

**Minutes of the Rio Terrace Community League
Annual General Meeting
September 23, 2015
Rio Terrace Community League Hall**

Present: Tony Andrzejewski (meeting Chair), Yves Forté, Emma Woolner, Samantha Gullekson, John Hudson, Auriana Burns, Lance Burns, Gary Burton, Perry Wynn, Peter C. Wong, Erin Waye, Linda Nutting, Alain Berube, Peggy Nesbitt, Gary Elliott, Rhonda Holterhus, Aman Athwal, D-L Duffy Power, Jeff Chow, Ivana Turcaniova, Jessica Natrass (recording).

Call to Order: 7:09pm

1) Approval of September, 2014 AGM Minutes

- Motion to approve minutes by Lance Burns, seconded by Perry Wynn, carried.

2) Approval of Agenda

- A soccer report was added at the end of reports (this was inadvertently omitted from the agenda) and the membership report was removed as the director was out of the country.
- Motion to approve amended agenda by Lance Burns, seconded by Perry Wynn, carried.

3) Financial Report

- Rhonda Holterhus submitted the auditor's report of the Rio Terrace Community League (RTCL) financial statements (see Attachment 1).
- The report was prepared by auditors Rhonda Holterhus and Auriana Burns and included a review of the RTCL's Statement of Financial Position, Statement of Revenues and Expenditures, Capital Fund Statement and Capital Asset Schedule.
- At fiscal year end (May 31, 2015) the value of the operating fund was \$215,073, a decrease of \$32,149 from fiscal year 2014. The value of the capital fund was \$196,211, a \$15,228 decrease from fiscal year 2014.
- The league currently holds \$120,000 in GIC's and during the past year moved its banking from CIBC to TD Bank.

4) Reports for the Year

- **President:** Lance Burns presented a written report (see Attachment 2).
- **Vice President:** Aman Athwal provided an oral report. The RTCL casino took place this summer at the Palace Casino at West Edmonton Mall on August 9 and 10, 2015. We are currently slotted for a casino at the Palace

Casino in July/Aug/Sept 2017. A bylaw subcommittee was formed this year. Bylaws were changed to better reflect our current practices and to make them easier to read. The “new” bylaws were presented to the community league board in August 2015 and will be voted on at this AGM.

- **Newsletter:** Dawna-Lynne Duffy Power provided an oral report. The RTCL published 4 newsletters in the past year. There are always new advertisers in each newsletter, which is a positive sign. The RTCL will continue to publish a newsletter on a quarterly basis. Having Yves Forté handle the advertisements and revenue has helped immensely. There will be a new look to the upcoming newsletter in November.
- **Maintenance:** Gary Burton provided a written report that outlined what maintenance work has been completed at the hall in the past year (See Attachment 3). There has been some vandalism at the hall recently. It was decided that these occurrences should be reported to the police and put into the community newsletter to inform residents.
- **Programs/Social:** Emma Woolner provided an oral report. Over the last year Emma set up community league swim (fall-winter) and organized the portable toilets for the soccer/summer season. Next year Emma will survey the community to see if there is interest in having the summer outdoor swim available. Tot Time is a new community program running on Friday mornings in the hall and is being organized by Jessica Nattrass. It has been well attended by parents and caregivers.
- Social events that took place over the last year included a very successful Halloween party, Bike Parade and movie night. Next year we will be hosting another Halloween party, Breakfast with Santa and hopefully a winter event.
- **Hall Rental:** Carrie Anne Doucette sent a report in advance of the meeting by email (see Attachment 4). Her report was read by the meeting chair, Tony Andrzejewski.
- **Preschool:** Auriana Burns provided an oral report. Auriana has taken on the role as preschool – community league liaison. Last year the preschool faced some financial challenges due to low enrollment. This year there are fewer vacancies available in most of the classes. New teachers were hired last spring and are doing a great job.
- **Soccer:** Perry Wynn presented his written report (See Attachment 5).

MOTION by Samantha Gullekson

To accept all reports presented as information.

Seconded by Lance, carried.

