

The Hamptons Community League

June 24, 2015

Board Meeting Minutes

Attendance:

- 1) Natalie Szekely – present
- 2) Arlene Thomsen – present
- 3) Kat Parry - present
- 4) Janelle Beblow - present
- 5) Ashley Kehler – excused
- 6) James Magilton – present
- 7) Lynda Sherman – present
- 8) Jason Murray – excused
- 9) Phil Odegard – excused
- 10) Wanda Nistor - excused

Arlene called to order at 7:40 pm

Guests: no guests

Additions: Principal from Sister Annata Brockman request
Volunteer requirements
Motion to utilize the remaining funds donated by the Hamptons Homeowners Association

Motioned by Kat, James seconded to approve agenda as amended – motion carried

Approval of minutes of May's board meeting to be deferred until next meeting.

a) Unfinished Business

1. Applications for re-zoning – no copies received for any re-zoning applications.
2. Ruth Wong-Miller report: As Ruth was unable to attend due to a prior commitment, Arlene submitted her report on her behalf – A copy of the boundaries for our Community League as provided by the City of Edmonton and asked if we had any issues or found any discrepancies with the map. Arlene indicated the northern boundary states it is the “southern boundary of Glastonbury Community League”, however, on the map that shows as 45th Avenue which leaves out all the area between 55th Avenue and 45th Avenue. According to the boundary map of Glastonbury, their southern boundary is not 45th Avenue. Arlene will send an e mail to Ruth for clarification of this map as it effects our territory greatly and will also affect our grant application(s). Ruth is still waiting for the poster for the outdoor Youth Program and will send the details to Wanda for posting on our Facebook page as soon as they are available. She will also send the details to Janelle for our website. Greenshack program at Doug Kelly Park begins on July 2nd from 10:00am – 1:30pm Monday to Friday. Glastonbury Community League has also provided funding for additional programs to be run at opposite times of the Greenshack Program to ensure all kids have access to programs all day long. Ruth is also still working on finding out why we are not receiving notices of re-zoning applications and changes and will let us know through Jason when she receives the information.

b) Communications Director – Janelle

1. Janelle mentioned we have now 589 Facebook “likes” due to receiving 52 in the past week alone. Our Twitter account is growing – we now have 77 followers.
2. Glastonbury Gazette fall deadline will likely be in August, so Janelle would like details of all past, present and future activities in order for us to be able to promote those “upcoming” events. The first week of August would be ideal for her to receive the information.
3. Updated Digital Content Policy: Twitter account had to be added, so Janelle amended accordingly. Janelle read the amended policy previously discussed – (1)“Content will meet our guidelines if it is recreation, social, educational, health and safety related activities, offered by ‘for profit’ and ‘not for profit’ organizations if they are open to the public. The activities must be free OR if there is a cost, the money raised is directed to a charity or cause and does not result in profit for the organization.” (2)“It is appropriate if content is information related to non profit community groups such as: Community Leagues, EFCL, Bessie Nichols School Fundraising Society, Sister Annata School Fundraising Society, etc.” Janelle motioned the Hamptons Community League Board of Directors approve the revised Digital Content Policy, Arlene seconded – motion carried.

c) Neighbourhood Watch – in Phil’s absence, Natalie reported the following:

1. There has been an increase in cell phone stealing in the neighbourhood. When children are walking home and have their phones visible, they are being held at knifepoint to give them up. Notices went out to the school kids regarding the latest incident and it was posted on our facebook page.
2. There was also an incident of inappropriate sexual behaviour in the park, which was reported to the Police.

d) Civics Director – in Jason’s absence, both James and Natalie reported the following:

1. Jason attended the June 3rd meeting: Good Neighbour Construction Session and handed out the guides to everyone.
2. Natalie mentioned there is a letter being drafted by EFCL for the Mayor and City Councillors regarding the City bylaw for height restrictions in residential areas. They are making various recommendations including notification to Community Leagues of any applications for building height changes. EFCL is strongly opposed to the new bylaw. Natalie will send out the digital copy to everyone.
3. With the construction of the playground at Sister Annata Brockman School starting this summer, the bus stop has been moved and there are now parking restrictions on Hemmingway Road. Arlene will send the notice to Janelle for posting on our website/facebook page.

