

Forest Terrace Heights Community League Board of Directors Meeting Minutes

Date: Tuesday, March 1, 2016

Start: 7pm

End: 9:17pm

Location: 10150- 80 Street

Recorder: Connie L.

Present	Regrets <small>(notified)</small>	Not in Attendance <small>(no show)</small>	Guests
Rae H. Justin S. Bonnie M. Michelle B. Barb M. Molly B. Heather S. (for approx ½ hr)	Connie L. Angela M. Lyndsey P. Jeremy A. Lynn F. CoraLee L.	Tyler B. (standing) Heather S. (standing) Nicole K. Chris H.	Michael G. KH AW LR DD

1.0	<p>Introductions</p> <ul style="list-style-type: none"> • CoraLee spoke briefly to provide some tips from a webinar she listened to regarding non-profits. She read our mission and vision from the website. • Introductions were provided all around since several guests were present. • There were no changes to the minutes of the previous meeting. 	<p>Motion to approve the previous Minutes Moved by: CoraLee Seconded by: Michelle</p>
2.0	<p>Approval of the Agenda Additional items:</p> <ul style="list-style-type: none"> • Directors reports for President (Rae), Events (Rae on behalf of Yvonne) • Community camping (Andrew Wolfe) • Year-end update (Michelle) • Walking group (Angela) • Security Services (CoraLee) • Abundant Community (CoraLee) 	<p>Motion to approve the Agenda (with additions) Moved by: Jeremy Seconded by: Bonnie</p>
3.0	<p>Approval of Directors Report by Exemption</p>	<p>Motion to approve Directors Report by Exemption Moved by: Bonnie Seconded by: Jeremy</p>

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

	<p>Treasurer – Michelle</p> <ul style="list-style-type: none"> • February financial statements will be posted to Google Drive by the end of the week - please have a look at your items if you have a budget to see where you're at for the year
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	<p>Membership Director – CoraLee</p> <ul style="list-style-type: none"> Memberships for 2016-2017 ordered on February 10th.
	<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"> The deadline for the CLIP grant, which is a 50% matching grant, is March 24, 2016 but would have required for us to have all assessments and quotes to be approved at this meeting. However, the grants work such that the expense period for the grant is from the previous year onwards. Meaning that any expenses we incur between now and next years grant application would still be eligible for the 2017 grant ie. The 2017 grant period would be for expenses incurred from March 2016 to 2019. Grants are awarded in three categories based on eligible project costs and the grant request. The size of grant awarded will determine when a league will be eligible for another grant in that size category <ul style="list-style-type: none"> Small awards (up to \$25,000) may be awarded every year. Medium awards (\$25,001 to \$100,000) may be awarded every 3 years. Large awards (\$100,001 to \$400,000) may be awarded every 10 years. The best course of action for this will be to move forward with assessments of the foundation etc. We can begin the work at any point this year and be eligible for the up to 50% matching grant next year for reimbursement. Operating Grant deadline this year has been moved up to April 29, 2016 and the grant will likely be submitted before the April Meeting. Thank you to anyone who I've needed to help me out with the necessary details. 2016 Community Bin Grants are not yet available. I will continue to look into this as we plan our Big Bin Event.
	<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"> no update
	<p>Seniors Liason/SECLA Rep– Connie</p> <p>SECLA</p> <ul style="list-style-type: none"> SEV update – the chair and vice-chair of SECLA met with Hugh regarding the concerns about increasing prices for the publication. It looks like the increased costs were as a result of a larger paper size. When the paper moves up into 28 to 32 page range, the price goes up by 2 cents per paper. However, Hugh might be willing to negotiate with SECLA on this – they are still in discussion about possible options to try to keep prices down. ● One SECLA board member reported that he had written two editorials for the SEV that were rejected by Hugh on the basis that they were considered 'advertising'. The league in question had written the two articles as profiles of local businesses and they acknowledged that they were promoting the businesses in the articles - this was in appreciation of those businesses' active support of the community. However, Hugh advised that he has a policy against this type of article since he is not getting paid for this advertising. Most members of the board were not aware of this policy (doesn't seem to be written down anywhere) so it's just something to be aware of. The SECLA treasurer is resigning this year. so we are in need of a new treasurer. Please pass the word along to anyone who might be interested. Other League reports: There was a very good turnout to the family day event in Goldbar.

