



**Secord Community League  
Meeting Minutes**

<b>Meeting Purpose</b>	Regular Board Meeting		
<b>Date</b>	January 20, 2020	<b>Time</b>	7:00 PM to 9:00 PM
<b>Location</b>	David Thomas King School, 22707, 97 Avenue NW, Edmonton, AB – Teacher’s Lounge		
<b>Chaired by:</b>	Christie Delano		
<b>Recorded by</b>	Christie Delano (revisions by Maxime Belanger)		
<b>Quorum Present?</b>	Yes		

**Board of Directors**

<b>Name</b>	<b>Position</b>	<b>Attended</b>	<b>Regrets</b>
Maxime Belanger	President	X arrived at 7:45	
Christie Delano	Vice President / Playground Committee Chair	X	
Madison Steele	Treasurer	X	
Katie McLaughlin	Director at Large – Communications Director	X	
Tiffany Gierent	Director at Large - Newsletter Director	X	
Erin Stewart	Director at Large - Social and Events Director	X	
Connie Ohl	Director at Large - Programs Director	X	
Derek Richardson	Director at Large - Fundraising Director	X	
Frank Macchione	Director at Large - Civics Director / Neighbourhood Watch Community Representative	X	
Candace Smashnuk	Past President	X	

**Guest Speakers**

Chris Auton	City of Edmonton – Neighbourhood Resource Coordinator (NRC)	X arrived at 8:15
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**Other Attendees**

None		
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## INTRODUCTION

### CALL TO ORDER

- C. Delano called the meeting to order at 7:03 P.M.

### ADOPTION OF AGENDA

- MOTION: That the meeting agenda be adopted.
  - Seconded and Passed.

### ADOPTION OF MINUTES

- MOTION: That the November 25, 2019 meeting minutes be adopted.
  - Seconded and Passed.

### PRE-APPROVED MOTIONS VIA EMAIL VOTING

- MOTION to approve \$600 to paint the playground graphic in David Thomas King School.
  - Passed via email voting on December 16, 2019 (6 in favour, 0 against – needed 5).
  - C. Delano, December 18: The city will be paying the invoice so the motion didn't matter.
- MOTION to appoint Katie McLaughlin as Director at Large in the Communications Director position until the next AGM.
  - Passed via email voting on December 19, 2019 (5 in favour, 0 against – needed 5).

## BUDGET 2020

### BUDGET 2020

- The group reviewed the 2020 draft budget prepared by M. Belanger. Some key comments and revisions made during the budget deliberations are:
- Newsletter:
  - desire to see print edition through minimum 1 year (4 issues) - then evaluate print vs digital
  - \$2500/quarter - goal for newsletter to be cost neutral through advertising
- Events:
  - Summer event: Historically speaking, we receive a grant (post meeting on Jan 21 C. Auton confirmed \$500 City grant for this event)
  - Combine "Epic Block Party" and "Playground Grand Opening into early July event
  - AGM Catered dinner → Eliminate catered dinner, not cost effective
  - Big bin event → Keep it; recover grant from city we can apply for; D. Richardson has contacts for bin
  - Community League Day - September - budget \$1000 (ideally cost neutral with sponsorships)
- Programs:
  - 5 free swims: stay the course for now, advertise in newsletter, re-evaluate next year
- Others:
  - Scrap customized tent, add insulated coffee carafe
- Civics and Facilities:
  - Rink - Need to budget for having new liner each year (~\$2500)
  - Playgrounds (red park and new park) → port-o-potty both parks year round → this year starting in April or May (~\$2500)
- MOTION to approve 2020 Budget, with discussed modifications.

- Seconded and Passed
- M. Belanger to edit budget spreadsheet as per discussions above and distribute for review.

