



North Glenora Community League
13535 109A Avenue
Edmonton AB T5M 3Z4
www.ngcl.org
email: ngcloffice@gmail.com

SIGN-OFF

Minutes for Executive Meeting held on February 19, 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



Bruce Jakeway, President

March 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**
 - 4.1. Motion to Approve 2013-14 Budget for AGM presentation
 - 4.2. 2012-13 Filing Status
 - 4.3. Payment of SOCAN Music Royalty Contract
- 5. BUSINESS ARISING FROM THE MINUTES**
 - 5.1. Hall Janitorial Interview Update – David Van Meter
 - 5.2. Update of Status of Revenue Canada Late Filing Penalties - David Van Meter
 - 5.3. City of Edmonton / MacEwan Community Swim – Bruce Jakeway
 - 5.4. Neighbourhood Renewal Update – Suzanne McAfee / Bruce Jakeway
 - 5.5. Solar Panel Program Update – Frank French / Melissa Logan / Ryan Young
 - 5.6. Park Redevelopment / Rink Rehab Project Update – Melissa Logan / Ryan Young
 - 5.7. Website Re-development Decisions - Donna Jackson
 - 5.8. Nominations Committee Update – Bruce Jakeway
 - 5.9. Hall Speaker repair or replacement - affecting Movie Night/Microphone - Frank French
 - 5.10. Annual General Meeting Planning – Donna Jackson - reminder for reports
- 6. CORRESPONDENCE/ANNOUNCEMENTS**
- 7. SPECIAL COORDINATOR & PROJECT REPORTS**
 - 7.1. Volunteer Appreciation **Bruce Jakeway**
 - 7.2. 2013 60th Anniversary Update **Elizabeth Turner**
- 8. NEW BUSINESS**
- 9. REPORTS**
 - 9.1. President **David Van Meter**
 - 9.2. Past President **Jim Bohun**
 - 9.3. 1st Vice-President **Bruce Jakeway**
 - 9.4. 2nd 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. Planning & Transportation **Suzanne McAfee / Dave Caskenette**
 - 10.2. Publicity **Frank French**
 - 10.3. Sports **Guy Sopiwnyk**
 - 10.4. Buildings & Grounds **Steve Twigg**
 - 10.4.1. Kitchen Keeper **Vacant / Marg Pratley**
 - 10.5. Adult Programs **Margaret French / Rhonda Van Heyst(regrets)**
 - 10.6. Membership **Bill MacDonald**
 - 10.7. Family Programs **Vacant**
 - 10.8. 45 Plus **Agnes Brennan**
 - 10.9. Hall Bookings **Vacant**
 - 10.10. Historian **Andrea Laurie**
 - 10.11. Neighbourhood Security **Pearl Biggar**
- 11. ADJOURNMENT**

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

NEXT Executive MEETING: **Tuesday, March 19, 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	✓		
GUESTS					
Jason Ross		Newsletter Incumbent			
Marie-Jo Bruneau		VP Incumbent			

1. CALL TO ORDER.

David Van Meter called the meeting to order at 7:00 p.m. Quorum was established with 11 voting members present.

2. APPROVAL OF THE AGENDA

Frank French moved the agenda be approved as presented with Marg French seconding. The motion was passed.

3. APPROVAL OF THE PREVIOUS MINUTES

Ryan Young moved the January 15 2013 Executive Meeting Minutes be approved with Suzanne McAfee seconding. The motions was passed. Donna and David completed the sign-off sheet for the January meeting minutes.

4. FINANCIAL MATTERS / REQUESTS

4.1. Motion to Approve 2013-14 Budget for AGM presentation

Motion: Ryan Young, Treasurer, moved to approve the 2013 Budget presented at the February 19 2013 Executive Meeting for presentation, as approved, to the General Membership at the March 12 2013 Annual General Meeting. Bruce Jakeway seconded the motion.

Discussion:

Ryan explained the prepared report and took the Executive through the annual cash flow sheet prepared from information he received at a recent Treasurer's Workshop presented by the EFCL.

Discussion included information on the grants we have applied for and the upcoming related expenditures for 2013. The STEP grant may not be available from the province and Bruce Jakeway, will fill out the paperwork for the CSJ Federal grant to compensate.

Ryan also suggested that the League open up a separate Bank Account for Capital Expenditures to keep the money separate from the required operating funds required by the League.

Vote: Members for: 11 Members against: 0 Members Abstaining: 0

The motion passed and the 2013 approved budget will be presented at the March 12 2013 AGM by the Treasurer.

4.2. 2012-13 Filing Status - See Separate Report submitted by Treasurer

Ryan advised that all year-end filings, including WCB and T4s were completed. The 2012 financial books are at the accounting firm with just a few outstanding questions that Ryan is addressing. Ryan expects the completed 2012 Financial Statements back by the AGM.

4.3. Payment of SOCAN Music Royalty Contract - See Reports 4.3 Page 2

Based on information advised at the recent EFCL BGM, January 30, 2013, the League will submit the cheque for the 2013 SOCAN fees and file the 2012 Tariff 21 required. Donna filled out the Tariff 21, David Van Meter signed on behalf of the League and the form will be mailed.

5. BUSINESS ARISING FROM THE MINUTES

5.1. Hall Janitorial Interview Update – David Van Meter - See information from Treasurer's Workshop provided by Ryan Young

Based on information provided by Ryan, the League will ensure the Janitor is hired as an employee once David and Elizabeth complete the interviews. We are already doing payroll for the Playschool Teacher and for Office Support and it makes sense to do the same for the Janitor. This will protect the employee and the League for Insurance coverage.

5.2. Update of Status of Revenue Canada Late Filing Penalties - David Van Meter

We have received a letter requesting payment as interest is now accumulating. David advised Ryan to prepare the payment and submit. We have budgeted for this money so no motion was required.

