

## Terwillegar Community League Executive Meeting

Date: June 7, 2011

Location: Holy Trinity Church

**Present:** : Jon Dewarle, Monte Weber, Danielle Gordon, Lorrie Payne, Jon Connell, Terri Saunders, Mandy Jones, Linda Bombardieri, Jennifer Ocloo, Kelly Jeffrey, Areni Kelleppan, Michelle McWilliams

	<b>Item</b>	<b>Responsible</b>
	Call to Order: 7:41	
	Approval of Agenda Move: Michelle, Second: Lorrie	
	Approval of Minutes of May 3, 2011 Move: Lorrie, Second: Mandy	
1	President (Jon) <ul style="list-style-type: none"> <li>• Front Yards in Bloom - nominate your neighbour! See <a href="http://www.edmonton.ca/environmental/conservation_landscaping/front-yards-in-bloom.aspx">http://www.edmonton.ca/environmental/conservation_landscaping/front-yards-in-bloom.aspx</a> for details.</li> </ul>	
2	Vice President (Richard) <ul style="list-style-type: none"> <li>• absent</li> </ul>	
3	Treasurer (Monte) <ul style="list-style-type: none"> <li>• Amounts from CIP and Community Spirit received and deposited, AGLC amount repaid into casino account.</li> </ul>	
4	Memberships (Lorrie) <ul style="list-style-type: none"> <li>• SWAT Hockey - invited to sell memberships at registration - Lorrie attended last week. Reserved membership table for Soccer registration Sept 7 and 13.</li> <li>• Instead of canvassing Lorrie will be including a membership sale table at the park fundraisers coming up in the fall. Extra volunteers would be appreciated. Linda brought up the possibility of \$5 discount at the event? General consensus was that this was not needed.</li> </ul>	
5	Communications (Mandy) <ul style="list-style-type: none"> <li>• Website - needs to be redesigned to effectively communicate information on events etc... This update would be beyond the scope of Michael's volunteer responsibilities. As an example Digital Rose would charge \$400-\$450, maintenance would be</li> </ul>	

	<p>extra or up to us. Some other companies are significantly more (anywhere from \$2,000 to \$30,000).</p> <ul style="list-style-type: none"> <li>○ Linda suggested connecting with Nancy of Riverbend CL - they are revamping theirs. We could look into getting a sponsor. TCL needs to decide what our policy on corporate sponsorship is.</li> <li>○ Terri suggested checking with NAIT or Grant McEwan to see if a student could do it as a project. Would be nice to have articles from the newsletters on the website. Terri has pictures she can send over to include in website.</li> <li>○ Jon - what can we do short term to get the park info out there, in the meantime we can look at different options. Do we know what we want in a website or do we need a consult?</li> <li>○ <b>Areni</b> - has a few names of people to get quotes from. Will send to Mandy. Recommends getting it set up so Mandy can update it directly.</li> <li>○ General consensus - worth it to put some money into the website to make it more current and more user friendly. Needs to be updated and deleted on a regular basis.</li> <li>○ <b>Mandy</b> to send out links of websites she likes, and of features available (side bar, calendar, etc.). <b>All members</b> will reply with their impressions on specific aspect of the sites.</li> <li>○ TSNAP- what do we want to do with their website once TSNAP is complete? Maybe linking it? Currently costing us \$20 a month.</li> </ul> <ul style="list-style-type: none"> <li>● Face book <ul style="list-style-type: none"> <li>○ Only people posting are businesses and day homes. Do we want to continue erasing these? Where are we drawing the line on the “no money exchanging hands” policy? Can we ‘defriend’ the businesses abusing it?</li> <li>○ Do we want to switch to a page instead of a group (only admin can post)? <b>Mandy</b> to look into doing the page. Maybe use it just to inform of website updates. Terri is willing to help post.</li> <li>○ Linda - EFCL may run a workshop on social media that may be useful.</li> </ul> </li> <li>● Biweekly e-mail update - do we want to pursue this? General consensus = yes. <b>All members</b> need to send Mandy information they want in the e-mail update.</li> </ul>	<p><b>Areni</b></p> <p><b>Mandy</b> <b>All</b></p> <p><b>Mandy</b></p> <p><b>All</b></p>
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	<ul style="list-style-type: none"> <li>• Sandwich boards</li> <li>• Michelle: plastic boards are sturdy and have pins that go into the ground. Quotes are: <ul style="list-style-type: none"> <li>○ 24x34 - 3 or more is \$89 each.</li> <li>○ 32x48 - 5 or more \$250 each. Individually \$275</li> <li>○ These include emblem and slider on the bottom</li> </ul> </li> <li>• Do we want to buy letters or just print off our own? Maybe look into UPS printing off the signs to put on them?</li> <li>• Can we get signs with general info already on them? For example CL event with arrow pointing where. Yearly events that happen every year. Or make posters and laminate?</li> <li>• Can we rent them out to community members? This would be hard to coordinate.</li> <li>• Storage is an issue.</li> <li>• Decision - CL logo on top, make our own laminated sheets to put on.</li> </ul> <p><b>Motion – Be it moved that the League purchase 3 large sandwich boards.</b></p> <p><b>Move: Michelle, Second: Jon, Motion passed</b></p>	
6	<p>Fundraising (Michelle)</p> <ul style="list-style-type: none"> <li>• Upcoming sale on September 10<sup>th</sup>. New location at Esther Starkman will provide twice amount of tables. Profit should double. People can bring own table or have one supplied. Will also have damage deposit of \$20 from vendors (can have cheque back after their area has been checked). Also will have a kitchen area – can sell coffee etc. and maybe a membership table if volunteers are available.</li> </ul>	
7	<p>Newsletter (Terri)</p> <ul style="list-style-type: none"> <li>• Papers were dropped off to Post Office yesterday. Includes Teen writing contest. Top winners will be published in November newsletter.</li> <li>• Next deadline: advertisements: Aug. 10, articles: Aug. 17</li> </ul>	

