

Bellevue Community League

DRAFT Minutes - Meeting of the Board of Directors, November 15, 2016 - 7:00pm - UNAPPROVED

In attendance: Ericka Chemko, Ed Boraas, Erin Armstrong, Jo Nuthack, Judy Nuthack, Brian Finley, Jeff Nachtigall, Dave Cournoyer, Kelly Cameron (CRC), Trish Horobec (Guest)

Regrets: Jeremy Fritsche

1. Call to order
 - o Called to order by Ericka Chemko at 19:13
2. Approval of agenda
 - o M/S/C Erin/Brian
3. Consent Agenda

Board members are expected to have reviewed the previous meeting's minutes and all attached reports prior to the meeting. The Consent Agenda portion of the agenda will consist of a single motion: to approve the minutes of the previous meeting, to accept for information all reports included in the Consent Agenda package, and to approve of all motions included in the Consent Agenda package (outlined below).

 - a. Approval of minutes of previous meetings: September 30, 2016 and October 18, 2016
 - b. Community stakeholder reports
 - i. Community Recreation Coordinator (Kelly Cameron)
 - ii. ~~Abundant Community Initiative (Gory Seibel)~~
 - iii. ~~Edmonton Tool Library (Rebyn Webb)~~
 - iv. ~~Northlands (Darryl Szafranski)~~
 - v. ~~DECSA (Aimee Maxfield)~~
 - vi. ~~Northstars Athletic Club (Marvin/Kerry Heise)~~
 - c. Directors' reports
 - i. President (Ericka Chemko)
 - ii. Treasurer (Jo Nuthack)
 - iii. Vice-president (Erin Armstrong)
 - iv. Communications Director (Jeremy Fritsche)
 - v. Facilities Director (Brian Finley)
 - vi. ~~Program Director (Geoff Lilge)~~
 - vii. ~~Social Director (Jeff Nachtigall)~~
 - viii. Memberships Director (Judy Nuthack)
 - ix. ~~Civics Director (Dave Cournoyer)~~
 - d. Motions included in Consent Agenda, if any
 - i. President (Ericka Chemko)
 - That the proposed In Camera policy be adopted
 - That Erin Armstrong be appointed chair of the Strategic Planning Committee
 - o M/S Erin/Brian to approve the minutes of the previous meeting, to accept for information all reports included in the Consent Agenda package, and to approve of all motions included in the Consent Agenda package
 - M/S/C Brian/Ed that the Section 4 of the proposed In Camera policy be amended, striking "the President of the Board will ask for a motion" and inserting "a Director of the Board will make a motion"
 - o Carried
4. Discussion Points, if any (refer to attached reports)
 - a. Treasurer (Jo Nuthack)
 - i. Presentation from Trish Horobec
 - o Jo introduced Trish, who is an accountant with the Debbie L. Engel Professional Corporation
 - o Trish explained that there are three type of financial reviews typically performed: an audit, a review engagement, and a compilation
 - o Key differences between these three types include cost and the level of assurance provided
 - o Given the nature of Bellevue CL's books, an audit would appear unnecessary
 - o With an audit, positive assurance is provided, indicating that proper accounting standards have been followed

- With a review engagement, negative assurance is provided, i.e. that nothing indicates that proper standards are *not* being followed
 - With a compilation, totals and balances are checked, reconciliation is reviewed, outstanding cheques are looked at, etc. Financials are checked for correctness, that they're not false/misleading, but no assurance is given with regard to specific standards.
 - Jo had questions for Trish regarding single-entry accounting and the production of a trial balance
 - Brian expressed that he is not certain that a compilation being produced does not necessarily add substantial value in and of itself, and that hiring a paid bookkeeper may present similar value but on an ongoing basis, which would also relieve some of the Treasurer's workload
- b. Kelly Cameron (CRC)
- Coliseum Open House is tomorrow (Nov 16) and Thursday (Nov 17) from 3-8pm
 - A feedback mechanism will be provided to allow attendees to weight their priorities for the Coliseum
 - Generators in Borden Park: a ranger will be available to provide additional feedback in the future
 - There is a survey online (until tonight) about Borden Park events
- c. Treasurer (Jo Nuthack)
- Parking lot and hall have been rented to Northlands for two events, for which we have not yet received payment
 - Likewise, the Sonic Boom rental has not been paid
 - Kelly indicated that Charlene with the city is following up on this
 - Jo suggested that if we have a rental agreement valued at \$1000 or more, that we require a downpayment of 10%
- d. President (Ericka Chemko)
- i. BCL's Community Safety Director
 - Ericka spoke to a couple of community members who have been active in discussions around community safety, and both of them were interested in participating in a committee but did not have time to act as chair
 - ii. Establishing a Community Safety Committee
 - A number of recent safety incidents have prompted the creation of a neighbourhood facebook group, etc.
 - As a result, there has been some discussion around establishing a Community Safety committee
- e. Vice-president (Erin Armstrong)
- i. Board workshop ideas
 - Erin circulated a number of options via the consent bundle and is looking for feedback on which options other directors would like to see pursued
 - Ericka suggested that the Government of Alberta's Board Development Program would be a good place to start, as it covers much of the groundwork and fundamentals.
 - ii. Casino application assistance
 - Erin will be sending out reminders about assistance required in the application
- f. Facilities Director (Brian Finley)
- i. 2017 contracts
 - Minus One and Tool Library contracts are ready
 - As per previous discussions, we will forgo any rent invoices to Tool Library until their official launch in January 2017, at which point a one-year term will begin
 - ii. Rentals for single users for 2016/2017, update on Kleen Air
 - Going forward, our focus will be on rentals to internal/community renters as well as maintaining existing rental agreements, which will allow us to focus on maintenance, etc., with regard to the hall
 - Kleen Air has two more dances scheduled, after which they are not planning on holding any more events
 - iii. Future maintenance project funding & establishing accounts with suppliers, BCL credit card

- A credit application will be submitted with some of our major suppliers
 - Ericka would like to ensure that any future work should be done with a fixed scope of work / contract having been arranged
 - Jo mentioned that it would be best if GST was broken out on incoming invoices, to assist with our GST claims
 - Ericka has asked that a brief summary be prepared indicating basic information about any contractors with whom we have regular dealings
- iv. ADT, Sonic Boom updates
- Some additional paperwork needs to be prepared to terminate the relationship with ADT
 - Sonic Boom has not yet paid for their rental. Jo and Brian will follow up.
- v. Snow removal discussion, snowblower
- Brian anticipates bringing forward a proposal to purchase a snowblower in the near future
5. Business arising from the previous meeting's minutes, if any
6. Other new business, if any
- Ericka would like to begin the budget planning process for 2017, anticipating that building maintenance and repair may be a significant category of expense
 - Ericka has circulated draft director position descriptions, and is looking for feedback
 - Erin brought up that the children's program has not been run for some time, and as a result some of our programming is looking a little bit thin. Ericka mentioned that there may be some activity regarding children's tennis, and also the family games proposal.
7. Date and time of next meeting
- The next scheduled meeting is Tuesday, December 20 at 7:00pm
8. Adjournment
- M/S/C Ed/Erin that the meeting be adjourned
 - Meeting adjourned at 21:05