

Bellevue Community League

MINUTES: Meeting of the Board, June 9, 2015 - 7:00pm

1. Call to order
 - Meeting called to order at 7:04pm with Brian Finley in the chair and Ed Boraas recording
 - Present: Ed Boraas, Jo Nuthack, Janice Fleming, Judy Nuthack, Grace Kelly, Brian Finley, Erin Armstrong, Geoff Lilge, Cindy Lilge, Jeff Nachtigall, Dave Cournoyer, Melanie Moore, Elizabeth Metcalfe, Marvin Heise, Beth Roehler, Shannon Murray, Darryl Szafranski, Sgt. Keith Pitzel, Sgt. Cathy Ruskin, Amanda Henry, Kerry Weeks, Nathan Mison, Ericka Chemko, Greg Brandenburg
2. Approval of agenda
 - M/S/C by Jeff Nachtigall
3. Approval of minutes of last meeting
 - a. Meeting of April 8, 2015 (regular board meeting)
 - M/S/C by Janice to amend the minutes to reflect the motion that had been made to allocate the money gathered from student parking be allocated to snow removal and parking lot maintenance
 - M/S/C by Jo to accept the minutes as amended
 - b. Meeting of May 6, 2015 (post-AGM meeting)
 - M/S/C by Janice to amend the minutes to note that there was a motion postponed until the June meeting that new Director positions be created and Donna James and Kerry Weeks be appointed to them
 - M/S/C by Geoff to accept the minutes as amended
4. Community Stakeholder Reports
 - a. Historical Mural Project (Melanie Moore, Janice Fleming)
 - Janice and Melanie presented a printed report (on file)
 - Janice described that the 1950s exterior needs added vibrancy and community interest which could be provided by the mural project and discussed the major themes and historical foci of the project. An open house was held June 9, with a second open house to be held in the future. Janice spoke to CHED about the project. Melanie mentioned that the building looks “a bit tired” but is otherwise beautiful. Melanie discussed the process involved in applying for the Heritage grant. Donations were received from Northlands and

the City of Edmonton to match the grant funding, as well as from Concordia University of Edmonton. The large, bushy pine out front of the hall will be removed by Forestry, at the league's cost (Shannon reports an estimated cost of \$2,450). Melanie has volunteered to organize heritage events (melanie.moore@shaw.ca). Further details on the mural project are available in the printed report.

- Janice reported on a historic tour she'd like to organize around Community League Day (Sept 13). Arie Jol quoted \$400. Janice discussed a fundraising proposal involving historical photos. Janice mentioned that this has traditionally been a time where new programs have been launched. Memberships are sold, kids' activities held on site, etc., all of which contribute to the vitality of the board.
 - Janice reported that Alberta Culture did not approve the additional grant request.
 - Janice would like to set aside approx. \$3,000 for event costs and promotional materials.
 - Janice indicated that \$10,000 is necessary to paint the hall and mount the mural.
 - Over the next four weeks, consultation has to be completed, the artist (Lorraine) needs to gain access to the room to produce the mural itself.
 - Melanie mentioned that the tree removal does not strictly hold up the project, but rather reduces its visibility. Likewise, the hall repainting/cleanup is not, strictly speaking, a prerequisite for the completion of the mural.
 - Brian inquired about project/budget status. Janice indicated that this was passed already, so no new motion is required.
 - Geoff observed that the quote did not indicate that painting the trim was included. Janice assured the board that painting of the trim is included.
- b. Community Recreation Coordinator (Shannon Murray)
- Shannon presented a printed report (on file)
 - Topics included in her report included the Green Shack and Day Camp programs, the Community League Operating Grant, parking (including student memberships and signage), structural projects requiring city approval, Neighborhood Watch encouraging block

parties, and an upcoming session on June 22 regarding charitable status for community leagues.

- Brian mentioned that, with the vacancy in the CRC position for Highlands, it may make sense to have Shannon act as CRC for them as well. Shannon indicated this is under discussion.

c. Northlands (Darryl Szafranski)

- Darryl presented a printed report (on file). Topics included:

i. K-Days

- There will once again be a south stage in the SE parking area

ii. Outdoor events

- Darryl explained some of the sound mitigation strategies around Sonic Boom and other events
- Some running events (such as Color Me Rad) have been redirected elsewhere
- Porkapalooza, Sonic Boom, Canadian Derby, ongoing race events

iii. Northlands Urban Farm

- Further details are available in the printed report
- Dave asked if there will be further opportunities for consultation once there is a better understanding of which option for the future of Rexall Place is looking most likely. Darryl replied that this is planned, and that he expects that to occur this fall.
- Brian asked about Northlands Neighbors. Darryl responded that he expects another meeting this fall.

