

**Rio Terrace Community League executive board meeting  
October 27<sup>th</sup>, 2021, 7pm  
DIGITAL MEETING: Google meet**

**In attendance: Emma Woolner, Giselle General, Brandon Blanck, Auriana Burns, Alex Stefanov, Andrew Chambul, Perry Wynn, Rachelle Roberts, Kristin Bauer, with Deb Perram (recording);  
NON-VOTING: Carrie Anne Doucette, Stuart York (NRC)**

**With regrets: Lance Burns**

## **Minutes**

**Call to order at 7:00 pm**

**1) Approval of Agenda**

**Motion to approve the agenda** by Brandon; motion to 2<sup>nd</sup> by Giselle; Approved? Yes, unanimously. Carried.

**2) Approval of August 2021 minutes**

**Motion to approve the August 2021 minutes** by Perry; motion to 2<sup>nd</sup> by: Brandon; Approved? Yes, unanimously. Carried

**3) Action items follow up from previous meeting**

In short:

- Stuart continuing work regarding cameras – suggestions from the Environmental Crime Reduction, looking for opportunities
- No new permits for events
- Bylaws – Draft provided by Perry, revised, awaiting review
- Rachelle discussion;
  - AGM
  - Big Bin happened
  - Membership training happened
  - Auriana confirmed Lance talked to Steve regarding the Hall big cleanup
- Brandon finalized the yearend signs
- Carrie discussed with Steve, the tennis court
  - Will draft rules for feedback
  - The committee should have the first right of refusal
  - Lance to determine
  - Carrie and Alex have received conflicts, not a big concern

**4) Finance Report**

Additional information:

- The report is available in the shared drive
- The operating grant was granted
- Discussion regarding maintenance

- Membership revenue – Jill is completing
- Big Bins totaled \$2,100 – Andrew has a contact for possible change of rental for next year
- EFCL \$500
- Working out changes with the new accountant – Brandon is bookkeeping
- Discussion (Stuart, Auriana) – possible grants to cover cost of the Big Bins, must be applied for in the Spring, served as first come first served, applications taken in March/April through the website for the Fall
- A calendar is available for all grants with a spreadsheet for approvals from the City, Province, and Federal – Stuart to provide to Andrew (filter will be required, there are between 80-100 items to review)
- Questions and short discussion regarding maintenance, janitorial, repairs, etc.
  - Andrew enquiring whether the Board may review methods of the purchase of ‘small’ items
  - Brandon suggested the invoice method works best
  - Explore options to pursue a credit card, debit card?
  - Brandon will speak with the Bank – signing authorities will require adjustment, therefore a good time to bring up the concerns – the account requires dual signature
- Stuart has spoken to Steven with the Crime Prevention Group
  - Suggestions received regarding a mini mesh fencing, taking off the top rail
  - Will follow up regarding application additions with information from Steven for facility development
  - Breakdown of case studies

**Motion to accept the August monthly financial report as information** by Brandon; Motion is 2<sup>nd</sup> by Perry; Approved? Yes, unanimously. Carried.

- 5) **Energy efficiency project** report of usage – September is all covered with a small surplus, in a credit position, August was good due to a shutdown for the upgrades, October is good so far, next month credit is expected as well
- EPCOR utilities have proven savings with expected increase in the winter months for heating – the solar panels are proving significant – everything is running correctly

**6) Items for discussion**

- **Preschool report** – Auriana: The start of the year was difficult, registration numbers were down
  - Lance dismissed the present teacher, re-hired the previous teacher, Shailene, the teacher assistant has now returned

- o Transition is now in play, the team is awesome, school is optimistic! Everything is looking better, very positive, the Board is missing a treasurer and fundraiser and currently in pursuit of a parent volunteer to fill the positions
- o A fundraising raffle is underway – let's put the message out, \$5 each, with great prizes
- o Andy's IGA will do the vouchers once again in December
- o The teacher Shailene is very engaging and awesome!
- **Soccer report** – Perry:
  - o COVID was again resulted in low numbers, but there was a 2021 outdoor program with approximately 30 participants, enjoyed by all
  - o The 2021-2022 indoor season is hosting 5 teams (1 girls, 4 boys) with approximately 100 players to conclude in February 2022
  - o Jerseys may be needed for next season, will bring quotes to the January meeting, hoping to source locally, will research all options for cost
- **Hall rental report** – Carrie:
  - o Jujitsu continues
  - o The yoga is looking to establish a pricing for rental (has not been adjusted in 11 years) – should the rate be upgraded? Will be left with Carrie, perhaps leave as is, with a warning for future increase
  - o Flu shot clinic was successful – will look at a slight increase in privacy for next year
  - o The bottle drive was successful
  - o Poinsettia sale by the Rio Terrace education society a possibility
  - o Rachele and Emma will research rates on other Hall Rental costs for comparison – present at the next meeting – increase to be discussed comparing capacity and costs to raise rates
  - o Auriana will ask Lance to reach out to Steve re: summer rentals
- **Rio Terrace playground report** – Rachele:
  - o **CFEP submitted**
  - o Volunteers
  - o New trees were planted with a grant cost of **\$3,500** – 7 beautiful trees
  - o Planning underway for an outdoor classroom- **\$10,000 grant awarded**
- **Old Business:**
  - o Tabled items:
  - o Past events: Big Bin – 4 bins, steady traffic, memberships sold (technology for square had some difficulty – Brandon will

