

The Hamptons Community League 2020 Annual General Meeting

10-Nov-19

(7-9pm Zoom - By Eventbrite Registration)

Agenda (6.1.3)

1. Call to Order
 - a) Quorum Established (10 people required)
 - b) Introductions
2. Adoption of Agenda 2020 (motion)
3. Adoption of Minutes of the 2019 AGM (motion)
4. President's Report – Lynda Sherman
5. Financial Statement Review – Stan Tubinshlak
6. Auditors (2) Appointment (motion)
7. Directors: Nominations and Election
8. Adjournment

THCL Board Member: Election List 2020

(Note: the bylaw indicates the years of election for the executive board positions, this list expands the odd/even year election times for all board members (as a procedure), to help to ensure board stability via overlapping terms in board positions (in the order listed in the Bylaws)

(Shaded: All Even Year Elected, Open and Vacant Positions will also be up for Election at the 2020 AGM.)

Board Position	Year of Election	Current Incumbent
BOARD EXECUTIVE		
President	Even Years	Lynda Sherman – running for re-election
Vice President	Odd Years	Jason Castro - will facilitate transition - (moving outside of The Hamptons)
Secretary	Even Years	Judy Lafontaine Vacant
Treasurer	Odd Years	Stan Tubinshlak – running for re-election
BOARD		
Social	Even Years	Patricia Boustany – running for re-election
Sport	Odd Years	Jamie Peers – position open for election - with Jamie offering to assist throughout
Program	Even Years	Lynda Maynard- will facilitate transition - (moving outside of The Hamptons)
Membership	Odd Years	James Magilton –offering to stay on
Facilities	Even Years	Tyson Fortowsky – running for re-election ?
Civics	Odd Years	Rodney Guimaraes - Vacant?
Neighbourhood Watch	Even Years	Charlie Sherman – running for re-election
Communications	Odd Years	Darine Krysko– position open for election - with Darine offering to assist throughout
Volunteer Director	Even Years	Vacant
Member at Large	Odd Years	Jason Murray – offering to stay on
AUDITORS (2 PER YEAR)		
Auditor #1	Even Years	Vacant
Auditor #2	Odd Years	
STIPEND/PAID POSITIONS		
Sport Coach/Coordinator	On-Going – Stipend	Vacant

Soccer Administrator	On-Going – Stipend/Volunteer	Nicole Magilton - offering to stay on
Soccer: On-Field, Technical Coach Assistants (2)	On-Going – Stipend/Volunteer	

Board member Duties

7.1.1 The President:

- supervises the affairs of the Board;
- when present, chairs all meetings of the Society, the Board and the Executive Committee;
- is an ex officio member of all Committees, except the Nominating Committee;
- acts as the spokesperson for the Society or appoints a designate;
- chairs the Executive Committee; and
- carries out other duties assigned by the Board such as signing authority.

7.1.2 The Vice-President:

- presides at meetings in the President's absence. If the Vice-President is absent, the Directors elect a Chairperson for the meeting;
- replaces the President at various functions when asked to do so by the President or the Board;
- is a signing authority;
- is responsible for the annual review of the Bylaws, Policies and Procedures;
- is a member of the Executive Committee; and
- carries out other duties assigned by the Board.

7.1.3 The Secretary:

- attends all meetings of the Society, the Board and the Executive Committee;
- keeps accurate minutes of these meetings;
- has charge of minute book and other records;
- has charge of the Board's correspondence under the direction of the President and the Board;
- makes sure all notices of various meetings are sent;
- makes sure annual fees are collected and deposited;
- keeps the Seal of the Society;
- files the annual return, changes in the directors of the organization, amendments in the bylaws and other incorporating documents with the Corporate Registry; and
- carries out other duties assigned by the Board.

7.1.4 The Treasurer:

- makes sure all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Board;
- makes sure a detailed account of revenues and expenditures is presented at every Board and General Meeting;
- makes sure an audited statement of the financial position of the Society is prepared and presented at the Annual General Meeting;
- chairs the Finance Committee of the Board;
- is a member of the Executive Committee; and
- carries out other duties assigned by the Board.

7.1.5 The Past President:

- chairs the Nominating Committee; and

- carries out other duties assigned by the Board.

