



Secord Community League Meeting Minutes

Meeting Purpose	Regular Board Meeting		
Date	November 25, 2019	Time	7:01 PM to 9:30 PM
Location	David Thomas King School, 22707 97 Avenue NW, Edmonton, AB		
Recorded by	Christie Delano / Maxime Belanger		
Quorum Present?	Yes (no more quorum after 9:00PM)		

Board of Directors

Name	Position	Attended	Regrets
Maxime Belanger	President	X	
Christie Delano	Vice President / Playground Committee Chair	X left at 9:00	
Marika Smith	Secretary		X
Madison Steele	Treasurer	X	
Tiffany Gierent	Director at Large - Newsletter Committee Chair	X	
Erin Stewart	Director at Large - Social and Events Director		X
Connie Ohl	Director at Large - Programs Director	X left at 9:00	
Derek Richardson	Director at Large - Fundraising Director	X	
Frank Macchione	Director at Large - Civics Director / Neighbourhood Watch Coordinator		X
Candace Smashnuk	Past President	X left at 9:00	

Guest Speakers

Sebastian Porten	Triathlon Alberta	X left at 7:30
Chris Auton	City of Edmonton – Neighbourhood Resource Coordinator (NRC)	X arrived at 8:30

Other Attendees

None		
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CALL TO ORDER

- M. Belanger called the meeting to order at 7:01 P.M.

ADOPTION OF AGENDA

- MOTION: That the meeting agenda be adopted.
 - Modified such that C. Delano presents Playground Report after the Vice-President Report.
 - Seconded and Passed.

GUEST SPEAKER - SEBASTIAN PORTEN FROM TRIATHLON ALBERTA (7:04 – 7:21)

- Desire to expand programming to more kids – target age 6-15 years old
- Would need volunteers - coach to athlete (1-15 ratio)
- Triathlon AB to pay for coaching course for volunteer coaches
- Need event volunteers
- Bring own bikes/helmets
- Cost - membership of kids ~\$30 for four to five 90min-2hr training sessions
- Target July/August
- The SCL is to let Triathlon Alberta know by early next year of our intent to participate or not. C. Ohi to keep in touch with Sebastian. **ACTION: C. Ohi**

ADOPTION OF MINUTES

- MOTION: That the October 28, 2019 meeting minutes be adopted.
 - Seconded and Passed.

PRE-APPROVED MOTIONS VIA EMAIL VOTING

- MOTION: To allocate \$236.25 for the deposit for the self-defense course for February 8, 2020.
 - Passed via email voting on November 8, 2019 (6 in favour, 0 against).

PRESIDENT'S REPORT (BY M. BELANGER)

- Kathy Clark resigned from the Board of Directors on November 13, 2019. M. Belanger and C. Delano will manage communications until new person is in position.
- MOTION: To have Tiffany Gierent moved from the role of Memberships Director to Director-at-Large, while maintaining the Newsletter Committee Chair position.
 - Seconded and Passed.
- Advertise two positions (Communications/Membership) - C. Delano to post online **ACTION: C. Delano**
- Each director needs to forecast budget for upcoming year in their respective position for budget preparation. To be discussed next meeting.
- Discussions on using @secordcommunityleague.com emails as well as Google Drive for file storage.
- MOTION to approve Policy "0001 Policies and Procedures: Definition, Purpose and Formatting".
 - Seconded and Passed.
- MOTION to approve Policy "0002 Money Management and Controls".
 - Seconded and Passed.
 - M. Belanger to finalize excel spreadsheet. **ACTION: M. Belanger**
- MOTION to approve Policy "0004 Reimbursement of Out-of-Pocket Expenses".
 - Seconded and Passed.
 - M. Belanger to finalize excel spreadsheet. **ACTION: M. Belanger**

VICE-PRESIDENT'S REPORT (BY C. DELANO)

- Storage Shed - Christie to provide map options to city for feedback **ACTION: C. Delano**
 - Paperwork process TBA upon location approval
 - Option 1 - Ball Diamond - adjacent to seasonal rink
 - Option 2 - At DTK playground
 - Investigate shed options once we are approved
- The Board decided that the baseball diamond / ice rink site would be best given most of the usage for the storage unit is for the ice rink.

PLAYGROUND COMMITTEE REPORT (BY C. DELANO)

- Playground officially opened.
- Pump track and site completion to be done in the spring.
- Should consider moving date of May grand opening back a bit to ensure site completion. Event costs should be covered by the playground committee. **ACTION: C. Delano**

TREASURER'S REPORT (BY M. STEELE)

- Provided financial summary including a summary of current bank balance and recent transactions.
- Working on budget planning process for 2020.
- Transferred money into a High-yield Savings Account and some into a locked GIC for 8 months, with objective to generate more interest.
- Discussed e-transfer possibility. May be something we want to pursue. **ACTION: M. Steele**
- Motion to approve insurance payment \$1495
 - Seconded and Passed.

SECRETARY'S REPORT

- Nothing to report (Director Absent)

PROGRAMS REPORT (BY C. OHL)

- Upcoming programs:
 - Martial Arts for kids - January to May - once per week after school at DTK
 - Self Defense Course - Hard Target - Feb 8, 2020 - 9-3pm
- Other possible programs:
 - Winter Driving – January 2020
 - Triathlon AB - Summer 2020
 - Bike Safety - Summer 2020
 - Cybersafe/Bully proofing - Spring 2020
- MOTION: To approve \$500 for Martial Arts program
 - Seconded and Passed
- MOTION: To approve \$200 for winter driving room cost for January
 - Seconded and Passed

MEMBERSHIPS REPORT (BY T. GIERENT)

- Memberships Sold to Date (2019/20)
 - 5 sold since last meeting
 - Total is about 100 members.

COMMUNICATIONS REPORT (BY M. BELANGER)

- Halloween Contest Winners have been drawn. M. Belanger currently purchasing the Legos. **ACTION: M. Belanger**
- Winter Contest will be underway shortly. **ACTION: M. Belanger**

NEWSLETTER COMMITTEE REPORT (BY T. GIERENT)

- Next issue to be released in December
 - Concerns related to interest in advertising
 - Need to ensure past advertisers are contacted directly for future newsletter issues
 - Changing printing company to reduce costs
 - Anthony at Your Service to manage delivery again
- MOTION: To allocate \$2,400 for printing and distribution of March 2020 newsletter
 - Seconded and Passed

SOCIAL AND EVENTS REPORT

- Nothing to report (Director Absent).

FUNDRAISING AND ADVERTISEMENT REPORT (BY D. RICHARDSON)

- MOTION: To accept Fundraising Committee Operating PACT (document dated October 28, 2019)
 - Seconded and Passed

GUEST SPEAKER - CHRIS AUTON - COE NRC

- Chris provided the NRC report. He will provide report by email.
- Chris indicated City expressed concerns with ice rink installation not being a “snow bank” rink and having rebar sticking out. We will wait for City contact on the matter.

CIVICS AND FACILITIES (BY M. BELANGER)

- MOTION to allocate up to \$1000 for rental of water meter and for water usage bill for the October 2019 to April 2020 season.
 - Seconded and Passed
- MOTION to allocate \$100 to fund sign purchase for ice rink rules.
 - Seconded and Passed

NEIGHBOURHOOD WATCH

- Nothing to report (Coordinator Absent)

NEXT MEETING

- Monday, January 20, 2020 – 7PM to 9PM – DTK School (Teacher’s Lounge)

ADJOURNMENT

- The meeting adjourned at 9:30 PM