



Heritage Point Community League – Annual General Meeting
Minutes, January 24, 2018, 7:00 PM
Johnny Bright School

Attending:

Tina Blake – Vice President and Interim
President
Anika Louie – Secretary

Sandeep Gupta – Treasurer
Raj Sharma – Communications Director
Oksana Stetsa – Membership Director

Regrets:

Rhiannon Hoyle – Past President
Aaron Chute – Program Director

Gail Monaghan Upton
Mary Jean Chapelsky, Past NRC

Guests:

Ruth Wong-Miller, NRC
Colin Johnson, EFCL
Camilla Fita, EPL
Crystal Parrell

Saeid Zahedzadeh
Kaela Hendra, Chappelle Community
League Committee

1. Standing Items

- a. Welcome Call to Order and Declaration of Quorum – 7:06 PM

Tina Blake welcomed all the guests and introduced the current
Directors. Quorum required 5 people and it was met at the start of the meeting.

- b. Approval of the Agenda

**Be it resolved that the Heritage Point Community League approves the
agenda as presented.**

Moved by: Anika Louie
Second by: Oksana Stetsa
All in favour - carried

- c. Approval of the Minutes (January 25, 2017 AGM)

**Be it resolved that the Heritage Point Community League adopts the
minutes from January 25, 2017 AGM, with a minor correction where Aaron
Chute was elected into the position of Programs Director and not
Fundraising Director, as presented.**

Moved by: Kaela Hendra
Second by: Oksana Stetsa

All in favour - carried

2. Business Arising from the Minutes

a. Boundary Changes - revision of bylaw articles 2 and 4

Due to its large geographical and population size, it was decided by the Board of HPCL, in consultation and with full support of the City of Edmonton and the Edmonton Federation of Community Leagues, to revise its boundaries to align with natural roadway boundaries (127 Street to the west, 111 Street/James Mowatt Trail to the east, Anthony Henday Drive to the north and the City designated Rutherford neighbourhood boundary to the south). The proposed revised boundaries would include only the neighbourhoods of Rutherford and MacEwan.

The HPCL board worked with a group of residents of Chappelle Gardens/Creekwood Chappelle to support their efforts in creating a new community league in their neighbourhood.

3. Annual Report

a. President's Report

Tina Blake presented the President's Report including the Year in Review for HPCL, highlights of which include:

- HPCL organized the largest, single community outdoor soccer program
- The League also hosted or was involved in:
 - Volunteer Appreciation event
 - partnered with local groups (BCCL, South Pointe, ERBC) in a Canada Day celebration
 - hosted a Community League Day and celebrated phase 2 Alexander Rutherford Playground expansion
 - SWEMSA indoor soccer
- The League also:
 - launched a new website
 - The League advocated to delay the closure of 127 Street
 - continued to promote membership and sent out quarterly e-newsletters.

b. Committee Reports

i. Community Gardens

Tina Blake reported on behalf of Aaron Chute. Two proposed sites were selected from the available land identified by the City of Edmonton. One site adjacent to a local school and they school was contacted and they showed interest partnering. A site evaluation was completed done in the absence of committee members. There is a need for volunteers to drive this initiative for it to continue.

4. Treasurer's Report

a. Appointment of Auditor

Be it resolved that the Heritage Point Community League continues to use Bruce Poon as the auditor for the 2018 fiscal year.

Moved by: Tina Blake
Second by: Anika Louie
All in favour - carried

b. Presentation of Annual Financial Statements

Tina Blake presented the Treasurer's Report. The 2017 Financial Statement provided by the auditor is included as an attachment to the minutes and contains the information that was presented to the League members.

Be it resolved that the Heritage Point Community League approves the 2017 Financial Statements as presented.

Moved by: Tina Blake
Second by: Sandeep Gupta
All in favour - carried

5. Election of Board Directors and/or Officers

Colin Johnson chaired the election of the board. He presented the positions and called for nominations (three calls were made for each position). Voting was then called and the majority vote was adopted. It was noted that Treasurer and Programs Director was not up for election.

Nominee for President: Tina Blake
Nominated by: Anika Louie

Be it resolved that the Heritage Point Community League elects Tina Blake to the position of President for a two-year term.
All in favour - carried

Nominee for Vice President: Anika Louie
Nominated by: Tina Blake

Be it resolved that the Heritage Point Community League elects Anika Louie to the position of Vice President for a two-year term.
All in favour - carried

Nominee for Communications Director: Crystal Parrell
Nominated by: Tina Blake

Be it resolved that the Heritage Point Community League elects Crystal Parrell to the position of Communications Director for a two-year term.
All in favour - carried

Nominee for Membership Director: Gail Monaghan Upton (in absentia, written acceptance of nomination on record)

Nominated by: Tina Blake

Be it resolved that the Heritage Point Community League elects Gail Monaghan Upton to the position of Membership Director for a two-year term.

