



North Glenora Community League  
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## SIGN-OFF

Minutes for Executive Meeting held on August 21, 2012

### Secretary's Signature

  
\_\_\_\_\_  
Donna Jackson, Secretary

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

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### President's Signature



















  
\_\_\_\_\_  
David Van Meter, President

September 18 , 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. Community Day Float / Expenses
5. **BUSINESS ARISING FROM THE MINUTES**
  - 5a Introduction of our interim CRC Susan Meunier [Susan.Meunier@edmonton.ca]
  - 5b Newsletter Distribution Report – Sue Robertson
  - 5.1. Port-a-Potty Removal Arrangements– Ryan Young
  - 5.2. Family BBQ Review – Donna Jackson / Ryan Young
  - 5.3. Neighbourhood Renewal Update – Lighting Signatures – Suzanne McAfee / Bruce Jakeway
  - 5.4. Solar Panel Program – Frank French / Melissa Logan /Ryan Young
  - 5.5. Update of Status of Revenue Canada Late Filing Penalties
  - 5.6. Hall Clean Up Week Report/Hall Deficiencies – Donna Jackson / Bruce Jakeway
  - 5.7. Operations Manual Review and Update – Donna Jackson
6. **CORRESPONDENCE/ANNOUNCEMENTS**
7. **SPECIAL COORDINATOR & PROJECT REPORTS**
  - 7.1. 2012 Casino Update **Bill MacDonald**
  - 7.2. 2012 Community Day **Elizabeth Turner**
  - 7.3. 2013 60<sup>th</sup> Anniversary **Elizabeth Turner**
8. **REPORTS**
  - 8.1. President **David Van Meter**
  - 8.2. Past President **Jim Bohun**
  - 8.3. 1<sup>st</sup> Vice-President **Bruce Jakeway**
  - 8.4. 2<sup>nd</sup> 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**
9. **STANDING COMMITTEE REPORTS**
  - 9.1. Adult Programs **Margaret French / Rhonda Van Heyst**
    - 9.1.1. Membership Perk for Drink at Pub Night
    - 9.1.2. Scrapitivity Week end
  - 9.2. Membership **Bill MacDonald**
  - 9.3. Family Programs Vacant
  - 9.4. 45 Plus **Agnes Brennan**
  - 9.5. Hall Bookings **Vacant**
  - 9.6. Historian **Andrea Laurie**
  - 9.7. Neighbourhood Security **Pearl Biggar**
  - 9.8. Planning & Transportation **Suzanne McAfee / Dave Caskenette**
  - 9.9. Publicity **Frank French**
  - 9.10. Sports **Guy Sopiwnyk**
  - 9.11. Buildings & Grounds **Steve Twigg**
    - 9.11.1. Kitchen Keeper Vacant
10. **NEW BUSINESS**
  - 10.1. President's Planning Session – David Van Meter – brought forward from Jun Meeting
11. **ADJOURNMENT**

NEXT Executive MEETING: Tuesday, September 18 2012 7:00 p.m.

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		Susan Meunier	✓		
<b>Standing Committee Chairs</b>					
Adult Activities		Rhonda Van Heyst/ Marg 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 Caskinette	✓ ✓		
Sports Activities		Guy Sopiwnyk	✓		
<b>OPTIONAL</b>					
Welcoming Committee		Elizabeth Turner	✓		
Kitchen Keeper		Marg Pratley	✓		
Guest: Newsletter Distribution		Sue Robertson	✓		

Elizabeth Turner and the Welcoming Committee hosted a “Meet & Greet” for new residents from 6:00 – 7:00. A hall tour and dessert buffet was included and there was a very good turn out of new people and potential new volunteers.

The Rink Rehab committee also met with the CRC, Susan Meunier prior to the Executive Meeting to review the work previously done and to strategize to move forward with the tearing down of the rink boards and plans for water park improvements.

### 1. CALL TO ORDER.

David Van Meter called the meeting to order at 7:06 p.m. Quorum was established with 12 voting members present.

### 2. APPROVAL OF THE AGENDA

Rhonda Van Heyst moved the agenda be approved with Dave Caskinette seconding. Amendments were made to add Item 5a – Introduction of Susan Meunier and CRC Report from Item 8.7 be moved to Item 5a to allow Susan to attend another meeting.

Item 5B – Sue Robertson Newsletter Distribution information and hand over

Ryan moved the agenda be approved as amended with Bruce Jakeway seconding. The motion was passed.

### 3. APPROVAL OF THE PREVIOUS MINUTES

Steve Twigg move the June 19<sup>th</sup> Executive Meeting Minutes be approved with Frank French seconding. The motion was passed. Donna will ensure the sign-off sheet is printed off and provided for David’s signature as soon as possible.

### 4. FINANCIAL MATTERS

- 4.1. Community Day Float / Expenses – Elizabeth reported this was budgeted for already so would not require a motion
- 4.2. Scrapivity Float – Ryan requested that the request for the float cheque be made as soon as possible. Adult Activities will advise Melissa to arrange this with Ryan.

## 5. BUSINESS ARISING FROM THE MINUTES

### 5a. Introduction of Susan Meunier, City of Edmonton CRC – **see written report**

Susan was introduced and advised that she is serving temporarily. The position has been posted for Jennifer Finnegan's replacement. In the interim, Susan can be contacted and has submitted a written report of items she is helping out with and her contact information at the Jasper Place site.

