



North Glenora Community League
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SIGN-OFF

Minutes for Executive Meeting held on January 15, 2013

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.

President's Signature



David Van Meter, President

February 19, 2013
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 / REQUESTS**
5. **BUSINESS ARISING FROM THE MINUTES**
 - 5.1. 2013 Snow Clearing (Walks/Parking Lot) – David Van Meter
 - 5.2. Hall Janitorial Update – David Van Meter
 - 5.3. Update of Status of Revenue Canada Late Filing Penalties - David Van Meter
 - 5.4. Rink Use / Key Lock Box – Ryan Young
 - 5.5. Soccer Registration – Ryan Young
 - 5.6. Neighbourhood Renewal Update – Suzanne McAfee / Bruce Jakeway
 - 5.7. Solar Panel Program Update – Frank French / Melissa Logan /Ryan Young
 - 5.8. Park Redevelopment / Rink Rehab Project Update – Melissa Logan / Ryan Young
 - 5.9. Nominations Committee Update – Bruce Jakeway
 - 5.10. City of Edmonton Community Swim – Bruce Jakeway
6. **CORRESPONDENCE/ANNOUNCEMENTS**
7. **SPECIAL COORDINATOR & PROJECT REPORTS**
 - 7.1. 2013 60th Anniversary Update **Elizabeth Turner**
8. **NEW BUSINESS**
 - 8.1. Hall Speaker repair or replacement - affecting Movie Night
 - 8.2. Criterion Movie Contract Renewal – Donna Jackson
 - 8.3. SOCAN Music Royalty Contract – Donna Jackson
 - 8.4. Graffiti Removal– Notice to Comply by April 7 2013 – Donna Jackson
 - 8.5. Annual General Meeting Planning – Donna Jackson
 - 8.6. Newsletter publishing schedule – bi-monthly – Frank French
 - 8.7. Contract Boutique Power Supply company – Frank French
 - 8.8. Contact Epcor – Removal of 3rd Water Meter – Frank French
 - 8.9. President’s Dinner Planning – David Van Meter
 - 8.10. EFCL BUDGET MEETING – JAN 30th – Donna Jackson
 - Added: 8.11 Hall Request - Elizabeth Turner
9. **REPORTS**

9.1.	President	David Van Meter
9.2.	Past President	Jim Bohun
9.3.	1 st Vice-President	Bruce Jakeway
9.4.	2 nd Vice-President	Rob Henderson
9.5.	Secretary	Donna Jackson
9.5.1.	AED Report	Donna Jackson
9.5.2.	Cards	Agnes Brennan
9.6.	Treasurer	Ryan Young
9.6.1.	Grants Coordinator	Melissa Logan
9.7.	CRC Report	Chris McMorran
10. **STANDING COMMITTEE REPORTS**

10.1.	Buildings & Grounds	Steve Twigg
10.1.1.	Kitchen Keeper	Vacant / Marg Pratley
10.2.	Adult Programs	Margaret French / Rhonda Van Heyst
10.3.	Membership	Bill MacDonald
10.4.	Family Programs	Vacant
10.5.	45 Plus	Agnes Brennan
10.6.	Hall Bookings	Vacant
10.7.	Historian	Andrea Laurie
10.8.	Neighbourhood Security	Pearl Biggar
10.9.	Planning & Transportation	Suzanne McAfee / Dave Caskenette
10.10.	Publicity	Frank French
10.11.	Sports	Guy Sopiwnyk
11. **ADJOURNMENT**

NEXT Executive MEETING: Tuesday, February 19, 2013 7:00 p.m. **Annual General Meeting: Tuesday, March 12, 2013 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		Chris McMorran	✓		
Standing Committee Chairs					
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	✓		
OPTIONAL					
Welcoming Committee		Elizabeth Turner	✓		
Kitchen Keeper		Marg Pratley	✓		

1. CALL TO ORDER. Establish Quorum (8) for any Motions required

David Van Meter called the meeting to order at 7:02 p.m. Quorum was established with 11 voting members present.

2. APPROVAL OF THE AGENDA

Elizabeth Turner asked for an additional agenda item be added to New Business for 8.11 Hall Request. Rhonda Van Heyst moved the agenda be approved as amended with Suzanne McAfee seconding. The motion was passed.

3. APPROVAL OF THE PREVIOUS MINUTES

Ryan Young moved the November 20 Executive Meeting Minutes be approved with Frank French seconding. The motion was passed. Donna and David completed the sign-off sheet for the November meeting minutes.

4. FINANCIAL MATTERS / REQUESTS

- There were no financial requests.
- TOPS presented a cheque for \$500.00. ACTION: Donna will ask Agnes to send a thank you card.
- Marge Lilley submitted her request for a budget for the raised flower bed
- Ryan reminded Adult Activities that the request for a float for the upcoming Scrapbooking/Crafty weekend should be submitted as soon as possible.

5. BUSINESS ARISING FROM THE MINUTES

- 5.1. 2013 Snow Clearing (Walks/Parking Lot) – David Van Meter
Elizabeth Turner has arranged for a local family to clear the sidewalks at the front of the hall. We will be paying them \$100.00 per month.
- 5.2. Hall Janitorial Update – David Van Meter - Moved to President's report
- 5.3. Update of Status of Revenue Canada Late Filing Penalties - David Van Meter - Moved to Presidents report

5.4. Rink Use / Key Lock Box – Ryan Young

As the rink is getting regular use, we need to arrange to purchase a key lock box for the Rink Shack and issue a R key for only the rink doors.

ACTION: Ryan will purchase the key lock box.

ACTION: Dona will fill out the request for Kurena to issue Ryan a R key from the key box.

5.5. Soccer Registration – Ryan Young

Ryan will take on soccer registration and has arranged two dates, Feb 8 and Feb 20 with Hall Rentals. Unfortunately the City has also chosen Feb 20 for the next Neighbourhood Renewal meetings at Westminster School.

ACTION: Ryan will arrange an alternate date for registration

ACTION: Frank will advertise soccer registration in the newsletter

ACTION: Bill MacDonald will make sure that memberships are available for sale with the soccer registrations

5.6. Neighbourhood Renewal Update – Suzanne McAfee / Bruce Jakeway

Chris McMorran advised the next Neighbourhood Redevelopment meeting will be at Westminster on Feb 20. Westminster was selected because there is no venue in North Glenora large enough for 300+ people who are expected to attend. The executive raised concern with the distance for Seniors to travel as well as the fact there is little parking at Westminster.