8	<p>Programming (Jon)</p> <ul style="list-style-type: none"> <li>• Next event: Canada Day bike parade on July 1. Green shack will be there. Many decorations, tattoos, pins etc. Ron Dickson providing refreshments, Terwillegar Church to provide a jumpy thing.</li> <li>• Linda- \$300 available for programming per year. Needs to go to community event, not food etc...</li> <li>• Green shack person is available for our Sept 17 event</li> </ul>	
9	<p>City of Edmonton CRC (Linda)</p> <ul style="list-style-type: none"> <li>• Handed out River Valley Trail Map - shows different trails, their difficulty etc. Can be picked up at any library, rec. center, or on-line. <b>Linda</b> to send minutes tomorrow with link.</li> <li>• Spring Shack leaders say it's busy. Jon to get program managers contact. Feedback on the leaders is welcome</li> <li>• Handed out summer program guide and Leaders in Training.</li> <li>• Priceless Fun is on the web.</li> <li>• Playground programs - league funds the second position. Choice of 8 weeks or shorten to 7 weeks (they have a training week). <b>Linda and Monte</b> to sort out financial details.</li> <li>• Porta-potty is at Tomlinson.</li> <li>• Youth programs at Ramsey - Linda to send Danielle the posters.</li> <li>• <b>Linda</b> to send e-mail tomorrow with camps – some are in danger of being cancelled if no more register.</li> <li>• In order to consolidate the 4 parks fund, TCL needs to pass a motion.</li> </ul> <p><b>Motion - Be it moved that the monies from all fundraising initiatives for Parkland Development be pooled into one account, and be distributed to each park project according to the prioritization set out by the Terwillegar Community League board.</b></p> <p><b>Move: Monte, Second: Jon, Motion passed</b></p> <ul style="list-style-type: none"> <li>• <b>Donations for these projects made to the City of Edmonton will be held in a deferred parks account titled "TERWILLEGAR Community League Parkland Development Donation Account." Once the project has been assigned a CP Number and moves into the Development Phase, the City's CRC and Project Manager will request the funds transfer into the project's specifically assigned Capital Project (CP#) account.</b></li> </ul>	<p><b>Linda</b></p> <p><b>Monte</b></p> <p><b>Linda</b></p>