All in favour - carried

Nominee for Sports Director: Saeid Zadehdazeh

Nominated by: Tina Blake

Be it resolved that the Heritage Point Community League elects Saeid Zadehdazeh to the position of Sports Director for a two-year term.

All in favour - carried

Nominations for Secretary was called; no nominations were made/accepted and position remains vacant.

Nominations for Civics Director was called; no nominations were made/accepted and position remains vacant.

Nominations for Volunteer Director was called, Oksana Stetsa self-nominated. Three calls were made for nominations. All in favour; none opposed.

Be it resolved that the Heritage Point Community League elects Oksana Stetsa to the position of Volunteer Director for a two-year term.

All in favour - carried

Nominations for Fundraising Director was called; no nominations were made/accepted and position remains vacant.

Nominations for Facilities Director was called; no nominations were made/accepted and position remains vacant.

The Heritage Point Community League Board is charged with filling the positions of Secretary, Civics Director, Facilities Director, Fundraising Director and Volunteer Director at a future date.

6. Welcome to incoming Directors

Tina Blake welcomed newly appointed Directors.

7. Special Acknowledgement – Lifetime Memberships awarded

Tina Blake presented Lifetime Memberships to Rhiannon Hoyle outgoing President serving since 2012 and to Ramesh (Raj) Sharma, Communications Director, serving since 2012 and acknowledging his contributions to the Board by overseeing two website developments, setting up newsletters/e-newsletters, and was an active Board member at all League events.

8. Special Resolution –

- a. Bylaw Amendments Article 2
- b. Bylaw Amendments Article 4

The bylaw amendments to Article 2 and Article 4 are included as an attachment to the minutes and contains the information that was presented to the League members. These resolutions were posted on website and presented at the AGM. The bylaws may be changed with the closure of 127 Street and these amendments would parallel the description by the City of Edmonton for the boundaries. In summary, Article 2 is the geographical change in the boundaries while Article 4 is an addition of Affiliate membership to the bylaws.

Be it resolved that the Heritage Point Community League approves the amendments of the bylaw Article 2 and Article 4 as presented.

Moved by: Tina Blake

Second by: Anika Louie

All in favour - carried

9. New Business/Questions

No new business to present. Floor was open for new business; none.

10. Announcements – Upcoming Events

- a. Soccer Registration

February 1 on-line outdoor soccer registration starts. Members can find information on our new website. There will be 2 in-person registration dates (February 13 and February 25 at Ellerslie Rugby Club). The League introduced the new Program Administrator for soccer, Jill Rich. Volunteer Appreciation event is scheduled in April to acknowledge volunteers.

- b. Casino

HPCL will be holding a casino event in fall but no specific date yet.

11. Meeting Adjournment – 7:52 PM

Moved by Sandeep Gupta

All in favour – meeting adjourned

Heritage Point Community League

Financial Statements

(unaudited - see notice to reader)

Year ending August 31, 2017

Heritage Point Community League

Table of Contents

(unaudited - see notice to reader)

August 31, 2017

Page #

Notice to Reader

Financial Statements

Statement of Financial Position	1
Statement of Revenue and Expenses	2
Notes to the Financial Statements	3



Notice to Reader

On the basis of information provided by management, I have compiled the statement of financial position of Heritage Point Community League as at August 31, 2017 and the statement of revenues and expenses for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these financial statements may not be appropriate for their purposes.


Bruce H. Poon

Professional Corporation
Chartered Accountant
Edmonton, Alberta
October 17, 2017

Heritage Point Community League

Statement of Financial Position

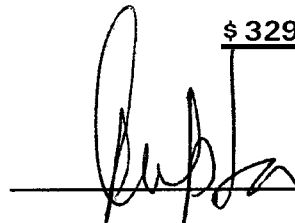
(unaudited - see notice to reader)

August 31, 2017

	<u>2017</u>	<u>2016</u>
ASSETS		
Current Assets		
Cash	\$ 301,918	\$ 221,755
Accounts Receivable	4,615	-
Goods and Services Tax Rebate	2,903	2,883
Prepaid Expenses	914	-
Payroll Withholdings	12	-
	<u>310,362</u>	<u>224,638</u>
Equipment (Note 2)	19,273	16,551
	<u>\$ 329,635</u>	<u>\$ 241,189</u>
LIABILITIES		
Current Liabilities		
Accounts Payable and Accrued Liabilities	\$ 9,636	\$ 6,397
Payroll Withholdings	-	8
Deferred Contributions (Note 3)	61,011	2,917
	<u>70,647</u>	<u>9,322</u>
NET ASSETS		
Invested in Equipment	19,273	16,551
Unrestricted Net Assets	239,715	215,316
	<u>258,988</u>	<u>231,867</u>
	<u>\$ 329,635</u>	<u>\$ 241,189</u>

