

**Terwillegar Community League Board Meeting**

**Wednesday December 19, 2012**

**Holy Trinity Church**

**Present: President: James Richardson, Treasurer: Monte Weber, Secretary: Laurie Ann Wheeler, Memberships: Jennifer Dalle-Ore, Communications: Stephanie Gillis-Paulgaard, Volunteer Coordinator: Terri Saunders, Community Advocate- Terwillegar Gardens: Scott Riddell**

**Executive Director: Mandy Jones**

	Item	Action
1	Call to Order 7:35 PM	
2	Approval of Agenda Moved: Jennifer Dalle-Ore Seconded: Terri Saunders Approved	
3	Introductions	
4	Approval of November 20 meeting minutes <ul style="list-style-type: none"> <li>✓ Moved: Accept the Board meeting minutes of November 29, 2011 with adopted changes as presented.</li> <li>○ Moved: Scott Riddell</li> <li>○ Seconded: Stephanie Gillis-Paulgaard</li> <li>○ Carried</li> </ul>	
5	Binders for each board member presented by Mandy Jones E.D.	
6	President's report <ul style="list-style-type: none"> <li>• Executive Director Report &amp; Info:               <ul style="list-style-type: none"> <li>○ Given this is the first Executive Director position; this will be a 6 month term.</li> <li>○ The ED will work with and support the board as well as handle the editing of the Tribune</li> </ul> </li> <li>• Storage – Approval of storage rates \$1200 (\$100/month). Storage is at The Terwillegar Community Church (TCC)               <ul style="list-style-type: none"> <li>○ Mandy reported: TCC will use their \$1200 revenue towards advertising in the Tribune</li> </ul> </li> <li>• Reminder we will be following Robert's Rules of Order</li> </ul>	The entire board & Executive Director during all meetings
7	Vice President's report – no report submitted <ul style="list-style-type: none"> <li>○ Monte updated that the Vice President's signature card completed with RBC</li> </ul>	

8	<p>Treasurer's report</p> <ul style="list-style-type: none"> <li>• Update on South Terwillegar Budget</li> <li>• Other business <ul style="list-style-type: none"> <li>○ \$125K aquatic matching grant is for plumbing Monte still investigating allocation.</li> <li>○ City of Edmonton wanted a decision today but we do not have sufficient information. Monte will forward information to the board.</li> <li>○ Put poll on the website and Facebook soliciting member's opinions asking, "If we have to phase this project would you prefer the spray deck or park first".</li> </ul> </li> <li>• By laws: Monte &amp; Dan to work on the by-laws.</li> </ul>	<p>Stephanie to follow up regarding Facebook/website poll</p> <p>Voting: Monte is the chair person, James, Jennifer, Scott, and Terri, Stephanie Will vote via either conference call or email</p> <p>Monte Weber &amp; Dan Reid</p>
9	<p>Program Director's report - regrets</p> <ul style="list-style-type: none"> <li>• Committee Terms of Reference</li> <li>• Approval of Terms of Reference</li> <li>✓ Motion to approve the Terms of Reference <ul style="list-style-type: none"> <li>○ Moved: Scott Riddel</li> <li>○ Seconded: Jennifer Dalle-Ore</li> </ul> </li> </ul>	

10	<p>Communications Director's report - Stephanie</p> <ul style="list-style-type: none"><li>• Electronic Letterhead</li><li>• <u>Communication Policy for the Use and Administration of the TCL Website:</u><ul style="list-style-type: none"><li>○ Approval of Policy</li></ul></li><li>✓ Motion to approve the Communication Policy for the Use and Administration of the TCL Website policy with the (below) stated changes<ul style="list-style-type: none"><li>○ Moved: Stephanie Gillis-Paulgaard</li><li>○ Seconded: Scott Riddel</li></ul></li></ul> <p>Revisions: - replace: approved by "The President" to state "The Board of Directors" - last paragraph line 3, remove "as outlined" and the remainder of the sentence and replace it with 'and web content to the Communications Director'.</p> <ul style="list-style-type: none"><li>• <u>Communication Policy for the TCL Permanent Signs:</u></li></ul> <p>Revisions include:</p> <ul style="list-style-type: none"><li>• Replace "Approved By: President" to "Approved By: Board of Directors"</li><li>• Remove: Procedure: 4th bullet (Other community groups)</li><li>• Add: Terms of the lease include not advertising for profit or commercial enterprise businesses.</li><li>• Normally 7 days notice is required to update the lettering</li></ul> <ul style="list-style-type: none"><li>• <u>Communication Policy for the TCL Newsletter:</u></li></ul> <p>Revisions include:</p> <ul style="list-style-type: none"><li>• Replace the "Approved by - The President" to "Approved By - Board of Directors"</li></ul>	<p>Stephanie to edit</p> <p>Stephanie to work further on this policy &amp; present in the next board package in January</p> <p>Stephanie to work further on this policy &amp; present in the next board package in January.</p>
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11	<p>Editor's Report</p> <ul style="list-style-type: none"> <li>• Submission Deadline January 9, 2013 for release February 4, 2013</li> <li>• Ad rates for 2013 will remain the same</li> </ul> <p><u>Tribune Updates:</u></p> <ul style="list-style-type: none"> <li>• Tribune is running in colour &amp; will continue in colour for the next edition as well</li> <li>• Minimum 4 pages in colour, the remaining is in black/white</li> <li>• Will review other community newsletters for ideas and potential increased revenue opportunities</li> </ul>	Mandy and Stephanie
12	<p>Memberships Director's report</p> <ul style="list-style-type: none"> <li>• TCL should consider changing the age of a senior from 55 to 65 to be consistent with other community leagues and the recreation center.</li> </ul>	Jennifer to pass along to Dan
13	<p>Fundraising Director's report – no report submitted</p> <ul style="list-style-type: none"> <li>• Silent Auction: Plan required by January meeting</li> </ul>	
14	<p>Volunteer Coordinator's report – no report submitted</p> <ul style="list-style-type: none"> <li>• TCL Volunteer Recognition Program</li> </ul> <p>Report handed out during the meeting</p>	
15	<p>Community Garden's report – no report submitted</p> <p>Terwillegar Garden's Community Advocate report – no report submitted</p>	
16	<p>Terwillegar Towne Community Advocate report – no report submitted</p> <ul style="list-style-type: none"> <li>• TRAC Meeting Update</li> </ul>	
17	<p>PARKS:</p> <p>Magrath Director report – no report submitted</p> <p>South Terwillegar Director report – Monte submitted report</p> <p>MacTaggart Director report – no report submitted</p>	

18	Other Business Arising: a. Agree to sponsor the Ridge Community New Year's Eve Fireworks - \$500	Mandy will update the signs
19	Adjournment 9:27 PM	