

## **Prince Rupert Community League Meeting**

**Date:** Tuesday, October 7th, 2014 @ 7:00pm

**Location:** Central Lion's Recreation Centre

### **Present:**

Victor Dorian, President, Tony Spencer, Vice President, Brandy Harris, Secretary, Pam Chaillard, Social Director, Sandra Lee, Membership Director, (A.J.) Chouinard, Director, Roxanne Foster, Director, Marian Diakur, Anne Couy

### **Regrets:**

Ralph Dyer, Treasurer, Demetrius Garanis, Winter Sports Director, Tim Gourlay, Summer Sports Director, Kat Gourlay, Director, Heather O'Hearn, CRC

1. Round Table Discussion with Pumpkin Pie & Coffee –Thank you to Sandra, Anne & Roxanne.

2. Call to order: Meeting called to order at 7:15pm

3. Attendance: Taken/ Brandy taking minutes.

4. Agenda: Requested to move #5 Presentation to #16 spot for later discussion.

**MOTION:** Tony motioned to approve the amended agenda as noted; Marian seconded; all in favour.

5. See Below Vice President's Report.

6. Minutes: **MOTION:** Sandra motioned to approve Sept. 2nd, 2014 meeting minutes; A.J. seconded; all in favour.

### **7. Completed September Action Items:**

-Ralph & Tony did inventory of the C-Can and emailed the list to the executive.

-Victor confirmed Tuesday night meetings with Central Lions. We will be revisiting which night works best for everyone in the new year.

-Pam received a quote to have a new website created for PRCL which is user friendly and can be used by executive members and maintained by a Communications Director of sorts. It would link to social media sites such as Facebook, Twitter etc. Word documents and pictures can basically be 'dragged and dropped' onto the page by the volunteer in charge. The cost to do the website is \$3500 and will take about 1.5 months. He did the North Glenora website for reference. Victor is going to talk to the creator of our existing website for information.

-Victor sent a copy of the Annotated Ownership Agreement to the Executive.

-Victor spoke to Olivia with the Our Lady of Guadalupe Church. She will continue to give reminders about the parking issues. Pam mentioned that it's not the fact that they park on the street, it's how they park that is the problem as emergency vehicles could not gain access to the avenue or even the fire hydrants in some circumstances.

-Victor and Ralph reinvested \$400,000 into GIC's.

### **8. President's Report:**

-Special meeting between 3 partners came up with the name Tower Road Connection Society to be the name for the new society. Legal is ongoing – updates will come.

-Alan Partridge, AAA, has sent out an EOI and 20 design companies have expressed interest. He will be shortlisting it to 5 companies in the next few weeks.

-Victor and Heather are working on a planning grant that is due October 24<sup>th</sup>. The amount is \$25,000.

-Servus Credit Union sent an information package to PRCL regarding changes to online banking – most importantly e-transfers which do not require two signatures. The members at the meeting all had a problem with this based on past experiences. Victor and Ralph will discuss options with Servus and if they can't accommodate our requests perhaps another bank can. We need the banking secure and access to the funds limited and copies of the bank statements brought to every meeting.

-Tony brought up needing a Policy Procedure Manual and is willing to head this up and get it going.

-The Blatchford Project has started some construction work: see [blatchfordedmonton.ca](http://blatchfordedmonton.ca) for more information.

9. **MOTION:** Tony motioned to accept the name Tower Road Connection Society; Sandra seconded; 7 for; 2 against.
10. **Vice President's Report:** Tony discussed Effective Meeting Strategies on handout as provided by Heather O'Hearn. Considered adding a 'Parking Lot' for items that come up which are not on the agenda but worth revisiting at the end of the meeting, or at the next meeting. Some of the topics discussed were: Make every meeting matter – or don't meet at all; Define goals and distribute agenda in advance; Own your meeting, take charge and keep your meeting moving; Get the constructive input you need from everyone present; Summarize and close with an action plan, try to make sure that everyone leaves knowing the next step; Make sure that your meeting didn't happen in isolation by letting the right people know what was decided and what will happen next.
11. **Treasurer's Report:** Ralph sends his regrets.
12. **Secretary's Report:** Big Bin Event went very well – three bins were full before noon so we decided to get 5 instead of 4 this year and they all filled. Went over the \$2500.00 budget by about \$250.00 because of the 5<sup>th</sup> bin.
13. **Membership Director's Report:** Collected \$660.00 in membership sales and a \$10.00 donation at the Big Bin Event. In total 73 memberships have been sold for the 2014/2015 year so far – 19 of which are new members. Sandra just gave Victor \$1130 to deposit into our account and will transfer her membership duties to Victor for January, February and March while she is away.
14. **Sports Director's Reports:** Tim sends his regrets. Demetrius was unable to attend but had Brandy carry his 44lb pumpkin into the meeting – you win Demetrius! He also sent his idea of having the Geo-Caching box returned to the dog park site. The group agreed that this is probably up to the Geo-Cache creators and that more information could probably be gathered from the Telus World of Science.
15. **Social Director's Report:**

-Pam and Tony came up with a list of proposed events and estimated costs for 2015. Group decided that at least one lead volunteer should manage each event and delegate tasks to other volunteers. Discussed sponsorship and donations from local businesses, advertising, and getting the community involved.

**MOTION:** Sandra motioned to Approve a budget of \$6000.00 for a minimum of 5 events in 2015; Marian seconded; all in favour.
16. **NEW Action Items:**
  - Victor to deal with Servus Bank regarding E-Transactions.
  - Victor to call original website creator about costs to maintain/ update it.
  - Tony to take lead on creating a Policy Procedure over the next year or so.
  - Victor and Heather to finish application for Planning Grant.
17. Next Meeting Date: Tuesday, November 4<sup>th</sup>, 2014 @ 7:00pm Central Lions Senior Centre.
18. Adjournment: - Victor closed the meeting at 9:00pm.