

**Meeting minutes of the Rio Terrace Community League Board  
April 22, 2015  
Rio Terrace Community League Hall**

Present: Lance Burns, Tony Andrezejewski, Carrie Anne Doucette, Gary Burton, Emma Woolner, Ivana Turcaniova, Matt Harris, Darel and Hallie Neufeld, Yves Forté, Dawna-Lynne Duffy Power, Aman Athwal (recording).

Call to Order: 7:39 p.m.

**1) Approval of March, 2015 Meeting Minutes**

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

**2) Approval of Agenda**

- Motion to approve agenda by Yves, seconded by Carrie Anne, carried.

**3) Items for discussion**

- **Old Business**

- i. **Ratification of email motion on sign policy:** On April 5, 2015, Yves sent an email to the Executive members asking for a motion in relation to the use of the outdoor sign. The motion was passed by email on April 7, 2015. The motion can be found in the policy manual.<sup>1</sup>
- ii. **Spray Park Sub-committee update:** The sub-committee met in April to discuss the survey results. There were 141 surveys received. The survey results indicated an overwhelming support for the spray park. There were some minor concerns and comments contained in the surveys but, overall, the feedback from the community was positive. The sub-committee will start looking into fundraising options and start applying for grants. They still need to get in touch with the City representatives. There were some individuals willing to donate money to the spray-park and about 20 people who said they were willing to volunteer their time. The sub-committee is meeting again on May 1, 2015.

- **New Business**

- i. **Big Bin Event/Garage Sale:** Lance is taking the lead on this. The grant form requires the size of the parking lot. Lance obtained this information before the close of the meeting today. The chances of the community league getting the grant are good. Lance suggested tabling the garage sale discussion until the next meeting. The Big Bin Event/Garage Sale is scheduled for September 12, 2015 and Community League day is September 19, 2015.<sup>2</sup>

- ii. **Sound system for hall:** Matt sent an email to the Executive members on March 26, 2015 setting out a proposal for a sound system upgrade for indoor and outdoor events. The proposal includes cords and a microphone stand. Matt is able to install the sound system. The current speakers at the hall are old and obsolete.

Yves raised a concern about where the sound system will be stored at the hall.<sup>3</sup> Carrie Anne said that people who rent the hall will likely be interested in paying extra to rent the sound system for their events.

**MOTION** by Matt Harris:

To approve a budget of \$2000 for the sound system upgrade as indicated in the email (“Hey everyone”)  
Seconded by Yves, carried.

- iii. **Spring maintenance:** Lance would like to have Ross Sheppard School students do the spring clean-up of the community league site. Lance would like to use it as a fundraising opportunity for the students. Lance recalls that the community league spent about \$1600 in 2014 and would like to use that amount to do the spring clean-up this year. Lance will supervise the students.<sup>4</sup> Yves suggested that \$1000 is a more appropriate amount. The painting of the rink boards should be left discussed under maintenance as Gary and Yves have discussed this already.

**MOTION** by Lance Burns:

That \$1600 is allocated for spring clean up to be performed by Ross Sheppard students under the supervision of Lance Burns.

**MOTION TO AMEND** by Yves Forté:

To spend the same amount as we spent last year.<sup>a</sup>

**MOTION** by Lance Burns:

That \$1600 is allocated for spring clean up to be performed by Ross Sheppard students under the supervision of Lance Burns.

Seconded by Matt, carried. (2 opposed)

- iv. **Bylaw update:** We would like to open up the bylaws to amend and update them. Yves has done a first draft of the amended bylaws and has based them on the EFCL draft bylaws on their website. Aman

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<sup>a</sup> Note that while further discussion of the motion took place, no vote was made on the amendment.

would like to form a Bylaw sub-committee to review and prepare an amended and updated draft Bylaw to be reviewed by the Executive.

**MOTION** by Aman Athwal:

To form a sub-committee to amend the community league bylaws.  
Seconded by Gary, carried.

