

Grovenor Community League
Board of Directors Meeting

Minutes

Grovenor Community Hall

DRAFT February 05, 2019 ▪ 7:00 – 9:00 pm

Attended: Heather Bolli, Vince Bowen, Antoni Kowalczewski, Brian Los, Bill Melenberg, Gerry O'Donnell, Mariette Seed, Peggy Ward **Total = 8 members + 2 Guests: Vincent Tan, Julie Elford (guest speaker)**

Regrets: Allan Bly, Rob Chaput, Rosa Ficko, Kersh Naidoo

Recorder: Mariette S.

0.0 Call to Order

- Gerry calls the meeting to order at 7:10 pm.
- He welcomes Antoni Kowalczewski to the board (he wasn't at January's meeting) and asked him if he wanted to say a few words to the other board members after introductions.
- He also welcomes Julie Elford from the City to the meeting.

1.0 Approval of agenda

- **February 05, 2019**

Bill MOVES, Vince SECONDS. Motion is CARRIED to approve the February 05 Agenda.

2.0 Approval of minutes

- **January 08, 2019**

Vince MOVES, Bill SECONDS approval of the January 08, 2019 minutes. Motion CARRIED.

3.0 Reports

3.1 Vice President's reports

Gerry & Kersh

Gerry:

- Thanks to Rosa for planning for our Casino on April 27 & 28, 2019.
- He has prepared letter for the church re rental issues and shared this with others for review.
- He along with Bill, Vince & Vincent attended John Yules funeral / memorial service and also delivered the charitable cheque approved by the board in his memory. He input a memorial message at the funeral home's website to mention all of John's contributions in the community over the years.

Action Item: Get something on website with lists of available casino shifts.

3.2 Treasurer's report

Antoni

Antoni reported that:

- Account balances as of January 2019 are:
 - General account - \$ not known
 - Casino account - \$ not known
- Income statement was prepared for December, attached below.
- Repairs and maintenance for 4-Way electrical is for solar light.
- Financial statements for accountants was other large expenditure.
- Vincent Tan is being evicted from his house and is asking for help moving. Bill offers to talk to him later in the week and let the board know if there is anything we can do.

Action Item: The executive still has to go to the bank to do signing of documents.

3.3 Civics report

Kersh/Gerry

Gerry reports that:

- He has reviewed two variance notifications from the City and feels they don't require action. He circulated these to the board for reference.

3.4 City of Edmonton

Margaret

Margaret (absent) sent a report, highlights of which include:

- Family day events require permits. When hosting events that have more than 50 attendees or a vendor, permits are required.
- **CLIP grant application deadline March 27, 2019**
- Guides to free essential software for non-profits. Gerry will send to Antoni.
- **Community Bin Grant; applications open in early March.**
- TD Park People's grant – grants available until March 4.
- **Community Garden Grant now open for up to \$5000. Deadline Feb 28**
Action Item: Kersh to submit applications for CLIP and Bin grants
Action Item: Brian to submit application for last item.
Action Item: Gerry to send to Antoni free software notice for non-profits.

4.0 Old business

4.1 Sports report

Rosa

Rosa absent; no report

4.2 Facilities status update (Hall)

Gerry

Nothing new to report.

4.3 Rec Centre and Ice Rinks update

Gerry

Gerry reported that:

- The rink is shut down right now by Andrew due to extreme cold.
- Walks are still not shoveled though it has been requested of Andrew.
- Andrew to be approached about updating sign to include monthly meetings.
Action item: Gerry to contact Andrew again about walk clearing.
Action item: Gerry to forward Mariette Andrew's email address.

4.4 Church Rental Agreement

Kersh/Gerry/Vince

Gerry reported:

- Several versions of the letter were created.
- Concern expressed by some at the last board meeting re the low fees they are being charged. For one event they are only required to pay prorated \$10.00 per hour, although in most instances it would be close to \$25 per hour per the previous contract.
- Taking care of the other concerns raised more important for hall rental manager Miriam. Behavior issues are of greater concern for Ashley and Miriam.
- **Motion** that the contract be adjusted to an equitable rate of what other long-term renters are paying. Moved by Peggy; seconded by Bill. Approved.
- Monies have been paid by the church, so they are much less in arrears. (\$50 owing)
Action item: Vince and Kersh to meet with Sammy from Church.
Action item: Contact info for Sammy to be obtained from Miriam.
Action item: Letter to be finalized by Gerry.