ACTION TAKEN: Bruce advised he would check with the City

- A response has been received, and is included on Page 17 of the attached reports.

5.7. Solar Panel Program Update – Frank French / Melissa Logan / Ryan Young

Frank reported that we received the energy audit as well as a corrected energy audit. We will have opportunities to apply for 50/50 provincial matching grant for retrofits that were suggested in the report. There is also still money to be distributed that the City provided to be granted amongst the 7 leagues who received the Solar Panels as energy saving retrofits are performed at the facilities. There is no guarantee of who will get what percentage of the funds available. Leagues that makes changes that meet the highest energy savings will probably be awarded some portion of the money available.

5.8. Park Redevelopment / Rink Rehab Project Update – Melissa Logan / Ryan Young

We have been advised by Laurie Hawn's office that our \$30,000 federal grant has been approved for our rink area redevelopment project. We still need to submit our paperwork for approval by the City before work can commence. We will be applying for a \$30,000 CLIP grant and matching with \$20,000.00 of our own money, bringing the budget for the entire project to \$80,000.00.

5.9. Nominations Committee Update – Bruce Jakeway

Bruce polled the members present and will be contacting members who put their names forward as wanting to help when they purchased their memberships.

5.10. City of Edmonton Community Swim – Bruce Jakeway

As the City is restructuring their Community Swim and we have no one to attend their meeting on January 23, Chris will provide us the name of the contact and we can find out the new rates and arrangements if we want to consider the City's swim program again.

ACTION: Chris McMorran to provide name of City Swim coordinator via email to Executive

5.10.1. Status of Grant McEwan Pool - re-opening mid-February from information on their website. We have not heard what the McEwan Community Swim charge will be yet, so cannot make an informed decision until we have more information from both the City Program and Grant McEwan.

ACTION: Donna bring forward to February Executive meeting

6. CORRESPONDENCE/ANNOUNCEMENTS

- Invitation to attend the EFCL BGM (Budget General Meeting) on January 30, 2013. David VanMeter advised he would look into this meeting to see if there is anyway NGCL can attend.

ACTION: David Van Meter to find volunteer to attend BGM if possible.

- We received a letter of invitation from the Federal Government for the Prime Minister's Volunteer Awards nomination submission. Elizabeth Turner will look into nominating North Glenora Community League for it's 60 Years of service and contribution to our neighbourhood, city and beyond, as part of our 60th Anniversary Celebration.
- Deadline is March 1st and the application is on-line. <http://www.pm.gc.ca/eng/feature.asp?featureId=25>

ACTION: Elizabeth to look into the nominations criteria on the website

Andrea and Donna offered Elizabeth assistance for information on the nomination form, if required.

7. SPECIAL COORDINATOR & PROJECT REPORTS

7.1. 2013 60th Anniversary Update Elizabeth Turner

- 1st article for 60 Years in North Glenora going into the newsletter this month
- Edmonton Public Library are booked for the September Community Day event again

Sidebar: Executive were reminded that reports should not contain addresses or telephone numbers of members.

8. NEW BUSINESS

- 8.1. Hall Speaker repair or replacement - affecting Movie Night – no sound – did anyone look at this from email request??
ACTION: Frank French will try and find a community member who may be able to diagnose the problem with the sound system.
- The problem seems to be isolated to only when DVD's are played. VHS tapes from the same component play with normal sound from the front speakers.
 - We know the back speakers do not work at all now and may need replacement. We suspect the transformers are gone in them.
- 8.2. Criterion Movie Contract Renewal – Donna Jackson / Ryan Young / David Van Meter
- We are being charged the same rates as last year and we are allowed 6 premiere movies.
 - David signed the contract and Donna will request that Kurena mail it back to Criterion.
ACTION TAKEN: Ryan will arrange for Jennifer Domanski to be reimbursed as her VISA was charged the \$840.00.
ACTION TAKEN: Jennifer will provide proof of payment by submitting a copy of her VISA statement and
ACTION TAKEN: Ryan will request Kurena cancel the cheque for Criterion and issue a cheque for the same amount to Jennifer.
ACTION TAKEN: Ryan and Donna have signed the replacement cheque for Jennifer.
ACTION TAKEN: Jennifer Domanski has picked up the reimbursement cheque from Donna.
- 8.3. SOCAN Music Royalty Contract – Donna Jackson
- EFCL is still following this contentious issue. SOCAN is holding firm on the fee structure for now and hearings are planned.
ACTION: Donna: Tabled for March Meeting - add to March meeting agenda
- 8.4. Graffiti Removal– Notice to Comply by April 7 2013 – Donna Jackson -
- Our Hall and Rink Shack have been hit hard with graffiti during last fall and early winter.
 - Volunteers have painted over the Rink Shack once only to have it covered again even worse
ACTION TAKEN: Ryan Young has taken pictures and forwarded them to Pearl for furtherance to Police contact.
ACTION TAKEN: Ryan Young has painted over the Rink Shack again
ACTION: Pearl - forward photos to our new liaison constable
ACTION: Donna: Tabled for March Meeting - add to March executive agenda to make sure rink shack areas and Hall doors are painted over
ACTION: Buildings and Grounds: Contact graffiti removal company if there is any on the Hall Exterior surfaces - special removal required
- 8.5. AGM Planning – Donna Jackson – Annual General Meeting MARCH 12 Time: 7:00 p.m.
- 8.5.1. Reports must be submitted to Donna prior to March 8th 2013
ACTION: All Executive are required to submit a written report or report verbally at the AGM
- 8.5.2. Refreshments in yearly budget – volunteer to make coffee /tea / ice tea – buy cookies / fruit
ACTION: Pearl and Donna will shop - Pearl will make coffee and set out refreshments
- 8.5.3. Chris McMorrان will run the election or arrange for someone from the City to run the Election
- 8.5.4. Membership fee changes in Newsletter\
ACTION: Bill to submit membership fee structure change information
- 8.5.5. Notices in February Newsletter
ACTION: Donna to submit Meeting Announcement information
ACTION: Bruce to submit Nomination / Position information
ACTION: Frank to include in February and March Newsletters
- 8.6. Newsletter publishing schedule – Frank French
Frank brought up alternatives to the current schedule of 10 full newsletters per year for consideration:
- publish every other month - cutting down from 10 issue to 6 issues - save printing and some delivery costs - although NGCL would probably have to increase the current delivery payments to keep the carriers motivated
 - alternate publishing 5 full newsletters (12+ Pages) and 5 pared down flyer versions containing only NGCL upcoming events / programs - this would save printing costs only as delivery would still be required
 - continue with current schedule and format - but limit the content to NGCL information fit a set page maximum - no more free ads for public service information that is available in other publications (Sun, Journal, Examiner)
 - actively pursue increasing the advertising to off-set printing more pages
 - look for a corporate sponsor or grant to off-set the newsletter costs
 - No decision was made and the discussion was tabled for the Saturday January 19th budget meeting
- 8.7. Contract Boutique Power Supply company – Frank French
Recommendation is to sign a contract with a local company called SPARC as we will get a better rate for selling solar back to the grid from this company than from EPCOR. Elizabeth asked if we could look into having a presentation at an executive meeting in the future.
ACTION: Ryan will contact SPARC and report back to executive