APPROVED BY THE BOARD

 Director

 Director

Heritage Point Community League

Statement of Revenue and Expenses

(unaudited - see notice to reader)

Year ending August 31, 2017

	<u>2017</u>	<u>2016</u>
REVENUE		
Registration Fees	\$ 97,317	\$ 71,587
Grants	41,640	173,996
Membership Sales	26,649	33,163
Use of Casino Proceeds	22,127	79,041
Fundraising	4,971	1,190
	<hr/>	<hr/>
	192,704	358,977
DIRECT EXPENSES		
Member Program Expenses	95,709	76,755
Contractor Fees	20,718	-
Facility & Equipment Rent	10,053	12,499
Playground Construction Expenses	1,519	231,765
Wages	(14)	5,937
	<hr/>	<hr/>
	127,985	326,956
	<hr/>	<hr/>
	64,719	32,021
GENERAL AND ADMINISTRATIVE EXPENSES		
Office Expenses	22,090	9,354
Printing	11,442	6,913
Amortization	2,066	1,554
Donations	2,000	2,000
	<hr/>	<hr/>
	37,598	19,821
EXCESS OF REVENUE OVER EXPENSES	27,121	12,200
NET ASSETS, BEGINNING OF YEAR	231,867	219,667
NET ASSETS, END OF YEAR	<u>\$ 258,988</u>	<u>\$ 231,867</u>

Notes to the Financial Statements

(unaudited - see notice to reader)

August 31, 2017

Note 1 - Statutes of Incorporation and Nature of Activities

Heritage Point Community League was incorporated under the Societies Act of Alberta on June 15, 2006. The League provides support, services and connections to the community. As a not-for-profit organization under the Income Tax Act, the Community League is not subject to income taxes.

Note 2 - Equipment

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2017 Net Book Value</u>	<u>2016 Net Book Value</u>
Signs	\$ 21,609	\$ 7,231	\$ 14,378	\$ 15,819
Tents	4,287	428	3,859	-
Field Line Marker	1,128	509	619	732
Computers	500	83	417	-
	<u>\$ 27,524</u>	<u>\$ 8,251</u>	<u>\$ 19,273</u>	<u>\$ 16,551</u>

Note 3 - Deferred Contributions

	<u>Beginning of Year</u>	<u>Contributions Received</u>	<u>Revenue Recognized</u>	<u>End of Year</u>
Alberta Gaming and Liquor Commission Casino Proceeds	<u>\$ 2,917</u>	<u>\$ 80,221</u>	<u>\$ (22,127)</u>	<u>\$ 61,011</u>

**HERITAGE POINT COMMUNITY LEAGUE
BYLAWS**

ARTICLE 1 - NAME

The legal name of the organization will be "Heritage Point Community League," hereinafter referred to as "the League."

ARTICLE 2 - BOUNDARIES

The League shall encompass that portion of the City of Edmonton with boundaries described as follows: From the intersection point of Anthony Henday Drive and 111 Street SW ~~traveling southbound on 111 Street to James Mowatt Trail SW.~~ Travel southwest on James Mowatt Trail SW to an anticipated intersection at 127 Street SW and 41 Avenue SW, west on 41 Avenue SW to the Whitemud Creek Natural Boundary, northeast along Whitemud Creek to Anthony Henday Drive, east on Anthony Henday Drive to 111 Street SW, the intersection at 22 Avenue SW. Travel westbound along 22 Avenue SW following the loop to the intersection at 26 Avenue SW, travel northwest along 26 Avenue SW to the intersection at 127 Street SW. Travel north along 127 Street SW to the intersection point at Anthony Henday Drive. And finally, travel eastbound along Anthony Henday Drive to the intersection at 111 Street SW. The boundaries are to follow the center lines of the indicated roadways.

Formatted: Not Highlight

ARTICLE 3 - DEFINING AND INTERPRETING THE BYLAWS

3.1 Definitions

In these Bylaws, the following words have these meanings.

