



North Glenora Community League
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SIGN-OFF

Minutes for Executive Meeting held on May 15, 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

June 19, 2012











Date

The signature of the president or designate 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 MATTERS**
 - 4.1.
 - 4.2.
- 5. BUSINESS ARISING FROM THE MINUTES**
 - 5.1. EFCL AGM April 30 Highlights - Donna Jackson
 - 5.2. Furnace Replacement Status Update – Steve Twigg
 - 5.3. Port-a-Potty Status Update – Ryan Young
 - 5.4. BBQ Refurbishment / Pricing Information - Steve Twigg / David Van Meter / Ryan Young
 - 5.5. Temporary Replacement Membership Perk Discussion – Donna Jackson
 - 5.6. Soccer Wind-up Planning– Guy Sopiwnyk
 - 5.7. Neighbourhood Renewal Information Session Status – Suzanne McAfee
 - 5.8. Update of Status of Revenue Canada Late Filing Penalty – table to June Meeting
- 6. CORRESPONDENCE/ANNOUNCEMENTS**
- 7. SPECIAL COORDINATOR & PROJECT REPORTS**
 - 7.1. Volunteer Appreciation Final **Natalia Krawetz**
 - 7.2. 2012 Casino Update **Bill MacDonald**
 - 7.3. 2012 Community Day **Elizabeth Turner**
 - 7.4. 2013 60th Anniversary **Elizabeth Turner**
- 8. REPORTS**
 - 8.1. President **David Van Meter - regrets**
 - 8.2. Past President **Jim Bohun**
 - 8.3. 1st Vice-President **Bruce Jakeway**
 - 8.4. 2nd Vice-President **Rob Henderson**
 - 8.5. Secretary **Donna Jackson**
 - 8.5.1. AED Report Donna Jackson
 - 8.5.2. Cards **Agnes Brennan**
 - 8.6. Treasurer **Ryan Young**
 - 8.6.1. Grants Coordinator **Melissa Logan**
 - 8.7. CRC **Jennifer Finnigan**
- 9. STANDING COMMITTEE REPORTS**
 - 9.1. Neighbourhood Security **Pearl Biggar**
 - 9.2. Planning & Transportation **Suzanne McAfee / Dave Caskenette**
 - 9.3. Publicity **Frank French**
 - 9.4. Sports **Guy Sopiwnyk**
 - 9.5. Buildings & Grounds **Steve Twigg**
 - 9.5.1. Kitchen Keeper Vacant
 - 9.6. Adult Programs **Margaret French / Rhonda Van Heyst**
 - 9.7. Family Programs Vacant
 - 9.8. 45 Plus **Agnes Brennan**
 - 9.9. Hall Bookings **Vacant**
 - 9.10. Historian **Andrea Laurie**
 - 9.11. Membership **Bill MacDonald**
- 10. NEW BUSINESS**
 - 10.1. President's Planning Session – David Van Meter
- 11. ADJOURNMENT**

NEXT Executive MEETING: Tuesday, June 19 2012 7:00 p.m.

Soccer Wind-Up Date:

Board Position	Vote	NAME	Present	Regrets	Absent
President		David Van Meter		✓	
Past President		Jim Bohun	✓		
1st Vice President		Bruce Jakeway	✓		
2nd Vice President		Rob Henderson		✓	
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	✓		
OPTIONAL					
Welcoming Committee		Elizabeth Turner	✓		
Kitchen Keeper		Marg Pratley	✓		
Playschool/Indoor Playgroup		Cara Roemmich			
2012 Volunteer Appreciation		Natalia Krawetz	✓		

1. CALL TO ORDER.

Bruce Jakeway, 1st Vice President called meeting to order at 07:03 p.m. Quorum was established with 10 voting members present.

2. APPROVAL OF THE AGENDA

Agnes Brennan moved to approve the agenda as presented. Pearl Biggar seconded. Motion carried.

3. APPROVAL OF THE PREVIOUS MINUTES

Rhonda Van Heyst moved to approve the minutes of the Apr 17, 2012 NGCL Executive meeting. Ryan Young seconded. Motion carried.

4. FINANCIAL MATTERS – no financial requests

5. BUSINESS ARISING FROM THE MINUTES

5.1. EFCL AGM April 30 Highlights - Donna Jackson

Report distributed via email and attached for information. Discussion on applying to take part in the Solar Energy program. Ryan Young and Frank French will enquire through the EFCL and express our interest in learning more about the program.

5.2. Furnace Replacement Status Update – Steve Twigg advised that we had a relay fail and were fixed today. The filters needed changing after a short period of operation and will have to be changed every month. Steve will pursue duct cleaning as we don't believe the ducts have ever been cleaned since the addition was built. This will be covered under the Buildings & Grounds budget. McKinnley will be coming in for their Spring service call and will adjust the system for the summer months. Steve Twigg will look at turning up the heat in the meantime.

- 5.3. Port-a-Potty Status Update – Ryan Young reported the Port-a-Potty is in place and he has had many kudos from parents. He did note that following installation, kids were climbing onto the Rink Shack roof using the toilet structure. We will monitor this unwanted behaviour and will request the potty be moved away from the Rink Shack if it continues.
- 5.4. BBQ Refurbishment / Pricing Information - Steve Twigg has not had time to look at the old BBQ. Ryan Young submitted quotations (attached in reports) for mid-quality residential style natural gas BBQs. David Van Meter advised that COSTCO is selling a large commercial style open grilling BBQ for \$1000.00. The executive was in agreement that David should proceed with the purchase and the current refund from Grant McEwan plus additional money budgeted for Building and Grounds purchases will cover the costs.

Ryan moved that we spend up to \$1200.00 to purchase a gas commercial style BBQ. Jim Bohun seconded. Motion passed.

- 5.5. Temporary Replacement Membership Perk Discussion – Donna Jackson and Ryan Young agreed to hold the pilot potluck BBQ once the BBQ is purchased. Families will be encouraged to bring their picnic supper supplies to the Hall / Park area and we will provide access to the BBQ for cooking what they provide. If the idea catches on the League can look at subsidizing one of the BBQ evenings later in the summer and we can use these events as temporary a replacement perk for the suspended Grant McEwan swim program.
- 5.6. Soccer Wind-up Planning– Guy Sopiwnyk will check with his soccer parents for someone who wants to organize a wind-up Soccer BBQ for Saturday June 16th.
- 5.7. Neighbourhood Renewal Information Session Status – David Caskenette reported on behalf of the Transportation and Planning group. Suzanne McAfee has been in contact with Cathy Dytiuk regarding the resident engagement sessions and upgraded lighting expression of interest deadline. The City advised they will not be holding meetings with North Glenora Residents until September. The City has requested that the Community League engage North Glenora residents to find out if there is a preference for upgraded lighting in conjunction with the Neighbourhood renewal. Frank will advertise in the Newsletter and Bruce Jakeway will provide his contact information to Frank with phone number / time to call and email contact information. Bruce will collect information from residents until Jun 15th so he can compile in time for the June 19th Executive Meeting. At that time we will advise the City of the our resident's preference. The City will provide pricing information and will begin their engagement to see if we have 51% support in order for the upgraded lighting to go ahead.
- Bruce Jakeway submitted an email to the City containing our issues and some ideas for the city project for our area on April 27, 2012 - see attached in reports. This information is being circulated through the Transportation Department.
- 5.8. Update of Status of Revenue Canada Late Filing Penalty – no update this month on our \$2500.00 2010 late filing for 2009 and we just receive another penalty for late filing in 2011 for 2010 of \$300.00.

6. CORRESPONDENCE/ANNOUNCEMENTS

- Application for 2013 Tax Exemption Status has been received and Donna will complete and send to Taxation.
- We received a notice from the City of Edmonton Planning for a property located in Glenora on 106A Avenue – we have no objections
- We received a letter from Epcor regarding water service work for North Glenora.
- We received a copy of the Commerce News.

The correspondence will be put in the President's folder for review when he returns.

7. SPECIAL COORDINATOR & PROJECT REPORTS

- 7.1. Volunteer Appreciation Final **Natalia Krawetz**
Natalia has provided a detailed report which has been included with this month's reports. Natalia ran through the highlights of the Close Out report and budget. She handed over a binder for next year that will be kept in the Office Filing Cabinet project's drawer. She has provided electronic documents which Donna has uploaded to the Google Cloud site and shared with Bruce and the Office email address.
- 7.2. 2012 Casino Update **Bill MacDonald** – has submitted a written report and will continue to call for a few more volunteers to fill chip runner and count room positions for July 29/30th Casino.
- 7.3. 2012 Community Day **Elizabeth Turner** – Community Day will be a Pancake breakfast from 10 am to 12 Noon per previous years. We may be able to arrange for a Shredding Truck as Marge Lilley has provided contact information to a lady she met through her work at SAGE. We believe this can be a great perk to encourage membership by charging non-members for shredding while members shred for free. Elizabeth is also looking to erect a Bouncy Castle outside and Jennifer will arrange paper work for having it on Park land. Elizabeth is having staff from Woodcroft Library hold a fun program for kids in doors as well.
- 7.4. 2013 60th Anniversary **Elizabeth Turner** – no update this month

8. REPORTS

- 8.1. President **David Van Meter – regrets**
Guy spoke with David on two issues.
- Fiddlers are holding two CPR / AED courses May 23 and June 20th. The executive agreed to let them have the Hall at no charge providing they wave Janitor service after the Wednesday night courses as they will be in the Hall the next evening.
 - We also agreed that Wayne Authurson can use our parking lot one day (providing not a Thursday evening) for chicken distribution.