- 8.8. Contact Epcor – Removal of 3rd Water Meter – Frank French
 Frank moved we contact EPCOR for meter removal after April 1st when rink flooding season is over.
 There was no seconder. The motion was abandoned, it was not tabled for future so cannot be amended, rescinded, etc.
 The executive had concerns that an assessment needs to be done first to ensure we will not incur more costs than we are already paying because once the meter is removed, the water line will have to be patched into the other meter. It was felt that this work should be included in the bigger project work for the Rink Redevelopment / Rink Shack Renovations to ensure we do it once and we know what we will require for flooding the future rink. We may end up incurring costs twice if we make the change before we know all the requirements for the future rink.

ACTION: Guy volunteered to survey the current set up and provide us his assessment

- 8.9. President's Dinner Planning – David Van Meter - Moved to President's report
 8.10. EFCL BUDGET MEETING – JAN 30th – see CORRESPONDENCE - David Van Meter will try and find a volunteer to attend
 8.11. Hall Rental Request - Elizabeth Turner
- ARTES Association for Responsive Trusteeship in Edmonton Schools represents people committed to the welfare of children and public education in Edmonton. It seeks to encourage high quality candidates for school boards. ARTES' mission is to encourage and support school trustee candidates who are independent, transparent in their views and values, accountable, forward-looking, and responsive to the community.
 - Need meeting space for a Sunday afternoon - The Executive had no problem providing the space if ARTES would cover the janitorial fee.
 - Elizabeth can coordinate a Hall Booking with Kurena.

9. REPORTS

- 9.1. President **David Van Meter**
- Laurie Hawn's office called and wants a photo op for the awarding of our Grant. We do not know if we need to have the signage in place for the photo.
 - David has spoken to Rob Henderson who would like to stay involved in a smaller way but cannot commit the time for VP position. We will advertise for his position.
 - We will have to pay our late filing charge plus interest to Revenue Canada. Our claim has been denied.
 - President's Dinner - Suggestion of February 12 6:00 p.m. Please email David suggestions for location - keep cost to less than \$20.00 per head.
 - Hall Cleaning - Paul continues for now until interviews and decision is made. Review and revisions to contract have to be made.
 - Yoga has requested storage - there are cupboards available behind the stage. Kurena can issue Sherri a key
- 9.2. Past President **Jim Bohun - regrets**
- 9.3. 1st Vice-President **Bruce Jakeway - see written reports**
- 9.4. 2nd Vice-President **Rob Henderson - regrets**
- 9.5. Secretary **Donna Jackson - see written report**
- 9.5.1. AED Report **Donna Jackson - see written report**
- New AED pads are needed March and April 2013
- ACTION: Donna will email Andrea Laurie to arrange purchase**
- 9.5.2. Cards **Agnes Brennan - regrets - see written report**
- 9.6. Treasurer **Ryan Young - see written report**
- Bruce and Ryan have come to an agreement with Kurena over salary and annual increases tied to inflation. They will create an agreement document with details of the position description and duties plus their references, calculations and formulas. The executive want to ensure that the review will be annual and to make sure it is understood from the document that the office manager is not like volunteer positions that may be tied to a "term" of limited years. They also want it worded in such a way that makes it clear the agreement is with our current office manager and will be reviewed should the position ever become vacant.
 - Ryan invites everyone to his Budget Meeting, Saturday Jan 19 - 9:00 a.m. - He will provide some refreshments
 - Year end filings are getting organized and books will be submitted to accountants as soon as possible.
- 9.6.1. Grants Coordinator **Melissa Logan - see written report**
- Melissa will be busy with the CLIP grant and STEP grant applications
- 9.7. CRC Report **Chris McMorran**
- Offered congratulations on our acquiring the \$30k Federal Grant for Rink Renovations
 - Summer Program proposed: Multi-mania for Boys and Girls Ages 6-9 full day 9:00 a.m. - 4:00 p.m. July 22-26 - A variety of activities. The executive have no issues with this proposal.
 - Summer Program proposed: Once Upon a Princess, Ages 3-5 - Half Day 1:30 - 4:00 p.m. Aug 19-23 - The Executive would prefer another camp be proposed as this one has a limited interest group and not scheduled at a good time for that age group.
 - The Executive would like to see a camp with more outdoor time and something that keeps the kids very active. If age groups 3-5 are targeted - we suggest a morning camp as 3-5 year olds are often napping in the afternoons.
 - Chris will give our feedback to the camp coordinators and see if there are any other alternatives but because they are trying to schedule by a larger area, there may not be alternatives at our facility.