- The Special Meeting is scheduled for June 17<sup>th</sup> at 7pm for bylaw revisions and changes.
  - Yves will put it in the newsletter.<sup>5</sup>
  - The sub-committee will include: Aman, Lance, Yves and Matt.<sup>6</sup>
  - The sub-committee meeting is May 13<sup>th</sup> at 7:30pm.
  - There may be some additional steps to take to ratify the bylaw, Aman will check with Kerri-Lynn about any additional steps that have to be taken.
- v. **Posting of the meeting minutes:** Yves suggested posting the community league minutes on the community league website. This would make them more available to the community, so the community can be more involved and know about what the community league is doing.

**MOTION** by Yves Forté:

That we post on our website the meeting minutes every month and leave them posted.  
Seconded by Samantha, carried.

#### **4) Reports**

- **Social:** Ivana will be taking the lead on Front Yards in Bloom. The way it works is that we can nominate some front yards in our neighbourhood and anyone can vote for them. We can put something on Facebook to promote it and Twitter.<sup>7</sup> We can put it in the newsletter as well. The winners could be featured in the newsletter with a photograph, if the winner wishes.
- **Membership:** Matt made a deposit today for memberships purchased. He expects to receive the new 2015 cards sometime this week. He and Ivana finalized a complete master membership list and have emailed it to Lance. Matt will be using a new system of organizing the yearly memberships. He is planning to use a new card box for every year of memberships.
- **Programs:** Emma will be responsible for the portable toilets needed for green shack programs and spring soccer this year. "P- Cann" is one

company, but there are other companies that rent portable toilets. Emma will shop around and find out what is available. One portable toilet is needed at the Patricia Heights School and one is needed at the community league site. The portable toilet at Patricia Heights will be needed for longer than the one at the community league. Lance spoke with the Patricia Heights principal. They need one in May as that is when soccer starts. Emma will need to talk to Kerri-Lynn about the location of the portable toilet at Patricia Heights School. The school principal<sup>8</sup> would like it on the cement and at a place where it will not be bothered. Gary suggested getting a portable toilet with a urinal. If the portable toilets fall over, Lance will send an email to Emma about the one located at Patricia Heights so she can contact the company. Emma will monitor the other portable toilet at the community league.

Ivana and Emma discussed what social events they want to plan for the year and discussed what events the members suggested should be planned. These are the events they want to plan for the year:<sup>9</sup>

- Community League movie night (September)
- Halloween event (October)
- Breakfast with Santa (November)
- Frosty Frolics (February)

Samantha and Carrie Anne would like to attend the social/programs meeting.

- **Maintenance:** The rink was taken down today.
  - i. Painting the rink boards - Yves and Gary talked about painting the rink boards. Gary would like to hire someone to paint the rink boards. At this time, he doesn't know how much it will cost. He would like to have it done over a weekend.<sup>10</sup>
  - ii. Quotes for the cement pad for the shed – Gary got 3 quotes for a cement pad for the shed. The cement pad will be 30 x 14 feet. The cement pad is required by the City.

**MOTION** by Gary Burton:

To spend up to \$6500 to do a 30ft x 40 ft x 4 “concrete pad in the lock up area.  
Seconded by Yves, carried.

- iii. Shed – Gary is also looking at sheds to put on the cement pad when it is done. The shed is around \$1200.
- iv. Padlocks – Yves raised a concern about there being rogue keys. He suggested either changing the padlocks or re-keying them so we can control who has them.