- 3.1.1 Annual General Meeting means the annual general meeting described in Article 5.1.
- 3.1.2 Board means the Board of Directors of this League.
- 3.1.3 Bylaws mean the Bylaws of this League as amended.
- 3.1.4 Director means any person elected or appointed to the Board. This includes the President and the immediate Past President.
- 3.1.5 General Meeting means the Annual General Meeting and a Special General Meeting.
- 3.1.6 Member means a Member of the League

- 3.1.7 Officer means a personal who acts in official capacity on behalf of the League. Officers of the League are the President, Vice President, Secretary, and Treasurer.
- 3.1.8 Register of Members means the register maintained by the Board of Directors containing the names of the Members of the League.
- 3.1.9 Special Meeting means the special general meeting described in Article 5.2.
- 3.1.10 Special Resolution means:
- 3.1.10.1 A resolution passed at a General Meeting of the membership of this League. There must be twenty one (21) days' notice for this meeting. The notice must state the proposed resolution. There must be approval by a vote of 75% of the voting Members who vote in person;
- 3.1.10.2 A resolution proposed and passed as a Special Resolution at a General Meeting with less twenty one (21) days' notice. All the Voting Members eligible to attend and vote at the General Meeting must agree; or
- 3.1.10.3 A resolution agreed to in writing by all the Voting Members who are eligible to vote on the resolution in person at a General Meeting.
- 3.1.11 Voting Member means a Member entitled to vote at the meetings of the League.

ARTICLE 4 - MEMBERSHIP

4.1 Classification of Members

Any resident within the stated boundaries will be a full Member upon payment of the membership fee, provided he/she agrees with the objectives of the ~~community~~-league. There are ~~five~~six categories of Members:

- 4.1.1 Family - Members reside in one household and act as a family unit, any additional member of a family over 18 may vote provided they purchase a Single membership.
- 4.1.2 Senior - Members over 55 years of age.
- 4.1.3 Single – Member is any adult over the age of the majority.
- 4.1.4 Adult - Member any couple residing in one household with no children.

4.1.5 Honorary Life Membership may be conferred upon anyone, with one vote per Member, who has made significant, positive Contribution to the League. Directors who have served two terms as a member of the Executive Committee of the Board or three terms as non-Executive Committee member are eligible. This Membership can also be conferred upon a long-term volunteer on a case-by-case basis. The decision for presenting candidates with an Honorary Lifetime Membership will be at the sole discretion of the Board and will require a majority vote of the current Board at the time of the presentation or nomination.

4.1.6 Affiliate – Member is any adult residing in one household outside of the stated boundaries and wishes to purchase a membership in the League to participate in League events or activities that require membership. Affiliate members are encouraged to obtain a membership in the community league in which they reside where available. Affiliate Members may attend meetings of the League, but are not Voting Members as defined in 4.4.2. Affiliate Members may volunteer for the League in any capacity except for as a Director.

4.2 Admission of Members

Any individual may become a Member in the appropriate category by meeting the requirements in Article 4.1. The individual will be entered as a Member under the appropriate category in the Register of Members.

4.3 Membership Fees

4.3.1 The membership year is a twelve (12) month period starting September 1 to August 31.

4.3.2 The Board decides annual membership fees for each category of Members at the Annual General Meeting. Fees may be changed at any time at the sole discretion of the Board and requires at least two thirds (2/3) of the supporting votes from the Board.

4.3.3 Affiliate Members will pay the same annual membership fees as all other classes of Members.

Formatted: Indent: Left: 1.27 cm

4.4 Rights and Privileges of Members

4.4.1 Any Member in good standing is entitled to:

4.4.1.1 Receive notice of meetings of the League;

4.4.1.2 Attend any meeting of the League;

4.4.1.3 Speak at any meeting of the League; and

4.4.1.4 Exercise other rights and privileges given to Members in these bylaws.

4.4.2 Voting Members:

Only Members in good standing (as defined in Article 4.4.3.) can vote at meetings of the League based on the following:

4.4.2.1 Family Members are eligible for up to two (2) votes per household.

4.4.2.2 Senior Members are eligible for up to two (2) votes per household.

4.4.2.3 Single Members are eligible for one (1) vote per household.

4.4.2.4 Adult Members are eligible for two (2) votes per household

4.4.2.5 Honorary Life Members are eligible for one (1) vote per household.

4.4.2.6 Affiliate Members are not voting members of the League.

Formatted: Indent: Left: 0 cm

4.4.3 Member in Good Standing:

4.4.3.1 Has paid membership fees or other required fees to the League; and

4.4.3.2 Is not suspended as a Member as provided for under Article 4.5.

4.5 Suspension of Membership

4.5.1 Decision to Suspend

The Executive Committee (Article 6.4.3) will be empowered to expel any member from membership or a Director from office for one or more of the following reasons:

4.5.1.1 If the Member has failed to abide by the Bylaws and/or the Code of Conduct applicable to the individual Member or Director;

4.5.1.2 If the Member has disrupted meetings or functions of the League; or

4.5.1.3 If the Member has done or failed to do anything judged to be harmful to the League.

4.5.2 Notice to the Member