5.3. City of Edmonton / MacEwan Community Swim – Bruce Jakeway - See Reports for updates from City Program / MacEwan Update

MacEwan re-opening has been delayed until March. We received updates from the City but Bruce did some calculations and it appears that MacEwan is not that much more expensive than the City Swim program would be. We will wait to hear more from MacEwan before making a final decision. Deadline for the City Program - Outdoor Swim is April 15th and Indoor Swim is July 15, 2013. We expect to have a swim program in place for the 2013-14 Fall Membership Drive.

5.4. Neighbourhood Renewal Update – Suzanne McAfee - Meeting Wed Feb 20 - Westminster School

There is a link to City Website update in the Reports

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

See reports for info provided by Ryan / EFCL

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

See reports for info provided by Melissa

Motion: Melissa Logan, Grants Coordinator, moved to approve a project to have the Rink, including rink boards and asphalt, removed and to replace with grass and berms, and the rink shack renovated. The total cost will be approximately \$90,000. The community league will contribute up to \$30,000 with the rest of the funds for the project coming from grants that we have either received or are applying for.

Ryan Young seconded the motion.

Discussion: The NGCL has already approved the amount of \$30,000 spent on the project. We have also been approved for \$30,000 from CIIF. We hope to obtain the rest of the money for the project from the City of Edmonton CLIP grant. If the money from the CLIP grant is not awarded the renovations on the rink shack will be postponed until further funding is in place - the project will be limited by the funding received.

The motion was put to the Executive for a vote. The motion passed.

5.7. Website Re-development Decisions - Donna Jackson - refer to issues for decisions per correspondence with volunteer website designer
There was a brief review of the new website design and some discussion on the points from Donna's report.

1) The Executive would like to retain the registered url www.ngcl.org. The website must represent the North Glenora Community League and the content and information on the site is approved, maintained and updated by members of the North Glenora Community League - not the neighbourhood at large. We do not want to pay for two registered domain names and www.ngcl.org is currently paid until March 14 2014.

2) The Executive do not have a problem that the NGCL logo is not appearing on the site. They would like to use some of our own pictures depicting North Glenora on the site if possible. There was a suggestion that we could run another contest for an updated logo.

4) We will accept the offer of setting up generic email addresses for positions of the executive to be used on the site as offered by the designer.

Donna will advise the designer of the Executive's decisions from the meeting.

5.8. Nominations Committee Update – Bruce Jakeway

Bruce has nominations for most positions except for a 2nd Vice President, Secretary and Family Programs Chair.

5.9. Hall Speaker repair or replacement - affecting Movie Night/Microphone - Frank French

Frank is trying out a few options and Donna has provided the company contact information for the Overhead Projector and associated speakers in an email.

5.10. Annual General Meeting Planning – Donna Jackson

Donna reminded the Executive to get their reports in time for the package to be put together for the March 12 AGM - preferably no later than Friday March 8th.

6. CORRESPONDENCE/ANNOUNCEMENTS

- A application for a building permit for Home Depot at Westmount Mall was passed to Suzanne.
- A request to hold a "SOIL SALE" in our Parking Lot in conjunction with the Garbage Fair was passed onto Marg French.
- Marg also advised that the City of Edmonton will no longer offer their assistance with our annual Garbage Fair. Marg is looking into a possible grant that may be available to help subsidize the costs of holding the Garbage Fair in May 2013. She will keep the Executive advised as she learns more and determines if holding the Garbage Fair on our own is feasible.

7. SPECIAL COORDINATOR & PROJECT REPORTS

7.1. Volunteer Appreciation Bruce Jakeway

- Date: Friday April 19th 2013 - same day as the April Pub Night
- Same format as last year - an ice cream / dessert buffet open to the neighbourhood
- Bruce may coordinate a Pot Luck that evening as well.
- Donna passed around a list of volunteers to be reviewed and updated and returned to Bruce
- Bruce will call a meeting of the volunteers to start getting things coordinated.

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7.2. 2013 60th Anniversary Update **Elizabeth Turner**

- Date: Saturday September 21 2013 - same day as the EFCL Community Day
- Elizabeth has reviewed the Prime Minister's Volunteer Award information and will prepare a nomination. Elizabeth will determine if she will submit from North Glenora Community League to nominate ourselves or have someone else submit the nomination.

8. NEW BUSINESS

- There was no new business

9. REPORTS9.1. President **David Van Meter**

- David asked Marg Pratley if she could attend the next Playschool Clean-up on April 3 at 8:00 a.m. to instruct on the use of the dishwasher.
- David has received confirmation that our two summer registered programs are
 - August 19-23: "Little Top Circus" 1/2 day - afternoons for Ages 3-5
 - July 22-26: "Multi-mania" Full day for Ages 6-9
- The Laurie Hawn Photo Op for presentation of the CIIF grant is taking place Saturday March 2, 2013 - 3:30 p.m. at the rink. David asked Frank to advertise in the newsletter. David will pick up some donuts and Ryan advised there are Hot Chocolate supplies in the Rink Shack.
- David will purchase more cleaning supplies for Paul to fill his request. David has been using the Real Canadian Wholesalers on 111th as they carry a full line of industrial cleaning supplies.

9.2. Past President **Jim Bohun - regrets**9.3. 1st Vice-President **Bruce Jakeway - see written reports**9.4. 2nd Vice-President **Rob Henderson - absent**9.5. Secretary **Donna Jackson - see written report**

9.5.1. AED Report Donna Jackson - see written report

9.5.2. Cards Agnes Brennan - see written report

9.6. Treasurer **Ryan Young - see Treasurer's report package in written reports**9.6.1. Grants Coordinator **Melissa Logan - see written report**

9.6.2.