Meeting Date	Description	Action - David Van Meter - President	Status	Update date	Completion
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 received a further \$300.00 penalty for late filing of 2010 return in Aug 2011.	Pending	May 15 2012	
Jan 17 Exec	Fiddler Rental Issues	David has prepared 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. The key to the Fiddler closet has been located and we found that the only change would be to swap door knobs to switch closets between Fiddler and the Janitor closets. This could be arranged on a Thursday when the Fiddlers have their equipment moved out. If the Fiddlers are willing to change the door knobs, we can arrange to have someone at the hall to move the Janitor supplies to the other closet. We can label the doors and advise Kai his closet will be changed. Donna, Ryan, Guy, Jim, Elizabeth and Pearl all inspected the difference in the two closets and only part of the bottom shelf was removed in the Fiddler closet and could be easily replaced – and we noted the Janitor closet shelves are not fully utilized at this time.	Pending	May 15 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	Summer Liaison	Decide if you want some assistance with summer playground and summer hall camps liaison	Pending	Mar 20 2012	
May 01	Strategy	Decide if you want to hold Planning Sessions in 2012 (Sept?)	Pending	May 01 2012	
Apr 17 Exec	Quotes	Prices for BBQ's - pass onto Ryan for May Meeting	Pending	May 06 2012	

8.2. Past President **Jim Bohun** – nothing to report

8.3. 1st Vice-President **Bruce Jakeway**

Meeting Date	Description	Action - Bruce Jakeway – 1st VP	Status	Update date	Completion
Apr 17 Exec	Neighbourhood Renewal	Collect information from members regarding Neighbourhood Renewal Traffic Issues and suggestions for Enhancement project	Complete	May 07 2012	Apr 27 2012
May 15 Exec	Chair	Chair the May 15 th Executive Meeting in David's absence	Pending	May 5 2012	

8.4. 2nd Vice-President **Rob Henderson** – regrets

8.5. Secretary **Donna Jackson** - written report

Meeting Date	Description	Action - Donna Jackson - Secretary	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	
Mar 20 Exec	Executive Contact	Prepare to update NGCL Executive and signing contacts: 1. Prep for May Corporate Registry – Annual Filing 2. Banks Signature – RBC May 5 th appointment, TD May 11 Appointment	Completed Completed	May 06 2012 May 5 – 9am May 11-6pm	May 15 2012 May 11 2012
Apr 17 Exec	Security	Hall Keys – Access Codes for Bill MacDonald, Bruce Jakeway, Rob Henderson – Access Codes input – key handover / testing pending	Testing Pending	May 11 2012	

Meeting Date	Description	Action - Donna Jackson - Secretary	Status	Update date	Completion
		with Rob			
May	VP Tour	Schedule tour of facilities for new VP – orientation for office contents, files, etc.	Pending for Rob		
Apr 30	SOCAN Letters	Write letters per EFCL information to protest SOCAN fees for 2013	Pending		
May 14	Welcome Brochures	Work with Elizabeth to update the Welcome Brochures after decision on replacement perk for McEwan Pool	Pending		
May 15	Tax Exemption	Complete Tax Exemption for 2013 and deliver	Pending		
May 15	AGLC	Update contact (Rob Henderson)	Pending		

8.5.1. AED Report Donna Jackson – written report

8.5.2. Cards Agnes Brennan – written report

8.6. Treasurer **Ryan Young – written report**

Meeting Date	Description	Action - Ryan Young - Treasurer	Status	Update date	Completion
Apr 17 Exec	Port-a-Potty	Proceed with a little more fact finding and contract one of the companies for May 1 – Sep 30 2012.	Complete	Apr 17 2012	May 01 2012
Apr 17 Exec	BBQ	Collect some quotations on a replacement GAS BBQ	Complete	Apr 17 2012	May 14 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	

8.6.1. Grants Coordinator **Melissa Logan** - regrets

8.7. CRC **Jennifer Finnigan**

- Will be forwarding the co-sponsorship agreement for signatures
- Summer Day Camps are filling up faster than last year and Soccer camps are filled already – encouraged wait listing to encourage extra sessions being added
- Jennifer circulated the Monthly Minders

9. STANDING COMMITTEE REPORTS

9.1. Neighbourhood Security **Pearl Biggar** – submitted an article to Frank for newsletter.

9.2. Planning & Transportation **Suzanne McAfee / Dave Caskenette** – See item 5.7 under Business Arising

Meeting Date	Description	Action - Suzanne McAfee	Status	Update date	Completion
Apr 17 Exec	T&P	Neighbourhood Renewal – prepare advertisement for Newsletter for SEPTEMBER Residents Sessions if City requests	Ongoing	May 15 2012	
Apr 17 Exec	T&P – NR	Advertise to members to forward any traffic concerns, enhancement project suggestions to Bruce Jakeway who will compile and forward to the City	Complete	May 07 2012	Apr 27 2012

9.3. Publicity **Frank French**

Meeting Date	Description	Action NEWSLETTER - Frank French	Status	Update date	Completion
June	JUNE Newsletter	Volunteer Board Positions left over from AGM June Movie Night – June Pub Night advert Neighbourhood Redevelopment Resident sessions Lighting Options w/ Bruce Jakeway contact info Soccer BBQ – June 16 Community Day Front Yards in Bloom	Pending	May 14 2012	

9.4. Sports **Guy Sopiwnyk**

Guy advised we have 4 full teams: <4=10, <5=14, <6 =12, <8=8 and we had 8 transfer out and 2 who could not be accommodated.

Meeting Date	Description	Action - SPORTS - Guy Sopiwnyk	Status	Update date	Completion
Mar Exec	Inventory	Soccer Inventory	Completed	May 15 2012	May 15 2012
May Exec	Wind-Up	BBQ Wind-Up – Canvass for Parent Coordinator s for Jun 16	Pending	May 14 2012	

9.5. Buildings & Grounds **Steve Twigg**

Meeting Date	Description	Action - Buildings & Grounds - Steve Twigg	Status	Update date	Completion
Feb 21 Exec	Hall Heating	Hall Addition Furnace – Service Experts service contract status for old furnace (?) – new furnace will be under warranty – check contract to see when it expires and what it covers	Pending	Apr 17 2012	

Oct 18 Exec	SPRING Maintenance	Clean Stove Filters – take to David Van Meters for hot water pressure washing now that the weather is warming up	Pending	Apr 17 2012	
Jan 17 Exec	Hall Lights	HIRE an electrician to address the light and ballast replacements – Tony Miner will be contacted – David VM delivered lights	Pending	May 01 2012	
Jan 17 Exec	Fire Inspection	Kai reported Janitor slop room and Men’s Washroom - Address deficiency list on report from Fire Inspector	Pending	Apr 17 2012	
Jan 17 Exec	Front Step	Chair room requires door stops – only wooden ones available	Pending	Apr 17 2012	
Mar 20 Exec	Rink Rehab	Address wooden ramp at Front Door no later than Sep 01 – need a permanent fix	Pending	Apr 17 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	

9.5.1. Kitchen Keeper – Marg Pratley is still keeping the kitchen organized when she is in the hall.

9.6. Adult Programs

Margaret French / Rhonda Van Heyst

May Pub night was successful with the Mead tasting. Guy has repaired the broken door knob – or should we say corked the broken door knob. Donna advised Rhonda there are keys in the key box for the bar if they want to lock up the donated door prizes.

9.7. Family Programs

Vacant

Meeting Date	Description	Action - Family Activities - VACANT	Status	Update date	Completion
Jan 17 Exec	NGIP Coord	Cara Roemmich recruiting for her replacement	Pending	Jan 17 2012	
Mar Exec	Exec Mtgs	Who will act as Executive Committee contact for Family Activities RECRUITING...	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	

9.8. 45 Plus

Agnes Brennan

Potluck on April 27 had 53 attendees

Garage Sale with 3 tables netted 214.15 and this was topped up to donate a total of \$250.00 back to the league coffers.

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	

9.9. Hall Bookings

Vacant – see written report from Kurena (April Rental Income Total \$1,085.00)

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	Continue recruiting for Hall Bookings chair - look after the keys and security system – check hall condition after rentals	Pending	Mar 20 2012	

9.10. Historian

Andrea Laurie regrets

Andrea sent a regrets email and advised she would like to look into a Cookbook. Executive thought this would be a great 60th Anniversary project. Agnes Brennan will contact Marg Fokkema who started collecting recipes before she moved out of North Glenora to see if she still has these. The Executive thought we could do a special section just for “Bacon by Frank” recipes.

