



















- 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. Confirmation of Payment of the Revenue Canada Late Filing Penalty
 - 4.2. Outgoing Treasurer - Motion to approve new signing authorities for 2013-14 Year
Bruce Jakeway, President, Myrna Khan, Vice President, Marie-Jo Bruneau, Vice President, Jordan Elias, Treasurer, Sarah Henderson, Secretary
- 5. BUSINESS ARISING FROM THE MINUTES**
 - 5.1. Hall Janitorial Interview Update – David Van Meter
 - 5.2. City of Edmonton / MacEwan Community Swim – Bruce Jakeway
 - 5.3. Neighbourhood Renewal Update – Suzanne McAfee
 - 5.4. Park Redevelopment / Rink Rehab Project Update – Melissa Logan / Ryan Young
 - 5.5. Hall Speaker repair or replacement - affecting Movie Night
- 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**
 - 8.1. Information for new executive – Donna Jackson
 - 8.2. Key Exchange – Request for new keys, Hand in Keys
 - 8.3. On Street Bike Lanes - Suzanne McAfee
 - 8.4. Simplex Grinnell Inspection
- 9. REPORTS**
 - 9.1. President Bruce Jakeway
 - 9.2. Past President David Van Meter
 - 9.3. Vice-President Marie-Jo Bruneau
 - 9.4. Vice-President Myrna Khan
 - 9.5. Secretary Sarah Henderson / Donna Jackson
 - 9.5.1. AED Report Sarah Henderson / Donna Jackson
 - 9.5.2. Cards Agnes Brennan
 - 9.6. Treasurer Jordan Elias / Ryan Young
 - 9.6.1. Grants Coordinator Melissa Logan
 - 9.7. CRC Report Chris McMorran
- 10. STANDING COMMITTEE REPORTS**
 - 10.1. Hall Bookings Carolyn Aarnoutse
 - 10.2. Historian Andrea Laurie
 - 10.3. Neighbourhood Security Corinne Sawarin
 - 10.4. Planning & Transportation Suzanne McAfee / Dave Caskenette
 - 10.5. Publicity Jason Ross
 - 10.6. Sports Michelle / Ryan Young / Franziska Kaestner
 - 10.7. Buildings & Grounds Geoffrey Tallon
 - 10.7.1. Kitchen Keeper Natalia Krawetz/Donna Jackson / Marg Pratley
 - 10.8. Adult Programs Margaret French / Rhonda Van Heyst
 - 10.9. Membership Bill MacDonald
 - 10.10. Family Programs Rebecca Sklofsky
 - 10.11. 45 Plus Beverly Orchard
- 11. ADJOURNMENT**

NEXT Executive MEETING: Tuesday, April 16, 2013 7:00 p.m.

Board Position	Vote	NAME	Present	Regrets	Absent
President		Bruce Jakeway	✓		
Past President		David Van Meter		✓	
1st Vice President		Marie Jo Bruneau	✓		
2nd Vice President		Myrna Kan	✓		
Treasurer		Jordan Elias	✓		
Grants Coordinator		Melissa Logan		✓	
Secretary		Sarah Henderson Donna Jackson	✓ ✓		
COE CRC		Chris McMorran		✓	
Standing Committee Chairs					
Adult Activities		Rhonda Van Heyst Marg French	✓	✓	
Buildings & Grounds		Geoffrey Tallon Steve Twigg	✓		✓
Family Activities		Rebecca Gooding	✓		
45 Plus Activities		Bev Orchard Agnes Brennan	✓	✓	
Hall Bookings		Carolyn Aarnoutse	✓		
Historian		Andrea Laurie	✓		
Membership		Bill MacDonald		✓	
Neighbourhood Security		Corinne Sawarin Pearl Biggar	✓	✓	
Newsletter / Publicity		Jason Ross Frank French	✓ ✓		
Planning & Transportation		Suzanne McAfee Dave Caskinette	✓ ✓		
Sports Activities		Ryan Young Michelle Young Franziska Kaetsner Guy Sopiwnyk	✓ ✓	✓ ✓	
OPTIONAL					
Welcoming Committee		Elizabeth Turner	✓		
Kitchen Keeper		Donna Jackson Natalia Krawetz Marg Pratley	✓ ✓		

1. CALL TO ORDER.

Bruce Jakeway called the meeting to order at 7:00 p.m. Quorum was established with enough voting members present.

2. APPROVAL OF THE AGENDA

Marie-Jo Bruneau moved the agenda be approved as presented with Dave Caskenette seconding. Frank French requested an update to add Agenda Item 5.6 for Solar Panel Update. Guy moved to approve the agenda as amended with Dave Caskenette seconding. The amended motion was carried.

3. APPROVAL OF THE PREVIOUS MINUTES

Ryan Young moved the February 19 2013 Executive Meeting Minutes be approved with Rhonda Van Heyst seconding. The motions was carried. Donna and Bruce completed the sign-off sheet for the February meeting minutes.

