

## Forest Terrace Heights Community League Board of Directors Meeting Minutes

**Date:** Tuesday, September 1, 2015 **Start:** 7:03 PM **End:** 8:09 PM **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>
Rae H. Michelle B. Heather S. Connie L. Anna K. Justin S. Liz Z.	Lyndsey P. Molly B. CoraLee L. Nicole K. E. Jeremy A. Lynn F. Michael G.	Tyler B. (standing) Angela M. Bonnie M.l Sharon T. Yvonne D. Alanna B. Mike J. Chris H.		

1.0	Approval of the Minutes from previous meeting	Motion to approve the previous minutes <b>Moved by: Coralee</b> <b>Seconded by: Jeremy</b>
2.0	Approval of the Agenda With Changes; <ul style="list-style-type: none"> <li>○ move the partnering with other community group events</li> <li>○ Add Connie, SECLA update</li> </ul>	Motion to approve the agenda <b>Moved by: Molly</b> <b>Seconded by: Lyndsey</b>
3.0	Approval of Directors Report by Exemption	Motion to approve Directors Report by Exemption <b>Moved by: Jeremy</b> <b>Seconded by: Lyndsey</b>

<u>Directors Report by Exemption</u>	<u>Discussion/Actions</u>
<p><b>President-</b> Rae H.</p> <ul style="list-style-type: none"> <li>● <b>Community Clothing Swap</b> on Sept.12, looking for volunteers. Details <a href="#">here</a>;</li> <li>● <b>Board Game Night resumes in September</b></li> <li>● <b>Board Leadership Training</b> on Oct.3. Let me know if you want to attend. Details <a href="#">here</a>.</li> <li>● <b>Community League History Workshop</b> on Sat. Oct.17 &amp; Nov.28. Details <a href="#">here</a>.</li> </ul>	

<ul style="list-style-type: none"> <li>● <b>Free Event Planning Course available until Sept.27th. Details <a href="#">here.</a></b></li> </ul>	
<p><b>Vice President</b> – Jeremy A.</p> <ul style="list-style-type: none"> <li>● No update provided - see New Business</li> </ul>	
<p><b>Treasurer</b> – Michelle B.</p> <ul style="list-style-type: none"> <li>● No update provided - see New Business</li> </ul>	
<p><b>Membership Director</b> – CoraLee L.</p> <ul style="list-style-type: none"> <li>● Selling memberships through SEESA as of July, thanks to Connie.</li> <li>● Sold memberships at the Capilano Park Event - 3 for us, a few for other leagues.</li> <li>● Increased calls in the last couple weeks in response to SEV from folks new to the community. (And some are interested in volunteering!)</li> <li>● I have not done door to door canvassing...</li> <li>● Plan to sell memberships this month at the Clothing Exchange and ?Pancake Breakfast?</li> </ul>	
<p><b>Program Coordinator</b> - Sharon T.</p> <ul style="list-style-type: none"> <li>● Summer Party June 26, 3:30-7:00 at Mary Finlay. Total cost \$384.24 + \$50.00 for staff. Instead of paying a City of Edmonton Rec Tech, I hired a babysitter from our registry to help run games and craft. There was a good turnout (~100), lots of FH school families came directly from school. Had some refreshments and snacks, a craft, and CoE fun bag (which is free to borrow). For this format it would probably be better if it was about 2 hours. Thank you to all the volunteers!</li> <li>● Pop-up Play, CoE program ran July 2 - Aug 25: Mary Finlay, Wed/Fri, 10am-1:30pm Terrace Heights, Tues &amp; Thurs, 2:30-6:00pm</li> <li>● 2015 Fall/Winter swim starts September 6th. New swim at Commonwealth, Sats 5-7pm (This means we dropped the swim on Saturday at Bonnie Doon). Sundays are the same as previous years - Hardisty 1:15-2:45pm and Bonnie Doon 4:15-5:45pm.</li> </ul>	
<p><b>Hall Rental Director</b> – Molly B.</p> <ul style="list-style-type: none"> <li>● No update provided - see New Business</li> </ul>	
<p><b>Grant Director</b> – Bonnie</p> <ul style="list-style-type: none"> <li>● No update provided</li> </ul>	
<p><b>Website Director</b>-Tyler B.</p> <ul style="list-style-type: none"> <li>● No update provided</li> </ul>	