5) Set Annual General Meeting date for 2015

- Next year's AGM will be held on September 28, 2016 at 7:30PM.

6) Amended Bylaws Vote

- Aman Athwal circulated a summary document outlining the proposed changes to the bylaws (see Attachment 6). She went through the document and explained the reason(s) for the amendments.
- Members of the community requested that the new bylaws include a law that outlines a process whereby the community must be informed by the executive when an event or action affects the whole community and could affect value of property. Community members indicated that they were not satisfied in the timing and method of communication from the executive to the greater community in the past.
- Community members also expressed concern that the proposed bylaws were not circulated ahead of the AGM and that not enough notification was provided. The bylaw committee confirmed that information on the formation of the bylaw committee, the work being undertaken, and the upcoming vote on the bylaws at the AGM were advertised in both the May and August newsletters, as well as on the community league website. Bylaw committee chair, Aman Athwal also clarified that the current bylaws only state that 21 days notice must be given in advance to a meeting where bylaws can be voted on, and there is no requirement to supply the draft bylaws in writing ahead of said meeting.

MOTION by Gary Elliott

That the bylaws not be voted on at this time and the decision be deferred until such a time at which the amendment can be considered and included into the revised bylaws.
Seconded by Peggy Nesbitt.

The following discussion took place on the motion:

- There was a discussion that the bylaws are not static documents and further changes can still be made, following the correct process, in the future. The intention is not to approve the bylaws at the AGM and never open them up again.
- A suggestion was made to defer the vote and add community members to the bylaw subcommittee.
- It was recommended to not delay the vote because of the amount of work that has been completed to date and that the proposed changes, if accepted, will help the board run more effectively.
- It was clarified that community members can attend any board meeting.

The motion was defeated

- There was a question raised about how resolutions pass during board meetings (what the majority is) and whether a board member must be a member of the community. The bylaw committee confirmed that the requirements for directors are included in the definitions section. The committee created section 6.1.3 d) and 6.2.4 c) to state that a majority for a motion to pass is 50%+1.
- Aman Athwal outlined to those concerned that they should come to the next board meeting with proposed wording and they will be considered the next time the bylaws are opened. The process set out in the bylaws will be followed (section 15 of current bylaws, section 8 of the proposed bylaws).
- It was discussed that even if the bylaws aren't able to be opened again for another year, there can be a general agreement that the board will endeavor to communicate any major changes to the broader community as these issues arise.

MOTION by Aman Athwal

To accept the new bylaws and file them with the corporate registry.
Seconded by Samantha, carried.

7) Elections – Bylaw Article 11*

- Tony outlined the process that would be followed for the election. Jessica Natrass confirmed that a quorum was present.

President: Perry Wynn nominated Lance Burns for the position of President. Lance accepted the nomination and was elected by acclamation.

Secretary: Lance Burns nominated Jessica Natrass for the position of Secretary. Jessica accepted the nomination and was elected by acclamation.

Social Director: Samantha Gullekson nominated Ivana Turcaniova for the position of Social Director. Ivana accepted the nomination and was elected by acclamation.

Soccer Coordinator: John Hudson nominated Perry Wynn for the position of Soccer Coordinator. Perry declined the nomination. The position becomes vacant. The bylaws state that the board can appoint someone to the position between now and the next election for this position.

Newsletter Director: Samantha Gullkeson nominated Dawna-Lynne Duffy Power for the position of Newsletter Director. Dawna Lynne accepted and was elected by acclamation.

Director(s) at Large: Lance Burns nominated 2 community members (in absentia who previously agreed) to the positions of director at large: James Lavoy and David Feldman. These individuals were elected.

** Note that the Hall Rental Director position was not voted on. This position is a staff position that has no voting rights and will be appointed by the board. The new bylaws will address the specifics of this position in greater detail.*

- **Vacant Positions available (non election year)**
 - i. Signs person – this is a non-voting role. No nominations put forward; the position remains open.
- **Election of Auditors for annual financial review**

MOTION by Lance Burns

To elect Rhonda and Brian Holterhus as auditors of the RTCL financial statements for the 2015-2016 fiscal year.