4. FINANCIAL MATTERS / REQUESTS**4.1. Confirmation of Payment of the Revenue Canada Late Filing Penalty**

Ryan reported he has asked Kurena to prepare the cheque to submit to the CRA. Kurena was calling to get an update on the total amount to ensure the cheque was made out for the full amount owing. This item will be carried forward for update at the April Executive Meeting.

4.2. MOTION: Outgoing New signing authorities for 2013-14 Year

Ryan Young moved to approve the new signing authorities for 2013-14 Year as: Bruce Jakeway, President, Myrna Khan, Vice President, Marie-Jo Bruneau, Vice President, Jordan Elias, Treasurer, Sarah Henderson, Secretary. Jordan Elias seconded. The motion was carried.

Bruce Jakeway, President led a round table of introductions for the new and outgoing executive members in attendance.

5. BUSINESS ARISING FROM THE MINUTES**5.1. Hall Janitorial Interview Update – David Van Meter - No Update - Tabled until April Executive Meeting****5.2. City of Edmonton / MacEwan Community Swim – Bruce Jakeway**

Bruce explained to the new Executive regarding the Swim Program that has been suspended since Grant MacEwan began their refurbishment activities. The GM pool has finally reopened March 19, 2013. The Executive has been corresponding with the City of Edmonton Community Swim coordinator and are looking into the best fit for our community. Bruce took away this item for final review with a recommendation to be made to the Executive at the April 16 meeting. We have budgeted \$1500.00 for the swim program for 2013.

5.3. Neighbourhood Renewal Update – Suzanne McAfee

Suzanne gave a brief update on the Neighbourhood Renewal. The Westminster School presentations were well attended with approximately 200 people. The reconstruction will commence in the spring of 2013 in the North East Corner of the community to be completed over 2 seasons, finishing up in 2014. Tim Brockelsby approached Suzanne to see if the Community League thought it would be a good idea to approach several of the residential sewer line replacement companies to see if there would be interest in a volume deal for North Glenora. Tim offered to spear head the effort. Suzanne will put Tim in touch with Jason Ross to have something placed in upcoming newsletters.

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

Ryan reported that we have received our approval from the City for the project to proceed. We are waiting to hear on the final grant money. Tenders will be going out and several individuals from the community have expressed interest in being included in the opportunity to put in their bids for the contract. The sign must be put up by April 6th. Dave Caskenette offered to assist Ryan on getting the sign in place.

5.5. Hall Speaker repair or replacement - affecting Movie Night

Jason Ross has made adjustments to the sound system which has rectified the volume problem at movie night. The hall rear speakers have been turned on. The Executive and the Domanski's extend their appreciation to Jason for tackling and clearing this problem from our backlog of work to be done in the hall.

5.6. Solar Panel Update - Franck French

Frank French gave an update to new members regarding the history and future of the solar panels that will be installed on our roof in the spring. Frank has a meeting arranged on March 26th to review and finalize the plans for the installation.

6. CORRESPONDENCE/ANNOUNCEMENTS

- 6.1. Letter announcing that our Federal Grant was approved and the signed and dated contract - Bruce passed on to Ryan
- 6.2. Letter sent to Jane Batty to support the EFCL project and support of the proposed water feature (wading pool instead of beach) be located adjacent to the EFLC 100th Anniversary structure
- 6.3. Letter from Grant MacEwan announcing their opening and invitation to attend their Pool Party Sunday March 24
- 6.4. Letter from EFCL inviting all Community League Volunteers to their Volunteer Appreciation at the Meyer Horowitz theatre on April 23 for wine and cheese and special keynote speaker
- 6.5. Invitation from the Oliver Community League who are partnered with the Downtown Edmonton Community League and the Edmonton Bicycle Commuters to pursue the formation of a coalition that would support and promote high quality bicycle infrastructure along both 102 Ave and 105 Ave. Due to NGCL's proximity to these routes they have extended an invitation for their Thursday March 28th, 7pm meeting. Bruce passed it along to anyone interested
- 6.6. Invitation to become engaged in the SE to W LRT - Upcoming Public Involvement
- 6.7. CCCU Graffiti Van contact information
- 6.8. Several flyers, newsletters were also circulated

7. SPECIAL COORDINATOR & PROJECT REPORTS

- 7.1. Volunteer Appreciation Bruce Jakeway

Bruce gave an update of the upcoming event. Donna had prepared invitation packages and all were distributed to be delivered by executive members. An initial kick off meeting was held. Bruce provided a spreadsheet of volunteers and the tasks they volunteered for. Donna matched Bruce's spreadsheet to the current membership list for volunteer address labels. Donna designed, printed and folded the invitations. Donna printed labels, addressed and stuffed envelopes. Donna sorted in to 6 neighbourhood sections for delivery. Donna send advertising to the newsletter, posted on the bulletin board and had on the overhead presentation at the AGM.

Donna provided template letters to Marg French and Marie-Jo Bruneau for collection of donations for volunteer draws at the event.

