



St. Albert Community League

17 Perron Street
St. Albert, Alberta T8N 1E5

COMMUNITY LEAGUE

(780) 460-7812

Minutes

BOARD MEETING

Tuesday, April 12, 2011

Contract
Manager

Anne Tansley

Board
Member
Volunteers

2011 Officers

President

Vic Charlton

Vice –
President

Cliff Carter

Secretary
George Valan

Treasurer

Mike Clulow

Location – Community Hall 5 Directors, 4 Officers in attendance

1. **Round table**—re-introduction of new board member

Val & Paul introduced themselves and gave a short bio as to their history in St. Albert and why they chose to join the league.

2. **Presentation by theatre group** Hans & Robert of a theatre group

provided a short presentation as to their involvement in getting St. Albert hall involved in their plans. They like the idea of the kitchen so a dinner theatre is in their plans. They provided plans on how the hall and stage would work for them. They have a membership of 45 people and they can put on anything from musicals to comedies. They would like to remodel the stage for such events. They will use the existing stage as a back stage and recommend building a new stage in front of the existing stage. This will be a permanent stage with wiring, lights etc. and it can be used as a head table area for other events such as weddings etc. They would need a small staging area at the back of the hall and would like to install roller blinds to block out light for early evening events. The average running time for a show is 1 to 2 hours and they run each production for a total of 3 to 5 times. They would do a dinner theatre show for their first which would help pay for the renovations.

3. **Standing items**

- Agenda Approval **Moved** by Val to approve the agenda. **Seconded** by Deane **Carried.**
- Apologies: Bentley, Cam and Randy have other commitments.
- Approval of Minutes of Last Meeting. Manager's report through Michael was verbal and clarified. **Moved** by Lynda. **Seconded** by Sheena. **Carried**

4. **Committee Reports**

• **Treasurer's Report**

- i. Approval, for information, of previously circulated financial reports **Moved** by Michael that the cheque summary be approved and that the deposit summary and position statement be accepted as information. **Seconded** by Sheena. **Carried.**
- ii. Debrief of AGLC audit—Mike/George Mike provided a report. One concern is that non members worked in key positions. **Moved** by Deane that the board have authority to deal with the situation. No seconder Motion ceased. A report will be forthcoming from AGLC in 2 to 6 weeks. We will have time to respond afterward.

• **Membership Committee**

- i. Membership records/status. There are currently 181 members registered.



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- ii. Event activities in support of memberships (dance coordinator). A Summer Dance is being planned. Sheena and Lynda are taking the lead on this event. No theme has been planned as it.
- iii. The League has been invited to participate in the upcoming Canada Day Celebrations. The current plan is to have a bouncing center for children and have people from the League giving information about the community league and give out brochures and other information. It will put a face on the league if we get many people to head up the event and to participate. No one volunteered to take the lead at this time. The cost of the event will only run about \$500.
- iv. Cliff & Deane are meeting with the Mayor and city administration to see how the League could get involved with heading new community initiatives in St. Albert.
- v. Lynda circulated a copy of the first draft of a Community League Newsletter for review. Discussion regarding what kind of budget would be required to keep a newsletter initiative alive. Sheena has agreed to be the editor of the newsletter. Lynda will have a budget prepared for the next meeting.
- **Fund Raising Committee**
 - i. Update No report
- **Property Management Committee**
 - i. Manager's report Verbal report of the Hall Manager's report. Saturday bookings have increased. The manager will be giving all potential renters the caterer's phone number. Spring cleaning is being completed by the hall manager.
 - ii. Exercising discretion on requests for damage deposit There was discussion on whether the \$1000 damage deposit was perhaps too much for some groups. This may be too extreme for groups simply having a meeting. Val suggested that we use a credit card number as a security. Lynda suggested to let the property management committee look into this further and will report back with recommendations.
 - iii. Property repair priorities Some ballasts need to be replaced. Michael said that there were some wiring concerns on some recent ballast replacements.
 - iv. Use of parking space—Mike A group would like to use the parking lot for a food distribution group. There is not enough information on the group in question and the parking lot is already leased out which could create problems so the request was denied.
- 5. **Hall Cleanliness**—Cliff has received reports on hall cleanliness and that it has not been satisfactory over the past few months. He would like to have a few board members to do a walk through shortly after the hall has been cleaned after an event. He will call on members to do such an investigation.



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6. **Disband/Re-establish Necessary Committees** (see item 5).
Determine Roles/Responsibilities/Terms of Reference for all Committees
 - Property Management Committee- the committee is properly constituted, however more people should be involved with the work, Cliff suggested a group of 5 people constitute the committee. Additional volunteers include **Paul, George and Deane**. Other League members can be on any committee. Discussion: terms of reference need to be established for all committees to establish working procedures (who does what, when, how), notifications (who needs to know what's happening, when), documentation (activities performed), financial record keeping (expenses, receipts)
7. **SACL Goals and Governance**
 - Marketing, advertising public relations, tenant relations (survey, questionnaire, consult): promotion of the League **Vic, Val, Cam, Sheena, Lynda** will form a committee to look after this aspect of the League.
 - Membership: **Cliff, Deane, George, Lynda, Dan, Sheena, Randy** action plans and events to engage/recruit membership
 - Property management: **Michael, Cliff, Deane, Paul, George** look after the day-to-day maintenance, allocation of funds for major renovations
 - Board communications: establish exchange protocol
 - Strategic plans: follow-through of sessions facilitated by Roy to be discussed at General Meetings
8. **Adjournment**
Moved by Deane to adjourn meeting. **Seconded** by Val. **Carried**. Meeting adjourned at 9:05 PM. Next meeting is May 10, 2011 at 7:00 PM.

Directors

Bentley Bar

Deanne
Doucette

Linda
Flannery

Cameron
MacKay

Paul Dicaire

Sheena
Hughes

Randy Hughes

Val Niblock

Member