### 5b. Introduction of Sue Robertson, outgoing Newsletter Distributor

Sue has been doing the Newsletter Distribution since 2007 and as her son has now grown out of the delivery route, she is retiring her role as distributor. She has located an interim distributor, Kirsten Paetsch 780-452-9687, until we can find a new distributor. Sue also brought up the Carrier Bags. They are due for replacement having lasted several decades of service as Rhonda used the same bags when she was distributor. We would require 6-7 bags and Sue has contacted the Journal, Sun and Flyer Force to see what they suggest. Sue will keep us advised if she gets any information from these sources and she also has a source on-line where bags can be purchased for less than \$17.00 per bag. Frank will continue to advertise in the Newsletter for a permanent replacement for Sue.

We thank Sue for her great service in the past 5 years.

### 5.1. Port-a-Potty Removal Arrangements– Ryan Young

The removal date is already arranged for the end of the summer. The Port-a-Potty has been well maintained all summer.

### 5.2. Family BBQ Review – Donna Jackson – **see written report**

### 5.3. Neighbourhood Renewal Update – Suzanne McAfee / Bruce Jakeway

- Cathy Dytiuk from the City has contacted Suzanne with information for the newsletter and website regarding a meeting the City will hold with residents on Tuesday September 11 at Coronation School from 6:30 – 8:30 with a formal presentation at 7:00. Suzanne will get the information to Donna and Frank for distribution. The City also intends to do a flyer drop to all North Glenora residents.
- Bruce received the list of all the resident's street addresses in North Glenora for canvassing. We require signatures of 51% of home OWNERS (including both signatures if the home is jointly owned). Bruce will have the list available for the September 11<sup>th</sup> City Meeting and the September 15 Community Day. Some members of the Executive are willing to canvass their own street and will arrange with Bruce.

### 5.4. Solar Panel Program – Frank French / Melissa Logan /Ryan Young

A roof inspection was carried out over the summer to determine the best location and best orientation based on our structure and load bearing specifications. The hall specs were made available and it was determined to mount the panels horizontally for weight distribution rather than vertically and to run them across the joists. The monitor will be mounted inside the hall in the foyer where the current emergency light is located. This location will allow for high visibility but place it out of reach. An preliminary energy audit showed our hall is slightly better than some halls in the City and we expect our full audit to base improvement strategies by the end of September or October.

### 5.5. Update of Status of Revenue Canada Late Filing Penalties

David was in contact with Revenue Canada on August 21 and was advised that they are still looking at the file and there would be no collection action during the appeal. We will have to wait for Revenue Canada to make the next move but we will continue to track this as a monthly agenda item to ensure it does not fall off our radar and that the resolution is recorded in the minutes.

### 5.6. Operations Manual Review and Update – Donna Jackson – no action yet – still pending

### 5.7. Hall Clean Up Week Report and Hall Deficiencies – Donna Jackson – **see written report and recommendations**

We will schedule a meeting to discuss our hall strategy and bring forward to the September meeting.

## 6. CORRESPONDENCE/ANNOUNCEMENTS

- Advertisement from REACH Edmonton regarding a REACH Community Safety Conversation in your area, Oct. 25, 6:30 p.m. – 8:30 p.m. at Westmount Community League – Donna will email Pearl with this information
- Pure Potentials Wellness provided some complimentary tickets to their Festival of Wellness on Sept 8 at the Mayfield Trade Centre – passed around to executive and remainder posted on front bulletin board for the taking
- There were 2 bylaw notices but the reply date on both had already expired.
- The EFCL Newsletter was passed to Executive as information and is available on-line at [www.efcl.org](http://www.efcl.org)

## 7. SPECIAL COORDINATOR & PROJECT REPORTS

### 7.1. 2012 Casino Update

**Bill MacDonald - see written report**

Bill advised we turned down an Easter 2014 date and our Casino will be later in the 2014 year.

### 7.2. 2012 Community Day

**Elizabeth Turner**

Elizabeth has the organization well in hand with almost a full compliment of participants manning the info tables. She will require a few more volunteers for execution of the event. Michelle Schurek will again be responsible for shopping and initial pancake prep work. For the first year, we will be providing gluten-free pancakes and Elizabeth has sourced the mix with thanks to information from Heather Klimchuk. Elizabeth is working with the CRC to get the paper work in place for a bouncy castle and in case of inclement weather has also arranged for the public library to be on hand to keep the youngsters busy and entertained. Set up will take place on Friday night after Movie Night if Movie night is being held.

7.3. 2013 60<sup>th</sup> Anniversary**Elizabeth Turner**

Elizabeth will start working on this after our September Community Day is complete. This will be jointly planned with the school and church. Andrea has offered to help Elizabeth.

**8. REPORTS**

## 8.1. President

**David Van Meter**

- Rink Shack East Door – city has returned new keys that were cut over summer – Key hole for lock has gum in it –
- **ACTION: Contact Action Lock to clean**
- Fiddler Storage Closet Switch - David didn't realize this had not taken place yet
- Fiddlers were suppose to contact Ryan when the fellow that could swap the door knobs (locks) was available
- Arrange with Fiddlers to swap door knobs with Janitor's closet and move the Janitor supplies to the other closet. Advise Kai his closet has been changed.
- Planning Sessions in 2012 bring forward at September Meeting - Susan Meunier can arrange a facilitator from the City
- Topic suggestion – **NGCL Hall Strategy** to address Hall Energy Retrofits, Hall Maintenance, Hall Cleaning, Hall Rentals

## 8.2. Past President

**Jim Bohun**

Jim reported on the meeting held with Susan Meunier, CRC and members of his Rink Rehab / Spray Park Improvement Committee just prior to the Executive Meeting. He reported that the work previously done still stands up but we have a very narrow window to get our applications in for the grants – October 1<sup>st</sup> deadline. Guy had a suggestion that we approach the City to ask if they would like to use our Rink Area for the Neighbourhood Renewal construction storage in 2013/14 in return for them removing the rink – a win/win arrangement. Members of the committee include Jim Bohun, Guy Sopiwnyk, David Van Meter, Jeff Schurek, Steve Twigg and David suggested that Ian Hosler might be interested if approached.

