

Forest Terrace Heights Community League Board of Directors Meeting Minutes

Date: Tuesday, January 5, 2016

Start: 7:01 pm

End: 8:56pm

Location: 10150- 80 Street

Recorder: Nicole K. E.

| <u>Present</u> | <u>Regrets</u> (notified) | <u>Not in Attendance</u> (no show) | <u>Guests</u> |
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| Rae Nicole Lynn Yvonne Angela Carrie Connie Justin Michelle CoraLee Molly Bonnie Michael G Mike J | Tyler B. (standing) Heather S. (standing) Liz Zook Lyndsey Jeremy Anna | | |

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| 1.0 | Approval of the Minutes from previous meeting | Motion to approve the previous Minutes Moved by: Molly Seconded by: Michelle |
| 2.0 | Approval of the Agenda with additions: <ul style="list-style-type: none"> ● Pre-document ● Exercise class ● 5.2 move to 6 ● Hall keys | Motion to approve the Agenda Moved by: Chris Seconded by: Bonnie |
| 3.0 | Approval of Directors Report by Exemption <ul style="list-style-type: none"> ● with Safety Report moved under Angela ● Liz update on Newsletter | Motion to approve Directors Report by Exemption Moved by: Justin Seconded by: Coralee |

Directors Report by Exemption- items not discussed at the meeting unless requested

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| 3.0 | Directors Report by Exemption | ACTIONS: |
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| 3.1 | President- Rae- No update | |
| | Vice President – Jeremy- No update | |
| | Treasurer – Michelle <ul style="list-style-type: none"> October financial statements have now been posted in the shared drive; November will be posted shortly A NEW budget vs. actual report has been prepared and posted for October - if you have a budget, please have a look to see where we are to date compared to what's been budgeted | |
| | Membership Director – CoraLee <ul style="list-style-type: none"> As of Nov 26, we have 216 memberships sold, this is the same as the total number sold for all of 2014/2015! Yeah, we are picking up momentum! I have removed all skate tags from the membership selling points, and have said that we will distribute them from our rink - I'll have them available at our rink party at the memberships table, and have some on hand whenever the rink is open. Reminder that I am still happy to welcome newcomers to the neighborhood (or encourage those who have never been a part of the community league) with free memberships. They just need to call me at home and I will deliver to their house. :o) | |
| | Program Coordinator - Sharon - No update | |
| | Hall Rental Director – Molly- No update | |
| | Grant Director – Bonnie- No update | |
| | Website Director-Tyler- No update | |
| | Neighbourhood Watch/Safety - Lyndsey - No update | |
| | Rink Director - <ul style="list-style-type: none"> Snowblower as been repaired, \$238.00. Began making ice on November 22 Hired 1 new person,working on the 2nd person, 3rd is returning from last year | |
| | Seniors Liason/SECLA Rep– Connie We had a very successful seniors tea this year, with over 20 attendees. Yvonne, Angela and I hosted the event. There was great musical entertainment (thanks Molly for the suggestion!), and also were able to provide some really nice prizes, thanks to local businesses and organizations. The seniors mentioned that they really enjoyed the event and appreciated the chance to meet neighbours and chat with some people they haven't seen for awhile. | |
| | Babysitting Coordinator/ Casino Director - Anna - Nothing to report | |
| | Soccer Co-Director– Michael G.- No update | |
| | Sign Coordinator/Civics– Angela <ul style="list-style-type: none"> Dec sign will advertise for the Rink Party on Dec. 18th. Note: last row will probably just stay at SEE WEB FOR INFO until spring since the bottom row tends to get stuck Daniel is expecting a baby (3rd) and he would like some help with sign changes for when he can't make it. We're | Sign - put up volunteer positions |