9.7. CRC Report **Chris McMorran**

- There is an upcoming Communities Connect evening on April 11
- Confirming the information provided by David for the registered programs
- Confirmed that the NGCL will still want to hold our Summer Green Shack even if we do not qualify for any grants.
- Confirmed that we will have a Soccer Camps run by the Summer Green Shack leader:
 - Jul 15-18 10:00 - 11:00 for Ages 4-5 \$10.00 registration fee
 - Jul 15-18 11:00 - Noon for Ages 6-8 \$10.00 registration fee
- For the week of Jul 15-18, the Green Shack hours will be adjusted to accommodate the Soccer Camps

10. STANDING COMMITTEE REPORTS10.1. Planning & Transportation **Suzanne McAfee / Dave Caskenette - nothing further to report**10.2. Publicity **Frank French**

- Frank is following up on Carrier Bags - will be requesting a quote
- Advised one of our regular advertisers is cutting back to every other month

10.3. Sports **Ryan Young for Guy Sopiwnyk**

- Soccer Registration was held on Monday Feb 18 - we may have 2 more teams than normal
- During May/June - NGCL will hold an Introduction to Field Hockey. If well received, this free - fun event will introduce kids in the neighbourhood to other sports they may not have the opportunity to participate in.

10.4. Buildings & Grounds **Steve Twigg - absent**

We will see if we can get the Simplex Grinnel fire inspection scheduled and our emergency lighting replaced.

10.4.1. Kitchen Keeper Marg Pratley

- Marg is still helping out - taking turns with Paul laundering the dishcloths and dish towels. She thinks Paul is doing a better job now.

10.5. Adult Programs **Margaret French**

- Marg advised that with Rhonda's new job, they will not be able to handle both the pot luck and the pub night.
- February Pot Luck went quite well and was better attended than pub night and Marg and Rhonda did have some help.
- Bruce, Marie-Jo and David volunteered to help with the March Pot Luck on March 15th
- Pub Night will be St. Patrick's Day with beer tasting

10.6. Membership **Bill MacDonald**

- Bill will present the Membership Fee restructure at the AGM

10.7. Family Programs Vacant

10.8. 45 Plus **Agnes Brennan**

- There is a Crib Tournament planned for January 25th at the Hall - could be the last 45 Plus event

10.9. Hall Bookings **Vacant - see written report from Kurena**

10.10. Historian **Andrea Laurie - regrets**

10.11. Neighbourhood Security **Pearl Biggar**

- Will look into the Graffiti removal for the graffiti on the side of the hall.

11. ADJOURNMENT

Frank French moved to adjourn the meeting at 9:02 p.m.

AGM - Tuesday March 12 7:00 p.m. - Reports to Donna by March 8th 2013.

Exec - Tuesday March 19 7:00 p.m. - will be Orientation for New Executive

February 19 2013

Treasurer Report

Budget Proposal

2013

The budget committee met on January 19th to develop a budget for 2013. I have provided two different presentations of the budget to help people see where our money is going. The first document is a projected Profit Loss statement. The second statement is a cash flow statement so that we can see how much cash we will have during the year. (Somewhere along the line, I write a number wrong as the expenses are off by \$2 between the two documents). As in all cash flow statements, expenses like depreciation are also not shown since we don't use cash to pay for them.

A few notes:

1. We have proposed significant capital expenditures for this next year for two reasons:
 - a. The rink redevelopment will proceed this year.
 - b. The solar project has provided us with the opportunity to access additional grant funds.

The budget committee felt that we had sufficient funds to go into the "red" this year because it would be the cheapest time that we could do all of this.

2. The capital expenses bring up an important point that I don't think that the league has considered previously. Specifically, we should consider allocating a certain percentage of our budget to a reserve for future capital expenditures. Perhaps a separate bank account could be opened and a portion of our money is deposited into that account so that we have funds available for these kinds of projects. It would also help with grant applications as we could show "matching funds" ready to be used.

Questions from the Accountant

Hi Ryan, attached are draft statements, trial balance and adjusting entries for your review. A couple of comments/queries:

1. What is the status of the teardown and remedial work of the rink area?
2. The adjustment to Casino income is to get the deferred revenue account equal to the remaining casino cash. Also, we could not determine how the amounts booked in Casino income were derived.
3. We have recorded the \$6,000 spent on the energy audit as a deferred cost until it is determined exactly what NGCL will receive and value thereof.
4. Per the voicemail you left, it appears our email is not working correctly, so may have to have you resend once we get it fixed. Therefore, draft statements are subject to change if anything comes out of that info.
5. I have also attached a management rep letter, that once the board has reviewed the statements, I will need the president and you to sign and return to me prior to finalization of the statements

