

Meeting held 08 January 2008.

PRESENT

Rob Sharman (RS)
Craig Pilgrim (CP)
Brandy Luedemann (BL)
Andy Kaulbach (AK)
Bill Bowers (BB)
Curtis Treen (CT)
Donna Hinchey (DH)
Andrew Mclsaac (AM)
Mylene Mclsaac (MM)

ABSENT

Ed Butler (EB)

Meeting called to order by Rob Sharman at 1922h.

1. APPROVAL OF AGENDA

The agenda was reviewed by all in attendance (led by RS) and all were in favour of proceeding with the meeting, with the addition of DH to the agenda to provide an update from the City/ EFCL.

2. REVIEW AND APPROVAL OF PREVIOUS MINUTES

The minutes from the December meeting were reviewed and discussed.

Motion: Brought forward by Mylene Mclsaac to approve the minutes from the last meeting.

Second: Motion seconded by Brandy Luedemann.

Result: All in favour -- Passed.

3. NEIGHBOURHOOD WATCH (NW)

Update provided by MM. Currently having a third-party review completed on Lewis Estates NW program. MM provided a history of 2006 crime stats for the Lewis Estates communities. Basically our communities' crime levels are somewhat insignificant compared to other communities; with Lewis Estates having mostly property crimes and only a handful of those.

MM to provide safety articles, crime prevention tips etcetera to the website. She also has a number of other ideas for things to post to the website that will promote neighbourhood safety and the NW program. An update on the NW program is being included in the January newsletter.

MM indicated that the NW mascot might be available for the family fun day in February.

4. MEMBERSHIPS

CT provided an update. There have been a total of 215 memberships sold this year so far (actually in the bank) and there are still two volunteers with outstanding memberships that have been sold but not yet turned into CT.

For budgeting purposes, LECL had anticipated selling at least 250 memberships. CT requested a final push on membership sales in time for the next meeting – all members agreed. The goal is to get five to ten more sales from each executive member by the next meeting. CT will also ask a couple of the volunteers if they can continue into early February to get some more memberships sold.

West Edmonton Mall requires an accounting of the passes – CT wants to be able to turn in to WEM in February.

5. TRAILER UPDATE

The trailer is again getting pretty messy and requires cleaning. Garbage etcetera is accumulating beneath benches and the floors are dirty etcetera. Small group from executive agreed to go over and clean again next Sunday at 0800h.

Broken/ damaged doors are being repaired this week. The total was \$1,200 to replace the exterior doors and locks and make the trailer more secure. It was going to cost \$400 each for solid core doors for the interior so the decision was made to leave them as is for the time being. RS will also try to get a plumber in at the same time to look at our plumbing issues (e.g. toilet drainage/ possible heat trace issue). One toilet is broken – possible that it froze. There is also another broken window. The furnace (pilot light) for the trailer keeps going out and had to be re-lit several times since the last meeting.

Discussion regarding installing real security cameras with recordings of activities however concerns raised about potential liabilities. Group agreed no final decision until more is known about the issue.

6. ACCOUNTING/ TREASURER

AM has made significant progress plowing through all of our financial records – needs another two weeks or so to complete his review and to be confident he is familiar with all of our historical financial dealings.

AM provided the group with several sample documents he is considering using for internal financial reporting and tracking. Included were a simple statement of accounting and sample expense statement. AM also provided a summary of a sample grants received document with sample figures. AM created a deposit form to list cheques on – this makes the deposits much easier.

AM gave an update on payables including some examples where we have been paying late fees on certain accounts (e.g. Epcor, Direct Energy). Group agreed that obviously this should not be happening when there is money in the bank. Much of this has been attributed to the changeover in executive and delays in updating certain service providers with new addresses. In other words, this is a transition issue and not an accounting or financial issue – all the files were received in a box from the previous treasurer. Group discussion regarding the possibility of other outstanding invoices that have been lost in the transition as well as how to handle payables moving forward. By-and-large the AP/ AR has been cleaned up.

Group discussion about what and how AM should be reporting the financial status internally to the executive. Agreement that a one-page financial summary delivered to the group at each meeting would be satisfactory provided a more detailed statement was provided quarterly. CT suggested a simple form showing payables and receivables referenced against the budget. AK suggested a more detailed quarterly report.

DH provided an update to group regarding the League Maintenance Renovation Grant we received in the past – the City has amended some of the guidelines since we received our disbursement. More lengthy discussion about a history of confusion/ miscommunication between LECL, EFCL, and Alberta Lotteries regarding the status of grants that we have received and whether the final reconciliation has been delivered by LECL as required. This appears to be a more current problem and seems to also be a transitional issue. DH to arrange meeting between DH, AM, and EFCL to finalize once and for all. This will likely occur two weeks from now; after AM has had a chance to finalize his financial review.

