

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

Feb 3, 2015

Start: 7 pm **End:** 9:10 pm **Location:** Forest/Terrace Heights Community League Hall (10150-80 Street)
Recorder: Connie Lussier

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

Meeting minutes:

ITEM	ITEM AND MAIN POINTS OF DISCUSSION	ACTION
1.0	Approval of the Minutes of last meeting with update to item regarding e-newsletter editor: It was clarified that a motion was made at the Jan meeting by Darlene and seconded by Alanna for Liz to become the newsletter editor.	Motion to approve the Jan minutes Moved: CoraLee Seconded: Darlene
2.0	Approval of the Agenda <ul style="list-style-type: none"> • New agenda items: <ul style="list-style-type: none"> o Information from David Dorward's office (Bernie Trudell) o Coalition support request (Rae) o Library (Rae) • Open items: Living Local report (Yvonne) 	Motion to approve the Feb agenda Moved: CoraLee Seconded: Darlene
3.0	Reports of Directors	Actions/ Updates
3.1	President's Report - Rae: <ul style="list-style-type: none"> • ideas to increase patrons on the ice- anyone free on Thursday at 2pm for early dismissal to open the rink early? Rink guys go to university so they can only get there at 4pm. It was suggested that a request be put in the e-newsletter to see if a volunteer might be available for a couple of hours to do this. Rae will also ask Alanna if she can email the volunteers to see if there is someone interested. • Leadership Conference- Rae went last year and said it was great. Register early to get into the seminars you are interested in and to get a cheaper price. Saturday March 21st at Grant MacEwan from 8- 3:15pm. \$99 until February 20th, \$130 afterwards for an individual, group fee is \$396 <ul style="list-style-type: none"> o Lyndsey, Angela, Rae, and Jeremy indicated they would like to attend • Edm. Neighbourhood Watch Program Society AGM Sat., Mar. 21 @ 1:30 pm, Clareview Recreation Centre, Rm 1, Free parking. For more info: 	Liz to post request in e-newsletter for rink volunteer for Thursday afternoons. Alanna also to email volunteers about this.

	<p>http://enwatch.ca/event/edmonton-neighbourhood-watch-program-society-agm/</p> <ul style="list-style-type: none"> • ChooseWell health program. Registration is FREE. Any individual can register their community for the program and those who register by FEB 15 will receive a toolkit full of educational and promotional materials. They will also be entered in a draw for a Healthy Living Grant, so register today. To learn more about Communities ChooseWell: http://arpaonline.ca/program/choosewell/ • is there any interest in having a combined AGM/Volunteer Appreciation event. Perhaps the last Saturday in June? The board expressed interest in this however there were questions as to how to differentiate between the people who just were attending the AGM vs. those that were invited to the appreciation meal. It seemed like it might be awkward to try to do this, therefore perhaps it may be better to keep these events separate. • Lets start calling about hosting a murder mystery game- about 100 people • February 15th swim at Bonnie Doon is cancelled, a replacement swim is at Millwoods. The board was asked if there is any interest in a swim at Commonwealth instead of Bonnie Doon. There was lots of interest in Commonwealth, noting that perhaps it would be more expensive but it is much nicer for kids. It was also suggested that we might ask if there are options to get combination of swim and workout at Commonwealth and maybe also at Hardisty. • We have a new cleaner for the hall. She will be working Mondays around 2pm and Fridays around 6am. Rae asked that we please put our stuff away so she can clean properly. • Greater Hardisty is having a Feb event however the board was advised that we did not get enough notice to post in the SEV and we will be declining the request. It would have been \$250 to participate. • Logo: the logo is not quite done because the design company is international and this artist doesn't understand English very well therefore Rae is having difficulty trying to communicate what we are asking for. The logo will be available in both a colour and a black and white version, and in a horizontal and vertical layout. 	
	<p>Vice President – Jeremy</p> <ul style="list-style-type: none"> • Jeremy advised that he emailed EFCL about participating in the parade of flags for K Days but has not heard back yet. 	
	<p>Treasurer – Kathy</p> <ul style="list-style-type: none"> • nothing to report 	
	<p>Memberships – CoraLee</p> <ul style="list-style-type: none"> • Angela and CoraLee developed a plan for canvassing sections of the community. Will ask at soccer registration if some want to canvas instead of paying registration. Maybe start canvassing in March. 	
	<p>Programs - Sharon</p> <ul style="list-style-type: none"> • good participation in the hockey program with lots of late sign-ups. 	
	<p>Hall Rentals – Darlene</p> <ul style="list-style-type: none"> • asked that we not lock the door between the front entryway and main hall since there is some problem with the lock. This will be looked at. 	Darlene will request that the door lock be fixed.
	<p>Grants – Lyndsey</p> <ul style="list-style-type: none"> • Lyndsey advised she is stepping down from this position and that Bonnie (from the community garden committee) offered to take this on. 	
	<p>IT / Website- Tyler B</p> <ul style="list-style-type: none"> • Not present. No report 	
	<p>Neighbourhood watch /Safety - Lyndsey / Angela</p>	