Donna provided Elizabeth Turner and Marie-Jo Bruneau the RSVP list and the Volunteer Badge spreadsheet to Rhonda for the name cards. Donna emailed volunteers and tracked down contact information. Donna's tasks for volunteer appreciation are now complete.

Additional invitations were given to Bruce Jakeway to distribute if any name submissions come in late. There are only 3 names we do not have contact information for from a list of approximately 160 volunteers

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

Elizabeth thanked the Community League on behalf of ARTES for the use of the hall for their meeting.

Elizabeth is working on the submission for the PM Award and will ask Annabelle Wallace to nominate the league.

Elizabeth gave a brief description of Sept 20, 21, 22 activities that will be 60th Anniversary and Community Day for 2013.

8. NEW BUSINESS

- 8.1. Simplex Grinnell Inspection
See Kurena's report. We will have to pursue replacement of the Kitchen Stove Fire Suppression system.
- 8.2. On Street Bike Lanes - Suzanne McAfee - no further information on this. City Council is still discussing and has asked Transportation to come back with better proposals in the future. We will continue to watch with interest but the Community League is not currently active on this issue.
- 8.3. Information for new executive – Donna Jackson - Donna Jackson did a brief presentation for the new executive, encouraging them to review the Orientation Guidelines on the website.
- 8.4. Key Exchange – Request for new keys, Hand in Keys - moved to after reports with Guy and Jim Bohun handing in their keys Pearl Biggar and Rob Henderson had returned their keys at the AGM.

9. REPORTS

- | | |
|---------------------------|---|
| 9.1. President | Bruce Jakeway - nothing more to report - learning the ropes |
| 9.2. Past President | David Van Meter - regrets |
| 9.3. Vice-President | Marie-Jo Bruneau - working on volunteer appreciation committee |
| 9.4. Vice-President | Myrna Khan - excited to get started |
| 9.5. Secretary | Sarah Henderson / Donna Jackson - written report and Donna will start transitioning to Sarah |
| 9.5.1. AED Report | Sarah Henderson / Donna Jackson -
Donna gave a history of the AED and why we report the status monthly. Andrea has replaced 1 set of Pads and will purchase another set as spares. |
| 9.5.2. Cards | Agnes Brennan - written report |
| 9.6. Treasurer | Jordan Elias / Ryan Young - Ryan will transition to Jordan |
| 9.6.1. Grants Coordinator | Melissa Logan - regrets |
| 9.7. CRC Report | Chris McMorran - regrets |

10. STANDING COMMITTEE REPORTS

- 10.1. Hall Bookings Carolyn Aarnoutse - should meet with Kurena to transition into position
- 10.2. Historian Andrea Laurie
Andrea is working on the slide show for volunteer appreciation and some pictures for the new website. She is researching archival techniques for some of our "storage cupboard" items that take up a lot of space and are not being preserved in any careful manner currently. She is looking for sources where she can get photos digitized for electronic storage.
- 10.3. Neighbourhood Security Corinne Sawarin - Pear has met with Corinne several times
- 10.4. Planning & Transportation Suzanne McAfee / Dave Caskenette
Suzanne will forward the LRT West Corridor info to Jason for the Newsletter
Elizabeth gave us a briefing on the plans for redevelopment that Westmount Presbyterian are proposing for their 3 lots. She will see if Annabelle will come to next Executive meeting as the Community League would like to get involved early to ensure residents do not get the wrong idea about what is being proposed.
Westcorp has also been contacted but state they have no immediate plans for anything in our area.
- 10.5. Publicity Jason Ross
Jason has created a Facebook page and Twitter account. He is excited about getting started. Donna will put him in touch with the web designer as well.
- 10.6. Sports Michelle / Ryan Young / Franziska Kaestner
Lots of kids registered - more and bigger teams than previous years. Could not find enough coaches soon enough so a couple of teams of older ages maybe placed with other community teams.
Ryan will hold the soccer wind up in conjunction with the first BBQ in June - probably around Father's Day.
- 10.7. Buildings & Grounds Geoffrey Tallon
Geoffrey will review the Hall Guidelines binder that is posted on the website.
- 10.7.1. Kitchen Keeper Natalia Krawetz/Donna Jackson / Marg Pratley
Natalia and Donna are meeting Marg Pratley Friday Mar 22 to go through the kitchen.
- 10.8. Adult Programs Margaret French / Rhonda Van Heyst
Another successful Family potluck preceded the ever popular pub night on March 15th.
Scrapbooking event was held and had 8 ladies enjoying their crafts over the weekend along with good food, drink and fellowship.
Another crafting week-end is planned for the fall and will be well advertised in advance.
Yoga is proposing a Friday morning session and also registering youth in their next evening program.
- 10.9. Membership Bill MacDonald - regrets
- 10.10. Family Programs Rebecca Gooding (will use her married name)
Will be in touch with our CRC and past Family Programs coordinator, Michelle Schurek
- 10.11. 45 Plus Beverly Orchard (Report submitted by Marg Pratley)
Upcoming Crib Tournament & Games night this Friday

11. ADJOURNMENT

Frank French made his final motion for adjournment at 8:36 p.m.