- Green Shack playground drop in program will be going ahead - will require a summer liaison for access and feedback - hopefully we will have a Family Coordinator after the March 12 AGM who will take this on. Executive provided feedback to Chris on some comments that they had from last summer.
- Edmonton Police want to warn us of a group trying to rent halls for Feb 13 - possible Valentine's Rave or similar activity - let the police know if we are approached

ACTION TAKEN: Donna emailed Kurena to make her aware

10. STANDING COMMITTEE REPORTS

10.1. Buildings & Grounds

Steve Twigg - absent

10.1.1. Kitchen Keeper

Marg Pratley

- Offered dishwasher training to playschool / indoor playgroup as she continues to find toys in the dishwasher and the waste tank not drained.
- Wondering who is washing the kitchen tea towels and dish cloths now?
- Wondering if wiping down kitchen surfaces is part of janitorial - Marie used to do this regularly.
- Who is ordering the janitorial supplies now ?
- The kitchen cooler has been found running with thermostat just turned down - we need a sign advising to turn on/off via breaker

ACTION: Donna will print up a sign to be posted on the cooler

10.2. Adult Programs

Margaret French / Rhonda Van Heyst

- Yoga has 12 students enrolled
- Scrapivity is morphing into "Craft-ivity" - Tara and Andrea will be hosting the February 23-25 and planning one for Oct 18-20.
- Pubnight - Hawaiian theme on January 18th
- Adult Programs was not able to taken on the Marg Bowler suggestion for the Musical Show.

10.3. Membership

Bill MacDonald

Bill reports one new membership sold during the slow Christmas period.

10.4. Family Programs

Vacant

10.5. 45 Plus

Agnes Brennan / Marg Pratley - see written report

- 45 Plus have a new volunteer who is organizing a Crib Tournament for January event.

10.6. Hall Bookings

Vacant - see written report from Kurena

10.7. Historian

Andrea Laurie - regrets

10.8. Neighbourhood Security

Pearl Biggar

- Will try and contact the new liaison officer and submit graffiti pictures

10.9. Planning & Transportation

Suzanne McAfee / Dave Caskenette - already reported under business arising

10.10. Publicity

Frank French - already reported under business arising

10.11. Sports

Guy Sopiwnyk

- Will help Ryan and Michelle Young with Soccer Registrations and show them the ropes

11. ADJOURNMENT

- Frank French moved to adjourn the meeting at 9:20 p.m.

NEXT Executive MEETING: Tuesday, February 19, 2013 7:00 p.m.

Annual General Meeting: Tuesday, March 12, 2013 7:00 p.m.

Dec 15	BUDGET: All executive to submit budgets for their programs or areas of authority for the upcoming year to the Treasurer	
Dec/Jan	Put away holiday decorations.	
Dec/Jan	RECORDS UPDATES: - Prepare/update relevant CDs of archived information - Key inventory – update on CD - Newsletters (move hard copies of previous year to archive files) - Purge files and move archival materials for transfer.	
Dec 31	FISCAL YEAR END Ensure all filings have been done or are planned – WCB, Taxes, GST recovery, Insurance paid, prepare year-end statements, etc.	
DATE	NGCL PLANNING & DEADLINES	RESPONSIBILITY
Jan 1	NEW FISCAL YEAR BEGINS	
Jan (pre-Exec Mtg)	FINANCE COMMITTEE reviews budget submissions for the new year, prior to Jan. Executive Meeting	Finance Committee
Jan	FINANCIAL REVIEW: Treasurer's books go for financial review Prepare T4 & T4 Summary for CCRA (due Feb. 28)	Treasurer
Jan	PRESIDENT'S RECOGNITION EVENT for Executive	All Executive
Jan	FAMILY DAY EVENT: Plan & advertise	Family Programs / Publicity
Jan	GRANT: Prepare & submit STEP grant for summer staff (Green Shack)	Family Programs/Grants Coordinator
Jan	OPERATIONS MANUAL REVIEW: - All Executive and Special Event Coordinators review relevant sections of <u>Operations Manual</u> and send changes to Vice Presidents. - Secretary reviews all Motions from previous year's Minutes and proposes relevant changes to <u>Operations Manual</u> .	All Executive Secretary
Jan	ANNUAL GENERAL MEETING (AGM): - All Executive and Special Events Coordinators prepare submissions for <u>Annual Report</u> for AGM & submit to Secretary - Advertise AGM (2 ND Tuesday in March). Notify membership of proposed bylaw amendments (if any) through January newsletter.	- All Executive + Special Events Coordinators - Publicity
Jan Exec Mtg	AGM: Establish Nominations Committee VOLUNTEER APPRECIATION DINNER (VAD): Establish Committee BUDGET: Each Executive presents its proposed program or administrative budget for review & discussion.	All Executive Vice Presidents + All Executive
Jan / Feb	SUMMER PROGRAMS: Program requests to CRC (summer playground / soccer camp/ registered camps program)	CRC / Family Programs Hall Bookings
Jan / Feb	BUDGET: Financial Committee prepares new NGCL budget for Feb Exec Meeting (Executive approval required before AGM)	Finance Committee (Treasurer / 1st & 2 nd VPs or President as appointed)
Jan / Feb	FINANCIAL REPORTS: Grant Reports	Treasurer
Jan/Feb	Reconcile WCB Payment (due Feb. 28)	Treasurer

Jan / Feb	SPRING PROGRAM advertising	Program Chairs / Publicity
Feb Exec Mtg	<p>BUDGET: Prior to AGM, Executive to approve proposed NGCL budget for the year</p> <p>AGM:</p> <ul style="list-style-type: none"> - Nominations Committee Report. - Finalize preparations for AGM (e.g., CRC rep to handle voting, signage). <p>FOR MAR. EXEC. MTG: Remind outgoing executive to attend <i>March Executive Meeting</i> and to hand in keys, manuals, etc.</p> <p>VAD: Set & book date (timing to coincide with National Volunteer Week in April - dates vary); get budget approval incl. floats</p>	<p>All Executive</p> <p>Nominations Committee</p> <p>Secretary</p> <p>President/Meeting chairperson</p> <p>VAD Committee</p>
Feb	<p>AGM:</p> <ul style="list-style-type: none"> - Develop AGM Agenda. - Collate/copy <u>Annual Report</u> submissions. 	<p>President/Secretary</p> <p>Secretary</p>
Feb	FAMILY DAY EVENT	Family Programs
Feb	OUTDOOR SOCCER registration planning	Sports Programs
Feb	CITY OF EDMONTON ANNUAL GRANTS: Summer STEP & SCP Grants	CRC / Treasurer
Feb 28	<ul style="list-style-type: none"> -T4 & T4 Summary due at CCRA -Reconciliation of WCB payment due 	<p>Treasurer</p> <p>Treasurer</p>
2nd Tues in Mar	<p>AGM:</p> <ul style="list-style-type: none"> - Election of Executive - Remind outgoing executive to attend next Executive Meeting and to hand in keys, manuals, etc. - Get new executives' contact information 	<ul style="list-style-type: none"> - Nominations Committee - President/AGM Chairperson - Secretary

Regret Emails received:

I am scheduled to work both days. I have been trying to get a swap but so far no luck
Rob Henderson

I won't be able to attend the meeting tonight. I have a sick child at home and my husband is away. Frank, I will email you the advertisement for the Scrapbook weekend in February.

