

Forest Terrace Heights Community League Board of Directors Meeting Minutes

Date: Tuesday, October 6, 2015

Start: 7:01pm

End: 8:13pm

Location: 10150- 80 Street

Recorder: Nicole E.

<u>Present</u>	<u>Regrets</u> (notified)	<u>Not in Attendance</u> (no show)	<u>Guests</u>
Rae H. Chris H Michael G. Connie L. Angela M Alanna B Liz Z Bonnie M Michelle B. Molly B. CoraLee L. Nicole E.	Tyler B. (standing) Heather S. (standing) Lynn Ferguson Carrie Ellinger Yvonne Jeremy	Sharon T Lyndsey P Anna K Justin S Mike J.	Lorraine R.

1.0	Approval of the Minutes from previous meeting Chris Hardeman sent regrets	Motion to approve the previous Minutes Moved by: Michelle with changes Seconded by: Chris
2.0	Approval of the Agenda add: Connie: SECLA and Seniors tea Mike G: Soccer report	Motion to approve the Agenda Moved by: Angela with changes Seconded by: Coralee
3.0	Approval of Directors Report by Exemption	Motion to approve Directors Report by Exemption Moved by: Coralee Seconded by: Chris

3.0	Directors Report by Exemption
3.1	President- Rae <ul style="list-style-type: none"> ● No update provided
	Vice President – Jeremy <ul style="list-style-type: none"> ● No update provided
	Treasurer – Michelle <ul style="list-style-type: none"> ● Monthly financial statements will now be posted online on Google Drive - folder was shared to board September 23
	Membership Director – CoraLee <ul style="list-style-type: none"> ● No memberships were sold by Grower Direct this month, nor at the event on Sept. 26. ● BBQ at Boardwalk apts was a great networking opportunity - we gave away 9 free family memberships to folks who wanted

	<p>newsletters and some potential volunteers! Well done, Connie!</p> <ul style="list-style-type: none"> • 8 Memberships sold Online, 21 sold at Shaheen Grocery, and 14 more at Soccer! • Regarding skate tags - we ran out last year, so I am not giving them away with memberships generally. I am encouraging everyone to get their tags at our rink once it opens up, by showing their membership card. Please share the news.
	<p>Program Coordinator - Sharon</p> <ul style="list-style-type: none"> • No update provided
	<p>Hall Rental Director – Molly</p> <ul style="list-style-type: none"> • No update provided
	<p>Grant Director – Bonnie</p> <ul style="list-style-type: none"> • No update provided
	<p>Website Director-Tyler</p> <ul style="list-style-type: none"> • No update provided
	<p>Neighbourhood Watch - Lyndsey</p> <ul style="list-style-type: none"> • No update provided
	<p>Safety - Angela</p> <ul style="list-style-type: none"> • Increased property crime over the last month (September - 24 cases reported, August - 16 reported). Reminder to hide valuables, report suspicious behaviour and let your neighbours know as well. • Carrie Ellinger from NET sent an e-mail to set up next Safety meeting but still waiting for date.
	<p>Rink Director - Chris</p> <ul style="list-style-type: none"> • Sent snowblower in for repair • 2 of 3 rink attendants not returning, have interest from 2 other university students to replace them
	<p>Seniors Liason/SECLA Rep– Connie</p> <ul style="list-style-type: none"> • Next social Oct 17- Servus CU is guest speaker • Seniors tea will be on Nov 18 - Yvonne is helping to arrange this! • I attended Sage Seniors housing forum sept 26. There was some interesting info, good speakers, large turnout. • The Boardwalk BBQ raised \$290 and the will match this so almost \$600 raised for next for next phase of the Fulton Ravine South Park.
	<p>Babysitting Coordinator/ Casino Director - Anna</p> <ul style="list-style-type: none"> • No update provided
	<p>Soccer Co-Director– Michael G.</p> <ul style="list-style-type: none"> • No update provided
	<p>Sign Coordinator – Angela</p> <ul style="list-style-type: none"> • October signs advertising the social (Servus Credit Union - money talk) and the Halloween event at the hall • November signs will advertise the seniors tea and social (infill event) <p>Civics</p> <ul style="list-style-type: none"> • Attended consultation on setback changes for row housing in RF3 zones. Generally people were happy to reduce setbacks from a townhouse to the street and increase the interior setback (between a townhouse to the dwelling beside it). • EFCL is organizing 3 workshops to prepare leagues for the city's 2016 Mature Neighborhood Overlay Review. Monday