9.11. Membership

Bill MacDonald - written report

Frank enquired if we were going to have another look at flattening our fee structure for memberships. Bill will find the research submitted by Catherina and have a look at the possibilities.

10. NEW BUSINESS

10.1. President’s Planning Session – David Van Meter – table until June

Frank commented that we should arrange for a Facilitator and Jennifer advised she could help us with that.

11. ADJOURNMENT

Frank French moved to adjourn the meeting at 8:40 p.m.

NEXT Executive MEETING: Tuesday, June 19 2012 7:00 p.m.

Tentative Soccer Wind-Up Date: Saturday June 16th

BBQ Quotes**Submitted by Ryan Young**

I checked Rona, Home Depot, Home Hardware, Canadian Tire and BBQ Country for natural gas bbq's. The challenge with the BBQ quotes is that the price seems to fluctuate on a weekly basis. Because of this, the prices below may not even be available.

From what I can tell, there are two general price ranges for bbqs. The top quality ones (ie Weber, Napoleon) are about \$1200-1600 while the "typical" BBQ averages around \$500-700. I have only listed the "cheaper" options here as I don't think that the league was planning to spend over \$1000 on this purchase.

If anyone has suggestions on the actual specifications of the bbq (such as BTU or cooking space), we can discuss.

Otherwise, I recommend that we approve an amount and I'll watch the flyers and purchase something within the next 2-3 weeks.

Brand	Burner	BTU	Cooking Space (Sq Inch)	Location	Price
Broil-Mate	5	50,000	805	Home Depot	549
Broil-Mate	4	40,000	644	Home Depot	399
Broil King	5	65,000	635	Rona	599
Broil King	3	40,000	635	Rona	449
Broil King	5	40,000	635	Home Hardware	649
Broil King	4	50,000	695	Home Hardware	799

SECRETARY'S REPORT**submitted by Donna Jackson****Period – Apr 17 2012 to May 14 2012**

Annual Secretarial duties are almost complete. The Bank Signature appointments have been attended and the Corporate Registry filing was delivered on May 14 2012.

Meeting Date	Description	Action - Donna Jackson - Secretary	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,	Ongoing	May 14 2012	
Mar 20 Exec	Executive Contact	Prepare to update NGCL Executive and signing contacts: 1. Corporate Registry – Annual Filing 2. Banks Signatures – RBC May 5th, TD May 11	Complete Completed	May 14 2012 May 5 –11	May 14 2012 May 11 2012
Apr 17 Exec	Security	Hall Keys – Access Codes for Bill MacDonald, Bruce Jakeway, Rob Henderson – Access Codes input – key handover / testing pending with Bruce & Rob	Pending	May 06 2012	
May	VP Tour	Schedule tour of facilities for new VP - orientation	Pending	May 14 2012	
May	SOCAN Fees exemption	EFCL Encourages Leagues To Join SOCAN Tariff Appeal The Edmonton Federation of Community Leagues is encouraging all member leagues to ask for an exemption to tariff #21, which compels leagues to pay an annual fee of \$185 for the right to play music in their hall. The fee is paid to the Society of Composers, Authors, and Music Publishers of Canada (SOCAN), which has recently applied to have this tariff extended to 2013. Leagues wishing to add their voice to this appeal are encouraged to send a letter no later than June 30 to Gilles McDougall, Secretary General, Copyright Board of Canada 56 Sparks Street Ottawa, Ontario K1A 0C9. His e-mail address is Gilles.McDougall@cb-cda.gc.ca Leagues are also encouraged to contact their member of Parliament, as the federal government appoints directors to the Copyright Board and sets out the rules under it operates. The EFCL will soon be supplying each league with a draft letter outlining the rationale behind our position.	Pending	May 15 2012	

Category	Description	Status
Annual Secretarial Duties - 20 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 Attend EFCL AGM with President and distribute information and notes from meeting Bank Signing Appointments Archive 2010 Financials Update EFCL Website and Contact List – again Thank you letters for Safeway, Praxair, Sherbrooke Liquor for their support / discounts 	Ongoing Completed Completed Completed Completed
Monthly Secretarial Duties – 8 hours	<ul style="list-style-type: none"> Prepared April 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, reports for May 15 Executive Meeting Office filing / Photocopying Check & Sign off for May AED inventory 	Completed for Period
NGCL Website – 4 hours	<ul style="list-style-type: none"> Post Minutes, current newsletter, contacts, current NGCL Program and Event advertisements per May Newsletter and updates from Executive 	Ongoing
Communications – 2 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 - 12 hours	<ul style="list-style-type: none"> Key Inventory / Hall Access Volunteer Appreciation – Set up – Kitchen Clean Up - Pub Night Kitchen Duty Grounds Clean up 	Completed
AED – 10 minutes	<ul style="list-style-type: none"> May 15 – Battery check and Inventory 	Completed

AED Status Report

submitted by Donna Jackson

- Battery Status = Green
- Inventory = checked and complete

Card Report

submitted by Agnes Brennan

Thinking of you

- Cy Bradshaw - surgery and missing VAE
- Doreen Leia - had biopsy

Special Birthday

- Heather Bachen

Sympathy

- Family of Eunice Minkler
- Family of Cecile Schaeffer

Hall Rental Report

submitted by Kurena Adams

April Rental Income

Private hall rental	April 8 2012	\$285.00	\$285.00
Private hall rental	April 29 2012	\$150.00	\$150.00
Fiddlers	Apr 5,12,19,26	4 x \$162.50	\$650.00

Total **\$1,085.00**

45 Plus Report

submitted by Marg Pratley

April 27 2012 Pot Luck Supper. Entertainment by Ed Smith and Alan Moorehouse. Attendance 53

May 5 2012 Garage Sale. Three Tables. Profit = \$213.15

45+ Donations to NGCL Garage Sale Profit \$213.15

45+ Top-Up \$ 36.85

Total 45+ Donation **\$250.00** given to Kurena to deposit

Treasurer's Report

Submitted by Ryan Young

Financials as of April 30, 2012

	Apr 12	Apr 11	Jan - Apr 12	Budget
Ordinary Income/Expense				
Income				
45 Plus income	0.00	0.00	200.00	1,250.00
Adult Activity Income	876.20	792.10	2,308.20	6,600.00
Advertising News Letter Income	348.75	413.75	708.75	3,010.00
Appreciation Dinner Income	14.00	347.00	14.00	350.00
Casino Income	0.00	0.00	2,469.68	35,000.00
Donations income	5.00	0.00	305.00	
Hall Rental				
Hall Rental Damage Deposits	0.00	0.00	0.00	
Hall Rental Paid	0.00	1,145.00	7,872.50	15,000.00
Total Hall Rental	0.00	1,145.00	7,872.50	
Interest	2.74	20.85	22.29	50.00
Membership Income	265.00	45.00	400.00	7,820.00
Playschool income				
Playschool monthly fees	1,035.00	695.00	4,668.00	9,400.00
PLayschool Reg fee	600.00	0.00	600.00	600.00
Total Playschool income	1,635.00	695.00	5,268.00	
Soccer Income	4,900.00	0.00	4,900.00	5,400.00
Total Income	8,046.69	3,458.70	24,468.42	
Expense				
Accounting Fees	0.00	0.00	157.50	3,100.00
Admin - Bank Charges	9.68	0.00	9.68	100.00
Admin - Depreciation	1,208.73	0.00	4,834.92	14,504.79
Admin - Insurance	279.50	0.00	1,118.00	3,794.00
Admin - Meeting Expenses	214.10	508.00	265.89	700.00
Admin - Office Supplies	114.31	1.31	205.62	1,500.00
Adult Activity Expense	759.12	536.70	1,828.04	6,600.00
Advertising Newsletter Expense	944.55	819.44	2,063.17	7,682.00
Appreciation Dinner Expense	603.34	1,833.68	1,003.34	2,350.00
Family Activity Expenses	0.00	169.95	840.00	1,860.00
Grounds-Equipment Repairs/Upgrd	0.00	584.51	0.00	31,250.00
Grounds-Gas	125.71	161.15	579.09	1,500.00
Grounds-Power	213.37	113.55	890.04	2,500.00
Hall-equipment repairs/upgrades	0.00	0.00	546.18	12,400.00
Hall - Gas	342.88	381.12	1,116.78	3,400.00
Hall - Janitorial	985.90	1,058.67	3,564.48	12,000.00
Hall - Power	382.03	365.50	1,448.57	5,500.00
Hall - security	46.10	46.10	184.40	720.00
Hall - Telephone, internet	109.28	109.28	439.75	1,380.00
Memberships expense	155.00	0.00	155.00	627.57
Office Manager Payroll	983.36	821.15	3,448.77	10,000.00
Playschool Expenses	1,743.00	1,256.72	5,066.05	16,000.00
Soccer Expenses	3,181.00	3,980.00	3,181.00	5,485.00
Total Expense	12,400.96	12,746.83	32,946.27	
Net Ordinary Income	-4,354.27	-9,288.13	-8,477.85	
Net Income	-4,354.27	-9,288.13	-8,477.85	

**Casino income is recognized as it is used. I have not updated this for 2 months so it should be closer to \$6000.

*Membership income due to sales for soccer

**Adult Activities is high this month due to yoga class. Revenues match this

**Playschool expenses high due to source deduction filings and a large amount of supplies/expenses processed this month.

Grants Report**Submitted by Melissa Logan****From:** Melissa Logan [mailto:melis1611@yahoo.ca]**Sent:** May 14, 2012 9:55 PM**To:** David Van Meter; Ryan Young; Donna Jackson**Subject:** Tuesday's meeting

I'm sending my regrets for Tuesday's meeting. I was sent out of town for work and will be away for most of the week.

