

# BLACKMUD CREEK COMMUNITY LEAGUE BOARD MEETING

## MINUTES OF MEETINGS

DATE: May 15, 2018

LOCATION: Johnny Bright School Library

TIME: 7:30 P.M.

CHAIR: Rob Powell

PRESENT: Rob Powell, Jonathan Spence, Jill Gurela, Danita MacDonald, Diana Powell, Freya Fu

ABSENT: Garrick Ma, Tunde Obasan, Linda Bombardieri

MINUTES: Jill Gurela

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### **CALL TO ORDER AND ESTABLISH QUORUM**

Rob Powell Called the Meeting to Order at 7:35 PM and Quorum was established

### **APPROVAL OF AGENDA**

*Addition by Rob Powell: Callaghan Playground Liaison.*

*Second Addition of "Social Media Content" by Freya Fu*

*Motion by Danita MacDonald seconded by Freya Fu. Motion unanimously carried.*

### **APPROVAL OF MINUTES for March 2018**

*Upon a motion duly made by Freya Fu and seconded by Danita Macdonald to approve the minutes of our March meeting. Motion unanimously carried.*

### **BUSINESS ARISING FROM THE MINUTES**

- No progress on the installation of the Basketball nets at Allard Rink. The Rink Agreement has been signed with city. Rob Powell has tried to follow up with the City. Rob Powell and Jonathan Spence will follow up with Linda Bombardieri. Diana Powell stated that she has to reapply to AGLC to use casino funds for the installation of the nets.
- Tunde Obasan met with Southpointe Church regarding Canada Day. Southpointe Church is not hosting the Canada Day celebration this year due to lack of funding.
- Rob Powell got a list of city approved Fireworks vendors and asked Tunde Obasan to follow up with the possibility of having Canada Day fireworks for our community.
- Freya Fu mentioned that we can borrow free event equipment from Atco Gas. They offer it for community events.

- Rob Powell and Diana Powell have followed up with AGLC and our account is no longer “suspended”. Diana Powell said she had a conversation with AGLC regarding the \$10,000 of casino money for the Blackburne Playground. AGLC informed her that we will have to resubmit an application to use casino funds for the Blackburne playground.
- Rob Powell informed us that the Tool Library membership has been purchased.

- **PRESIDENT (Rob Powell)**

- Operating Grant due by around the 25<sup>th</sup> of April. Rob Powell is doing the 2017 and 2018 return. Rob Powell received a letter from Service Alberta regarding filing a return for the Community League. May 31 is our anniversary for being a Community League. A return needs to be filed each year by 31<sup>st</sup> of May each year. We cannot apply for our grant without having a return filed.
- Rob Powell will be doing both the 2017 and 2018 returns. He tried to do the 2018 return and Service Alberta stated said we needed to file the 2017 return first. Rob Powell will make the 2017 return a priority. He will receive a Proof of Filing. Then he can take that to the city for Operating Grant.
- Rob Powell and Diane Powell have been in communication with AGLC regarding use of casino funds and having our account “unsuspended”
- Rob Powell has started a Board Governance Document. This document will include dates that returns need to be filed, dates to apply for grants, and other annual “to do’s”. It will also include items such as “how to change bylaws”. Diana Powell also suggested the Governance Document should include Treasurer information (T4’s ROE’s, Remittances)
- Rob Powell attended a meeting regarding the LRT expansion. Not much new information to report, the city mostly just offered reassurance that the LRT expansion is on track. The city discussed crime statistics in the neighbourhoods around the south LRT. They had the crime rates through the years; there has not been much increase with the exception of Empire Park by Southgate Mall is up but mostly car break ins.
- They addressed the environmental impact of the LRT; impact of building a bridge over the creek.
- There was a consultant that provided a presentation on LRT noise levels. Rob Powell stated that all of their analysis regarding noise is very conservative in their numbers.
- Rob Powell stated there will be a public meeting regarding the LRT in June or July. The city is still discussing putting a LRT stop in Twin Brooks.
- Rob Powell is hoping to hear back from Heritage Point Community League regarding joint participation in Canada Day event or fireworks.
- Rob Powell had an older map from Heritage Point Community League that shows they had plans to build a hall and rink.
- Rob Powell had a poster from Nathan Ip and EPSB for a Family Fun Day on June 16<sup>th</sup>.

- **TREASURER (Diana Powell)**

- Budget \$209K; at \$183/k – differences are grant and memberships, over on soccer revenue
- Budgeted \$42K for soccer revenue however soccer revenue has been \$45K
- \$127K spent in expenditures; so far this year there has been no advertising costs and no programing costs
- Callaghan Playground needs \$27K

- Sports \$5K for rink, \$1200 expenses
- Soccer under budget, expenses are SWEMSA memberships, coach fees
- \$81,517 in our operating account
- Some cheques not cashed.
- Casino account – zero revenue this year. \$5000 has been given to Blackburne; nothing to Allard. Soccer over budget, due to Soccer Alberta changing net and ball sizes this year. Under budget at the rink by \$7200, credits received from Epcor
- \$138,000 in cash in Casino fund.
- Diana Powell will get the mail key cut.
- TRAC sent us some memberships they sold but the number of memberships didn't match the cheque they sent. 9 membership cards received but only \$150 received.
- Diana Powell discussed the cash logs from the rink. Based on the logs we should have had \$750 cash from the rink. Diana Powell has the logs and figured it to be \$204 short, not including a float. The concession sales are recorded but seems to be an error in the membership log?
- Diana Powell would like to have a better system for handling cash.
- Discussion on purchasing a Square Credit Card. Diana Powell will look into it.
- Diana Powell had a discussion with Shannon Neighbour from the Callaghan Playground committee about Callaghan Playground Committee having cheques come through our account; and the best way to handle those cheques that are for the Callaghan playground.