<p><b>Neighbourhood Watch</b> - Lyndsey P.</p> <ul style="list-style-type: none"> <li>● No update provided</li> </ul>	
<p><b>Rink Director</b> - Chris H.</p> <ul style="list-style-type: none"> <li>● Will be sending snowblower in for maintenance in September</li> <li>● Will discuss with rink attendants possible ways to increase rink usage</li> </ul>	
<p><b>Seniors Liason/SECLA Rep</b>– Connie L.</p> <p>Seniors: Social events</p> <ul style="list-style-type: none"> <li>● June 13th: Guest speaker:Jocelyn Crocker- beekeeper. Fairly good turnout with four groups/couples. Most attendees were beekeepers who came for the topic and were not from the neighbourhood.</li> <li>● July 11th: planned 2 speakers, Yardshare program &amp; Fruits of Sherbrooke. However, Yardshare program is no longer offered so they cancelled a week before. There were a few attendees, some came early for the next meeting re: condo development. However, all who attended had very positive feedback.</li> <li>● August 8th: vegetable gardening social. Small turnout, most guests directly invited by me or by Sharon Faye (volunteer who helped with the event). Sharon demonstrated a tip regarding pea blanching and shelling. We received 20 lbs of peas for the event, donated by Kuhlmanns. Very positive feedback.</li> <li>● Next social Sept 12 from 1 to 2:30, combined with the clothing exchange. Will try to combine social events when possible so I don't need to get a speaker each time.</li> </ul> <p>SECLA:</p> <ul style="list-style-type: none"> <li>● Considering getting a logo (friend of Ottewell rep does this). First reviewing strategic plan.</li> <li>● Representatives from 'Save the Footbridge' gave a presentation at the May meeting. Concern about environmental issues with proposed development. SECLA won't take a position on it unless requested to do so by community leagues and only if all leagues have the same position. Cloverdale is in favour, while Riverdale, Rossdale, Boyle St, Grovenor and Belgravia would consider an alternate river crossing. Likely too late at this point anyway.</li> <li>● SECLA is commissioning additional artwork at the Fulton Ravine South skate park.</li> <li>● Phase 2 is ongoing, plan to develop the park area around the skatepark. First need to have a project plan approved by the City and to have a City project manager appointed to the project. SECLA has solicited feedback from the public regarding what they would like to see at the park in terms of amenities, very little feedback so far.</li> </ul>	
<p><b>Babysitting Coordinator/ Casino Director</b> - Anna K.</p> <ul style="list-style-type: none"> <li>● No update provided</li> </ul>	

**Soccer Co-Director**– Michael G.

- Successful season again, got some NEW coaches and some experienced coaches continued to develop and train better soccer players.
- We were proud to give Dan Scott of the U12B team the “Forest Terrace Heights Bob McKenzie Coach of distinction Award” for 2014. Dan has worked hard in developing players and himself. As Dan said to his players: “It's not the size of the dog in the fight, it's the size of the fight in the dog.” and we saw his team “fight” this year.
- 10 teams with 96 players.
- Financially, we ended the year with a significant surplus.

**Civics/Signs** – Angela M.

- AGM attracted many interested in the seniors condos & infill. Seniors condo followup held in July. Infill follow up next spring before construction season (Feb/Mar)
- July Seniors Condos Info Session was very well-attended. Q & A for over 2 hours. City planner, Sean Lee, and Councillor Ben Henderson spoke about the process for rezoning, timelines, and why the City is not comfortable with the current proposal. A 20 storey (or 21 as proposed) proposal does not fall within the City of Edmonton's infill guidelines for this area. The city has requested further traffic impact assessment and parking analysis provided by the developer.
- Councillor Henderson commented that although this type of development in the area would not typically be supported by City Council, they could support the proposal if the community supported it. Existing zoning on that land allows for 2 buildings (4 & 7 storey) and the developers are approved for that.
- The City, developer & architect are negotiating issues the City has with the proposal. City explained it is an iterative process that will take as long it takes for the developer to make satisfactory changes. Then the proposal goes to Council to review. Public consultation will take place before Council considers the rezoning.
- Attended the Good Neighbour Construction session through EFCL. 40 Good Neighbour Construction guides were picked up at the AGM, will try to get more. Contact for info.
- [Infill](#) seminar offered by City of Edmonton Planning Academy (infill roadmap, Mature Neighborhood Overlay guidelines regulating infill, etc.)
- Upcoming (contact for more info):
  - “Impact of Bad Construction Practices on Existing Neighborhoods” (refine recommendations to Council to reduce infill problems- Wed.Sept.9th 7pm at EFCL
  - Setbacks & Amenity (balcony & patio) requirements for row housing in RF3 zones (Mon. Sept. 14th 6-8pm, City of Edmonton)
  - [Urban Design](#) (Sat. Sept. 19, 9-4pm, City of Edmonton Planning Academy)
  - [Land Use Planning](#) (Wed. Sept. 23, 6-9pm, City of Edmonton Planning Academy)