	<p>Nov.16th, Wednesday Nov. 18th, and Tuesday Nov. 24th</p> <ul style="list-style-type: none"> • Infill event planned for Saturday Nov. 21 1-4pm. Guests from various infill-related industries will be there (at least one builder, architect, realtor, mortgage specialist, community librarian, Bev Zubot (EFCL planning advisor), and possibly city staff). All things infill - for those interested in building an infill as well as for those living next to an infill • City of Edmonton Planning Academy offers courses to help community leagues work with the city on planning and development. Schedule • Presented to City Council Executive Committee as part of EFCL's report on the impact of bad construction practices on mature neighbourhoods.
	<p>Newsletter Editor- Liz</p> <ul style="list-style-type: none"> • November SEV deadline is by noon, October 26th.
	<p>Events Director – Yvonne</p> <ul style="list-style-type: none"> • The Halloween party is booked for the 31 from 6-8pm. A haunted house as well as a lantern craft well be part of the event and let's not forget the candy!
	<p>Building Maintenance Director- Justin</p> <ul style="list-style-type: none"> • No update provided
	<p>Building Maintenance Director - Mike J.</p> <ul style="list-style-type: none"> • No update provided
	<p>Volunteer Coordinator - Alanna</p> <ul style="list-style-type: none"> • Plans to start approaching larger groups for volunteers- churches, schools, seniors groups (if I can find them) and local businesses. Also will plan to ask around at community league events. (In addition to personally inviting individuals to volunteer.)
	<p>Bingo Director- Heather</p> <ul style="list-style-type: none"> • No update provided

4.0	<u>New Business Item</u>	<u>Discussion/Actions</u>
4.1	<p>Maintenance Priorities - Rae</p> <p>Justin & Mike are not present for the meeting. One change table was installed in bathroom. We did receive info and quotes on various items, but we haven't executed on most of them.</p> <p>Some of the projects included: A/C, siding, painting rink, inside and outside, signs, exterior doors (approved last year), and chairs. The exterior door work was approved, the other items were just quoted.</p> <ul style="list-style-type: none"> • External painting needs to be prioritized to maintain building integrity. South facing side and flashing on the peak is damaged and needs to be repaired or replaced. 	<p>Bonnie to look into Grants.</p>

	<ul style="list-style-type: none"> • New signs need to match the new exterior building to coordinate the look. Also discussed some windows at entrance. Grants may be available. • Acoustic Ceiling tiles need to be completed. Keep the extra tiles. 	
4.2	<p>Rink Attendant Role - Rae</p> <p>Last mtg discussed our rink contract, 2 people not coming back, need to recruit. Have interest from 2 new candidates. Chris is managing the recruiting. There is a yearly contract and duties and expectations. Contract and duties sheet to be forwarded by Chris to Rae. Short verbal overview provided. Start date is usually Nov 21st each year and ends beginning of March. Hours 4-9 M-F, Sat & Sun are extended hours; not open on stat holidays; flood depends on temperature and # of skaters after 9pm a few times per week. New times to include early dismissal time on Thursdays. Terrace heights is open all the time and they are open more hours. Discussion around opening early hours and trying to accommodate the new contract. May need to replace snowblower is old and concern about the efficiency of snow removal. How do we increase our usage? By opening 3pm right after school. Advertise and communicate to the community schools.</p>	<p>Contract and duties sheet to be forwarded by Chris to Rae.</p> <p>Chris: to recruit 2 new rink attendants</p>
4.3	<p>Rental items - Molly</p> <p>Need a full list of who has keys to the hall and who needs keys. Key has color - yellow, blue or purple or red Looking for a seniors or low mobility fitness class to start in next few weeks Interest in Parent & Tot class. waiting to hear back tentative Mon, Wed, Thurs</p>	
4.4	<p>Financials - Michelle</p> <p>hand out Sept financial statements until posted on line</p>	
4.5	<p>Infill Event - Angela</p> <p>Infill event in Nov for the social targeted at people interested in building or living near Infill. Lots of people from the real estate industry and construction. EFCL construction committee for the city to communicate good construction practices. Looking for approx \$200 for budget for refreshments and babysitting out of the Events budget. Need to communicate better to our community. Maybe need to start using our advertising budget for social media for larger events. Perhaps send out more reminders via opt-in email list too.</p>	

