

**Forest Terrace Heights Community League
Board of Directors Monthly Meeting Minutes**

May 5, 2015

Start: 7 pm **End:** 8:45 pm **Location:** Forest Terrace Heights Community League Hall (10150-80 Street)

Recorder: Connie

| <u>Present</u> | <u>Regrets</u> | <u>Not in Attendance</u> | <u>Guests</u> |
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| Rae Hall CoraLee Lechelt Jeremy Anthony Darlene Gurnett Erin Francey Kathy Hamacher Connie Lussier Angela Mao Anna Krall Justin Sinclair Cole Chris Hardeman Bonnie McNeil Sharon Travnik Yvonne De La Fuente Michelle Brewin Alanna Brochu Liz Zook Mike Juchli Lynn Ferguson | Tyler Brown Heather Scott Lyndsey Peters Michael Gurnett | | Kathy Raycraft |

Meeting minutes:

| ITEM | ITEM AND MAIN POINTS OF DISCUSSION | ACTION |
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| 1.0 | Approval of the Minutes of last meeting | Approval of minutes Moved: Sharon Seconded: Mike J. |
| 2.0 | Approval of the Agenda Additions: • Open items: Memberships | Motion to approve agenda with additions Moved: Sharon Seconded: Jeremy |
| 3.0 | Directors reports | Actions/ Updates |
| 3.1 | Directors reports by exemption | |
| | The following directors' reports were accepted by exemption, ii.e. without discussion. | Motion to accept reports by exemption Moved: CoraLee Seconded: Jeremy |
| | President- Rae • Community Garden- still waiting for approval from the city • Jeremy is still taking nominations of any board member for any reason, get your nomination in. Please try to attend a league event. We have lots to offer and we are the people that encourage others to engage. | |

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| | <ul style="list-style-type: none"> • Our events are listed on the EFCL website now, efcl.org, the link is on the left of the main page • <u>EFCL Showcase</u> on June 10th, free apps! & drinks! Nominate our league for something you are proud of us for and attend the event. • <u>FREE & Low Cost in Edmonton</u> • <u>Block Party Help Guide</u> available • <u>FREE Bike Safety</u> for kids • <u>Get Ready in the Park</u> event • <u>Off Leash Dog Park</u> info here | |
| | <p>Membership Director – CoraLee</p> <ul style="list-style-type: none"> • Only 3 memberships sold at ½ price this month. Some free given away. • No canvassing was completed... hopefully I can fit it in this month. Anyone interested in helping let me know. They will be sold also at the Big Bin Event. I will be there to help set up. Would anyone be willing to do this job for the 2nd ½ of the day? • New memberships, volunteer lanyards picked up and ready for sale at AGM and after. | |
| | <p>Program Coordinator - Sharon</p> <ul style="list-style-type: none"> • FYI: Summer Green Shacks will run from July 2nd - August 25th. • Filled out application and signed Licence for City of Edmonton 2015 Outdoor Summer Swimming Pools. Cost is \$553.70. • Date finalized for Summer kick off party: June 26, 3:30-7pmpm at Mary Finlay Park/Hall | |
| | <p>Hall Rental Director – Darlene/ Erin</p> <ul style="list-style-type: none"> • Darlene is officially stepping down. • Erin nominated | <p>Motion to nominate Erin: Moved: Anna Seconded Alanna</p> |
| | <p>Grant Director – Bonnie</p> <ul style="list-style-type: none"> • Approved for the Big Bin grant | |
| | <p>Website Director-Tyler B</p> <ul style="list-style-type: none"> • Working with Angela to get the new logo on the website • Will be adding Twitter and Facebook feeds to the website | |
| | <p>Neighbourhood Watch - Lyndsey</p> <ul style="list-style-type: none"> • not present, no report | |
| | <p>Safety - Angela</p> <ul style="list-style-type: none"> • Community walk on April 26 attended by 16 people. Reported a break and enter of a vacant home. • Met with Hannah, Constable Jones, and two Block Connectors (Del and Rich) to discuss safety initiatives. Del and Rich said they were willing to spread the word about the CL as they go door-to-door. They would like to focus on safety though (not selling memberships as canvassers). • Three things that they would like: <ul style="list-style-type: none"> o A flyer describing CL activities which they could hand out. Just the descriptions on the back of the community calendars so that it's not date-sensitive. o Use of our logo on a business card so that when they go door-to-door, they're not just showing up as strangers. o Copy of the routes that Coralee and I had mapped out for the canvassers. | |