e) Facilities Director – Lynda

- 1) Lynda has contacted the School with regards to getting access to the “white boards” in order to Skype in for meetings. The contacts at the School have been swamped due to year end and because of additional expansion at the School, they do not know what the structure will look like and asked if Lynda would consider speaking with them in September. Lynda will follow up with the School in the fall.
- 2) Our Past Vice President – Nelson Bispo, met someone from our Community who is a Grant Writer, at a public social event. This individual has expressed an interest in beginning the process of building a Community Hall. Nelson has the contact information and has sent the introduction e mail. Lynda will follow up.
- 3) With the passing of the motion, Lynda will now go ahead with the Abundant Communities Initiative in the Hamptons Community. Janelle offered to provide any promotional assistance Lynda requires to support the initiative.

f) Membership Director – James

- 1) Lynda will contact James with suggestions on updating the membership application forms for this year.

g) Program Director - Ashley

1. Nothing to report

h) Secretary – Arlene

1. Nothing to report

i) Treasurer - Kat

1. Kat gave a recap of the balances – Soccer \$6,843.19, Active After School \$2,313.91, Community League \$1,042.45 and Abundant Communities \$15,000.00
2. Kat has been having some issues with the Bank and has asked them to investigate some entries. Arlene mentioned there may be costs associated with investigations and could range anywhere from \$5.00 per item to \$40.00 per hour. Kat said overall she is not happy with our current financial institution due to increasing service charges, lack of customer service and knowledge, and Arlene said we have every right to “shop” our business and look for the best Bank that meets our needs. Kat then said she will do some investigating with the other Banks in the area. With the rising cost of depositing cheques, the idea of looking into 4Square was brought up and could be an option moving forward to reduce the number of cheques being deposited.
3. There is still some confusion as to what the available balance in the account is because we have approved expenses “up to” amounts, but only certain invoices have been paid. A discussion was held about the book keeping and “discretionary funds”. Lynda suggested we contact one of the Soccer volunteers who offered his services to assist the Treasurer. Lynda will give Kat his contact information. Arlene suggested Kat create a list of “pre-approved expenditures” which will go hand in hand with her bank statement. When Kat receives a copy of the latest approved board meeting minutes, she will create a list of pre-approved expenses for that month (if any have been approved in the meeting) and then attach the list to the corresponding bank statement. The following month, if anything on the pre-approved list from the previous month is not spent, it is carried forward and put on the list for the next month.
4. Janelle motioned to be reimbursed in the amount of \$77.76 for promotional costs for soccer and the Garage Sale, James seconded – motion carried.

5. KidSport cheque has still not arrived. Soccer refund and volunteer cheque returns have now been completed.

j) Soccer – Lynda

1. Soccer season ended on June 21st. On June 22nd a Wrap up Party was held. In the Soccer program, 81 players were enrolled. A survey through “Survey Monkey” was sent to all participants. Currently the response rate is 35%. Lynda discussed some of the comments shared by the parents in the survey. Tax receipts are in process. Lynda is working on the “drop box” so she can share the pictures that have been taken. At the wrap up party there were medals given to the participants, 3 parent vs kids games, all kinds of various activities for the kids (borrowed equipment from the school), a blow-up mini soccer field provided by Jamie and snacks and drinks provided by the parents of the participants. One of the biggest complaints from the survey is people want more volunteer opportunities. At the wrap up party was when Lynda finally felt the program was a success. Feedback Arlene received from parents was great – they loved the fact they knew the field they were going to was the same every time, they loved the fact it was in this Community and they could walk, they knew where they were going, their child had a good time and was actually learning some skills and not 20 kids on the field at a time in a “blob” all together running after a ball. They also liked the fact they were starting to meet others in this community. So overall, the program met its objectives. Did we have some hiccups? Absolutely . . . as Arlene explained to the parents when we had the mini parent meeting – it is what it is, it is the first time we are putting on a program like this together, you have to expect some growing pains and you have to have some patience and be willing to work with us. Only time will tell - if we put this program on again next year and have the same number of kids enrolled or even more – that will be our true measure of success. Arlene’s only other suggestion would be to have the program last longer. Because we are not league soccer and a skill development program, there is nothing that says we can’t continue further into the summer.

k) Abundant Communities Update – Lynda

1. Lynda attended the monthly meeting of the Neighbourhood Connectors. They have a new conversation guide, but have had a data entry system crash. Unfortunately some communities have lost all of their information and will need to start all over.
2. Lynda will be contacting the CRC to see what their assistance is with this program.

l) President – Natalie

1. Communities in Bloom – Kat picked up the materials for Natalie. We are permitted 2 top nominations for our neighbourhood, and 15 nominations in total. Because there is a small window of time before the deadline for nominations, the committee will get together to do the drive around.

