

Forest Terrace Heights Community League Board of Directors Meeting Minutes

Date: Tuesday, February 2, 2016

Start: 7pm

End: 9:05pm

Location: 10150- 80 Street

Recorder: Connie L..

Present	Regrets (notified)	Not in Attendance (no show)	Guests	
Rae H Anna Lynn F Angela Lyndsey Michael	Bonnie M Michelle Yvonne Coralee Connie	Tyler B. (standing) Heather S. (standing) Nicole Molly Chris	Jeremy Justin	Carrie Ellinger (NET) Cst. Cam Jones (NET) Kathy H. Barb M. Jenny S. Stacy U.

1.0	Approval of the Minutes from previous meeting -with regard to Action Items, CoraLee and Angela will not be able to do the door-to-door membership drive so this item should be amended. -it was noted that the Action items have been recently updated to 2016 dates, however these dates should be corrected back to the original dates	Motion to approve the previous Minutes with date corrections as noted Moved by: Anna Seconded by: Michelle
2.0	Approval of the Agenda Additional items: <ul style="list-style-type: none"> • Directors reports for Memberships (CoraLee), Soccer (Michael) and Hall rental (Rae on behalf of Molly) • e-newsletter (Angela) • Neighbourhood watch update (Lyndsey) • SECLA Strategic Plan (Connie) • Refugees (Angela/Jenny Samm) 	Motion to approve the Agenda with additions Moved by: Michelle Seconded by: CoraLee
3.0	Approval of Directors Report by Exemption	Motion to approve Directors Report by Exemption Moved by: Anna Seconded by: Yvonne

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

3.0	Directors Report by Exemption
3.1	<p>President- Rae</p> <ul style="list-style-type: none"> Community Garden- waiting for approval from the City of Edmonton. We're looking for letters of support. So if you have a connection to a local business, please let us know. We are planning a bottle drive for the spring & a day of fitness at the garden site. We still have mice in the hall. More poison traps have been put out.
	<p>Vice President – Jeremy</p> <ul style="list-style-type: none"> No update
	<p>Treasurer – Michelle</p> <ul style="list-style-type: none"> See agenda for update
	<p>Membership Director – CoraLee</p> <ul style="list-style-type: none"> No update
	<p>Program Coordinator -</p> <ul style="list-style-type: none"> Sharon stepped down via email to board
	<p>Hall Rental Director – Molly</p> <ul style="list-style-type: none"> No update
	<p>Grant Director – Bonnie</p> <ul style="list-style-type: none"> No Update
	<p>Website Director-Tyler</p> <ul style="list-style-type: none"> No Update
	<p>Neighbourhood Watch/Safety - Lyndsey</p> <ul style="list-style-type: none"> No Upate
	<p>Rink Director - Chris</p> <p>I am away for the entire month of February</p> <ul style="list-style-type: none"> Things are going good, no issues to report
	<p>Seniors Liason/SECLA Rep– Connie</p> <p>Seniors liaison</p> <ul style="list-style-type: none"> Low impact exercise class starting Feb 18. It will run 10 weeks but the first two weeks are free to try. The cost for remaining 8 weeks is \$40, or \$30 with a valid community league membership. We hope that this low rate will encourage seniors to come out to the class. Please let your friends and neighbours know. The instructor's fee for the 8 weeks of classes is \$40 per class, so we hope to break even. If we can't get good attendance at this price, we won't be offering it again. <p>SECLA</p> <ul style="list-style-type: none"> Fulton Ravine South second phase of park development: we have had some delays with this project as we've been waiting for the landscape architect to revise the plans for us. Although we started working with him several months ago, we did not get the plans from him, and as of Jan 2016 he is no longer working there. I have been in touch with his replacement and it looks like he did not do much work on the project. She has promised to expedite the work as she knows we have been waiting a few months. Once we get the revised drawings we can submit the concept plan to the City. When it is has been approved then we can start applying for grants etc. We don't have the estimated