Thanks,
Andrea Laurie

Grants / Rink Renewal Project**Submitted by Melissa Logan**

NGCL has received the Community Infrastructure Improvement Grant of \$30,000.

As per our tripartite agreement however, we need city approval before we can begin the project or receive any funding.

We are currently perusing the approval process through the city and are ready to submit the 'Concept Phase', once this is approved we will go through the "Development Phase" - which is the final phase. Once this is approved we can apply for the CLIP grant through the city of Edmonton which is due in March. I'll be working on the city approval and the CLIP grant simultaneously.

1st Vice President Report**Submitted by Bruce Jakeway****Community Leagues Swim Consultation Meeting: January 23, 2013**

The EFCL and City of Edmonton is jointly hosting the annually community league swim consultation on January 23, 2013, at 7 P.M., at St Anthony's Centre located at 10425-84 Avenue.

Items on the agenda include:

1. Proposed restructuring of community swim program (please see details below)
2. Swim Barcodes on leagues membership cards
3. Strategies for improved communication between leagues and City
4. 2013 summer booking and 2013-2014 indoor booking.

All leagues who are currently registered and those who want to book swim time in 2013-2014, are encouraged to attend.

Please RSVP to Joanne booth at joanne.booth@efcl.org or call 780-437-2913, to register.

The City is proposing a new structure for community swim. Your league feedback and decision is required

Back ground: After issues raised by Area 17 regarding swim contract insurance, the Department has restructured the Area 17 Community Swim Program from a rental to a Department Program. Generally a rental has a supervisor in attendance and controls the activities of the participants as this was not the case, and the Department historically was taking on those roles, the community swim more closely resembled a program in its operation rather than the rental structure as such we have restructured. As proposed, communities will no longer be required to sign rental contract. Rather communities will be asked to acknowledge their interest in being involved in the community swim program in their local pool. The Department will calculate the program fee based on the enrollment seasonally and leagues/ councils will be billed monthly (there will be no change in how monthly rates have been calculated currently. There will be no end of program other than the two season winter and summer. Communities will remain enrolled until they notify the Department (Facility Booking Unit) of their intent to withdraw.

Benefits:

The Department thinks that this should remove a number of barriers and facilitate a smoother transition into and out of seasons.

For further information on community swim, please contact Shahriyar Khan at Shahriyar.khan@efcl.org or call 780-437-2913.

Request for Proposals for Teen Opportunities**Submitted by Elizabeth Turner / Donna Jackson**

No Responses received to date.

TREASURER'S REPORT**Submitted by Ryan Young**

Bank Balances are not available as we have not yet received our December statements. Because of this, the transactions have not been reconciled nor have utility charges been added. We have also received many last minute (or late) expense claims from a variety of people which we are still sorting out. Because of these factors, this report is a lot less accurate than the typical monthly report. I expect a better report to be available in time for the budget meeting on Jan 19th.

		Dec 12	Jan - Dec 12	Budget
Income/Expense				
Income				
	45 Plus Income	0.00	450.00	1,250.00
	Adult Activity Income	0.00	4,638.53	660.00
	Advertising News Letter Inc	317.50	2,466.25	3,010.00
	Appreciation Dinner Income	0.00	14.00	350.00
	Casino Income	0.00	44,689.32	35,000.00
	Donations Income	0.00	1,055.00	
	Garbage/Garage Sale Income	333.73	748.13	
	Hall Rental			
	Hall Rental Damage	0.00	0.00	
	Hall Rental Paid	162.50	13,875.00	
	Hall Rental - Other	0.00	1,195.00	15,000.00
	Total Hall Rental	162.50	15,070.00	
	Indoor Playgroup Income	363.57	363.57	
	Interest	0.00	32.12	50.00
	Membership Income	0.00	7,960.00	7,820.00
	Office photocopier Income	0.00	32.40	
	Operations Grant	0.00	8,999.00	
	Playschool Income			
	Playschool Fund	0.00	250.00	
	Playschool mont	830.00	13,251.00	9,400.00
	PLayschool Reg	0.00	900.00	600.00
	Playschool Incom	8,048.32	8,048.32	
	Total Playschool Income	8,878.32	22,449.32	
	Soccer Income	0.00	4,240.00	
	STEP Grant Income (Summer)	-392.00	-392.00	5,400.00
Total Income		9,663.62	112,815.64	

Expense				
Accounting Fees	0.00	157.50	3,100.00	
AdmIn - Bad Debts	-95.00	150.00		
AdmIn - Bank Charges	0.00	55.32	100.00	
AdmIn - Depreciation	1,208.73	15,006.66	14,504.79	
AdmIn - Insurance	297.25	3,460.50	3,794.00	
AdmIn - Licenses/Fees	0.00	1,162.86	1,610.00	
AdmIn - Meeting Expenses	0.00	619.14	700.00	
AdmIn - Office Supplies	0.00	1,132.90	1,500.00	
Adult Activity Expense	0.00	3,806.82	6,600.00	
Advertising Newsletter Expense	548.26	7,234.44	7,682.00	
Appreciation Dinner Expense	0.00	1,266.76	2,350.00	
Casino Expense	0.00	29.00	50.00	
Community Swim Expense	0.00	-617.65		
Family Activity Expenses	0.00	2,043.87	1,860.00	
Grounds -Equipment Repairs	0.00	995.60	31,250.00	
Grounds -Gas	0.00	1,045.34	1,500.00	
Grounds -Power	0.00	4,372.83	2,500.00	
Hall-equipment repairs/upgr	436.00	1,327.63	12,400.00	
Hall - Gas	0.00	1,758.20	3,400.00	
Hall - Janitorial	844.84	11,693.18	12,000.00	
Hall - Kitchen Supplies	0.00	29.25		
Hall - Power	0.00	4,057.92	5,500.00	
Hall - security	0.00	507.10	720.00	
Hall - Telephone, Internet	0.00	1,204.71	1,400.00	
Memberships expense	0.00	619.63	627.57	
Office Manager Payroll	806.44	10,231.16	10,000.00	
Payroll-Summer (STEP Progr	3,377.76	3,377.76		
Playschool Expenses	1,191.08	16,641.09	16,000.00	
Soccer Expenses	0.00	3,418.20	5,485.00	
Total Expense	8,615.36	96,787.72		
Net Income	1,048.26	16,027.92		