	<ul style="list-style-type: none"> <li>• Donations to Parks: Cheques made out to City of Edmonton and sent through Monte. Credit Cards and Cash to TCL (Monte) then to City with listing for Tax Receipts. Tax receipts are issued in February of the next year.</li> </ul>	
10	<p>Parks Update:</p> <ul style="list-style-type: none"> <li>• Playhouse raffle <ul style="list-style-type: none"> <li>○ need a raffle license – requires TCL signatures etc. Many hoops to jump through (need separate person accountable for tickets, financial summary sent to AGCL, can't sell through TCL website)</li> <li>○ Idea was to have the draw at or after the September event. May be able to sell through the school?</li> <li>○ Do we just have playhouses or other? At this point just the playhouse.</li> <li>○ Community tent at the farmers market - can sell tickets there? Check out the website. Ph 780-868-9210</li> <li>○ May be a good idea to wait until next spring - already a lot going on this summer and we're tapping out volunteers and donors a lot.</li> <li>○ <b>Jennifer</b> to investigate possibility of holding raffle next spring (check with builder, Lori, etc)</li> </ul> </li> <li>• Telus World of Science Tickets - usually for schools - need to send them a letter, not very welcoming.</li> <li>• <u>Music in the Park</u> – Jennifer handed out Budget Estimate. <ul style="list-style-type: none"> <li>○ Need to decide whether this is a fundraiser or an awareness campaign</li> </ul> </li> <li>• Jennifer handed out rent vs. purchase <ul style="list-style-type: none"> <li>○ <b>Monte</b> to check if TTRA etc. wants to purchase with us.</li> <li>○ General Consensus = makes sense to purchase popcorn maker and cotton candy machine provided storage space is available.</li> <li>○ Tents – upkeep is a concern.</li> </ul> </li> <li>• Linda - City may have carnival games for renting. <b>Danielle</b> to investigate for South Terwillegar Park Carnival. Can possibly use for both events. Possibility of getting stuffy donations from community members for prizes.</li> <li>• <u>Famoso Pizza</u> – Park info has been sent to them. Article is in the newsletter.</li> </ul>	<p><b>Jennifer</b></p> <p><b>Monte</b></p> <p><b>Danielle</b></p>

	<ul style="list-style-type: none"> <li>• New NPDP Manual – TCL copy given to Monte.</li> <li>• Tickets to Infinite Fusion “<u>Yoga in the Park</u>” event for sale. <b>All</b> members are encouraged to purchase tickets for themselves and others through Mandy or at Infinite Fusion. Magnet Signs are up. Article is on the newsletter.</li> <li>• ATB is willing to work with us for some fundraising as well. <b>Mandy</b> to complete application. They also have a community board to post info. Also have a program with Master Cards - \$5 per application we bring in, General Consensus was that this wasn’t something we want to get into.</li> <li>• <u>Street Performer and Toonie Carnival</u> – in South Terwillegar Park. Will charge a toonie for games etc...Does it still make sense to have the 2 events (music in the park and toonie carnival) on the same day? Park group will investigate having them on different days to make better use of our resources.</li> <li>• Spray Deck in South Terwillegar Park <ul style="list-style-type: none"> <li>○ According to the City of Edmonton there are no on-going costs for the CL once a spray deck is built and handed to the City – Linda confirms.</li> <li>○ Need a motion to have the City provide water to our site. This will mean that the CL building (when and if built) will be on the South Terwillegar site, and the other CL site (community gardens site) will not have water provided by the City, as they only provide it to one site per Community League.</li> </ul> </li> </ul> <p><b>Motion- Be it moved to have the City provide water to the South Terwillegar Park site for use for a spray deck and design the Community League Building into the South Terwillegar Park site for future consideration.</b></p> <p><b>Moved: Jon, Second: Michelle, Motion passed</b></p> <ul style="list-style-type: none"> <li>• <b>Jon D</b> to e-mail absent members regarding this decision.</li> </ul>	<p><b>All</b></p> <p><b>Mandy</b></p> <p><b>Jon</b></p>
11	<p>Other</p> <ul style="list-style-type: none"> <li>• Casino – members passed signed key volunteer forms to Jon and Michelle. TCL and the Parks Group will continue recruiting volunteers.</li> </ul>	

	<p>Meeting Adjourned: 10:10pm Next meeting is on September 6, 2011 at 7:30, Holy Trinity Church. <b>Areni</b> is hosting</p>	<p><b>Areni</b></p>
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