8.3. 1<sup>st</sup> Vice-President**Bruce Jakeway**

Bruce will attend the September 11 Neighbourhood Renewal meeting at Coronation and the Sept 15 Community Day with the petition for upgraded lighting. He will distribute sheets as requested of Executive members to canvass their own areas.

8.4. 2<sup>nd</sup> Vice-President**Rob Henderson - regrets**

## 8.5. Secretary

**Donna Jackson - see written report**

## 8.5.1. AED Report

Donna Jackson - **see written report**

## 8.5.2. Cards

**Agnes Brennan - see written report**

## 8.6. Treasurer

**Ryan Young - - see written report**

## 8.6.1. Grants Coordinator

**Melissa Logan**

Melissa is serving on the Solar Energy Initiative and will be following up on grants that may be available for Energy Retrofits as well as helping the Rink Rehab committee with any grant paperwork they may have to fill out. Congratulations on her upcoming nuptials on September 15.

## 8.7. CRC – see Item 5a

**9. STANDING COMMITTEE REPORTS**

## 9.1. Adult Programs

**Margaret French / Rhonda Van Heyst - see written report**

## 9.1.1. Membership Perk for Drink at Pub Night

Pub night will once again provide a free drink for either September or October pub nights to holders of a renewed or new NGCL membership for 2012/13 as we did last year. The card will be punched or marked once the free drink is provided.

## 9.1.2. Scrapivity Week end is scheduled for September 21-23 week-end by Melissa and Tatjana. Rhonda will remind Melissa to request the float per Ryan's request.

## 9.2. Membership

**Bill MacDonald – see written report**

## 9.3. Family Programs

Vacant

## 9.4. 45 Plus

**Agnes Brennan / Marg Pratley**

No report this meeting but they will be planning their Fall programs at their next meeting.

## 9.5. Hall Bookings

**Vacant - see written report**

## 9.6. Historian

**Andrea Laurie**

Andrea will be setting up her displays at Community Day and would like to be near the front of the hall. She will have digital picture frames to display NGCL pictures.

## 9.7. Neighbourhood Security

**Pearl Biggar – regrets – no report**

## 9.8. Planning &amp; Transportation

**Suzanne McAfee / Dave Caskenette – see Item 5.3 for updates**

## 9.9. Publicity

**Frank French – no summer newsletter**

## 9.10. Sports

**Guy Sopiwnyk**

Indoor Registration for Soccer at Edmonton West Zone location will be Sept 5/6 and Guy will see if he can find someone to help man a table. Guy will provide registration info for the newsletter.

9.11. Buildings & Grounds

**Steve Twigg**

- The concrete work cost \$60.00 and the cooler repair was \$300.00. Steve will change the furnace filter in the new furnace and arrange for Winter heating inspection / thermostat setting.

9.11.1. Kitchen Keeper

Vacant but **Marg Pratley still assisting**

Marg Pratley cleaned the freezer interior and straightened up drawers for misplaced utensils. Thanks for your continued service, Marg!

**10. NEW BUSINESS**

10.1. President's Planning Session – David Van Meter – brought forward from Jun Meeting

David will try and find a date in early October for a Planning Session.

**11. ADJOURNMENT**

Dave Caskinette move to adjourn the meeting at 9:00 p.m.

NEXT Executive MEETING: Tuesday, September 18 2012 7:00 p.m.

**HALL CLEANING REPORT & RECOMMENDATIONS****Submitted by Donna Jackson**

A very small but very dedicated group of volunteers showed up at the hall during our shutdown week to address some of the outstanding cleaning items that have not been addressed for several years. Our chairs and tables were purchased in mid-2008 and had never been cleaned. New signage was also put on Exit Doors and Escape routes.

**Thanks Elizabeth Turner, Margaret French, Natalia Krawetz, Tara Sobey, Frank French, Bill MacDonald, Nathan Willis and Bruce Jakeway** for assisting with the Hall Cleaning. **Donna Jackson** made up the lists, opened and closed the hall along with taking on cleaning tasks. The contribution of this handful of volunteers cannot be under estimated – over 80 hours of cleaning was completed in the hall by volunteers – equivalent of two months of janitorial service.

We also want to recognize the past and ongoing efforts of **Marg Pratley** who has kept the kitchen in such great shape during her reign as Kitchen Keeper and continues to contribute as past Kitchen Keeper until somebody else steps up to the challenge.