- 4.5 Emails to be set up for board – status update** **Rob**
Rob absent
Action item: Antoni offers to do this. He will consult with Allan/Heather.
- 4.6 Hall Sign – status update** **Brian**
• Gerry advises Brian to go ahead with the order and pay for hall sign and get reimbursed.
- 4.7 Eaves trough repairs status update** **Brian/Bill**
Bill reported that:
• He has placed a call with a company and is waiting for a reply.
Action item: Bill will send out email once he has the quote.
- 4.8 Contract policy – update** **Heather**
Heather reported:
• An employee agreement and contractor agreement came through from lawyer.
• Contractor template should be used by Miriam and Ashley.
• Contractor template can be used for programming contracts.
• Rink people appear to be employees. Agreed that we would continue with status quo for this year. Need to consider employee status change for future years.
• Long term rental agreement is expected from our lawyer in March.
• Kersh pulled agreement from EFCL website. He felt we should not get into employee agreements as there is a lot of extra work with that.
• Discussion ensues on contractor/employees. Contracting the whole ice rink operation sounds like the way to go based on legal advice. Our financial accountant's response to this question in 2018 seemed open to contract status in our circumstances.
Action item: Heather to report further once hears back from law office.
Action item: Heather is also working on binder, but the contracts are her first priority.
- 4.9 2019 Casino Status – update** **Rosa/Bill/Vince/Gerry**
Gerry reported:
• Annual return is up to date with Alberta registries. Corporate registry as a not-for profit under registries act.
- 4.10 Proposal to collect membership fees** **Mariette/Brian**
Gerry reported:
• Discussed at last meeting and the board had agreed that it was a good idea brought forward by Mariette. Mariette had previously suggested that volunteers could ask skaters without tags to purchase CL memberships. Membership forms have been left at the rec centre by Brian for this purpose; and completed forms with payment attached could be dropped off at the hall mailbox so attendants or others don't have to deal with cash.
Action item: Mariette to pursue.
- 4.11 Other old business**

All

5.0 Action Items update (for items not yet covered)

6.0 New business

6.1 Abundant Communities Edmonton guest speaker

Julie Elford

Julie reported that:

- She works on the Abundant Communities Edmonton (ACE) Project with City.
- It started in 2015; now getting success stories back. Three full time; 2 part-time staff (which just grew).
- Neighbourliness - intimate in proximity but paradox is we don't really know our neighbours due to indoor activities.
- How well do I you know your neighbours? How well did you know them when a kid?
- Kids are great connectors. Have coffee with your neighbours.
- Idea is to shift toward connectedness. Seniors Aging in Place for e.g.
- Handout provided on neighbouring tips instead of bylaw officers intervention.
- Mental health network coming out as well. Hello, how are you? initiative.
- ACE is a framework or approach with resources to develop neighbourliness. Version 2.
- It is a grassroots neighbourhood initiative; City doesn't do it for us but offers resources.
- Community League often has a leadership role. Will support what already doing.
- Link to website: abundantcommunity@edmonton.ca
- There is a grant available.
- There is a data base for all to use with a login.
- The structure has a support team and neighbourhood connectors. Block connectors, they go door to door with cards and initiates connections.
- Block Parent mentioned.

Action Item: *It is asked how to overcome City bureaucracy to have a block party (the petition process). Suggestion by Julie to ask Margaret. Gerry asked if Julie could address this issue at her next committee meeting for Abundant Communities. Block Party kit is online it is stated.*

Action Item: *It is suggested we put questionnaire and a blurb about Abundant Communities in the newsletter. Bill agrees*

Action Item: *Burb to be supplied by Bill for Abundant Communities.*

6.2 Parking concerns on 144 St. by the school

All/Vince/Gerry

Gerry reported:

- A concern was sent to City Councilor McKeen's office.
- Concern was sent to Parent Teacher Association.
- One-way street was proposed by resident; this could impact adjacent streets.
- Teachers now pay to park at school, so some are parking on street. (verify with Vince).
- A Community member has received a response from Mr. Murphy at the City Parking Services suggesting to get in touch with school and community league.
- Momentum should be built on parking issues from community-wide basis.
- School Trustee is interested, wants information compiled.
- After discussion, it was agreed that we should include applicable information regarding this issue in the newsletter and ask for feedback and suggested remedies from residents. Bill agreed to include something for this purpose in the next newsletter.