SECRETARY REPORT Submitted by Donna Jackson**Period – November 19 2012 – January 14 2013**

After drafting the contract and submitting to Rummy Dabgotra who has volunteered to re-design and host our www.ngcl.org website, I have not heard anything since before November. I will send an email to find out if she is still willing to redesign and host a new website. We have set a deadline of March 31 2013 as a tentative completion to coincide with the change over in NGCL Executive and in time for the NGCL 60th Anniversary as a rebranding and revitalization of our on-line presence for current and past residents of North Glenora.

Category	Description	Status
Annual Secretarial Duties	No Activity this period	
Monthly Secretarial Duties – 8 hours	<ul style="list-style-type: none"> Prepared November 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 Jan 15 Executive Meeting Office filing / Photocopying / Sign Cheques Check & Sign off for January AED inventory 	Completed for Period
NGCL Website – 5 hours	<ul style="list-style-type: none"> Post Minutes, current newsletter, contacts, current NGCL Program and Event advertisements per Summer Newsletter and updates from Executive 	Ongoing
Communications – 1 hour	<ul style="list-style-type: none"> Review and Email Updates to Executive and Event co-coordinators with information related to their portfolios 	Ongoing
Miscellaneous	<ul style="list-style-type: none"> 	Completed
AED – 10 minutes	<ul style="list-style-type: none"> January 14 – check and record 	Completed

AED Status Report**submitted by Donna Jackson**

- Battery Status = Green
- Inventory = checked and complete – January 14, 2013 by Donna Jackson
- Battery expiry =
- AED Shock Pads expiry

Card Report**submitted by Agnes Brennan**

No Cards sent – nothing to report

Jim Brennan was in the hospital

MOVIE NIGHT COORDINATOR**Submitted by Jennifer Domanski**

We plan on showing Diary of a Wimpy Kid: Dog Days. Thanks for doing that for us.

Do you know if anyone has fixed the sound system? It plays so softly you can barely hear it when the hall is full of people plus the fan running. Chet and I even brought our own DVD player in last time but it didn't work either.

I wrote the problem down on the maintenance chart last month.

45 PLUS**Submitted by Marg Pratley**

December 7, 2012 - Christmas Pot Luck Supper with Entertainment by Jim Bennett. Attendance = 62

January 14, 2013 - 45+ Donation to Community League = \$250.00. Total now \$11,250.47.

FAMILY / SPORTS ACTIVITIES**Submitted by Ryan Young**

I'm not sure where to put this but I'd like to get permission from the exec to buy and leave my key in a lock box at the rink shack. The rink has been well used this winter and many families have asked me for a key. One time I was there and I counted 30 people skating! Sometimes families call me to borrow my key and I do lend it to them (if I trust them) but I'd like to create a system where pre-selected families can access the rink shack whenever they want (not only for warming up but also to clean the ice).

Soccer Registration

Since Guy is not doing soccer, my wife and I are taking over as a stop-gap (or permanent) measure. We have booked Feb 20th from 5:00 - 8:00 pm for registration. We want to get this on the agenda and particular for Frank to include in the next newsletter.

Grant MacEwan Pool Upgrades Almost Done

The upgrades to mechanical, air-handling and lighting standards on the aquatics facility in the Christenson Family Centre for Sport and Wellness is getting closer to being done. The anticipated opening is middle of February.

The bulk of the ongoing work will be conducted largely out of sight. For updates watch the videos at [MacEwan University's YouTube channel](#). Though there will not be a lot of visible upgrades, the retrofit of the pool is a necessity in order to continue serving our users at the highest level. The new strength equipment has been installed into the existing fitness space and is open again. The expansion is open.

Grand Re-opening

We recognize the inconvenience this retrofit may cause to our aquatic users, and we know we lost some of you during our closure, but we want you back.

Therefore during our Grand Re-opening (final dates TBD) we will be giving away a Fitness makeover for two, including annual memberships, personal training sessions, nutrition consults, fitness assessments, Program Designs and towel and locker rentals to any new members*. Existing members can enter for an annual membership, private pool party, \$500 registered program credit, Sport and Wellness prize basket or towel and locker rentals for a year.

HALL RENTAL REPORT**Submitted by Kurena Adams****November and December 2012**

Private hall rental	04-Nov	200.00	\$200.00
Private hall rental	08-Dec	425.00	\$425.00
Fiddlers	16-Dec	162.50	\$162.50
Fiddlers	November 1, 8, 15, 22, 29	5 x 162.50	\$812.50
Fiddlers	December 6, 13, 20, 27	4 x 162.50	\$650.00
Total			\$2,250.00

- Kurena and Autumn plan to take down Christmas decorations week of January 14th
- Thank you email from Kurena to Executive

-----Original Message-----

From: kurena adams [<mailto:ngcloffice@gmail.com>]

Sent: December 21, 2012 9:54 AM

To: David Van Meter; Ryan Young; Donna Jackson; Bruce Jakeway - 1st Vice President

Subject: Thank You

Hi Everyone,

I want to thank you very much for the Christmas card and send warm wishes to you all as well.

From my family to yours we wish you all the best at Christmas and for the New Year. Again Thank you.

