

Thursday November 9th 2017, 7:00 pm
Central Lions Senior Centre room 12
MINUTES

Call to order: The regular meeting of the Prince Rupert Community League was called to order at 7:10 on November 9th, 2017 in Central Lion's Centre by Tony Spencer.

Present: Myrtle & Norman Homenuk, Ralph Dyer, Tyson Vandament, Tony & Barb Spencer, Shannon Biafore, Ilia & Denise Biziaev, David McDine, Anil Nayar, and Dierdra McKay.

Welcome: Welcome from Tony. New attendee: Dierdra McKay

Approval of the agenda

1. Amendments to be made. Requests to include the following:
 - a. Community League Space
 - b. Communications
2. **M/S/C - Barbara and David/Norman: Approval of Amendments and Agenda**

Minutes of the October 12, 2017 meeting

3. The minutes of the previous meeting were unanimously approved as distributed.
4. **M/S/C - Ralph and Tyson: Approval of Minutes**

Matters arising from the minutes

1. Snow bank rink progress - Tyson
 - a. Update:
 - i. All material goods have been purchased by Tyson and Ilia. A receipt will be provided by Tyson (approx. \$500.xx) and the materials will remain in Tyson's garage. Thanks to Ilia for helping with all this.
 - ii. The hope is that this will be built soon.
 - iii. The tarp they purchased is quite large and they purchased 120 ft. of lights to line around the rink. Although the wood will rot with the moisture and weather, they believe both the tarp and lights can be used again next year.
 - iv. Water supply - a water truck will be used to set the foundation due to its simplicity and cost efficiency. It will cost approx. \$175.00. So long we don't have any major temperature changes, we should be ok to build this base layer and then spray and wipe down as needed.
 1. Ralph wondered if it may be possible to get a truck to also help supply the upcoming rink floods? It was determined that buckets are more appropriate due to the way the water levels itself out (self-leveling).

- v. An extension cord worth 125 ft. will be needed for the LED lights that were purchased and will be built into the wooden boards, but we aren't sure where we can plug this in. We need volunteers who are willing to help us with this and allow us to use their power outlet. The thought is to provide them with the finances in exchange.
 - 1. Ilia recommended a wattage meter and some do run for approx. \$50.
 - 2. Tyson will look for a wattage meter.
 - vi. Insurance - Tony
 - 1. Tony has updated the insurance and the snowbank rink was included in these plans.
 - b. Permit
 - i. Tyson confirmed that we are rolling over the previous permit, but this was changed to be more current. Tyson has corresponded with Heather and she has upgraded/updated the information to be more in line with our plans. It is believed that nothing else was needed. However, Tyson will confirm once again.
- 2. Research for the winter programs – Tyson
 - a. Most research has been done on the rink.
 - b. Tyson affirmed that there is a gymnasium at The Royal Alex hospital. It's \$23.25 to rent the gym. It looks like it's a smaller gym and we are yet to see what the availability is. Heather mentioned last meeting that it doesn't seem to be used very often. Tyson will do more research on this once things are settled with the rink plans.
- 3. Dry Pond communications/Terms of reference ratification – Ralph
 - a. These were circulated to the Committee and Tony asked for a vote on the ratification for the vote sent via email. No objections.
 - i. **MSC - Barbara/Tyson/Myrtle; all in favour of ratification.**
 - b. The Board has approved these terms of reference via email and Ralph contacted Catherine Falk earlier this week and she will get back to us in terms of a suitable meeting time. We hope the Committee (Myrtle, Bill and Ralph) will meet with the City before the end of the year. Although away, Bill is willing to attend these meetings via Skype or conference call.
 - c. Barbara asked if it would be worth it to compare how ours looks in comparison to one that is in existence. It was affirmed that photos would be beneficial and a report back to the Committee would be appreciated.
 - d. Revisited: The approach to our dry pond was an attempt to have a new landscape design that would involve less maintenance with more natural grass and trees. There is cost efficiency here, but from the League's point of view, the aesthetics are not the greatest fit for our community and it takes up what was recreational for our community.
 - e. Some board members confirmed that trees have been removed and/or moved, and the hill is suitable for sledding. There are a few trees with posts, but they are

not in the way like before. Some families have already visited and used this space, which is encouraging and we feel as though our voice was heard.

- f. Denise will post photos onto the FB page to show what changes were made between the snow fell, to give an update.
 - g. David confirmed that Catherine emailed the following details:
 - i. Removal of fence on West side of fence (Oct. 18)
 - ii. Removal of two trees at bottom of hill (Prep Oct. 18); Mattress and chair was removed from north end of park as well.
 - iii. A “Family Nature Night” is scheduled for July 2018. More details to follow.
 - iv. More progress to take place. More garbage receptacles and pick up times to be increased, in addition to ways of controlling mosquitos.
 - v. City has plans to meet with PR sub-committee; site is now the responsibility of Parks & Rec.
 - h. Ralph inquired re: the Community Rec. Representative. What will this look like in our immediate future? We are unsure. Tony suggested that we ask the City this question, although they are thinner on the ground and have taken up more responsibilities. Heather has other designations and we will not have her as our support after January.
 - i. Ralph recommends that we pursue a conversation with the CRC’s as this affects us and other community leagues as a whole. His concern is that we need another valuable asset like Heather. This was agreed upon.
4. **ADDITION TO AGENDA:** Discussion on how to develop the land on 116 St and 113 Ave - Renamed/Proposed agenda item as “Community League Space”.
- a. Tony has confirmed that we need to approve of what will go in this space and move forward with some sort of plans very quickly. We’ve had heavy discussion surrounding this over the last few meetings.
 - b. David recommended that we draft this and come up with ideas on paper for presentation that can be circulated to the Board, to be voted upon as our general vision, then submit this to Heather by Christmas break for review and determine if it fulfills the requirements of the City of Edmonton. Then, if/when approved, it was recommended that we move this forward to the City of Edmonton in January for review and approval.
 - c. Deirdre works in Parkallen and suggested the idea of a BMX track as she brings her son there often. David has expressed that a survey has been distributed and the results were low in favor. However, there is still potential for this depending on how we want to move forward with our recreational ideas for this space.
 - d. Concerns were expressed about the due process for planning and whether we are making a comprehensive plan for this space with the use of appropriate time. Where are we with the original motion by the Board to look at a strategy for this process? What are we doing relative to that? Where does the original proposal and document fit in this planning?

