

Grovenor Community League
Board of Directors Meeting

Minutes

Grovenor Community Hall

November 07, 2017 ▪ 7:11pm start

Attended: Allan Bly, Bill Melenberg, Rob Chaput, Gerry O'Donnell, Kersh Naidoo, Shauna Richard, Mariette Seed, Tony Van Herk. **Total=8 (7 members + City rep)**

Regrets: Heather Bolli, Vince Bowen, Earl Clements, Brad Mielke, Rosa Ficko, Cassandra Haraba, Christine Johnston, Brian Los, Peggy Ward, Travis Watt, Cam Worthing.

1.0 Approval of agenda

- **November 07, 2017**

Tony MOVES and Allan SECONDS. Agenda is APPROVED with 5 additional items:

- Newsletter planning
- AGM
- Volunteer Appreciation night
- Solar project update
- Fall Fest update

2.0 Approval of minutes

- **October 03, 2017**

Bill MOVES and Rob SECONDS. October 03 minutes are APPROVED.

3.0 Reports

3.1 Vice Presidents report

Gerry & Kersh

- Gerry reports that insurance for Grovenor was approved. We have all community leagues insurance coverage. We have our certificate. Cost: \$2495.00
- Gerry reports that the Discoveries Pre-School Society is requesting one free birthday party for their silent auction.
- He gives a huge thank you to Brad for all his playground work, and Vince and others involved as well as Kim Street for fundraising efforts.
- He thanks Peggy for the financial reports, audits, and year-end reporting efforts.
- Thanks to Allan for organizing the ice rinks for this season.

3.2 Treasurer's report

Peggy

Peggy reported that:

- The year-end review is under way.
- The \$3,000 reduction in Utility expenses still needs to be explained.
- Tony has given her some information she needed. Tony has redirected water bills to the hall, so Peggy can have access.
- There was trouble with the water meter this past year and with a water leak that inflated the water bills.
- Epcor bills are now paid from casino account. Telus bills as well.
- Account balances are:
 - General account - \$46,514.82
 - Casino account - \$85,159.41

Action Item: Gerry to contact Peggy regarding playground expenses.

3.3 Civics report

Cassandra

There is no formal report from Cassandra:

- There are LRT intersection impact meetings regarding 149 street on November 15 & 16 at Belmead and St. Paul's Church, respectively, from 6:00-9:30 pm.
- Nothing new on infill; builders seem to be towing the line a bit better in the community.

3.4 City of Edmonton

Shauna

Shauna reported that:

- There is an icemaking workshop, free with pre-registration. Both our icemakers are slated to attend.
- There is winter activity funding. This is before the family day weekend.
- There are 2 meetings upcoming for the valley LRT line.
- Engage Edmonton Events are upcoming. Free trials for rec centres.
- The Snow Angels program is active again this winter.
- Her job as Community Recreation Coordinator (CRC) has been changed to NRC, Neighbourhood Resource Coordinator. Shauna has been reassigned.
- We will get a new NRC person. A letter is forthcoming from City.
- Shauna will make sure we are connected to our new NRC rep.
- With the CRCs gone, there is less influence on us getting programs. It will be done on a matrix, based on numbers (population).
- Programs and grants used to go through the CRC; not any longer. It will now be through the NRC which is ward-based. This is a corporate-wide shift.
- There is now a primary program coordinator from the City for Grovenor. A good change, Shauna says. (As opposed to individual coordinators for each program.)

Action Item: Learn to skate dates needed from City to advertise on social media.

4.0 Old business

4.1 Facilities (Hall and Rec Centre) status update

Allan

Kersh thanks Allan for all the work, for getting all the work done at the hall and rec centre.

Allan reported that:

- A facilities coordinator needs to be in place before the participants of hall programs start giving their cheques to Grovenor.
- He will post an ad in the newsletter looking for a hall coordinator.
- The rec centre has been painted inside. It is a very nice teal color.
- The fall green shack program will be using the rec centre.
- Allan mentions the ice-making process was changed this year based on tips and information gleaned from Sam the rink repairman. It includes cutting the grass short and beginning flooding before the temperature goes below freezing.
- The bulletin board idea is revisited. The Board APPROVES the purchase of one.
- The light on the hall sign is discussed again. Allan suggests replacing plastic on sign to improve visibility.
- The major project of replacing the rink is discussed again.

Action Item: For Allan to post ad for hall coordinator in newsletter.

Action Item: Allan will talk to rink rebuilders.

Action Item: Allan will look into bulletin board.

Action Item: For plastic on sign to be replaced or other alternative to improve visibility.

