

**Rio Terrace Community League executive board meeting
February 22nd, 2017
Rio Terrace Community League Hall**

In attendance:

Lance Burns, Giselle General and Corey Grajkowski, Tony Andrzejewski, Daniel Mallett, Carrie Anne Doucette, Kelly Picard, Josh Bowen, Gary Burton, Chase Gingles (CRC), Lorne Dach (MLA), Samantha Gullekson, Perry Wynn, Emma Woolner (recording)
Absent: James Lavoy, Aman Athwal, Jen Osmond, Erin Waye, Auriana Burns

Meeting minutes

Meeting called to order 7:10pm

1) Approval of Jan 2017 Minutes

Motion to approve by Tony; seconded by Carrie Anne; unanimously approved, carried

2) Approval of Agenda

Motion to approve by Tony; seconded by Gary; unanimously approved, carried

3) Approval of monthly financial report

Additional information: January was quiet with less than 12 transactions. Final spray deck financial transactions have been made. The league provided ~\$20,000 as a final donation.

Motion to accept the monthly financial reports as information by Dan; seconded by Emma; unanimously approved, carried

4) Items for discussion

▪ **Old business**

1. Scotch and pizza night – Jan 27th, 7-10:30 – event recap by Dan and Lance: the numbers of participants was low, but several hundred dollars was raised for the spray deck. The organizers received good feedback and everyone had a good time. The scotch, famoso, and company was good.
2. Spray deck – update by Sam: All of the monies are in. However, a meeting with the city revealed additional red tape as they have repealed several rules, but not replaced them.
The vision for the spray park was: natural themes, no bright colors, interactive, and unique with a variety of features for a variety of ages. Chase: we are #5 on the city's list for the spring/summer park builds. He anticipates that it will indeed be built this summer, but likely not until mid-August.
3. Logo – update by Lance: we have template for business cards, letter head, envelopes, website. They were not able to provide us with lanyards. We can do cards for the CL board members if deemed necessary. They will provide us with the template and it is our responsibility to have them printed (using a program such as vista print).

4. Social Director position – update by Lance: he does not have time to write something up. Could someone take this on? Josh can provide the director’s responsibilities from the bylaws. Emma volunteered to do it.
5. Subcommittee for strip mall redevelopment: Not in attendance to report. This agenda item will be tabled until the city representative has had sufficient contact with the owner in China.
6. Signs by Kelly: Kelly needs keys to maintenance room for the good ladder. Gary will get Kelly a key. Lance: JP school has an electronic sign on city property and is frustrated that the rules aren’t consistent. Chase: there is little we can do for this.
7. Name tags by Giselle: They are done. We now have blank nametags with lanyards, clips, or pins for board members, event organizers and volunteers. Thank-you Giselle, they look great!!! It has been suggested, and seems to be agreed upon, to leave the nametags at the hall so that we don’t lose/forget them. We will find a drawer at the end of today’s meeting.
8. Learn to Skate by Kelly: cancelled today. She received an email from the city. They are concerned that the lights aren’t always on and the rink isn’t always shoveled. The city workers are not paid to do that. The rink attendants say that that isn’t true. Furthermore, Rio school is using our rink sometimes so that they cannot get in there to clean the ice. We have asked the school if they can be off by 2:30. Lance will talk to the rink attendants. Elmwood has an amazing rink and equipment. As per last meeting, Lance has suggested that we get a mini zamboni to clear the rink as the rink takes 1 person ~3h. Used ones are \$11,000. New \$16-18,000. This will be investigated further by Lance.
9. Shed - Lance and Chase will talk at the end of the meeting. Nothing has happened.
10. Online site for cloud storage of CL docs – Chase: Erin was working on naming structure (all of the desired addresses were available) and file organization on Google drive. She activated a few addresses, but needs more phone numbers to make more accounts. Chase has Google experts working for the city that can help us if need be. Tabled until next meeting.