Cheers,

Kurena Adams

North Glenora Community League, Office Manager

780-452-6610 ngcloffice@gmail.com

Security Information

ALERT FROM EFCL**Be Prepared Against Rash of Hall Break-ins**

Over the last couple of weeks, three leagues have been broken into and had their snow blowers stolen. It's obvious someone is targeting the league buildings. If any of the leagues would like to talk to Wanita Quaia at Foster Park Baskett Insurance about things they can do to secure their buildings, they can call her directly at (780) 930-4399 or email at: wanita.quaia@fpb.ca

One thing that is always constant in the Edmonton Police Service is change. District 2 has a new Community Liaison Constable. I would like to welcome **Cst. Jennifer Eichmann** as the CLC for District A2. Cst. Eichmann is a senior member in West Division and has been a CLC for over two years.

Graffiti on NGCL Property

From: Ryan Young [mailto:rtyoung@ualberta.ca]
Sent: December 17, 2012 9:34 AM
To: Donna Jackson; NGCLExec:Steve Twigg
Cc: NGCLExec:Pearl Biggar
Subject: Re: NGCL - Graffiti - Notice to Comply issued by City of Edmonton

FYI - there is more graffiti this morning. Last night, someone spray painted "Save Yourself" on the rink shack. (It was last night because our family skated there last night and it was not there).

With this and pretty much every door on the hall now plastered in graffiti, we have our work cut out for us in the spring.
 Ryan

On 1 December 2012 16:04, Donna Jackson <nateware@telusplanet.net> wrote:
 Could be a "Tag" - Pearl - can you contact the EPS with the information?
 Ryan - any chance of taking any pictures to forward to EPS
 Regards

Donna Jackson
 Secretary

-----Original Message-----

From: Ryan Young [mailto:rtyoung@ualberta.ca]
Sent: December 1, 2012 8:24 AM
To: Donna Jackson
Cc: NGCLExec:Steve Twigg; NGCLExec:David VanMeter; NGCLExec:Pearl Biggar;
 NGCLExec:Ryan Young

Subject: Re: NGCL - Graffiti - Notice to Comply issued by City of Edmonton
 I've noticed the word "Brute" written all around the neighbourhood including on two sides of the main building. One is near the NGCL sign on the north side and I think that the other one is on a door facing the playground.

Ryan

On 1 December 2012 07:08, Donna Jackson <nateware@telusplanet.net> wrote:
 We have a Notice to Comply issued November 19 from the City to remove the Graffiti on our property no later than April 23 or face \$250.00 penalty.

The only graffiti I am aware of is the white paint left from Halloween on the Blue Door of the Hall (Side Door off Main Hall) We have until midnight on April 07 to remedy so hopefully it will warm up enough by then to apply paint to the metal door. I have attached the Notice to this email

Ryan - not sure if we have any contingencies in our budget for this type of thing but just a thought in case we get hit with these fines in the future.

> Regards
 > Donna Jackson
 > Secretary

MEMBERSHIP REPORT	Submitted by Bill MacDonald
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ADULT ACTIVITIES	Submitted by Rhonda Van Heyst / Margaret French
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NEWSLETTER REPORT	Submitted by Frank French
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60th Anniversary COMMUNITY DAY Planning	Submitted by Elizabeth Turner
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EFCL UPDATES - Notes From the January Board Meeting

1. EFCL Backs *Family Day Unplugged*

The Edmonton Federation of Community Leagues is encouraging all of its leagues to support the city's Family Day Unplugged campaign. The idea is to encourage Edmontonians to turn off their electronic gadgets – such as computers, televisions and cell phones - and focus on family-related activities on Family Day (Monday, February 18).

This week the city announced that it would offer family passes to city rec facilities as prizes for the league that convinces the most members to turn off their gadgets and attend a family day activity.

Registration details will be provided at the EFCL's General Meeting on January 30 and in communications to the leagues in the coming weeks.

2. Community Connector Pilot Project Approved

Remember the good ol' days, when neighbors knew neighbors and did a variety of activities together on a regular basis?

Well the good news is that more people may get to experience this feeling if a new City of Edmonton/EFCL pilot project proves effective.

Called the Abundant Community, the project focuses on hiring a community connector, whose job it will be to bring people together block by block and encourage the development of local activities.

"It could be a dog walking program, a choir group, a men's hockey night - anything that appeals to people in the area," noted Highlands Community League president Howard Lawrence.

"Some of the activities might be run through the local community league. Others might simply happen between residents living on the same street."

With the support of the city's community services department, Highlands Community League will soon be spearheading the pilot project in its 100-year-old neighborhood. However, the EFCL would like to know if other leagues would like to give this a try and will soon set up an information night for any league that is interested.

The federation sees this initiative as a great way to engage local citizens and will be releasing more details of the initiative at its January 30 General Meeting at Royal Gardens Community League.

3. EFCL looks forward to an Action Filled 2013

The Edmonton Federation of Community Leagues has put together a promotional plan that features fun activities and events from one end of the year to the other.

Beginning this month, it is starting with a great toque giveaway for any leagues holding winter festival events. The black EFCL emboldened touques can either be used as prize giveaways or as a thank you to hard working volunteers.

Later this month the federation will also be announcing the recipients of this year's Living Local Arts and Heritage Program award winners. Successful leagues will be employing a local artist and/or historian to develop a project that celebrates the historical character of their area.

This spring, seven leagues – along with the EFCL – will see their building adorned with solar energy systems, as the federation seeks new ways to make community leagues more energy efficient. This will be followed by the announcement of this year's CLIP grant recipients, where the city will be providing \$3 million in grant money to leagues interested in building new facilities or repairing existing ones.

Volunteer Recognition Night Set For April 23

One of the premier events of the year will be held on April 23, when the federation invites community league volunteers to a gala affair at the Myer Horowitz Theatre on the U/A campus. Delegates will be treated to an engaging speech entitled "The Power of One" by the popular speaker Laurel Vespi, along with some interesting videos on community league projects and a wine and cheese reception.

Later this spring the federation will team up once again with the City of Edmonton to host the Good Neighbor Awards, where citizens across the city will be recognized for helping others in their immediate area.

Balconies In Bloom Set to Blossom

Another new initiative planned for 2013 is Balconies in Bloom, where residents of apartments and condominiums will be recognized for work they do to dress up the balcony of the unit in which they live. Designed to be an extension of this year's Communities In Bloom contest, the contest will be run as a pilot project this year by interested community leagues.