	<ul style="list-style-type: none"> • Correction to last month's report re: Strathearn - they do have a soccer director now, so they expect to have a couple of teams. <p>Seniors</p> <ul style="list-style-type: none"> • We are getting some attendees at the low impact fitness class, but low numbers so far.
	<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"> • Feb. 24- Mar. 9 sign: Advertise Patricia Motel Rezoning Open House. • Sign available after Mar. 9th: Advertise Easter event? • Patricia Motel Rezoning Open House on Mar. 9th at First Filipino Alliance Church. Drop-in between 6-9PM. Proposal details at: www.edmonton.ca/ForestHeightsRezoningProposal • You can provide feedback directly to city planner Sean Lee or to Councillor Henderson at the open house. Can also Sean at sean.lee@edmonton.ca or 780.496.6121 or Councillor Henderson at ben.henderson@edmonton.ca or 780.496.8146 • Submitted proposal for brownfield redevelopment to City of Edmonton and Husky. Husky is looking into it and will take some time to provide a formal response.
	<p>Newsletter Editor- Angela /Connie</p> <ul style="list-style-type: none"> • Rae did Feb e-news on Mailchimp. • Connie did March Southeast Voice. • Please submit items for March 15th e-news by Fri. March 11th and items for the April Southeast Voice by Sat March 19th. • Still looking for a newsletter editor
	<p>Events Director – Yvonne</p> <ul style="list-style-type: none"> • Family Ski day turnout was better then last year by almost 20 people!
	<p>Building Maintenance Director- Justin</p> <ul style="list-style-type: none"> • No update
	<p>Volunteer Coordinator -</p> <ul style="list-style-type: none"> • no update
	<p>Bingo Director- Heather</p> <ul style="list-style-type: none"> • no update

5.0	<u>New Business Item</u>	<u>Discussion/Actions</u>
5.1	<p>Patricia Motel rezoning open house Wed March 9th (Angela)</p> <ul style="list-style-type: none"> • For formal consultations the City mails notification letters only to people in the proximity of the building. They also advertise the event in the Edmonton Examiner. The board noted that many neighbourhoods do not receive the Examiner. • The proposed building is 6 and 19 stories tall, with 300 units. Current zoning is for 132 units. The 19 story portion is staggered to the full height so as to be less imposing from 101 Ave. The builder is 	

	<p>planning to provide 343 parking spots (includes commercial and residential) - this is up from 151 which they originally proposed. Some reduction in parking could be done if residents have a car-sharing program, and if they include some assisted living spaces but right now they are planning for the full allotment of spaces. They may not put in any assisted living as they did not get funding for patient care for this. The parking is all underground. There are only a small number of above ground spots, which are only intended for short-term loading.</p> <ul style="list-style-type: none"> • The shadow study shows some houses will be shaded in winter months. The board noted that the front patio is quite close to the main walk. There is some commercial in the front, but it is limited. • The board commented on parking along 101 is already congested on Sundays or when there is a funeral. It was also noted that the proposed height will set a precedent in Forest Heights. 	
5.2	<p>SECLA Strategic Plan (Connie) The board did not have many comments regarding the SECLA Strategic plan.</p> <ul style="list-style-type: none"> • The Southeast Voice is an important component of what SECLA does for the leagues. It would be nice if we could use the SEV to profile some of our local businesses who do a lot for the community. If we can't do this through the SEV, maybe we should explore producing our own paper - we may want to re-visit this in future. • The last point in the plan regarding SECLA services mentions exploring opportunities to aggregate service deliveries and the board was advised that is an idea SECLA is exploring, similar to what EFCL does in some cases. 	
5.3	<p>Meeting Structure (Rae)</p> <ul style="list-style-type: none"> • Rae would like some feedback as to how the current meeting structure is working (re: director's reports by exemption, etc.). A survey will be circulated to the board. Responses can be anonymous. Barb will set this up on SurveyMonkey 	Action item: Barb to set up survey re: meeting structure for Board to respond to.
5.4	<p>Financial (Michelle)</p> <ul style="list-style-type: none"> • we will need two members of the board to look at the accounting when the year end reporting is done. • Also it is requested that any receipts be submitted by the end of March, as April will be very busy. 	
5.5	<p>Community camping (Andrew W.)</p> <ul style="list-style-type: none"> • Reservation has been made for 3 nights July 21,22,23 at Carson Pegasys near Whitecourt, site C (waterfront). If community league is okay with this, Andrew has volunteered to handle sign-up and registration. The cost is \$180 per night for 1st five units, then approx \$26 per additional units. The site will accommodate 15 x 50 foot campers and some tents. Sites are non-powered. There is a cook shack and group firepits. Andrew would like some help with Facebook and other promotion., • Board discussed cost and logistics. The Community league will contribute \$300 for 3 nights at \$20. Guests will be charged \$75 for 3 nights of camping, or \$60 for 2 nights. People will need to pay up front when registering. Andrew will look after this and a forestterrace.org email address will be provided for him to handle the bookings. 	<p>Motion to contribute \$300 for this event (potentially this may become an annual event) Moved by: CoraLee Seconded by: Angela</p> <p>Action item: set up forestterrace.org email for Andrew</p>
5.6	<p>Walking (Angela)</p> <ul style="list-style-type: none"> • Lynn brought some information regarding the community walking map. Memorandum of understanding and a summary of the process to develop a walking map. The City will not generally do a map just for one neighbourhood and they like to have 3 neighbourhoods per map. • There are a couple of community residents who might possibly be interested in this: Ron and Marlene. Ron attended the meeting 	

