

## The Hamptons Community League

March 26, 2015

### Board Meeting Minutes

#### Attendance:

- 1) Natalie Szekely – present
- 2) Miranda Jimmy – present
- 3) Arlene Thomsen – present
- 4) Kat Parry - excused
- 5) Janelle Beblow - present
- 6) Jamie Peers – excused
- 7) Ashley Kehler – present
- 8) James Magilton – excused
- 9) Lynda Sherman – excused
- 10) Jason Murray – present
- 11) Phil Odegard – present
- 12) Oupkar Phul – absent
- 13) Wanda Nistor - excused

Natalie called to order at 7:06 pm

Additions: no additions to agenda

March agenda approved – motioned by Janelle, Miranda seconded – motion carried

February minutes to be approved at the next meeting

#### a) Unfinished Business

1. Winter Carnival post review: went really well, approximately 200 people attended, weather was extremely warm, the sidewalk chalk was the “big hit”, and the orienteering was also popular. The City of Edmonton provided the “PAC”s kits for activities which

were well received. The magnetic sign was great, but we need more signage for next year based on feedback from attendees.

2. Board retreat recap: 5 attendees and Jamie attending for part of the time. Miranda mentioned we were not able to cover the entire agenda due to time restraints, however, discussed roles of each board member, which led to a bigger discussion on whether the work is divided evenly and whether there are things that should be done but aren't assigned to anyone. Further discussions will be held to clarify all roles and assist everyone on the board with their duties. Natalie will send out an e mail prior to the April board meeting regarding this discussion and Ruth Wong-Miller will attend that meeting.

b) Ruth Wong-Miller

1. The roles of the CRC are changing and they are being re-evaluated. Part of the re-evaluation is they will no longer be required to attend Community League Board meetings. They will continue to send reports if they do not attend. Although we may no longer see her as often, she will still be available for support and answer any questions we may have.
2. Please contact Ruth with our home addresses as April is Volunteer recognition month and we will be receiving a token of appreciation from the City for our volunteerism.
3. Naming suggestion for "blue park" – see attached information, discussion followed and Miranda asked if we were able to "co-nominate" the naming of the park, Miranda motioned we support the naming of the park if we can co-nominate along with Glastonbury the naming of the blue park to the Doug Kelly Park, Phil seconded the nomination – motion passed
4. Ruth attached poster regarding bike safety program May 30, 2015 in the SAB parking lot. Free, drop in program – discussion followed regarding the traffic issues as the program is being held on the same weekend as the soccer "Slurpee Cup". A large soccer tournament which will significantly increase traffic in the area and be of great concern especially considering the individuals this program is targeting is small children. It was suggested the parking lot be "blocked off" very early in the morning if not the night before to ensure it is not utilized by participants in the soccer tournament. It was also suggested we approach the City and ask if it could be moved to the parking lot in WECA. Natalie will discuss with Ruth our concerns.

c) Communications – Janelle

1. Janelle submitted our information for the Gazette.
2. Janelle worked on the following promotions since the last meeting: the Winter Carnival, the Outgrown it Sale and the Community Garage Sale.

3. A few Board members have taken advantage of the option of having a THCL e mail address set up for them so they don't have to use their own personal e mail address to conduct Community League business, and the invitation is there if anyone would like to utilize this service. Please contact Janelle to set this up. There have been some issues with our e mail going into peoples "junk mail" folders, Janelle is investigating this.
4. Janelle would like to advertise to search for a volunteer who is proficient in graphic design to assist her. Good to go ahead.

d) Neighborhood Watch – Phil

1. Phil is still not having any success in contacting the Constable responsible for our area.
2. He would like to have an e mail set up for reporting purposes. Janelle to set up and then promote on website, facebook and then in next issue of Glastonbury Gazette.
3. Miranda then mentioned Edmonton Neighborhood Watch Program presented at the EFCL asking for one representative from each Community League as a contact for all the programs they roll out and she will forward Phil the information as he will be our contact for this particular program.

e) Civics Director – Jason

1. Building heights changes discussion – follow up from last meeting, was supposed to go to City Council March 10, 2015, has been delayed. Doesn't look like it will really affect us.
2. Speed changes to be discussed again with City now that weather is getting nicer.
3. Open house for Lewis Estate Rec Centre April 23<sup>rd</sup> 4:00pm – 8:00pm

f) Facilities Director – Lynda

- 1) Board Retreat report – see attached
- 2) Soccer registrations continue to trickle in, registration deadline is set when they order t-shirts and equipment and they will be asking for a facebook post once that date is set. Janelle will e mail Lynda and Jamie requesting "hard deadline" for registration in order to make one final promotion push for registration numbers. Soccer e mail has been busy trying to complete all the registrations.
- 3) Jamie has most of the money for the basketball registration and all of the "active after school" registration fees and will be meeting with Kat to give her the fees.