- We decided to leave the rink open all year round and that they not be locked. The chain and the padlocks will be removed.
- v. Re-keying the key pads– We decided to change the code on the key pads to the tennis court. Yves, Lance and Matt will meet and change the key pad code. Once that has been done, Lance will send an email to the membership with the new code.<sup>11</sup>
- **President**
  - i. **Preschool (current and summer)** - The preschool is in a little bit of trouble due to enrollment being down. The preschool space is also sitting empty during the summer months, so Lance has spoken with Candice about coming up with some options as to how we can use the space in the summer. Candice can exercise some independence for the space and its use during the summer. If Candice cannot, we will open up a discussion on how to use the space in the summer. At the end of the year, the preschool may need some additional funds from the community league, somewhere in the range of \$3000 to \$4000.
    - Matt suggested doing a preschool open house at the same time as another event at the hall
    - Crystal – has resigned and will not be coming back next year.
  - ii. **Election Forum**- Lance will be sending an email out about the election forum. It will be held at the hall on May 3<sup>rd</sup> at 2 p.m. and 3 of the 4 candidates will be attending. It will be a 1 hour forum. The rough format will start with the candidates speaking for 3-6 minutes on their platform, followed by 6 minutes of answering pre-determined questions and then a 10 minute question and answer period. Lance is working on finalizing who the moderators will be. If anyone is interested in working with Lance on this, send him an email. The election forum needs to go up on the sign right away.<sup>13</sup> Set-up of the hall will be around 1 p.m.
- **Vice President** – The casino is coming up in August 2015. We are short about 20 volunteers at this time. Lance will send an email to the membership urging community members to volunteer.
- **Treasurer:** The community league finances are short on cash because Perry Wynn has not deposited the soccer funds yet. The budget has \$6500 for the preschool, so we are okay there. For repair and maintenance, we are \$12,000 under budget, but the cement pad will take care of some of that extra money. Gary will need to prepare a budget for maintenance for next year.

- **Preschool** – Many children registered in September last year, so even though the numbers are down now, there is a potential for them to increase in September of this year. The preschool has been advertising. There are other preschools with low enrollment in the west end. Another issue is that other programs are available through the schools and Laurier is opening up a new preschool.
- **Hall Rental** – Rental of the hall is very busy for the next few months. A church group has been renting the space on Sundays. Pedalheads will be starting in June. They will need the change rooms, so the change rooms will have to be emptied before Pedalheads loads their stuff into the hall around the middle of May. Lance will help Gary with moving things of the change rooms.<sup>14</sup>
- **Newsletter & Distribution** – May 8 is the deadline to put submissions into the newsletter. Distribution will start the weekend of May 23<sup>rd</sup>. The bike parade is also coming up on June 28, 2015. Matt nominated Ivana to take the lead on the bike parade. Lance will send the email out about the bike parade.<sup>15</sup> Carrie Anne has a poster from last year that can be used as a template for the newsletter.
- **Signs** –Matt would like to order new numbers to be used for the outdoor signs. If the numbers are under \$500, Matt should check with Lance and, if approved, purchase the new numbers that are needed for the outdoor signs.

Adjournment: 9:39 p.m.

**Next Meeting: May 27<sup>th</sup> at 7:30 PM, Rio Terrace Community League Hall**

**Follow up items:**

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<sup>1</sup> Lance to look into digitizing policy manual.

<sup>2</sup> Carrie Anne to confirm whether dates for Big Bin and Community League Day are available. Carrie Anne and Lance will discuss scheduling.

<sup>3</sup> Gary and Matt will talk and decide where the best place to store the sound system will be.

<sup>4</sup> Lance will pull the latest receipt and see the list of things that were done in the past re spring cleaning. Yves will also check records for historical expenditures on spring clean up.

<sup>5</sup> Yves to put notice of Special Meeting in May newsletter.

<sup>6</sup> Dawna-Lynne to talk to Scott Vaughn to see if he would like to participate in the subcommittee meeting because he does type of work the City.

<sup>7</sup> Carrie Anne to post info on Front Yards in Bloom on social media.

<sup>8</sup> Lance will email Emma the contact information for the Patricia Heights school principal.

<sup>9</sup> Emma will follow up with an email to everyone about the events they will be planning.

<sup>10</sup> Gary will need to talk to Carrie Anne about when the rink boards can be painted as the Hall is very busy in May.

<sup>11</sup> Lance to email out new tennis court code to membership list.

<sup>13</sup> Matt, please put the election forum details on the outdoor sign.

<sup>14</sup> Gary and Lance, talk to Carrie Anne about a date that works best to move the stuff out of the change rooms.

<sup>15</sup> Lance to send out email on date of Bike Parade.