Members requiring keys stayed after adjournment - Donna will input codes and advise of code test opportunities.

NEXT Executive MEETING: Tuesday, April 16, 2013 7:00 p.m.

DATE	NGCL PLANNING & DEADLINES	RESPONSIBILITY
Jan 1	NEW FISCAL YEAR BEGINS	
Jan 1	GRANT: Alberta Sport, Recreation, Parks & Wildlife Foundation Development Initiatives Program Grant (provincial) deadline GRANT: Wild Rose Foundation Grant (provincial) Deadline	Grants Coordinator
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 (pre-Exec Mtg)	FINANCE COMMITTEE reviews budget submissions for the new year, prior to Jan. Executive Meeting	Finance Committee
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
Within one week after Jan Exec Mtg	BUDGET: Each Executive revises its proposed program or administrative budget as per the discussion at Jan Executive Committee Meeting and submits it to the Treasurer ASAP.	All affected Executive.
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	BUDGET: Prior to AGM, Executive to approve proposed NGCL budget for the year	All Executive

DATE	NGCL PLANNING & DEADLINES	RESPONSIBILITY
	AGM: - Nominations Committee Report. - Finalize preparations for AGM (e.g., CRC rep to handle voting, signage). FOR MAR. EXEC. MTG: Remind outgoing executive to attend <i>March Executive Meeting</i> and to hand in keys, manuals, etc. VAD: Set & book date (timing to coincide with National Volunteer Week in April - dates vary); get budget approval incl. floats	Nominations Committee Secretary President/Meeting chairperson VAD Committee
Feb	AGM: - Develop AGM Agenda. - Collate/copy <u>Annual Report</u> submissions.	President/Secretary Secretary
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	-T4 & T4 Summary due at CCRA -Reconciliation of WCB payment due	Treasurer Treasurer
2nd Tues in Mar	AGM: - Election of Executive - Remind outgoing executive to attend next Executive Meeting and to hand in keys, manuals, etc. - Get new executives' contact information	- Nominations Committee - President/AGM Chairperson - Secretary
Mar	Post AGM: Notify Corporate Registry of any approved changes to bylaws. Revise Bylaws per any amendments passed at AGM and distribute draft at Executive Meeting WITH PROVISIO THAT THEY DO NOT TAKE EFFECT UNTIL APPROVED BY CORPORATE REGISTRY	Secretary
3rd Tues in Mar (Exec Meeting)	-Turnover of old to new executive. -Approve new signing authorities proposed by Treasurer - Update from Volunteer Appreciation Coordinator	All outgoing & incoming executive Executive VAD Committee
Mar	-Orientation for New Executive, Contact List, Lines of Communication to new executive. Distribute new Contact List to relevant key holders (e.g., special events coordinators, etc.)	Secretary
Mar	- Distribute key(s) and security code to new executive. Provide briefing on use of alarm system. - Coordinate for Reliance Protectron/security notification (new codes and alarm contacts lists) via Fax Update all Hall Signage to reflect new Executive	Hall Bookings Chair Hall Bookings Chair, President Secretary
Mar	CITY OF EDMONTON ANNUAL GRANTS: Operating & Maintenance Reno Grant preparation; due early April	Edmonton CRC / Treasurer
Mar	RINK SHACK cleaned & furnace turned down; ice mats stored inside	Buildings & Grounds
Mar	SPRING GARAGE SALE planning & advertising GARAGE SALE CONCESSION (Executive) planning	Garage Sale liaison / Publicity Executive