d. Abundant Community Initiative (Greg Brandenburg, Elizabeth Metcalfe)

- Greg distributed a proposal to each of the board members (on file)
- Greg gave a brief overview of the history of the ACI, mentioning that it began several years ago in Highlands and is now active in over 15 neighborhoods across the city. The main goal is to “increase neighborliness” by means of a “Neighborhood Connector” in each community. The proposal is that Greg be the Neighborhood Connector for Virginia Park and Elizabeth for Bellevue. Their primary job would be to recruit block connectors, who follow the Neighborhood Conversation Guide (on file) to encourage community discussions and exchange of skills/gifts/assets, with these skills recorded in a community database, owned by the Community League. Those who express interest in various subject areas would be asked if they are interested in leading activities in

that area of interest. Information gleaned may be presented on the website and/or the league newsletter.

- Janice asked about protecting personal information, using the example of a teen looking to make contact with a peer. Greg explained that the goal is to facilitate making connections. In many cases, this would be done via the neighborhood/block connector or activity leader, with the parent/guardian's permission.
- Janice asked about the potential presentation of interest data on the website. Greg explained that topics of interest and the number of respondents who were interested could be presented.
- Greg expressed that he hopes connections between Virginia Park and Bellevue could be fostered or strengthened through this process.
- Greg reinforced that this is a project which is launched and may take years to reach full development. See the printed proposal (on file) for details.
- Greg mentioned that funding is in place to support Greg and Elizabeth's work for the ACI. Greg has written CIP grants for other neighborhoods to further support the implementation of the project.
- Greg reiterated that the city has no control over or access to the ACI data.
- M/S/C by Geoff that the Bellevue Community League support the Abundant Community Initiative in theory and in spirit
- Discussion followed about reporting and communication, and consensus developed that the Neighborhood Connectors would liaise with BCL's Social Director.
- Greg can be contacted at brandkrink@yahoo.com and Elizabeth can be contacted at bellevueconnector@gmail.com

e. DECSA (Beth Roehler)

- DECSA hosts an annual pancake breakfast. This year it will be held on Wed, July 8th from 7:30-10:30am at 11515 71 Street. Over 450 served last year. EPS, EPL will be there; there will be a photo booth, tug of war, and great food. Beth would like a motion to approve support for the pancake breakfast for grant purposes.
- M/S/C by Janice that the Bellevue Community League support the DECSA pancake breakfast for the purposes of their grant application.
- Beth reported that DECSA will be hosting a job fair at the Indigenous Games in Borden Park.

- Beth explained DECSA is a non-profit to support people who have barriers to employment and supports transitions to employment, entrepreneurship, and education.
- f. Northstars Athletic Club (Marvin Heise)
- Bringing Northstars and Braves together
 - Looking to establish dates and fees for the coming year and conditioning camp
 - Brian requested the Marvin lead a brief tour of the Northstars facilities at the Bellevue Hall
- g. EFCL (Amanda Henry)
- Amanda introduced herself and the EFCL, and explained Bellevue's relationship to EFCL
 - Amanda is available to offer board development seminars for half- or full-day sessions on subjects such as strategic development, parliamentary procedure, new board member orientations, and policies and procedures
 - Amanda is happy to take questions from board members, and distributed business cards. She indicated that she prefers email when possible.
- h. Issues with past financials (Jo Nuthack)
- i. Sgt. Pitzel introduced himself and his role as community liaison.
 - ii. Sgt. Pitzel explained that he was made aware, in February, of issues related to Bellevue's financial records. He has spoken with a number of people, with more conversations to come. At the end of this process, a determination will be made as to whether criminal charges will be laid. At the conclusion of the process, the information gathered becomes public.
 - iii. Sgt. Pitzel can be contacted at keith.pitzel@edmontonpolice.ca or 780-426-8153
 - iv. M/S/C by Brian that the issues related to the financials be referred to the Executive Committee for discussion and for a report back to the board.
 - v. Amanda explained that as a board member (rather than as an individual), insurance is in place provided you are acting reasonably and in good faith. She recommended that, if you are asked for comment, to refer to the body responsible (e.g. the Executive Committee) and that nothing be minuted which is not objective fact. She explained briefly directors' fiduciary responsibility to act in the

interest of the League, and responsibility to disclose any conflicting interest (e.g. personal relationships) which may exist.