	<ul style="list-style-type: none"> • Lyndsey advised that they met with Hannah and have gotten lots of good ideas. They have been invited to Hannah's Block Connector event • Community walks: on Feb 8th there will be a Forest Heights community walk at 2 pm starting at the Forest Heights hall. On Feb 18th there will be a walk at 7 pm in Terrace Heights, starting at the Second Cup. Constable Beaton will be at the Feb 18th walk. Hot chocolate will be provided for both walks. It was suggested we register our walking with the Neighbourhood Watch Walk your Block program http://enwatch.ca/programs/ (note we are zone E1). 	
	<p>Rinks - Chris</p> <ul style="list-style-type: none"> • Not present. No report 	
	<p>Seniors/SECLA – Connie</p> <p>SECLA:</p> <ul style="list-style-type: none"> • AGM this month: Feb 26 at 7 pm at Idylwyld CL hall. Openings for secretary and the vice-president. • Some of the other leagues are having events in Feb. Ottewell is having a sleigh ride on Friday Feb 13th. Kenilworth will also be having a sleigh ride in Feb. • Holyrood has started having their rink available for open skating on early dismissal days on Thursdays and it has been very popular. Holyrood has started engagement with the community on discussion regarding placement of community mailboxes- knowing that this is coming and wanting to be able to represent the community. • Goldbar hall is still an ongoing work in progress, they still don't have their occupancy permit. • Dermott District Park has been approved for \$5.3 million. Construction in 2017- no arenas but land space will be left for that. The project is supposed to be completed in 2018. Final plan not decided on yet- there will be more community consultation. <p>Seniors update:</p> <ul style="list-style-type: none"> • Connie mentioned that when speaking with some businesses they ask for contact information and it would be useful to have business cards and wondered if we ever do that. It was thought it would be okay to make up business cards if we think we would use them. • found out that the Ukrainian Selo (on 101 Ave) has exercise classes twice a week for residents. Suzanne from the Selo is providing the contact information for the recreation person with the Selo to let them know we would be happy to partner with them Possibly they might allow other seniors to attend fitness classes there even if they don't live in the building or maybe for some events they could use the hall. 	<p>Consider having discussions with the community regarding placement of community mailboxes once we hear more about this.</p> <p>Connie to find out more about potential exercise arrangements for seniors with fitness instructor at Ukrainian Selo.</p>
	<p>Babysitting - Anna</p> <ul style="list-style-type: none"> • not present, no report 	
	<p>Casino - Anna</p> <ul style="list-style-type: none"> • not present, no report 	
	<p>Soccer – Michael</p> <ul style="list-style-type: none"> • Justin's U8 team is excited for outdoor soccer. • U16s are going to City finals with a chance at provincials. • There are two different philosophies now with soccer leadership, with one group wanting a very competitive league and the other group wanting the league to be fun for the kids. As a result of the push for competitive 	

