

Board Meeting – September 24, 2013

Holy Trinity Church

Attendees: James Richardson (President), Joe Ahmad (Vice President), Monte Weber (Treasurer), Jennifer Dalle-Ore (Memberships Director), Marc Lachance (Programs Director), Gurleen Bal-Sra (Director at Large – South Terwillegar, Kelly Jeffrey (Director at Large-MacTaggart), Michelle McWilliams (Director at Large - McGrath)

Guests: Diane Dunn (City of Edmonton CRC), Fiona Ko (for nomination to Fundraising Director)

Regrets: Scott Riddell (Volunteer Co-ordinator/TRAC Liason), Mandy Jones (Editor)

Absent: Steve Johnson (Community Gardens)

Meeting Called to Order: 7:40 p.m.

MOTION - Approve Meeting Agenda: Jennifer (1st), Michelle (2nd), Carried

MOTION - Approve June 19, 2013 Board Minutes as amended – Gurleen (1st), Kelly (2nd), Carried

Items:

1. President's Report - James

- Board minutes for past year need to be put into pdf and posted to website
 - **ACTION** - Monte to review notes from meeting on amendments made to meeting minutes and provide to James to ensure posting to web
- Fiona Ko expressed interest in Fundraising Director vacancy, Executive Committee agreed to put Fiona Ko forward as a nomination for the Fundraising Director
 - **MOTION** - To elect Fiona Ko as Fundraising Director: Joe (1st), Michelle (2nd), Carried Unanimously
- AGM is Wednesday November 27th at 7pm at TCC. Budget (information should be sent to Monte ASAP) and slide show (and hand out) need to be prepared.
 - **ACTION** - James to circulate slide show presentation in October for preparation of AGM.
- Brief background of TCL's involvement to date in proposed housing project given, consensus was that TCL has taken an approach that all board members found appropriate. Discussion around current events and how to proceed, action versus inaction, getting a community consultation process defined, and more specifically around the request from Bishop Jane and her request for a committee.

- **MOTION** - TCL will form a committee with an overall mandate to define and facilitate the community consultation process, with representatives from TCL as well as outside of TCL chosen at the discretion of the committee chair. Monte nominated as committee chair. : Joe (1st), Michelle (2nd), Carried Unanimously
- **ACTION** - Monte to draft a terms of reference for the committee for approval by the board.
- Kelly spoke to status of MacTaggart Park, Oct 1 is NPDP deadline and in discussion with Diane, 2014 NPDP grant funding did not look promising unless funds were fully in place (due to the CoE's capacity and depending on what stage the park was in). South Terwillegar is underway with grants available for Phase 1 and 2, and dependent on receiving those grants, MacTaggart may have funds in place for fall 2014 build.
 - **ACTION** - Kelly and Diane to work together to determine status of MacTaggart Park and application of NPDP by Oct 1.
 - **MOTION** - To support the development of MacTaggart Park and Playground as the fourth project.: Kelly (1st), Marc (2nd), Carried Unanimously
- James added that the school to be built in MacTaggart is too far along planning stages (unless money was available right now) to add on a community league building to the school.

2. Vice President's Report – Joe

- Draft bylaws have been sent to the board over email, please review and provide all comments and they will be discussed at the October board meeting.
- Bylaws if approved by board will be presented at Nov AGM.

3. Treasurer's Report – Monte

- Please see attached draft financial statements for August 31, 2013 (Balance Sheet and Income Statement). Still waiting for yearend information from a number of board members. Also, Magrath cost accounting not completed by CoE, will have to post for August 2013.
- Will need to have another meeting in early November to prepare for the AGM.
- Toonie Carnival revenue was approximately \$7,400, with \$3,700 in expenses, net income of \$3,700 which will be restricted to playground construction.
- South T started construction, still opening date for May 2014 long weekend. As discussed earlier, costs have increased due to themed features to make this playground a unique playground. Most recent budget for South T handed out.

- Editor submitted invoice #2, indicating an average of \$11.70 per hour, not taking into account 27 hours on printer template conversion and 10 hours of paper delivery. Discussion about increase per page to \$55 with \$15 a hour for extra tasks (up to 10 hours per issue), changes if approved would apply to the Sept 2013 edition. Editor also operating without a formal contract, and it was decided that editor will be a contract position (same as it was before the Executive Director/Editor position were combined). Contract to incorporate above points to be approved at next board meeting.
 - **ACTION** – James will circulate draft job points for editor position
- A number of auditors have been approached over last couple years and have given feedback on expected costs. Two firms formally put in quotes for the August 2013 audit/review, Collins Barrow and Romanovsky & Assoc.
 - **MOTION** – To accept Collins Barrow as the auditor for the August 2013 yearend for the quoted \$4,500. : Michelle (1st), Marc (2nd)
- South T CFEP grant application still being reviewed by government.

4. CRC's Report – Diane

- Please refer to hand outs (CRC Update and program summary for “ You’ve Been Elf-ed”)
- Two park signs are being purposed for TCL, one at South T and Tomlinson. Discussions on electrical being supplied to South T sign for change to electronic sign when community hall built, design of sign based on league input (contact Image Signs to design).
 - **ACTION** – Diane to confirm sign status (timing) and exact locations.

5. Membership Director's Report – Jennifer

- Ensure that all board members have purchased their 2013/14 membership
- No volunteer for Oct farmers market therefore space given away

6. Programs Director's Report - Marc

- Halloween fireworks are booked, details being planned; sponsorship is being discussed with surrounding community leagues for a larger show this year, if possible.
- Terwillegar Rec Centre pool closed, swimming at Confed pool while closed.
- In discussion with TCC for a date night program for next year.
- General budget given to Monte, detailed budget in process for 2013/14

Meeting Adjourned: 10:30 pm: Jennifer (1st), Joe (2nd), Carried