

Grovenor Community Hall

August 07, 2018 ▪ 7:13 pm start

Attended: Allan Bly, Vince Bowen, Gerry O'Donnell, (Brian Los stopped in), Bill Melenberg, Kersh Naidoo, Mariette Seed, Peggy Ward, John Yule. Guest: Myriam Ferguson.

Total = 8 + guest

Regrets: Heather Bolli, Rob Chaput, Brad Mielke, Rosa Ficko, Margaret Smith, Tony Van Herk.

1.0 Approval of agenda

- **August 07, 2018**

Vince and Allan SECONDS. Motion is CARRIED to approve the August 07 Agenda.

2.0 Approval of minutes

- **July 03, 2018**

Allan MOVES and John SECONDS the approval of the July 03 minutes. Motion CARRIED.

3.0 Reports

3.1 Vice President's reports

Gerry & Kersh

Report from Gerry who:

- Welcomes Myriam
- Thanks Brian for great job with the garden, and all our volunteers assisting him.
- States that the grounds and facilities look great (Allan).
- Says CLOG grant for approximately \$10,000 was deposited to our bank account.
- Thanks Kersh for his involvement with the CLOG grant. It gets easier every year.
- States that the summer program seems to be going well. (Myriam's kids want to attend and she hears the Green Shack program is good).
- Is working on setting up a date with Minister Hoffman's office to attend a meeting. They are yet to confirm.
- Says Councilor Scott McKeen was recently here for playground and will also drop by at Fall Fest, so we may opt out for our annual meeting with him. Everyone agreed with this suggestion.

Kersh reports:

- He doesn't have much more than has already been said by Gerry.
- He thanks everyone for all the work they do to support the league.
- He thanks Margaret and City for working with the summer programs.

3.2 Treasurer's report

Peggy

Peggy reported that:

- There was a lot more work done, and related costs, for the facilities over the last year.
- Account balances as of August 04, 2018 are:
 - General account - \$ 97,389.17
 - Casino account - \$11,659.23
- Peggy inquired at bank why we pay so many services charges. She learned that we have 5 free transactions a month and then pay \$1.25 for each additional one.
- Checks will be deferred for a week as Peggy will be out of town.
- Mariette was curious about the difference between hall rental income and soccer fees from this year to last. The reason for the difference in income could be due to the timing

of deposits made; and the reason for the soccer expense difference was likely due to timing of registration deadlines and payments for this purpose from one month to the next.

- June Income Statement is included at end of these minutes.

3.3 Civics report

Cassandra

Gerry reports that:

- A few things have come in the mail – variances and building permits. He circulated these at the meeting for the board's review.
- The West Block apparently obtained their one-year extension from City for the show room and sales office on 143 Street.
- There were some concerns with advertising signage that were addressed.
- There was an issue with a case on the corner regarding the front facing the sidewalk.
- Cassandra has resigned her position on the Grovenor board.
- The conduit is still open with Cassandra for giving input on civics issues.

3.4 City of Edmonton

Margaret

Margaret is on vacation; no report.

4.0 Old business

4.1 Sports report (Rosa absent)

Rosa

Rosa is absent but provided the following update by email:

- Outdoor Season has finished, and everyone had a great time.
- The U9 Boys team ended up in the top tier to finish off their season.
- The U17 Boys team finished in the top 4 of their tier and went to City Finals where they received Silver.
- A big thank you to all the coaches and volunteers. We can't run a program without them.
- Registration for the Indoor Season has started; registration will end on August 31.

4.2 Facilities status update (Hall)

Allan

Allan reported that:

- He noticed a need for an organizational chart for facilities management and provided one at meeting. Attached.
- The chart has a contracted Hall Manager and contracted Rec Centre Manager.
- Maintenance and security would still fall under the Facilities Director.
- The board would be removed from contacting the contractors.
- We would post the positions on Kijiji and Indeed.
- The Royal City Soccer club has booked space with us but rarely uses it. This is their rainout space. They know how much they are using it and are keeping track.
- Kersh prepared a letter for the church group regarding the cooking oil issue.

MOTION to consider the organizational chart proposal brought forward by Allan. MOVED by Allan. SECONDED by Peggy.

Action item: Letter to Sami needs to be delivered. Allan and Kersh to work out the delivery details.

4.3 Rec Centre update

Allan

Allan mentions that:

- The eaves troughs need to be redone on both the hall and rec centre.

- The side walk between rec centre and city sidewalk needs replacing. (Gerry states we have 50% of the cost covered already through CLIP).
- Fencing for dividing the small ice rink is on his agenda. Permanent fencing on small rink is discussed. It was suggested that it would be preferred that this not be a permanent fence structure due to the use by others (e.g. soccer in spring and summer). So, to have poles that can be taken down is in plan.
- Matting is mentioned. May be deferred to next year.

Action item: Allan to get pricing on eves troughs.

Action item: Allan to get pricing on sidewalk.

Action item: Allan to find out about conveyor belt at the Oped mine site.

Action item: Allan to work on fencing.

4.4 Joint Summer Program w/ N Glenora – status update **Gerry**

- This program was initiated on July 3rd as planned at Grovenor Park.