DH suggested we pursue another CFAP grant (note this is contingent upon the outcome of the meeting described above). DH indicated that if we get on it right away we might be eligible for the funds in 2009. DH also indicated that a lot of other community leagues are using their casino monies to offset some of their operating costs (e.g. utilities). DH also indicated that the Annual Community Operating Grant requires a certain and specific format for accounting purposes; she suggested that we use it for everything as it will make things easier from a reconciliation/ reporting perspective. She will forward the template to AM.

7. EFCL UPDATE

DH distributed more handouts for the group with updates to various City programs and services. All are available electronically from the City's website. DH has suggested we put monthly reminders in each of our newsletters for upcoming events and activities. DH also provided updates to the group on which programs are open again and what some of the new programs are for 2008. Programming has started for summer 2008 programs. DH needs to know whether we wish to proceed with "green shack" program as we did last year and if so, who the contact will be. RS did have it as a provisional budget item for group discussion. Group discussion about the program, whether it was valuable to the community-at-large and whether we should proceed as before or proceed but with changes. Group agreed that we should mirror last year's if we proceed as it was successful and well utilized. More information will follow. Did need to make sure we made some provisions for shade this year as last summer there were a number of complaints about not being able to get out of the sun.

Motion: Brought forward by Bill Bowers to proceed with the "green shack" program.

Second: Motion seconded by Mylene Mclsaac.

Result: All in favour -- Passed.

More details to follow at subsequent meetings.

DH still needs the sign proposal/ program statement from LECL if we intend to erect signs on City property. DH indicated we should still do this even though we are trying to get MelCor to assist us in putting up the fancier signs.

8. BYLAWS

CT and EB have discussed – their plan was to meet in January however, they were waiting to receive the bylaws from another community league to review. The intent is still to have the first draft of the new/ amended bylaws for internal review by the end of February.

NOTE: RS called away for the balance of the meeting – BL continued as chair of the meeting for the duration

9. BUDGET

RS provided preliminary budget to the group for review. Cannot complete until AM has finalized accounting/ financial review activities. This item is held over until the next meeting.

10. PARK DEVELOPMENT

BL has decided that an open house for the community will not be feasible – instead we will be providing updates to the community through the website and will put together some sort of display in time for the family fun day in February. BL is still finalizing how the presentation will look.

BL is considering getting some of the older quotes for certain development items updated to reflect current market prices.

CT reiterated that funds received to-date have been allotted for Picard Park and raised concerns about directing said funds to development activities at other neighbourhood parks. It is likely okay to redirect funds to different activities within the overall Picard Park development but at the end of the day, grants were submitted identifying Picard Park as the target for development.

A lengthy discussion ensued. Other items raised in this same discussion included the results of the survey and the fact that within the survey there was no context provided to the community-at-large (i.e. Picard Park was not specifically mentioned in the survey questions referencing park development) and that at the time of the survey, the newer areas of Lewis Estates were not yet heavily populated. CT indicated that there are items from the original Picard Park development plans that could and should be completed, as these were commitments made by the previous executive to the community.

BL to provide a summary of outstanding/ committed development items for Picard Park to the group at the next meeting. This will allow the group to motion and vote on which items are to be completed. BL will incorporate the finalized list in her presentation at the family fun day.

11. NEWSLETTER

BB provided mock-up/ draft of newsletter for circulation and review. Needs clarification on advertising rates. CT suggested they are on previous newsletters – will identify and forward to BB.

Group discussion/ clarification on what previous executive did relative to newsletter. Group discussion on layout, size, volume of content versus cost to produce and mail, and whether the community actually reads the newsletter or tosses it in the recycle bin.

Group discussion regarding budget for newsletter circulation dates and how many we can produce under the current budget of \$1,600 – this allows for four mailings per year. BB to contact various sources to seek out best pricing for producing the newsletter.

CP raised issue of creating advertising guidelines going forward – group agreed to ponder between now and next meeting. Item held over for discussion at the next meeting.

12. FAMILY FUN DAY

Update provided by AK and handout agenda/ program was provided. Group discussion about how much this day has cost us in the past. AK estimates approximately \$500 to \$600. Costs will likely be higher this year as the cost of the sleigh ride has gone up. Additional group discussion about costs and what is being offered to the community. We are expecting to have approximately 200 people in attendance this year. There was also some discussion surrounding the recruitment of event sponsors – consensus was that it was likely too late for this year. DH indicated that she would see if she can secure some sort of contribution from the City. DH to work with AK to finalize some of the details.

Motion: Brought forward by Bill Bowers to increase budget for Family Fun Day to \$750.

Second: Motion seconded by Curtis Treen.

Result: All in favour – Passed (Note, RS absent).