	Current Year	2013	Current Year Budget	Previous Year Budget	Previous Year Actual
Ordinary Income/Expense					
Income					
	45 Plus income		0	1,250	450
	Adult Activity Income		5,400	6,600	4,639
	Advertising News Letter Income		2,466	3,010	2,466
	Appreciation Dinner Income		0	350	14
	Casino Income		49,870	36,000	47,546
	Donations income		500	0	1,055
	Family Activity income		0	0	0
	Garbage/Garage Sale Income		400	600	748
	Hall Rental				
		Hall Rental Damage Deposits	0		0.00
		Hall Rental Paid	15,000	15,000	15,070
	Total Hall Rental		15,000	15,000	15,070.00
	Indoor Playground		0	0	363.57
	Interest		100	300	50
	Membership Income		8,100	7,820	7,960
	Office photo copier income		20	0	32.4
	Operations Grant		93,830	6,334	9,110
	STEP Grant		1,500	1,960	1,568
	Playschool income		20,585	16,000	22,364
	Soccer Income		5,635	5,400	4,240
	Total Income		203,406.25	100,624.00	117,676.53
Expense					
	45 Plus Activities		0	650	0
	Accounting Fees		3,200	3,100	158
	Admin - Bad Debts		150	0	150
	Admin - Bank Charges		149	100	65
	Admin - Depreciation		13,134	14,505	15,007
	Admin - Insurance		4,000	3,794	3,460
	Admin - Licenses/Fees		3,620	770	1,163
	Admin - Meeting Expenses		950	700	619
	Admin - Office Supplies		1,200	1,500	1,133
	Adult Activity Expense		5,400	6,600	3,807
	Advertising Newsletter Expense		8,182	7,682	7,234
	Appreciation Dinner Expense		2,000	2,350	1,267
	Casino Expense		0	0	29
	Community Swim Expense		2,000	1,600	-617.65
	Family Activity Expenses		3,394	2,700	2,058
	Grounds-Equipment Repairs/Upgrd		42,000	31,250	996
	Grounds-Gas		1,500	1,500	1,191
	Grounds-Power		7,000	2,500	4,484
	Hall-equipment repairs/upgrades		33,400	7,400	1,328
	Hall - Gas		3,400	3,400	1,960
	Hall - Janitorial		14,000	12,000	11,693
	Hall - Kitchen Supplies		300	0	29
	Hall - Power		5,500	5,500	4,058
	Hall - security		600	720	553
	Hall - Telephone, internet		1,400	1,380	1,314
	Historian expense		500	400	0
	Hockey/Rink Program Expense		0	0	0.00
	Memberships expense		1,529	628	620
	Office Manager Payroll		12,170	10,050	10,233
	Payroll-Summer (STEP Program)		4,000	4,200	3,378
	Playschool Expenses		18,000	16,000	16,641
	Security (Neighbourhood)Committee		0	100	0
	Soccer Expenses		5,635	5,485	3,515
	Total Expense		198,313	148,564	97,523.91
Net Ordinary Income	Net Income		5,094	-47,940	20,152.62

North Glenora Community League

Treasurer Report

Date Feb 19, 2013

North Glenora Community League Annual Cashflow 2013		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Annual Budget
Revenues - Unrestricted														
Bank A/C	\$ 137,193													8,830
Grants - C of E Operating						8830						5000	50000	30000
Other Grants												8	8	1500
Grants - STEP		10	9	9	8	8	8	8	8	8	8	8	8	100
Interest Income		1250	1250	1250	1250	1250	1250	1250	1250	1250	1250	1250	1250	15,000
Hall Rentals		200	50	50	50	540	740	740	500	2000	4000	1000	300	8,100
Memberships		540	540	540	540	540	540	540	540	540	740	540	540	5,800
Program Recoveries		2060	2058	2058	2058	2060	2058	2058	2058	2058	2058	2058	2058	20,585
Playschool		246.6	246.6	246.6	246.6	246.6	246.6	246.6	246.6	246.6	246.6	246.6	246.6	2,466
Advertising Revenue		500												500
Donations or other				2818	2817									520
Sports Recoveries														5,635
Total Unrestricted Revenues		4560	4154	6972	6920	12935	4303	4303	2005	6103	13304	55103	35923	153,536
Expenses - Unrestricted														
Bank Charges		13	13	13	13	13	12	12	12	12	12	12	12	149
Community Swim									2000					2,000
Direct Membership expenses & Supplies						5635			1400			129		1,529
Direct Soccer expenses														5,635
Meals & Entertainment		450	300	300							200			950
Newsletter		819	819	818	818	818	818	818	818	818	818	818	818	8,182
Office Supplies		100	100	100	100	100	100	100	100	100	100	100	100	1,200
Playschool Expense		1800	1800	1800	1800	1800	1800	1800	1800	1800	1800	1800	1800	18,000
Professional Fees, Licences, etc		3200	3200	2620						1000				6,820
Program Expenses		733	733	733	733	733	733	733	833	833	833	833	833	9,296
Summer Program							2000	2000						4,000
Volunteer Appreciation					2000									2,000
Equipment Repairs / Maintenanar		1284	1284	1284	1284	1283	1283	1283	1283	1283	1283	1283	1283	15,400
Capital Purchases					30000	5000	5000	5000	5000	5000	5000			60,000
Total Unrestricted Expenses		3930	5199	8249	39368	15382	9746	9946	12628	10846	10175	4846	4846	135,161
Revenues - Restricted														
Bank A/C	\$ 79,346													
Casino Proceeds		4157	4157	4156	4156	4156	4156	4156	4156	4155	4155	4155	4155	49,870
Expenses - Restricted														
Insurance		334	334	334	334	333	333	333	333	333	333	333	333	4,000
Janitorial/Maintenance		1191	1191	1191	1191	1192	1192	1192	1192	1192	1192	1192	1192	14,300
Salaries, deduction, etc		1015	1015	1014	1014	1014	1014	1014	1014	1014	1014	1014	1014	12,170
Security		50	50	50	50	50	50	50	50	50	50	50	50	600
Telephone & Internet		116	116	116	116	117	117	117	117	117	117	117	117	1,400
Utilities - Gas		409	409	409	409	408	408	408	408	408	408	408	408	4,900
Utilities - Power		1042	1042	1042	1042	1042	1042	1042	1042	1041	1041	1041	1041	12,500
Total Restricted Expenses		4157	4157	4156	4156	4156	4156	4156	4156	4155	4155	4155	4155	49,870
Unrestricted Cash - Beginn	\$ 137,193													\$ 216,538.69
Net Proceeds	\$ 18,375													-\$ 31,495.00
Unrestricted Cash - End	\$ 155,568													\$ 185,043.69
Restricted Cash - Beginning	\$ 79,346													
Expenses	-\$ 49,870													
Restricted Cash - End	\$ 29,476													
Combined Cash at Beginning														\$ 216,538.69
Net Proceeds														-\$ 31,495.00
Total Cash at End														\$ 185,043.69

4.3 - SOCAN Music Rights**EFCL Update**

EFCL are only following this issue - and are not willing to get too involved per their last communication. We should submit our payment so we stay under the radar of SOCAN or could be opening ourselves up for their harassment.