Action Item: Gerry asks Allan if he can provide a concrete proposal for rink replacement project in order for Kim Street to start applying for grant funds for this major project.

4.2 Playground and Park renewal project – status update **Brad**

Kersh thanks Brad for all his efforts on the playground renewal efforts.

Brad was not present, but sent a detailed report that included:

- Brad has been very involved in making sure we get the quality of workmanship and materials that we signed on for.
- There is some work to be completed in the spring. There will be no completion certificate until that is done.
- There are a few deficiencies such as: scuffs, rejected trees (by City), no lighting, and the top layer of rubber. Some wear and tear is showing on the latter.
- Snow fencing is up to protect the top soil and grass laid late in the 2017 fall season.
- Change orders in the amount of \$38,000 have taken place that Brad believes should not have occurred. It is noted that this is the exact amount that was in our contingency fund. Brad will take the contractor to task when the time is right.
- The board has to sign off on these change orders. Apparently other leagues have fought and won not having to pay the contractor in such cases.
- The City requires that the rep from the board sign off on change orders. Brad indicated that he would like a review of the costs prior to doing so. According to the City, they are satisfied with the change orders; however, in Brads opinion they are above industry standards and per se, should have been included in the original budget.

4.3 Sports report **Rosa**

No report; Rosa absent.

4.4 Insurance for renters - update **Kersh**

Kersh reported that his prior action item was to look at the differentiation between birthday parties and yoga. He found no difference regarding insurance.

- Insurance is to be provided by all. We need to move ahead in that regard.

Action Item: For the website to say, “check with home insurance” as an insurance option.

4.5 Rental rates for long term renters **All**

Allan reports that:

- Martha pays \$25.00 a session.
- Rental agreement will go to Christine and Martha.
- We are essentially now paying them a salary.
- A rate schedule will have to be determined based on program attendance. Or we pay her this much less the cost of the rental fee (what would have been the previous fee).
- It is pointed out EFCL may have templates on line.
- It is asked who will collect payment from participants?
- The church group is okay as is.

Action Item: For agreement to be made for this.

Action Item: For programs to be posted on notice board.

4.6 CLIP grant application status **Kersh**

It was discussed that:

- CLIP grant signing and stamping is yet to be done by Gerry & Kersh. They need to complete the template provided.
- There are reports to be completed from 2014 and 2015.
- Investigation needs to be done for which items are covered and which ones are not.

- For the 2017 CLIP grant, Brent will need to be contacted to see if we can substitute the rink envelope for other things as we are not doing the envelope.
- Backup invoices and payment cheques are needed to be submitted for the 2014 and 2015 grant reports.
- Next CLIP submissions are due the end of March or April of 2018

Action Item: For Kersh and Gerry to wrap up outstanding past CLIP grant requirements.

4.7 Ice maintenance for 2017-18 season update

Allan

Allan reported that:

- November 20 is the target date for ice opening.
- The snow blowers are still at John Deer for maintenance.
- He expects to have 2 ice makers, 3-4 rink attendants.
- Their timesheets are now on Google forms that Allan can access and approve before sending to Peggy for remuneration.
- Alastair and mother are moving to a sole proprietorship for payment.
- A sidewalk is needed from the rink to the city sidewalk.
- Matting needs to be replaced at rink.
- Salaries for rink attendants are coming out of casino account.
- It is noted that an operating budget is needed. It fell through the cracks to have one in place for this (2017) year due to the split from presidency status to two VP's.

Action Item: For Allan to post ads looking for rink attendants.

Action Item: For an estimated annual operating budget to be provided for rink and hall and all other program requirements.

Action Item: For Gerry to send Allan budget template.

4.8 Programs Update

Gerry

- Gerry is organizing the Power Skating program with Rob as well as a Drop in Hockey program. Waiting on dates from City for a Grovenor Learn to Skate program.

4.9 Archiving of papers update

Mariette

Mariette reported that:

- The documents in the bags of papers were deemed not worthy of archiving.
- They are sitting in the table closet in hall waiting for Kersh and Gerry to review for their CLIP wrap up.
- Once that is complete, the papers can be discarded.

Action Item: Mariette to be notified once Kersh and Gerry are done with bags of records.

4.10 Newsletter planning

Bill

Bill reports that:

- The deadline for submissions is November 21; delivery for week of Nov 27. This will allow word of AGM to get out.
- Advertising prices are:
 - \$30.00 for a business card size.
 - \$60.00 for a quarter page size.
 - The community service section is free. 3 lines are given free for community programming.
- Bill says he shouldn't be charging Christine & Martha for advertising now as they are providing community programming.
- The Christmas Bureau notice will go in the newsletter.