DATE	NGCL PLANNING & DEADLINES	RESPONSIBILITY
Mar	WINTER SPORTS equipment stored	Sports / Bldgs & Grds
Mar	SPRING/SUMMER SPORTS registration/advertising	Sports / Publicity
Mar	VAD invitations go out - Prior to April 1st	1 st & 2 nd VP & Committee
Mar	SUMMER PROGRAMS: City of Edmonton summer registration opens	Edmonton CRC
Mar / Apr	SIGNING AUTHORITY change-over	Treasurer and relevant signatories
Mar / Apr	SPRING/SUMMER PROGRAMS (plan / advertise) GARBAGE FAIR (plan / advertise)	Program Chairs / Publicity Garbage Fair Liaison
Mar / Apr	- New Executive List to EFCL & COE CRC Coordinator - Notify Alberta Gaming & Liquor Commission on special form (as per Secretary's Manual) and Security Company - New Letters to Coronation School	Secretary / President
Apr 1	GRANTS Deadline	Grants Coordinator
Apr	Finalize updating of <u>OPERATIONS MANUAL</u>	1 st & 2 nd VP & Committee; Secretary
Apr	VOLUNTEER APPRECIATION Event	1st & 2 nd VP & Committee
Apr	GROUNDS CLEAN UP: Advertise spring clean-up/PITCH-IN DAY (usually held same day as Garbage Fair)	Buildings & Grounds / Publicity
Apr	SPRING/SUMMER PROGRAMS & SPORTS underway: advertise as required	All Programs / Publicity
Apr/May	ARCHIVES: File / clean out / shred archives.	Secretary / Treasurer
May 1	GRANTS:	Grants Coordinator
May	City of Edmonton Sports field & Playground Conservation & Hard Surfacing Repair – Identify to CRC – Sports field lining	Edmonton CRC; Building & Grounds, Sports Programs
May	GARAGE SALE	Garage Sale Liaison
May	GROUNDS SPRING CLEAN-UP/PITCH-IN DAY GARBAGE FAIR	Bldgs & Grds Garbage Fair Liaison
May	GRANT: City of Edmonton Annual Grants <u>NPDP</u> application deadline GRANT: Confirmation of City of Edmonton Annual Grants	Edmonton CRC / Treasurer / Buildings & Grounds (Parks)
Jun	Pick up MEMBERSHIP SUPPLIES at EFCL	Membership Chair / EFCL
Jun	Finalize plans for SUMMER PLAYGROUND; identify NGCL Liaison	Family Programs
Jun	SUMMER PLAYGROUND: advertise COMMUNITY DAY advertise & begin preparations (table invitations) RINK CARETAKER: advertise	Edmonton CRC Publicity Buildings & Grounds
Jun	SCHEDULE PLANNING WORKSHOP for Fall	President
By end of Jun	Notify CORPORATE REGISTRY with new executive list and recent financial statement	Secretary/Treasurer
Jun/Jul	INSURANCE POLICY review & payment (July 1 effective policy date)	Treasurer
Jul 1	GRANTS:	Grants Coordinator
Jul	NO EXECUTIVE MEETING	ALL EXECUTIVE

DATE	NGCL PLANNING & DEADLINES	RESPONSIBILITY
	NO NEWSLETTER DEADLINE <i>Only 1 summer month issue delivered first week of July</i>	
Jul / Aug	SUMMER PLAYGROUND PROGRAM underway SUMMER PROGRAMS held in Hall (if booked)	Family Programs Contact Hall Bookings (Keys); Buildings & Grounds(Rink Shack Access)
Jul / Aug	Return & store Spring/Summer sports equipment	Sports Programs
Aug	FALL/WINTER PROGRAMS: plan & advertise, incl. Rink Caretaker position	Program Chairs/Publicity
Aug	FALL/WINTER SPORTS: plan & advertise Indoor Soccer registration	Sports / Publicity
Aug	FINANCIAL REPORTS: Grant reports	Treasurer
Aug	Plan & advertise MEMBERSHIP drive (incl. Community Day)	Membership / Publicity
Aug / Sep	Plan & advertise FALL/WINTER PROGRAMS	Program Chairs / Publicity
Aug / Sep	Plan & advertise FALL GARAGE SALE	Garage / Publicity
Aug/Sep	BUDGET: Financial Committee reviews budget (year-to-date and forecasted to year end)	Finance Committee (Treasurer / 1st & 2 nd VPs or President as appointed)
Sep	MEMBERSHIP DRIVE underway. Advertise in newsletter	Membership / Publicity
Sep	GRANT: City Operating Grant should be received	1 st VP/President/Treasurer
Sep	ANNUAL PLANNING WORKSHOP - Target projects/goals for upcoming year	President / All Executive
Sep	City of Edmonton: SUMMER PROGRAM EVALUATION	Edmonton CRC / Programs
Sep / Oct	FALL/WINTER PROGRAMS & SPORTS underway; advertise as required Rink Volunteers / Hall Snow Removal for Sidewalks / Parking Lot	All Programs / Publicity Sports / Buildings and Grounds
Sep / Oct	GARAGE SALE	Garage Sale Liaison
Oct 1	GRANTS:	Grants Coordinator
Oct	Update KITCHEN INVENTORY (if required) Order / purchase replacement items as required	Hall Bkgs / Kitchen Keeper
Oct	Update SPORTS EQUIPMENT INVENTORY (if required)	Sports Programs
Oct	FALL CLEAN-UP (last weekend)	Buildings & Grounds
Oct / Nov	GRANT PROCESSING & SUBMISSION: STEP	President/Treasurer/Grants Coordinator
Oct/Nov	AGM: Prepare list of motions from all the Minutes of the year to determine if bylaw amendments are required. If so, bring to November Executive meeting	Secretary
Nov	RINK SHACK cleaned & furnace turned up	Buildings & Grounds
Nov	WINTER PROGRAMS: advertise	Program Chairs / Publicity
Nov	Decorate Christmas Tree	Hall Bookings
Nov	<u>Executive Meeting:</u> AGM: - Establish Nominations Committee - Determine if bylaws require amendment; finalize Announcement of budget submission requirements.	1 st & 2 nd VP / Nominations Committee VPs & Secretary

