

Dovercourt Community League Executive Agenda

Date: April 9, 2019

Presiding: Geoff Galbraith

Call to Order at: 7:05pm

Additions to Agenda

Adoption of Agenda - Gilda, Seconded by Gwen.

Minutes of previous month's meeting - **N/A**

- a) Errors or Omissions
- b) Adoption of the Minutes
- c) Business arising from the Minutes

Correspondence:

- Thank you for the Shamrocks in the newsletter Maggie (from an unsigned DCL member)
- Risk Management Seminar info
- Big Bin Event
- Development Permits

Treasurer's Report - Colin Law

- attached

Colin moves that his report be adopted as presented. Shelli, Bob.

Guests

Kristy Berryman - NRC

- attached
- Approved up to \$325 for Visioning materials with Maggie.

Executive Reports:

President - Geoff Galbraith - attached

1st Vice President - Bob Grieve - no report

2nd Vice President - Mike English - no report

Secretary - Jackie Hazard - attached

Building & Grounds Director - Richard Fott - no report

Program Director - JoAnne Frere-Wilson - no report

Sports Director - Gerry Stanton - no report

Social Director - Andrea Copland - no report

Membership Directors - Shawn & Gilda Frizzell - attached

Publicity Director - Maggie Harris - attached

Maggie moves that we post minutes including reports on the Community League Website. Seconded by Andrea. Passes.

Finance Director - Gwen Madsen - attached

- Spring Tea report attached

Rink Director - Shelli Honey - attached

Hall Director - Paula LeClair - attached

Equipment Director - Gerry Stanton - no report

Appointed Members Reports:

Soccer coordinator - Jackie Hazard - attached

Newsletter - Maggie Harris -

Newsletter Distribution - Alice Baker

Webmaster - Maggie Harris

Unfinished Business

a) Hall Policies & responsibilities - Paula

- Talk around the definition of what a "Life Time Member" is within Dovercourt.

Paula moves that hall rental fees are accepted as presented. Seconded by Gilda. All in favour.

Paula moves that accept Hall Rental Info Policy as presented with the addition of the amendment for Life Long Members/Volunteers. Seconded by Gwen. All in favour.

Gilda moves that we accept the Hall Director job description as presented to institute immediately. Seconded by Paula. All in favour.

Gwen moves that Life Time Members/Volunteer get hall rentals at 50% rate. Seconded by Bob. All in favour.

b) Visioning Update - Maggie

- Maggie would like to meet with the Principals & Churches re: ways to collaborate within the community.

c)

New Business

a) Dog Run - Geoff/Richard - tabled to May

b) Bingos - Geoff

- Northmount Community League would like to share their Bingos with us. We would need to provide 9 volunteers.

c) Garage Sale - Geoff/Andrea

- Will be held on May Long as in previous years
- Will call about the big bin and see if it can be the same day
- She will reach out and find sources to advertise

d) Garden Group update - Maggie

- Submitting their regular report - attached.
- e) Playschool - Paula/Geoff
- No go.
- f)

Call for Adjournment - Paula. Seconded by Andrea
9:18PM.

Time

Next Meeting

Date- May 14

Time- 9PM

Secretary Report April 2019

Nothing to report except I'm requesting a computer and printer be set up in the league office so Executive can have access to it. Also, wifi passwords for Executive would be handy for during meetings, etc.

April 2019 Soccer Report

Registration was down at least 50% from last year but I'm guesstimating closer to 75%. Only 1 team was formed, u13 boys which will be coached by Danny Ried. All other kids were transferred out as close to home as possible. U7 and under are in Sherbrooke, u9 in Grovenor & u11 in North Glenora.

Hall Director's Report

April 2019

1. It's been a very busy month! We have a lot of rentals for April. There are bookings every weekend until May the 5th. The calendar on the website is up to date.
2. We have been very busy reviewing the hall director job description, the hall rentals fees (along with the rental times), and policies regarding the security deposit and deposits for hall rentals.
3. We have a new interim hall cleaner. His name is Marcel Bruyere. Deneen will be off for the whole summer.

