

Bellevue Community League

Meeting of the Board of Directors, July 18, 2017 - 7:00pm

Attendance: Brian Finley, Ed Boraas, Jeremy Fritsche, Judy Nuthack, Jo Nuthack, Rick McAdie, Ericka Chemko, Conrad Siegers, Susan Chin (Member), Melanie Moore (Member)

Regrets: Erin Armstrong, Kyla Fisher, Geoff Lilge

1. Call to order
 - Meeting called to order at 19:08
2. Approval of agenda
 - M/S/C Jo/Judy to approve the agenda
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 meeting: June 20, 2017
 - b. Community stakeholder reports
 - i. ~~Community Recreation Coordinator (Kelly Cameron)~~
 - ii. ~~Abundant Community Edmonton (Cory Seibel)~~
 - iii. ~~Edmonton Tool Library (Robyn Webb)~~
 - iv. ~~Northlands (Fran Lucas)~~
 - v. ~~DECSA (Beth Roehler)~~
 - vi. ~~Northstars Athletic Club (Marvin/Kerry Heise)~~
 - c. Community League reports
 - i. ~~President (Brian Finley)~~
 - ii. ~~Treasurer (Jo Nuthack)~~
 - iii. ~~Vice President (Conrad Siegers)~~
 - iv. ~~Communications Director (Jeremy Fritsche)~~
 - v. ~~Facilities Director (Rick McAdie)~~
 - vi. ~~Program Director (Geoff Lilge)~~
 - vii. ~~Social Director (Erin Armstrong)~~
 - viii. ~~Membership Director (Judy Nuthack)~~
 - ix. ~~Community Safety Director (Kyla Fisher)~~
 - d. Motions included in Consent Agenda, if any
 - i. Treasurer (Jo Nuthack)
 - a. "To allow Kerry Heise online reading and payment(s) of invoices as is now done by me"
 - M/S Rick/Jeremy 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.
 - a. M/S/C Ericka/Brian to amend this motion to read "to approve the minutes of the previous meeting, to accept for information all reports included in the Consent Agenda package" (i.e. excluding the motion)
 - b. Motion carried (as amended)
4. Discussion Points, if any (refer to attached reports)
 - a. Building Committee (Brian Finley/Melanie Moore)
 - Melanie volunteered to work with the Building Committee to investigate grant opportunities
 - The first grant described is a matching grant, Community Facility Enhancement Program (provincial)
 - Deadline for application is September 1
 - BCL is third in the queue for the upcoming Energy Audit
 - Potentially we can investigate matching these funds against CLIP and/or the provincial energy grant
 - If all applications are successful, we'll be able to make significant improvements to the state of the hall

- Once the CFEP application is submitted, we will be able to begin making improvements to the hall
 - M/S/C Brian/Rick that \$70,000 be allocated to building renovations and upgrades over the next twelve months, based on recommendations of the Building Committee
 - Melanie mentioned that many of the high priority items are indicated in the Stantec report
 - Some items may also be relevant to future energy-related grants (e.g. windows)
 - M/S/C Brian/Rick that Melanie Moore apply, on behalf of the Bellevue Community League, for the Community Facility Enhancement Program matching grant in the amount of \$70,000
 - Melanie led a discussion of the history of the league's exploration of having the league hall designated as a historic building
 - Melanie explained that the first step is to have the building added to the City's inventory of historic sites
 - Melanie solicited feedback from the board regarding whether the board would like to proceed with exploring this designation
 - In Melanie's opinion, the building has a number of attributes which would make it suitable for a historic designation
 - M/S/C that Melanie Moore apply, on behalf of the Bellevue Community League, for an amendment to the historic inventory to include the Bellevue Hall
- b. Administrative and Facility Assistant (Mohammad Ansari)
- i. Board policies (see presentation, pages 8-9 of agenda bundle)
- c. Treasurer (Jo Nuthack)
- Jo provided a verbal summary of his report, which he distributed in print, which will be further distributed electronically to directors and retained on file
 - Currently, Jo is paying bills, etc., directly (via online banking) and then sends the paperwork to Kerry
 - Kerry suggested to Jo that it could save some of Jo's time to have Kerry take care of online bill payments
 - M/S Jo/Brian to allow Kerry Heise online reading and payment(s) of invoices as is now done by Jo
 - a. Ericka expressed concern that granting access to online banking to a non-signatory may present a practical risk
 - b. Jo explained that he is presently able to read account details and to pay bills, but cannot manipulate board funds beyond this. He suggested that Kerry's access be configured similarly.
 - c. Ed asked if there are presently any practical day-to-day issues with the current arrangement. Jo indicated that there were not.
 - d. Brian suggested we may wish to re-establish the Financial Committee to come back to the board with recommendations.
 - e. Ericka mentioned that draft Terms of Reference for the Financial Committee exist on the BCL Dropbox
 - f. Motion defeated
- d. Past President (Ericka Chemko)
- Our summer student is not eligible for funding under the anticipated program, due to his residency status
 - The intent is to continue per the existing contract, bearing the full cost of the contract
 - Ericka requested feedback on the proposed (draft) financial policy (as distributed)
 - Ericka also requested feedback on what policies may be valuable to develop in future
 - By the end of his term, Mo will have three policies/procedures to present to the board
- e. President (Brian Finley)
- Community swim has been renewed
 - Area G meeting was held at BCL recently
 - Energy audit is proceeding (we are currently third in line)
 - Brian met with the Highlands EPL representative earlier today
 - The Highlands EPL branch has space for 40 people, which is often underutilized
 - The Northlands contract has been received and is complete
 - The CLOG application has been filed; apparently our CRC was not made aware of its status in advance

- Northlands provided a number of gate passes for the league to distribute
 - M/S/C Brian/Rick to re-strike the Financial Committee: Jo Nuthack as chair, with Brian Finley, Ed Boraas, and Conrad Siegers as members
 - Ericka discussed the Edmonton Heritage Council's project accelerator grant
 - BCL applied for the grant for a recording of the Bellevue song, but unfortunately we are ineligible because one of our directors is a staff member at the Council
5. Business arising from the previous meeting's minutes, if any
 6. Other new business, if any
 7. Date and time of next meeting
 - Brian suggested that we not meet in August, and that our September meeting be held on September 12 (rather than the scheduled September 19)
 - M/S/C Brian/Jo that there be no board meeting in August, and that the next meeting be held September 12 in lieu of the scheduled September meeting
 8. Adjournment
 - M/S/C Rick/Conrad that the meeting be adjourned
 - Meeting adjourned at 20:20