- i. Porkapalooza (Nathan Mison)
 - Nathan spoke about the upcoming Porkapalooza barbecue competition and festival to be held in Borden Park
 - Alberta Pork has invited Alberta Milk, Alberta Eggs, Alberta Chicken, and Alberta Turkey as well
 - There will be a judged competition, a kids' zone, and a Fathers' Day focus
 - There will be a demonstration at the amphitheatre
 - Saturday night they will be hosting Edmonton's first outdoor "food fight" cooking competition
 - Nathan discussed a number of exciting partnerships with community organizations (Stollery, LESS, etc)
 - Alberta Pork would like to use the hall Friday, Saturday and Sunday (June 19-21) for their volunteers
 - The area will be fenced and security will be provided
 - Admission is free Saturday and Sunday (Friday night's Ribfest is a \$10 event)
 - More information can be found at porkapalooza.ca
5. President's report (Brian Finley)
 - Brian presented his printed report (on file)
6. Treasurer's report (Jo Nuthack)
 - a. Financial report
 - Jo presented his printed report (on file)
 - Jo noted that he has placed the board funds in a reserve fund, and then transfers money out of that fund as required on a monthly basis
 - Jo noted that any revenue above \$12,000 per annum is GST taxable
 - Jo emphasised that we do not have enough cash in reserve to continue to operate long-term, and thus we are very dependent on rental income, etc., in order to remain operational. Jo asked that events being proposed should at least bring in enough revenue to cover its own costs, or at least close to it.
 - Brian asked whether reserves were kept in a separate bank account. Jo responded that the separation is simply for our accounting, and that all money is located in a single bank account.

- Brian asked if Janice could assist in preparing the application for the league operating grant. Janice indicated that she would provide last year's application.
 - M/S/C by Jo that the Financial Report be accepted
- b. Signing authorities
- Signing authorities are currently Janice, Grace, and Jo.
 - M/S/C by Jo that the signing authorities be updated to: Brian Finley (President), Erin Armstrong (Vice President), and Jo Nuthack (Treasurer) and no others
- c. Appointment of auditor
- No audit has been performed, as we do not currently have access to the historical financial records (prior to September 2014)
 - An auditor should be assigned to review the records from September 2014 onward
 - Ericka Chemko mentioned that CGAs are required to do some volunteer hours to maintain their certification, and bookkeeping work for Community Leagues would meet this requirement
 - M/S/C by Janice that Donna James be appointed as one of two member auditors for the financial records from September 2014 onward
- d. Budget requirements, fixed income/expenses, procedures & receipting/record-keeping
- Jo requests that all committees prepare and present a budget for any expenses and/or income expected throughout the year
 - Discussion was held regarding the formation of the Finance Committee (Bylaw 6.4.4), which consists of the Treasurer (chairing the committee), the President (ex officio member of all committees), and three League members.
 - M/S/C by Ed that Geoff Lilge, Erin Armstrong, and Ericka Chemko be appointed as members of the Finance Committee
 - Jo reiterated that past bookkeeping practices were "at best unusual." He reiterated that money should never move from person to person without the issuance of a receipt. Jo has receipt books available for anyone who receives money for league purposes.
7. Business arising from the minutes
- a. Community League Day (Janice Fleming)
- Geoff observed that Community League Day is September 19
 - Janice mentioned our event was originally to be held on September 5, but that it had to be moved for Sonic Boom

- Geoff said that it would be preferable to hold the event on Community League Day; Janice responded that the 13th is the beginning of that week, and is thus close to the official Community League Day
 - M/S/C by Geoff that Bellevue Community League Day be timed to coincide with the EFCL's Community League Day in 2016 and that no conflicting events will be booked for that date
- b. Eastglen Pool (Erin Armstrong, Dave Cournoyer)
- After meeting with Rob Smyth, the City has admitted that they mishandled the proposal with Swimland. They are taking the proposal back to the drawing board to try to ensure adequate availability for community members, other groups, and possibly Red Cross swimming lessons. The proposed pilot this September will not be occurring, pending further community consultation.
 - A letter from Rob Smyth has been placed on file.
 - Jeff suggested drawing more attention to the community league swim via Facebook, the website, etc. Dave suggested adding the information to the sign.
- c. Parking: K-Days and other (Jo Nuthack)
- Jo mentioned that we need a group of people to coordinate K-Days parking at the hall. Jo would like to see at least four people per shift. Last year, there were 2 people per shift.
 - Janice asked about rates: Last year, parking was \$10 per vehicle with no re-entry.
 - It was reported that Northlands is planning to increase their rate to \$16 this year.
 - M/S/C by Jeff that our K-Days parking rate be increased to \$15 this year.
- d. Building condition (Geoff Lilge)
- Geoff reports: HVAC system needs an overhaul. Upstairs system reportedly fails in the winter. Emergency lighting needs to be repaired. Windows are in very poor condition. Main hall floors are in poor condition. Priorities for grants, etc., should be: HVAC, windows, and floors.
- e. EFCL AGM report (Janice Fleming)
- Janice reports: We now have a wind flag with our name on it. The Community League Showcase is tomorrow night at 6:30pm at Santa Maria Goretti. The Leagues Alive conference will be held on Saturday, November 21 at MacEwan's Robbins Centre, and