4.5 Greenshack program update **Margaret/Allan**

Allan reported:

- There are no issues this year.
- The young woman hired seems very competent.

4.6 Emails to be set-up for Board - status update **Rob**

Rob is absent; no report provided.

Action item: Gerry offers to get in contact with Rob to see if he can expedite this process, which was initiated months ago.

4.7 Cracks on hall murals – status update **Vince**

Vince reported that:

- Ryan has gone out and done touch ups on the murals as discussed previously.

4.8 Fallfest – status update **Kersh**

Kersh reported:

- Many things are already secured.
- The event is just over a month away.
- A lot of volunteers have already signed up. Eighteen people are still needed.
- Gerry states that he and Kathy will coordinate the food preparation again. Mariette to assist.
- Kersh will send out email to volunteer list asking for help.
- He will recap with Angie Resendes.
- He is looking for a lead to take over the responsibilities he normally does at Fall Fest.

Action item: Kersh needs to contact Ryan at St. Paul regarding face painting.

4.9 Contract policy update **Gerry/Kersh/All**

Gerry reported that:

- Kersh and Gerry went over Cassandra's list of suggestions before she departed.
 - The league is responsible for including certain things in our contracts.
 - She was not clear if the league authorized previous agreements.
 - Future contracts should be approved by the board.
 - The board should get proper advice of employment standards – and watch the code video.
 - Gerry phoned EFCL to ask if they could provide a resource to assist in contracts. He is awaiting their feedback.

- It is suggested we consider Heather's advice, who is in human resources.
- Contracts have to be enforceable.
- A governance policy had also been recommended by Cassandra.
- A policy binder with rules of order, motions, debates and votes was also recommended.
- Future contracts should be reviewed, discussed and approved by the board.
- Heather suggested using a standard contract.

Action item: *Input sought from EFCL re contracts.*

Action item: *A binder of governance documents needs to be constructed. Gerry to contact Heather for assistance.*

4.10 Grow Forward Update

Brian

Brian stopped in briefly to state:

- Carmen and her team nominated 75 homes in Grovenor for various landscaping categories with the City of Edmonton Front Yards in Bloom Program.

4.11 Newsletter update

Bill

Bill absent but reported by email that:

- The deadline for newsletter submissions is August 25.
- He would appreciate obtaining pictures, programs, notices, etc. as soon as possible.
- The Fall Fest and AGM notices need to get out in sufficient time.

4.12 Earl Clements Memorial

Bill

Bill absent but reported by email that:

- He will notify the board once he hears about a memorial service for Earl, a recent board member who passed away over the summer.

4.11 Other old business

All

5.0 Action Items update (for items not yet covered)

Kersh reviews and updates list in meeting.

6.0 New business

6.1 Grovenor school pathways project proposal

Gerry

Gerry reported that:

- Brad estimated that this will cost between \$5000-6000.
- Kim Street warned there may be an issue with Edmonton Public school board.
- Kim Street is looking into grant funding for pathway.
- Cori Fraser will follow up with information from school board.

Action Item: *Gerry to follow up with Brad, Kim Street and Cori Fraser.*

6.2 Resignation by Cassandra – Civics Director

Gerry/Kersh

Gerry reported:

- Cassandra has resigned from Grovenor Board. She wants to go in a different direction. MOTION to formally accepted resignation. John MOVED; Peggy SECONDED. Approved.

6.3 Neighbourhood watch program

John/All

Gerry reported that:

- A new resident who had an intruder in her yard would like to be involved in the neighbourhood watch program.

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- John is interested in having a meeting with new community police representative, either within or outside of monthly board meeting.

Action Item: Gerry to forward John email address of new resident and name of new area police officer.

Action Item: John to invite officer to Fall Fest and possibly other meeting.

6.4 Other new business

All

Adjourned 9:00 pm

7.0 Next meeting – September 04, 2018 ▪ 7:00 pm

*Please see June 2018 Income Statement included below. And organizational chart below.

Income Statement - June 2018			Bank Balances As of August 4, 2018
Grovenor Community League			General: 97389.17
Reporting period: June			Casino: 11659.23
Created: 2018-08-04			
	2018	2017	
Revenue			
Government Grants – Local Government	5,200.68	125,000.00	
Program Income – Membership Dues	65.00	130.00	
Soccer Fees	1,270.00	11,350.24	
Hall Rental Income	680.00	1,595.00	
Total Revenue	7,215.68	138,690.24	
Operating Expenses			
Repairs & Maintenance	1,483.51	214,454.19	
Telephone – Wireless	32.75	121.35	
Bank Service Charges	6.25	5.70	
Swimming pass expenses	103.40	107.75	
Printing and Reproduction	866.25		
Utilities	303.66	414.16	

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Miscellaneous Expense	36.00		
Grow Forward Grovenor	151.88	39.64	
Contract Services	250.00		
Soccer Expenses	991.25		
Cleaning Services	202.73	370.77	
Uncategorized Expense		2,350.24	
Memberships & Dues		453.00	
Office Supplies		125.00	
Total Operating Expenses	4,427.68	218,441.80	
NET PROFIT	2,788.00	-79,751.56	



Organizational
 Chart.pdf