My schedule is pretty slow throughout the summer so I'll be around to work on whatever needs to get done.

Regards, Melissa

NGCL MEMBERSHIP STATISTICS**Submitted by Bill MacDonald**

YEAR	FAMILY	SENIOR	SINGLE PARENT	ADULT	TOTAL
2001/2	121	113	21	99	354
2002/3	102	121	24	96	343
2003/4	104	111	21	78	314
2004/5	97	119	24	95	335
2005/6	107	107	26	89	329
2006/7	105	98	33	99	325
2007/8	112	83	22	119	336
2008/9	130	97	18	110	370
2009/10	128	98	19	101	351
2010/11	96	89	6	93	305
2011/12	107	96	7	123	333
Average	110	103	19	100	336

Note: For the years 2008/9, 2009/10, and 2010/11, the individual category numbers were those presented at the Annual General Meeting, whereas the Total for each of those years was a final figure for the membership year, ending in August. For all other years the numbers are presumed to be for the membership year ending in August (except 2011/12, as these numbers are as of mid-May, and won't change by much).

These data do not indicate how many actual individuals are indicated by the numbers in each category. For example, family usually includes two adults plus a number of children, senior can be a single or two seniors, single parent is one adult plus children, and adult could be one or two individuals 18 or older. The membership list recorded from the membership cards does give names to indicate how many individuals 18 and older are in the household, but not the number of children. From an actual count on the membership list there are a total of 558 adults 18 and older in the League.

Based on an estimate from the 2009 city census for North Glenora, there were approximately 1575 adults 18 and older in the community. (The census identifies 5-year intervals, so the number of 18 and 19 year old individuals has to be extrapolated from the 15-19 interval, and an estimate of the 18 and older individuals has to be made for the 'no response' category in the census, which itself was an estimate.) The total population for North Glenora in 2009 was 1919.

So the Community League membership represents approximately 35% of the adult residents.

The City conducted its latest census in April of this year. We should have that data sometime this summer.

Casino Report**Submitted by Bill MacDonald**

We now have enough volunteers to fill all the key positions (18) but still need another five for the count room. We will also try to have several volunteers as spares in case someone who has already volunteered has to change plans and won't be able to be at the casino.

Planning & Transportation**Submitted by Bruce Jakeway**

Email Feedback sent to the Neighbourhood Renewal team

Thanks for coming to our recent April 17, 2012 community league meeting to discuss North Glenora's upcoming neighbourhood reconstruction.

As requested, we have compiled a list of issues of concern to our residents, and possible upcoming projects.

Upcoming projects:

1. Play park redevelopment - There is a committee looking to redevelop our neighbourhood play park
2. Rink redevelopment - Our rink is falling down. There is a committee looking at removing the old rink and replacing it with a different facility, perhaps tennis courts in the summer and skating in the winter.
3. North Glenora signs - The Transportation and Planning committee has been looking at putting in signs welcoming people to North Glenora. We suggest putting the signs:
 - a. in the little triangular flower bed parks at:
 - i. 135 St and 110A Ave
 - ii. 135 St and 107A Ave
 - iii. 139 St and 107A Ave
 - b. on the boulevard at 142 St and 109B Ave.

List of concerns:**Missing Sidewalk** on west side of 135 St between 109 Ave and 109A Ave

A number of people would like a sidewalk on the west side of 135 St between 109 Ave and 109A Ave.

Shortcutting traffic

The following have been identified as routes people take to shortcut through the neighbourhood. It would be great to have shortcutting address in the upcoming neighbourhood reconstruction:

1. Probably the worse is 135 St between 107 Ave and 111 Ave. Some sort of traffic calming at 135 St and 109 Ave, like a circle as was installed in Crestwood, might be effective to deal with this and (3) at the same time.
2. From 142 St, east on 109B Ave, north on 141 St, east on 110A Ave, north on 135 St (or vice versa), perhaps from people heading to and from Ross Shep. One possibility is to link the triangle island at 110 Ave and 138 St to the north side of 110A Ave, closing 110A Ave at the point and forcing people to go around the island.
3. From 142 St, east on 109B Ave, south on either 139 St or 135 St, then east on 109 Ave to Groat Road (or vice versa), perhaps trying to avoid lights on 111 Ave and/or 107 Ave. Some sort of traffic calming at 135 St and 109 Ave, like a circle as was installed in Crestwood, might be effective to deal with this and (1) at the same time. We have had a speed control van on 109 Ave and 134 St, but it has not helped much.
4. From 107 Ave, north on 135 St, east on 107 Ave, north on 133 St, east on 109 Ave to Groat Road (or vice versa). Sometimes people may go up to 60 km/h on 133 St.

Motorcycle Tours on Groat Road

Especially in the summer, there are often motorcycles that go up and down Groat Road at night, many times. I've seen them come north on Groat Road, turn across at 107 Ave and then head back south on Groat Road. I've heard them go up to 111 Ave. Others say from 111 Ave, some go south on 135 St, turning east on 109 Ave, then head south on Groat Road.

I wonder if we can disallow motorcycles on Groat Road between the hours of 9 pm and 7 am or somehow enforce noise restrictions. Many others have raised these concerns as well.

135 Street and 111 Avenue Intersection

This relates to the traffic lane changes made to have north and south lanes on 135 St. dedicated to left or right-hand turns. This has created confusion for drivers, as the lanes don't match up on both sides of the intersection. It would be nice to have dedicated left and right turn lanes on 135 Street heading south so people don't have to get stuck behind a left-turning vehicle when they want to go straight into North Glenora. I've seen people use the right-turn lane to head across the intersection, which creates confusion for those using the straight-through lane.

109 A Avenue and 139 Street Intersection

This four-way stop is a confusing intersection, especially if you are not used to it. It would be nice to make this into 2 three-way stops, remove the jog between 109 A and 109 B Avenues, or add a circle (or an oval in this case!). Many people don't stop at this intersection, instead treating it like yield signs, or just ignoring the signs altogether.

109 A Avenue and 135 Street Intersection

This is another intersection where cars tend not to stop, perhaps up to 95%. Traffic calming, including crosswalks have been suggested for this intersection.

Speeding

We need to find ways to slow down vehicles, such as corner bulbs at some intersections, and/or a traffic circle at 109 Avenue and 135 Street. People have seen vehicles speeding on 135 Street, on 139 Street, and on 109 Ave, and going through stop signs on those streets. Perhaps reducing the speed to 40 km/h for the neighbourhood would be appropriate. Speeding is often worse at rush hours.

Transit

There are a lot of buses on 135 St between 109 A Ave and 111 Ave, especially during rush hour. Aside from the four routes (115, 125, 128, and 150) that run, we have a number of School Specials that use that the same stretch of road. I wonder if some of the bus routes could be re-routed. For example, the School Specials could be asked to use 107 Ave and Groat Road instead of coming down 109 B/109 A and 135 St.

Historian	Submitted by Andrea Laurie
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From: Andrea Laurie [mailto:alaurie@goodwill.ab.ca]

Sent: May 15, 2012 5:25 PM

To: 'nateware@telusplanet.net'

Subject: Re: NGCL May 15 Executive Meeting Agenda / Action Items

Donna,

I will not be at tonight's meeting. Please pass on my regrets.

One thing for the meeting though;

I would like to organize putting together a North Glenora Cookbook. See what the thoughts on that is?

Talk to you soon

Andrea

Edmonton Federation of Community Leagues**Annual General Meeting, April 30 2012 5:30 p.m. – 9:45 p.m.
Beacon Heights Community League Hall**

EFCL welcomed over 70 Leagues and approximately 100 total guests at our lively AGM April 30 at Beacon Heights. Engaging discussions and exchanges were had over the upcoming trade conference, online issuing of membership cards, and budget bylaw. The liveliest discourse was over the 100th Anniversary Project. Almost unanimously Leagues supported the motion to contribute to this landmark project with only a few abstentions and a few nay sayers.

Warm departing thank-yous were given to retiring board members, Ken Shapka, Donna Woodford, Veronica Vinge, Rob Agostinis, Alf White and grateful welcomes were given for our new ones, Barry Davis - District H, Shafeek Ali - District L, Manon Aubry - District F, Sandra Mueller - District A. The planning committee also welcomed to the planning committee, Imy Bhatti, Susan Bennett - Wrisdon, and Ian O'Donnell.

