

In Attendance:

Mandy, James, Monte, Terri, Scott, Marc, Stephanie, Michelle, Gurleen – seeking South T Rep position, Joe – seeking Vice President position, Marie – community member, Kelly, Diane – CRC from City of Edmonton

7:35pm Meeting called to order.

Approval of January 22, 2013 Minutes. Motioned: Michelle, Seconded: Scott.

February 20, 2013 Meeting. There were no minutes, reviewed meeting summary as information.

Executive Director – Silent Auction Planning

- E.D. discussed remaining work to be done on the silent auction. Called for support in seeking donation items, volunteers at the event, ensuring that all communications are covered, etc.
- Diane offered to print large posters to put up in the community. Mandy will email her the electronic copy of poster.
- It was discussed that the board could fill out their own bid sheets to assist in expediting the process. Mandy will email the board the bid sheet template and tracking sheets for their donations.
- Mandy will talk to Rod at Riverbend Hall to ensure that we have a designated phone line available in the hall for our credit card machine.

Editor Report

Requested submissions from the board for upcoming issue of the Tribune. Submission deadline was March 13, however specific event information being sought.

CRC Report – Diane

- Provided board with written CRC report.
- Green shacks will be going ahead even though the STEP grants are not coming through this year from the government. The City is offering a \$1000 top up for the program. Diane has included us in the Spring and Summer Shack schedules.
- Informed board of the Community Engagement Strategy Toolkit. Provided us with a copy. This is to assist in bringing people together to work on one project.
- Community Garden meeting to be established. Diane will contact James to discuss further.

Treasurer Update:

South Terwillegar Spray Park:

Construction will commence in this summer for the spray park, with playground opening summer of 2014. Designs should be available in the 3rd week of April, with construction beginning in June or July. Transportation is trying to get the planned path across the park

changed, as they are concerned it will increase incidents of J-Walking. Community Services is supporting the plan (as the opportunity to influence plans has passed), and will escalate the issue within the City of Edmonton.

Motion: Commit to and build the spray deck in the summer of 2013, to be completed in approx Sept 2013. This will also allow for spring 2014 to be used for a "buffer" for extra build time to ensure a spray deck up and running for all of 2014 summer. We will need to provide the funds (\$215k), feedback from the community, etc in the next couple months. (details emailed earlier) Moved by Monte, Seconded by Stephanie
Approved

Communications Director Report:

Stephanie updated the three policies (use of website, signs, and community newsletter) based on the January board meeting minutes.

Approval of the three policies – Moved by Stephanie, Seconded by Michelle.
Approved

Stephanie will explore setting up a resource area on the website to grab documents, other info such as community contacts.

Stephanie introduced three new policies - *privacy*, *electronic letterhead*, and *use community league logo*.

Some concerns about the *privacy policy* infringing on the regulations set out by the Societies' Act. Stephanie will follow up to determine the appropriate roles and responsibilities, and what other leagues are doing.

Use of *Electronic Letterhead* was reviewed. Recommendation was made to add permissions/exemption to executive level of board, those with signing authority. Stephanie will revise the policy.

Use of Logo was reviewed.

Motion to approve Use of Community League Logo Policy made by Stephanie, seconded by Scott
Approved

Stephanie will get final versions of the four approved policies to Mandy.

Membership Director Report:

Update was received for information.

Volunteer Coordinator Report:

The Volunteer Coordinator is able to collect information for the purpose of the program (no privacy concerns).

Terri began a discussion related to how to leverage, communicate and plan for volunteer opportunities.

Casino:

Directors at large were leading the volunteer recruitment for the Casino fundraiser. Need to fill long shifts; with 50 slots to fill for the event, we need to begin to get the word out.

Terri led a discussion about how to thank volunteers for their contributions. Terri will consider putting together a proposal for board review.

President

Discussed creating a template/checklist for carrying out an event. This would act as an easy resource to plan for an event

Introduced Gurleen, discussed her interest as a member at large for South Terwillegar. Electing Gurleen to the board was motion by Terri, seconded by Scott.
Approved

Introduced Joe, discussed his interest in becoming the VP for the Board. Electing Joe to the position of VP was motioned by Terri, seconded by Gurleen.
Approved

Meeting adjourned at 9:16 pm.