## **Rio Terrace Community League executive board meeting**

## **Oct 25th, 2017**

**Rio Terrace Community League Hall**

**In attendance:**

**Lance Burns, Aman Athwal, Daniel Mallett, Tony Andrzejewski, Stephen Deck, Giselle General, Erin Waye, Josh Bowen, Rachelle Roberts, Samantha Gullekson, Perry Wynn, Auriana Burns (8:21pm), Emma Woolner (recording), Carrie Anne Doucette, Chase Gingles (CRC), Kristin Bauer (here about the non-profit Christmas market)**

**With regrets: Kelly Picard, Gary Burton, Brett Myers, Lorne Dach (MLA),**

**Meeting minutes**

**Meeting called to order at 7:02pm**

1. **Approval of Aug 2017 Minutes**

**Motion to approve** by Josh; seconded by Tony; unanimously approved, carried

1. **Approval of Agenda**

**Motion to approve** by Josh; seconded by Erin; unanimously approved, carried

1. **Approval of budget**

Additional information: There are 2 financial reports. 1 for August (as the last meeting was the AGM and we didn’t look at it) and 1 for September. Aug: there are a lot of expenses for the mural, but will be recovered through grants. Sept: Received grant money for the energy project (the big one). It is in our bank account, but restricted. We just received the City of Edmonton attractions passes. We should have a discussion about how to distribute them during the social portion of this meeting. Josh: what did we make off the summer party? Not much. But the goal was not to make money. Questions for Dan. No.

**Motion to accept the Aug financial reports as information** by Dan; seconded by Josh; unanimously approved, carried

**Motion to accept the September financial reports as information** by Dan; seconded by Sam; unanimously approved, carried

1. **Items for discussion**
   * Support of non-profit Christmas market on Dec 8th, 2017 – Kristine Bauer. She is a member of the RTCL and RT school (German). They are hosting a Christmas market. As per German tradition, they would like to serve mulled wine. However, they need a liquor license because they would like to invite parents from the school and members of the community league (making their event “public”. Their group cannot apply for the license because they are not a non-profit group. Would the league be interested in helping. They would cover the cost ($125 for up to 100 people). We would be sponsoring it by signing for it. We have experience in making the liquor license and they would also like our help putting it together. And have all of the layout, etc. needed.

We are willing to donate the hall and help with the license. But the problem is a concern of logistics… would it be done in time? A ticketed event would circumvent these problems (even if it is only for $1). The hall rental agreement would be all that is required for the license. We recommend that they use our insurance agency for 3rd party liability (Foster Park). She will look into it.

**Motion that the CL supports the RT school’s Christmas market by Kristine Bauer** by Sam; seconded by Josh; unanimously approved, carried

* + **Old business**

1. Past events update:
   1. Running in Rio (Sam): had significantly less runners that previously even though the day was beautiful. It was suggested that it would be better attended if run as a fundraiser. And this could’ve affected the numbers. It is also recommended that we have more advertisement (for ex.:@ running room and a banner on the bridge). Dan: expenses were about $1000, registration return was $400. Carrie Anne can make the banners on Vistprint. The date for next one is booked. AN IDEA: use it as a fundraiser for the building society.
   2. Hall organization + Tot time toy replacement (Emma/Sam): got rid of a bunch of broken tot time toys. 2 free kitchens in play condition if anyone is interested. CA: Could we donate them to WINGS? She will take a look at their condition after the meeting. We bought a used, but great condition, one from WEC for $30.
   3. Big bin (Lance): it went great. We filled 4 bins at a cost of $2000. The morning of the event, there was a change that we cannot take mattresses. But the email was not read in time, and so we were charged for them. Broken island from kitchen was discarded. Sold ~40 new memberships at the event and donations were made for waste pickup.
   4. Candidate's Forum for Municipal Election (Lance): 8 candidates in total of the 9 (David Xiao was not there). The space was a good size. Eventbrite did not reflect attendance. Questions came in beforehand. Some attendees were mad that their question was not asked or asked in the “wrong” way. But overall, in addition to hearing voices, we also heard attitudes. Some attendees said that it was better than the city run one. The city led event gave an unfair advantage to some because the candidates were always asked in the same order. Candidates were respectful of time (which is not always the case). City security was offered and we accepted. League members were happy about opportunity to go. Next election, we should absolutely have another!
2. Online site for cloud storage of CL docs and email address distribution (Lance/Erin): will work on that over the next 2 weeks.
3. Letter to government regarding infill update (Dan/Giselle): in Lance’s email inbox. Letter was read aloud (see attachment). In summary, variances need to be looked at with common sense and the time frames to air grievances rarely make sense. Lance: they took the community league’s voice out of the process because it was oppositional to the council. If we are not partners at the table, then, by definition we are opposition. The league needs to be a partner (and this needs to be back in policy).