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| | <p>expecting reduced changes for winter anyway. But if we do want sign changes done, then we will need someone with a vehicle big enough to bring all the tracks indoors to where it can thaw and swap the letters out somewhere warm. Could potentially be split if we can't find one taker. e.g.if one person brings all the tracks to the hall, someone else could swap out the letters, then the person with the truck would have to bring them all back to the sign boards.</p> <ul style="list-style-type: none"> • Updated indoor trophy display case with photos and space for bulletins • Met with NET Block Connectors Group on Nov. 16th and discussed how the NET group can support the community safety efforts in the upcoming year. Going forward, Carrie is trying to organize a monthly meeting (possibly first Monday of each month) • Carrie has also offered to organize a large community meal to share info about the block connectors program with new attendees and hopefully have more blocks covered throughout the neighborhood • Carrie attended the Seniors Tea and provided safety materials as well as a motion-detector light as a door prize. Safety materials were also given out at the infill event. | and refer to website. |
| | <p>Newsletter Editor- Liz</p> <ul style="list-style-type: none"> • The SEV deadline for Dec/Jan is NOV.23rd. • The December edition E-News will be my last. Connie and Angela have volunteered to share the duties of the News Editor position until someone else comes forward. I will work with them in January on the E-News and in February for the SEV. | |
| | <p>Events Director Yvonne– Halloween Party went well. We had less kids than last year. Family ski day will be in late Feb 2016.</p> | |
| | <p>Building Maintenance Director- Justin Door replacement and weather stripping job offered to Delize Inc. New door requires a \$500.00 down payment and then work will start.</p> | |
| | <p>Building Maintenance Director - Mike J.- No update</p> | |
| | <p>Volunteer Coordinator - Alanna- No update</p> | |
| | <p>Bingo Director- Heather- No update</p> | |
| | <p>Secretary- Nicole- No update</p> | |

| <u>4.0</u> | <u>New Business Item</u> | <u>Discussion/Actions</u> |
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| 4.1 | <p>Treasurer expense claims - Michelle We need rules around expense claims, need policy for Board Member expenses. Board should have other signatures on a cheque, can not sign your own cheques. Current signatories are: Heather, Rae & Michelle</p> | <p>Molly motions that: All signing authorities have others sign cheques starting January 1, 2016, Seconded by: Coralee</p> |

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| 4.2 | <p>Outdoor Movie - Rae</p> <ul style="list-style-type: none"> ● Ottwell wants to know if we want to participate in Outdoor movie at end of June. May conflict with our greenshack program kickoff party. Large investment. ● Discussion around doing our own thing to engage our own community in a successful event. ● Difficulty in engaging volunteers for multi CL event | Rae will let Ottwell know we are going to pass |
| 4.3 | <p>Learn to Skate - Rae</p> <ul style="list-style-type: none"> ● missed SE Voice deadline ● Sharon did all contact and registration but now has resigned, and we don't have any continuity there ● Phil the new rink attendant is interested. ● Rae can help with registrations (2 nights) Justin can't help with the registrations or admin ● last year mid Jan start - this year, tentative start week of Jan 12 for 6 weeks, Tues or Wed ● maybe a discount to past registrants for this year as ice was poor quality last year ● Coralee will have a Learn to Skate registration sign up at the Rink Kickoff party | Rae to connect with Sharon |
| 4.4 | <p>Civics update - Angela Infill & redevelopment update -Angela</p> <ul style="list-style-type: none"> ● met with City planner Sean Lee - changed landscaping and lighting and the developer re-submitted the plans on Seniors tower from their original 20 & 6 storey towers to a staggered towards the north so that they are not as imposing on 101 Ave. A total of 215 units. There will be some shadowing in the neighborhoods. City was not happy with the previous traffic impact report and required more detail on the parking assessment. Now the City is ok with the proposal. Going with City standard formula of parking. The developer has started to change the supported living aspect of the building. Developer can sell to anyone. Developer still has to go to public consultation and then to council again for rezoning. Angela asked for an increase in community investment and the developer didn't seem interested. At this point the CL needs to decide if they want to get involved or if we have a say as there is high demand for seniors housing. ● 101Ave revitalization imposing certain rules on the business facades. Trying to push parking to the rear of the buildings. ● Brownfield development grants for old gas stations along 101 Ave but need to work with city to higher frequency transit ave, will allow for new Library in 2016 capital budget ● SE Voice Civics Issues request was published last time and Angela has received phone calls from approximately 4 people interested in planning committees. | |
| 4.5 | <p>Pre meeting document - updates please provide them under your own column and in on time</p> | |
| 4.6 | <p>Seniors Exercise Class - Connie Today was last day and Bill is interested in running it again. He is willing to do a Lecture, promote it and into SE Voice in February. We may have to run one or two free classes to gain community interest.</p> | |