1) For Discussion: Should we charge a levy for Hall Renters who play music - weddings, parties, etc. We would have to check if Fiddler's already have their own arrangements with SOCAN. They are a non-profit society just as we are. They are renting our Hall at least 50 times a year, playing music.

2) SOCAN filing: <http://www.socan.ca/form/21> - we can submit this on line and it was due January 31 for 2012.

5.1 Hall Janitorial Update**Submitted by**

Refer to new information from EFCL per Ryan's information circulated via email, where Hall Janitors who use equipment supplied by leagues are really considered to be employees of the league and should be treated as such.

5.3 Swim Program Information**From EFCL News****Update from the City of Edmonton**

From: Sarah Harrington <Sarah.Harrington@edmonton.ca>

Date: Tuesday, 2013 February 19 14:13:02 MT (CA)

To: 'NGCL VP' <ngcl.vp@gmail.com>

Cc: Stacey Wright <Stacey.Wright@edmonton.ca>

Subject: RE: North Glenora community swim

Hi Bruce,

Thank you for your email.

Each participating aquatic facility does already have a set, structured community league swim time. The cost is pre determined then the cost is split between all of the participating community leagues. Eg. The more leagues participating the cheaper the cost. Each facility however also has a maximum capacity and as of right now Commonwealth Recreation Centre cannot accommodate another league. This is only until the season is complete- June 2013. Then we will look into expanding the swim if necessary.

If you wish to pay per member please contact Stacey Wright (she is cc'd) in this email. She will be able to explain some other community league swim options for you.

I hope this helps- please let me know if I can answer any further questions.

Thank you,

[Sarah Harrington](#)

Booking Coordinator

Aquatics, KSC & CCRC Fieldhouse

780.496.7003

From: NGCL VP [<mailto:ngcl.vp@gmail.com>]

Sent: Saturday, February 16, 2013 1:10 AM

To: Sarah Harrington

Subject: North Glenora community swim

Sarah,

I'm curious what it would cost for North Glenora to participate in the community swim programme. Is it per participant? Is it a set cost? Do we share the cost across all leagues who are sharing pool time?

Let's say we shared 3 h at Peter Hemingway with Woodcroft for one of their sessions. How much would it cost?

What if we shared 3 h with several community leagues at Commonwealth?

Grant MacEwan - According to the Grant MacEwan website, the pool is set to reopen now in March. They are waiting for parts for the chlorine room, and are working on tiles and grouting.

- Woodcroft Community League are using the Peter Hemmingway Pool (and appear to be the only league using it). Is this an option and should we give it another look. Is it more family friendly that years ago?
- Would the City Program be less than Grant McEwan which was quickly climbing towards \$2000.00 per year.

City of Edmonton Annual Community Swim Consultation Meeting: Restructuring of league swim will help bring efficiency to community swim booking process!

The City of Edmonton wants to work with the leagues on community swim issues as it recognizes leagues major partners in aquatic development and promotion. This was the outcome of the Annual Community Swim Consultation meeting jointly hosted by the City and EFCL on January 23, 2013. The meeting was attended by 68 community league representatives from 63 community leagues.

Here are some of the outcomes:

Swim restructuring proposal agreed

The leagues debated the swim restructuring proposal. Dave Linman, the City's representative explained the background of the proposal. He clarified that as per present arrangements, a rental means that renters would provide supervision. In the case of community swim, historically, the City provides supervision. This means that the present swim booking is not a rental but more a departmental program. Participants agreed.

Restructuring will bring some changes to community swim booking process

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 will 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.

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.

Barcode process for community swims

Last year, the Recreation Centers and Leagues experienced a few bumps with the whole barcode process. This year, the process has been improved and EFCL has agreed to add the barcode to League membership cards when printed this March at no cost to the Leagues. The City will supply barcodes for each League, and only those Leagues that book will be activated for swims.

Unfortunately, the Mill Woods Group Membership Cards will not have the barcodes and those Leagues will have to apply the stickers themselves. All online memberships sold, including Mill Woods we hope to issue with the barcode when we start selling the online cards in May. We are working on it.

POOL BOOKINGS

Summer Outdoor Pool Bookings - the program will be the same as last year with daily swim times at Mill Creek and special times at other outdoor facilities. Registration deadline is April 15, 2013

13-14 Community Swim Bookings - Registration deadline is July 15, 2013

Contact booking staff directly at neda.bazdar@edmonton.ca or sarah.harrington@edmonton.ca

or ask your CRC or contact Shahriyar.Khan@efcl.org

5.4 Neighbourhood Renewal Feedback from City

City of Edmonton Website

http://www.edmonton.ca/transportation/What-We-Heard_North_Glenora_Sept2012.pdf

5.5 Solar Panel / Energy Grant Update

Submitted by Ryan Young

I'm writing on behalf of North Glenora Community League as we were one of the lucky leagues in the solar/energy program. We have a few questions/comments that we're hoping you can answer as we're in the midst of our budget planning for 2013. Actually, our planning meeting is on Saturday so we'll likely get a response to you after our meeting but we would like some feedback as soon as possible from you.

Q1. We keep hearing about two pools of funds that we can access in order to implement some of the recommendations in the energy audit report. We've been told that there is an initial pool of \$50,000 and another pool of \$100,000 that we can access one year after implementation. We would like to know more details of this and the process to access these funds. Because we are also renovating our rink this year, we are planning our projects very carefully and want to know exactly what we can expect for funding... and when the funding would be available.