	<p>soccer, there will now be a High performance league (HPL) for kids soccer.</p>	
	<p>Signs – Angela</p> <ul style="list-style-type: none"> • Have changed postings to try to use only two lines per event and have a couple of events listed each time so the sign can be changed less often. Did look into digital signs but very expensive and the issue is that there is no power to the sites where signs are located. No other CLs have digital signs. 	
	<p>SE Voice, E-Newsletter - Liz</p> <ul style="list-style-type: none"> • Liz asked about babysitting info as she would like to put some information in the e-newsletter. She was advised that Anna is the contact for this. • There was some talk that having a 'meet and greet' event for interested babysitters and potential clients was suggested at a previous meeting. At a 'meet the babysitter' event hosted in St. Albert, they invited people interested in babysitting to attend the event without needing to be on the register, and then they could decide after the event whether or not they wanted to go on the register. • Note: the general guideline our league has followed in the past is that we would like kids who want to babysit (and be listed our babysitting register) to have taken a babysitting course. It was agreed that this is still a good idea. The babysitting courses are offered all over the city therefore they are easy to access. 	
	<p>Social Director – Yvonne</p> <ul style="list-style-type: none"> • Ski Day is good to go on March 7. Yvonne asked if we want to pay \$75 to have a room to put the coats- we said do not need this. Yvonne suggested she set up a few times for ski lessons, then if families want to have lessons they will still have to pay for this but the times have been arranged. • Easter event will be on Sat morning on Easter weekend. Lyndsey will help. 	
	<p>Hall Maintenance - Justin/ Mike</p> <ul style="list-style-type: none"> • not present, no report 	
	<p>Volunteers - Alanna (not present. Info provided via email.)</p> <ul style="list-style-type: none"> • Alanna has made initial contact with the Filipino church. She hopes to get something going when she returns from vacation . 	
4.0	Open Issues	
4.1	<p>CRC Report (Lynn) GREEN SHACK 2015 UPDATE:</p> <ul style="list-style-type: none"> • Final decisions on Green Shack Programs will be coming very soon. Leagues with programs will receive a ½ day program that will run as either an am or pm program. A number of criteria are being used to determine which areas will receive funding. An important letter will be coming soon from the Branch Manager of Community Services. <p>Network Gathering:</p> <ul style="list-style-type: none"> • A gathering is scheduled for Thursday February 19th @ Forest Heights Community Hall- 6:45 pm – 8:45 pm. Invitations will be going out this week for this event that will bring together service providers, organizations, community leagues, faith groups and more who are currently providing any types of recreational programming. This will be an opportunity to share information and to determine what is currently 	

	<p>available in the area. The goal of these Network meetings is work together to begin to determine what is available and where there are gaps. Working together to build the capacity of the area through recreation.</p> <p>Registered Programs:</p> <ul style="list-style-type: none"> • A grid has been determined for summer camps in SE and city wide. • Forest Heights will be hosting the following Camps. <ul style="list-style-type: none"> o July 27 – 31st - 9:00 am–11:30am Little Top Circus (3-5 year olds) o 1:30pm – 4:00 pm Rumble in the Jungle (4-6 year olds) <p>Afterschool Program: Greater Hardisty Area</p> <ul style="list-style-type: none"> • Free Drop in programs will start Wed. February 11th. See poster <p>The Park Bench</p> <ul style="list-style-type: none"> • to subscribe: http://www.mailoutinteractive.com/Industry/View.aspx?id=655127&q=831821054&qz=b41ca8 <p>Relocation:</p> <ul style="list-style-type: none"> • Lynn is no longer working out of the Millcreek location (on second floor of Bonnie Doon Mall). She is now at the Parks Operations office located at 9120 – 37 Avenue. All contact information remains the same. Groups can still access use of materials from Millcreek. 	
4.2	<p>Big Bin event / Capital City cleanup (Angela)</p> <ul style="list-style-type: none"> • Not discussed 	
4.3	<p>Living Local (Yvonne)</p> <p>Yvonne advised that we did not get the Living Local grant. We could revise the application and re-apply but we are not doing this at this time. The review panel wanted more engagement e.g. connections between kids and seniors. Also they wanted a specific theme and our idea was too broad. They also wanted more specific information about the pavilions, however we were not sure what we were going to do with them.</p>	
4.4	<p>Swag (Sharon)</p> <p>Sharon asked about a budget for this. It was suggested that she pick out a few items and price them, then email a request for a budget for this.</p>	Sharon to look into swag items, and email a budget request.
4.5	<p>Community Garden Update (Rae)</p> <ul style="list-style-type: none"> • We raised \$353 from the pancake breakfast event. • Officially been named The Heights Community Garden • Officially selected the site by the footbridge that crossed 75th. It would be on Forest Heights property but the Garden Committee feels that rig See minutes on our website if you're interested. Bonnie is starting to apply for grants • Have contacted Canadian Tire to partner with the garden project 	
5.0	New Business	
5.1	<p>MLA update (Bernie Trudell, Constituency manager to David Dorward, MLA Edmonton-Goldbar)</p> <p>Business card contact info: 7510 82 Ave NW Edmonton T6C 0X9 ph: 780-414-1015 fax 780 414-1017 edmonton.goldbar@assembly.ab.ca or www.assembly.ab.ca</p> <ul style="list-style-type: none"> • Communities Facilities Enhancement grant available. • Community Initiatives program grant (up to \$75,000) 	