Take aways:

1. The [100th Anniversary Project](#) has endorsement from our members
2. League #155, Griesbach, officially became a member of the Federation
3. [The Leagues Alive Conference & Trade Show](#) will have something for everyone so Save the Date - November 3
4. The bylaw on budget approval will be discussed further at the board level
5. Online membership issuing will be active any day
6. Please do us the courtesy of an RSVP by a few days before the meeting. Although on contingency we always order extra food we were in a position of ordering pizza for the late arrivals and some people who did RSVP went unfed. Plus we ran out of agenda packages. Thanks for your understanding in this matter and we look forward to your RSVP at least a few days in advance (caterer notice required). Even if you think you only might come, it is better to anticipate more than less.
7. Our RGM is on October 23, 2012 at Britannia - Youngstown Hall, 15927 - 105 Avenue

Meeting Package

<http://www.efcl.org/portals/0/resources/efcl/meetings%20-%20general/120430%20EFCL%20AGM%20Agenda%20package.pdf>

Annual Report

<http://www.efcl.org/portals/0/resources/efcl/meetings%20-%20general/2011%20EFCL%20Annual%20Report.pdf>

Allan Bolstad, Executive Director, Notes from the May Board Meeting

<http://www.efcl.org/NEWS/tabid/145/articleType/ArticleView/articleId/1096/Default.aspx>

NGCL Notes: *(Please see sections in the EFCL Meeting Package and Annual Report if you require more info on any of the following notes)*

President David Van Meter and Secretary Donna Jackson attended the meeting.

We noted, we as a Community League, are not alone in the struggle to have members realize the value of an R.S.V.P. A light supper was served and with many leagues not responding and just showing up, the food soon ran out and the EFCL had to order out for pizza to supplement.

David Dodge, EFCL President provided inspiring **opening remarks** about **“Reimagining Community”**, how we as community leaders must move into the future, innovate, have new ideas and work with the City of Edmonton to cooperatively build the vision for the future. We have seen proposals for more City of Edmonton Recreation Centres, even talk of one as close as in Coronation Park. The EFCL would like the City to recognize that there are 120 Community Halls and numerous Community League Rinks that should be on the City Map and considered part of the overall infrastructure for Community Recreation. EFCL has moved toward promoting inclusiveness by introducing new Young Adult, Cultural Group and Senior Outreach initiatives.

We had a presentation by the EFCL Marketing Director regarding the **Under 40s recruitment** program. This is starting with 3 pilot Social Evenings being held around the City to encourage people under 40 to get involved in their Community Leagues. West Division's evening was held on May 3rd at West Meadowlark.

Another initiative is the **Living Local Arts & Heritage Program** – encouraging leagues to connect with local artists and commissioning projects that recognize the historical and artistic character of their neighborhood. Leagues are eligible to receive a grant up to \$20k to commission an artistic project reflecting the history or character of their neighbourhood. Leagues are asked to cover 1/3 of the cost. There is an information session on Tuesday May 29th at Newton Community League and presentations by 2011 approved projects.

Community League Day – Sept 15 2012. A Community League movie will be filmed covering many of the activities put on by leagues on the day. Elizabeth Turner will register us and perhaps we will have a film crew show up for breakfast.

Energy Conservation Initiative – interested leagues can apply to be included in this initiative. Individual leagues are eligible to receive \$25k in matching grant money for energy conservation measure they make to their hall – insulation, weather stripping, windows, lighting, furnace, water supply. Bonus of \$50K is available to the league one year after changes are made based on degree of energy savings.

Solar Energy Initiative – EFCL secured \$30K grant from the City's Office of the Environment to launch a new program for Community Leagues. Hoping to launch in early June, the plan is to charge leagues about \$4-5K and provide solar panels plus LCD screen (package worth about \$20K) in the hall lobby that can display the energy generation as well as be used to display league programs and events. An energy audit and carbon audit is included. EFCL is hoping to launch this in June. We are encouraged to apply if we are interested. As we have a flat roof and could position solar panels for southern exposure, we would be a good candidate for this program. Allan Bolstad also expressed how the LCD (big TV) would be a great replacement for "trophy cases" that many leagues still have in their lobbies. We could create slideshows and film footage that could document historic as well as current events and programs. Leagues will be accepted on a first come – first serve basis for this program. We would have to decide very quickly if we want to participate.

Appeal of Socan Music Fees – (we pay this fee so we can play music in the hall) - the EFCL is asking the Copyright Board of Canada to reject a recent application to extend this tariff for the year 2013. NGCL has been paying this fee since 2008 (\$185.00 per year). Donna will draft letters to the Copyright Board of Canada as well as Laurie Hawn in support of the EFCL appeal. Only about 12 of the 70 leagues represented are paying this fee and the problem starts when SOCAN starts demanding reports of gross revenue from hall rentals to see if leagues are in compliance. Once hall rentals exceed \$15K per year, we could be assessed even higher fees or face the onerous task of reporting detail of hall rentals where music is played or where it is not.

November 3rd 2012 Leagues Alive Trade Show at the Mayfield Inn – format planned for Board and League Development. We should plan on having many of our board members attend sessions related to their portfolios. 1 or 2 people will not be able to take in the many presentations and sessions they have planned – and the location is very convenient. Registration information will be announced in June.

Senior and Cultural Outreach – Leagues are encouraged to create liaison positions on boards to bring in new members and connect with different demographics. The Senior Boom and programs for Aging in Place are seen as areas where volunteer recruitment can benefit. Introducing the Community League concept to new residents in the community coming from different areas of Canada or other countries where Community Leagues do not exist is also an area where leagues are being encouraged to expand. NGCL Welcoming, Membership, Adult Activities, 45 Plus Activities – have we already got it covered....?

On Line Membership – now issuing cards. EFCL will send any payments for on line membership twice a year. EFCL will contact league membership chairs regarding any on-line activity or membership chairs can log on and check.

Supplier Marketplace – we are encouraged to share names / contact information of our suppliers and service providers with the EFCL to create a Supplier Marketplace – those we are happy with.... We should probably check with the supplier before we submit their information to ensure they are OK with this.

100th Anniversary Project – Passed by majority
NGCL inquiries –

- 1) expectation for further contributions over and above the \$2000 over 5 years – not the intention of the EFCL
- 2) Ongoing Maintenance will be the City of Edmonton Responsibility just as it is with any playgrounds, spray parks, etc that Community Leagues pay for by grants, fundraisers and build.
- 3) The EFCL would look at refunding any contributions made by leagues should Phase 1 not proceed.

Bruce Jakeway will check when he takes the GAIN course if we can use Gaming Proceeds to cover the donation.

League Directory Update - I have updated the EFCL league directory again to reflect changes since Apr 1 2012. We do not publish contact info other than for our hall on the EFCL pages – we have a link to our website where our contact list is kept up to date.

**NGCL Volunteer Appreciation Event 2012: Scoop It Forward
Final Report of May 6, 2012**

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NOTE: The following are in the VAE Handbook 2012, filed in the Office. Items with * are also on the cloud as is a copy of this Final Report.

Background

*Backgrounder (2012)**

Volunteer Appreciation in North Glenora 2012 & Beyond

Taking Volunteer Recognition in a New Direction (newsletter submission)

Planning

*Overall Planning by Vice-Presidents**

*Tasks & Schedule (overview)**

*Day-of-Event Tasks/Schedule**

*Day-After-Event Tasks**

Invitations

Invitation 2012

Invitation List 2012

Delivery Notice

Postal Code Map

*RSVP Procedures**

RSVP List 2012

Poster

Food & Beverage

*Sauce Recipes**

Swag

Name Tag List 2012

Sample Name Tag

Swag Bag Chores

Appreciation Note

Registration

Registration List 2012

Non-member Guests (and extra forms)

Follow Up

Scoop It Forward: A Sweet Success (newsletter submission)

Thank You Requests

Final Report 2011*

**NGCL Volunteer Appreciation Event 2012: Scoop It Forward
Final Report of May 6, 2012**

PROGRAM CONCEPT & OVERVIEW

An event incorporating volunteer appreciation while being open to the community at large.

Program

- 6:30 – 8:30 p.m.: Ice Cream Social
Create your own sundae. Soy, sherbet and sugar-free and vegan toppings available on request.
Coffees, teas, juice and water available.
Draws every 15 minutes: 6 in total, available to all participants
- 8:00 p.m. Volunteer Salute: Video collage of 2011 activities
Volunteer Draws (5 volunteer-only prizes)
Cake and Beverages
- 8:30 p.m. - on: Adults-only Pub Night with complimentary cold and hot appetizers

Comments:

- Largely received compliments.
- Families with young children liked to be able to attend without incurring the costs of babysitting.
- Noise level was high and distracting at times.
- Suggest starting earlier so kids can ‘power down’ before adult event begins and re-naming adult event so that people think of it in broader terms than a regular Pub Night.