Action Item: Allan to forward Bill & Gerry the Christmas Bureau poster.

4.11 Fall Fest update

Kersh

Kersh reports that:

- The total net cost of this event in 2017 was: \$2864.00.
- This was up from previous years due to an extra \$500 for fireworks (for Canada 150) and an extra \$350 for the band.
- Alcohol costs were up this year (records have been kept for past few years) due to delivery fee. It is suggested that it might be better to obtain all liquor from Superstore.
- Without the extra expenses (which offer convenience for working volunteers), the liquor costs would be about the same.
- For the 50/50 draw, \$207.50 was the split. Last year the total split was \$228.
- There is still paperwork to be finished on the 50/50 draw.
- 234 tickets were sold for food last year
- 60 glasses of wine were sold.
- 210 beers sold (including volunteers).
- It was noted that it was not a nice sunny day. This has been the case 3 years running.

Action Item: Kersh to finish 50/50 paperwork and submit it.

5.0 New business

5.1 Grovenor School report

Principal Cori Fraser

Principal Fraser reported that:

- On behalf of staff and students, she officially thanked the Grovenor board for the opening of the playground. It is a big event and they are very grateful.
- She said the playground was sorely missed in September and the feedback is that the kids are very happy with the new playground, despite the snow, ice and mud.
- During the opening in the spring, the school hopes to have a small role in that event.
- As of today, there are 179 students in Grovenor school.
- There are 22 students in pre-K, 23 in K, and the remainder up to grade 6.
- They will not take any more students in Kindergarten unless from Grovenor as they are at capacity. There is more space, but it is taken up by rental groups using educational spaces. Those users would get bumped with increased growth.
- Tomorrow, there will be Remembrance Day ceremony at the school at 10:30 am that all are welcome to attend.
- There will be a 45-member choir singing.
- The Xmas concert will be in early December. The public is welcome for the afternoon performance.
- A 5-day instructional break starts this week for staff and students.
- At the end of the last school year, the interior was painted & the lighting was replaced.
- They are still hoping for the exterior and a new boiler. The latter is original to the school.
- When asked by a VP if there were replacement items the board could help the school with, Principal Fraser said the flower boxes in front of the school could use tending next summer. Gerry indicated that our gardening group could help next year and will contact Brian Los accordingly.
- The school would like to access the rink and be informed of activities there, such as the learn to skate program and power skating.

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- Cory can be sent info at: grovenor@espc.ca

Action Item: Rink information to be sent to Cori.

Action Item: Grovenor gardening group to help maintain school flower boxes over 2018 summer months.

5.2 Snow Angels

Allan

Allan mentions the City has contacted him regarding the Snow Angels program.

Additional agenda items below:

5.3 AGM meeting in December

Gerry

- It will be held on December 05 at 7:00 pm
- Shauna states it would help if, in advance of the meeting, she was sent the roster of who is renewing, who is in the running.

Action Item: Kersh will collect names of those going forward; all doing so are to email Kersh.

Action Item: Kersh to send Shauna names of those renewing/applying for board positions.

Action Item: Gerry will prepare an AGM item for newsletter.

Action Item: Allan to set up early on night of AGM with coffee and juice.

5.4 Volunteer Appreciation night

Gerry

- Date options of November 21 or 28 are floated. It is decided on November 28.
- All attending are to respond to Gerry by Nov. 25
- Anyone responsible for organizing other volunteers is to get the word out to them.

Action Item: Gerry will send an email to all board members and the head of each group (garden folks, fall fest, playground, casino, newsletter, etc.) asking for a head count.

5.5 Solar Project update

Tony

Tony states that:

- He has secured an installation contract.
- The company will be coming on Feb 12 from Mon-Wed to do the installation.
- A slightly smaller system will be used due to energy cost savings we have seen since the energy audit.
- The rink lights are expected to garner a \$750 savings per year.
- Our electricity saving from August to August has been \$ 850. (\$750 rink lights, \$100 pot-lights in hall and other improvements)
- For water, we are paying 5% usage from previous years.
- \$2200 was over-paid in wasted water in spring/summer 2016.
- Our solar project current cost is \$20,848.
- We are required to pay 50% upfront, 6 weeks in advance (\$10,424).
- We will pay \$8000 on January 01, 2018 (paid a deposit of \$2500 in late 2017 = 50%).
- On February 15, we pay the other 50%, if completed in full and inspected.
- CLIP will be covering half of that, half of the whole bill.
- After installation, we will have approximately \$5000 (25%) coming back to us from an AMSP grant that we have to pay upfront.

Meeting adjourned at 9:23 pm.

6.0 Next meeting – December 05, 2017 ▪ 7:00 pm.