	<p>costs yet (we will get that with the revised drawings), but we expect that we will likely need to approach all the leagues to ask for ask for some funding, as some of the grants we will be applying for require matching funds. I can provide more information on this in the coming months.</p> <ul style="list-style-type: none"> • Southeast Voice: costs seem to have gone up quite a bit for the last two SEV editions. The SECLA editor and Chair will be meeting with Hugh to discuss. SECLA pays for the costs for mailing of the paper, and possibly one part of added cost is larger papers (since cost is based on weight). Also, Hugh says there are 900 additional addresses in the catchment area - seems high but SECLA will look into. If costs continue to escalate, may need to look at options again as SECLA may not be able to afford (since only revenue is from the casino every two years). • SECLA AGM will be at the Feb meeting • Other league news: Holyrood spray park grand opening June 4th. Strathearn won't have soccer this year since they don't have a director. For their artwalk this year they will be hiring a coordinator. They are planning to get a communications student from Grant MacEwan for approx. 250 hours of work (documentation and planning). The student will be available at a reasonable price as they need the work experience anyway.
	<p>Babysitting Coordinator/ Casino Director - Anna</p> <ul style="list-style-type: none"> • No update
	<p>Soccer Co-Director– Michael G.</p> <ul style="list-style-type: none"> • No update
	<p>Sign Coordinator/Civics– Angela</p> <ul style="list-style-type: none"> • Sign for Jan: Advertised Co-ed Hockey, Sign for Feb: Advertise for outdoor soccer? Anything else? • Civics: <ul style="list-style-type: none"> ○ Had meeting with city planners and program managers on Jan. 19th on 101 Ave revitalization options. Will discuss in New Business above. ○ Please take the time to provide feedback to city planners and Councillor Henderson on the Setbacks on Infill Row housing (on the front page of the Southeast Voice)
	<p>Newsletter Editor- Angela and Connie (temporary)</p> <ul style="list-style-type: none"> • Cleaned/fixd incorrect e-mail addresses from mailing list and imported it to Mailchimp. • Added an online signup form which was advertised through Facebook for \$10. • # of people getting the newsletters has increased from 303 to 371 in the last month • Still need to decide on whether we want to move to different format for newsletters on Mailchimp. Separate (multi-page) pdf download or shorter newsletter (with links) embedded in the e-mail? • Enews deadline Fri. Feb 12 • SEV deadline Sat. Feb 20
	<p>Events Director – Yvonne</p> <ul style="list-style-type: none"> • No update
	<p>Building Maintenance Director- Justin</p> <ul style="list-style-type: none"> • No update
	<p>Building Maintenance Director - VACANT</p> <ul style="list-style-type: none"> • No update
	<p>Volunteer Coordinator - VACANT</p> <ul style="list-style-type: none"> • No update

Bingo Director- Heather

- Please email heather.j.scott@epsb.ca if you are interested in working a bingo

4.0	<u>New Business Item</u>	<u>Discussion/Actions</u>
4.1	<p>NET</p> <ul style="list-style-type: none">• Liquor Barn on 106 Ave - NET intended to discuss this item with local resident who had concerns re: litter, disorder and lights shining onto property. However, resident did not attend the board meeting, therefore item was not discussed• Carrie and Cam did provide a update on the NET. As of Feb 2016, 'NET' no longer exists in the City of Edmonton. There will still be some similar activities - name of new team is likely to be Community Safety Partnerships. Carrie will continue to be the community safety liaison for the southeast division. This will no longer be limited to Forest Heights but will cover a much larger region. In her role, Carrie will have more leeway to choose items to work on. The community liaison constable position is defunct but there will still be a constable in the area, but will be covering a much larger region and the priorities will be different. Cam has applied for this position and hopes to continue in this area. Until that new position is filled he will still be the constable in the area.• Carrie reported some stats on crime occurrence in Forest Heights since 2013 (since NET has been in the area). Lots of improvements in the stats.	
4.2	<p>Monthly statements</p> <ul style="list-style-type: none">• Michelle asked if everyone was satisfied with seeing the statements electronically rather than seeing paper copies. There was positive feedback, no concerns.	
4.3	<p>Amend previous statements</p> <ul style="list-style-type: none">• the board was advised that a local residents had brought forward concerns regarding the resident's name being recorded in meeting minutes as a guest at two meetings. The minutes will be amended to change the name to initials. Board members discussed whether it was necessary to record guests names if they attend the meetings. Board agreed it is necessary if the guest speaks or votes at the meeting. It was recommended that we should be consistent in our process.	Rae to amend two sets of minutes in 2014 to change guest attendee's name to initial.
4.4	<p>Upcoming events</p> <ul style="list-style-type: none">• AGM - last year was held in June in place of board meeting. Board agreed to do the same this year.	Yvonne to check with Kent re: possible date for Big Bin event