7.1.6 Social Director:

- is responsible for all matters pertaining to social activities of the League, including dances, social nights, etc.;
- prepares an annual budget for social activities and submits it to the Treasurer;
- reviews and prepares policy and procedures with respect to social activities; and
- reports monthly to the Board of Directors.

7.1.7 Sports Director

- is responsible for all matters pertaining to sports, including the registration and organization of baseball, soccer, etc.;
- Is responsible for managing the sports coordinator and soccer administrator position
- recruits representatives or acts as the representative to the sports governing bodies;
- prepares an annual budget for the sports programs and submits it to the Treasurer;
- reviews and prepares policy and procedures with respect to sports programs;
- Completes Administrative tasks as required for the sports programs; and
- reports monthly to the Board of Directors.

7.1.8 Program Director:

- is responsible for all programs, including talent competitions, educational events, Playschool, etc.;
- prepares an annual budget for programs and submits it to the Treasurer;
- reviews and prepares policy and procedures with respect to programs; and
- reports monthly to the Board of Directors.

7.1.9 Membership Director:

- is responsible for the organization, timing and completion of the annual Membership campaign;
- keeps a record of and maintains the membership lists and other records pertaining to membership;
- ensures compliance with the EFCL Code of Ethics with respect to selling memberships;
- prepares an annual budget for membership and submits it to the Treasurer;
- reviews and prepares policy and procedures with respect to membership; and
- reports monthly to the Board of Directors.

7.1.10 Facilities Director:

- is responsible for the supervision of hall rentals, ensuring league access takes priority;
- is responsible for the development and maintenance of the community centre, rinks, parking lot, and other league facilities;
- prepares an annual budget for the facilities and submits it to the Treasurer;
- reviews and prepares policy and procedures with respect to the facilities; and
- reports monthly to the Board of Directors.

7.1.11 Civics Director:

- liaises with City departments such as Planning and Development; Transportation, and City Council, etc.;
- provides liaison to the Board with any Ad Hoc Committees relating to specific planning, development, transportation or other civic issues;
- prepares a project budget for committee and submits it to the Treasurer; and
- reports monthly to the Board of Directors.

7.1.12 Neighbourhood Watch Zone Leader:

- liaises with the Edmonton Police Service and other safety and crime prevention organizations;
- is responsible for all matters pertaining to Neighbourhood Watch or safety and security concerns;

- performs duties as required by the Edmonton Neighbourhood Watch Program Society; and
- reports monthly to the Board of Directors.

7.1.13 Communications/ Liaisons Director:

- is responsible for liaising with the Glastonbury Gazette;
- is responsible for the maintenance of the League website and Facebook page;
- arranges for publicity for league events;
- prepares an annual budget for publicity and submits it to the Treasurer;
- reviews and prepares policy and procedures with respect to publicity; and
- reports monthly to the Board of Directors.

7.1.14 Volunteer Director:

- Is responsible for the coordination/ maintenance of the volunteer list
- Is responsible for CASL compliant communication
- Is responsible for ensuring that volunteer checks are cashed if duties are not carried out in a timely fashion
- Coordination of volunteers for league events and activities.
- Volunteer appreciation activities as required

Duties of the Stipend/Paid Positions

7.1.15 Sports Coach/Coordinator (This is a paid position):

- Is responsible for actively coordinating and running the Active Afterschool program and Soccer Program
- Is responsible for creating, managing and distribution of a self-sustaining budget.
- Is responsible for creating schedules of programs
- Is responsible for creating daily activities and lesson plans for sports programs
- Is responsible for any other duties as pertaining to the position, as required.

7.1.16 Soccer Administrator (This is a stipend position and is focused on February to June):

The finalized position description will be available as part of the Sports Coordinator Tendering package

- This position will report directly to the Sports Director
- Is responsible for setting up and managing the Soccer participants database
- Is responsible for assisting in the coordination and management of the soccer registration program
- Is responsible for liaising with the volunteer coordinator to provide names for the volunteer database
- Is responsible for ensuring CASL compliant communication
- Other duties as required

Duties of the Auditors:

8.2.2. The books, accounts, and records of the Secretary and Treasurer will be audited once per year by a duly qualified accountant or by two members of the League not currently serving on the board, elected for that purpose at the Annual General Meeting. A complete and proper statement of the standing of the books will be presented by the Auditor / Members of the league at each Annual General Meeting.