**Motion that the letter regarding variances as read be accepted for distribution and will be both signed and sealed by the president** by Sam; seconded by Josh; unanimously approved, carried

1. Plumbing update: Outdoor faucet, toilets, leaking water tank (Lance): it is all done and invoiced.
2. Upcoming events:
   1. Halloween party (Sam): this year we will have a magician as both reptiles and zoo-2-you were booked. Let’s book in advance for next year. We will be having popcorn and a photo booth. Cookies decorating, a craft, and games. Aman is doing the craft. This year, there will be juice boxes and water as well as oranges for token health food. We need 6 volunteers. None have been offered from the school. Someone is needed for the cookie station and to run the games. Emma will talk to Jill Harrington. It has been posted on FaceBook. Will take 4 City of Edmonton attraction passes for the punch board. Erin will man that at the front while she sells memberships.
   2. Breakfast with Santa (Emma): Dec 3rd, 2017; 10-1pm. Santa is booked from 10:30-12:30. Aman, Rachelle, Josh, Lance, Sam will help with set up. For decorations, it is recommended that we purchase some rope light. Centerpieces: Poinsettas which we can raffle off at the end of the event. Aman will do a craft. CA: would we like Dahlia come to sing carols? Ask how much.
3. 'Being Part of the RTCL Board 101' update (Chase/Giselle): tangible welcome item. Gave them booklet. Tour of the hall. Overview of the league and its processes. Great job Giselle.
4. Community League Swim (Auriana/Erin): still Terwilliger Sat 5-7pm until Sept 1st, 2018. We are signed up for summer.

* **New business**

1. Leagues Alive 2017 - Sat, 18 November 2017; 9:00 AM – 4:00 PM MST

This full-day session will provide community league board members an opportunity to build their skills and improve their processes to ensure they can operate as a highly effective team.

The day will have a total of 3 training sessions, a networking session, and lunch. Bring your whole board to develop the skills and common language highly successful boards need.

The outlines for the learning sessions are below, you will select your sessions during the checkout process:

*Technology Tools to Enhance Engagement, Risk Management and Insurance* , *Women in Leadership,* *Navigating Civics*, *Banking Tips for Leagues*, *Engaging Volunteers*, *Adding (a little) Flexibility with Bylaws*, *Making the Most of Upgrading: Adding Sustainability Thinking into Hall, Abundant Communities, Things I Wish I Knew About Financial Statements!, Storytelling to Engage Your, Success with ALGC Funding*, *Physical Literacy in the Community, Programs in Partnership*, *Mentoring to Develop Board Talent*

CL will pay for it. $25+parking ($35 incl parking) at Robbins Health learning centre. Josh and Lance would like to go.

1. Multi-community league mingle – Giselle: see attached report. Prompted by March mingle. Rotating schedule every 2 months.

Chase: Recreations networks. The CRCs set the topics. Hall managers group that meet on a somewhat regular basis. Chase will work with Giselle to focus it. Specific topics that frame the conversation.

1. WECP 40th anniversary fundraiser – Emma:

Table the discussion of donating the rental the hall until the preschool has had a chance to discuss it.

1. **Reports** 
   * CRC – Chase: see attached report. Nov 15/16 same presentation, 2 different nights – Valley Line LRT consultation. Nafisa Bowen offered to go (Erin and Giselle would too). Annual planning calendar. Stephen will take that on. Request snow angel lawn signs. Link to register.
   * President – Lance: rink supervisor, Kate Murie. Tasks: manage and monitor rink attendance, supervise rink infrastructure, work with rink guys, go to ice making course?, Another scotch night: Scotch night @ the RT hall, private event, same organizers, Elmwood is going to latch onto. Jan 26th tentative date. Josh will email Lance to submit to societies act (6-8 weeks once they are submitted.
   * Vice President – Aman: official confirmation Summer 2019. Palace. Casino volunteer that wanted a reference letter.
   * Membership – Erin: nothing to refort. Only a few over the last month.
   * Programs & Social – Stephen: 3 oon 3 tournament outdoor activity grant. Proposal for November. EWill talk to CA about hall. Feelers for seniors programming. BINGO night? Erin – membership list for seniors to engage them. Giselle: blurb in newsletter for info about what they want. Chase can help with a Needs assessment. Monthly social event? Uncle Glenn’s, trivia, board games. Liquor license is required.