**ACTION: M. Belanger**

## **EXECUTIVE REPORTS**

### **PRESIDENT (M. BELANGER)**

- Positions:
  - Katie McLaughlin is a Director-at-Large assigned to the Communications Director position. She will be until the AGM.
  - MOTION to assign Glyn Eales as our “Community Billboard Coordinator” (non-voting Director).
    - Seconded and Passed
    - G. Eales will work under the direction of the Communications Director.
  - Vacancy: - Still need to fulfill the Secretary Position and the Memberships Director (non-voting Director). To advertise via email and social media.
- Annual General Meeting Planning - April 20, 2020:
  - Need to invite politicians (City Ward 1 Councillor: Andrew Knack, Provincial MLA: Jon Carson, Federal MP: Kelly McCauley) – Maxime will organize **ACTION: M. Belanger**
- Policies and Procedures
  - • Policy “0002 Money Management and Controls”. – Developed Cash Box Transaction Summary Spreadsheet for Policy 0002. On Google Drive. Everyone with cash boxes must use.
  - • Policy “0004 Reimbursement of Out-of-Pocket Expenses” – Developed Expense Form Spreadsheet for Policy 0004. On Google Drive. This must be used to claim any expenses for SCL purchases.
- Directors Appreciation Supper
  - Discussed having a directors appreciation supper in March. The group is to discuss on preferred dates in the next few weeks. **ACTION: M. Belanger**

### **VICE-PRESIDENT (C. DELANO)**

- Will provide updates regarding storage shed at next meeting. **ACTION: C. Delano**

### **TREASURER’S (M. STEELE)**

- M. Steele is to complete 2019 Year End Report such that our financial statement can be audited. **ACTION: M. Steele**
- We will need to find an auditor.

### **SECRETARY’S (VACANT)**

- No report provided.

## **OTHER REPORTS**

### **COE NEIGHBOURHOOD RESOURCES COORDINATOR (NRC) REPORT – (C. AUTON)**

- C. Auton provided the NRC report by email and presented a brief summary.
- M Belanger is to distribute report to all directors. **ACTION: M. Belanger**

**MEMBERSHIPS (T. GIERENT)**

- Memberships Sold to Date (2019/20)
  - 7 sold online since last meeting
  - Total is 101 sold online.
  - Need to confirm what is total sold to date, all modes of sales included **ACTION: T. Gierent**
- City of Edmonton Passes - buy 5 city rec. cent. passes & 5 zoo passes → to be used as giveaways

**COMMUNICATIONS (K. MCLAUGHLIN)**

- No report provided.

**NEWSLETTER (T. GIERENT)**

- No report provided.

**PROGRAMS (C. OHL)**

- Upcoming programs:
  - Martial Arts for kids - January to May - once per week after school at DTK
    - Program going well, generating some revenue - will get feedback from instructor on venue and on providing program for February.
    - The Board agreed to extend program into February if there is enough interest.
  - Self Defense Course - Hard Target - Feb 8, 2020 - 9-3pm
    - Only 1 registered, Need 10. Drop dead date for cancellation Friday, Jan 24 **ACTION: C. Ohi**
  - Winter Driving by AllState – January 2020
- Other possible programs / Planned future programs:
  - Triathlon AB - Summer 2020
  - Bike Safety / Bike Camp - Summer 2020
    - MOTION to approve funds for bike camp, pending confirmation of location – Seconded and Passed
  - Cybersafe/Bully proofing - Spring 2020
- Green shack location change - move from Red Park to new playground at DTK

**SOCIAL AND EVENTS (E. STEWART)**

- Will attempt to reschedule horse sleigh ride event to March 7, 12-4pm at baseball diamond. May include additional activities including skating and hot chocolate. Will rename event to Secord Winter Festival. **ACTION: E. Stewart**

**FUNDRAISING AND ADVERTISEMENT (D. RICHARDSON)**

- No report provided.

**CIVICS AND FACILITIES (F. MACCHIONE)**

- F. Macchione to inquire regarding the February bus route changes. **ACTION: F. Macchione**
- F. Macchione to follow up on the ice rink signs – will be made by community resident for free. **ACTION: F. Macchione**

**PLAYGROUND COMMITTEE (C. DELANO)**

- Playground Grand Opening event date change – TBA

**ACTION: C. Delano****NEIGHBOURHOOD WATCH (F. MACCHIONE)**

- No report provided.

**CONCLUSION**

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**NEXT MEETING**

- Monday, February 10, 2020 – 7PM to 9PM – DTK School (Teacher’s Lounge)

**ADJOURNMENT**

- The meeting adjourned at 9:00 PM