- **New business**

11. 'Being Part of the RTCL Board 101' Chase has been putting together a 1 pager with EFCL resources, but it is not done as there are a lot of resources. Would the board like an orientation package? YES! Chase requests a subcommittee for this (with an older member and a new member). Giselle, Josh, and Tony will participate.
12. Hall organization subcommittee creation: chair of subcommittee? Carrie Anne offered as she knows the hall well. Tabled for next meeting.
13. Energy saving discussion and subcommittee creation by Lance: Brett has been working behind the scenes speaking with members of the community and 4-5 members of the industry in an effort to exchange services. If we did this, we would be the first in Canada to go passive. Should Brett continue to gather information? Is this a direction that we

would like to consider? We are all in agreement that this information is of interest. We have not received any feedback from the energy audit as of yet. The site assessment is done and was the presentation that we saw last week. Lance received an email from a gentleman called Adam Ureniuk with a company called Kupy E.ca – offering information about the grants in order to help us to go through the grant writing process. Chase does not know who he is. Chase: The process is considered a non-structural change. It is on the contractor to take care of the permits and such.

14. Digitization of secretary records: what is important for us to keep? Someone needs to go through it to decide. Lorne suggested the Digital “onsite placement”. They employ autistic people and are cost effective. Carrie Anne will contact them to get a quote. Emma will go through the paperwork to select what is relevant to keep.
15. Summer party: Do we want to have one similar to last year? Perhaps a spray deck opening (suggestion by Chase). He believes it will be built before the end of the summer. Defer to spray deck committee. It was a lot of work and they burnt out as there wasn’t enough volunteers... what can the board do to help? Kelly, Emma and Carrie Anne are willing to help. Sam will bring this to the committee.
16. Bylaw discussion and subcommittee creation – Josh: most leagues haven’t updated theirs since the 90’s, so we are in a good position. In October 2015, there was a draft submitted that was rejected. Something was changed that wasn’t allowed to be changed, but we are not sure what. Josh will need to find out what that is. Josh thinks that there are a couple of things that need to be changed: our rules of order are dated, formal, and pedantic. Josh found a “How to draft bylaws” pamphlet. It can be compared used as a resource during bylaw writing. Tony and Giselle will work with Josh. Chase: law students updated the bylaws of some other leagues in the city. This is currently thought to be the gold standard. Chase has offered to get a copy to help out. Lance: subcommittee presents bylaws to board. We as a board agree before it goes to the general meeting. There are concerns that the opinions of community members will not be taken seriously if they are brought to the table too late. We will provide a meeting (not the AGM) for community league members to voice their opinions regarding bylaw changes. It will be put on sign and made available to community via email once most the changes have been made.

5) Reports

- MLA – Lorne: daylight savings is considering being scrapped. It started in ’71. Lorne would like our opinion as to whether we should keep MST or CST? A survey has been sent out.
Lorne is a part of the Get to know your neighbors campaign – don’t allow division to leech into community and get to know your CL members. Knocking on 150 doors in 1 weekend. Cultivate some relationships with launch in April.
Pastor Lavoy is going as his guest for the throne speech.

Lorne mentioned a Fundraising brunch with Notley and your MLA; it is a \$200 per plate lunch.

- CRC – Chase: see report
Sat Apr 22nd recreation expo
Not in the report: Bike safety training opportunity for members on April 23rd 2-4pm at Gold bar park. The city will provide bikes and helmets. The program will include how to navigate roads, how bikes work, and how to fit your bike and helmet. He will distribute a flyer when he has one.
- President – Lance: nothing to report except that March 18th at 10am appointment to set up signing authority set up for Emma. The 4 executives must attend. Lance will let Aman know.
- Vice President – Aman: not in attendance to report; Dan: We signed with a casino advisor who propositioned us too early. We are going with our previous advisor.
- Membership – report attached and read aloud by Emma; no one in attendance to report further.
- Programs & Social – Kelly: contacted by green shack program. Chase: we are not getting a green shack program this year, but are getting 2 pop up and play programs. We can purchase an upgrade from a pop up and play to a green shack for \$5000 (12 hours a week to 21 hours).
Discussion: we can advertise to increase utilization. Several mothers on the board were not aware that we even had a green shack last year. Our parks are busy and we have lots of kids. Elmwood, Laurier Heights, Parkview, Lynnwood will all have green shack programs this summer. If we chose to have a green shack, Pat Heights beside the parking lot is where we would have it because the Rio Terrace park will have construction this summer.
Josh moves that the CL approves the expenditure of \$5000 for purchase of the green shack program at Patricia Heights. Seconded by Giselle; all approved; passed
Kelly was contacted by the school to advertise to the community for a volunteer to help with their recess and lunch. Kelly will take this on and Carrie Anne will make up a poster.
Sam: Billy Co is back. Get your order forms for her.
- Maintenance – Gary: Carmen mentioned that the boiler room sink leaks; crack in slop sink? He will replace it? And the taps and hose. There are lights out in the hall and he will replace with what we have. However, he wants a 2nd person to help. Dan will help. Gary will call the energy audit guy. Sam: the ladies washroom has a leaky toilet, lights out, and the soap dispenser is broken. We need a new plumber because ours moved away. Plumbers are expensive, so he will try and fix it himself. Alternatively, he will assess and fix if its within his maintenance budget. Lance has suggested a plumber that lives within the community. Emma will talk to her neighbor who is a plumber. Perhaps someone within the community can donate their services...