#### **FREYA FU (Communications)**

- The Allard developer MLC is very active on Social Media; Freya Fu has been active in posting on our new Instagram page
- Freya Fu will do more social media posts on the communities in our Community League (points of interest, etc.),

#### **FACILITIES (Jonathan Spence)**

- Jonathan Spence stated that the basketball nets have been replaced at Blackmud Creek Park
- Jonathan Spence fixed the temporary basketball net at Allard Rink. He filled it with sand in the base. Rob Powell suggested chaining it as well.
- Jonathan reported on the possibility of tennis courts at the rink; the company that installs it can drill into the concrete and cap it where the posts would go in. Jonathan Spence will get a quote from the company that installs. Diana Powell asked Jonathan Spence to send her this quote when received so she can send it into AGLC to be approved for usage of casino funds.
- Jonathan Spence discussed the Rink Water system that Rob Powell looked at several years ago. At this time it's too expensive for us.
- The Rink shack expense should be covered through the operating grant; not much fundraising will be required.
- Jonathan cleaned out the rink, lots of dust and dirt in there. It will be better when they neighbourhood is built up more. Lots of dust/dirt due to construction in the area.
- Rob Powell will follow up with Linda Bombardieri regarding the city paving the rink parking lot. The city had previously promised to pave the parking lot for us but it has not been done yet.

- Jonathan Spence talked to Superior Propane about removing the propane tanks for the summer but Superior told him it would be cheaper to pay the monthly rent than the charges for removing and bringing them back.
- Freya Fu asked Jonathan Spence about needing more help for the rink; Freya Fu said that when it's time she would put it out on Social Media; she just needs to know exactly what wording to use.

### **SOCCKER (Danita MacDonald)**

- Danita MacDonald reported that Refs are no longer being paid cash each time; Danita MacDonald said now at the end of each round the Refs will be paid by cheque. This will allow for better tracking of the Ref's payments. Danita MacDonald will keep track of the refs and the games and submit it to Diana Powell and she can cut cheques for each ref for the number of games they refereed. Each round is approximately one month
- Waiting on Timbits Jersey's for U4/U5

### **NEW BUSINESS**

#### **New Board Members**

- Thomas Varghese has resigned from as Membership Director
- Rob Powell met with Carolyn Gillespie for the Membership Director position; Carolyn attended the ANNUAL GENERAL MEETING and emailed that she was interested in volunteering on the board. (Carolyn was not in attendance at this meeting).

***A motion was duly made by Diana Powell and seconded by Freya Fu to elect Carolyn Gillespie as the Membership Director. Motion unanimously carried. This is subject to a police check.***

- Discussion about what the duties are the Membership Director.
- Diana Powell suggested that a membership director could solicit to have local businesses offer discounts to our members
- Rob Powell will ask Carolyn Gillespie to pick up the membership supplies from the EFCL.
- Diana Powell suggested we look at the program "Go as a Group" for our members. Diana Powell will get more information on the Go as a Group program.
- Rob also met with Marcelo Figueira – for the Civics Director position. Marcelo Figueira is an Urban Planner and already serves on various planning committees. Marcelo is the perfect fit for the Civic Director position.

***A motion was duly made by Diana Powell and seconded by Danita MacDonald to elect Marcelo Figueira as Civics Director. Motion unanimously carried. Subject to police check.***

#### **Social Media Content**

- Freya Fu inquired about how we get information for our social media content. Rob Powell stated he signed up to City of Edmonton Events, Heritage Valley, and other social media feeds and will often share their posts or information.
- Freya Fu asked more details about what to post on social media.
- Freya Fu suggested doing a meet your board member feature. All agreed that would be a good idea. Diana Powell tied into that with a "Meet your Neighbour".

#### **Events**

- Canada Day Fireworks: Tunde Obasan will look into Fireworks vendors (city approved)

- Community League Day: We have chosen September 8<sup>th</sup>, 2018 for Community League Day (most leagues will be doing September 15, 2018). We typically host ours one week prior. Starts at 5pm – 8pm with bouncy houses, snow cones, games, etc. and then we will host a free outdoor movie starting at dusk. The location is Blackmud Creek Park. Jill Gurela will provide Tunde Obasan with the details and contact information for booking vendors for Community League Day.
- Oktoberfest: We discussed hosting an Oktoberfest; possible date October 13<sup>th</sup>. Tunde Obasan will check to see if the Rugby Club is available or other options if not available.

#### **Policy and Elections**

- Rob Powell discussed the ANNUAL GENERAL MEETING Election Policy (which different from a board position being filled during the year). – Our election policy dates back to 2013. It states we require a nominating committee; we need to remove that line from the policy. We usually discuss as a board prior to the ANNUAL GENERAL MEETING the positions the current board members will be filling and the vacant positions. Our policy states that 7 days prior to the ANNUAL GENERAL MEETING we need to share our nominees for vacant social media/email. When we put the notice out for the ANNUAL GENERAL MEETING we need to include the ANNUAL GENERAL MEETING Election policy with the notice. We also need to add in the policy that Only *board members that have served on the board can be President*. We discussed that a President should have served on the board in the last several years.
- Diana Powell said that we need someone on the Callaghan Park Committee. We also need to have someone take out the licenses for their raffles and draws. We will get a list of their events so we can see who can attend each event and take out the license. The person who takes out the license for AGLC has to be at the event.

#### **NEXT BOARD MEETING**

**June 19, 2018; at Johnny Bright School Library**

**Adjourned: 9:43pm.**