

Forest Terrace Heights Community League Board of Directors Meeting Minutes

Date: Tuesday, January 5, 2016

Start: 7:02 pm **End:**

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 H Jeremy Lynn F Angela Molly Nicole | Bonnie M Anna Mike Coralee Lyndsey | Tyler B. (standing) Heather S. (standing) Chris H Michelle Alanna Connie | Sharon (stepped down) Michael G |

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| 1.0 | Approval of the Minutes from previous meeting | Motion to approve the previous Minutes Moved by: Coralee Seconded by: Molly |
| 2.0 | Approval of the Agenda add Newsletter | Motion to approve the Agenda Moved by: Molly Seconded by: Anna |
| 3.0 | Approval of Directors Report by Exemption | Motion to approve Directors Report by Exemption Moved by: Jeremy Seconded by: Anna |

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

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| 3.0 | Directors Report by Exemption |
| 3.1 | President- Rae <ul style="list-style-type: none"> • Games Night resumes in Jan & following months will be played by ear as there was low attendance in Oct/Nov • During January & February we will be running a drop in, coed, pick up hockey night for adults. Sunday's from 7-8pm, game against another league to end the season Feb.28. Please know the league has about 10 pairs of skates that people can borrow, as well as lots of hockey sticks & pucks. • We tested renting the rink out on New Years & will consider doing so again in the future. We won't be advertising this but may allow it |

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| | <p>during times when the rink is closed to the public only. If request is in combination with the hall, contact Molly. If request is only for the rink, contact Chris or Molly in his absence (all of Feb 2016). Rink rental fee in place & insurance is mandatory.</p> <ul style="list-style-type: none"> ● Rink Party went really well considering the weather was terrible. About 75 people total attended. Wouldn't borrow equipment from the city in the future. The hall had a fire pit, no one borrowed any skates, & one person used the snow shoes. Was too cold for people to use the winterscape tools. ● Garden update- we have submitted the second project request to the city.should hear back by the beginning of Feb |
| | <p>Vice President – Jeremy</p> <ul style="list-style-type: none"> ● no update |
| | <p>Treasurer – Michelle</p> <ul style="list-style-type: none"> ● no update |
| | <p>Membership Director – CoraLee</p> <ul style="list-style-type: none"> ● no update |
| | <p>Program Coordinator</p> <ul style="list-style-type: none"> ● no update |
| | <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 update |
| | <p>Rink Director - Chris</p> <ul style="list-style-type: none"> ● everything is going great at both rinks ● sharpened all the skates that are at FH rink ● have not been closed once yet this year due to weather ● skater numbers are up a little from last year ● Cameron, the rink attendant from 3:30 till 5:30 stats that it has been hit and miss regarding skaters during those hours. ● the rink sweeper has been repaired, Legend Automotive repaired it at no cost to the CL |
| | <p>Seniors Liason/SECLA Rep– Connie</p> <ul style="list-style-type: none"> ● nothing to report |
| | <p>Babysitting Coordinator/ Casino Director - Anna</p> <ul style="list-style-type: none"> ● nothing to report |

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| | <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: Advertising for Co-ed Hockey |
| | <p>Newsletter Editor- Angela /Connie</p> <ul style="list-style-type: none"> SEV deadline Jan 23. |
| | <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"> Deposit cheque given to contractor for door replacement and weather stripping, work start date depends on material availability. Contractor should be in contact with me shortly after new years. Stantec report found, will bring to this meeting. |
| | <p>Building Maintenance Director - Mike J.</p> <ul style="list-style-type: none"> Mike J is resigning his position (for a while at least) to take care of his and Trina's new baby. He will still be around and would like to be kept on the volunteer list. |
| | <p>Volunteer Coordinator - Alanna</p> <ul style="list-style-type: none"> no update |
| | <p>Bingo Director- Heather</p> <ul style="list-style-type: none"> no update |

| 4.0 | <u>New Business Item</u> | <u>Discussion/Actions</u> |
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| 4.1 | <p>Volunteer Appreciation Chris would like to take Scott Mead out for supper out of his budget to show our appreciation.</p> | |
| 4.2 | <p>Rink Attendance Attendance has been up. nothing to compare from last year. 3:10 Rink is open. Please use it! There are a few pairs of kids skates for use. Maybe we should consider asking for community donation of skates. Starting Pick up hockey this week. Rink Party was a great success! Ideas are to serve hot drinks on the weekend during skates. We should promote Phil our rink attendant as he is super helpful! Coralee would be interested to promote a chilli cook-off! dates available are Jan...15, 22, 29th Please encourage the rink as much as we can and bring your neighbor</p> | <p>Angela will post in SE Voice and on social media and it's on website</p> |
| 4.3 | <p>Leagues Alive</p> | |

