

**Meeting minutes of the Rio Terrace Community League Board
March 25, 2015
Rio Terrace Community League Hall**

Present: Lance Burns, Samantha Gullekson, Carrie Anne Doucette, Gary Burton, Kerri-Lynn Dwyer, Peter Wong, Yves Forté, Aman Athwal, Matt Harris, John Hudson, Jessica Natrass (recording).

Call to Order: 7:34pm

1) Approval of February, 2015 Meeting Minutes

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

2) Approval of Agenda

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

3) Items for discussion

- **John Hudson- Alberta Party candidate**
 - i. John Hudson is running as a candidate in our riding for the Alberta Party. He has lived in our community for 10 years and been very involved. If elected, he will be committed to our community and all communities within the riding. The Alberta Party is growing in membership. John will be out campaigning in our community soon.
- **Old Business**
 - i. **Spray Park subcommittee update:** The subcommittee last met on February 10th. The needs assessment document (survey) is out and deadline to complete is March 31st. Yves will give paper copies to Samantha to enter into the survey monkey so all the responses can be put into the data package.¹ Over 100 web responses have been received. Two people have come forward to volunteer with grant writing. Jessica will send Lance a blurb on meet and greet info and spray park survey to put out on the community email list.²
 - ii. **Babysitting course and mixer:** Emma is the lead on this. The course is going ahead this weekend. There have been 9 registrations for the course and 8-10 expected to participate in mixer. Emma needs some help with set up and tear down at the mixer if you are available. The mixer is from 1-2pm on Sunday.

4) Reports

- **Social:** Ivana sent a report by email on March 25th in advance of the meeting. She has nothing to report but is trying to connect with Emma to discuss possible social events.
- **Membership:** Lots of new memberships were sold during soccer registration. People have been asking Matt about the code for the tennis courts. Yves has instructions on how to change the code. Yves, Lance and Matt will connect to go over this process to change the code for this year.³ Membership supplies have been ordered and will arrive in May.
- **Programs:** Emma is working on babysitter course (see above).
- **CRC City of Edmonton:**
 - i. The first recreation network event took place in February. Next meeting is on April 30th.
 - ii. City summer programs marketing material will be available soon.
 - iii. Community Big bin grant application is due **April 4th**. Lance agreed to fill out.⁴
 - iv. Community Operating grant application deadline is end of June. Yves will ask Rhonda if she will assist in completing the form.⁵
- The executive agreed that we would have another big bin event this year and that a second garage sale event should also take place, with the proceeds of the table rentals going to the Rio Terrace spray park project. More to follow on this at the April meeting.
- **Maintenance:**
 - i. First Aid Kit has been purchased and is in the hall.
 - ii. Floor registers have been installed.
 - iii. Furnace cleaning is taking place in preschool during spring break.
 - iv. Lighting system in hall- Gary has contacts that could help complete this work. We might be submitting another grant application in the fall and it would be good to have an idea of what could be done and how much it would cost.
 - v. Matt is going to send out a proposal on a speaker system on the hall by email and request feedback.
- **President:**
 - i. Outdoor Rinks: The rink attendants did a good job this year. The fluctuating temperatures had a big impact on the ice quality. The rink attendants have said they will come back next year. One parent in the community has offered to “summerize” and winterize

the snow clearing machines for us for a fee. This will be much easier than transporting the equipment to be serviced elsewhere.

- ii. The Hall is in good shape. Spring maintenance is around the corner (weed maintenance etc.) Lance is thinking of using students to do the maintenance. More to follow in coming meetings.

- **Vice President:** The casino will be held on Aug 9/10. Aman has a web sign up sheet and spots are filling up. Aman will send Carrie Anne info to put on facebook page.⁶ Lance suggested that Aman call previous years volunteers to request their help. Yves to follow up with Aman regarding the payment process for the casino supervisors.⁷
- **Treasurer:** Yves circulated his month end report by email on March 22nd and in hard copy at the meeting. We are in good financial standing. The GIC's were cashed out at CIBC and purchased at TD. Yves will be submitting the CLIP grant report to the City in April. Costs related to rink attendants were lower than budget last month because of the shorter skating season and we are saving on banking fees now because we have moved to TD. A question was raised on the donations line item. The executive made donations to the City of Edmonton for the green shack program and to the Rio Terrace Moravian Church for Illuminight last year. The report was accepted as information.

There was a discussion on the portable toilet(s) needed for green shack programs and spring soccer this year. Historically, the programs director has been responsible for the toilets, with Yves taking over this responsibility last year. Since Patricia Heights will host a green shack program this year, we will need a portable toilet near that park in addition to Rio Terrace park. There could be issues with placing a toilet near school property in May when school is still in session. Kerri- Lynn will try and find a map with the boundary lines near the school and get back to the group. Lance will touch base with the Patricia Heights school principal.

- **Preschool:** no one in attendance to report.
- **Hall Rental:** Carrie Anne is getting lots of calls. Tai Chi is starting on Sundays in June. The Bike Parade event is normally in June so Carrie Anne will let tai chi know that we need the hall that particular Sunday. Pedal Heads will be using the hall this summer when the City isn't running programs.
- **Newsletter & Distribution:** Yves has started receiving payments for the ads but it is a process collecting the money after every newsletter. Yves is going to check with the bank to see if people could make automatic payments to our account at TD using Paypal and/or Square.⁸

- **Storage of small rink boards:** Yves and Gary have discussed getting a pre-fab 10x10 storage shed to put on the property to store the rink boards over the summer. Ideally, we would pour a concrete pad to place the shed upon. We will likely need a permit for this. Aman will help Gary complete the forms for the permit⁹ and Kerri- Lynn will look into it from her end and check back with Lance, Gary, Aman, Yves.¹⁰
- **Signs:** Signs have been updated. Email Matt if you have things that need to go on the signs going forward.

Adjournment: 8:53pm

Next Meeting: April 23rd at 7:30PM, Rio Terrace Community League Hall.

Follow up items:

¹ **Yves** to give Samantha paper copies of survey received to enter into the web survey program.

² **Jessica/Emma** to email Lance details on babysitter mixer and spray park survey.

³ **Yves, Lance and Matt** to connect and create new code for Tennis court access.

⁴ **Lance** to fill out Big Bin grant application by April 4.

⁵ **Yves** to ask Rhonda if she would help with the community operating grant application.

⁶ **Aman** to send Carrie info on the Casino to put on the Facebook page.

⁷ **Yves** to follow up with Aman on the payment process for the casino supervisors.

⁸ **Yves** to check with TD about whether ad payments could be made directly to our account via PayPal or Square.

⁹ **Aman** to help Gary start completing forms for shed permit.

¹⁰ **Kerri-Lynn** to investigate permit process for shed and get back to Lance, Gary, Aman and Yves.