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| | <p>Rink Director - Chris</p> <ul style="list-style-type: none"> Nothing new to report | |
| | <p>Seniors Liason/SECLA Rep– Connie</p> <p>Seniors:</p> <ul style="list-style-type: none"> Social event held on April 25th with a good turnout. Most of attendees were there because of concerns about the proposed location for new library and they wanted to hear what Caroline Land (mgr of Capilano branch) had to say about the plans, and to voice their concerns. Overall it went well. Karl Sissonen also spoke about photography. Next social is May 16th. The guest will speak about birds, in particular owls, and will bring a live owl with him. Event will be great for kids. <p>SECLA:</p> <ul style="list-style-type: none"> we heard that the porta-potty at the skate park will be arranged by the City rather than SECLA. City is cracking down on parking near the skate park (behind the apartments) and issuing fines. Users of the park are upset there is no place to park. Still no news as to when the parking lot will be finished, but hope to find out more about this soon. the skate shack will be an orange shack rather than a 'green shack' to differentiate the purpose from the kids programs. Goldbar community league hopes to have new hall open by Sept 1. St Brendan's will be demolished in the next few days. Strathearn Art walk on Sept 12th will have room for 60 artists. If we know anyone who wants to be part of this, let Strathearn CL know. artwalk@strathearncommunityleague.org. Metro is out of the old Idylwylde school, but it was decided not to tear down the building just yet. So it will be rented out until they're ready to tear down. 90 Ave reconstruction should start in May, to be completed by fall (from Vimy east to 75St) - includes new lights, wider sidewalks, roads, etc. | |
| | <p>Babysitting Coordinator/ Casino Director - Anna</p> <ul style="list-style-type: none"> Casino license has arrived Need one more volunteer | |
| | <p>Soccer Co-Director– Michael G.</p> <ul style="list-style-type: none"> not present, nothing to report | |
| | <p>Sign Coordinator – Angela/Daniel</p> <ul style="list-style-type: none"> The top part of the Forest Heights sign blew off. Signage to be discussed in New Items below. | |
| 3.2 | <p>Newsletter Editor- Liz</p> <ul style="list-style-type: none"> Deadline for June's SEV is May 18. (Please have submissions to Liz by noon.) For the 2014 Annual Report (to be handed out at AGM.) <u>Directors:</u> Please provide me with a paragraph of highlights/overview from your department from last year. | |
| | <p>Events Director – Yvonne</p> <ul style="list-style-type: none"> Entertainment and food has been reserved for the Volunteer Appreciation. A deposit has been sent to Slixer and I will submit an expense sheet to be reimbursed. Sign up for both the AGM and Volunteer appreciation. | |
| | <p>Building Maintenance Director- Justin</p> <ul style="list-style-type: none"> Met with door installer on Thursday. Might have quote for meeting. Quote will also include a 4'x3' window for the East wall. Fixed valve on ladies toilet. | |

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| | <ul style="list-style-type: none"> Called the city about the burnt out street light, was directed to Epcor, Epcor said it should not be a problem to replace/repair. Drip guard on roof (Edge of upper roof south facing) partially detached from wind & condition of wood siding. Will investigate and advise soon. | |
| | <p>Building Maintenance Director - Mike J.</p> <ul style="list-style-type: none"> Ordered two grey baby change tables. Total cost with shipping and tax was \$734. Met with A/C installer on Friday. Will have quote to vote on by meeting. Fire extinguisher in shed going in for verification/service on Friday. Brought spare from my house so we are covered in the meantime. Don't think this will require voting since it is low \$\$\$ value. | |
| | <p>Bingo Director- Heather</p> <ul style="list-style-type: none"> not present, no report | |
| 3.2 | Directors reports that were not exempted from discussion | |
| | <p>Vice President – Jeremy</p> <ul style="list-style-type: none"> nothing to report | |
| | <p>Treasurer – Kathy</p> <ul style="list-style-type: none"> nothing to report | |
| | <p>Volunteer Coordinator - Alanna</p> <ul style="list-style-type: none"> nothing to report | |
| 4.0 | New Business | |
| 4.1 | <p>Budget Review- Rae</p> <ul style="list-style-type: none"> Reviewed each position budget. <ul style="list-style-type: none"> Discussion whether budget for Membership director should be increased. Membership purchase has doubled and swag has been purchased. It was decided that \$300 is sufficient if swag is covered as separate budget item. Purchase of the banner (flag) to go under swag. Soccer budget - should allow \$18,000. Question as to where things like the Babysitting course should go. This would go under the Events budget. Although it was not planned for, the budget will allow for this course. If we want to offer something as a regular event, perhaps should make a motion for it. Also, generally when offering a program will try to have money coming in for the program that offsets what is being spent. Rae advised we are trying to get rid of the 'misc.' section by specifically identifying where each budget item belongs. Note: we spent approx \$43,500 this year for hall upgrades. Won't require this amount every year. Perhaps we should allow \$10,000 per year. However, it was noted that we are only in the first month of the fiscal year, and with the number of items we still have planned for the hall, we may easily exceed \$10,000. Therefore may need to prioritize. Also we should plan around available grants. Discussion around tracking your expenses- clearly outlining the category, ensuring you aren't going over your budget without approval. Categories are outlined in the budget that was emailed out. | |
| 4.2 | <p>Elections- Rae</p> <ul style="list-style-type: none"> Only the secretary position is vacant this year. | Nominate Angela as Civics Director: |