4.6	SECLA - Connie SECLA is looking for the community league to allow them to keep the funding that they typically give to the community league to use for grants for the work at the park. Board agrees that we could agree to do this either way.	
4.7	Seniors tea - Connie Looking Entertainment for Seniors tea; Nov 18; inexpensive	
4.8	Mike G: Soccer report serious bump in numbers. 30% for indoor. FTH benefited as we will have 4 teams this year (2 only last year). FT Classic is still on against U14 girls team Oct 14th at 7:30 in the rink. Thank you Angela and Daniel for the sign for Soccer registration. Most nights the rink is busy most nights with soccer. Maybe we need an advertising board out the back to communicate. Rae will find a bigger one that can work outdoors and send email to board for approval. Note from parent, supportive of the great connection to the community Hot Chocolate	

5.0	<u>Ongoing Items</u>	<u>Discussion/Actions</u>
5.1	CRC Report- Lynn <ul style="list-style-type: none"> see full report from Lynn for October here Highlights include: <ul style="list-style-type: none"> Year round green shack programs will start in 2 locations. GoldBar and Avonmore. Dec 12 - 1-4 Winter Fun Fest hosted by Ottewell who are requesting \$100 donation Community Garden Mix n Mingle Nov 16 in Fulton CL 	
5.2	Liz stepping down in Dec	
5.3	Maintenance as a hired position?	

Outstanding Actions

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>
1. Email roles & responsibilities	Rae	1. Sept/14- still working on
1. find out more about potential exercise arrangements for seniors with	Connie	1. Completed Oct/15. Molly arranged class with Bill

fitness instructor at Ukrainian Selo.		Climie
<ol style="list-style-type: none"> 1. initiate membership drive in spring/summer 2015 (with Angela) 2. look into painting pricing for rink, exterior of hall 3. look into options for community signs 	CoraLee	<ol style="list-style-type: none"> 1. Feb/15 2. Mar/15 - obtained, waiting for grant info 3. Mar/15- obtained, waiting for grant info
<ol style="list-style-type: none"> 1. Weather stripping on doors 2. Obtain quotes for new window, east side 	Justin	<ol style="list-style-type: none"> 1. Sept/14- quote received March/15- indicated times does permit to complete this 2. Mar/15
<ol style="list-style-type: none"> 1. Order 2 change tables & install in men's and women's washrooms 2. Look into air conditioning pricing 	Mike	<ol style="list-style-type: none"> 1. Apr/15- One has been installed 2. Mar/15- quote obtained, waiting for grant info
<ol style="list-style-type: none"> 1. Develop document to track injuries, concerns, theft 	Jeremy	<ol style="list-style-type: none"> 1. Sept/15
<ol style="list-style-type: none"> 1. Advertise re-elected positions on Web & SEV 	Rae/Liz	<ol style="list-style-type: none"> 1. Sept/15- Completed

Next Meeting Date: November 3, 2015 at 7pm

Meeting adjourned