We are looking forward the board's feedback regarding the new rental fees.

It's been suggested that we no longer have a different rate for lifetime members.

I have spoken to many members who have already booked the hall; many of them are NOT happy with the increased fees; however some are in favor of it saying that it's about time we recognize what a great resource we have in our community

EFCL Insurance Seminar

Argyll CL Mar 19,2019

The EFCL hosted an information seminar at Argyll CL with the insurance company used by Edmonton community leagues, including Dovercourt CL, through Foster Park Brokers. **Frank Cowan Company** is a leader in providing specialized insurance programs, including risk management and claims services to municipalities, healthcare, education, community, children's and social service organizations across Canada. It was a very informative evening bringing to light new challenges for non-profit organizations. Numerous examples were given concerning Broad Coverage, Risk Management & Claims management.

The points I felt were of most interest to Dovercourt were keeping current on replacement value coverage and Special Event Rental insurance. Rentals such as Bouncy castle & Horse Drawn Sleigh rides are not covered under regular insurance. They suggested using vendors with company insurance (CRC's have lists of reputable vendors) or Special Events Rental insurance.

Replacement values need to be updated regularly to reflect current building costs, every 4-5 yrs. is suggested. Our agent at Foster Park Brokers, Wanita Quaia, has provided the contact information of a company who are familiar with Community League needs, Precise Evaluations. They will perform a detailed evaluation for approx. \$550, a discount offered to EFCL members.

I am willing to get together with Colin to review our current policy to determine Dovercourt's current needs.

Respectfully submitted

Gwen Madsen

Finance Director

Publicity Director's Report

April 2019

1. Overall, things are running smoothly.
2. We have 2 people who stepped up to edit the newsletter, addition to Jo-Anne and Laura who manage the Facebook page. Hurrah! I am encouraging them both to learn Canva so we can succession plan.

I'd appreciate feedback from the board on 2 items:

1. Newsletter distribution Sept. 2019 onward:

I think we should revisit the frequency and/or distribution size of our hard copy newsletter. I don't want to discontinue the hard copy version, but feel that we could realize some significant cost savings if we work things a little differently. Some options to consider:

- a. To distribute the hard copy edition every 2 months, and rotate between hard and electronic copies, and/or
- b. To offer an opt-in or opt-out: distribute orange stickers and/or magnets in September, and people who want the hard copy edition would post the sticker/magnet on their mailbox. We would distribute the hard copy twice a year (September and March) to all homes with magnets to give everyone a chance to opt-in.
- c. Other ideas?

2. Providing minutes on our website:

I'd like to suggest that we start making our minutes available on the website. Thoughts?

Submitted by,

Maggie Harris

9th Annual Senior's Spring Tea

Apr 6, 2019

On April 6, 2019, we hosted our 9th Annual Senior's Spring Tea. We had approx. 55 guests in attendance. We served tea sandwiches, scones with whipped cream and jam, sliced cucumbers, cherry tomatoes and an assortment of squares along with copious amounts of coffee & tea.

We received a generous donation of individually packaged dental supplies and other small gifts from the Norwood Dental clinic, one for every guest and volunteer with leftovers and some children's supplies that can be used for another event.

All guests were issued a name tag and ticket on arrival for a draw that was held for 3 sets of 2 tickets to the Muttart Conservatory, donated by Dovercourt CL and 2 other donated gifts. All winners were pleased.

The volunteers for the event included 4 seniors, who manned the phone tree to invite the seniors, 12 for Friday night set up, food prep and decorating, 7 on Saturday for serving and clean-up and we had a couple of the seniors stay after the tea to help with clean up. We also had 4 squares donated for the event.

Cost for the event was \$118.22 and we received \$118.06 in donations. Again, the event basically paid for itself.

All volunteers have been thanked!

Respectfully submitted,

Gwen & Bonnie