

**Meeting minutes of the Rio Terrace Community League Executive Board
July 23, 2014
Rio Terrace Community League Hall**

Present: Tony Andrzejewski, Gordon Fuerst, Samantha Gullekson, Carrie Doucette, Gary Burton, Jess Natrass, Yves Forte, Tim Wong, Rhonda Holterhus, Lance Burns

Call to Order: 8:04pm

1) Approval of June, 2014 Meeting Minutes

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

2) Approval of Agenda

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

3) Correspondence/Announcements

- Bouquets
 - i. Many thanks to Dawna-Lynne, Carlene, Jen Osmond and all of the volunteers who helped with the bike parade. About 80 people showed up (60 kids) and everyone had fun. Before the parade began, the RTCL was presented with a cheque from David Xiao for a building improvement grant.
 - ii. Thanks to Carrie-Ann for securing Pedalheads every year. It is a great program.

4) Items for discussion

- **Old Business**
 - i. **Spray Park subcommittee update:** The subcommittee met with CRC Jessica Monk on July 14th. A site has been designated for a spray deck beside the playground as part of the broader site plan, but the process to have a spray park completed (from concept to construction) will still take 3 years. There is a group of 10-12 people involved and the next meeting will take place August 5th at 11am to set the terms of reference for the committee.
 - ii. **Age-friendly action plan/snow removal:** Gordon attended a meeting on July 13 at the EFCL office. There were 12 people present from city offices and other community leagues (5 community leagues represented). Gordon has determined that there are some facilities/programs for seniors already in place in the west end of Edmonton. There is some concern that any age-

friendly programs that the RTCL puts on may be under-attended and/or there could be hall availability issues. It may be more effective if we identify the events at other facilities in our newsletter (or by way of flyer) to the seniors in our neighbourhoods. Ultimately, this initiative is being put on hold until more information is gathered at the October meeting.

- iii. **Big Bin Event/Community event:** It was decided that the Big Bin will take place on September 27th and the Community Day will take place on Community League day (Sept 20). Lance is the lead on the Big Bin and Carrie Ann is the lead on the Community Event.

Community Day (SEPT 20): Possible events include food trucks, bouncy slide and a family movie (bring your own lawn chair). This event will hopefully act as major membership drive. More details to be worked out but talk of a 5pm start time and movie at 730 or 8pm.

Big Bin (SEPT 27): All parties who use the hall will be notified that they need to clean out their stuff on the Thursday-Friday night before the big bin event. Carrie to confirm availability at hall for this cleaning bee.¹ Lance to discuss details of the event at August meeting.²

MOTION by Samantha:

I motion to approve a budget of up to \$2500 for Carrie to spend on RTCL Community Day.

Seconded by Gary, carried.

- **New Business**

- i. **RTCL Banking:** Yves and Jessica need to get Jessica added as a signing authority on the account, but have had a hard time getting an appointment with CIBC. Yves provided a comparison of banking with CIBC vs. TD Bank (supporting material provided).

The analysis showed that TD charges fewer fees and has better customer service/operating hours. Yves outlined the following phased approach to moving the account over:

ASAP: Inquire with the City, the Alberta Gaming and Liquor Commission, the Edmonton Federation of Community Leagues and the federal government (Charitable organization designation) about their

requirement when we will change our Banking supplier. Change plan if needed.³

*After the Annual General Meeting (once the new list of those with signing authority will be established):
Open new accounts at the TD bank, transfer half the balance of the CIBC accounts into them, record the signatures of those with signing authority and order TD cheques. Notify the CIBC not to renew our GICs when they will come to maturity.*

Notify the organizations using our banking coordinates about the change. Once we have confirmed that they are using the new accounts, transfer most of the balance in the CIBC accounts to the TD bank.

*In January 2015:
When the CIBC GICs come to maturity purchase TD GICs with their proceeds. Close the CIBC accounts.*

MOTION by Yves

I motion to engage the process to switch the RTCL banking from CIBC to TD, conditional upon the approval from the City (Jessica Monk) and the EFCL.

Seconded by Tim, carried.

Rationale: less fees and better hours.