RECOMMENDATIONS: Ice Cream Social

- Start earlier (6:00 p.m.) to allow parents with young children to attend and leave before the kids’ bedtime.
- Start the draws earlier (every 15 minutes starting at 6:15 with the last one just before the Volunteer Salute) so that winner(s) can be present to claim their prize(s).
- Make the Social even more participatory by having *Name Tag Bingo* (with prize). See Volunteer SWAG section.
- Having tweens scoop the ice cream was a positive bonus. They enjoyed it too.
- Have someone watch over the toppings so that kids use the serving spoons rather than their fingers (didn’t happen often but it was noted). Suggest altering the layout to integrate the two functions (see Layout section).
- Using inexpensive ice cream was fine, since the emphasis was the toppings.
- Continue to use extensive variety of toppings.
- Add a mini ginger-snap to the toppings table for those who want a cookie to go with it or their coffee.
- Continue to offer low sugar/fat (sherbet) and dairy-free/vegan ice cream alternatives and suitable toppings.
- Continue to offer variety of beverages as before (including jugs of water).
- (Notes about specific toppings and quantities are in the Food section.)

RECOMMENDATIONS: Volunteer Salute

- Start at 7:30.
- The Volunteer Salute (power point collage) is assuming greater importance.
- Continue to have a 10-minute presentation with the slides changing slowly.
- Continue to ask that it be viewed in silence.
- Add more explanations and reasons to celebrate for each slide or slide series shown: (e.g., Indoor Playground: Over 40 kids and 25 parents say it’s great! 45+ through Pot Lucks and Games Nights has contributed over \$\$\$ to the League in 20___. Garbage Fair: We started the concept, now city-wide, and took in XXX kinds of items)
- Individual/action shots were of greater interest than group poses (see for example, the cover of the N. Glenora News when the Ice Cream Social was covered).
- Because of the work involved, suggest presentation be put together by two individuals: 1 to take/gather suitable photos, 1 to meld these photos into a Power Point presentation with gather information with which to make suitable captions.
- Replace cakes with assorted cookies and beverages put out on beverage table at this time (NOT before).

**NGCL Volunteer Appreciation Event 2012: Scoop It Forward
Final Report of May 6, 2012**

RECOMMENDATIONS: Pub Night

- Last night closing worked well.
- Some adults who prefer quiet chose not to stay on (because of timing and because some think Pub Night is about drinking alcohol, rather than about visiting while consuming a variety of beverages). Re-name as Adult Social (with notation: A chance to visit with friends and neighbours. Complimentary cold and hot appetizers. Assorted beverages (coffees, teas, pop, wine, beer). Board games available.

RECOMMENDATIONS: Reformat the event as follows:

6:00 – 8:00 p.m.: Ice Cream Social: *Create your own sundae.* Soy, sherbet and sugar-free and vegan toppings on request. Coffees, teas, juice and water available. Lots of prizes to be won.

7:30 p.m. Volunteer Salute: A celebration of our accomplishments in the past year. Video collage of past year's activities. Cookies & biscuits at beverage table (s).

8:30 p.m. - on: Adult Social: A chance to visit with friends and neighbours. Complimentary cold and hot appetizers, assorted beverages (coffees, teas, pop, wine, beer); board games available.

ATTENDANCE

Invited Volunteers

Invited	Response to Invitation			Actual Attendance		
	Yes	No	No Response	Attended RSVPd	No Show	Came No RSVP
130	69	38	23	58	11	4

Actual Attendees

	Volunteers	Family Members of Volunteers	Other Members	Non-Members	Total
Ice Cream Social	62 (58 + 4)	116	24	7	147
Pub Night					~ 55

Comment: Current system worked well - having 2 contacts with phone and e-mail to receive RSVPs and then having them forward RSVPs immediately to *Name Tag Maker*, so name tags can be made over a period.

FOOD

ITEM	BOUGHT	USED	COMMENT
<i>Comment: All ice creams/frozen desserts bought from Westmount Safeway (easiest option). Inexpensive ice cream is fine. "Better quality" non-ice cream options were successful.</i>			
Ice Cream - Vanilla	7, 4-litre buckets (Lucerne from Safeway)	~ 5 buckets; 1 ret. to Safeway, 1 given to 45+; leftovers sold next day / given away	Original serving estimate of 16, 1 cup servings per bucket should be re-evaluated. 6 of vanilla & 3 of chocolate served 150 people. Can probably be safely stored in Hall freezer a week before event.
Ice Cream - Chocolate	4, 4-litre buckets (Lucerne from Safeway)	~ 3 buckets; 1 ret to Safeway; leftovers as above	
Vanilla Soy Dessert (Eat Right)	1 litre	½ litre	Need 1 container only, for special needs
Sherbet (Select); pineapple/lychee	1 litre	< ½ litre	As above
SAUCES	BOUGHT	USED	COMMENT
Fudge sauce	180 servings	~ ½ leftover, likely because recipe made into a double-batch	Recipe on file
Caramel sauce	90 servings	- little leftover	The hit of the event! Recipe on file

**NGCL Volunteer Appreciation Event 2012: Scoop It Forward
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ITEM	BOUGHT	USED	COMMENT
Strawberry sauce	7 reg baskets (Safeway) + large bag frozen (Costco)	~ ½ leftover	Reduce quantity by half.
Strawberries, fresh	3 baskets (Safeway)	Ended up being combined into sauce as little demand for them.	Reduce to 2 cups (1 basket) for special needs.
Crushed pineapple	Large can from Grt. Can Warehouse	Modest leftover.	Retain.
TOPPINGS	BOUGHT	USED	COMMENT
<i>Comment: Get most from Bulk Barn (best selection) rather than 'hunting' for bargains which proved to be a waste of time.</i>			
Smarties	4-litre bucket, Bulk Barn	3 litres; leftovers into snack packs for Garage Sale Concession	Same or a bit less.
Gummies	4-litre bucket, Bulk Barn	3 litres; leftovers as above	Same or a bit less.
Carob chip (vegan)	2 cups	½ cup	Retain as vegan/ lactose-intolerant choice.
Choc. chips	4-litre bucket, Bulk Barn	~ 2 cups	Reduce substantially and/or replace with Rainbow Sprinkles.
Mini-marshmallows	2 large bags – 1 white, 1 colours	1+ bag	Buy one large bag only
Oreos, crushed	2 reg.-size pkgs	1 cup leftover	Same quantity
Choc Cheerios	large box	1/3 used	Same quantity
Whipping cream	11 litres	Used 5; returned 6	Reduce by half.
Whipped topping	2 containers	1 used.	1 container only, for special needs
Nuts	None out of concern for serious allergies.		Some would still like nuts. Suggest asking McDonalds for donation of 50+ small packages of nuts that can be kept completely separate.
Choc. Slab Cake, Costco	1 slab cake, 48 servings	1/3 – ½ leftover; sold next day by the piece; remainder given away	Skip the cake – was redundant and people seem just as happy to have a coffee or tea with no cake. Well - - - except for one senior who wanted a sweet with the coffee. <u>Replace</u> with assorted cookies & biscuits (items easy to re-purpose & store). <u>ALSO</u> provide mini ginger snaps to go with the ice cream course.
White Slab Cake, Costco	1 slab cake, 48 servings		
BEVERAGES	BOUGHT	USED	COMMENT
Juice Boxes, Sunripe <u>real juice</u>	60	33 used; leftovers for Garage Sale Concession	A 40-pack should do it.
Coffee - caf	Large Folger's container	~100 cups used	Retain
Coffee - decaf	30- cups	Some used.	Retain
Tea - reg	190 bags	Few used	Retain the choice
Tea - herbal	Assorted, from existing cache	~ 10 used	Retain the choice
Milk	1 litre	Little used	½ litre or less
Lemon	2, sliced	Little used	1 lemon
Cream	240 creamers (Costco)	~ ½ used; leftovers used next day & remainder given to 45+ Potluck	Retain
WORKERS DINNER (8 – 10 persons overlapping afternoon & evening shifts)			
<i>Comment: Considered a good idea for provide something more substantial for afternoon/early evening shifts. Easily purchased at Safeway Westmount.</i>			
	BOUGHT	USED	COMMENT
Salad	Large container mesclun	Little used	Couple of small bags, assorted
Salad Dressing	From existing cache	1 used	Okay