This summer the EFCL intends to do a bang up job on its Heritage Days booth in Hawrelak Park. A key feature will be a new exhibit, describing the federation's 100th Anniversary Project in the park. Visitors to the booth will be encouraged to view the plans and offer their design suggestions as the federation completes the conceptual phase of this program.

The month of September will once again be dominated by **Community League Day**, where leagues across the city will be encouraged to host an event on the third Saturday (Sept. 21). Once again the federation is planning to provide promotional and event materials for the leagues and this year is making plans for a **Community League Day Video**, to document the activities at leagues across the city. The video will be used as an information and promotional tool in future years.

Rounding out the year will be the return of the "Leagues Alive Conference", where delegates will be treated to a variety of educational seminars on topics pertaining to community league operations. The November event will once again feature a luncheon members of city council.

4. Federation Starts Work on Five Year Business Plan

The EFCL eagerly looks forward to the creation of a new business plan, now that it is nearly finished with the five year plan created in 2008.

Last week the board of directors approved the hiring of a consulting firm to do some research and provide some guidance. The consultant will interview community league reps, city councillors, senior city administrators and other key stakeholders in an effort to evaluate current initiatives and plot new directions over the years to come.

One area the federation wants to take a hard look at is the manner in which it handles civic issues, such as planning matters, social housing policies, traffic safety programs and crime prevention measures. Trying to act as the spokesperson for a large number of leagues is a very challenging task for the EFCL and the stances it takes on controversial issues often affects the relationship it has with government and private industry partners. Consequently, the federation is looking for new ways to handle this portion of its mandate effectively.

5. Swim Allocation and Consultation Meeting Set for January 23.

A Community Swim Allocation and Consultation Meeting is set for January, 23, at 7:00 P.M., at St Anthony's Centre (10425-84 Avenue). Groups will be invited to book swim times for the summer of 2013 and the winter of 2013/2014.

In addition, the city is proposing a new community swim structure and would like your feedback.

The first change is to stop referring to this program as a rental. Given that the city is providing the community swim supervisors, not the renters, it wants to start referring to the community swim nights as a community swim program, and manage it in a similar fashion to other city programs.

With this in mind, community leagues will no longer be required to sign rental contracts. Rather, communities will be asked to acknowledge their interest in being involved in the community swim program in their local pool. The City will calculate the program fee based on the

enrollment seasonally, and leagues/ Area Councils would be billed monthly (there will be no change in how monthly rates have been calculated currently).

The second change is to view community swims as a continuous program where leagues will remain enrolled until they notify the City (Facility Booking Unit) of their intent to withdraw.

It is hoped that the restructuring should remove a number of barriers and facilitate a smoother transition into and out of seasons.

6. Three Board Development Workshops In The Works

The EFCL has three more workshops lined up to help league executives hone their skills. Here they are, in chronological order:

Tools for Treasurers: Thursday, February 7, 2013, 5:30pm, at the EFCL office. This workshop will follow the EFCL budget meeting set for January 30/13, where we will discuss community league budgeting practices - so we expect a full class. Linda Crosby, EFCL Financial Assistant, and I will work closely together to further expand on key concepts introduced during the Leagues Alive 2012 session, with a strong focus on the necessity of having a budget and how to work within the budget the community league board has set.

Social Media 101: Thursday, February 21, 2013, 5:30pm, at the EFCL office, presented by Joseph Carma, technology & social media consultant. Joseph has generously offered to present this session, in order to provide an opportunity for those community league board members who may have missed L.A. 2012.

Volunteering Recruitment & Screening: Thursday, March 28, 2013, 5:30pm, at the EFCL office, presented by Milena Santoro, Volunteer Management Certification instructor with Volunteer Alberta, and owner/operator of MS Productions. As all community league boards are run with volunteer energy & input, the need to recruit the "right" individuals is an important & timely issue, along with how to ensure the new board volunteer is the correct fit for the league and job(s) at hand. This session will look at ways to recruit new volunteers, as well as methods involved to screen potential volunteers.

7. Socan Saga Lurches Along

According to the Copyright Board of Canada, the review of an application by the Society of Composers, Authors and Music Publishers of Canada (SOCAN) for a new tariff in 2013 never proceeded last summer as planned, due to the high number of objections and complaints received. Instead, the board is putting together a review process to accommodate all parties and will apparently let us know when the hearings will be held.

In the meantime, we are told that the 2012 rate of \$185.07 will remain in effect until the board conducts its review and certifies a tariff for 2013 or beyond.

Consequently, we continue to receive reports from community leagues that are being pestered by SOCAN reps to pay tariff #21, which allows them to play music in their hall.

8. EFCL Decides to Name Each of 12 Districts

The EFCL has decided to name each of its twelve districts, in order to make it easier for everyone to understand where the districts are located.

Last week the board decided to invite feedback from its leagues on a draft list of suggested names. It intends to finalize the names at its meeting in March. The names are as follows:

District A: Castle Downs/Calder.

District B: Londonderry

District C: Clareview/Horse Hills

District D: West Edmonton

District E: Meadowlark

District F: Downtown

District G: Highlands/Beverly

District H: Terwillegar/Riverbend

District I: Greater Strathcona

District J: South East

District K: Southgate/Heritage

District L: Mill Woods/Meadows

Response from the City

From: **Cathy Dytiuk** <Cathy.Dytiuk@edmonton.ca>

Date: Wed, Jan 16, 2013 at 11:58 AM

Subject: FW: NGCL Reconstruction Meeting 3

To: NGCL VP <bjakeway@gmail.com>

Cc: Steve Schmidt <Steve.Schmidt@edmonton.ca>, Kelly FitzGibbon <Kelly.FitzGibbon@edmonton.ca>

Hi Bruce,

In all of the other neighbourhoods we have met with, the Construction meeting is the most well attended meeting. The team explored many other options including the North Glenora Community League, Ross Shephard High School, Churches, Elves, Scouts Canada and more. Westminster was the closest venue we could get that could accommodate 300 plus people and all the display tables required that was available and not already booked.

Hope this helps!

Cathy