Rememberance day next year – 100 years

* Maintenance – Gary: email report read aloud:

I'm thinking the shed remains as it was when delivered.

I will get a contractor from Rona's to erect the package. Unless someone thinks not.

I also noted the front door handle is loosed. I will contact Barcols to have it repaired. And check the maintenance door at the back.

* + Giselle: venting the stereo. Could we look into the costs for making it wheelchair friendly?
  + Hall Rental – Carrie Anne: lots of Christmas events happening through the hall.
  + Preschool – Shannon Dickie – president of the board. Going well. Smooth start to the year. Board is looking good. Getting ready for the silent auction. Kept on a book keeper. Consistent year to year. Small fee that provides checks and balances. Auriana: Recent review for tuition. Same cost with minor increase to cover cleaning costs.
  + Soccer – Perry: indoor is underway. 10 teams. On par for indoor (1/2 of outdoor). 7th largest comm in west zone. Picture day (will need square for a few days in Nov), delinquent expenses to deal with. Replacing uniforms. A couple of set of emergency jerseys have not lasted. $40/jerseyX20 teamsX15-20/team. Sponsorship? Deposit? Yes. 3 quotes. Dan can recommend things to ease following up with delinquent fees (the reason why the soccer program is not breaking even…
  + Newsletter – Giselle: It's exciting that we are now working on the last newsletter of the year and that Corey, Tami and I would be working on the newsletter for a year after this gets distributed.
* Dan is helping us establish an electronic way of invoicing using the software Xero. Almost ready and we may be able to use this for this issue - thanks Dan!
* Next year is good timing to start using the newsletter RTCL email. We still need the password. ACTION ITEM: Lance or Erin to give the password.
* Due date for articles and ads is Friday October 27, with the exception of the Halloween event and any key updates from today's meeting like skating schedules or holiday events - but please send that info ASAP. Please send a text or a quick email after the event (with a photo) to tell us how it went so that an update will be included in the newsletter.
* ACTION ITEMS: Need content for the following. This is both based on things that are coming up and from last year's newsletter.
  + Written article and/or poster to inform people about these events
    - Silent Auction for the Preschool
    - Breakfast with Santa
    - Illuminight
  + Quick summary of how these previous events went. 2 Paragraphs is sufficient, plus a photo which can even just a clip art.
    - Casino
    - Big Bin
    - Pie in the Park
  + President's Message
  + Spray Deck
  + Any programs worth highlighting: Community League Swim
  + Any fundraisers or activities related to the holiday season
  + Upcoming Community Events - Carrie Anne, you compile an awesome list of events so if you have time please make one and submit to us.
* Heads up regarding content this edition.
  + Applied Erin's idea- we will have an interactive page where kids can draw and submit to us their artwork
  + We got a response on 'community concerns' and there is a positive resolution to it. It should be a nice article to read about.
* On getting the newsletter distributed to the condos and apartments
  + The Boardwalk apartments are a route.  There are 144 deliveries in there.  The condos are not a route and neither is the apartment building on the corner of 156 St and 87 Avenue.  Tami suggested for me to speak to the condo board of Country Club Estates they would let us deliver of leave a stack for people to take as they please.  Condo board has no website. ACTION ITEM: If someone lives or knows someone who lives in the area, to connect me to the condo board.
  + Through Canada Post there is a way to direct mail neighbourhoods and I'm gathering up more information. It is cheaper than how much the delivery kids are paid so it would be worth our time and money,
  + If we are doing this, ideally it is best to achieve the same delivery goal as the homes, which is for people to receive it right in their mailbox.
  + CofE attraction passes. Use for them? ~40 passes. Monthly volunteer draw. Have that in the policy manual.

**Meeting adjourned at 9pm**

**Next meeting is Nov 22nd at 7pm**