Seconded by Auriana, carried.

Motion to adjourn the meeting. The meeting adjourned at 8:29 pm.

Next RTCL Board Meeting: Wednesday October 28, 2015 at 7:30PM, Rio Terrace Community League Hall.

AUDITOR'S REPORT

To the members of the
Rio Terrace Community League
Edmonton, Alberta

We have examined the **Statement of Financial Position** of the Rio Terrace Community League accounts as of **May 31, 2015**, and the **Statement of Revenues and Expenditures** and the **Capital Fund Statement** and the **Capital Asset Schedule** for the same year then ended.

In our opinion, these Financial Statements present fairly the financial position of the organization as at **May 31, 2015** and the results of its operations for the year then ended. Any concerns we may have noted have been forwarded to the Treasurer of the Society and the Board of Directors.

The Auditors are members of the Rio Terrace Community League (encompassing the Rio Terrace, Patricia Heights and Quesnell Heights neighborhoods in Edmonton) appointed annually by the Board of Directors to conduct each year's audit in accordance with the Community League's Bylaws.

By signing below, we have approved the Financial Statements as attached and initialed by the Auditors.

Date: 22 September 2015

Directors:

A. Wong

[Signature]

Auditors:

Rhonda Holterhus

Rhonda Holterhus –community league member

[Signature]

Auriana Burns –community league member

Financial Statements
RIO TERRACE COMMUNITY LEAGUE
May 31, 2015

Rio Terrace Community League
Statement of Financial Position
As at May 31, 2015

	<u>May 31-2015</u>	<u>May 31-2014</u>
ASSETS		
Current assets		
Cash		
Operating account	49,353	55,601
Casino account	22,593	76,940
GIC's	120,000	74,980
Building Society account	5	5
Community Preschool Program- see notes		
	<u>191,951</u>	<u>207,526</u>
Capital Grants Receivable	0	40,000
Capital assets (see schedule)	219,333	211,136
TOTAL	<u>\$ 411,284</u>	<u>\$ 458,662</u>
LIABILITIES		
Current liabilities	<u>0</u>	<u>0</u>
	0	0
EQUITY		
Operating Fund	215,073	247,223
Capital Fund	<u>196,211</u>	<u>211,439</u>
	411,284	458,662
TOTAL	<u>\$ 411,284</u>	<u>\$ 458,662</u>

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**Rio Terrace Community League
Statement of Revenue and Expenditures
For the Year Ended May 31, 2015**

	<u>May 31-2015</u>			<u>May 31-2014</u>		
ACTIVITIES						
	revenue	expenses	Net	revenue	expenses	Net
Casino	0	0	0	78,987	2,084	76,903
Hall rental	17,746	4,623	13,123	15,405	3,743	11,662
Newsletter	4,005	4,436	-431	2,925	1,940	985
Programs	0	7,796	-7,796	300	2,880	-2,580
Soccer	57,010	56,589	420	41,965	33,430	8,535
Social	61	5,185	-5,124	225	2,835	-2,610
Total	78,822	78,629	192	139,807	46,912	92,895
OTHER REVENUE						
Donations (incl from preschool)			184			241
Interest			645			595
Memberships			9,060			9,840
Operating and other grant(s) *			12,997			12,983
Preschool			-			-
spray deck			200			-
Total			23,086			23,659
OTHER EXPENSES						
Bank charges			608			636
Charity Donation			1,696			1,800
EFCL membership fees			930			968
Food & bvg for mtngs/exec. appreciation dinner			1,187			933
Insurance			4,247			5,117
Janitorial services			5,450			4,600
Membership cards and skate tags			168			-
Office supplies			552			273
Preschool support			24			-
Repairs & Maintenance **			16,553			12,279
Rink attendants compensation			10,011			12,395
Spray deck			509			-
Utilities			12,923			11,267
Web Site Expenses			569			-
Total			55,427			50,268
NET OPERATING INCOME			-32,149			66,286
OPERATING FUND, BEGINNING OF YEAR			247,222			180,936
OPERATING FUND, END OF YEAR			215,073			247,222