- Hall Rental – Carrie Anne: volunteer dinner – Mayfield/double tree Hilton – set dinner. Home fire? Carrie will call and see if they are available. March 18th at 6:30pm.
Pedalheads – they would like to rent again. Do we want to keep our prices the same? What would an increase look like? She needs to let them know ASAP. We will keep our prices the same for now.
Perry – is concerned about Pedalheads conflicts with soccer scheduling. Carrie Anne will look at the evening programming.
Roll shutters – should we replace them? Carrie can get a quote. The option to close them and lock them is seen as a draw.
- Preschool – no one in attendance to report; the work that has been done over last years has paid off; awarded a certificate ranked at top 3 in E-town. We are full with a waiting list. Shay will be running programs this summer.
- Soccer – Perry: outdoor registration is February and into March. It occurs online with EMSA west. There was a payment session today and there is another on March 11th. Dan set Perry up with the square. It is early, but 160 players are registered. We usually have ~250 kids per year. Everything should be the same as it was before. Indoor is coming to a close. Most teams are in the slush cup. Collecting monies for this. They may need new jerseys. He will attend the next meeting to talk about this.
- Newsletter – Giselle/Corey: change in format due to PC/Mac differences. They are in need for more articles. They are asking the board for columnists. Feedback from Chase about Lorne providing a column. They will evaluate distribution for 1 year to decide on frequency in the future.

Further discussion:

- Poop bag station – Chase will look into it
- Lorne will look into permanent cameras in the school zone. Perhaps there needs to be a conversation with Oshry? The school will not send crossing guards to the 4-way stop.

-Have social media posts to ask for content and new contributors

Meeting adjourned at Xpm

Next meeting is March 22nd at 7pm

TO FOLLOW UP WITH before next meeting:

Lance, Gary, and Chase to talk at the end of the meeting about the shed

Emma -go through the secretary records to select what is relevant to keep.
 -provide Lance with a write up for the posting requesting a volunteer for the Social Director position.
 -talk to her neighbor who is a plumber about donating their services...

Josh -provide Emma with the social director’s responsibilities from the bylaws.
 -work with Tony and Giselle to rewrite the bylaws

Rio Terrace Community League

Serving the communities of Rio Terrace, Quesnell, and Patricia Heights

- Lance -look into getting a mini zambhoni to clear the rink
- Lance -talk to plumber that lives within the community about donation of their services.

- Chase: -continue to build the 'Being Part of the RTCL Board 101' 1 pager
- communicate with the subcommittee (Giselle, Josh, and Tony) for building an orientation package.
- look into whether Lorne can write a column for our newsletter
- look into CL Poop bag stations

- Brett -continue to gather information regarding Energy saving
- Sam -bring organizing the summer party to the spray deck committee.
- Tony -work with Josh to rewrite the bylaws.
- Giselle -work with Josh to rewrite the bylaws.
- Social media posts to ask for content and new contributors for newsletter
- Gary -fix hall issues are per the above report

- Kelly -collect the information from the RT the school to advertise for a volunteer to help with their recess and lunch.
- Carrie Anne -make up a poster for the RT school lunch program
- volunteer dinner organization
- look at Pedalhead evening programming conflicting with soccer schedules.
- quote for roll shutters
- contact DIGITA to get a quote for digitization of the secretary records.

Lorne will look into permanent cameras in the school zone. Perhaps there needs to be a conversation with Oshry?