	<ul style="list-style-type: none"> An ad was placed in the March SEV to see if anyone is interested. 	
5.7	<p>Abundant Community (CoraLee)</p> <ul style="list-style-type: none"> City will give a grant for \$10,000 to hire a neighbourhood Connector - this is intended to pay for approximately 400 hours of work. \$5,000 would also be allowed for events and promotion. The grant application has to be submitted by a community league. The board currently doesn't have a particular person interested in filling this role but the City advised that the application can be submitted and if we are not able to find someone to fill the role, then the application can be withdrawn. Jeremy said he would be willing to oversee the work of the connector if we do get one, to make sure that documentation is done correctly. It was agreed that we will go ahead and submit the grant application. CoraLee will do the application. 	Action item: CoraLee to complete the grant application
5.8	<p>Security (CoraLee)</p> <ul style="list-style-type: none"> Not discussed 	

6.0	<u>Ongoing Items</u>	<u>Discussion/Actions</u>															
6.1	<p>CRC Report- Lynn</p> <ul style="list-style-type: none"> Greenshack - The City is again asking leagues to contribute \$1000.00 for the Green Shack Program. These funds will be used to add additional sites for the shacks. Cheques can be made out to The City of Edmonton. They can be given to your CRC for deposit with Finance. Looking for this by March 15th The board agreed to contribute again, and a cheque was issued at the meeting. <p><u>NETWORK GATHERING NUMBER 4</u></p> <ul style="list-style-type: none"> The 4th Gathering will focus on Networking, and 2 Presentations: Edmonton Public Library on 3SkillsYeg! and Volunteer Recruitment There will also be the opportunity for participants to share about their organization and about upcoming summer planning. <p><u>PROGRAMS</u></p> <ul style="list-style-type: none"> You soon will receive a letter from the City of Edmonton informing your league if you receive a Green Shack Program or two ½ day per week Pop Up Play Programs. If you have any questions or have not received a letter, please contact me. AM/PM Sites still to be determined. <p><u>SUMMER REGISTERED CAMPS IN SOUTH EAST LOCATIONS</u></p> <ul style="list-style-type: none"> Registration for Daycamps opens on March 16, 2016. For more information on the summer daycamps that we offer, please visit ereg.edmonton.ca Locate a camp by using the <u>Search Feature</u> and browsing the 'Camps' section in the Areas of Interest. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PROGRAM DATE</th> <th style="text-align: left;">TIME</th> <th style="text-align: left;">NAME</th> <th style="text-align: left;">AGES</th> <th style="text-align: left;">LOCATION</th> </tr> </thead> <tbody> <tr> <td>*July 4-8</td> <td>9-4 pm</td> <td>Outward Bound</td> <td>8-12</td> <td>Capilano</td> </tr> <tr> <td>*July 11- 15th</td> <td>9 – 11:30 am</td> <td>Little Sports of All Sorts</td> <td>4-6</td> <td>Fulton Place</td> </tr> </tbody> </table>	PROGRAM DATE	TIME	NAME	AGES	LOCATION	*July 4-8	9-4 pm	Outward Bound	8-12	Capilano	*July 11- 15 th	9 – 11:30 am	Little Sports of All Sorts	4-6	Fulton Place	<p>Motion to donate \$1000 for Greenshack program: Moved by: Rae Seconded: Lyndsey</p>
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July 18 th -22 nd	9-4 pm	A Taste of Camp	7-10	Gold Bar
July 25-29 July 25-29	9 – 11:30 am 1:30 – 4:00 pm	Young at Art Toe Tapp'in Tots	3-5 4-6	Forest Heights Forest Heights
August 15-19	1:30 – 4:00 pm	Heros in Training	4-6	Ottewell
August 15-19	9-4 pm	Get Active	8-12	Kenilworth

