



## Secord Community League Meeting Minutes

<b>Meeting Purpose</b>	Regular Monthly Meeting		
<b>Date</b>	June 17, 2019	<b>Time</b>	6:30 PM to 9:00 PM
<b>Location</b>	David Thomas King School, 22707 97 Avenue NW, Edmonton, AB		
<b>Recorded by</b>	Marika Smith		

### Board of Directors

<b>Name</b>	<b>Position</b>	<b>Attended</b>	<b>Regrets</b>
Maxime Belanger	President	X	
Candace Smashnuk	Past President		X
Christie Delano	Vice President		X
Marika Smith	Secretary	X	
Madison Steele	Treasurer	X	
Fiona Dwyer	Memberships Director	X	
Frank Macchione	Communications Director	X	
Erin Stewart	Social and Events Director	X	
Julian Anderson	Director at Large	X	
Tiffany Gierent	Director at Large	X	
Connie Ohl	Director at Large	X	

### Guest Speakers

Chris Auton	City of Edmonton – Neighbourhood Resource Coordinator (NRC)	X
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### Other Attendees

None		
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ITEM	DISCUSSION	ACTION
<b>GENERAL INTRODUCTORY ITEMS</b>		
<b>Call to Order</b>	<ul style="list-style-type: none"> <li>• M. Belanger called the meeting to order at 6:30 P.M.</li> </ul>	
<b>Adoption of Agenda</b>	<ul style="list-style-type: none"> <li>• MOTION: That the June 17, 2019 agenda be adopted.               <ul style="list-style-type: none"> <li>▪ Moved: M. Smith – Seconded: E. Stewart – Passed</li> </ul> </li> </ul>	
<b>Adoption of Minutes</b>	<ul style="list-style-type: none"> <li>• MOTION: That the May 13, 2019 meeting minutes be adopted.               <ul style="list-style-type: none"> <li>▪ Moved: M. Steele – Seconded: C. Ohl – Passed</li> </ul> </li> </ul>	
<b>EXECUTIVE REPORTS AND DISCUSSIONS</b>		
<b>President's Report and Governance</b>	<ul style="list-style-type: none"> <li>• Board Priorities:               <ul style="list-style-type: none"> <li>▪ Programs for AGLC casino enrollment;</li> <li>▪ Enhanced Communications and Awareness of the League;</li> <li>▪ Volunteers – Need to fill our committees and coordinators positions;</li> <li>▪ Fundraising/Sponsors/Donations.</li> </ul> </li> <li>• M. Belanger explained Robert's Rule of Order, Motions, Voting.</li> <li>• We will have a Strategic Planning meeting – to decide on date via email, sometimes in July or August. Everyone to send availability by email.</li> <li>• Bylaw Review – should we revisit our bylaws? Pros and Cons in doing so.</li> <li>• Policies and Procedures               <ul style="list-style-type: none"> <li>▪ M.Belanger to develop.</li> <li>▪ There is a policy to vote by email already in place by previous Board.</li> </ul> </li> <li>• Corporate Annual Return due June/July 2019. M.Belanger will complete and submit.</li> <li>• Positions:               <ul style="list-style-type: none"> <li>▪ MOTION to appoint Frank Macchione to the Fundraising and Advertisement Director's position, and to be removed from the Communications Director's Position.</li> <li>▪ Moved: M. Belanger – Seconded: F. Dwyer – Passed</li> <li>▪ MOTION to appoint Julian Anderson to the Programs Director's Position.</li> <li>▪ Moved: E. Stewart – Seconded: M. Smith – Passed</li> <li>▪ Discussions were made to appoint a Director at Large to the Communications Director's Position. This will be deferred to a future meeting.</li> <li>▪ MOTION to appoint Rob Smashnuk to the Rink Coordinator Position.</li> </ul> </li> </ul>	<p>All Board Directors</p> <p>M.Belanger</p> <p>M.Belanger</p> <p>Next Meeting</p>

ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> <li>▪ Moved: M. Belanger – Seconded: M. Steele – Passed</li> <li>▪ MOTION to create Newsletter Committee in replacement of Newsletter Coordinator in the “Committees and Coordinators - Roles and Responsibilities Guidelines (20190319)”. If approved, M. Belanger is to update the Guidelines document accordingly.</li> <li>▪ Moved: E. Stewart – Seconded: F. Macchione – Passed</li> <li>▪ MOTION to appoint Tiffany Gierent as Chair of Newsletter Committee.</li> <li>▪ Moved: M. Steele– Seconded: E. Stewart – Passed</li> <li>• Attendance/Participation: <ul style="list-style-type: none"> <li>▪ MOTION that, in the instance that a Board Director/Officer fails to attend three (3) consecutive board meetings or fails to attend at least 50% of the board meetings in a given year (from AGM to AGM), the Board of Directors shall vote whether a Special General Meeting shall be scheduled to discuss and vote on the potential removal of that Director/Officer from the Board of Directors.</li> <li>▪ Moved: M. Belanger – Seconded: F. Macchione – Passed</li> <li>▪ M.Belanger to create policy</li> </ul> </li> </ul>	<p>M. Belanger</p> <p>M. Belanger</p> <p>M.Belanger</p>
<p><b>Secretary</b></p>	<ul style="list-style-type: none"> <li>• Google Drive File Storage and Sharing is in place. Email will be sent to everyone for access.</li> </ul>	<p>M.Belanger</p>
<p><b>Treasurer / Finances</b></p>	<ul style="list-style-type: none"> <li>• M.Belanger, C.Delano and M.Steele are Signing Authority.</li> <li>• M.Belanger and M.Steele have Bank Admin (Servus) – Maxime, as President, has full control on who can become bank admin. No other board directors/officers have access to online bank account. Sharing of bank username and password is not allowed (bank requirement).</li> <li>• MOTION to approve expenses exceeding \$100 (past and future). <ul style="list-style-type: none"> <li>▪ Moved: M. Steele– Seconded: E. Stewart – Passed</li> <li>▪ See below.</li> </ul> </li> <li>• MOTION to purchase 2 event tents for \$356.98 (already purchased) <ul style="list-style-type: none"> <li>▪ Moved: F. Macchione – Seconded: E. Stewart – Passed</li> </ul> </li> <li>• MOTION to create Savings Account at Servus, to be able to make more interest on our balance. <ul style="list-style-type: none"> <li>▪ Moved: M. Steele – Seconded: F. Macchione – Passed</li> <li>▪ M.Steele will complete.</li> </ul> </li> </ul>	<p>M.Steele</p>

ITEM	DISCUSSION	ACTION
<b>DIRECTOR'S REPORTS AND DISCUSSIONS</b>		
<b>Memberships</b>	<ul style="list-style-type: none"> <li>• MOTION to approve selling 2019-2020 memberships starting immediately (EFCL website already sells them)               <ul style="list-style-type: none"> <li>▪ Moved: M. Belanger – Seconded: E. Stewart – Passed</li> </ul> </li> </ul>	
<b>Communications</b>	<ul style="list-style-type: none"> <li>• M. Belanger asked everyone to be conscientious of the public Image of the Community League – Spelling and Grammar – Peer Review</li> <li>• There needs to be uniformization of Public Recognition on Social Media.</li> <li>• Newsletter:               <ul style="list-style-type: none"> <li>▪ Creation of committee, discuss format/template, discuss date of first issue, advertisement)</li> <li>▪ MOTION to distribute and pay some of the costs of distributing a double-sided flyer within Secord.</li> <li>▪ Moved: M. Smith – Seconded: F. Macchione – Failed</li> <li>▪ It was discussed that we will not produce a flyer. We are working on a newsletter.</li> <li>▪ Discussions on advertisement space in newsletter. To be discussed at next meeting. Needed to understand price of delivering newsletters.</li> </ul> </li> <li>• Facebook:               <ul style="list-style-type: none"> <li>▪ MOTION to recognize “Secord Community Connects” as an independent Facebook Group that represents the Community and describes itself as: “A place for Secord residents to share information, connect, and look out for each other.” The Group is well established and has been in operation since September 2017 and counts over 1,000 members. Maxime Belanger and Tami Dmytruk are the group administrators. Comments and Conditions: The Group may share information from the SCL Page, but it shall not post SCL content as original content. Violation of this rule will be brought to the group Admins for discussions.</li> <li>▪ Moved: M. Belanger – Seconded: E. Stewart – Passed</li> </ul> </li> <li>• MailChimp: Will start using more to connect with people other than facebook..</li> <li>• Communibee App: Will be online shortly.</li> </ul>	Next Meeting
<b>Social and Events</b>	<ul style="list-style-type: none"> <li>• Secord Block Party (June 1, 2019) – Well attended, more than 400 people. Issues with garbage/birds eating them.</li> <li>• Playground Opening / Community League Day (September 2019 – TBD) – Will be decided soon.</li> </ul>	