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| | <ul style="list-style-type: none"> New Civics Director position will be created. Angela was nominated for the new position and accepted the nomination. Angela will continue to help Daniel make up the signs and will take the requests for sign changes. | Moved: Alanna Seconded: Darlene |
| 4.3 | Summer Event- Rae <ul style="list-style-type: none"> Fulton Ravine in July or August, 1-3pm, all surrounding communities Obstacle course for all ages (have an interested partner) Geocaching aimed at families 2 half hour fitness classes for seniors/kids (hopefully put on by community members) Cash BBQ & drinks Costs: porta potties, geocaching supplies Might be able to get a city grant Pets on a leash are welcome Lynn suggested someone could attend the 'Out of the box' meeting (see Lynn's report) and get feedback from other greater Hardisty leagues regarding hosting such an event. | |
| 4.4 | Photographs for the hall - Angela/Connie <ul style="list-style-type: none"> would we want to have photographer Karl Sissonen take some photos of the neighbourhood (on canvas) for display on our walls in the hall? His cost would be reasonable and he is interested. ideas discussed at the meeting: photos to replace what is currently in the window box in foyer, photos of tree-lined streets, river valley, soccer team, possibly have a photo from archives with overlay of current status. | |
| 5.0 | Open Issues | |
| 5.1 | CRC report (Lynn) <ol style="list-style-type: none"> You have all received confirmation of your Registered Summer Camps Programs and Drop in Programs. The summer guides are now available as well online and at recreation facilities across the city. Posters are coming soon. Out of the Box Summer Programming: A committee to look at additional family/children programming will take place on Thursday May 7th at 6 pm at the Blue Java Café in Capilano @ 106 Ave and 50 St. If you are interested in attending and have not responded, please send me an email that you are interested. We hope to keep the meeting to one hour. Lynn.ferguson2@edmonton.ca This recognition program is all about celebrating the efforts of our neighbours in beautifying Edmonton's neighbourhoods. Is there an attractive yard in your community that deserves special recognition? Consider nominating a neighbour's yard for an award this year! For full details go to http://www.edmonton.ca/environmental/conservation_landscaping/front-yards-in-bloom.aspx The Park Bench: For all the News Happening in the City of Edmonton and SE Edmonton specifically visit the monthly newsletter at http://www.mailoutinteractive.com/Industry/View.aspx?id=680155&q=865978019&qz=cc0fbc Leaders In Training: Get the Leading Edge Ages 13-17 years May-August Develop leadership skills and gain valuable experience while having fun outdoors. Give back to your community and earn leadership or volunteer hours for your school too! Volunteer to be a L.I.T. and work with recreation leaders to run summer programs for children. Choose from the following: For full details and to see a full listing of Registration Dates to become an | |