Following is a list of cleaning items addressed and those that could not be addressed this year due to the shortage of volunteers:

Item	Hall Area	Task Description	Update Date	Status
Chairs	Chair Closet	Steam Clean / Wash metal legs and frame	18/08/2012	190 completed
Benches	Foyer & Cloakroom	Wipe	15/08/2012	3 Completed
Tables	Table Bays	Wash and disinfect table surfaces, including metal frame / legs	15/08/2012	40 Completed
Table Bays	Table Bays	Vacuum and remove any debris	15/08/2012	5 Completed
Table Dollies	Table Bays	Remove tables / Vacuum surface	15/08/2012	5 Completed
Chairs (Plastic)	Foyer	Washed	18/08/2012	Completed
Baseboard & Corners	Bathrooms (3)	Check and wipe if required	18/08/2012	Completed
Counters	Bathrooms (3)	Wash / disinfect	18/08/2012	Completed
Doors	Bathrooms (3)	Dust top of frame, wash doors and knobs	13/08/2012	Completed
Floor	Bathrooms (3)	Swept, Washed and Waxed by Janitor	15/08/2012	Completed
Floor Vents	Bathrooms (3)	Vacuum inside vent as far as possible / Clean Vent cover	18/08/2012	Completed
Sinks	Bathrooms (3)	Wash / disinfect	18/08/2012	Completed
Toilet surfaces	Bathrooms (3)	Wash / disinfect	18/08/2012	Completed
Walls / Bathroom stalls	Bathrooms (3)	Spot wash to remove marks / adhesives - note where polyfill required	18/08/2012	Completed
Ceiling Areas	Chair Closet	Sweep to Remove cobwebs	18/08/2012	Completed
Doors	Chair Closet	Dust top of frame, wash doors and knobs	13/08/2012	Completed
Floor	Chair Closet	Vacuum	18/08/2012	Completed
Doors	Foyer & Cloakroom	Dust top of frame, wash doors and knobs	13/08/2012	Completed
Floor	Foyer & Cloakroom	Swept, Washed and Waxed by Janitor	13/08/2012	Completed
Floor Vents	Foyer & Cloakroom	Vacuum inside vent as far as possible / Clean Vent cover	14/08/2012	Completed
Lost & Found Bins	Foyer & Cloakroom	Sort / Inventory / arrange for newsletter / donate / discard as required	13/08/2012	Completed
Water Fountain	Foyer & Cloakroom	Clean / disinfect	18/08/2012	Completed
Doors	Hallway	Dust top of frame, wash doors and knobs	13/08/2012	Completed
Floor	Hallway	Swept, Washed and Waxed by Janitor	13/08/2012	Completed
Cupboards	Hallway Storage	Wash Cupboard Doors	13/08/2012	Completed
Coffee Pots	Kitchen	Wash / Wipe	13/08/2012	Completed
Counter Surfaces	Kitchen	Wash - disinfect	18/08/2012	Completed
Cupboards	Kitchen	Wash Cupboard Doors	13/08/2012	Completed
Cupboards	Kitchen	Wash Interior of Cupboards where needed	13/08/2012	Completed
Cupboards	Kitchen	Sort / Discard / Tidy Contents	13/08/2012	Completed
Doors	Kitchen	Dust top of frame, wash doors and knobs	13/08/2012	Completed
Drawers	Kitchen	Remove Contents	13/08/2012	Completed
Drawers	Kitchen	Wash Interior - Reline appropriately	13/08/2012	Completed
Drawers	Kitchen	Sort / Discard / Tidy Contents	13/08/2012	Completed
Drawers	Kitchen	Utensils - run through dishwasher - rinse in bleach water to disinfect	13/08/2012	Completed
Floor	Kitchen	Swept, Washed and Waxed by Janitor	15/08/2012	Completed
Freezer	Kitchen	Wipe Exterior	13/08/2012	Completed
Freezer	Kitchen	Defrost - wipe down interior	13/08/2012	Completed
Kettles / Glass Pots	Kitchen	Wash / Wipe	13/08/2012	Completed
Kitchen Cooler	Kitchen	Clean exterior	13/08/2012	Completed
Kitchen Cooler	Kitchen	Wipe and disinfect interior	13/08/2012	Completed
Microwave	Kitchen	Wash - disinfect interior	13/08/2012	Completed