DATE	NGCL PLANNING & DEADLINES	RESPONSIBILITY
	BUDGET: Review financial statements and set budget parameters for upcoming budget.	
Nov	Announce date & plan PRESIDENT'S RECOGNITION EVENT for January	President / Executive
Nov/Dec	SUMMER PROGRAMS: Review City of Edmonton day camps available to run in summer; request camps & choose weeks through CRC	Family Programs/CRC
Nov/Dec	BUDGET: All Executive prepare budgets for their programs or areas of authority for the upcoming year and submit to the Treasurer by December 15	All Executive
Dec	NO EXECUTIVE MEETING NO NEWSLETTER DEADLINE - NO JANUARY NEWSLETTER	ALL EXECUTIVE
Dec 15	BUDGET: All executive to submit budgets for their programs or areas of authority for the upcoming year to the Treasurer	All Executive
Dec/Jan	Put away holiday decorations.	Hall Bookings
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.	All Executive
Dec 31	FISCAL YEAR END Ensure all filings have been done or are planned – WCB, Taxes, GST recovery, Insurance paid up, prepare year-end statements, etc.	Treasurer
2012	<i>NOTE CASINO DATES AND SCHEDULE. Once date is set, insert reminder that GAIN course/update needs to be taken at least 90 days in advance of that for those noted in Section A of the Policies & Procedures (Operations Manual)</i>	Casino Liaison

Community Swim Information

MacEwan Pool Grand Re-opening Delayed

The pool is back, well at least on March 19 it is. Join MacEwan Sport and Wellness March 19-24 for the Grand Re-Opening celebration of our Aquatic Centre.

Due to permit delays we are unable to open on Monday. Please watch our website for updated information regarding our opening around mid-day on Tuesday, March 19.

- **Sunday, March 24** Free Pool Access (12-5)
- The pool will be open for free from 12-5 p.m. Lane swimming will be available from 12-1 p.m. and a Family Pool Party will be held from 1-3 p.m.
- The fitness centre will also be open for free to the public, however normal age restrictions apply.

Customer Service Supervisor

Andrea Von Albedyhll

Room 8-121, City Centre Campus

780-497-5372 • vonalbedyhlla@macewan.ca

CITY OF EDMONTON FACILITIES

Hi Bruce,

I have attached the sheet on some of the other community leagues that participate in this program. If you decide to join the program you can see that all of them had decided on only giving their community members access to our smaller Leisure Centres which are:

1. Admission to ACT, Bonnie Doon, Central Lions Seniors Centre, Confederation, Eastglen, Grand Trunk, Hardisty, Jasper Place, Londonderry, O'Leary, Peter Hemingway, St. Francis Xavier Sports Centre, Outdoor Pools.
2. Access to pool and fitness only, No access to drop in programs and arenas, Excludes registered programs.

Pricing is based on each scan by your members, so remember if you think you will have alot of usage you may want to put in a cap on the number of admissions you grant your members (some leagues only give access 10 times per year, per person). If you decide to give them higher access to places like Kinsmen and Commonwealth your pricing below will be higher and I will have to work that out for you as no one uses that currently.

- Adult \$4.60
- Child \$3.20
- Youth/Senior \$4.10

1. So what I will need from you is:
2. How many visits you want to give each member.
3. Look foward to hearing back from you so that I can set this up,

Stacey Wright

Community League Drop-In Program								
Last Update: November 2012								
League	Plan/Type in CLASS	Adult	Child	Family	Senior	Youth	Details	Expiry Date
Empire Park	Facility Community League	Yes	Yes	No	Yes	Yes	Confederation Pool only 52 visits, per person, per year	31-Aug-13
High Park	Facility Community League	Yes	Yes	No	Yes	Yes	5 visits per person, per year to any Zone Facility	30-Sep-13
Jasper Park	Facility Community League	Yes	Yes	No	Yes	Yes	Unlimited access, to any Zone Facility	30-Sep-13
Lendrum	Facility Community League	Yes	Yes	No	Yes	Yes	Unlimited access, to any Zone Facility	30-Sep-12
Malmo	Facility Community League	Yes	Yes	No	Yes	Yes	10 visits per person, per year, to any Zone Facility	31-Aug-13
Prince Charles	Facility Community League	Yes	Yes	No	Yes	Yes	13 visits per person, per year, to any Zone Facility	31-Aug-13
Meadowlark	Facility Community League	Yes	Yes	No	Yes	Yes	10 visits per person, per year, to any Zone Facility	19-Sep-13
Sherbrooke	Facility Community League	Yes	Yes	No	Yes	Yes	10 visits per person, per year, to any Zone Facility	19-Sep-13
Woodcroft	Facility Community League	Yes	Yes	No	Yes	Yes	Unlimited access to Peter Hemingway's public swims on Saturdays from 6:30-9pm and Sundays 2-5pm	31-Aug-13
Leagues who cancelled: Aspen Gardens, Delton, Ermineskin, Lansdowne, Summerlea, Canora, Prince Rupert, Highlands								
Facilities: ACT, Bonnie Doon, Confederation, Eastglen, Grand Trunk, Hardisty, Jasper Place, Londonderry, O'Leary, Peter Hemingway, St. Francis Xavier Sports Centre, Outdoor Pools								