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| | <p>L.I.T. click the following address http://www.edmonton.ca/programs_services/for_children_kids_youth/leaders-in-training.aspx</p> <p>6. ROOT FOR TREES: This program is no longer being offered by the city of Edmonton.</p> <p>7. Big Bin Community Event Grant is now CLOSED.</p> <p>8. Year-round Greenshack. Will start in week of September 14th until December 28th. Will run in two selected southeast areas for two evenings during week (4 to 7pm) and one weekend day from 1 to 5 pm. This program is in keeping with City goal to have more drop in free recreational activities. Aimed toward 6 to 12 year olds. Sites must have indoor space and washrooms.</p> <p>9. report on FTH community garden project: there are no concerns from Roadways regarding location. Would need change to parkland (\$75). The river valley location is a concern and assessment would be required (approx \$5,000 to \$8,000 for assessment). EPCOR will not run a water-line to site, so water would need to be trucked in. Lynn Ferguson – CRC 780 496 5926</p> | |
| 5.2 | <p>Acoustics in hall (Yvonne, Rae)</p> <p>The current ceiling tiles in the hall are not acoustic tiles, therefore have 0% NRC (acoustic) rating. Price for the best rated (100%) ceiling tiles (Optima) for hall: \$2,457. Price for lower rated (70%) tiles: \$972. These prices are just for materials and using the existing framing. To also replace the framing: \$3,220. The board thought 100% tiles should be purchased, and that the existing framing can be used.</p> | <p>Motion to purchase acoustic ceiling tiles with 100% rating: Moved: Mike J. Seconded: Justin</p> |
| 5.3 | <p>Interior Paint- Yvonne</p> <p>not discussed</p> | |
| 5.4 | <p>New Chairs- Yvonne</p> <p>Knoll chairs - banquet quality, stackable, various options, with cost for most reasonable option @\$125 per chair based on 100 chair order (therefore may be slightly higher with a smaller order, i.e. 75 chairs).</p> | |
| 5.5 | <p>Babysitting course- Anna</p> <p>-Do we want to subsidize the course for community league members by roughly \$20.00, to bring the price down from \$70.00 to \$50.00. Board agreed.</p> <p>We will need 12 kids to offer the course. If we don't have that many, it will be cancelled.</p> <p>It was recommended that the hall be provided for free since the board has requested this course be offered.</p> | |
| 5.6 | <p>Porta Potty- Rae</p> <ul style="list-style-type: none"> ● We need to decide on exact location. Should be close to a fence, 10ft hose for cleaning. Parks will need to approve it. ● Someone needs to be there for delivery...? ● Forest- June- August - Board recommended locating in the alley ● Terrace- July & August -same location as in previous years. | |
| 5.7 | <p>AGM food/booze- Rae</p> <ul style="list-style-type: none"> ● Fargos- Wraspberry ribs, Chicken wings, Potato skins, Garden salad w 2 Dressings, Buffalo chicken sliders- \$22/person ● It was suggested we try Red Pepper cafe and ask for discount. ● What do we want for booze? Leftovers will be used for Volunteer Appreciation. Purchase 3 white wine and 3 red and a couple of selections of beer- Sharon will look after this. | <ul style="list-style-type: none"> ● Contact Red Pepper cafe re: food: Yvonne ● Purchase alcohol: Sharon ● Confirm babysitter availability: Anna |

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| | <ul style="list-style-type: none"> Childcare for the event? Any babysitters interested? Anna indicated that there are 3 kids that possibly might be available- she will confirm. Fee agreed upon: try \$15 an hour (up to \$20 if necessary) | |
| 5.8 | <p>Big Bin Event- Rae</p> <ul style="list-style-type: none"> Who will be at the site for bin delivery and pick up? Event will be until 2 pm so someone will need to stay until bin is picked up after that. Who is bringing tables, chairs, and tents to and from the site? - 3 tables and 2 chairs per table plus 2 chairs to access the bin. Will use Chris' bbq for the event. Food for bbq - Rae will purchase. | |
| 5.9 | <p>Siding - CoraLee/Justin CoraLee obtained 3 quotes for exterior of building and the rink:</p> <ul style="list-style-type: none"> most expensive: \$16,000 using 'Sharkskin' paint (CoraLee's dad): \$12,000 using low grade paint \$9,000 (College Pro - Cole) <p>Notes:</p> <ul style="list-style-type: none"> only \$500 would be saved by not painting the trim none of companies gave a discount for include both interior and exterior jobs. the siding will need to be scraped and weatherproofed first in all cases. Justin noticed when looking at the hall with the contractor (for doors and potential window) that some of the siding boards may need to be replaced, particularly on the south side. Justin will try to get a quote for this from the contractor. | |
| 5.10 | <p>Signage- CoraLee</p> <ul style="list-style-type: none"> Broken Sign on 101 Ave and 79 Street - Quote to replace obtained, need to discuss and approve the purchase of a new one. Aurora quote: \$375 - made of aluminum hybrid material and can be ready in two weeks. Possibly would be additional \$50 if we want artwork. Will have white background with coloured letters similar to logo. Board agreed we just want the letters and don't need the tree on the sign). Also received a quote from Image signs (after multiple calls): \$800. Board agreed to purchase from Aurora. Additional signs to purchase over the summer, to get our new logo/branding up. | <p>Motion to spend \$400 for replacement sign from Aurora: Moved: CoraLee Seconded: Darlene</p> |
| 5.11 | <p>Air Conditioning Installation - Mike J</p> <ul style="list-style-type: none"> Vote on A/C installation quote. \$5,339 or \$5,820 for approx 2 tons of cooling (just for the main ½ of the building). Takes 17 to 20 years to pay for itself. Depending on how much amps needed, may not be room for breaker but this is unlikely to be an issue. The people Mike would be working with often sub-contract with the company who put in the furnace so it is likely that the furnace warranty would not be affected but Mike would check first if we decide to go ahead. is it necessary? Board felt other items are higher priority such as replacing the missing sign and getting the acoustic tiles as well as new chairs, and the exterior paint needs to be done. no not now | |
| 5.12 | <p>Strategic planning</p> <ul style="list-style-type: none"> In summary, various hall upgrades discussed at this meeting were: <ul style="list-style-type: none"> Acoustic ceiling tiles: \$2,500 Exterior paint: \$12000, Sign repair: \$400 Chairs (75) : \$9,000 | |