Item	Hall Area	Task Description	Update Date	Status
Refrigerator	Kitchen	Wipe Exterior	13/08/2012	Completed
Refrigerator	Kitchen	Discard any expired contents	13/08/2012	Completed
Refrigerator	Kitchen	Wipe - disinfect interior	13/08/2012	Completed
Stainless Dollies	Kitchen	Wipe down	13/08/2012	Completed
Stainless Surfaces	Kitchen	Degrease - Wash down - disinfect	18/08/2012	Completed
Stove Exterior (Electric)	Kitchen	Wipe down - Clean Burner area	13/08/2012	Completed
Stove Exterior (Gas)	Kitchen	Wipe down - Clean Burner area	13/08/2012	Completed
Stove Grill (Gas)	Kitchen	Ensure cleaned and properly seasoned for use (oiled/heated)	13/08/2012	Completed
Stove Oven (Electric)	Kitchen	Clean if required	13/08/2012	Completed
Stove Oven (Gas)	Kitchen	Clean if required	13/08/2012	Completed
Kitchen Dishwasher	Kitchen	Clean Trap - Wipe all surfaces	13/08/2012	Completed
Bar Cooler	Main Hall	Wash interior	13/08/2012	Completed
Bar Cooler	Main Hall	Wash exterior	13/08/2012	Completed
Bar Surfaces	Main Hall	Wash down bar - disinfect counter surfaces	13/08/2012	Completed
Ceiling Areas	Main Hall	Sweep to Remove cobwebs	13/08/2012	Completed
Doors	Main Hall	Dust top of frame, wash doors and knobs	13/08/2012	Completed
Floor	Main Hall	Swept, Washed and Waxed by Janitor	13/08/2012	Completed
Piano	Main Hall	Dust / Wipe down as required	13/08/2012	Completed
Walls	Main Hall	Spot wash to remove marks / adhesives -	13/08/2012	Completed
Wall Vents	Main Hall / Stage	Remove covers - wash - vacuum inside cavities	15/08/2012	Completed
Doors	Office	Dust top of frame, wash doors and knobs	13/08/2012	Completed
Floor	Office	Vacuum	14/08/2012	Completed
Doors	Stage / Stage Closet	Dust top of frame, wash doors and knobs	13/08/2012	Completed
Floor	Stage / Stage Closet	Vacuum surface and all edges	14/08/2012	Completed
Ceiling Areas	Bathrooms (3)	Sweep to Remove cobwebs		
Baseboard & Corners	Foyer & Cloakroom	Check and wipe if required		
Ceiling Areas	Foyer & Cloakroom	Sweep to Remove cobwebs		
Shelves	Foyer & Cloakroom	Wipe		
Trophy Case	Foyer & Cloakroom	Dust / Clean Glass		
Baseboard & Corners	Hallway	Check and wipe if required		
Ceiling Areas	Hallway	Sweep to Remove cobwebs		
Floor Vents	Hallway	Vacuum inside vent as far as posible / Clean Vent cover		
Baseboard & Corners	Kitchen	Check and wipe if required		
Ceiling Areas	Kitchen	Sweep to Remove cobwebs		
Kettles / Glass Pots	Kitchen	Descalc with Vinegar		
Overhead Exhaust Screens	Kitchen	Steam Clean at David Van Meter's House		
Floor	Kitchen Lock-up	Swept, Washed		
Shelves	Kitchen Lock-up	Sort / Discard / Tidy Contents		
Baseboard & Corners	Main Hall	Check and wipe if required		
Ceiling Areas	Stage / Stage Closet	Sweep to Remove cobwebs		
Cupboards	Stage / Stage Closet	Wash Cupboard Doors		
Ceiling Areas	Office	Sweep to Remove cobwebs		
Floor Vents	Office	Vacuum inside vent as far as posible / Clean Vent cover		
Floor	Office	Wash		

There are many items that can be added to this list. The more you look around the more you see what needs to be taken care of.

There are a number of small deficiencies that can be pointed out to Buildings & Grounds as well.



**Hall Cleaning and Maintenance Recommendations****Cleaning Issues**

- 1) We recommend the heavy cleaning (floors, bathrooms, gas grill) and the light cleaning duties be SEPARATED AND performed by separate contractors.
- 2) The NGCL should hire an additional cleaning staff member to address the light cleaning tasks (wiping down of surfaces, dusting, vacuuming, corner sweeping, etc.) that Marie used to look after but are no longer being addressed with any frequency or consistency.
- 3) We recommend that a schedule of light cleaning tasks be created to ensure that all cleaning tasks are addressed throughout the year.
- 4) We recommend that the NGCL Executive ramp up efforts to recruit a volunteer Kitchen Keeper to ensure the kitchen stays in good shape and cleaning tasks are assigned to the light cleaning duty contractor, kitchen maintenance tasks are arranged for, etc.

**Building Deficiencies (Repairs & Maintenance)**

- 5) We recommend that the floor cleaning machine be inspected and repaired as Paul had a lot of problems with it when he was doing the floors (electrical, over heating, rubber disintegrating, etc)
- 6) Many deficiencies were discovered that need to be addressed by a handyman. We recommend a thorough inspection be performed by a Buildings and Grounds committee and a list of deficiencies be created.
- 7) We recommend that NGCL contract and pay a handyman to come in and address the list of deficiencies to bring the hall back up to a reasonable standard.
- 8) We recommend a monthly inspection be carried out by the Buildings & Grounds committee (1<sup>st</sup> VP) to discover deficiencies as they crop up.
- 9) The hall walls are in poor condition and need to be repainted. The type of paint needs to be scrub-able – more high gloss than what we have today. The stage area is in immediate need of painting as are the back hallways.
- 10) The floors are in poor condition and we will need to replace them in the next couple of years. We should start budgeting for this large expenditure (\$30-50K) if we intend to replace with a commercial grade covering that is durable and guaranteed to last for at least 15 – 20 years.
- 11) The electrical continues to be a problem in the hall with breakers continually blowing causing lights and electrical plug ins to have no power.
- 12) Continuous lighting issues (fixtures and / or bulb replacement) is an ongoing problem – seems as soon as a bulb is replace – it needs replacing again – especially the spot lights in the Foyer – could the electrical in the hall be contributing to this problem - surges?
- 13) We recommend the cooler in the kitchen be addressed immediately – if we can't repair it – we need to replace it.
- 14) TABLE BAY 5 – the bolts are loose or raised causing the table dolly to be trapped when pushed in. We have temporarily stored 7 tables on the stage as we had to use a hydraulic jack to free the dolly to get it out to remove and clean tables. In the interest of safety, the table dolly has been put in the table bay empty – but will need to be jacked out again for repairs to the bolts. The front bolt has come out of the concrete and there is one about ¾ way back in the bay that is the problem because it is raised up and the dolly catches on it.
- 15) Men's Washroom – the urinal is not draining very well and needs attention. The Formica on the counter top is loose.
- 16) Stage Stairs – bottom step is missing the rubber tread
- 17) Chair Closet – the doors stops have no rubber – only wooden door stops are available and the fire marshall already warned us about this last inspection
- 18) Women's Washroom – a light over the handicapped stall is burnt out. The door latch on the inside stall farthest from the door is broken. The bolt cover on the handicapped toilet is loose.