* Excludes \$40,000 capital grants received

** Expenditures categorized to Repairs and Maintenance (\$23,425 - Front entrances, Small rink, Cement pad and Sound system)
Reclassified to Capital

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**Rio Terrace Community League
Capital Fund Statement
For the Year Ended May 31, 2015**

	<u>May 31-2015</u>	<u>May 31-2014</u>
REVENUE		
Deferred revenue applied	0	40,000
EXPENDITURES		
Depreciation	15,228	13,524
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	<hr/> (15,228)	<hr/> 26,476
CAPITAL FUND, BEGINNING OF YEAR	211,439	184,963
CAPITAL FUND, END OF YEAR	<hr/> 196,211	<hr/> 211,439

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**Rio Terrace Community League
Capital Asset Schedule
As at May 31, 2015**

	Depreciation Rate	Opening Balance	Additions	Depreciation	Ending NBV
Buildings	5% \$	144,947	\$ 19,963	7,746	\$ 157,164
Sports Complex	4% \$	28,108		1,124	26,984
Equipment	20% \$	11,937	1,677	2,555	11,059
Furniture & fixtures	20% \$	6,883		1,377	5,506
Tennis Courts	25% \$	2,736		684	2,052
Skating Rinks	10% \$	16,526	1,785	1,742	16,569
		\$ 211,136	\$ 23,425	\$ 15,228	\$ 219,333

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**Rio Terrace Community League
Notes to the Financial Statement
For the Year Ended May 31, 2015**

The Rio Terrace Community League Preschool ("Preschool") is one of the programs of the Rio Terrace Community League ("League"). Therefore the League is legally responsible for the Preschool assets and liabilities.

The League has delegated the authority and responsibility for the operation of the Preschool to the members of the Preschool i.e., the parents of the children attending the Preschool and their elected executive, while retaining the right to make changes to such delegation of authority and responsibility.

The Preschool's finances are reviewed by two parents annually in October and a report is presented to the Board.

The Preschool fiscal year is aligned with the school year, from September 1 to August 31. It is therefore different from the League's fiscal year, from June 1 to May 31. The financial statements of the League and of the Preschool are therefore distinct.

The preschool's bank balance at August 31, 2014 was \$13,667



Attachment 2

President's report

I believe that the current executive is some of the most capable and dedicated volunteers I have ever had the pleasure of working with. This room is filled with people who go out of their way to make others happy, who provide experiences that are memorable, and who work to create legacy pieces for current and future residence.

The one attribute of this executive that makes me smile most often is the way community members are drawn in by our executive members enthusiasm. We get community members interested and excited about volunteerism. That speaks volumes about our inclusive natures and our welcoming disposition. My spirits are constantly lifted when the hall feels alive with community member's voices.

At the end of my term as president I am happy to say we have accomplished, or are in the process of accomplishing, some big goals:

- a subcommittee that is moving at the speed of a waterfall to create a spray deck;
- new rink boards were built for our small rink;
- a cement pad to house a future shed to hold our new rink boards;
- new, beautiful and secure front doors for the hall and the preschool;
- a successful big bin event with spray deck fundraising attached;
- a wonderful community league day celebrated between the Moravian church and our Community League movie night.

I am in awe of how much we accomplish and overjoyed at how we do our work with so much joy.

This community league is a place for young and old to gather and engage each other.

Thank you, to all of you, for making this community a great place to live and play.

