHORITY change-over	Treasurer and relevant signatories
Mar / Apr	SPRING/SUMMER PROGRAMS (plan / advertise) GARBAGE FAIR (plan / advertise)	Program Chairs / Publicity Garbage Fair Liaison
Mar / Apr	- New Executive List to EFCL & COE CRC Coordinator - Notify Alberta Gaming & Liquor Commission on special form (as per Secretary's Manual) and VOXCOM	Secretary / President
Apr	Finalize updating of <u>OPERATIONS MANUAL</u>	Secretary
Apr	VOLUNTEER APPRECIATION EVENT	1st & 2 nd VP & Committee
Apr	GROUNDS CLEAN UP: Advertise spring clean-up/PITCH-IN DAY (usually held same day as Garbage Fair)	Buildings & Grounds / Publicity
Apr	SPRING/SUMMER PROGRAMS & SPORTS underway: advertise as required	All Programs / Publicity
Apr/May	ARCHIVES: File / clean out / shred archives.	Secretary / Treasurer

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1. **Invitations/Poster/Newsletter Advert Review**

Amendment: Ice Cream Social extended to 8:30 p.m. with notation under it: Volunteer Salute @ 8:00 p.m.

On the invitation

Remove: You are welcome to bring a guest

Amendment: Free sundaes for invited volunteers & NGCL members

Saturday, March 24: Invitations available for deliverers by noon (Natalia's)

2. **Fees/ RSVP/ Attendance**

Politicians are welcome to come to Pub Night but not the Social.

FAQs for those handling RSVPs:

- *Can I bring a guest(s) who doesn't live in North Glenora?*
We've restricted this event to residents of North Glenora. But there may be exceptions, such as volunteers associated with 45+ or Playschool who live outside the community. Non-member volunteers can bring immediate family as guests (but those guests will have to pay).
- *I 'm invited and I'm not a member / don't live in the neighbourhood. I'd like to bring my husband and children. Do they have to pay?*
Yes.
- *Is there a kid's rate for the sundae?*
No. There is only one rate. Children are welcome to share a sundae – either with a parent (adult) or between themselves.

3. **Food Requirements and Related Supplies:** Nothing exciting.

4. **Name Tags:** Mock-up approved. Rhonda to execute.

Mock-up approved. Rhonda will make the tags as RSVPs are received. Final touches will be added at working bee (TBA).

5. **Draw Prizes:** Pruned as follows.

General draws: 6 rose bowls each filled with a different candy (or other item)

Volunteer draws: hand-tooled belt donated by Jim Brennan; 4 tall vases filled with flowers.

Volunteers will receive 5 tickets for the general draw; all others will receive 1. Volunteers will be automatically entered into the volunteer draw via the RSVP list.

6. **Task List:** Updated version available on request.

7. **Volunteer Swag**

Each loot bag will contain: special bowl, complimentary drink ticket for pub night (except for minor invitees) – made by Rhonda, Lifesavers and/or choc. kisses, 5 general draw tickets (already entered into volunteers-only draws).

Name tag will be clipped to front. Bags will be arranged alphabetically by first name.

8. **Decorations**

Rhonda's suggestions accepted: helium balloons, balloon napkins, plastic tablecloths, rose bowl draw prizes (wrapped in cellophane) as centre pieces.

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9. Odds 'n Sods

Logistics

Pub Nite liquor license amended 8 p.m. to 1 a.m. with consumption to 2 p.m.

Need to get an Exec Ctte member with key and stay for late lock up. Clean up set at next day 10 am

NEXT MEETING: **Thursday April 12, 7:00 P.M.**

EXECUTIVE CTTE ACTION LIST

ITEM	WHEN	STATUS
ALL EXECUTIVE		
Require Exec Ctte member to stay late @ event and lock up @ event	ASAP for Apr 20	
Require more help on day of event	ASAP for Apr 20	
Ask Exec re ice cream scoops	Mar 20	
DAVID VAN METER		
Remind/request hall cleaning Friday April 20 th in morning – out by no later than noon	ASAP/ April 3	
GUY SOPIWNYK		
Set up is afternoon NOT evening. Advise Natalia if available.	Mar 20	
RYAN YOUNG		
Set up is afternoon NOT evening. Advise Natalia if available.	Mar 20	
RHONDA/NATALIA		
Check (w. Rhonda) re-tablecloths avail in Hall	Mar 20	