**Summer BBQ Report****Submitted by Donna Jackson**

Eight family hosted BBQs were well received and well attended except for August 10<sup>th</sup> when only the host family and myself were present. We have plenty of drink crystals left over for future NGCL events that were purchased with money from the \$100.00 Sparks Grant. No further BBQs are scheduled or planned for the remainder of the summer.

Donna Jackson & Ryan Young hosted the June 15<sup>th</sup> BBQ and then the following Host Families volunteered:

- Jun 22 Mike & Cara Roemmich
- Jun 29 Melissa & Dave Campbell
- Jul 06 Mike & Nicki Holliday
- Jul 13 Auni Amini & Wayne Arthurson
- Jul 20 Margaret & Frank French
- Jul 27 Sarah & Jason Ross
- Aug 10 Franziska & Michael Kaestner

TREASURER'S REPORT

Submitted by Ryan Young

Bank Balances as of July 31, 2012, 2012:

TD Casino	\$ 14,386.48	TD Chequing	\$130,231.87	RBC Casino	\$ 6,385.43
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A few items of interest:

**1. Update on Kurena's salary**

Bruce Jakeway and I met and agreed to increase Kurena's salary to \$20/hour effective July 1, 2012 (from \$18/hour). This amount is based on the fact that Kurena has not received an increase during the (nearly) two years of working for the community league. It was also based on comparable data found on the ALIS website. In the next budget, we will also be proposing an "automated" annual increase for Kurena so that we do not need to worry about this issue each year. While not yet confirmed with Kurena, we are hoping to offer an annual increase of CPI + 1% with a total maximum annual increase being 7%. For example, assume that the CPI "year over year" increase as of October is 1.2%. The salary increase would be 1.2% + 1% = 2.2%. In the event that the CPI is a negative number, we would assume it to be zero. This would mean that you there is a MINIMUM annual salary increase of 1%. In the event that the CPI is greater than 6% per year, we would assume it to be 6%. This would mean that the MAXIMUM salary increase would be 7%. We chose the October rate because it would be available at the time we are doing budget planning for the next year. (The current CPI can be found at: <http://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/cpis01a-eng.htm>). The number that we'll use is the one labelled "All Items Oct 2011 to Oct 2012" when they are listed.

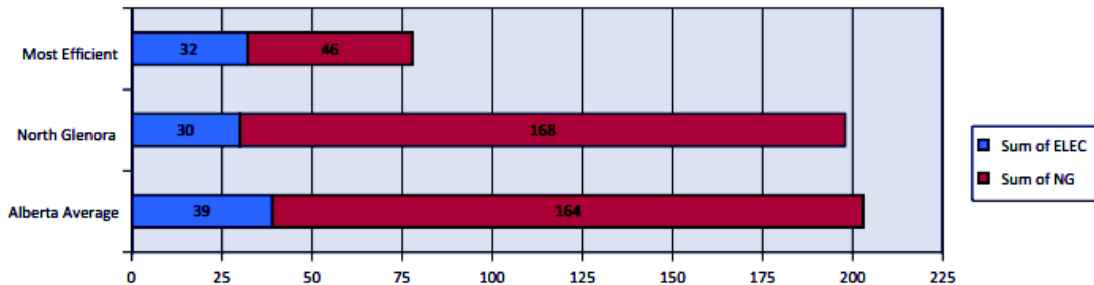
**2. Finance**

The report on the next page is based on transactions in June and July (2 months rather than the typical 1). We look to be at about the right level of income/expenses for all categories. Note that the casino income is based on actual expenses taken from casino funds. We are nearing the \$35K which was expected and discussed during our budget planning. While we wait for the new casino funds, our plan is to use funds from our regular chequing account.

**3. Solar / Energy Stuff**

I'm not sure if there is a separate report on this but we did receive a preliminary report on our energy usage. According to it, our hall is 6.6% more efficient on electricity use compared to the best comparable halls in Edmonton but we appear to be quite bad on gas usage. The report claims that we have the potential to save 72% on our gas bills (an annual saving of \$2448). More details to come.