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| | Connie and Angela are signed up to go this year. It is for all Community Leagues. Feb 6th 9-5pm at Macewan. | |
| 4.4 | SE Homeless Seminar Hope Lutheran Church going to host a meeting Jan 23 1- 5pm to cover the topic of Homelessness & Affordable Housing in the city to raise awareness and discuss the issues as they pertain to Forest Heights, Terrace Heights, Capilano, Gold Bar, and Fulton Place. Part of a larger CoE initiative. | |
| 4.5 | Community Camping organizing a community camping at a group site in June timeframe. CL will promote it ! How can we contribute? Looking for ideas. Maybe sponsor camping spots to drive CL memberships. Make sure we don't have any booking conflicts with our busy June schedule, end of school party. | |
| 4.6 | Monthly Financial statements posted on Google Docs and shared but not sent. It shows balances of the individual budgets | |
| 4.7 | Newsletter Angela is presenting on behalf of Liz (stepping down) and Connie. ENews and SE Voice are basically the same. SE Voice is more high level. ENews is more specific to our community. Mailchimp works for up to 2000 subscribers. Angela would like it by the 15th and then going forward will post in her update monthly. Deadline for SE Voice is Jan 25th. Alanna and Liz were managing the opt in for the membership and volunteers list. Liz creates most of the content through meetings and info that she finds within the community. | Angela will set up on Mail Chimp to streamline distribution |
| 4.8 | Volunteer appreciation: Event will be earlier this year. Please make sure to keep list of people to invite! Positions open: Program coordinator Newsletter coordinator volunteer coordinator (Alana stepping down) Media and Marketing coordination | |
| | CATHY: re: Food bank: Thank you for the gift exchange and the hall rental and food bank drive. They collect 500lbs of food for the Food Bank. | |

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| 5.0 | Ongoing Items | Discussion/Actions |
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| 5.1 | <p>CRC Report- Lynn</p> <ul style="list-style-type: none"> finalizing summer registration programs in early January for date <i>Capilano, Fulton Place, Forest Terrace Heights, Kenilworth, Gold Bar, Ottewell Community Leagues</i> <p><i>C.R.C. UPDATE January 2016</i></p> <ul style="list-style-type: none"> <i>Winter Fun Fest 2015</i> was a huge success. Thank you to all the leagues and Business Partners who contributed to this amazing day. Special thanks to Ottewell, who were fantastic hosts. We estimate over 400 attendees took in the many events. The Community Sleigh Ride was very busy all day, and paired with the S'more and Bannock stations proved very popular. The 1st United Cycle Hockey 3:3 tournament brought out many youth to the day. Fat Bikes and curling to try were also new additions and well received. <p>1) Green Shack Year Round Programming The first months of the new programming have gone well with relatively good numbers for a first year program. I hope to have full numbers for next month. In the SE area, Capilano will be hosting the Green Shack in the month of February.</p> <p>2) Registered Summer Programs 2015</p> <ul style="list-style-type: none"> SE east will have summer camps in most of the leagues. Thank you to the leagues for getting the information to regarding hosting so quickly. With the changes to a year round marketing strategy and guide, we were on tight time lines. <p>3. Volunteer Training Opportunity and Equipment Bookings:</p> <ul style="list-style-type: none"> Thursday, February 4, 2016 at Jackie Parker Park, we will be offering a winter activity training event for community volunteers. Registration deadline is Monday, February 1. A minimum of 5 participants is required for the event to run. Should we have to cancel the training, curriculum resources will be made available to those who have signed up. A poster will be forthcoming with registration and full details. <p><i>Family Day is on February 15, 2016.</i></p> <ul style="list-style-type: none"> Deadline for community groups to book equipment from Program Team for Family Day activities is January 22. Ask your CRC for options. <p><i>Happening in a Neighbourhood Near You: Learn To Skate Program – SE Area</i></p> <p>4. LEARN TO SKATE PROGRAMS: The City will be running free drop in Learn To Skate programs at Fulton Place, Capilano, Kenilworth and Ottewell this winter. Forest Terrace Heights is running their own Registered Program. Each league has received an electronic copy of the poster for their neighbourhood. These programs will be open to participants of all ages to come and learn skills and play games on the ice with trained staff. Fun and fundamentals are the focus of this skating program. Participants will be exposed to various skating skills while participating in stations and games.</p> | |

