

**Meeting minutes of the Rio Terrace Community League Executive Board  
October 22, 2014  
Rio Terrace Community League Hall**

Present: Samantha Gullekson, Aman Athwal, Gary Burton, Yves Forté, Tony Andrzejewski, Rhonda Holterhus, Carrie Anne Doucette, Jen Osmond, Emma Woolner, Lance Burns, Jessica Natrass (recording).

Call to Order: 7:33pm

**1) Approval of August, 2014 Meeting Minutes**

- Motion to approve minutes by Sam, seconded by Tony, carried.

**2) Approval of Agenda**

- Motion to approve agenda by Sam, seconded by Tony, carried.

**3) Correspondence/Announcements**

- Welcome to new exec: Welcome to the new executive members Aman, Emma, Matt and Ivana. Thank you for volunteering!
- Bouquets: Thank you to everyone who volunteered for the big bin event (Yves, Gord, Rhonda, high school leadership volunteers, Aman, Joel, Carrie, Lance). We filled 4 big bins. The event should take place again next year and we should aim to secure grant money.<sup>1</sup>
- Thank you Carrie Anne for organizing the Community League Day event. One Cool Cookie did a great job and everyone who attended enjoyed the event. The leadership program volunteers also did a great job. This event should take place next year and we should have discussion about including events for more ages.<sup>2</sup>
- Thank you to Jen Osmond and Felicia Dean for hosting Pie in the Park. 260 pieces of pie were served, the bouncy slide was a big hit, and 200 people attended over the 2 hours. This is a great event that will take place again next year.<sup>3</sup>
- Thank you to Peter Wong for his work changing the signs.

**4) Items for discussion**

- **Old Business**
  - i. **Spray Park subcommittee update:** The committee has submitted the project request form to the City of Edmonton. The next meeting is scheduled for November 5<sup>th</sup> at 7pm.<sup>4</sup>

- **New Business**
  - i. **Halloween Party (Oct 25<sup>th</sup>):** Face painting, magician, photo booth are all booked. There will be food, crafts, cookie decorating. Lance to send out notification via email.<sup>5</sup> Jen Osmond and Felicia Dean offered to send out event notifications as part of their mail outs in the future. They would need a few weeks notice.
  - ii. **Community logo/recognition**
    - 1. Discussion of creating a logo or crest for our community league that incorporates and identifies all of the communities in our neighbourhood (not just Rio Terrace). This would be used in email signatures/letterhead going forward. It was decided that we will hold a contest for the design, and request submissions in the next newsletter.<sup>6</sup>
    - 2. It was recommended that we put something in place to recognize the kind acts that people do in our community. (people who pick up garbage, shovel snow for neighbours, help others etc.) These recognitions can go in the quarterly newsletter and can include people's names or if people don't want their name published, could include a description of the act of kindness. Samantha and Lance will follow up with Dawna-Lynne and Carlene.<sup>7</sup>
  - iii. **Community services match**
    - 1. There was a discussion on creating an event where people could meet and be matched based upon needs in our community (could be volunteer or paid jobs). This is an issue that touches many area of our community. Parents who need babysitters, seniors who need snow removal, dog-walking etc. After much discussion on the pro's and con's and alternatives to this concept, it was decided that Jessica and Emma will take the lead, discuss more, and report back at the November meeting.

## 5) Reports

- **CRC City of Edmonton:** A report was sent from Jessica Monk by email prior to the meeting (See Attachment 1). The report included information on an electronic sign application and included the application form for a sign request.
- **President:**
  - i. **Electronic Sign:** Our CRC has provided us with some information on the process to get approval for an electronic sign. Lance has made some preliminary contact with some sign manufacturers

that work with schools and churches and would like to obtain some quotes. Carrie Anne has also obtained quotes.<sup>8</sup>

It was suggested that having an electronic banner on the new sign at 159 Street/Whitemud would be seen by more people, compared to the sign on the side of the community league building. This is city property and the city would have to provide input.<sup>9</sup>

- ii. Rink Attendant: Lance has contacted Goodwill on a potential rink attendant and expects to hear back by the end of October. Goodwill will send an aide with the employee until the person is trained or the job duration is complete. The skating rink needs new rules posted. Gary will get new signs made for the rules and have it posted before the skating season begins. He will also inquire about pricing for generic community event marketing signs.<sup>10</sup>
  - iii. Moravian Church: Carol is no longer the pastor. She was really involved in our community during her tenure. There is a new pastor in the church named James. Jen will reach out to him with Lance to welcome him to our community and our executive.<sup>11</sup>
- **Vice President:** Aman is waiting to receive casino information from Timothy.<sup>12</sup> She recommended that next year's big bin be advertised a few days prior to the event.
  - **Treasurer:** We will be opening a new account at TD this week. Yves presented the 2014-2015 budget and clarified questions about certain line items. (See Attachment 2)

**MOTION** by Yves Forté

To approve the yearly budget for fiscal 2014-2015 as presented.