- ii. **Annual Calendar/Google Calendar:** Jessica will set up a shared Google Calendar under the RTCL Secretary account. You need a Google account in order for her to share the calendar with you and for you to have editing capabilities. Otherwise if you do not want a Google account she will send a URL where you can view the calendar but not edit.

5) Reports

- **CRC City of Edmonton:** no one in attendance, but a report was sent from Jessica Monk by email.
- **President:** The Bike Parade was awesome, and in general kids have been very respectful of the hall during the summer programs. There was a meeting in May with the EFCL regarding SOCAN. They are looking at doing a blanket arrangement with SOCAN for all community leagues to get a reduced rate. More info to follow.
- **Vice President:** No report.

- **Treasurer:** No budget in place yet for June 2014-May 2015 but Yves will put it together soon. We are in good financial standing. Material provided was accepted for informational purposes.⁴
- **Preschool:** No one in attendance to report. Lance plans to meet with preschool board president and teacher to ask them to move their items out of storage room next to preschool.
- **Hall Rental:**
 - i. It was clarified that Pedalheads only books the hall for the weeks that the City does not have it booked during the summer.
 - ii. The floors need to be waxed. Lance will send Carrie-Ann contact info on companies. Hopefully this can get done in August.⁵
 - iii. Carrie-Ann will make checklist for the janitorial contact on what needs to be cleaned/stocked.⁶
 - iv. We need to replace the blinds and will discuss options in more detail at the next meeting.
 - v. It was discussed that the preschool needs to be contacted early to see what dates they plan on booking the hall to avoid any scheduling issues. Ultimately they get priority but need to let us know as far ahead as possible.
- **Sign:** No one in attendance to report. It was noted that Peter needs to put up a sign 30 days before the AGM notifying the community of the meeting.
- **Membership:** We have 316 members and have surpassed the total membership for this time last year. ☺
- **Newsletter & Distribution:** The deadline for submission is Friday, August 1st and will be out the end of August. Lance to include list of executive positions available and AGM date for the newsletter by Aug 1st. This should go on the front page.⁷
- **Maintenance:** A transition plan is in place between Lance and Gary. We need new boards for small rink. Rhonda will check with Jessica Monk if there are any grants available for this work.⁸ Gary is taking the lead on building the new rink boards (hopefully by Sept-October). There is a wasp nest in the rink and plumbing issues need to be addressed. Gary will take lead on purchasing new blinds for the hall after it is discussed more at next meeting. New smart locks have been purchased and will be changed in the next week (Lance will update locks).

MOTION by Gary:

I move that we approve the spending of up to \$1200 for community league exterior summer cleanup work.

Seconded by Samantha, carried.

Rationale: rink area is overrun with weeds, landscaping issues are present.

- **Programs:** The two city summer programs with low registration are still low and will likely be cancelled. Sam to let Carrie-Ann know if they are cancelled as hall may be available then for floor waxing.⁹ Samantha will be stepping down from this role in September, but would like to remain involved.
- **Social Committee:** no report.

Adjournment: 9:38 pm

Next Meeting: Wednesday August 27th, 2014 at 7:30PM, Rio Terrace Community League Hall

Follow up items:

¹ **Carrie** to confirm hall availability on Sept 25-26th and book time for groups to clean out in advance of big bin. Carrie to let Lance/Auriana know what times are available.

² **Lance** to connect with Carlene and get her notes/advice on the big bin event.

³ **Yves** to connect with Jessica Monk to get preliminary feedback on the proposal to change financial institutions (and how this may impact Building Society).

⁴ **Yves** to send past financial reports to Gary so he can view maintenance spending.

⁵ **Lance** to send floor waxing company contact to Carrie.

⁶ **Carrie** to put together checklist for janitorial staff to complete when cleaning hall.

⁷ **Lance/Tony** to put together list of executive positions available and send to Yves by Aug 1 newsletter deadline.

⁸ **Rhonda** to ask Jessica Monk if there are any grants available that would apply to the building of new rink boards.

⁹ **Samantha** to let Carrie know if the City of Edmonton programs are cancelled in August.