GRANTS AND WEB SITES

- **Big Bin Grant:** Should be opening between Feb. 29th – March 15. Keep a look out.
- **CLIP 2016 -**
http://www.edmonton.ca/programs_services/funding_grants/community-league-infrastructure-grant.aspx
2016 Application grants are now available. Deadline for this grant is March 29, 2016 in grants office.
- **Operating Grant 2016** will not be ready until end March
http://www.edmonton.ca/programs_services/funding_grants/community-league-operating-grant.aspx
- **Free Webinar: What Grantmakers Want: How to Get a Grant in 2016** March 10, 2016 - 1:00pm.
For more info: <http://www.imaginecanada.ca/ic-events/what-grantmakers-want-how-get-grant-2016>
- **Free Webinar: The Common Habits of Highly Effective Grant Seekers** March 24, 2016 - 1:00pm.
For more info: <http://www.imaginecanada.ca/ic-events/common-habits-highly-effective-grantseekers>

Volunteer Training to help with your special events

- If you have a group of volunteers (minimum of 5) you would like to have trained to help run activities at your next special event contact 780-496-2994 or email at If you don't have five connect with your neighbouring leagues and or community groups. More information on training can be found in the park bench.

Edmonton Volunteer Fair - April 16

- West Edmonton Mall Saturday April 16, 2016 10:00 a.m. - 2:00 p.m. ECVO is excited to open registration for the highly successful Edmonton Volunteer Fair at West Edmonton Mall. This event is always a sell-out so we encourage you to register early to avoid disappointment.
- Registration: <https://www.eventbrite.ca/e/2016-edmonton-volunteer-fair-tickets-20635201443>

Recreation Hub Website

- There is a new website available that has information for Citizens and Recreation providers
http://www.edmonton.ca/activities_parks_recreation/recreation-hubs.aspx

CRC Lynn.ferguson2@edmonton.ca 780 496 5926

<p>Directors Reports</p> <p>President's report (Rae)</p> <ul style="list-style-type: none"> • Community Garden Update: We've heard back from the city about our project request. Currently we need to provide some more detailed information to the city before they can officially grant us the land. Corey from the city says that we unofficially have the site. • Rink: closed for the season. • e-Newsletter: feedback with the new format is positive, will continue with this format. Rae will do the next one. Should provide content by March 13th. • Swim times- yearly meeting is upcoming, - no concerns • Green Shack- board agreed to have porta potties again this year. Rae will book them. <ul style="list-style-type: none"> ■ Regular program- Terrace Heights ■ Pop Up Play- Forest Heights <p>Events (Rae for Yvonne)</p> <ul style="list-style-type: none"> • Volunteer appreciation will be at Shanks on May 28, we will do a buffet and have mini Olympic teams! The board discussed drink tickets (one or two or more?) - It was decided the two free drink tickets will be provided. • Big Bin: Kent said April 23 or 30th works for him. Board decided April 30th will be best and we will sell memberships at the event. Possibly have a safety component, and maybe programs would want to help with the community clean-up (did this two years ago and it worked out well). We could also have a bottle drive as a fundraiser. • We had 78 people join us for the ski day for a cost of \$2916.76 	<p>Rae to book porta-potties for FH and TH</p>
<p>Board positions:</p> <ul style="list-style-type: none"> • Kelly is interested in the marketing and communications position. Board agreed we could vote her into position now and amend the bylaws to have this position at the AGM. • There are a few people who potentially may be interested in the second maintenance position: Ryan H. expressed interest. Andrew's dad and Barb's dad might be interested, also Jeremy may know of someone. For this position is not essential that the person have a lot of skills but it would be great to have someone who is around during the day. 	<p>Kelly nominated to the board: Nominated by: Jeremy Seconded by: Justin</p> <p>Action item: amend bylaws at AGM for new Marketing and Communications board position</p>
<p>Maintenance discussion: Two inspections of the hall were done:</p> <ul style="list-style-type: none"> • Brock from Basement Systems did a thorough inspection/quote for the options we could choose from. He went into the crawl space and check out below the building. He stated that he didn't find a crack but noticed the masonry was wearing away. He stated he didn't see any signs, such as cracks in the walls, doors/door frames that show signs of the building shifting. He noticed that there is moisture in the crawl space just from looking at the door to the crawl space. He suggested to purchase a sub pump and a dehumidifier that would be located in the crawl space to draw out any moisture (we will always have moisture down there). Placing the two units below would prevent mold from being present and preventing the wood below from rotting and deteriorating. By just having those two units in there would 	<p>Motion to spend up to \$5,000 to improve the ventilation in the crawlspace Moved by: Molly Seconded by: Connie</p>