<ul style="list-style-type: none"> <li>● July &amp; August events: <ul style="list-style-type: none"> <li>○ Slip and Slide event- event went well, though not well attended from FTHCL</li> <li>○ Family Fun Night- A bigger event which went very well.</li> <li>○ The nature walk and tree planting were not as successful because they were off-site but the rest of it was very successful.</li> </ul> </li> <li>● Budget: <ul style="list-style-type: none"> <li>○ Each league contributed \$200 plus the Neighborhood Engagement grant and corporate sponsorships. Total budget for both events was approx. \$2500.</li> </ul> </li> <li>● Volunteers: <ul style="list-style-type: none"> <li>○ Comments that FTHCL hasn't helped with organizing joint events and lack of volunteers. However, volunteer requests came last minute.</li> <li>○ Joint community events are fantastic but we may not have the capacity to participate as recruiting volunteers for our own events can be a challenge..In need of a better way to engage, attract &amp; allocate volunteers throughout the year. Incentives? Compulsory service? Free membership in exchange for 1 or 2 commitments/year?</li> </ul> </li> <li>● Hannah from N.E.T. has resigned, Carrie Ellinger has replaced her 780-426-8297 or carrie.ellinger@edmonton.ca..Hannah organized a final meeting in Aug and passed along materials to distributed door-to-door. Can be used along with membership sales</li> <li>● A few block parties were held to encourage neighbours to get to know each other.</li> <li>● Future project ideas include: <ul style="list-style-type: none"> <li>○ Meet &amp; greet/info meeting with community resources (bylaw officer, SEESA, CRC, librarian, etc.) and a Safety Information Sharing evening.</li> <li>○ Might be good to incorporate these into our own Community events</li> <li>○ Community walks will be revamped into another program due to low attendance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>A \$200 cheque needed (payable to Gold Bar Community League) as our contribution for the two summer events (from Events budget). They can provide a receipt when we pay. Angela to provide an invoice before cheque can be written.</b></li> </ul>
<p><b>Newsletter Editor- Liz Z.</b></p> <ul style="list-style-type: none"> <li>● No update provided.</li> </ul>	
<p><b>Events Director – Yvonne D.</b></p> <ul style="list-style-type: none"> <li>● No update provided</li> </ul>	
<p><b>Building Maintenance Director- Justin S.</b></p> <ul style="list-style-type: none"> <li>● No update provided</li> </ul>	
<p><b>Building Maintenance Director - Mike J.</b></p> <ul style="list-style-type: none"> <li>● No update provided</li> </ul>	

<b>Volunteer Coordinator - Alanna</b> <ul style="list-style-type: none"> <li>● No update provided</li> </ul>	
<b>Bingo Director- Heather</b> <ul style="list-style-type: none"> <li>● No update provided</li> </ul>	

