

**Terwillegar Community League Board Meeting**

**Tuesday January 22, 2013**

**Terwillegar Community Church**

**Present: James Richardson, Monte Weber, Jennifer Dalle-Ore, Scott Riddel, Marc Lachance, City of Edmonton – CRC: Diane Dunn, Executive Director: Mandy Jones**

**Regrets: Laurie-Ann Wheeler, Stephanie Gillis-Paulgaard, Kelly Jeffrey**

**Not in attendance: Terri Saunders, Char Bowman, Michelle McWilliams, Dan Reid, Community Gardens Rep.**

	Item	Action
1	Call to Order 7:08 PM	
2	Approval of Agenda Moved: Jennifer Dalle-Ore Seconded: Scott Riddel Approved	
3	Introductions of CRC	
4	Approval of December 19 meeting minutes ✓ Moved: Accept the Board meeting minutes of November 29, 2011 with adopted changes as presented. ○ Moved: Monte ○ Seconded: Scott Riddel ○ Carried	
5	President's report – James Richardson • Board Vacancies: ○ Fundraising Director: Stuart Riesen resigned. ○ Vice President: Dan Reid resigned, will sit as member at large ○ Vacancies will be highlighted in Tribune  Communications Policies discussed. DRAFT more policies to assist board.	

6	<p>Executive Directors report – Mandy Jones</p> <ul style="list-style-type: none"> <li>• Template for board meeting reports discussed. Can be developed if board members feel this would be beneficial. Suggested that we use the headings from the Communications Director Report.</li> <li>• Silent Auction: Will lead the event in the interim until Fundraising Director position filled. Will need the assistance and support of the entire board.</li> </ul>	Mandy
7	<p>CRC Report: City of Edmonton – Diane Dunn</p> <ul style="list-style-type: none"> <li>• See paper copy of Dianne’s Report. Highlights: Grant deadlines, programs provided by the City accessible to our members and spring/summer green shack programs.</li> <li>• City of Edmonton requires our Green Shack programs request by February 1, 2013</li> </ul>	Monte
8	<p>Treasurer’s report – Monte Weber</p> <ul style="list-style-type: none"> <li>• Green Shacks: TCL will continue to do the payroll for these programs. We will have a shack at Tomlinson Common Park with 2 staff both Spring and Summer. Will include a porta potty and water, expenses, etc in the budget. Also having a shack at Magrath park this year for 9 weeks with same amenities – porta potty, water for staff, etc. Monte will apply for 2 CSJ grants and 1 STEP grant to pay for staff at shacks. City hires and trains these employees. Will advertise these programs in the next Tribune.</li> <li>• Update on South Terwillegar Budget. See paper financials provided in board report for details. We currently have enough money to complete a phase of the project. Current shortfall of \$240,601 Discussion regarding phasing project: Phase 1 this year and Phase 2 next summer- see budget provided. OR wait until Spring 2014 and build whole project at once. With Phase 2 option we would save approximately \$20,000 in mobilization fees. Dianne suggested getting the commitment from the City to put in utilities this year in writing. She will work on this.</li> </ul> <p><b>Motion: Monte Weber. Commit now for service installation with full build in Spring 2014 for both spraydeck and playground. Seconded by Marc Lachance. All in favor.</b></p>	<p>Monte</p> <p>Monte/Dianne (CRC)</p>

9	<p>Program Director's report – Marc Lachance</p> <ul style="list-style-type: none"> <li>• Holiday Lights Contest: Marc suggested increasing advertising next year with more notice. Suggestions also included advertising competitions between board members, communities, etc. Prizes this year were donated with some smaller prizes being purchased. Winners will be highlighted on the website.</li> <li>• Calendar for all TCL events will continue to be developed.</li> <li>• Questions arose from Holiday Lights contest regarding which communities are encompassed by TCL. We will ensure that all communications regarding neighborhoods are consistent and identified clearly on our website. We follow the guidelines established by the City of Edmonton. Check the website banner to ensure consistency of message – 4 communities we serve (Terwillegar Towne, South Terwillegar, Magrath and MacTaggart) Other smaller communities are under these umbrellas.</li> </ul> <p><b>Motion: Monte Weber motioned that TCL communicates the consistent message of serving the communities of Terwillegar Towne, South Terwillegar, Magrath and MacTaggart). Seconded by: Scott Riddel</b></p>	<p>Marc</p>
10	<p>Communications Director's report – Stephanie Gillis-Paulgaard</p> <p><u>Communication Policy for the Use and Administration of the TCL Website</u>  <u>Communication Policy for the TCL Permanent Signs</u>  <u>Communication Policy for the TCL Newsletter</u></p> <ul style="list-style-type: none"> <li>• Approved with date change for Newsletter policy</li> <li>• Minor word change identified by James</li> <li>• All Policies APPROVED once minor changes made. Policies will be adopted into use by TCL board once Stephanie sends forward final documents.</li> <li>• Stephanie requested that the meeting minutes be circulated as a DRAFT prior to the next board meeting so that action items can be identified and worked on prior to meeting.</li> </ul>	<p>Stephanie to edit according to changes identified</p> <p>Secretary</p>
11	<p>Editor's Report – Mandy Jones</p> <p>Submission Deadline January 9, 2013 for release February 4, 2013</p> <p>Still seeking information from board members regarding their upcoming events. Content requested from board for paper – articles, areas of focus, etc</p>	

12	Memberships Director's report – Jennifer Dalle-Ore <ul style="list-style-type: none"> <li>• Seeking support with membership sales for February 14.</li> <li>• Jennifer will follow up with SWEMSA regarding membership sales and soccer registration information</li> </ul>	Jennifer
13	Fundraising Director's report – no report submitted Silent Auction: Mandy will lead in interim. Tasks will be provided to board members as their support is required to make this event a success.	Mandy
14	Volunteer Coordinator's report – no report submitted	
15	Community Garden's report – no report submitted	
16	Terwillegar Garden's Community Advocate report – no report submitted TRAC Meeting Update discussed Meeting between TRAC and TCL representatives to take place next week. Discussion to take place next meeting.	Scott
17	Terwillegar Towne Community Advocate report – no report submitted	
17	PARKS: Magrath Director report – no report submitted  South Terwillegar Director report – Monte submitted report  MacTaggart Director report – no report submitted	
19	Adjournment 9:21 PM	