	<p>be sufficient for the building. That would cost 1950.00 (pump) + \$1650 (dehumidifier) for a total of 3600.00 plus GST. The other options are pricer and include having to remove soil from the crawl space because the space has various levels and they require it to be level throughout the area. We could ask for volunteers to assist in removing the organic matter to decrease the cost.</p> <ul style="list-style-type: none"> • Todd from Abalon also visited. He was unable to go into the crawl space, due to a personal injury but walked around the building and provided suggestions. He suggested to focus on the grading around the building as that is a huge factor that plays and the foundation could be taken care of but if the grading isn't address, issues would continue to arise. A few areas were pointed out: <ul style="list-style-type: none"> ○ The area west of the building where the vent systems are. Moisture is accumulated in the area and the concrete has sunken in and moisture moves towards the building, rather than away. ○ South of the building and parts of the east side. Wood behind the masonry and should be checked if the wood is/was pressure treated. These areas allow moisture into the building, is deteriorating the wood, if not pressure treated. These are areas that allow mice and other pests into the building. Also concrete is sinking towards the building, which is allowing water to settle there. ○ East of the building there are a few more sunken areas that draws water toward the building rather away. There are a few cracks where just caulking would be suffice to prevent moisture to enter. • He asked to email our reports from Stantec and he would go through it and also provide us with a quote that could address the issues brought up in the report. Todd didn't express any concerns regarding the foundation (but didn't check the crawl space). <p>The board discussed the reports and how to proceed. One option would be to have the maintenance sub-committee go through the list of items and figure out the priorities. However, it was decided that the immediate priority is to address the ventilation in the crawl space. Therefore, motion was made to spend up to \$5,000 for the sump pump and ventilation in the crawlspace.</p> <ul style="list-style-type: none"> • Angela also mentioned the the City has grants for environmental improvements to upgrade drainage and reduce runoff. 	
6.2	<p>Low Impact Fitness Class funding</p> <ul style="list-style-type: none"> • Connie asked for funding to provide payment for the low impact fitness class. The instructor's usual rate is \$40 per hour but we will try to get a discount. It does not look like the class will be full since only 4 people attended the free classes. Requested funding up to maximum of \$400. 	<p>Motion for up to \$400 for low impact fitness class cost: Moved by: Connie Seconded by: Molly</p>

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 spring/summer 2015 (with Angela) 2. look into painting pricing for rink, exterior of hall 3. look into options for community signs	CoraLee	Feb/15 Mar/15 - obtained, waiting for grant info Mar/15- obtained, waiting for grant info
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	Dec 15/15
1. call Western Lock smith to discuss our options with lock boxes and lock sets & thermostat controls	Molly	January 2016

	Brain Storming:	
7.0	<p>Hall Renovation:</p> <ol style="list-style-type: none"> 1. Priorities for funding 2. Grant deadlines 3. Info on approved contractors <p>----- from previous meetings for reference:</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>	<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>

	<ul style="list-style-type: none">• Nicole• Bonnie• Yvonne• Justin• Cathy's husband, Brian (maybe)	Justin to look for Stantec report keep this for brainstorm next month and will discuss prioritizing list of issues
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Meeting adjourned :

Next Meeting Date: April 5, 2016