13. ANNUAL PLANNING CALENDAR

DH to take lead in consultation with RS so that we can get it completed.

14. ICE RINK

CT met with Mark and discussed ongoing maintenance of the rink by Mark and his sons (currently Mark, his son, and one of his son's friends are doing it). Mark provided CT with a proposal of \$1,500 per month total cost (i.e. including bobcat, flooding, etcetera) regardless of how many people he gets to help him. Mark's total proposal for the year (including time and materials for October through to end of December) is \$7,500. CT went over Mark's numbers with him for verification of costs and they do in fact total \$1,500. CT explained to Mark that the LECL was not in a position to afford the \$7,500 he proposes.

Mark's invoice for October through December is already \$3,000 with the balance of the 2008 season remaining. Last year the total maintenance costs submitted by Mark were \$3,000 (excluding water but including bobcat from Lewis Estates Golf Course).

Lengthy group discussion about the costs, whether the costs were/ are reasonable, and what we should do going forward. The group feels as though we are in a bind and have no choice to pay what he proposes at the risk of losing facility maintenance. Group agreed that we have to keep the facility open and maintained so the community continues to get the benefits of the facility.

Group discussion about what is really required. Agreed that all we need is maintenance of the ice surface as required and opening and closing of the trailer each day. Led to group discussion regarding each member of the executive taking a scheduled 'shift' in one week

blocks and assuming responsibility for opening and closing the trailer daily. The group agreed that each member would take a turn for the balance of the season – CT to create a schedule. Discussion distilled down to two points/ issues in terms of paying Mark: 1) costs to-date (i.e. October to December); and 2) costs for the balance of the year. Group agreed to pay Mark his costs to-date; though not necessarily the full amount invoiced.

Motion: Brought forward by Curtis Treen to pay Mark (up to) \$3,000 for work completed to December 2007.

Second: Motion seconded by Bill Bowers.

Result: 7 in favour; 1 opposed; 1 absent – Passed (Note, RS absent).

There was a lengthy group discussion regarding Mark's status and whether or not we have crossed from the volunteer side of things into a paid employee or subcontractor relationship with Mark. Group consensus was that there's a reasonable chance we may have crossed that line but agreed that we need more information. Discussion ended with consideration to how other community leagues are dealing with this issue. DH to forward additional information to CT.

Group discussion regarding making a new proposal to Mark; one that will exclude the open/ close activities. Such a proposal would be for the balance of the year and would have specific conditions in terms of calling the Lewis Estates Golf Course for their bobcat and would define expectations in terms of clearing, snow removal, and flooding.

Motion: Brought forward by Curtis Treen to pay Mark up to \$900 per month for the balance of the season (January, February, and March) for flooding and snow removal as required (including Lewis Estates GC bobcat as necessary) with the final scope to be defined.

Second: Motion seconded by Andrew McIsaac.

Result: All in favour – Passed (Note, RS absent).

Motion: Brought forward by Mylene McIsaac to adjourn the meeting.

Second: Motion seconded by Bill Bowers.

Result: All in favour – Passed -- meeting adjourned at 2218h

ACTION ITEMS

<u>ITEM/ TASK</u>	<u>RESPONSIBILITY</u>	<u>DUE DATE</u>	<u>STATUS</u>
Arrange NW mascot for family fun day	MM	Next meeting	Outstanding
Final membership drive: 5 to 10 each	All	Next meeting	Outstanding
Install motion sensor for exterior lighting on trailer	RS	One week	Outstanding
Locate/ identify any outstanding invoices for payables	CT/ RS	Next meeting	Outstanding
Update City with new executive contact list	DH	Next meeting	Outstanding
Meet w/ Linda from EFCL re: Grants	DH/ AM	Next meeting	Outstanding
Forward grant accounting/ reporting template to LECL (AM)	DH	Next meeting	Outstanding
Green shack program information/ details for 2008	DH	Next meeting	Outstanding
Forward the sign proposal/ program statement to DH	RS	Next meeting	Outstanding
Verify ownership status for LECL domain name	BB	Next meeting	Outstanding
New/ amended bylaws – draft to executive	CT/ EB/ BL	End of February	Outstanding
Summary of Picard Park development items for executive	BL	Next meeting	Outstanding
Identify/ locate previous advertising rates and forward to BB	CT	ASAP	Outstanding
Identify preferred/ best pricing for newsletter printing	BB	ASAP	Outstanding
Suggestions for advertising guidelines	All	Next meeting	Outstanding
Rink open/ close schedule for the executive members	CT	Next meeting	Outstanding
Keys cut and signed out to each member of the executive	RS/ CT	Next meeting	Outstanding
Employment status and WCB info regarding ice resurfacing	DH	Next meeting	Outstanding
New proposal to Mark for rink maintenance	CT	Next meeting	Outstanding