	<ul style="list-style-type: none"> • Volunteer appreciation dinner held in June last year. It was a bit late (people going away on holidays, etc.), therefore will move it to May this year, likely May 28. Several ideas for the event were discussed. • Easter event - Yvonne will be away therefore if we want to host this, we will need volunteers. CoraLee will check schedule • Big Bin - tentatively plan this for April - Yvonne will check with Kent to see what would work for him. Will likely have a bottle drive with this, to raise money for community garden. Will see if we can also have a Capital City Clean-up (or similar event) in conjunction. Perhaps target a few locations and do clean-up in teams. • Vegetarian night - tentatively planned for March 3. To be organized by two local residents/volunteers (Tom D, Brenda B.). Hall will be provided free of charge. Event is free and open to all with RSVP. 	CoraLee will look into whether she would be able to organize an Easter event
4.5	<p>Homeless and Affordable Housing workshop</p> <ul style="list-style-type: none"> • Angela attended this. City would like to have affordable housing in many parts of the City, not just focussed in a few areas e.g. Macauley. Discussions are happening throughout the City on this topic. Affordable housing does not increase crime, it is 'slumlord' type housing that is the concern. 	
4.6	<p>Refugees</p> <ul style="list-style-type: none"> • Jenny Samm (resident in Fulton Place) attended meeting to provide info the board about 4 new refugee families living in Forest Heights. The families recently came to Canada as federally sponsored refugees. They are struggling financially since the income they receive is approx. \$1300 per month for family of 4 and their rent is \$1195 not including utilities. The families were in refugee camps prior to coming to Canada and have no education. The parents cannot read or write and the children have never been to school. Jenny said the highest priority right now is for help with food. The types of food they are accustomed to are white rice, bread, lentils, beans, fruits and veggies, chicken beef and white sugar. Transportation is also an issue for them since they cannot drive. The parents now have bus passes. • The board discussed options and decided to ask for food donations at all events between now and the end of June. We will also put up a notice in the rink shack. We will have a list of the types of foods we are looking for. It was suggested we could also ask for donations of youth bus tickets since transportation is also an issue for the families. 	arrange to have request for food donations at our community league events, and possibly in the rink shack
4.7	<p>101 Ave revitalization - Angela, CoraLee and Yvonne provided updates on recent meetings/ discussion with the City:</p> <ul style="list-style-type: none"> • Brownfield - two former gas stations sites owned by Husky are being looked at. Husky is willing to lease the site on 101 Ave near 82 st (Forest Heights). There is a 1 metre height restriction on any development on the site, otherwise they would need permits and re-zoning. The other site is on 101 Ave next to Grower Direct (Terrace Heights).. Husky will not be providing an answer for at least a couple of months as to whether this site will be made available. We have been working with Barbara Daly (Brownfield coordinator) on this. Brownfield development is eligible for grant for 80% of the cost of development up to \$200,000. To begin the project, a written submission with rough sketch would need to be submitted to Husky, and the ground would need to be tested (if this hasn't been done recently). This initial part of the project would be eligible for a grant of 80% of the cost up to \$5,000. The board discussed whether we should provide funding now to initiate the Brownfield project in Forest Heights. However, it was recommended that we find out first if a recent inspection has been 	

	<p>done on the site. Also, we should make some decisions on our hall upgrades first.</p> <ul style="list-style-type: none"> • Corner Store pilot - the stores along 101 Ave in Terrace Heights would not quite meet the description for this pilot program; however, the stores along 79 St in Forest Heights have been short-listed for the pilot. We should hear in 2-3 months whether approval is received for next year. • Business Revitalization Zone (BRZ) - 101 Ave in Terrace Heights could be a possible candidate to apply to become a BRZ; however the onus is on store owners to do this. Community leagues and other local organizations could try to facilitate, e.g. talk to businesses and see if they are interested, build relationships, express willingness to fundraise, do promotions, etc. Small projects to beautify the area may encourage shop owners. <p>The board was advised of feedback received from a parent of child attending school in Terrace Heights. While the parent does not live in our neighbourhood, she spends quite a bit of time in Terrace Heights and has become aware of the issues /concerns related to the 'Pink Palace'. Apparently, they have similar problems in their neighbourhood with another property owned by the same person. Upon discussion, it was agreed that our board will work with the parent who brought this feedback forward, to see if we can work together to resolve the issues related to this property owner. Carrie said NET (or new department) will assist wherever possible.</p>	Rae will provide Lyndsey with contact info for the parent who contacted the board. Lyndsey will follow-up, and will involve Carrie if appropriate.
4.8	<p>Programs</p> <ul style="list-style-type: none"> • Rae introduced Barb who expressed interest in being the Programs Coordinator. Barb also runs the Mom & Tots program at the hall. 	Yvonne nominated Barb for Program Coordinator. All were in favour.
4.9	<p>SECLA Strategic plan</p> <ul style="list-style-type: none"> • not discussed (no time) 	