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| | <ul style="list-style-type: none"> ○ Air conditioning: \$5,000 ● with only the ceiling tiles and sign repair approved at this time. It was asked if we might be able to get expert opinion as to what needs to be done for maintenance and when? Perhaps we can keep some money in reserve. It was suggested that perhaps Mike or Justin could get an inspector to do this, however the board noted it is more than just a property inspection as we would want a maintenance plan. ● The board recalled that something similar had been done in the past, maybe 12 years ago, and the document should be in the office. Maybe this can be used as a baseline. ● It was also mentioned that many of these improvements can be covered through grants if we plan. We can get some infrastructure grants retroactively. ● It was reiterated that we should be working on a strategic plan over the next few months, and we should mention at the AGM that this is something we are planning. | |
| 5.13 | Weatherstripping - Justin <ul style="list-style-type: none"> ● Justin will look after getting weatherstripping done soon. | |

Meeting adjourned: 8:45 pm

Next Monthly Meeting: June 2, 2015 (AGM)

Action item list:

| Actions - items that board members have agreed to complete, removed when completed | Person | Agreed Date/ Details |
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| 1-signing authority - Rae to take last month's minutes to the bank to get signing authority 2-Email roles & responsibilities 3-Portable toilets summer 2015 4- look into air conditioning pricing 5- look into options for community signs | Rae | 1-Kathy, Rae, & Heather need to go, the bank is giving us a hard time. 2-Sept/14- still working on 3-Sept/14 -working on Apr/15. Booked May/15 4-March/15 - quote obtained May/15 5-March/15 - moved to CoraLee... |
| Look into options for projector or flat screen | Angela | March/15 |
| Contact kids for babysitting at AGM | Anna | May/15 |
| 1-arrange seniors exercise class with trainer (Sharon) if there is enough interest - wait until after seniors' tea. 2-find out more about potential exercise arrangements for seniors with fitness instructor at Ukrainian Selo. | Connie | 1-Oct/14 2-Feb/15. |
| 1-initiate membership drive in spring/summer 2015 (with Angela) 2-look into painting pricing for rink, exterior of hall 3- order sign from Aurora 4- look into options for community signs | CoraLee | 1-Feb/15 2-March/15 - quotes obtained May/15 3- May/15 4-March/15 |
| 1-Weather stripping on doors 2- Obtain quotes for new window, east side | Justin | 1-Sept/14- quote received March/15 2-March/15 |
| 1 - order 2 Koala Kare baby change tables and install in men's and women's washrooms | Mike | 1 - Apr/15. Ordered May/15 |
| Purchase alcohol for AGM | Sharon | May/15 |
| 1-Look into options for new chairs with padding 2- Look into sound absorbing ceiling tiles 3- Contact Red Pepper cafe re: AGM food 4-Order acoustic ceiling tiles | Yvonne | 1-March/15. - options provided May/15 2-March/15 -options provided May/15 3-May/15 4-May/15 |