2. EPL to Go – sent an e mail to let us know they have a “to go” van. It is available for events in our community however, not for our Picnic in the Park in the fall.
3. Future Goals review – there are 4 top goals: Programs in the Community, Sports in the Community, Connections among neighbours in the Community and a Community League building. We will concentrate on these priorities now moving forward.
4. EFCL Showcase – we were on CTV tonight and should be loaded on our website and facebook page tomorrow. Natalie showed off our award. We will be featured at KDays and they had made up a large showcase board with pictures and information about our Community League and our event. The board will be given to us after KDays.
5. EFCL 100 – EFCL is celebrating their 100th birthday, commemorating it at Hawrelak Park with the Community League Plaza. EFCL 100 is the fundraising project and as a Community League we will be provided with further information on the size of our requested contribution to the project.
6. Summer meetings – do we want to take off the summer? No, as a younger board, we need to continue to meet.
7. Kites over Callingwood – Callingwood/Lymburn Community League hosts this large event each year and they sent us a letter inviting us as a Community League to sponsor the event. Natalie read the letter, and unfortunately based upon the cost of sponsorship \$1000.00, we as a board respectfully declined.
8. EFCL Conference in the fall – cost \$25.00 per person. We will want to send representatives, so wait for further details.
9. Natalie received a letter from Playquest and she will forward it to Bessie Nichols.
10. Tuesday, May 26th we apparently used Bessie Nichols gymnasium. Natalie will double check with Jamie to see if he used it as we have received a bill from them.
11. Pool costs for exclusive indoor pool use are out. Costs are extremely high and the closest pool to us is Jasper Place. Community League Wellness plans and bulk admission passes are also available. There is no deadline to participate, however, it really is first come, first served. We will put this on hold as we do not have the funds at this time.
12. Ice rink – can range up to \$300.00 per hour. Not on our radar screen right now.
13. Follow up regarding Jamie Peers resignation and the attachment he provided outlining his options for sporting programs within our Community League. We discussed Jamie’s options and his wording of some of the positions as well as the banking account options. If we were to choose Option 4, the program must be “self sustaining” and not cost the Community League money. We felt if we want to offer quality programs to our

Community, then Option 4 is really the best way to go. We then discussed the need to tender the position in order to adhere to the bylaws and remain “above board” and ensure we do not have a “sole sourcing” issue. There was a long discussion on how to create the tender and what needs to be included in the tender. Based on the amount of work required to run the programs we currently have and the registration fees we currently charge, there is a strong possibility we may not receive any responses to our RFP that come back as “doable” because of costs. Janelle will send info on RFP’s to Natalie and Natalie will get the tender template. Lynda will list her Soccer Administrator duties and send them to Natalie in order to create an RFP for the Soccer Administrator’s position as well. As per Jamie’s letter, Natalie will contact him and ask him to reconsider his resignation and stay on as Sports Director until November.

14. Lynda motioned we allocate the remaining funds from the donation from the Hamptons Homeowners Association (original amount \$500.00) to be put towards promotions and whatever equipment Jamie requires in order to run the Summer Drop In Programs, James seconded – motion carried.
- m) Sister Annata Brockman Principal has offered any space/equipment available in their School between 3:00pm – 5:00pm weekdays. She is asking if Active After School will be running in the fall and would like to open up the opportunity to anyone in the community who has a special interest and would like to host/teach a session, the School will provide the space in order to get kids and the community involved together. ie knitting club, book club etc. Thursdays would be longer as it is early dismissal day. Think about any ideas you may have and bring them to the next meeting.
 - n) Volunteers – with Jamie doing the Summer Drop In programs, those who have not completed their volunteer commitment, can assist with the Summer Drop In programs or they can organize an event benefiting the community which could count towards their hours. They should contact Janelle.
 - o) Active After School Program continuation for fall discussion followed – it was decided to have a “virtual” vote on approving the continuation of the program and how the funds would be distributed due to time constraints.

Natalie adjourned the meeting at 10:40PM