- e. It was agreed upon that the original document is still useful and beneficial for how we plan to develop and operate within the parameters of that land. Our current focus at the moment is concerning what we want to do in terms of a “structure”. There was concern regarding whether the projects and plans were to simply to satisfy a deadline of January 31st.
 - f. It was clarified and agreed that we need to have a plan in place wherein it demonstrates that we have done our homework. We don’t have to have the exact specifics yet, but a general vision.
 - g. Ilia suggested referring to the plans as: “Community Meeting Space”
 - h. Ralph suggested that we strike a group of individuals to draw a draft that can communicate back to the Board for approval. David suggested that he and Tony (along with anyone else interested) can develop this proposal. Ralph recommended that this is shared on Google Docs for members to view and speak into. Ilia and Bill expressed interest that he would like to be a part of this group.
 - i. Confirmed: The group will initiate the document.
 - ii. Confirmed: The group will be composed of: Tony, Bill, David, and Ilia (thus far).
5. ADDITION TO AGENDA: Communications
- a. Denise expressed that it would be beneficial for us to determine what our vision is and what methods of communication are necessary.
 - b. Tony affirmed that he would like to see us produce a newsletter.
 - i. In addition to the combination of avenues; news items on the website, Facebook, email blasts, and hard copies printed. Simple, one/two pages, can be mailed out quarterly/seasonally which also target our community events.
 - ii. Recommended by Tyson: the use of Hootsuite, a social media management platform.
 - iii. Tony confirmed that the Queen Mary Park community has demonstrated success in their communication as a result of the system that they have in place. We are uncertain of what this is, but it includes volunteer recognition, events, etc. This may be worth looking into.
 - c. Ralph affirmed that it is critical to determine our vision. We need more interaction with the board, the members, along with the residents. It needs to be a two-way relationship.
 - d. Denise suggested that we hire a strategist to help us establish the foundation and that way when this role is filled, by whomever, they will have a platform to work with. Essentially, transferability is key.
 - e. It was confirmed by Deirdra that mail-outs are being received by her and her sister. This was helpful for us to hear.
 - f. Denise will work on drafting a strategic plan of how to move forward and present this in December.
 - g. David will reach out to his connections at NAIT within the Communications department and see what type of information he can gather about how we can

move forward. He will also continue pursuing the individual who has helped to develop the website version waiting to be launched.

President's report

1. Motion to appoint Board Communications Director
 - a. Denise Biziaev was appointed as the Communications Director
 - b. M/S/C - Tony/Ralph, Shannon: Appoint Denise B. as Communications Director**
2. Motion to hire a bookkeeper
 - a. Unfortunately, according to our bylaws, we our hired Bookkeeper cannot hold the Treasurer role simultaneously. Shannon currently holds both of these roles, but a change is needed.
 - b. Tony has asked if Shannon is willing to stand as Treasurer or would prefer to be Bookkeeper.
 - i. Ralph confirmed the bylaws and responsibilities of the Treasurer.
 - ii. Shannon confirmed that her preference is to be the Bookkeeper, however, she is ok with being Treasurer for the time being.
 - c. Tony referenced the budget and how the cost for the Bookkeeper comes out of the Admin budget. He is working on the contract for this role as well.
 - d. It was determined that we will leave it as it is for now and revisit this again.
3. Casino update
 - a. We have a number of people who are interested in helping and completed the paperwork. We may need to consider volunteering on a second day. This is to be determined.
4. CLIP grant reporting
 - a. Ralph and Tony have signed the report which is ready to be sent out before Nov. 11th.
5. Nov. 1 Leagues Alive conference sponsored by the EFCL.
 - a. Last opportunity indicate intention to attend is on November 18th. Ralph has found benefit in attending this.
 - b. At this time, interest in attending was not expressed.

Director reports

- a. Treasurer - Monthly report and annual budget
 - i. Shannon has the info for October and there wasn't a whole lot to include other than the Big Bin event.
 - ii. Shannon will send Angela the report so they can be attached to the minutes for distribution.
- b. Secretary – Correspondence - n/a
- c. Social - Christmas Social, Winter Carnival?

- i. Due to the low response, it was determined that we will not have a community wide Christmas Social at this time.
- ii. Tony proposed a Board Appreciation evening with family since we have the space booked already. This would be an invite-only event on November 24th that recognizes our PR Volunteers. If we know of anyone that should be recognized, this should be communicated. Tony is going to try and get in touch with previous volunteers and ask that Angela put a call out via email.
- iii. Winter Carnival date proposal: Family Day; Monday, February 19th. More details to follow.

New Business

- a. n/a

Next meeting: December 14th 2017, 7:00 pm (Room 4 - not our regular meeting room)

Adjournment

- a. M/S/C - **Tony, Tyson: Adjournment**