<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"> • finalizing summer registration programs in early January for dates • cross-country ski trail grooming equipment now available to borrow. • next Network Gathering will be Wed March 2 at the Hope Lutheran church. • Lynn is looking into possibly working with the Seventh Day Adventist youth when they have their youth conference May 13-15. They are looking for projects to work on. There will be approx 500 volunteers from all over Alberta. 	
5.2	<p>Director's reports</p> <ul style="list-style-type: none"> • Memberships: CoraLee is planning to order 500 memberships this year. Sales have been going up each year with 184 sold in 2013-14, 215 in 2014-15 and 266 sold already in this year. • Neighbourhood watch: Lyndsey attended Edmonton Neighbourhood watch meeting Jan 30. They have a new doorwalking program, go door-to-door and give out stickers. The stickers have been proven to deflect crime. Lyndsey advised that if we have events, she would be willing to attend to talk about this program. • Soccer: Michael advised that one of the soccer teams may be going to provincials. He mentioned that if they do, he would like to give the team \$500 out of the soccer budget to help with expenses for the 	

	<p>trip. This has been done in previous years. Board was in agreement. Outdoor soccer registration is Feb 18 and 23.</p> <ul style="list-style-type: none"> Hall rental: Rae advised that Molly purchased the lock boxes for the hall. When installed, the board member will have the code and existing keys will be collected for use by rentals. 	
5.3	<p>Newsletter Angela previously sent an email asking for feedback regarding the following options for the e-newsletter:</p> <ul style="list-style-type: none"> continue to create a pdf and attach to email use mailchimp for an abbreviated e-newsletter with much of the content being accessed from our website via links in the newsletter. <p>The board agreed to try Mailchimp. There are some issues with using google email to send the newsletter since google will only let you send to a maximum number of email addresses (so the distribution list needs to be split up). Note: Rae will be doing the next e-newsletter (in Feb)</p>	
5.2	<p>Hall Repairs Kathy reviewed the Home Inspection report (2001) and Stantec report (2010) regarding the hall and said she thinks much of the information is still valid. She prepared a summary sheet of the relevant points of both reports. It was recommended that the board look at this information before making decisions on repairs. Kathy said that the report mentions the sidewalk concerns - we still don't know whose responsibility this is. Lynn will look into this again. Also, the report indicates that the building foundation should be looked at. The board agreed that if an inspection of the foundation is needed, this should be done before any other actions. CoraLee and Lyndsey both said they may know of companies that could provide a quote. Barb said she can let the inspector in if appointment is made, since she lives nearby. Rae will scan in the Stantec report and email it out to the Board so we can review. Bonnie advised that March 31 is deadline for a CLIP grant. If we want to apply for this, we need to vote on it at the March meeting. Therefore the inspections need to be done this month.</p>	<ul style="list-style-type: none"> CoraLee and Lyndsey to provide contact info for companies to do foundation inspection. Rae to scan the Stantec report and email it to the board.
5.3	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>
1.	Email roles & responsibilities	Rae	Sept/14- still working on
1.	initiate membership drive in	CoraLee	Feb/15
2.	look into painting pricing for		Mar/15 - obtained, waiting for grant info
3.	look into options for		Mar/15- obtained, waiting for grant info
	spring/summer 2015 (with Angela)		
	rink, exterior of hall		
	community signs		

1. Weather stripping on doors 2. Obtain quotes for new window, east side	Justin	Sept/14- quote received March/15- Mar/15
1. Look into air conditioning pricing	Mike	Mar/15- quote obtained, waiting for grant info
1. Develop document to track injuries, concerns, theft	Jeremy	Sept/15
1. Purchase a new message board for the rink side of the building	Rae	Nov 15/15
1. call Western Lock smith to discuss our options with lock boxes and lock sets & thermostat controls	Molly	Dec 2015

	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>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>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 ● Cathy's husband, Brian (maybe) 	<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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Meeting adjourned : 9:05pm

Next Meeting Date: March 1, 2016