Action Item: *Vince/Bill to include item in newsletter requesting input.*

6.3 Variance request for 10611 146 St. Gerry/Kersh

- A woman who is a long term Grovenor resident and building a new infill house has indicated they wanted to include a garage to rear of their property. A neighbour responded to the variance notice that “They should follow all regulations”. This has put a stop to it and she has asked the board to weigh in on this matter.
- After much discussion, it was agreed that board members could review the related background information that Gerry would forward and they could offer feedback. It was clarified that the board has no obligation to weigh in unless it appears to be a community concern, which does not appear to be the case. .
- **Action Item:** Gerry to forward information following the meeting.

6.4 Webmaster update Allan

Heather states:

- Web mail to be updated perhaps.
- The current accounts are subject to a lot of spam due to them being on the website.
- Her credit card is paying for both Internic and Weebly (editor tool).
- Gerry explains our bylaws don't allow for us to have a credit card. In order to change the bylaws, it is a very lengthy and arduous process to change. The last time this was done by the board was about 5 years ago. You need to give significant notice to public re calling a special general meeting to propose changes; any changes then need to be approved at a subsequent meeting; submitted to Alberta Registries for review and approval. This all took about 6 months to accomplish with several versions required before acceptance granted. Anyone wishing to initiate this process is welcome to organize.
- Heather cannot get into accounts right now as the password has been changed. She doesn't want her credit card used long term. If necessary, Gerry offered to submit his.
- We pay approximately for Internic \$6.25 a month (possibly US); Weebly, \$120 a year.

6.5 Newsletter deadline Bill

- Submission for next issue is Feb 23 for delivery first week of March. Eighteen days from today.

6.6 Other new business All

Adjourned 9:14 pm

7.0 Next meeting – March 05, 2019 ▪ 7:00 pm

 *Please see October and December 2018 **Income Statements** included below. (November's is with the January minutes.)

Grovenor Community League		
October Income Statement	2018	2017
Revenue		

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Program Income – Membership Dues	600.00	1,722.00
Miscellaneous Revenue		150.00
Government Grants – Local Government	8,125.00	
Fall Fest Income		2,686.25
Advertising Income		240.00
Hall Rental Income	1,380.00	1,890.00
Total Revenue	10,105.00	6,688.25
Operating Expenses		
Uncategorized Expense		6.00
Repairs & Maintenance	695.08	4,757.51
Telephone – Wireless/Land Line	57.75	121.35
Bank Service Charges	1.25	9.19
Swimming pass expenses	23.40	230.9
Office Supplies		59.54
Postage & Delivery		41.97
Printing and Reproduction		48.28
Utilities	450.38	707.03
Security System	147.89	147.89
Green Shack	1,714.95	3,972.21
Fall Fest Expenses		1,517.49
Cleaning Services	400.00	620.00
Contract services	250.00	
Total Operating Expenses	3,740.70	12,239.36
NET PROFIT	6,364.30	-5,551.11

December 2018 Income Statement

Grovenor Community League Income Statement from 2018-12-01 to 2018-12-31



Income Statement

Income Statement December 2018

Grovenor Community League

Reporting period: 2018-12-01 to 2018-12-31

Created 2019-02-04

Revenue

Accounts Balance

Program Income – Membership Dues 000000

Advertising Income 0000000

Hall Rental Income 000000000

Total Revenue 1,655.00

Cost of Goods Sold (COGS)

Accounts Balance

Total Cost of Goods Sold (COGS) 00000

Gross Profit 1,655.00

Operating Expenses

Accounts Balance

Repairs & Maintenance 000000000

Accounts Balance

Telephone – Wireless 000000

Swimming pass expenses 0000000

Office Supplies 000000

Utilities 0000000

Meals and Entertainment 0000000

Miscellaneous Expense 0000000

Contract Services 000000000

Ice Maintenance Expense 000000000

Rink Shack Attendants 0000000

Ice Making Expense 0000000

Cleaning Services 0000000

Total Operating Expenses 0000000000

Net Profit (9,071.77)