

## The Hamptons Community League

May 28, 2015

### Board Meeting Minutes

#### Attendance:

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

Natalie called to order at 7:05 pm

Guests: Ruth Wong-Miller

Additions: no additions

Motioned by Kat, Jason seconded to approve agenda – motion carried

Lynda motioned to approve the minutes of April's board meeting be accepted as presented, James seconded – motion carried.

## Respectful meeting guidelines:

- Natalie discussed respectful meeting guidelines which apply to running of the Board, the Community League, each position as well as meetings. The first is: if you are ever to busy – make sure you ask for help. The second is: always ask for help – never be afraid to ask for help. The third is: always be respectful of other people whenever they wish to speak or share their opinions at a meeting. A discussion followed and Natalie agreed to draw up a handout with details for everyone to be given at possibly our July meeting.

### a) Unfinished Business

1. Ruth Wong-Miller report: brought copies of the “Neighbourhood Block Party Kit” for us to have. There are funds available to assist with “hosting” a block party to the first 5 in our neighbourhood. Contact Ruth to receive the \$100.00 to put towards your block party. Five available for Edgemont neighbourhood and five available for Hamptons neighbourhood. A discussion then followed regarding the Edgemont Neighbourhood and potentially “officially” taking them under our wing (the Hamptons) until such time as they form a Community League. Ruth also brought a few “Summer Day Camp” guides, and a reminder the “Bike Safety Program” is happening this Saturday. Ruth contacted the Principal of SAB and requested they put up pylons to try to block off a portion of the parking lot. She also brought additional posters and had given some to both schools. Ruth also brought posters for the “Green Shack” program at Doug Kelly Park which starts July 2<sup>nd</sup>. Glastonbury Community League received a Federal Grant enabling them to provide a leader to be at Doug Kelly Park and Glastonbury Park during the “off” times when the Green Shack Program is not available. A Youth Program will also be happening at Bessie Nichols this summer and Ruth is waiting for further details. Recreation Network – focused on area west of Henday, north to rural area, south past Hamptons and Edgemont to Cameron Heights. Any service provider/recreational, whether it is Community Leagues, Churches, Schools, Library, YMCA. This network meets three times per year, to talk about issues affecting our area with regards to recreation programs. Each participant was asked to bring their “gifts” as well as their “needs”. For example: an organization has space available for use and another organization wants to host a program but doesn’t have any space to host it. Next meeting is October 28<sup>th</sup> and Ruth is hoping a representative from the Hamptons Community League will participate. A satellite branch of EPL is opening June 15<sup>th</sup> in the Granville strip mall. The EPL Library van is available for community events with the exception of Community League Day in September. City of Edmonton is also providing more and more lesson plans and/or programming possibilities for Community Leagues and have the capability to connect Community Leagues with others that could assist with programs we may wish to offer.

b) Communications Director – Janelle

1. Janelle mentioned we have now passed 500 Facebook “likes”.
2. Glastonbury Gazette finally came out – mid May.
3. Babysitter Meet and Greet has been selected as a “feature” initiative on CTV. She has been working on finding people who would be willing to be interviewed for the spot.
4. Janelle is still struggling with the “Board” email is still not working and she has attempted to contact IT professionals who would be able to assist her with fixing the email address issue.
5. Digital Content Policy update – Janelle discussed situations that have come up that have been “outside” our existing guidelines but would have been good things to post on our website. For example: school fundraising events, Callingwood Farmer’s Market, etc. 2 elements of the policy were discussed where we could be more flexible in order to include the community as a whole but not allow any one individual or business to profit. Janelle will amend the policy and present it at our next meeting for approval.

c) Neighborhood Watch – Phil

1. nothing to report.

d) Civics Director – Jason

1. June 3<sup>rd</sup>, a meeting for the Good Neighbour Construction Session will be held. Jason is going to try to attend.
2. Natalie forwarded the link for the brand new APP for the NSP (Neighbourhood Structure Plan) for our area to Wanda to post on our Facebook page.
3. Lynda asked if we had any updates on contacts for notifications of development applications as she understood the application for the development of the parcel of land in Copperwood had been approved without us as a Community League being notified. Ruth is to look into it further.

e) Facilities Director – Lynda

- 1) Soccer update - 82 participants, over 40 volunteers, quite a few of them participated in the garage sale, a sign up sheet would be beneficial in the future. We need to be clear going forward how much time is required to make up their volunteer hour(s). Quite a few feel they will not have the opportunity to volunteer, and we will need to come up with options for them for future events. Lynda mentioned the volunteer list belonged to the Board so those who need assistance with things could use volunteers. It was then suggested we need a Volunteer Co-ordinator. Arlene motioned we draft up a position description for a

Volunteer Co-ordinator, advertise for the position as a member at large and then amend by-laws at next AGM to include as a Board Member, James seconded – motion carried. Ruth will send Natalie examples of the position and Natalie will draft up a description and then Janelle will advertise for the position.