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| 4.7 | Hall Keys - Molly only has one set of keys. Please turn the set you have if you are not using them. Suggesting lock box use; discussion on programmable keypad, which would make it a lot easier to manage from a hall rental perspective. Need to compile a list of who has keys to what doors. | Molly to call Western Lock smith to discuss our options with lock boxes and lock sets & thermostat controls |
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| <u>5.0</u> | <u>Ongoing Items</u> | <u>Discussion/Actions</u> |
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| 5.1 | CRC Report- Lynn <ul style="list-style-type: none"> finalizing summer registration programs in early January for dates moving to the year round green shack program. Capilano is starting this week. there are some that are put on hold in spring as other programs start then Lynn is getting moved to another location. CRCs are moving to Mill Woods office in new year Winter festival next week. United Cycle is new sponsor. ages 13-17 for 3 on 3 hockey tournament. mix and mingle had 20 people to discuss community garden and were very interested. Hall redevelopment session and had over 50 people attend. Lots of great info. Govt re-introducing "STEP" program to run own greenshack. City of Edm is not supporting it. Lots of transition happening now | |
| 5.2 | Action Items | see below |

| Actions- Items board members have agreed to complete. Take actions from last minutes and add new items each meeting. Items are only removed when completed items each meeting. | | <u>Name</u> | <u>Agreed Date/ Details</u> |
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| 1. | Email roles & responsibilities | Rae | Sept/14- still working on |
| 1. spring/summer 2015 (with Angela) | initiate membership drive in | CoraLee | Feb/15 |
| 2. | look into painting pricing for | | Mar/15 - obtained, waiting for grant info |
| rink, exterior of hall | | | Mar/15- obtained, waiting for grant info |
| 3. | look into options for | | |
| community signs | | | |
| 1. | Weather stripping on doors | Justin | Sept/14- quote received March/15- |
| 2. Obtain quotes for new window, east side | | | Mar/15 |
| 1. | Look into air conditioning | Mike | Mar/15- quote obtained, waiting for grant info |
| pricing | | | |
| 1. | Develop document to track | Jeremy | Sept/15 |

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| injuries, concerns, theft | | |
| 1. Purchase a new message board for the rink side of the building | Rae | Dec 15/15 |
| 1. call Western Lock smith to discuss our options with lock boxes and lock sets & thermostat controls | Molly | January 2016 |

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| | Brain Storming: | |
| 6.0 | <p>TOPIC: Hall exterior options - We have previously discussed:</p> <ul style="list-style-type: none"> replacing the siding, windows & new window in the front entry, wheelchair, painting interior, exterior, and rink, chairs, a/c, bbq area outside, doors and weather stripping. Wheelchair accessibility for front door for power assist doors and replace sidewalk. Building signage. interior art of neighborhood. replacement cost. <p>There are graffiti proof finishings and sidings.</p> <p>Mural matching grant up to \$2000 deadline is Dec 15th. Angela has an artist lined up. 2016 CLIP Grant deadline is end of March timeframe.</p> <p>Need to finalize a scope of work and reference Stantec report need to get some contractors and find out if they need to be city approved</p> <p>Sub committee:</p> <ul style="list-style-type: none"> Nicole Bonnie Yvonne Justin | <p>Alanna Motions to: <i>replace the painted steel door with an access panel, crash bar at the back and the weatherstripping with a budget up to \$3500</i></p> <p>Chris seconded. Nobody opposed.</p> <p>Justin to look for Stantec report</p> <p>keep this for brainstorm next month and will discuss prioritizing list of issues</p> |

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| | <ul style="list-style-type: none">• Cathy's husband, Brian (maybe) | |
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Meeting adjourned : 8:56 pm

Next Meeting Date: Jan 5, 2016