	<ul style="list-style-type: none"> • Bernie indicated their role is to help community members connect with government departments. David Dorward may also attend some meetings. • They also can do anniversary or birthday scrolls from the federal and provincial governments (they would work in conjunction with Linda Duncan's office on this). Scrolls for birthdays greater than or equal to 65 years and anniversaries greater than or equal to 25 years (in 5 year intervals). • Their office is open from 9-12 and 1-4:30. There is also another staff member Sharon Layton who works part time in the office. • David Dorward has been involved in lots of issues important to the community, one of which is the issue of availability of seniors housing. David Dorward's website: Dorwardmycmla.ca. There is also a newsletter available. 	
5.2	<p>Freezer meal workshop (Diane/ Yvonne)</p> <ul style="list-style-type: none"> • ne said the earliest she could have the first event would be Feb 21, but she wolt was clarified that in two hours attendees will prepare 10 meals. The meals are not cooked at the event, as they are frozen after preparation then usually cooked by slow cooker or in a covered casserole in oven. The average meal/per serving cost is \$3.00 based on 4-6 servings. The price for the workshop would be approximately \$55 per person and four options were suggested but others are available. The workshop price includes the spices and other ingredients. The attendees purchase all other ingredients. Diane advised that the usual proposal for a fundraiser is for 10 to 15% of the fees collected to go to the charity or organization (there are no additional host benefits with this option, unlike typical home shows). Rae asked if possible to lower the price rather than receive 20% of the proceeds since this would make it more affordable for community members. Diane said she could do this instead if this is preferred. • A minimum number of people for a 'qualified show' is around \$200, or at least 4 participants. Diane said for 4 people it would actually be easier for her to do this at her home however we indicated we preferred to have it at the hall to promote the community league. We asked if she could run the event perhaps once per month for 3 months, then not during the summer, on the basis that the price would be \$55 for non-members of the community league, and members would get 20% off. Diane agreed with this idea. Diald need people to register by Feb 10th so that she can order the ingredients. Diane will send the information to Liz to post in the e-newsletter. Five or so posters will be put up to promote the first event. Diane was okay with not having it in the SEV for the first event (as timing will not permit it for a Feb event), and just having a small event this time. • Motion made to do this to offer the Freezer Meal Workshop at the hall on a monthly basis for 3 months for a price of \$55 for non-members and a 20% discount for community league members. Diane will email the information to post in the e-newsletter. 	<p>Motion to approve 3 monthly freezer meal workshops at the hall: Angela Seconded: Yvonne Diane to email Liz the workshop info for the newsletter</p>
5.3	<p>Email voting, approval of minutes and agenda (Connie) Connie suggested that one idea (from Leagues Alive conference) is that we ratify all decisions made outside the meeting (e.g. via email) at the next meeting. The board agreed. There was an email motion done on Jan 30th for approval of the logo from 99designs (motion made by CoraLee and seconded by Kathy, and a yes vote from 6 other board members, with no votes against). The email motion was ratified at this meeting.</p>	<p>The email motion of Jan 30th for approval of the logo was ratified at this meeting.</p>

