

Prince Rupert Community League Meeting

Date: Monday, March 21st, 2016 @ 7:00pm

Location: Central Lion's Recreation Centre

Attendance:

Victor Dorian, Tony Spencer, Brandy Harris, Chris Goossen, Jody Nelson, Ralph Dyer, Pam Chaillard, Lindsay Johnson, Rodney Taylor, Reagan Gee, CRC (Reagan: Has been a CRC for 2 years and will transition PRCL for at least 90 days from Jody to Heather.)

Regrets: Tim Gourlay, Roxanne Foster, A.J. Chouinard, Demetrius Garanis

1. Call to order: Meeting called to order at 7:10pm
2. Attendance: Taken/ Brandy taking minutes.
3. Agenda: Added a discussion on the potential PRCL office in new building. Add May Day under Other Business. **MOTION:** Tony motioned to approve the agenda as amended; Chris seconded; all in favour.
4. Minutes: **MOTION:** Tony motioned to approve the February 22nd, 2016 minutes; Chris seconded; all in favour.
ACTION: Brandy to email the February 29th special meeting minutes.
5. **President's Report:**
 - AGM DATE: Monday June 9th - **ACTION:** Victor to book a room for this meeting.
 - Big Bin Event: September 17th Potentially. Need to apply for grant right away.
 - CLOG: Grant application due end of April. Chris will work on that.
 - CLIP Grant: Community League Infrastructure Planning Grant. Victor and Ralph working on this. Have asked Pivotal - Project Management for help. Due on Thursday. James and Mary from the Grants application group can help with the application.
 - Making good progress with the Aurora Place Project through the various meetings being held. Questions around the operations affordability were addressed based on the budget created and worked on by the PRCL board members.
 - A letter has been circulated regarding the playground to give a budget of about \$600,000. We have not done a community needs assessment, or a plan for the playground so we don't know the exact budget needed. It was decided in a previous partners meeting that the playground should be handled by the City project managers instead of the Architects. The city will need more information and clarification about the timelines and scheduling of our playground including the handing over of money to be used. The playground and the ice rink are crucial for Prince Rupert – it is very important that we get the funding, and it gets done in a timely fashion. Victor and Ralph should meet with the playground committee regarding moving forward.
 - ACTION:** The playground committee needs to do the needs assessment for the community and come up with a proposal for the Developer. Have a meeting as soon as possible.
6. **Proposed PRCL Office Space:**
 - An 8 Sq.M. (69 Sq.Ft.) Office has been proposed on the latest plan. Originally, PRCL didn't think they would need an actual office, but would need a place to store files etc. We thought we could be sharing space with our partners vs having our own tiny office. However, the other partners didn't seem overly interested in sharing an office space, so the Architects took it upon themselves to create a small office space for PRCL. Should we actively be pushing for a small office space or not? Will it increase our operational costs slightly – yes. Pros: a lockable, secure space for storing our files, memberships, statements, etc. Cons: Added operational costs of approximately \$700 / year, very small office space instead of being able to share with our partners, poorly located space accessed from the public change room, not very welcoming or user friendly.
 - How to share with our partners better? We can't all have our own little space and our own photocopiers etc. We should propose to our partners that you either work with us and share space based on our original principals or designate a

Prince Rupert Space Office that is acceptable no matter where it has to come from. Original Memorandum of Understanding needs to be remembered. We should be able to share office space – why don't our partners want to share with us. Need a re-fresher to remind us of why we are working together in the first place and get back on track with our philosophies.

-We need to have a board room to share and use – a shared office would be ideal as well. Financially, how can we add to our operating expenses if we're already maxed out? *Maybe we can share the change room, the storage room and an office with ATA to share the costs? Board is not wanting the currently proposed PR space as a designated office and would like to get back to our roots.*

7. **Treasurer's Report:**

-Last week we had over \$400,000 GIC's that came to term and were put back into our savings account. Ralph and Victor decided to put them back into a 180 day short term GIC which will be redeemable on September 12, 2016. (Profit of about \$1500 by September)

-Just made 2 major payments for the Aurora Place Project: \$7,900 to Pivotal and \$43,000 to MIA.

-City had mistakenly given us an extra \$25,000 grant, which we just finalized paying back.

-**Annual Budget:** Pam got it started and with the help of Beth our book keeper, and input from the board we have created a conservative budget.

-**Cash Flow Document:** Change expenses on 1st year, 2nd page: Instead of \$1938 it should be \$1800.

Change: 2018: Instead of \$51,531 it should be \$49,593.

-Terra fully understands our budget situation (as well as ATA's budget) so their bookkeepers are currently looking at some options to help ensure that in any given year, Prince Rupert will not have to spend any more than our \$25,000 budget. Process and timeline for bringing the financial discussions to a close –and we are hoping to have it done by the end of this month. Ralph has done a great job of putting this budget together. All three partners need to be transparent with their budgets and cash flows. We are still in negotiations about space allocation and budgets for each partner so this may be a moving target.

8. **MOTION:** Ralph motioned to accept the proposed Prince Rupert 2016 Annual Budget as put forward; Tony Seconded; All in favour. *Only accepted for Prince Rupert – not to be given to anyone else.

9. **Vice President's Report:** - June 11th beer garden: Committed – planning and starting meeting.

10. **Playground Committee Update:** - Nothing to report – will have a meeting soon.

11. **MOTION:** *Concept Design package: "that the Prince Rupert Community League approve the Aurora Place Concept Design Phase package, including the Business Plan, as completed on February 12, 2016, with the condition that Prince Rupert's contributions to Tower Road Operations not Exceed \$25,000 per year"*

Discussion: The City of Edmonton wants the board to approve the application they received. 3 Part Business Case element: Conceptual Design, Public Information Plan & Operating Budget.

AMENDED MOTION; To just approve the revised budget we've set for the operations of this building: Ralph Seconded; 3 votes Yes; 1 Proxy Vote No to Original Motion by Demetrius; motion passed.

MOTION: Pam motioned to spend \$1000 for May Day Budget / Ralph seconded / all in favour

MOTION: Pam motioned to spend \$250 for a thank you / good bye gift for our CRC Jody Nelson / Ralph seconded / all in favour

Discussion: The City of Edmonton wants the board to approve the application they received. 3 Part Business Case element: Conceptual Design, Public Information Plan & Operating Budget.

Other Items Tabled to next meeting.

Meeting adjourned at 9:09 pm

Next regular monthly meeting to be April 18th, 2016