Attachment 3

Facility Manager

Rio Terrace Community League

September 23, 2015

REPORT: (June2014 – June2015)

- 1) Have keys made for three rink attendant in October 2014
- 2) Purchase and install new toilet paper dispensers and soap dispensers for the washrooms.
- 3) Co-ordinate the installation of the new front doors for the Pre-school and Community Centre.
- 4) Hire contractor to repair flue vents on furnaces
- 5) Purchase and install and maintain new filters for 3 furnaces
- 6) Construct and set up new smaller rink.
- 7) Disassemble new small rink
- 8) Hire contractor for weeding around facility in Fall of 2014
- 9) Purchase and install new floor grates after removing and discarding old ones.
- 10) Get quotes to pour new cement slab. Cement slab work proceeded and was completed in April/14 by C-ment cement contracting.
- 11) Clarify responsibility for lawn mowing at the CC by the City of Edmonton who has the responsibility.
- 12) Co-ordinate with Lisa McColl of the City of Edmonton re building of new storage shed.
- 13) Receive quotes from fencing contractors for fence alterations and repairs.
- 14) Arrange for Fire Alarm testing in October 2014 and replacing a number of deficient fire extinguishers. *A new schedule has been arranged for October 05, 2015.*
- 15) Remove old blinds in hall and kitchen and replace with new.
- 16) Hired contractor to clean all (3) furnaces at the Centre and the central vac system.

If there are any comments or questions please contact me.

Gary Burton

780-481-4577

Facility Manager @ the Rio Terrace Community Centre

This position is: Volunteer

Attachment 4

HALL RENTAL REPORT

We had a great year with lots of rentals and lots of activities. There are many things to do which I think keeps the community thriving. City of Edmonton Summer Programs were well attended. The Pedalheads Bike Safety training camps seem to be a good draw and the feedback was very positive. We also had a seniors Tai Chi group in this summer that also will be back next year. They like the space and enjoy using our facility. Rhythm, Rhyme and Story Time is back this year as well. Tot Time also went over very well this past year and is back. Thanks to Jessica for all her work in getting that going. Our executive helped with a lot of community events including a Halloween Party, Frosty Frolics and Community League day that included in the park after dark movie night. We also have Yoga and Jujitsu back this year and have added a class for just girls. We have many rentals every weekend almost up until Christmas.

Thank You,

Carrie

Rio Terrace Community League

AGM – September 23, 2015

Report of the Soccer Coordinator- Perry Wynn

The Rio Terrace Soccer Program continues to be a healthy, viable and very visible community program offering to the youth in the Rio Terrace, Patricia Heights and Quesnell communities. The Soccer Program supports community youth playing in age groups from U-8 through to U-18 in either the EMSA West (Zone) or the EMSA city wide soccer programs during the Outdoor and Indoor soccer seasons. The Rio Terrace Soccer Program also runs a U6 FunSoccer Program during the Outdoor season that is aimed at the four, five and six year olds in the community.

For the 2014/2015 Indoor season, Rio Terrace fielded 10 teams and approximately 150 players, which is in line with the previous Indoor season. For the 2015 Outdoor season, Rio Terrace fielded 18 teams, an increase of 2 teams from the prior Outdoor season. Both seasons saw many success oriented stories for the Rio Terrace teams, but more importantly there was lots of learning, skill development and fun had by all. Most of the Rio Terrace teams participated in the EMSA WEST tournament that is held in each of the Indoor and Outdoor seasons.

The 2015 U6 FunSoccer Program was our largest since I have been the Soccer Coordinator - we had 80 registrants and 8 teams, an increase of 2 teams over the past few years. All of the games were played at the Rio Terrace field. This Program serves as the introduction to organized soccer for these children in a fun based format and it concluded this year with a wind-up party featuring Dairy Queen team themed ice cream cakes, a bouncy house for lots of fun and other treats as well. Many thanks go out to Jeff Chow for taking on the role of U6 FunSoccer coordinator this year.

As always I would like to thank all of the parents in our community who volunteer as coaches, managers, bench moms, etc. for the children playing on Rio Terrace soccer teams. We are very fortunate to have such qualified, skilled and enthusiastic parents willing to commit their time and effort in support of community based soccer.

During the coming year I will be working to establish a Soccer Program Committee and get a nucleus of people in place to share in the workload of supporting the Soccer Program and of course identify and groom the next Soccer Coordinator.

Thanks again to the Rio Terrace Community League executive for your support the past year.