- 4) Work to do: file the VOAN application for coverage of Police safety checks, identify coaches and volunteers, request Police checks for all, complete registrations, arrange CASL coverage for administration and soccer managers, create an electronic sports program receipt for mailing with all of the information required by the CRA for personal income tax claims, create player group listings, order T-shirts and equipment, inventory equipment and consider the need for Waivers for the Active After School Program participants.
- 5) Assistance required: an IT expert to create the electronic sports receipts, a CASL expert to set up the community league e mail addresses (and the e mail addresses of the soccer managers) with the CASL requirements – unsubscribe, so that our soccer e mails don't put us in contravention of the CASL rules – Janelle to address the CASL requirements for the e mail addresses. Janelle will also will check with Lynda to see if she wanted all soccer managers to have "community league" e mail addresses. Position descriptions got re-arranged – no material changes, but are now not what was distributed for approval in our board meeting. She was not able to find wording regarding having opposite sex parents on the field at all times. Would like assistance re wording, Phil to provide. Lynda will send out by e mail the revised position descriptions for second approval by the board. Ashley will ask her husband Josh to assist with creation of electronic sports receipts.
- 6) Abundant Communities: Full Grant in the amount of \$15,000.00 has been received, see attached report, congratulations to Lynda for obtaining the Grant! We are very excited and give Lynda our full support.

g) Programs Director – Ashley

1. Garage Sale – May 23<sup>rd</sup> from 10:00am – 4:00pm at Bessie Nichols School in support of their Playground fundraising efforts. Tara, from Bessie Nichols is organizing the garage sale portion. You can contact her to rent a table at Bessie Nichols or to drop off items at her home to be sold at the garage sale. THCL has an e mail address set up, so anyone who wants to participate can contact via the e mail address and have their address added to the list and they will be added to the "map" on the website, we will also have a table at the School on the day of the garage sale (for free) where we can distribute the maps of locations of individual garage sales and we can also sell memberships. There will also be other events – balloon animals, hot dogs, face painting, etc. We will need volunteers to sit at our table. Janelle suggested our soccer volunteer list. We will also need board members because we will be selling memberships and handling money. Natalie, Miranda, Phil, Ashley available.
2. Community Walk – has been resurrected. A link has been created by a community member, and as long as you post on the link an hour or two before you go for your walk, the membership has grown to about 18 followers. Janelle will promote link on our website.

h) Sports Director – Jamie

1. Soccer numbers are good with approximately 73 registered. Would like to see all groups with 12 participants.
2. Basketball numbers are also good with 20, 23 and 17 registered in each age group for 60 total with inquiries still coming in.
3. Active After School solid with 20 registered for baseball.

i) Secretary – Arlene

1. Arlene mentioned the trial of the recording device. It records, downloads and then transcribes the recording into a word document. If it works and we like it, then she would like us to consider purchasing one. If it doesn't work or we don't like it, then it was just a "nice experiment".

j) Treasurer – Kat

1. Kat will send out Financials for February, in summary we are sitting at \$1,00.00 cash in Bank, total assets at approximately \$2,00.00, this doesn't include any soccer registration money, which should put us around \$8,000.00 total.
2. Kat is working on creating a cash reconciliation form for the cash box.
3. Amanda from EFCL will be connecting Kat with a mentor to assist her with her position.
4. Miranda motioned we reimburse Natalie up to \$325.00 for supplies for the Winter Carnival, Janelle seconded – motioned carried.
5. Arlene motioned we reimburse Miranda \$80.42 for the refreshments for the Board retreat, Jason seconded – motion carried.
6. Janelle motioned we reimburse Natalie up to \$25.00 for pre paid envelopes for Community League business, Arlene seconded – motion carried.
7. Phil motioned we spend \$75.00 on pre paid envelopes, Miranda seconded – motion carried.

k) Vice President – Miranda

1. EFCL winter meeting update – 86 community leagues represented, held 3 times a year, they provide an update, bring in a guest speaker and then have break out sessions with smaller groups. Topic of conversation this time was "participation of community members at your board meetings". It was decided we post our meeting dates and agendas on our website.
2. Role of Vice President – previously this role was tasked with Grants, but nothing was done, Miranda has received the list of grants available from the City and will go over that list to see what we qualify for and what we want to apply for. She also looked over the Casino application and wanted to know if we had ever made a motion to apply for a Casino – no

formal motion ever made. Miranda motioned the Hamptons Community League officially apply for a Casino, Phil seconded – motion carried.

l) President – Natalie

1. Request for Children’s Yoga program partnership – Natalie read request with details and pricing - because we do not have a facility, board has decided to decline request.
2. Natalie provided copy of financial statement provided by Nazir (accountant).
3. Operational Grant – almost completed, requires Miranda’s initials in a few places and then will be “hand delivered” by Natalie.
4. Amanda Henry from EFCL will attend our next meeting.
5. Miranda motioned we post a draft copy of the October 2014 AGM minutes on our website, Ashley seconded – motion carried.

Wind flag discussion - \$125.00 cost, based on size and cost effectiveness, Janelle felt it would not have enough impact and wouldn’t warrant spending the money, so it was decided to not purchase.

Community showcase is June 10, 2015 and each Community League can submit something innovative they have done that other Leagues may be interested in and possibly replicate. We can submit our idea and then if it is chosen, the showcase, June 10<sup>th</sup> is when tables are set up and you can talk about your event. We decided to put forward our Babysitter Meet and Greet event. Janelle will submit via e mail.

Natalie adjourned the meeting at 8:55PM