Seconded by Tony, carried unanimously.

- **Preschool:** Cheri Treasure sent a report by email (See Attachment 3). The report was received as information.
- **Hall Rental:** Carrie Anne has received a lot of requests for hall rental. Our policy remains that events have to be community based events or family style events. No ticketed events or general parties. There was a discussion on a potential Christmas event to take place on November 23<sup>rd</sup>. Carrie Anne, Lance, Emma and Aman will take the lead on organizing and info should go on the front page of the November newsletter.<sup>13</sup>
- **Sign:** There was discussion on whether or not to change out some of the content on some of the signs for the winter (have membership info on

main sign that would not have to be changed and change out the signs on 156 street). No decision made.

- **Membership:** No one in attendance to report.
- **Newsletter & Distribution:** The deadline for submissions is October 31<sup>st</sup>. Send your submissions to Yves. Lance to send Carrie Anne electronic copy of newsletter for the Facebook page.<sup>14</sup>
- **Maintenance:** Fire alarm systems were checked on Tuesday October 22<sup>nd</sup> and Gary is awaiting results. Measurements for the blinds were taken and a quote was received for \$965 (including installation) and a 50% deposit is required.
- A 2008 report recommended that the lights be replaced to ones that use less energy. There are 56 lights throughout the building. There was a discussion about investigating LED technology and investigating grants for this work. Some lights could be changed to non-LED lights in back rooms. No decision made.
- Carrie Anne will pass on the quote on ceiling tiles to Gary.<sup>15</sup>
- Decision for Gary to remove cabinets from storage locker by January so tot time/preschool can access the storage area.<sup>16</sup>
- Decision to discuss forming hall renovation subcommittee/hiring interior designer at next meeting.
- Jujitsu will be providing a quote to get a metal fence made to contain the mats in the furniture storage area. Carrie Anne will also obtain quote.<sup>17</sup>
- **Programs:** Tot Time will be starting January, 2015. A blurb will go into the newsletter.<sup>18</sup>
- **Social Committee:** No report.

Decision to hold next meeting at 7:30pm and limit each report to 5 minutes. The goal is to cut our meetings down to 1.5 hours. If you think your report requires more time, let Jessica know or send a written report to be reviewed ahead of the meeting.

Adjournment: 9:38pm

**Next Meeting: Wednesday November 26th, 2014 at 7:30PM, Rio Terrace Community League Hall.**

**Follow up items:**

---

- <sup>1</sup> Lance or Carrie Anne to write blurb on big bin event for newsletter by Oct. 31 deadline.
- <sup>2</sup> Carrie Anne to write blurb on Community League day event for newsletter by Oct. 31 deadline.
- <sup>3</sup> Jen Osmond to put blurb on Pie in Park in newsletter by October 31 deadline.
- <sup>4</sup> Allison McLean to put blurb on spray park committee progress in newsletter by Oct. 31 deadline.
- <sup>5</sup> Lance to send out mass email to community members about Halloween party.
- <sup>6</sup> Samantha to write blurb on community logo/crest contest by the October 31 deadline.
- <sup>7</sup> Lance to email Dawna-Lynne. Samantha to phone Dawna-Lynne on recognition program.
- <sup>8</sup> Carrie to bring quotes for electronic sign to next meeting.
- <sup>9</sup> Samantha to follow up with Jessica Monk and cc: Dawna-Lynne on the 159 street land/the next steps.
- <sup>10</sup> Gary to get new signs made for rink rules and inquire about election style signage for community events.
- <sup>11</sup> Jen/Lance to personally contact James at the Moravian Church.
- <sup>12</sup> Timothy to send casino documents to Aman.
- <sup>13</sup> Carrie Anne to write blurb on Christmas event for newsletter by Oct. 31 deadline.
- <sup>14</sup> Lance to send Carrie Anne electronic copy of newsletter.
- <sup>15</sup> Carrie Anne to send Gary quote on ceiling tiles.
- <sup>16</sup> Gary/Lance to remove cabinets by January 1 in storage/cage room.
- <sup>17</sup> Carrie Anne to send Lance and Gary quote on welded fence.
- <sup>18</sup> Jessica to write blurb on Tot Time by the Oct. 31 deadline.