research the POS system of \$300, if the fees per transaction are the same)

- o Cameras/climbing deterrent – Andrew still researching
- o Pet waste initiative – Auriana and Perry still researching
- o Bylaws – Perry
  - Has a draft amended from the 2005 version – everyone please, review for the next meeting – send all comments to Perry
  - At the next meeting, we'll amalgamate all thoughts and suggestions – it would be appreciated to have the complete amendment draft available for the next meeting – the final proposal must be submitted to a special meeting for approval – possible date to be scheduled for January
  - The special meeting requires a minimum of 21 days notice
- o Tennis court schedule/availability – Auriana
  - Lance met with Steve – next meeting will provide update and schedule

▪ **New business**

- o Upcoming events: Breakfast with Santa
  - Has been avoided in the past due to COVID
  - Emma will open the conversation to book
  - Giselle had suggested decorating the outside of the Hall
    - ❖ Pics could be taken
  - Rachelle will work with Jen to discuss the decorating - with an idea of an event creation, map of the area to view decorated homes to tie into illuminight
  - Next year – Rachelle presented ideas for a pumpkin walk, and Auriana for a garden walk with a map

**7) Reports**

- NRC report – Stuart:
  - o Difficult due to COVID
- President – Emma:
  - o Andrew and Lance met with Stuart re social development, crime prevention through environmental design ideas, left with Andrew
  - o Climbing deterrents are still be researched, due to safety concerns with the new solar paneling – rollers were suggested – the City would not approve due to being unprecedented – waiting further to hear back
- Vice President – Giselle:
  - o Thank you to Perry for covering while she was off

- o No casino update – Lynnwood just completed their dates of October 25 and 26 – we expect a date in 2022, hopefully sooner, to assist with any future financial decisions
- Newsletter – Giselle:
  - o To be distributed the second week of December, submission deadline late November for holiday recipes for example, announcement of the special meeting to be determined with the next Board meeting
- EFCL - Giselle:
- Has a meeting with the EFCL November 4 – to receive substantial reports – note to everyone, workshops for all positions are available, if interested, to check the website
- Maintenance – Andrew:
  - o Continued research on the camera/climbing deterrent
  - o Deficiencies on the fire report have been completed – the extinguishers and smoke detectors are up to date, the lockbox and lock on the mechanical door are complete
  - o Revolution Fire – will meet with Brandon on Friday, to discuss any further items to clear
  - o Fire will do a re-inspection to produce a new report with no deficiencies – a floor plan is needed for the fire alarm panel and evacuation, a drywall hole has been repaired
  - o All is up to code and safe!
- Membership – Auriana:
  - o Event sales at the Big Bin day – 67 memberships in total, \$2,100
- Programs – Alex:
  - o A work in progress, no news currently
- Signs – Brandon:
  - o Working with Jason to take over – will meet Saturday morning to walk through

**Sub-committee meeting tabled**

**Grant funding tabled**

**Perry will send an email reminder to review the Bylaws**

**Rachelle and Emma to research local Halls and fees for future discussion**

**Breakfast with Santa for future discussion by Rachelle and Jen**

**Meeting adjourned at 9:11 pm.**

**Rio Terrace building society executive board meeting  
October 27<sup>th</sup>, 9:00 pm  
DIGITAL MEETING: Google meet**

**Minutes**

**Call to order at 9:09 pm**

- o **Approval of Agenda**

**Motion to approve the agenda** by Perry; motion to 2<sup>nd</sup> by Rachelle; Approved: Yes, unanimously. Carried.

- o **Approval of August 2021 Minutes:**

**Motion to approve the August 2021 Minutes** by Brandon; motion to 2<sup>nd</sup> by Perry; Approved: Yes, unanimously. Carried.

- o **Finance Report & budget updated.**

**Motion to accept the August monthly financial report as information** by Brandon; Motion is 2<sup>nd</sup> by Rachelle; Approved: Yes, unanimously. Carried.

- o **Items for discussion**

**Subcommittee meeting: tabled**

**Grant funding: tabled**

**Donations: tabled**

**Meeting adjourned at 9:11 pm.**