1 (response) *The money that is available to leagues, such as yours, that are in the solar and energy program is available through the "Tame program" of Municipal Climate Change Action Centre. You are eligible for funds to subsidize the cost of any energy retrofits you do to your building (i.e. lighting, insulation, roof repairs, etc.), as well as funds that are awarded as a bonus when you can show that your energy consumption has dropped. Your league and the other six in our program are already enrolled in the Tame program. Please check the centre's website and contact them directly to get the specifics about the grant money and the application form.*

Q2. A lot of the NGCL executive was concerned about the report that we received from C>Returns. I have attached the report for your reference. The concern was not so much about the content but the fact that the organization conducting the energy audit was also trying to solicit the job of conducting the recommendations (see page 38 or "Phase 5" of the report). They felt that it was a conflict of interest. NGCL does not intend to use C>Returns for implementation but our executive wanted to ensure that the EFCL was aware that this occurred.

2 (response) *Thanks for the heads up about C>Returns. I was not aware that this was happening and will raise it with them.*

Q3. The final question is if you have any further information on the timeline for the solar panel installation. We're assuming that it's the spring but because I was sending this email, I thought that I would ask if there were any updates.

3 (response) The people at the Solar Energy Society of Alberta, who are coordinating the solar system installations, plan to do them in the spring when the weather is better. They want to wait until the snow is off the roof so no one slips and they can see what they are doing. It is also a little nicer job when the weather is better. They had hoped to do the installations in the fall but the drawings and paperwork that the city wanted for the building and development permits was more than they anticipated. Also, the fall weather shut down very quickly near the end of October, which brought a quick halt to the program. So our apologies on that front, but everything is set to go for March/April, when the weather is better.

5.6 Rink Renewal Project

Submitted by Melissa Logan

Photo Opportunity with Laurie Hawn presenting the Grant Cheque - schedule for March 2 2013

Rink Renewal Committee Report:

We are still in working hard on completing the CLIP grant. As part of the grant application, we need board approval for the project along with the approximate cost of the project:

Rink Renewal Project Proposal:

To create a four-season multi-use sports area for the community to use from an existing out-dated rink and rink shack.

This project requires three stages of work:

- Teardown of the existing, out-dated rink
- Landscaping area (adding grass) so that land will be useful in all seasons and will be more cost-effective for the community league to maintain.
- Rink shack renovations required for safe and efficient use of the building

Teardown

The existing rink area consists of old wood boards, metal poles, lights and a rock/asphalt base. All items except for the lights would be removed and disposed of. At the end of this stage, a flat surface would remain.

Landscaping

The former rink area would then be turned into a grass field with berms and drainage systems. This would provide an opportunity for the area to be flooded for skating in the winter and for other activities in the summer months.

Rink Shack Renovations

The rink shack would be renovated to make it safe and usable throughout the year. In addition to being used as a rink shack in the winter months, it can be used for summer programs as it was in prior years. Renovations would include items identified in a 2010 Stantec report outlining items in need of repair during 2011-2014. This includes such items as re-painting, fixing the roof & fascia and adding rubber mats.

Proposed Motion for the Minutes

Project Proposal Motion:(to be included in meeting minutes as below)

Motion: To approve a project to have the Rink including rink boards and asphalt removed and to replace with grass and berms, and the rink shack renovated. The total cost will be approximately \$90,000. The community league will contribute up to \$30,000 with the rest of the funds for the project coming from grants that we have either received or are applying for.

Discussion to be reflected in the minutes: The NGCL has already approved the amount of \$30,000 spent on the project. We have also been approved for \$30,000 from CIIF. We hope to obtain the rest of the money for the project from the City of Edmonton CLIP grant. If the money from the CLIP grant is not awarded the renovations on the rink shack will be postponed until further funding is in place.

5.6 Website Redevelopment Decisions

Submitted by Donna Jackson

Response to Volunteer Website Designer.

I will need to pass your Points 1, 2 and 4 before the NGCL Executive board at our next meeting. North Glenora Community Leagues is a registered "not for profit" society and as such we have to adhere by the Societies Act.

The executive board must make these types of decisions on behalf of the entire membership.

I had forwarded you the info for the Google Shared Calendar previously on October 27th and have included it again below. Sorry if it was a bit buried under the other information in that email.

Remarks from Rummy Dabgotra [rummy@thelevel.ca] (volunteer website designer)

Before making design decisions about the site, I had looked at many, many other neighbourhood / community league websites from the city and I feel that I've cherry-picked the best ideas to give us a fantastic community website. Some of these design decisions were:

1. The URL. I had selected northglenora.org as the URL for the site as it relates to the neighbourhood, not just the community league. When people look for a neighbourhood, and based on other communities, they are neither abbreviated nor is the community league necessarily the focus of the site. I feel that the NGCL acronym is a bit difficult to relate to North Glenora for people who aren't yet familiar with the neighbourhood, and focuses more on the hall & perhaps executive than the community at large. Obviously we would forward any ngcl.org requests to northglenora.org, but that will remain the proper URL of the site. Again, this can be seen in numerous other neighbourhoods around the city and also give us a level of consistency if someone is either researching North Glenora or wants to find out information about neighbourhood events. -
2. The Logo. I know you had mentioned that the logo was chosen through a process / contest some time ago, but I felt a more professional and updated logo would be good to go forward with. Also, I've created the logo in a vector format, which means that it can scale properly whether it's printed on a 1x1 stamp or blown up to a large banner -- the logo will always be crisp and sharp. It still captures the same essence of the existing log in terms of family, and I really feel that the trees showcase the one thing I love most about this neighbourhood and also the one thing people comment the most on -- that beautiful canopy of trees on the streets.
3. Other than that, the look and feel and layout is pretty easy to use; legible, and (other than a little formatting issue I noticed this morning) will be fully functional on all mobile devices. The search function works great, and I thought the green was a nice fresh colour.
4. I believe you had tried to hide contact information and e-mail addresses to some degree by posting them as images. Unfortunately, with the sophistication of spam e-mail scrapers, they're easily able to take images and convert them to readable text. The onus is on spam filters and e-mail ISPs to block spam.
With that in mind, I'd strongly suggest we change pages like the contact one (<http://northglenora.org/league-information/league-contacts/>) to proper HTML. That way, people can click on an e-mail address to send an e-mail, or click on a phone number from a mobile device to quickly place a call. No point in functionally punishing those who wish to use the website for legitimate reasons.
5. Events Calendar: I'm not able to embed the events calendar until I get the private sharing URL from you. At that point I can pop it up.
6. Advertising: The sponsors section is easily updatable, and can display random ads. Could be a possible source of additional revenue for the community league or a value-add for the newsletter sponsors.
7. As far as the remaining work on the site, there is some historical documentation that has to be moved over (past spreadsheets, meeting minutes, etc.) which I can do as I have time, and some of the sections under League Information need completion.