**NGCL Volunteer Appreciation Event 2012: Scoop It Forward
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ITEM	BOUGHT	USED	COMMENT
Chicken	2 Safeway roasted	1 used	Reduce to 1, unless # workers significantly increases
Potato Salad	Large Safeway container	2/3 used	Okay
Veggies, Crackers, Dips	from Pub Grub		Okay. Consider some buns?
Beverages	from Pub Nite, with tickets (max. 1 per worker)	Use counted in complimentary tallies	Good idea. Retain.
PUB GRUB	BOUGHT	USED	COMMENT
<i>Comment: Ate us out of house and home. May have to re-evaluate quantities. Consider easing workload on kitchen workers by getting some pizzas cut into small squares as one 'hot' choice, perhaps arriving around 9:30 or 10:00 p.m. Consider some cold items for the late nighters – like a fruit plate. Best selection of items was from Costco.</i>			
Veggie Plate w. dip	Small, Costco	¾ used	Retain
½ giant shrimp ring	Costco	all used	Retain/increase
Med. Snacks	2 pkgs, 16 pcs ea (Superstore)	6 pcs left	Least popular. Don't buy again.
Spinach dip	2 containers, Costco	all used	Retain
Bruschetta	2 containers, Costco	all used	Retain
Hummus	2 containers, Safeway	all used	Retain
Mini-Quiche	60	all used	Retain or increase
Quiche – from 45+	24	all used	
Meatballs	60 pcs; 3 sauces, Costco	all used	Retain or increase
Cheese	4-pack, Costco	all used	Retain
Deli Meats	3-pack of salami, Costco	¾ used	Retain
Crackers	5-pack box, Costco	2 used	Reduce
Crackers – gluten free	1 box, Costco	not used	1 gluten-free option should be available
Tortilla chips – gluten-free		½ bag left	Retain - gluten-free option should be available
Chips – parmesan/garlic	1 large, Costco	all used	Retain
Chips	2 large, ruffle, Costco	all used	Retain
Veg. straws	1 large, Costco	all used	Retain
Mango	1 large container of slices, Costs	unused: forgot to prep fruit plate	Probably a good idea to have some fruit. Possibly as a late night snack.
Strawberries	2 boxes		

SUPPLIES	BOUGHT	USED	COMMENT
<i>Comment: Best selection of environmentally acceptable and inexpensive disposables is Great Canadian Superstore.</i>			
Napkins	Zellers	lots leftover	Always a good idea in quantity
Coffee Cups, not Styrofoam	250 (Grt Can Superstore)	½ leftover; used for next day	Always a good idea in quantity
Small paper plates	200 (Grt Can Superstore)	¼ used; used for next day	Always a good idea in quantity
Water glasses	Existing cache	Ran out.	Should get 50 - 100.
Paper bowls	100 (Grt Can Superstore)	Used up existing cache first; ~ 3/4 used; came in handy for leftovers too	

Comments are posted in the table above, below various categories.

RECOMMENDATIONS:

- Limit shopping venues as follows:

Advance Purchase Items

- *Great Canadian Superstore* – for paper products & items that can be purchased well in advance, specifically large can of crushed pineapple.

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- *Bulk Barn* – for topping (except whips); can be purchased well in advance.

Perishables and Frozen Items

- *Costco* – for pub grub & creamers
- *Safeway (Westmount)* – for all other items (perishables, ice creams & frozen desserts, etc).
- Food labels for toppings were a good idea (esp. those for special needs – e.g., sugar-free or dairy-free).
- Some concern the kids were handling toppings with their fingers rather than serving spoons. More supervision required. See Program section.
- Retained Safeway Gift Card for last-minute shopping runs that evening. Not needed. Use for a draw prize instead.

Lucerne Ice Cream Tour- The plant on 142 and Yellowhead does free tours. Next year let's get the info and see about handing it out at the VAE. Maybe they will give us some ice cream.

DÉCOR

- Helium-filled balloons.
- Plastic tablecloths in assorted, spring colours.
- Balloon napkins.
- Posters listing volunteers by each committee or community activity.
- Leftover décor (including vases) and swag items were packed into storage containers and put in Rink Shack #1 (archives) for later use.

Comments:

- Balloons were a hit with youngsters and made the hall look very festive. Good use of existing tablecloths.
- Great use of balloons (re-purposed next day for candidates meeting, and finally distributed at a kid's birthday party).
- Posters were read but need aisles so they can be viewed.

RECOMMENDATIONS:

- Limit balloon give-aways to 1 per child. Otherwise tweens will want to leave with bundles (to release in the playground).
- Order 15 packs of balloons (and retain quantity of helium).
- Integrate logos used on Name Tags with posters listing the specific activities/programs.
- Provide a 3' + aisle between tables and the posters so people can view them. See Layout section.

DRAWS

General Draws (all participants). Filled rose bowls (one each with wrapped candy, no sugar added candy, jelly bellies, gummies, wild bird seed w. envir. Cards, puppy pack with poop bags, treats and book)

Volunteers Draws (volunteers only): One each of: Plant with gift certificate, flowers with gift certificate, flowers, book, hand crafted belt.

Comments:

- Volunteers names were submitted in advanced based on RSVPs. However, some were not in attendance when their names were selected thus necessitating notifications and deliveries following the event.
- Many people left before their tickets were drawn.

RECOMMENDATIONS:

- Start all draws early (say every 15 minutes after the start time) and make sure they are all finished BEFORE the Volunteer Salute.
- Institute a rule that you need to be present (or give your chit to someone there) in order to claim your prize.
- Assign a person the job of getting donations – and have them start early.
- Improve participation by having *Name Tag Bingo* (with a prize). See Volunteer SWAG section.
- Add a business-card name tag to the SWAG BAG that those handing out bags would then place in Volunteer Draw box. That way, only volunteers who actually show up would be included in the draw. And then no one has to run around delivering prizes the next day.

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VOLUNTEER SWAG

Special Name Tag with icons for each activity in which the volunteer participated.

Gift bag with Thank You Note (well-received), Complimentary Drink Chit for Pub Night, 2 choc Hugs, 2 choc Kisses, 1 choc Loonie, 1 choc Toonie, 2 Lifesavers, 1 Penny, Washed Plastic Bowl for Ice Cream in Plastic Bag.

- We had to make 4 “on the spot” volunteer bags.
- Leftover décor (including vases) and swag items were packed into storage containers and put in Rink Shack #1 (archives) for later use.

RECOMMENDATIONS:

- Tie name tags into Name Tag Bingo (with a prize). Each person is given a bingo card with the various logos on it, and asked to get the signature of a volunteer who is wearing a name tag with that logo; require the signature of a different volunteer for each logo. Completed entries go into a special draw.
- Name Tag Bingo will require extra paper supplies, as well as pencils/pens. Check pencil supply in Office cabinet above file drawers (should have about 100 short pencils). Make sure they are sharpened – and collected after use.
- Integrate logos into the volunteer activity posters.
- Some volunteers plan to use drink chits at a later Pub Night. Make sure to count those costs (\$3.00 per chit) into VAE account, not Pub Night.

NOTE: Do-it-yourself name tags (pinned, clipped and stick-on) worked well for non-volunteers. Continue.

GARBAGE/RECYCLING STATIONS

In addition to garbage cans, had recycle station for bottles, cans and juice boxes and for name tags and for swag bags.

RECOMMENDATIONS:

- Recycle areas for name tags and for swag bags were hardly used. Don’t bother.
- If using pencils for Name Tag Bingo, have a sign over a small box in the Foyer to collect them or Hall.
- Garbage bag with hole cut out in the lid worked well as bottle gathering area. We have kept the lid and will use it for the Pub Nights. Next year it may be a good idea to either get stronger bags or double bag since the blue bags leaked.

PUB NIGHT

- Ate us out of house and home!
- Closing the folding door to start Pub Night seemed to work well – to declare the Adults-only event and to keep kids from entering the room. The “Beverage Room” announcement was a good one.
- Games available and were used.
- Bar needed more loonies and toonies as the float.
- Bar hours: 8:30 – 11:00 regular shift; 11:00 to 2:00 a.m. younger shift (with last call at 1:00 a.m.). Bar ended up closing before 1:00 a.m.

RECOMMENDATION

- Worked well to have the young’uns stay later and close bar. Retain.

Consider ordering some pizza (cut in small squares) around 9:30ish to reduce load on kitchen staff.

