

High Park Community League: Monthly Board Meeting

Date: Tuesday March 8, 2022 at 6:30pm

Present: Janice, Eldon, Ashish, Kim, Lesa, Jean, Bing, Bev

Regrets: Allison, Carrie, Nickissha, Jeff

Minutes:

1. Review [minutes of last meeting](#)
 - a. Motion to Accept minutes (First: Jean, Second: Lesa, All in favour - carried)
2. Discussion of any business arising from minutes
 - a. None
3. Reports from Board Members
 - a. President
 - i. Mark upgraded bulletin boards in hall with Burlap, starting to work on Shutters
 - ii. Sleigh Ride: Event held under budget. Approximately 10 families attended, providing an event income of ~\$50. Costs for food: ~\$236, Sleighs and horses: ~\$1400. Total cost: \$1636.
 - iii. Michael (City of Edmonton) provided a report with new 2022 grant opportunities and initiatives we can take advantage of.
 - b. Treasurer
 - i. Bank Balance as of March 8:
 1. General \$21,633.67
 2. Casino: \$40,717.36K
 3. Bingos: \$2,516.16
 4. Consolidated: \$5,312.05
 5. GICs: \$37,247.31
 - ii. Provided Itemized Categories - Year to Date. All balanced out except for \$3.75.
 - iii. Need to provide Bank an updated letter with new signatures
 - iv. Operating Grant has been submitted. Working on gathering documentation for CLIP grants (One for completed Renos, One for planned Renos - Roof, Asphalt, Cooler).
 - c. Membership

- i. N/A
- d. **Casinos**
 - i. Nothing to report (NTI)
- e. **Bingos**
 - i. Castledowns seems to be getting busier. Next Bingos are April 27 and May 29
- f. **Programs**
 - i. Winter painting classes complete, Spring classes beginning next month. Usually 5-8 people are in attendance. Aiming to schedule Spring classes on Mondays 6pm-9pm (excluding Holidays).
 - ii. Program income for Feb: \$405 , Instructor Fees: \$1080
 - iii. New Yoga Instructor Kim began teaching and has completed 3 sessions. Initial impressions are good.
- g. **Publicity**
 - i. Feb Newsletter
 - 1. Written, designed, printed, distributed
 - ii. Facebook
 - 1. Photos of Sleigh Ride
 - 2. St Paddy's Event Save the Date
 - 3. Edmonton Urban Coyote Project
 - iii. Next Newsletter
 - 1. Ideally sent before Easter dinner with softball info
 - 2. Content needed by March 18, Deadline for Canada Post by April 1
 - 3. Will look into adding Newsletters to Website
 - iv. Vintage Cookbooks Printed (just in time for Easter)
 - 1. Considering \$10 each to break even
 - 2. Will ask for digital copy from Staples for future re-prints
- h. **Social**
 - i. Carrie provided a draft budget for Social. Hosting St. Paddy's Day Event. Also hosting a World Bee Event Sunday May 22. Potentially hosting Pots on the Porch near Canada Day.
- i. **Members at Large**
 - i. Lesa - Nothing to report (NTI)

- ii. Eldon - Nothing to report (NTI)
 - j. Hall Rentals
 - i. Prices: \$300 for 8 hours, \$450 for weekend
 - ii. March 13: St. Paddy's Event
 - iii. March 20: Aquarium Fish Auction
 - iv. March 26: Rented
 - v. April 7: Easter Dinner
 - vi. April 9: Rented
 - vii. May 22: Bumblebee Day
 - viii. June 3-5: Softball Fun Days
 - k. Softball
 - i. Registration opened Feb 15, magnet signs put out March 1 (costs \$700 / month for all 3 signs). 23 kids registered, 19 registrants have paid. 3 kids in the U11 want to play in the U13.
 - ii. Current prices are \$90 for U13, \$160 for O13. Discounts are available for families.
 - iii. Coaches filled for U11, U13 and U9.
 - iv. Practice held for U11 team on Sat March 5
 - l. Motion to accept Reports (First Kim, Second Kim, All in favor - Carried)
4. New Business
- a. Recap of Family Day Event
 - i. Discussed Above
 - b. Discussion of St. Paddy's Event
 - i. Discussed Above
 - c. Discussion of Easter Dinner
 - i. Board Members Attending: Janice, Ashish, Eldon, Bing, Lesa, Bev
 - ii. Help Needed:
 - 1. Food prep Wednesday and Thursday during day (Kim, Lesa available)
 - 2. Janice reaching out to Old Guys Club for tables setup (otherwise Bing, Eldon, Ashish available)
 - 3. Two people needed for memberships and tickets during event
 - d. Follow up on Digital Filing System

- i. Bev and Allison organized physical files from 2014 onwards. Files older set aside for disposal. Bev testing folder structures in Google Drive that all Board Members can have access to.
 - ii. Discussion on unused email addresses. Consider forwarding emails from unused accounts to active accounts in case people are emailing them. All unused emails could be forwarded to one person (President). If unused email addresses are deleted then the history of records will also be lost. Consider keeping recent unused email addresses, and review / delete older unused emails addresses.
 - iii. Follow up on list of accounts and passwords (Wix, Utilities, RBC, Waste Connection, Facebook). Ashish to sit with Janice to compile logins that HPCL has. Ashish to create a document that will also be printed and placed in the physical safe.
 - e. Follow up on final Board Member Contact List and email address
 - i. Reviewed and placed in Google Drive
 - ii. Follow up on list of accounts and passwords (Wix, Utilities, RBC, Waste Connection, Facebook). Ashish to sit with Janice to compile logins that HPCL has. Ashish to create a document and also print and place in the physical safe.
 - f. Check in on annual budget for board members
 - i. Submitted: Social, Bingos, Casinos. Members to submit budgets prior to the next meeting.
 - ii. Drafted HPCL Budget for Operating Grant based on previous budgets
- 5. Other Business
 - a. Office Printer: Can we look at maintenance of toner. Colour and alignment seems to be off. Janice and Bing to coordinate.
 - b. Flower Basket for Easter Dinner
 - i. Motion: Motion to approve \$125 for a flower basket from A Petal to raffle off at Easter Dinner. (First: Bev, Second: Kim, All in favour - Carried).
- 6. Adjournment
 - a. Motion to adjourn: Kim

Next Meeting: Tuesday April 12, 2022 at 6:30pm