

## **SCL Executive Meeting – Mar 14, 2017**

**Call to order** – 7:04pm

**Attendance** – Angela, Jenaya, Carmen, Candice, Nichole, Melody

**Absent** – Janet, Andrea, Justin, Alex, Tami, Shaun, Candace, Roy (CRC)

### **Approval of Agenda**

***Motion to Approve Agenda: Carmen***

***Second: Nichole***

### **Approval of Past Minutes**

***Motion to Approve Past Minutes: Carmen***

***Second: Melody***

**City Liaison Report** – Roy Bedford (CRC) - absent

#### **Information and Referral**

- **Bike Safety Instructor Training** Cost: FREE  
2:00 - 4:00 pm April 23rd, 2017 at the Gold Bar Park Pavilion

The training will go over how to teach children and youth the basics of how their bicycles work and how to safely navigate the roads this spring and summer including how to properly fit a helmet and bike to participants. Bicycles and helmets will be provided for participants who are unable to bring their own.

- **Recreation Network & Spring Expo**, Noon - 3pm, April 22, 2017 at the Edmonton Zoo - Details to come
- **The Community League Operating Grant** deadline is April 28, 2017. Applications are submitted on-line. Leagues need to obtain an Account ID Request Form online or call the grants office (780-496-4933) to complete the application.
  - Candice to follow up with operating grant
- **City of Edmonton Canada 150 Community Celebrations Sponsorship Program** - March 15 Deadline!
- **Alberta Canada 150 Grant** - 15th of each month deadline

#### **Program Development and Implementation**

- The summer Green Shack program will be returning.

### **Succession Planning & Selective Recruitment**

*Succession Planning* is an important function of a community league board, sustaining momentum and viability of the organization. It is best accomplished with deliberate planning and action before the AGM and election of officers.

Proactive succession planning is integral to ensure League sustainability and begins long before the Annual General Meeting. Whether through a formal *Nominating Committee* process or an informal *We Need a Board Member* approach, a simple, thought-out selective recruitment will help you.

Selective recruitment results in qualified, engaged & contributing people in League roles, not just *warm bodies* or re-cycled or reluctant board members.

**Step 1)** Identify the specific positions you need to fill. Be very clear about the roles that need to be filled.

**Step 2)** Determine the qualifications - knowledge & skills - needed for each position. Review the job description to ensure it accurately reflects the expectations.

**Step 3)** Brainstorm a list of people board members know or know about who fit the description, whether or not they are currently league members. Think about the people you have met at league events or other community activities. What neighbour has the professional background or experience, or has shown abilities and interests that would be a good fit for each vacant role?

**Step 4)** Prioritize the people on each list, in order of best choice to last.

**Step 5)** Approach the person at the top of the list to stand in the election. Explain how you have noticed them. Provide an overview of the League and role, sharing a job description. Invite them to think about it, and set a day to get back to them for an answer.

**Step 6)** Invite a response, and don't give up on the first or second "No". Show them you really want them by approaching them three or four times. If they say still decline, move on to the next person on the list.

**Step 7)** When they say "Yes", provide an orientation to the role, invite them to meet other board members, and explain the election process to them.

**Step 8)** Provide coaching and support as they undertake their new position.

### **Executive/Committee Reports**

#### **President – Angela**

- Discussion of recruitment for the upcoming AGM
- Outgoing: President, Secretary, Communication Director, Membership Director, Social Director

#### **Treasure – Candice**

- Account has \$14, 906.85 as of end of Feb 28, 2017
- Total Revenue \$301.33
- Total Expenses \$2599.47
- Net Income -\$2298.14
- Daunine and Tiffany will audit, Angela to set up date

***Motion to Approve Treasurer's report: Carmen***

***Second: Jenaya***

**Civics** – Shaun (absent)

**Social** – Alex (absent)

- Andy from Golden Agers notified Carmen that we have to postpone the next Community Tri-Event at Golden Agers as they are doing 3 major renovations in April, May and June.
- Annual Garage Sale set – May 6/7 – 2 days as per suggestions from residents
  - o At Playground Park Entrance– people may stop for printed maps showing garage sale locations, memberships available for sale/ Lemonade Stand?
  - o Signage was the biggest issue last garage sale
  - o More Signage on 215St.
  - o Angela will look for the Sandwich Board signs (may be stored at Golden Agers or in storage?), check with Alex and Shaun to see if they know where they are?
  - o Melody to get a quote on Sandwich Boards

**Communications** – Jenaya

- Received update from Playground Committee (Rebecca) and Neighborhood Watch (Thomas), added information to facebook, website.
- Sent out e-newsletter on update of Playground Committee
- On Website, new tabs created for Playground Committee and Neighborhood watch initiative
- Jenaya went through website to ensure information is current
- Added past newsletters and minutes to website
- Headshots received from board members and updated on website
- Gallery photos of our 2016 events added by Chris at Hotspot
- Chris also created 3 new SCL emails: [enw@secordcommunityleague.com](mailto:enw@secordcommunityleague.com), [playgrounds@secordcommunityleague.com](mailto:playgrounds@secordcommunityleague.com), [fundraising@secordcommunityleague.com](mailto:fundraising@secordcommunityleague.com)
- Jenaya to send out passwords to appropriate person and the email for events to Nikki

**Membership** - Andrea (absent) – read by Angela

- 3 new memberships sold in the last month
- Spruce Grove residents to buy membership with SCL if they want to play soccer in Edmonton

**Playground Chair** – Melody

- Lyndi Karbonik, Principal of David Thomas King school is coming to the AGM
- Meet the Teacher Night will be end of May
- Initial discussion with Lyndi on playground is in the early stages and is seeking community input. She'd prefer no spray park; would like a separate place for elementary and junior, possible basketball courts
- A few new playground committee volunteers added after newsletter went out, seeking more
- Pamela (Fundraising), Tami (Treasurer Liason)
- PAC (Parent Advisor Committee) can apply for casino alternating years from the SCL
- Tami and Candice to work out casino application (past treasurer Irina has previous application information)

- Last Meeting with Playground committee was primarily assigning tasks

### **Old Business**

- Sponsorship Policy – Carmen is tweaking, will continue working on policy in May
- Public Swimming has been issue, Carmen waiting for a call back from City of Edmonton

### **New Business**

#### **AGM Planning – April 24, 2017**

- Carmen and Candice door prizes, food – approved for \$300
- Angela confirmed MP McCauley, MLA Carson , Andrew Knack, Chubb will be attending, have 2 minutes each to speak
- Melody confirmed Lyndi Karbonik to attend, would like her available before and after to answer questions
- Melody to chat about the playground committee – various positions
- Thomas ENW to chat briefly about new Neighborhood Watch Initiative
- Outgoing positions to say a blurb about their position
- Board Members to arrive 6:30 to meet up to set up room

#### **Garage Sale Signage**

- flyers, sandwich boards, maps printed on the Community Garage Sale
- Carmen moves to spend up to \$600 on community garage sale advertising
- Candice seconds, all in favor; approved

#### **Mailbox Renewel**

- Melody moves to renew mailbox for another year, Candice seconds, all in favor; approved

Next Meeting – AGM, April 24, 2017 at the Winterburn Golden Age Club 7pm.

Adjournment at 8:07