1st Vice President Report	Submitted by Bruce Jakeway
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I have been working on volunteers for positions. I have people have who have expressed interest in all positions except for one of the vice president positions and secretary. If you know of suitable candidates, please contact me.

TREASURER'S REPORT	Submitted by Ryan Young
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1) Charitable Donations:

Ryan Asked the EFCL: EPCOR donated \$300 to our league this past year through an employee donation program. I've been told that it was sent to us through the EFCL so that EPCOR could get a donation. Is it possible for us to do this in other situations as well? We are thinking of doing some fundraising for our rink project and would love to be able to offer tax deductible receipts for any donations. (We do not have our own charitable number).

EFCL Response: The EFCL does not have charitable status and cannot offer EPCOR a tax receipt. Even if we did, Canada Revenue Agency (CRA) rules stipulate that you can only forward money to other charitable organizations, so your league would need to have charitable status regardless. On that matter, a handful of leagues do have charitable status. They obtained it many years ago when the regulations were not as strict. If your league is interested, you might want to talk to them sometime. Windsor Park is one such league that pops to mind. We could dig around and forward other names to you if you like.

1. Bank Balances as of Jan 31, 2013

RBC: \$68,104.00 TD Chequing: \$142,831.94 TD Casino: \$9400.71

Bank statements just arrived so I have not had time to reconcile. My time was spent on budget preparation and ensuring that the accountant's questions were all answered in order to have draft financial statements for 2012 available for this meeting. I also attended two EFCL budget-related meetings.

Most transactions in January were normal. We received a donation from TOPS and the Fiddler's paid their hall rental so we had a large influx of cash. Non-regular and significant expenses were Criterion Pictures (\$840). The following is an unreconciled report due to the short time of receiving the bank statements and our meeting.

		Jan 13
Ordinary Income/Expense		
Income		
	45 Plus income	250.00
	Adult Activity Income	905.00
	Donations income	500.00
Hall Rental		
	Hall Rental Damage Deposits	0.00
	Hall Rental Paid	6,637.50
	Total Hall Rental	6,637.50
	Interest	20.03
	Membership Income	50.00
Playschool income		
	Playschool monthly fees	1,780.00
	Total Playschool income	1,780.00
	Total Income	10,142.53
Expense		
	Admin - Insurance	297.25
	Admin - Licenses/Fees	194.32
	Admin - Office Supplies	89.84
	Adult Activity Expense	711.23
	Family Activity Expenses	932.92
	Hall-equipment repairs/upgrades	100.00
	Hall - Janitorial	794.84
	Office Manager Payroll	858.44
	Playschool Expenses	1,114.97
	Total Expense	5,093.81
	Net Ordinary Income	5,048.72
Net Income		5,048.72

GRANTS REPORT	Submitted by Melissa Logan
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- We will hopefully be applying for the CLIP grant as long as our project is approved by the city by the deadline of March 4th. If it's not approved by March 4th then we can apply next year.
- Grant application being completed for our Operations Grant Due April 2, 2012
- Have not completed STEP grant. Still cannot see a link to the application posted on the City's website. It is due February 28, 2012

HALL RENTAL REPORT	Submitted by Kurena Adams
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January 2013			Total
Private hall rental	January 26	300.00	\$300.00
Fiddlers	January 3, 10, 17, 24, 31 (5 x 162.50)	812.50	\$812.50
Total			\$1,112.50

SECRETARY REPORTSubmitted by **Donna Jackson**Period – **January 14 2013 - January 18 2013**

Category	Description	Status
Annual Secretarial Duties - 1.5 hour	<ul style="list-style-type: none"> Created AGM draft agenda and forwarded to President, Treasurer for feedback Hang AGM signs on accessible 3 corner fences 	Completed
Monthly Secretarial Duties – 8 hours	<ul style="list-style-type: none"> Prepared January meeting minutes and handouts Forward Action items to Executive Committee members Distribution of minutes as required to contacts Posted Executive Meeting Package (Agenda, Minutes, Filed Reports) on website Created and distributed draft agenda, reports for Feb 19 Executive Meeting Office filing / Photocopying / Sign Cheques Check & Sign off for February 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 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"> Arrange for purchase of new AED pads with Andrea Laurie Check AED when reported that beeping was heard in the Hall - not AED battery 	Completed
AED – 10 minutes	<ul style="list-style-type: none"> February 18 – check and record 	Completed

AED Status Reportsubmitted by **Donna Jackson / Andrea Laurie**

- Battery Status = Green
- Inventory = checked and complete – Feb 18, 2013 by Donna Jackson
- AED Pad expiry = March 2013, April 2013 - Asked Andrea to arrange purchase of 2 sets
- Battery expiry - check sticker on back of unit - should be 2014 (4 years after purchase)
- Andrea spoke to Acklands-Grainger and the replacement AED pads are \$ 71.33, they currently have them in stock.
- The cost of the battery is \$538.52, this will need to be ordered if we go through Acklands for this. Andrea was told that on the AED unit there should be sticker to indicate the manufacture date for the battery.