<u>4.0</u>	<u>New Business</u>	<u>Discussion/Actions</u>
4.1	<b>Elections – Rae H.</b> <ul style="list-style-type: none"> <li>● Missed-calling to the floor three times during re-election for existing board members</li> <li>● Tyler didn't get officially asked to be re-elected as the Web Master;</li> </ul>	<ul style="list-style-type: none"> <li>● Resolution; Board motions to carry forward with Tyler &amp; post the position and all re-elected positions in the newsletter &amp; on website.</li> </ul>
4.2	<b>Community League Day- Rae</b> <ul style="list-style-type: none"> <li>● Should we host another Pancake Breakfast?</li> </ul>	<ul style="list-style-type: none"> <li>● No interest &amp; hall is booked</li> </ul>
4.3	<b>Pre Meeting Document- Rae</b> <ul style="list-style-type: none"> <li>● Reminder to please review the document and the process – first section “New business” is for <b>new</b> agenda items. “Ongoing Items” are for <b>ongoing</b> items. “Directors Report by exemption” is about your position or our neighborhood- these items can be moved up into the Agenda to be discussed further should someone request that. Secretary will advise if the process changes.</li> <li>● Reminder to please use out of office for your email if you are away or if you do not check your email daily.</li> </ul>	
4.4	<b>Hall Safety &amp; Security- Jeremy</b> <ul style="list-style-type: none"> <li>● Some issues over the summer; injuries and theft. The executive board need to bring forward immediately because of the legal aspect. Need to develop a process perhaps Google Docs to track all the information.</li> <li>● Call 311 for Spray park issues.</li> <li>● Social media is a great way to communicate out to our neighborhood</li> <li>● \$2M liability insurance required for hall rentals if liquor is served, but the hall has insurance for other issues.</li> <li>● Check out on hall rentals happens with hall rental volunteer Molly, who would then advise of any incidences</li> </ul>	
4.5	<b>Hall Rental Update &amp; Info – Molly B.</b> <ul style="list-style-type: none"> <li>● Google calendar is now up to date with Hall rentals and Sept is busy</li> <li>● Pilates, Zumba, Bootcamp all starting again;</li> <li>● Registration is an issue due to the tripartite agreement</li> </ul>	

	<ul style="list-style-type: none"> <li>● Advised that we can't run businesses out of the Hall but Halls can run programs and pay instructors.</li> <li>● Board members get one free rental per calendar year.</li> </ul>	
4.6	<p><b>Intro &amp; July Financials</b> – Michelle B.</p> <ul style="list-style-type: none"> <li>● Cathy is helping Michelle and trying to figure it out</li> <li>● Email is best way to reach Michelle as she checks frequently</li> <li>● Please be patient as she transitions</li> <li>● Pass around July 31<sup>st</sup> financial statements</li> </ul>	
4.7	<p><b>Added/Moved from Item 3.0</b></p> <ul style="list-style-type: none"> <li>● Reminder: Joint Events in community – most take the summer off from volunteering. Please don't expect the board members to volunteer. Keep in mind that if you choose to participate in a community group event, it's your responsibility to recruit volunteers if they are needed.</li> <li>● <b>Connie:</b> contacted Boardwalk who manages the apartment building by the skate park. They would be willing to host a BBQ fundraiser for Sept 17<sup>th</sup> to raise money to help us to develop the park beside the skate park. No volunteers required as commitment to community; but want board members to show up as partnership. Potentially annually. Funds for future BBQ's could go to SECLA and/or Forest Terrace Heights CL</li> <li>● <b>Soccer:</b> Michael G; <ul style="list-style-type: none"> <li>○ Soccer zone has been using an online registration which isn't working. People upset, send them to Michael.</li> <li>○ Last 15yrs 2 competing youth soccer zones in Edm. Looks like ESA is going to fold for indoor and they are all coming to us for Outdoor. They will come to us for registration. Please send people to Michael to discuss further.</li> <li>○ Michael is going to start a new game last week of Sept or first week of Oct. Our board to play the team of his choice. FUN NIGHT!!</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Board members asked to attend BBQ on Sept 17th 3-6pm</li> </ul>

<u>5.0</u>	<u>Ongoing Items</u>	<u>Discussion/Actions</u>
5.1	<p>CRC Report- Lynn</p> <ul style="list-style-type: none"> <li>● Year round "Green Shack program" – different from summer program; designated to a number of sites around SE Edmonton – Avonmore and Gold Bar. This will help Gold Bar Community league get reopened. Exact dates will be relooked at for 2016.</li> <li>● Feel free to access Fun Bags – housed out of MillWoods office – contact Lynn for more info. Bags are becoming more popular, trying to make them more accessible.</li> </ul>	
5.2	<p>Rink:</p> <ul style="list-style-type: none"> <li>● We are looking for someone to open the rink on Thursday for early dismissal as our rink is under-utilized.</li> </ul>	