Janice encourages anyone interested to attend. Heritage Festival is expanding with a number of new countries represented; EFCL will continue to have a presence. Last year, Root for Trees planted Japanese lilacs in front of the hall. EFCL would like to encourage all leagues to participate on Friday, July 17 in the K-Days parade, which begins at 10am. Janice has registered Bellevue as a participant with 30 volunteers.

- f. Creation of new director positions
 - Neither Donna James nor Kerry Weeks are interested in pursuing the proposed positions, so no new positions need to be considered.
8. New business
 - a. Establishing committees (board discussion)
 - *Postponed until next meeting*
 - b. Bellevue Social Club (Geoff Lilge)
 - Geoff distributed a printed proposal (on file) to create the “Bellevue Social Club” as a self-sufficient fund-raising sub-committee of the Bellevue Community League.
 - BSC would provide a venue for social events such as pub nights, movie nights, music nights, etc.
 - Geoff indicated that community members complain about the lack of access to the Centennial Lounge (and other League spaces). Geoff proposes enhancing the Lounge to provide a well-decorated, friendly space for community social events and to provide a hub for community activity. He would like to put a call out to donate items to furnish the space to enhance its appeal and expand opportunities for rentals and revenue generation. Geoff envisions this occurring without any financial investment: volunteer labor and donated furniture.
 - M/S/C by Geoff that the League create the proposed Bellevue Social Club as a subcommittee and decorate the Centennial Lounge to enhance its viability for rentals and revenue generation
 - Erin asked if renters generally use the Lounge space. Janice replied that most renters only rent the main floor space, but that having both spaces in use simultaneously can lead to conflict. She noted that expectations must be managed appropriately, and work be done to avoid opportunities for conflict.
 - Janice noted that a previous treasurer did not want to see the Lounge space open for use, and that she championed opening that space more broadly and making it available for rent and other use.

- c. Communications strategy (Jeff Nachtigall)
 - Jeff presented a printed proposal (on file) for a Board communications strategy
 - The website is the formal voice of the League and should be considered the official organ of the League
 - The Facebook page is the informal face of the League and can be used to generate interest, report on events, and generally draw attention to League activities
- d. WiFi/Internet (Geoff Lilge)
 - *Postponed until next meeting*
- e. Casino (Erin Armstrong)
 - Erin reported that a great number of leagues use casinos as their primary fundraising activity. Turnaround time for new casino applications can be approximately 18 months. The first step is to find out if we're eligible for a casino. Expected use of casino proceeds is required in the application. The Stantec report was mentioned as a source of activities to fund with casino funds. Cindy also mentioned the kitchen as requiring funds. Erin asked if the old application could be found to give us a head start. We will need to open a bank account specifically for gaming funds. Nicki Starr(?) from Highlands has offered to help with the application. In the event we are declined, detailed rationale is provided, and there is an appeal process.
 - M/S/C by Erin that the board authorize Erin to gather all required information and proceed with the casino application process
- f. Grant opportunities (board discussion)
 - *Postponed until next meeting*
- g. Board governance, training, and strategic planning (Brian Finley)
 - There have been discussions with Shannon regarding strategic planning and Amanda regarding board training
- h. K-Days parade, July 17 (Janice Fleming)
 - *This subject had been covered in a prior agenda item*
- i. Student memberships (Jo Nuthack)
 - Jo raised the question of whether the board wishes to offer student associate memberships again this year. Last year, they were used to generate funds for snow removal and parking lot maintenance.
 - Jo clarified that the membership rate that was used for student memberships was far in excess of other membership categories.

- Janice explained that the purpose of the student memberships was to discourage students from parking in the community
 - M/S/C by Brian that the issue of student memberships be referred to the Finance Committee
- j. Memberships (Ed, for Kyla)
- *Postponed until next meeting*
- k. Hardcopy vs electronic documents (Ed Boraas)
- *Postponed until next meeting*
- l. Front yards in bloom (Janice Fleming)
- Janice reported that a thank-you meal was held at the hall on Sunday
 - Deadline for nominations for this year is the end of June
9. Date and time of next meeting
- M/S/C by Jeff that the Board meetings be held on the second Tuesday of each month at 7pm, starting July 14
10. Adjournment
- M/S/C by Ed that the meeting be adjourned
 - Meeting adjourned at 10:33pm