Card Reportsubmitted by **Agnes Brennan**

Thank you

- TOPS for their \$500.00 donation
- Kurena and Autumn Adams for doing the Christmas tree up and down

Thinking of you

- Ellen Abbott - really sick
- Audrey Gilley - in hospital diagnosed cancer
- Isobel Henderson - in hospital heart surgery
- Faye Young - in hospital eye condition

Sympathy

- Family of Archie Heather - past president and community worker

MOVIE NIGHT COORDINATORSubmitted by **Jennifer Domanski**

- March 8th - we will be showing Rise of the Guardians which is a pre release movie. I put an ad up on the bulletin board at the hall.
- Feb 8th Showing of "Chicken Run" - We had 13 kids and about 8 adults on the weekend. I am actually glad because the movie was so quiet, the slightest noise made it difficult to hear. The hall was also a bit chilly, but not sure how to adjust that. All in all it was a fun night!

SPORTS ACTIVITIESSubmitted by **Ryan Young**

Soccer Registrations

EFCL News

Soccer season is coming up, with registrations starting this month and February. Sometimes people are confused about community league membership requirements. Some leagues think that a player registered for their team must have their league membership; however, the rules according to the Edmonton Minor Soccer Association dictates that they must be community league members in good standing of the community within which they reside. This happens to agree with the EFCL Code of Ethics

Security Information**Jennifer EICHMANN, Edmonton Police Service, West Division, District 1 CLC**

I am the community liaison for your area now. I would like to attend the meeting, however, I may have another obligation on that day. I will have to get back to you about this at a later date. It is difficult for me to attend any evening meetings, however, I would be more than happy to meet with you or other members of the community if there are specific concerns that you would like to discuss. And please feel free to email me with any questions or concerns you may have. I look forward to meeting with you and the others.

Graffiti on NGCL Property

Call the complaint line and have a report done just in case it is specific tagging that has a "signature" where someone could be identified. We recently arrested a person where this was exactly the case. I believe the individual was responsible for over 100 separate incidents. So, it would be of benefit for the police to submit a report of mischief on this occurrence. The number for the complaint line is 423-4567.

"Brute" has been replaced by "Kilbot" in the past 24 hours.

The rink shack (among other things) has been spray painted again (3 times now). I'll paint over the soccer notice this week and cover over the rink shack graffiti.

I was really happy to read this as well - now at least BRUTE won't be tagging us again.

I think we have to either buy special remover or arrange for a company to come out and remove the paint on the side of the hall because of the stone / stucco .

We had some tags on the hall stucco about 5 years ago but I'm not sure how we had it removed.

Steve may know what we can use - as we only have the 1 tag on the stucco we may want to try and remove it ourselves first if we can find a product.

I wonder if we can get him to do some community service at our hall and cover up his work....

<http://www.edmontonjournal.com/news/edmonton/Brute+Edmonton+most+prolific+taggers+arrested+police/7967630/story.html>

ADULT ACTIVITIES

Submitted by Rhonda Van Heyst / Margaret French

Yoga Program Update: Please note - on a Trial basis for this next session, I am happily opening up the class to participants wishing to bring their mature children (ages 8+) along with them to yoga. This option is being offered *only with the following understandings* (to maintain class integrity):

- children must be able to participate through the entire class on their own mat beside their parent, without creating distractions as this will still be conducted as an "adult class"
- cost of child's attendance is the same as adult
- class fee will be deposited following the first class attended however in the event of any problems in subsequent classes, the Instructor reserves the right to cease the child's enrolment in the session with no reimbursement (following 2 warnings)

NEWSLETTER REPORT

Submitted by Frank French

60th Anniversary COMMUNITY DAY Planning

Submitted by Elizabeth Turner

MEMBERSHIP REPORT

Submitted by Bill MacDonald

EFCL Volunteer Appreciation**EFCL News**

This year our Volunteer Appreciation Event will provide an opportunity for League volunteers to attend an evening designed to honor their efforts and inspire and motivate with great stories and an inspirational speaker. The Evening of Appreciation is to occur on Tuesday, April 23 at the Myer Horowitz Theatre. Seating is limited for this FREE EVENT - first come first serve - four seats per League for early bird reservations

Details:

Myer Horowitz Theatre, Students' Union Building, University of Alberta, 8900 - 114 Street

DATE: Tuesday, April 23

Time: Doors at 6:30 / Program at 7:00

League Showcase - Highlighted Projects, Events, and Achievements

Keynote Speaker: Laurel Vespi – The Power of One

Followed by a wine and cheese reception

Reserve your four League places with Kris.Morra@efcl.org. We will open up any remaining seats at the beginning of April

ABOUT THE SHOWCASE:

We will have a slide show featuring highlights of the past years so please send in your pictures, video clips, and descriptions of the various events, projects, and achievements with the name of the League to Kris.Morra@efcl.org. We will also be selecting some video clips and stories from our repertoire of interviews conducted by Nancy Rempel. There is still time to become a featured League - contact Nancy.Rempel@efcl.org

ABOUT THE KEYNOTE SPEAKER:

Laurel Vespi is a certified life coach and the creative energy behind stone circle coaching. With more than 30 years experience as an educator, consultant and group facilitator, Laurel particularly loves helping people clarify their life purpose, and find more balance, fun and satisfaction in their lives. In other words make the seemingly impossible become possible.

Laurel has a Master of Education degree and is designated as a Professional Certified Coach by the International Coach Federation. Laurel is also the Past President of the Edmonton Coaches Association.

Laurel is the author of the award winning book Spontaneous Combustion: Setting Your Life on Fire, a kick in the pants look at how to stop waiting for the most important things in life. Her newest book, Conscious Combustion will be published this year.