----- Forwarded message -----

From: **Stacey Wright** <Stacey.Wright@edmonton.ca>
 Date: Wed, Feb 27, 2013 at 3:22 PM
 Subject: RE: North Glenora community swim
 To: NGCL VP <bjakeway@gmail.com>
 Cc: Sarah Harrington <Sarah.Harrington@edmonton.ca>
 Hi Bruce,

I am the coordinator of the Community League Drop in program. This is a program that Community Leagues can join so that their members can access facilities outside of community swim times. Community Leagues that are in this program are billed per month based on usage, but we offer a 25 % discount for each admission (Adult, Child, Youth/Snr). This program is good for smaller community leagues. We have the ability to grant various types of access, number of admissions per person etc. Please let me know if this is something you would be interested in doing and I can send you examples of what the options other Communities have that are on this program.

Thanks,
Stacey Wright
 Corporate Sales Administrator, Community and Recreation Facilities
 City of Edmonton, PO Box 2359 , CN Tower, 14th Floor
 10004-104 Avenue , Edmonton, AB T5J 2R7
[780-944-7744](tel:780-944-7744) [780-577-3527](tel:780-577-3527) Attn: Stacey Wright

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](tel: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?
 Bruce Jakeway
 NGCL VP

Simplex Grinnell Fire Inspection

Submitted by Kurena Adams

The inspections is done and here is what I have learned. Please see attached.

1. Fire extinguishers are all good and updated.
2. Emergency lights: two have had battery's replaced in them, otherwise all are now working properly.
3. Range hood bottle needs to be replaced the bottle has a life span of 12 years and ours is expired (1994 - 2006).
 I was given a verbal quote of approximately the cost to replace the range hood bottle and pipes of \$2000.00.
 The parts (pipes and bottle) for the range hood we have are no longer available (Obsolete).

Hall Rentals

Submitted by Kurena Adams

February	2013			
Private hall rental (Skills)		16-Jan	50.00	\$50.00
Fiddlers		February 7, 14, 21, 28	650.00	\$650.00
<hr/>				
Total				<u>\$700.00</u>

45 Plus Report**Submitted by Marg Pratley**

February 22, 2013 Crib Tournament and Games - Attendance 14
 Refreshments
 March 22, 2013 Crib Tournament and Games
 Refreshments

Card Report**Submitted by Agnes Brennan**

John Taylor - thinking of you
 Joyce Stockman - hospitalized

Secretary Report**Submitted by Donna Jackson**Website Development : Position Gmail Accounts

ngcloffice@gmail.com (already exists) Kurena Adams
ngclsecretary@gmail.com (already exists) Secretary
northglenoranews@gmail.com (already exists) Publicity

ngclpresident@gmail.com
ngclvp1@gmail.com
ngclvp2@gmail.com
ngcltreasurer@gmail.com

ngclgrants@gmail.com
ngclcards@gmail.com
ngcladults@gmail.com
ngclfamiy@gmail.com
ngcl45plus@gmail.com
ngclsports@gmail.com
ngclfacility@gmail.com
ngclbookings@gmail.com
ngclhistory@gmail.com
ngclmembers@gmail.com
ngclsecurity@gmail.com
ngclplanning@gmail.com
ngclschool@gmail.com
ngclcasino@gmail.com
ngclwelcome@gmail.com

Andrea -

Absolutely we can use photos from the NGCL archives instead of the generic ones (although the one of the grass is of my son in our yard, so technically it's a legitimate North Glenora photo :-). As long as they are of good quality and scanned in at a high resolution. You can send them off to me along with a caption and I can post them up. They need to be *at least* 900 x 400px, but larger would be better and I can crop them down.

I'm certainly interested in meeting the NGCL executive so do please keep me informed about the April or May meeting.

From: Rummy Dabgotra [mailto:rummy@thelevel.ca]

SECRETARY REPORT**Submitted by Donna Jackson****Period – February 19 2013 - March 18 2013**

Category	Description	Status
Annual Secretarial Duties	<ul style="list-style-type: none"> Completed AGM agenda and Reports Package Submitted & picked up AGM package - 40 copies printed (Staples \$48.72) 	Completed

Category	Description	Status
- 12 hour	<ul style="list-style-type: none"> • Purchased refreshments for AGM (Safeway \$25.53) • AGM Slideshow and Election PowerPoint • AGM Minutes and completed reports package • Contact Information for new Executive, Channels Document for Communication 	
Monthly Secretarial Duties - 6 hours	<ul style="list-style-type: none"> • Prepared February 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 March 19 Executive Meeting • Office filing / Photocopying / Sign Cheques • Check & Sign off for March AED inventory 	Completed for Period
NGCL Website - 2 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
Volunteer Appreciation - 12 hours	<ul style="list-style-type: none"> • Attended Meeting • Invitations printed, matched to membership address, • Labels printed / Envelopes stuffed / addressed / sorted - ready to hand off for delivery • Advertising sent to Newsletter • Posted Ad on Hall Bulletin Board / AGM Overhead • Template letters provided to Marg French & Marie-Jo for donations • RSVP Spreadsheet to Elizabeth and Marie Jo for tracking • Emailed invitees with no known addresses where email addresses were available 	Completed
AED – 10 minutes	<ul style="list-style-type: none"> • March 19 – check and record • Verified that the AED battery should be good until 10/2014 	Completed