ITEM	DISCUSSION	ACTION
<b>Civics and Facilities</b>	<ul style="list-style-type: none"> <li>• Discussed purchase of new skating rink liner for 2019-2020 for this winter. To appoint someone to shop for a good quality liner, including purchase costs. To report on liner and costs for approval (Motion) at a later date.</li> <li>• MOTION to purchase storage bins for the storage unit to a maximum of \$250.               <ul style="list-style-type: none"> <li>▪ Moved: M. Belanger – Seconded: M. Steele – Passed</li> <li>▪ M.Belanger will purchase them</li> </ul> </li> <li>• Red Playground Safety Concerns – 311 Campaign will be underway shortly – C Delano is coordinating.</li> </ul>	<p>Next Meeting</p> <p>M.Belanger</p> <p>C. Delano</p>
<b>COMMITTEES AND COORDINATOR REPORTS</b>		
<b>Playground Committee</b>	<ul style="list-style-type: none"> <li>• C. Delano provided a written update.               <ul style="list-style-type: none"> <li>▪ Playground construction should be starting any time now and be done sometime early fall.</li> <li>▪ Depending on when they finish it we could do a Grand Opening Block Party this fall - no guarantees on the dates → Likely safer to do a Grand Opening in the Spring like Lewis Estates. Playground Committee will spearhead the party planning for this event - there will be many donors to invite/acknowledge, some of whom have already expressed interest to donating time, food trucks, etc. for the event. If the committee needs board member assistance for this event, I'll facilitate that. This should be a free event for all community members to enjoy.</li> </ul> </li> </ul>	
<b>Programs</b>	<ul style="list-style-type: none"> <li>• We need to send an email to public regarding Programs. M.Belanger will work with J.Anderson on this.</li> <li>• We need to advertise the Green Shack.</li> <li>• C. Delano is looking with AGLC about requirements to participate in casino.</li> </ul>	<p>M.Belanger / J.Anderson</p> <p>C. Delano</p>
<b>Fundraising and Advertisement</b>	<ul style="list-style-type: none"> <li>• This topic was discussed.</li> <li>• F.Macchione will lead this position.</li> </ul>	
<b>Neighbourhood Watch</b>	<ul style="list-style-type: none"> <li>• M.Belanger explained the relationship/partnership between Edmonton Neighbourhood Watch and Secord Community League. Neighbourhood Watch is separate entity, not a board position.</li> <li>• F. Macchione can develop a separate Secord Neighbourhood Watch Facebook Group. This will be managed by himself, and not the league.</li> </ul>	<p>F. Macchione</p>

ITEM	DISCUSSION	ACTION
<b>GUEST REPRESENTATIVES AND SPEAKERS</b>		
<b>Chris Auton (COE NRC)</b>	<ul style="list-style-type: none"> <li>Chris provided the NRC report. He will provide report by email.</li> </ul>	C. Auton
<b>OTHER BUSINESS</b>		
<b>Meeting Extension</b>	<ul style="list-style-type: none"> <li>M.Belanger asked if the group would be open to an extension to finalize discussions on Neighbourhood Watch. Many had to leave. The meeting was not extended but finished a bit after 9pm to discuss the next meeting date.</li> </ul>	
<b>ADJOURNMENT</b>		
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>The next board meeting will likely be the Strategic Meeting (date TBD).</li> <li>The next regular Board meeting will be on Monday, Sept 16, 2019, 7:00PM to 9:00PM at David Thomas King School.</li> </ul>	
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting adjourned at 9:06 P.M.</li> </ul>	