Energy Intensity kJ/m2/HDD



	Jun - Jul 12	Jun - Jul 11	Jan - Jul 12	Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
45 Plus income	0.00	0.00	450.00	1,250.00
Adult Activity Income	141.00	183.00	2,784.59	660.00
Advertising News Letter Income	245.00	412.50	1,185.00	3,010.00
Appreciation Dinner Income	0.00	0.00	14.00	350.00
Casino Income	13,508.74	20,000.00	24,419.97	35,000.00
Donations income	0.00	0.00	305.00	
Family Activity income	0.00	125.00	0.00	
Garbage/Garage Sale Income	0.00	545.03	205.17	
Hall Rental				
Hall Rental Damage Deposits	0.00	-285.00	0.00	
Hall Rental Paid	1,127.50	7,317.50	9,365.00	15,000.00
Hall Rental - Other	0.00	0.00	1,195.00	
<b>Total Hall Rental</b>	<b>1,127.50</b>	<b>7,032.50</b>	<b>10,560.00</b>	
Interest	5.40	39.52	30.35	50.00
Membership Income	0.00	100.00	480.00	7,820.00
Operations Grant	8,999.00	0.00	8,999.00	
Playschool income				
Playschool monthly fees	1,430.00	1,010.00	7,053.00	9,400.00
PLayschool Reg fee	0.00	300.00	600.00	600.00
Playschool income - Other	0.00	0.00	488.00	
<b>Total Playschool income</b>	<b>1,430.00</b>	<b>1,310.00</b>	<b>8,141.00</b>	
Soccer Income	60.00	12.50	4,180.00	54,000.00
<b>Total Income</b>	<b>25,516.64</b>	<b>29,760.05</b>	<b>61,754.08</b>	
<b>Expense</b>				
45 Plus Activities	0.00	0.00	27.94	
Accounting Fees	0.00	0.00	157.50	3,100.00
Admin - Bank Charges	10.00	-10.00	19.90	100.00
Admin - Depreciation	2,417.46	0.00	8,963.01	14,504.79
Admin - Insurance	559.00	279.50	1,956.50	3,794.00
Admin - Licenses/Fees	0.00	0.00	312.86	1,610.00
Admin - Meeting Expenses	0.00	0.00	619.14	700.00
Admin - Office Supplies	83.67	76.45	817.49	1,500.00
Adult Activity Expense	0.00	98.44	2,303.19	6,600.00
Advertising Newsletter Expense	2,020.00	1,501.40	4,716.32	7,682.00
Appreciation Dinner Expense	0.00	0.00	1,266.76	2,350.00
Community Swim Expense	0.00	0.00	-617.65	
Family Activity Expenses	285.93	153.49	1,278.18	1,860.00
Grounds-Equipment Repairs/Upgrd	36.96	35.47	163.10	31,250.00
Grounds-Gas	160.27	171.16	838.48	1,500.00
Grounds-Power	263.18	339.92	1,437.79	2,500.00
Hall-equipment repairs/upgrades	0.00	75.29	546.18	12,400.00
Hall - Gas	140.75	284.02	1,439.47	3,400.00
Hall - Janitorial	2,096.60	2,206.68	6,717.00	1,200.00
Hall - Power	567.72	793.00	2,257.50	5,500.00
Hall - security	92.20	92.20	322.70	720.00
Hall - Telephone, internet	218.56	218.56	767.59	1,380.00
Memberships expense	0.00	0.00	155.00	627.57
Office Manager Payroll	1,393.38	1,253.63	5,753.52	10,000.00
Playschool Expenses	2,601.40	3,048.41	8,712.49	16,000.00
Reconciliation Discrepancies	0.00	0.00	0.00	
Soccer Expenses	122.20	649.64	3,478.20	5,485.00
<b>Total Expense</b>	<b>13,069.28</b>	<b>11,267.26</b>	<b>54,410.16</b>	
<b>Net Ordinary Income</b>	<b>12,447.36</b>	<b>18,492.79</b>	<b>7,343.92</b>	
<b>Net Income</b>	<b>12,447.36</b>	<b>18,492.79</b>	<b>7,343.92</b>	

**SECRETARY REPORT**

Submitted by Donna Jackson

Period – June 18 to August 20 2012

Meeting Date	Description	Action - Donna Jackson - Secretary	Status	Update date	Completion
June	2013 Tax Exemption	Deliver 2013 Tax Exemption to City of Edmonton Taxation Office	Completed	June 2012	June 2012
Jun/July	Cleaning	Create a list of Cleaning tasks and distribute	Completed	July 2012	August 2012
August	Membership / Welcome	Provide labels and business calling cards for Membership brochures and Welcome Committee	Completed	August 2012	August 2012
August	Hall Signage	Print new signs for hall doors – Emergency Exits and Route	Completed	August 2012	August 2012
Jun/Jul/Aug	BBQ Pot Luck	Assist with all BBQ Pot Luck	Completed	August 2012	August 2012

Category	Description	Status
Annual Secretarial Duties - 1 hour	<ul style="list-style-type: none"> <li>Deliver City of Edmonton Tax Exemption Filing and updated attachments</li> <li>Create and distribute hall cleaning tasks fro Executive for review and comment</li> </ul>	Completed
Monthly Secretarial Duties – 8 hours	<ul style="list-style-type: none"> <li>Prepared June meeting minutes and handouts</li> <li>Forward Action items to Executive Committee members</li> <li>Distribution of minutes as required to Executive, EFCL, CRC</li> <li>Posted Executive Meeting Package (Agenda, Minutes, Filed Reports) on website</li> <li>Created and distributed draft agenda, reports for Aug 21 Executive Meeting</li> <li>Office filing / Photocopying / Sign Cheques</li> <li>Check &amp; Sign off for August AED inventory</li> </ul>	Completed for Period
NGCL Website – 4 hours	<ul style="list-style-type: none"> <li>Post Minutes, current newsletter, contacts, current NGCL Program and Event advertisements per Summer Newsletter and updates from Executive</li> </ul>	Ongoing
Communications – 1 hours	<ul style="list-style-type: none"> <li>Review and Email Updates to Executive and Event co-coordinators with information related to their portfolios</li> </ul>	Ongoing
Miscellaneous - 30 hours	<ul style="list-style-type: none"> <li>Family BBQs – Jun 15, 22, 29, Jul 6, 13, 20, 27, Aug 10</li> <li>Hall Cleaning – Aug 13, 14, 15, 15, 18, 19</li> </ul>	Completed
AED – 10 minutes	<ul style="list-style-type: none"> <li>August 20 – check</li> </ul>	Completed

**AED Status Report**

submitted by Donna Jackson

- Battery Status = Green
- Inventory = checked and complete – August 21 2012 by Donna Jackson