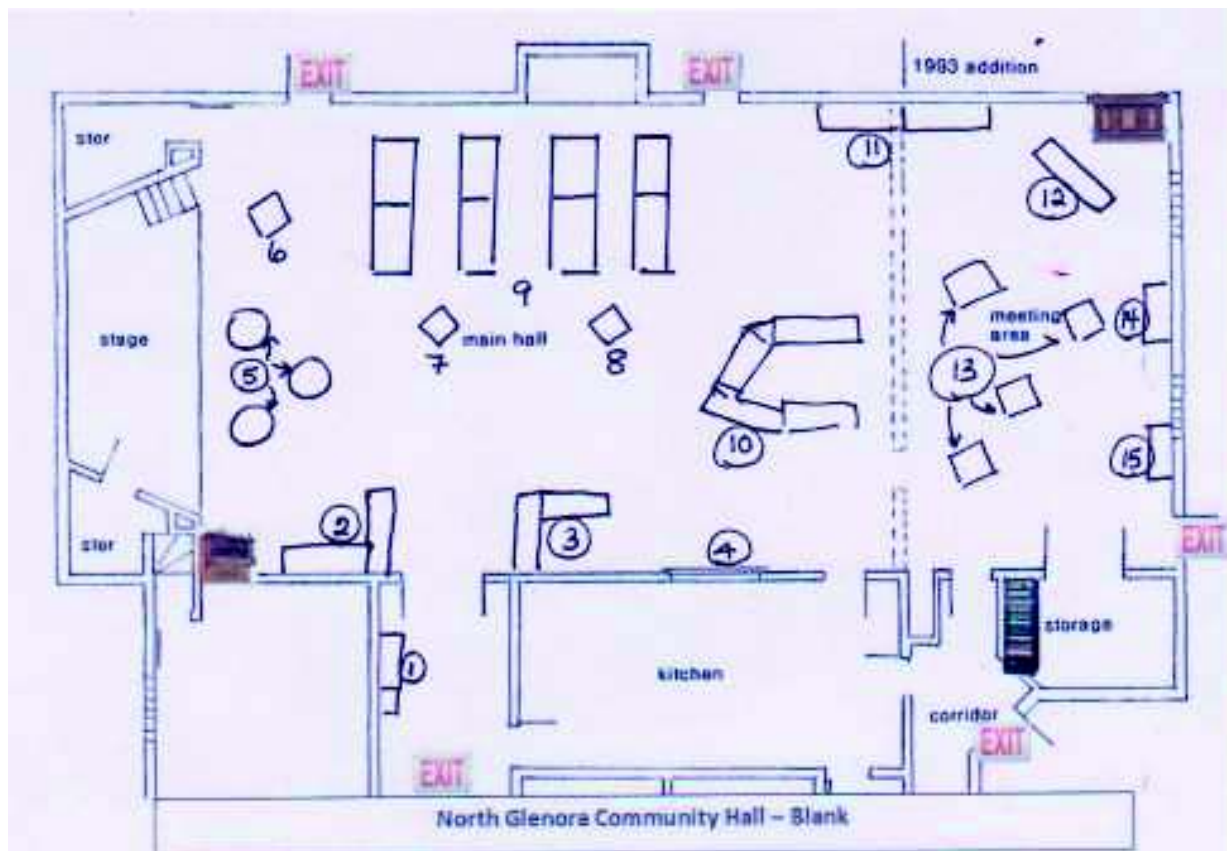
LAYOUT

Used Playschool tables and chairs and well as card and long tables. See Diagram.

RECOMMENDATIONS

- Good use of Playschool tables & chairs and of card tables. Kids loved them. Different-size tables gave Hall more informality. Retain.
- Add 3’+ aisle between long tables and where posters are hung to enable people to view them more easily.
- Integrate ice creams & toppings tables, so that toppings are more easily supervised/ replenished – for example, by arranging tables in a U-shape.

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SUGGESTED LAYOUT BASED ON 2012

SUGGESTED LAYOUT

- 1. Registration: 1 long table w. 2 chairs, 1 card table w flip chart poster
- 2. SWAG Greeters: 2 long tables. Keep 3' fm entrance
- 3. Greeters/Sign-Up/ Reg. Name Tags: 2 long tables, 2 chairs. Keep 3' fm entrance.
- 4. Window for special requests
- 5. Playschool tables (3) & chairs
- 6, 7, 8. Card tables w. 4 chairs each

- 9. 4 rows of 2 long tables each, with 6 chairs per row (48 total). Keep away fm fire exits. Tables set 3'+ apart from wall for poster viewing.
- 10. Integrated ice cream & toppings tables (4 long) with seats for scoopers.
- 11. 2 long table for coffee, juice & water
- 12. Bar
- 13. 4 cards tables w. 4 chairs each
- 14. 1 long table for teas
- 15. 1 long table for volunteers to park their SWAG bags.

CLEAN UP

Cleaning up was the morning after the event.

RECOMMENDATION

- Retain. Worked well. Much easier that having to stay late.

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WORKLOAD

PRE-EVENT PLANNING			
TASK	# WORKERS	COMMENT	RECOMMENDED #
Executive Liaison	1		1
Cttee meetings/deliberations	9 members; some of whom were unable to attend because of other commitments leaving a core or about 5	4: inaugural, close-out + 2 Kept to a minimum by use of e-mail instead.	Possible reduced core?
Print-Related Tasks			
Advertising	1	Posters. Newsletter inserts.	1
Invitation List, Name Tag Lists & RSVP List Prep	1	Acquiring lists from various cttees is biggest hassle and needs to be done in Jan/Feb.	1 (Vice-Presidents)
NOTE: Invitations & RSVP Lists use Membership List as base – make sure you use the most up-to-date list. Name Tag List is very labour-intensive. Both are time-sensitive. Without these nothing can happen!			
Invitations - design & printing - envelopes & stuffing	1		1
- delivery sorting	4	No shortage of volunteers but it is a task that doesn't require much.	2
- delivery	6		6 plus someone to mail those requiring it
RSVPs	2	Those taking RSVPs e-mailed Name Tag maker as soon as response was received, which expedited matters.	2
Final Guest List	1		1 Can be same as person prepping original lists.
Signage esp. Volunteer Activity Posters	1		1
Name Tags - Special	2		2 (1 to produce, 1 to punch and attached ribbons)
Decorations – design/purchase	2		2
Draw Prizes – general & volunteer	1	Load is fine if this is the <u>only</u> contribution by this volunteer; still 2 would be better.	2 (esp. if seeking donations)
Swag – design, buying & stuffing	1 for design, 2 buyers, 8 stuffers		Retain. At least 4 stuffers needed.
NOTE: Arranging name tags in alphabetical order before attaching them to bags made it easy to alphabetize bags.			
Food purchasing – pre-event	2	It was silly to have the person(s) without the car being the pre-event food buyer. She needs her head examined!	2 – 3 (1 for Adult Social Food & creamers (Costco), 1 for Bulk Barn (toppings) & Grt. Can. Superstore (paper goods), 1 for Safeway (Social & all misc items)
Volunteer Salute prep	1		2 (1 to take/assemble relevant photos; 1 to assemble words and make up Power Point)

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DAY OF EVENT			
TASK	# WORKERS	COMMENT	RECOMMENDED #
Food purchasing	2		2
Pub Night purchasing (drinks)	2		2
Set Up	3		4
Sound Syst/AV	1		1
Decor	2		2
Food prep - afternoon	2	Only 1 had been allotted; 2 or 3 would have been an asset.	2 - 3
Food prep - evening	3	Lots of dishes to do even with disposables.	3 – 4. These should NOT be the same people as for the Adult Social or they will be exhausted.
Draw Greeter	1		1
Emcee	1		1
Ice Cream Scoopers	6	Using tweens/teens was great.	4 - 6
Registration	2		2
Pub Nite/ Adult Social			
Food prep/clean up	4	Lots of dishes; some food warming.	4. These should NOT be the same people as for the Ice Cream Social or they will be exhausted.
Bar	2		2
Late closer	1		1
Set Up	4		4
CLEAN UP – THE DAY AFTER			
TASK	# WORKERS	COMMENT	RECOMMENDED #
	10	Originally had 7; 3 extra was a great help.	10

Comments:

This was a LOT of work, particularly since it was a new concept with a steep learning curve and because it is no longer a catered event.

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FINANCIALS

SUMMARY	
Expenses	(1289.51)
Income	14.00
NET	(1275.51)

EXPENSES	Estimated	ACTUAL
Print & Sign Materials		
Envelopes, Paper, Return Labels, Mailing Labels, Ink, Postage Stamps, Bristleboard, Felt Pens, Glue Tack, Stick-On Name Tags	50	51.98
Volunteer Swag		
Bowls, Ribbons, Bags, Name Tag Supplies, Candy, Coin	200	207.63
Decorations		
Balloons & Helium	125	77.70
Draws		
Candies, flowers, gift cards, cellophane	150	104.60
Food & Beverage (150 – 200 persons)		
- includes Safeway gift card	600+	676.43
Pub Nite		
Complimentary Drinks (\$3.00 x 48 chits)	300	144.00
Misc		
Storage boxes for leftover supplies	0	27.17
TOTAL	1625	1289.51
<i>Allotted by Exec Cttee</i>	<i>2000</i>	

INCOME	
Non-member sundae sales (7 x \$2.00)	14.00
TOTAL INCOME	14.00

Notes

- Redeemed 48 free drink tickets. A few more may come in the next couple of months. Make sure they are recorded as a VAE expense (not Pub Night).
- Leftover cake and ice cream was sold the next day at the Political Forum. Proceeds collected: \$58.25.
- 1 bucket (unused) of vanilla ice cream was allotted to 45+ Potluck along with unused creamers.
- Leftover candy (from toppings and swag) was packed into snack bags (32) for sale at the Garage Sale Concession. Leftover juice boxes (27) were allotted to the Garage Sale Concession. Leftover chocolate chips packages in 2-cup backs and sold at 45+ Garage Sale table.
- Leftover décor (including vases) and swag items were packed into storage containers and put in Rink Shack #1 (archives) for later use.

RECOMMENDATION: To allow for flexibility as this event goes forward, retain the \$2,000.00 allotment but try to keep it under that amount.