	<p>Connie asked when voting by email: how many board members need to vote in order for the motion to be passed. No one was sure about this, therefore perhaps this should be clarified. It was thought that quorum for approval at a board meeting might be 5 members however, this was not clear either, and perhaps should be evaluated as well to see if still valid.</p> <p>Another suggestion from the conference is that a group motion can be made for standard stuff at a meeting, e.g. one motion can be made for approval of both the meeting agenda and the previous minutes.</p>	<p>Look into how many board members are required when making a motion via email.</p> <p>All email votes should be ratified at a subsequent board meeting.</p>
5.4	<p>Community league role in infill and re-development (Angela) Angela went on infill tour which was very interesting. She mentioned that the City can do information sessions on development permits, etc. if we are interested. It was recalled that SECLA recently hosted some information sessions with the City regarding infill.</p>	
5.5	<p>Craft group (Lyndsey) Lyndsey requested a budget of \$30 per month for snacks at the craft group meetings. First session Feb 11 at 7 pm</p>	<p>Motion for budget of \$30 for snacks for craft meeting: Lyndsey Seconded: Darlene</p>
5.6	<p>Ice Skate Trainers (Rae)</p> <ul style="list-style-type: none"> previously considering buying some trainers however now thinking we could just ask for some chairs to be donated. Rae will post a request on Facebook. 	
5.7	<p>Membership campaign: 100 memberships in 100 days (Rae)</p> <ul style="list-style-type: none"> 100 memberships in 100 days campaign- start once we get our new membership cards. Rae started contacting businesses nearby to see if they would offer discounts to members. Know of a good place, let Rae know. Has emailed Bikram Yoga, Vertically Inclined, Space & Science Centre, Rivercity Board Games. 	
5.8	<p>Greater Hardisty Coalition (Rae) The Coalition would like a letter of support & \$500 funding for their group. Jeremy went to the meeting last Saturday am for the kickoff. There was discussion about who this coalition is and some concerns in general about the Greater Hardisty events for combined community leagues. There was uncertainty about these types of coalitions vs. SECLA, etc. What is the role of these formal coalitions. We were reminded that this coalition was started with advocacy efforts to save St. Gabriel's school and it has grown from there. The coalition has been supportive of the Elevate report and perhaps the support from the City is related to that. Jeremy will be attending the next meeting on Feb 24 and perhaps we will get a better understanding then. Since we haven't had the opportunity to be involved, we cannot provide funding to the group at this time. Rae indicated she couldn't send a letter of support without knowing much about it or being involved; however, if someone else is more involved and would like to write a letter of support they are welcome to do so.</p>	<p>Jeremy to attend the Coalition meeting on Feb 24th at Hardisty school.</p>
5.9	<p>Library (Rae) Rae reported that a lady contacted her to express concern that the library location was approved without community consultation. Rae suggested she connect with the Greater Hardisty coalition group or attend one of their meetings.</p>	

Meeting adjourned: 9:10 pm

Next Monthly Meeting: March 3, 2015

	Actions- items that board members have agreed to complete, removed when completed	Person	Agreed Date/ Details
1.	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- buy printer 5- buy first aid kits	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 4-Jan/15 -completed by Angela 5-Jan/15
2.	1-talk to Joanne at EFCL about participating in the parade of flags for K Days. Note this would involve getting a banner from a different vendor than the one we have looked into. 2-attend Greater Hardisty coalition meetings - next meeting Feb 24th. 3-Review the bylaws to consider what needs to be updated regarding email voting and ratifying of the email vote at the next meeting. Verify how many board members are required when making a motion via email.	Jeremy	1-Nov/14 2-Feb/15 3-Feb/15
3.	1-Check to see if any volunteers interested in helping with the signs (preferably with truck or SUV) 2- Check to see if any one interested in volunteering at the rink shack for a couple of hours on Thursday afternoons	Alanna	1-Jan/15 2-Feb/15
4.	Request key from Darlene	Angela	Dec/14 -completed in Jan
5.	1-Look into setting up a babysitting class at the hall 2-Send the paperwork in for the casino by the end of January	Anna	1-June/14 2-Jan/15
6.	1-arrange seniors exercise class with trainer (Sharon) if there is enough interest - wait until after seniors' tea. request that the door lock be fixed 2-find out more about potential exercise arrangements for seniors with fitness instructor at Ukrainian Selo.	Connie	1-Oct/14 2-Feb/15
7.	1-Pursue the idea of ordering banners after we have a logo (include banner for soccer) 2-initiate membership drive in spring/summer 2015 (with Angela)	CoraLee	1-Oct/14 On hold until we have a logo. 2-Feb/15
8.	request that the door lock be fixed for the door between the front entrance and the hall.	Darlene	Feb/15
9.	1-Weather stripping on doors 2-New main door 3-Fire Inspection	Justin	1-Sept/14- Waiting 2-Sept/14- Waiting 3- booked for week of Jan 12th (see Jan/15 minutes). Completed Jan 20 with Fire Protection.
10.	Add note in e-newsletter to ask if anyone is interested in volunteering at the rink shack for a couple of hours on Thursday afternoons	Liz	Feb/15
11.	1 obtain diffusers for perimeter lighting in the hall. 2 order screens	Mike	1 Oct/14- diffusers to be installed Jan 9th (see Jan/15 minutes) 2 Oct/14 - no longer required. Screens located in the shed.

12.	Community league swag	Sharon	Sept/14 –decision hasn't been made on exact items - working on (Feb/15)
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