**Card Report**

submitted by Agnes Brennan

- ♦ Sympathy
  - family of Joan Davison
  - family of Doreen Leia
  - family of Barbara Hays
- ♦ Bauni MacKay sympathy loss of her sister
- ♦ Ed Sushynski sympathy loss of his brother
- ♦ Nikki Doucette/Mike Halliday birth of daughter
- ♦ Helen Sushynski get well from knee surgery

**HALL RENTAL REPORT**

Submitted by Kurena Adams

<b>June Hall rentals</b>			
Private hall rental	02-Jun-12	365.00	365.00
Private hall rental	09-Jun-12	485.00	485.00
Private hall rental	29-Jun-12	550.00	550.00
Fiddlers	June 7, 14, 21, 28, 2012	4x 162.50	650.00
<b>Total</b>			<b>\$2,050.00</b>
<b>July Hall rentals</b>			
Private hall rental	07-Jul-12	575.00	575.00
Private hall rental	08-Jul-12	405.00	405.00
Private hall rental	14-Jul-12	350.00	350.00
Private hall rental	29-Jul-12	112.50	112.50
Private hall rental	28-Jul-12	645.00	645.00
Fiddlers	July 5, 12, 19, 26, 2012	4x 162.50	650.00
<b>Total</b>			<b>\$2,737.50</b>

**MEMBERSHIP REPORT**Submitted by **Bill MacDonald**

The membership drive will take place in September. Canvassers cover 29 routes in the community. Of the 27 canvassers from last year, 20 are returning this year. Bill has been contacting individuals to cover the vacant routes. At this time we can still use more new canvassers. Memberships will be available during Community Day on Saturday, September 15. The membership drive will be advertised in the September Newsletter.

Membership cards ask for the names of any children in a family. If this information is not being used by the League, then the canvassers will be advised not to collect children's names, but to just note the number of children in the family.

**CASINO REPORT**Submitted by **Bill MacDonald**

North Glenora held another successful casino on July 29 and 30 at the Palace Casino in West Edmonton Mall. Thirty-eight individuals spent up to nine hours during their shift helping us raise funds to operate the community league. Dave Hill and Bill MacDonald organized the volunteers; many volunteers had worked our casinos before and 11 new ones either responded to the notices in the newsletter or our phone calls to them. What was most disappointing was the number of individuals who we called, left a message, and never did get a call back. We will find out how much the casino raised sometime after September; all funds raised in the five Edmonton casinos during July – September are pooled and distributed equally to the charities involved.

**COE CRC**Submitted by **Susan Muenier**

Hello everyone,

I am the CRC who is covering while we are recruiting for the vacancy left by Jennifer Finnigan.

An update from me for your meeting:

- Coverage - the posting for the vacant CRC position is out and I expect a CRC to be in place for N. Glenora by October. In the meantime please do not hesitate to contact me with questions or concerns.
- Planning Session - if you would like a facilitator for this session I am happy to meet with you, find out more details and provide the facilitation.
- Rink Committee - I am meeting with them in advance of your meeting to review the process for project development
- Summer - this is the final week of green shack at North Glenora. Shortly I will send you a formal evaluation for summer. It would be great if you are able to complete. Any and all feedback about the summer is welcome.
- Community League Day - I have provided an email to Elizabeth regarding details for the bouncy house permit

**Susan Meunier** [[Susan.Meunier@edmonton.ca](mailto:Susan.Meunier@edmonton.ca)] *Community Recreation Coordinator - West*

Ph. 780-944-5450

**NEIGHBOURHOOD RENEWAL**Submitted by **Bruce Jakeway**

- I am pleased to see the work on the substructure progressing well. This is a precursor to the long upcoming road reconstruction starting next year!
- I received the list of property owners from the City and now we have the task of contacting all the property owners in the community to see if they are willing to pay extra for the upgraded light standards. The estimated charge is \$19.98 per metre for a one time cash payment or \$1.68 per metre per year for 15 years. For a typical lot with a 50 foot frontage, this works out to a one time cash payment of about \$304.50 or 15 yearly instalments of about \$25.60. This is actually less than what was quoted in the Decorative Street Lighting brochure. It turns out that Woodcroft and Dovercourt chose the exact same light standards as we did, so if you want to take a look at what they look like, head to Woodcroft.
- The procedure is that we need to collect signatures of at least 51% of property owners before November 1. We need to discuss how we are going to do that. Even after that if at least 51% of property owners petition against this local improvement, it will be cancelled.
- Thanks to all the volunteers who helped out cleaning the hall. A great job!

**ADULT ACTIVITIES**Submitted by **Rhonda Van Heyst / Margaret French**

- North Glen Pub Nights were held each month in the summer with limited turn out but still lots of fun by all those who attended. In August a free drink was given to each person who was involved in the hall clean up and who was at the Pub Night (Total of 6 free drinks)
- Tim Brocklesby has suggested a Latin themed Salsa Pub Night and has offered to provide the music and Salsa Lessons. Probably this winter when we will need something Hot Hot Hot!
- We are not sure if we are repeating the idea of a free drink being offered in the September/October pub nights for people with a new NGCL membership card.
- Scrapbooking is happening September 21-22 being organized by Melissa Steinke and Tatjana Sopiwnyk.
- Yoga is happening again Monday Nights and Rhonda has suggested Sherri see if there may be some interest in yoga for people with some limited mobility issues. Sherri was going to ask around and see.