	<ul style="list-style-type: none"> <li>● Discussion around the expectation of rink attendants. Need to revisit our contract (if there is one) for rink and snow maintenance. Is training required on Ice Making? Need to look at scheduling and shift duties.</li> </ul>	
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<b>Actions-</b> 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.	<b><u>Name</u></b>	<b><u>Agreed Date/ Details</u></b>
<ol style="list-style-type: none"> <li>1. signing authority - Rae to get signing authority</li> <li>2. Email roles &amp; responsibilities</li> <li>3. Portable toilets summer 2015</li> </ol>	Rae	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Sept/14- still working on</li> <li>3. Complete. Experience &amp; feedback was great, will use Handi-Can next year. Was tipped once at the hall location.</li> </ol>
<ol style="list-style-type: none"> <li>1. Look into options for projector or flat screen</li> </ol>	Angela	<ol style="list-style-type: none"> <li>1. Mar/15- Complete, was borrowed for an event.</li> </ol>
<ol style="list-style-type: none"> <li>1. Contact kids for babysitting at AGM</li> </ol>	Anna	<ol style="list-style-type: none"> <li>1. May/15- Complete, worked out great</li> </ol>
<ol style="list-style-type: none"> <li>1. arrange seniors exercise class with trainer (Sharon) if there is enough interest - wait until after seniors' tea.</li> <li>2. find out more about potential exercise arrangements for seniors with fitness instructor at Ukrainian Selo.</li> </ol>	Connie	<ol style="list-style-type: none"> <li>1. Oct/14- Completed by Molly. Will discuss further with Connie.</li> <li>2. Feb/15.</li> </ol>
<ol style="list-style-type: none"> <li>1. initiate membership drive in spring/summer 2015 (with Angela)</li> <li>2. look into painting pricing for rink, exterior of hall</li> <li>3. order sign from Aurora</li> <li>4. look into options for community signs</li> </ol>	CoraLee	<ol style="list-style-type: none"> <li>1. Feb/15</li> <li>2. Mar/15 - obtained May/15 deferred to Oct</li> <li>3. Completed.</li> <li>4. Mar/15- deferred to October meeting</li> </ol>
<ol style="list-style-type: none"> <li>1. Weather stripping on doors</li> <li>2. Obtain quotes for new window, east side</li> </ol>	Justin	<ol style="list-style-type: none"> <li>1. Sept/14- quote received March/15- indicated times does permit to complete this</li> <li>2. Mar/15</li> </ol>
<ol style="list-style-type: none"> <li>1. Order 2 change tables &amp; install in men's and women's washrooms</li> <li>2. Look into air conditioning pricing</li> </ol>	Mike	<ol style="list-style-type: none"> <li>1. Apr/15- waiting for installation</li> <li>2. Mar/15- quote obtained May/15- deferred to Oct</li> </ol>
<ol style="list-style-type: none"> <li>1. Purchase alcohol for AGM</li> </ol>	Sharon	<ol style="list-style-type: none"> <li>1. Completed.</li> </ol>
<ol style="list-style-type: none"> <li>1. Look into sound absorbing ceiling tiles</li> <li>2. 3- Contact Red Pepper cafe re: AGM food</li> <li>3. 4-Order acoustic ceiling tiles</li> </ol>	Yvonne	<ol style="list-style-type: none"> <li>1. Mar/15 - Completed.</li> <li>2. May/15- Completed. Was a great choice..</li> <li>3. May/15- Majority of tiles were installed, need to complete the remaining ones.</li> </ol>
<ol style="list-style-type: none"> <li>1. Add "Maintenance Priorities" Oct Agenda Items</li> <li>2. Add "Rink Attendant Role" as Oct agenda item</li> </ol>	Nicole	<ol style="list-style-type: none"> <li>1. Sept/15</li> <li>2. Sept/15</li> </ol>
<ol style="list-style-type: none"> <li>1. Develop document to track injuries, concerns, theft</li> </ol>	Jeremy	<ol style="list-style-type: none"> <li>1. Sept/15</li> </ol>
<ol style="list-style-type: none"> <li>1. Advertise re-elected positions on web &amp; SEV</li> </ol>	Rae/Liz	<ol style="list-style-type: none"> <li>1. Sept/15</li> </ol>

**Next Meeting Date:** Tuesday, October 6, 2015

**Meeting adjourned**