Respectfully submitted

Perry Wynn
Rio Terrace Soccer Coordinator
September 23, 2015

	Bylaw Amendment	Explanation of Change or Addition	Old Bylaw	New Bylaw
1.	Article 3: Definitions	Preschool Delegate is a Director designated by the Preschool and has 1 vote. This is NEW.	n/a	3(h)
2.	Article 5: Membership	Some of the categories of membership have been condensed; there are now 5 categories of membership. The category of "Honorary Life Membership" has been added.	5.1	5.1
3.	Termination of Membership	More detailed process for termination of membership. The Executive Committee will hear the complaint and will make a recommendation to the Board. The majority of the Board will be the decision maker.	12.1	5.7
4.	General Meetings	Notice of general meetings used to be 21 days. It has been changed to 14 days, so there has been a decrease in the number of days' notice. There have also been alternate means of delivering the notice added to the current bylaws.	6.1.1	6.1.1
5.	Annual General Meeting	The old bylaw said that an AGM will be held no less than 90 days or greater than 6 months after the fiscal year-end. The timeline changed to within 6 months after the financial year-end.	6.2	6.1.4
6.	Special General Meetings	The old bylaws called for receipt of written request for a special general meeting signed by 30% of the membership. This number has been decreased from 30% to 10% percent.	6.3	6.1.5
7.	Board Meetings - Quorum	The quorum for Board Meetings was 7 in the old bylaws but is now decreased to 6 members.	6.4.2	6.2.2
8.	Board Meetings - Attendance	All Directors may attend physically or by telecommunication and are considered in attendance. This is a new section added to allow for electronic attendance at Board Meetings.	N/A	6.2.3
9.	Special Board Meetings	The means of communication has been changed from 7 days' notice by telephone call to by email.	6.4.1	6.2.7
10.	Virtual Board Meetings	This is a new section added to deal with email motions that are passed and time-sensitive matters that cannot wait until the next Board Meeting.	N/A	6.2.8
11.	Article 7.1 Board of Directors	Powers and duties of the Board are extensively listed. This is new.	N/A	7.1.2

Rio Terrace Community League – Summary of New Bylaw Proposal

	Bylaw Amendment	Explanation of Change or Addition	Old Bylaw	New Bylaw
12.	Board members positions	Some of the titles for the positions have been changed, e.g., Facilities Director (was Maintenance); the Soccer Coordinator has been changed to Sports Director.	Article 9	7.1.3
13.	Hall Rental Coordinator	NEW addition - The Hall Rental Coordinator is no longer a Director and must be appointed by the Board every 2 years, in years with odd numbers. Note: appointed (not elected)	n/a	7.1.4.3
14.	Duties of the Board Members	The duties of the Board Members have been added to significantly. (Note that Board members can delegate their responsibilities – see below)	Article 9	7.2
15.	Power to delegate	One of the powers to note is the delegation power to other members and Directors of the Board or a paid administrator of the league. We can delegate our responsibilities to other members with approval of the Board, except for the signing authority and membership in the Executive Committee.	N/A	7.2.1
16.	Preschool Director	Has been added and has 1 vote; designated by the Preschool	N/A	7.2.3(m)
17.	Hall Rental Coordinator	The Hall Rental Coordinator position has been given a description as a non-voting position, as it is a paid position. This has been explicitly set out in the new bylaws but was not contained in the old bylaws.	N/A	7.2.3(n)
18.	Resignation or Removal of a Director	The Board may remove any Director from office if he or she has not been actively involved in any activities of the League for 3 months. Note: this has been decreased from 1 year to 3 months.	12.3	7.3
19.	Board Committees	A Bylaws Committee has been added.	Article 10	7.4.3
20.	Finance and Auditing	The books, accounts and records of the Secretary and of the Treasurer are audited once per year by a duly qualified accountant or by 2 members of the League. The records of the Secretary have been added to this section.	N/A	8.1.2
21.	Parliamentary Authority	The rules governing the meetings is proposed to be changed to the <i>Democratic Rules of Order</i> , as they are simpler, and the <i>Robert's Rules of Order</i> are not used at our meetings.	Article 17	8.9