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

- Battery Status = Green New Pads installed by Andrea, Spare Set in AED Locker
- Inventory = checked and complete – March 19, 2013 by Donna Jackson

Letter to Jane Batty

Submitted by Donna Jackson

From: Alan Bobstad [Alan.Bobstad@efcl.org]
 To: Donna Jackson
 Cc:
 Subject: RE: Hawrelak Park Water Feature

Sent: Sun 2013-03-03 10:44:41

Hi Donna,

I want to thank North Glenora Community League for its support and you for taking the time to write this note.

This is a significant project for the leagues and this week's council meeting is a key turning point.

Your help is very much appreciated.

Alan Bobstad
 Executive Director
 Edmonton Federation of Community Leagues

From: Donna Jackson [mailto:nafej@2teksplanet.net]
 Sent: Saturday, March 02, 2013 7:23 AM
 To: jane.batty@edmonton.ca
 Cc: 'NGCL Exec David VanMeter'; Alan Bobstad
 Subject: Hawrelak Park Water Feature

Hi Jane

We wanted to let you know that the North Glenora Community League is a strong supporter of the EFCL 100th Anniversary Project. We feel connecting the Hawrelak Park Water Feature to that project is a much better decision than locating it at the lake site.

We urge you to re-consider your position opposing the relocation of the water feature and to vote in favour of constructing the water play feature next to the playground in Hawrelak Park.

We encourage City Council to consider a collaborative approach with the EFCL on the Hawrelak Park improvements and to build on the work already in progress and planned for the future by our Community League umbrella organization.

Edmonton is very unique and fortunate to have Community Leagues and we would like to see City Council celebrate them and encourage our citizens to become involved at their community level. Community Leagues have been the spring board for many of our elected representatives.

Thank-you for your consideration

Respectfully yours,
 Donna Jackson, Secretary
 on behalf of

North Glenora Community League
 13535 109A Avenue
 Edmonton AB T5M 3Z4

Key reasons for supporting the playground location are as follows:

- Building a water feature next to the playground makes perfect sense. People can now enjoy both facilities, in close proximity to each other. Facilities like these, particularly for young children, work hand in glove.
- The water play feature will now link the rest of our project (stream upgrades, community league plaza, with the playground and make a wonderful, comprehensive facility for people of all ages to enjoy.
- The playground location fits nicely inside the Heritage Days festival alignment. No pavilions are affected. The water feature will be a popular spot for festival patrons and the many benches and tables will install in the rest of the area will be handy spots for patrons to rest and enjoy their lunch.
- The playground location avoids any conflicts with ducks and geese on the lake, which was a significant concern for the lake location where waterfowl are in abundance.
- The playground location is far enough from the lake that users won't be tempted to wade or swim in the lake. This is not something the city wants to see happen and is a challenge for the lake location.
- The land by the playground is level and presents fewer challenges and less cost from an installation standpoint.

From: Valeria [mailto:valeria@fcl.org] On Behalf Of Valeria
 Sent: February 26, 2013 2:33 PM
 To: Donna
 Subject: Edmonton News Flash: Major Win for EFCL 100th Anniversary Project at Council Committee Today

[View this email in your browser](#)

Major Win for 100th Anniversary Project at Council Committee Today

[Right-click here to download pictures](#)

Supporters and Presidents urged to contact Council members before next Wednesday's vote.

EPS Nabs Tagger Covered in Spray Paint

It's almost as if the guy was asking to be arrested. Not only was the teen riding his bike on the sidewalk, but his face and clothes were covered in spray paint. That made it easy for Edmonton Police Services (EPS) to pull over and arrest a 17-year-old for graffiti vandalism in January, 2013.

Because he's been charged as a young offender, the vandal cannot be identified, but his tag name is BRUTE. That tag showed up in nine per cent of the graffiti noted in the 2012 Graffiti Vandalism Audit of Capital City Clean Up (CCCU).

"We know he's been tagging since 2010. We've been looking for this individual for a while," says EPS Constable Ryan Katchur.

"We were anxious to catch him," adds Sharon Chapman, CCCU graffiti project manager. "The EPS has done a great job in apprehending him and we're pleased about that because he had already generated 226 complaints of graffiti vandalism."

When citizens report the graffiti vandalism they see, EPS can create detailed files to use against the taggers, says Chapman. If you discover a BRUTE tag on your property, please visit your nearest community police station to report it.

When you see graffiti in progress, call 911. Visit your local police station to report vandalism on your property. To begin the removal process of graffiti anywhere in the city, call 311 with the details of the graffiti's location.