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| | <p>Sessions will be held at the following local rinks in your vicinity:</p> <p>5) Get the Gear – Winter Recreation Equipment available – see attached poster</p> <p>The Mill Woods Community Services office, through your CRC can lend your group some great winter recreation equipment to bring excitement and winter wonder to your event or program. Ask your CRC if you would like a full</p> <p>Note: The city requires that the equipment to be used at free, public events or programs.</p> <p><u>THE PARK BENCH E-NEWSLETTER:</u></p> <p>Each month you will discover a variety of recreational programs and events, parks/green space initiatives, and social services available across the City of Edmonton, as well as news that is specific to your quadrant of the city (SW, SE, NW, and NE including downtown).</p> <p><i>Effective by January 4th, 2016, I will be relocating my office to our Millwoods Office located at 110, 6203-28 Avenue.</i></p> <p><i>Only my office location will change. Contact information will remain the same.</i></p> | |
| 5.2 | Action Items | |

| 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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| <ol style="list-style-type: none"> Email roles & responsibilities Purchase a new message board for the rink side of the building | Rae | <ol style="list-style-type: none"> still working on before Learn to Skate Feb 2016 |
| <ol style="list-style-type: none"> initiate membership drive in spring/summer 2016 (with Angela) look into painting pricing for rink, exterior of hall look into options for community signs | CoraLee | <ol style="list-style-type: none"> Feb/16 obtained, waiting for grant info Mar/15- obtained, waiting for grant info |
| <ol style="list-style-type: none"> Weather stripping on doors Obtain quotes for new window, east side | Justin | <ol style="list-style-type: none"> quote received March/16 Mar/16 |
| <ol style="list-style-type: none"> Look into air conditioning pricing | Mike | <ol style="list-style-type: none"> Mar/15- quote obtained, waiting for grant info |
| <ol style="list-style-type: none"> Develop document to track injuries, concerns, theft | Jeremy | <ol style="list-style-type: none"> Feb/16 |
| <ol style="list-style-type: none"> call Western Locksmith to discuss our options with lock boxes and lock sets & thermostat controls | Molly | <ol style="list-style-type: none"> January 2016 <p>Update: All they have available is a swipe card system for a commercial application which costs about \$2000. Seems like there would still be issues to manage the “keys”. or could we could use a lockbox. Molly will give out the codes to executive and regular instructors and all hall rentals will</p> |

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| | | <p>get keys. Code to be changed every time a board member leaves or a regular instructor stops teaching.</p> <p><i>Motion for \$300 to Molly to purchase 2 wall mounted lock boxes by Anna and Jeremy seconded, all in favor, and nobody against.</i></p> |
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| 6.0 | Brainstorming Topic: HALL RENOVATIONS | |
| | <ol style="list-style-type: none"> 1. Hall Renovations 2. priorities for funding 3. grant deadlines 4. info on approved contractors | |
| | <p>FROM Dec meeting</p> <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</p> |

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| | <ul style="list-style-type: none"> • Cathy's husband, Brian | month and will discuss prioritizing list of issues |
| Jan | We need to go to EFCL to see what they can offer. the stantec report is out of date and the report stating the issues are prioritized for the list of items that we need to get fixed. Report needs to be current for the grant. | <p>Cathy will phone EFCL and find out how we can a new report and what the cost is.</p> <p>Justin will give the Stantec Report to Cathy.</p> <p>Alanna will follow up on the grants to ensure that there is a grant available to pay for the project management. CLIP grants available each year in different categories up to \$25k.</p> |

Meeting adjourned : 8:15 pm

Next Meeting Date: Feb 2, 2016