- 2) Abundant Communities is “on hold” - although we have received the grant funds, the conflict of interest issue has arisen again and Lynda is apprehensive to go ahead with the program in the interest of avoiding any appearance of impropriety.
- 3) James motioned: The Board decided there is no conflict of interest for the Technical Director Soccer, the Soccer Administrator and the Connector Coordinator that is now renamed the Neighbourhood Coordinator for the Abundant Communities Initiative and the steps the Board have decided to take to ensure no conflict of interest occur are: any Board member who is also performing an alternate paid function (one of those listed) would not vote on decisions relating to those functions, and could be asked to leave discussions prior to a vote. In the event any Board member would like to have a discussion without the affected Board member present, that Board member would be asked to leave. Jason seconded, Lynda abstained – motion carried.
- 4) 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) Although there are no new memberships to report, there was a great turnout at the Garage Sale at Bessie Nichols School.

g) Program Director - Ashley

1. Garage Sale recap – the donation jar was a fantastic success! All funds went to the playground. Attendance was great. Ashley had to stop taking names/addresses of people who wanted to have their houses added to the map in order to ensure it was completed in time for distribution. In total, 23 houses were included on the Community Map. There were also residents who knew they were too late to be included on the map, however, participated by hosting a garage sale at their home that day anyway. There were approximately 19 tables inside the Bessie Nichols gym and they are already looking at having another Garage Sale next year due to success of this year’s event. Ashley will compile a “debrief” with regards to the Garage Sale with input from those involved – ie Janelle and signage.
2. This Saturday is the Bike Safety Program being hosted by the City of Edmonton.

h) Secretary – Arlene

1. Agenda items – when request is sent out via e mail for agenda items with a specific date for replies, please reply by the date noted in order for our agenda to appear on our website as agreed to in a previous board meeting.
2. Board meeting minutes – when minutes are sent out prior to meetings, please take the time to read them prior to the next board meeting and make notes of any errors or omissions.
3. List of meeting dates – list has been sent out with the dates and times of our meetings for the remainder of this year. Although there are a few gaps in locations, the meetings are always at 7:00pm on a Wednesday and Thursday. If you don't have a schedule, please contact me immediately, if you do – please refer to it.
4. Summer meeting locations – we will need to find a location to meet in July, August and September, if anyone would like to volunteer their home, it would be much appreciated. Kat volunteered her place for the July meeting.
5. James has generously donated a voice recorder for our meeting minutes.

i) Treasurer - Kat

1. Kat has sent out the link for everyone to view our financial documents online. She has broken down the items into "Community League, Programs, Soccer, Abundant Communities etc."
2. She then gave a breakdown of the Soccer balance, expenditures and receipts. She is waiting to hear from Jamie with regards to the dollar amount required for reimbursement for soccer equipment purchased.
3. Kat gave information on the Community League balance which included the Active After School Program revenue (previously not included). Discussion followed regarding payment to Jamie for creating and running the program. We went over the various programs involved in the Active After School Program and Lynda requested the amount of revenue earned from the various programs. The current estimate is approximately \$3000.00. Lynda asked about the basketball revenue from the Slam Program - \$750.00 (all these funds belong to Jamie's company). Natalie will follow up with Jamie with regards to the programs and the payment of same. We will continue follow up at next meeting.
4. Cash box, tape calculator and tape have not been purchased yet as we have received a \$612.00 invoice for space rental from Sister Annata Brockman as well as other invoices adding up to approximately \$1400.00 in expenses.
5. Abundant Communities \$15000.00 has been deposited.

6. Arlene found nothing in our previous minutes indicating NetWorks (Jamie's company) would run the Active After School Program nor benefit from it. There is also nothing in our previous minutes indicating Jamie would benefit from running the program either. This will be investigated further and followed up on.

j) Vice President – Natalie (in Miranda's absence)

1. Miranda has tendered her resignation from the Board effective immediately to Natalie and Janelle.
2. Natalie attended the EFCL annual AGM earlier this week where the wind flags were handed out. She took a picture of them and showed everyone what they looked like. Approximately 75% of the Community Leagues have logos and the 25% who did not just had their names printed sideways on the flags.
3. Leagues Alive is happening November 21<sup>st</sup> this year. If you are interested, please contact Natalie to attend as there is a \$25.00 cost.
4. Heritage Festival participation – EFCL will have a booth at the Heritage Festival and we will be asked to provide volunteers.
5. Charitable status information session – information session on how the Community League can obtain charitable status, if anyone interested in attending on our behalf, please let Natalie know.
6. Financial reports were handed out to the attending Community League representatives.
7. Casino application was never filed and the AGLC are very behind on applications which may be to our benefit in the long run.
8. Board retreat next steps: at the end of the meeting, provide Natalie 2 goals or future plans for our Community.
9. Online document storage – looking at a “cloud” based storage system for our important documents.

k) Sports – Lynda (in the absence of a Sports Director)

1. With the “conflict of interest” issue being raised yet again, we have, with the resignation of our Sports Director, lost the following programs: Soccer, Active After School and Summer Drop in Programs. Lynda asked if these programs and programs of this nature are important and of value to the Board and now that Natalie has asked everyone to provide 2 goals or future plans for our Community, this question should be answered. Lynda spoke with Jamie at great length and created documents pertaining to programs and positions. Lynda spoke

about the time required to fulfill the commitment of the Administrator position and the concern moving forward finding someone who would be able to change the existing “paper” processes to “digital” processes. Natalie requested we all look over the information Lynda provided to us via e mail and we discuss further at our next meeting. Lynda was concerned the next meeting was too late to make a decision as soccer would be over and the summer program would not have enough time to get organized. It was then decided to have the discussions over e mail beginning with everyone reading the documents Lynda sent and providing her with feedback.

l) President – Natalie

1. Communities in Bloom – Natalie is picking up the package on June 20<sup>th</sup>.
2. Gym time in the fall – are we interested in putting our name in for gym time in the fall? YES. Janelle motioned we put the Hamptons Community League name on the list for gym time in the fall, James seconded – motion carried.

Natalie adjourned the meeting at 9:45PM