

FLCA Agenda

Date: Mar. 27, 2019		Start Time: 19:00		Location: FLCA Lounge	
Last Meeting: Feb 27, 2019		Next Meeting: April 24, 2019		Agenda Prepared By: Caitlin Flegel	
Agenda Item	Speaker	Schedule	Time	Conclusion	
Welcome & Call to Order		7:00	5		
Approval of Agenda		7:05	5	See motions section	
Review and Approval of Minutes		7:10	5	See motions section	
John Howard Society Report		7:15	10	informational	
Community Resource Officer Report		7:25	10	Informational	
City of Calgary Liaison Report		7:35	10	See minutes below	
Presidents Report		7:45	10	See minutes below	
Financial Reports		7:55	10	See minutes below	
Grants		8:05	10	See minutes below	
Development		8:15	10	See minutes below	
Community		8:25	10	See minutes below	
Lounge		8:35	10	See minutes below	
Events		8:45	10	See minutes below	
AGM – June 26th		8:50	5	See motions	
Old Business				See motions below	
New Business				No new business	
Adjourn		8:55	5		

FLCA Minutes

Date: Mar. 27, 2019		Time: 18:59	Location: Lounge	
Type: Monthly General	Minute Taker: Caitlin		Time Keeper: Anthony	
Attendees: Dena Carver, Caitlin Flegel, Wyatt Christiansen, Anthony Maricic, Caitlin Tighe, Linda Hohs, Ken Walker, Kim Jacobs, Erica Topola, Ray Hostland, Kiara Bichel, Tony Hugles, Perry Colp				
John Howard Society Report				
Time allotted: 10 mins	Presenter: Kim Jacobs			
Discussion	Presented monthly report, waiting on occupancy, licenses to move into new facility. See attached report specifics.			
Conclusions				
Action Items		Person Responsible	Deadline	

GC Carra Office Report				
Time allotted: 10	Presenter: Erica Topola			
Discussion	From GC Carra office. Report on area and was looking for information on the sex trade issue brought up by Will to the media and on FB.			
Conclusions	Sex trade issue is being back burned for time being due to more pressing issues with the community association. Need more resources in the community for lighting and women.			
Action Items		Person Responsible	Deadline	

Time allotted:	Presenter: Kiara Bichel			
Discussion	<ul style="list-style-type: none"> • Update on grants available to us – see report • Neighbor day – June 15, greenspace booking and block party permit fees waved • 2019 Service review – 7 open houses and online engagement portal. Engage.calgary.ca/routereview • Meet the Funders Workshop • E-cycle Program • FLCA needs to put organization systems in place <ul style="list-style-type: none"> ○ Filing System ○ Record keeping system 			

	<ul style="list-style-type: none"> ○ Calendar for all compliance docs ○ Recording financial management ○ Development board manual and plan ● Society annual report, casino report, etc, etc not filed. ● Internal communications processes need to be updated and policies put in place ● Vulnerable sectors policy for liability insurance was no submitted ● 	
Conclusions		
Action Items	Person Responsible	Deadline
Presidents Report		
Time allotted	Presenter: Dena	
Discussion	<ul style="list-style-type: none"> ● Rentals are booking into august ● Membership drive ● Lounge is short \$100 so replaced from taking recyclables 	
Conclusions		
Action Items	Person Responsible	Deadline
Get list of approved grants	Caitlin T	March 29, 2019
Financial Report		
Time allotted	Presenter: Wyatt	
Discussion	<ul style="list-style-type: none"> ● Balance in bank account is decreasing; we need more money to come in ● Number in reports are not accurate because of the software ● General account \$22666 Casino \$17916 	
Conclusions		
Action Items	Person Responsible	Deadline
Update software on accounting.	Ha Dong	April 4, 2019
Grants Report		
Time allotted	Presenter: Caitlin T	
Discussion	<ul style="list-style-type: none"> ● Will get a detail list of grants that has been applied for. ● Attending grant writing course in upcoming month 	
Conclusions	n/a	
Action Items	Person Responsible	Deadline

Planning and Development Report		
Time allotted	Presenter: Anthony	
Discussion	<ul style="list-style-type: none"> • Not much to report • Need to ensure we are getting the city notices for planning and development applications • Working to create Good Neighbour Agreement for new low income/homeless housing. 	
Conclusions		
Action Items	Person Responsible	Deadline
Call city to see where mail/applications are being sent	Anthony	April 15
Schedule meeting to discuss GNA	Anthony	April 15
Lounge and Events Report		
Time allotted	Presenter Dena	
Discussion	<p>Lounge</p> <ul style="list-style-type: none"> • Cut back to days open to 3x a week • Inventory on Sunday • Courtney and Dena are the people who work lounge • Start brainstorming ways to make more money in lounge <p>Events</p> <ul style="list-style-type: none"> • Jelly bean dance was a success – 28 kids 	
Conclusions		
Action Items	Person Responsible	Deadline
Vice President and Engagment Report		
Time allotted	Presenter Caitlin	
Discussion	<p>Website</p> <ul style="list-style-type: none"> • I have updated website to remove all contact information for old president. I also took the opportunity to give it a fresher look and improve the user experience. • Flcayyc.ca domain is owned by Will. I have purchased a new domain myforestlawn.ca and suggest we move over to this domain. It is a cleaner sounding domain and will allow us to finish setting up custom emails and have a more professional look. <p>Neighbour Day</p> <ul style="list-style-type: none"> • Met with Adrienne with Jane Bond to work discuss joint event planning. I need to determine a budget to bring them back to Jane Bond. Meet with Wyatt to discuss budget. 	

	Newsletter	
	<ul style="list-style-type: none"> Working with Anthony and Caitlin on an electronic newsletter to start. Looking at email marketing software Klayivo to send out emails to member base. Klayivo is free up to first 250 emails. 	
Conclusions	Motion to move switch domain approved	
Action Items	Person Responsible	Deadline
Switch domain over to myforestlawn.ca and set up Gsuite	Caitlin	April 15

Board Decisions		
Motions	Second	Decision
Approval of agenda – Ken	Caitlin T	Approved
Review minutes – Wyatt	Caitlin F	Approved
Remove Will as President for conflict of interest – Caitlin F	Anthony	Approved
Make Caitlin F acting Vice President – Anthony	Caitlin T	Approved
Switch over to new domain and set up gsuite – Caitlin F	Anthony	Approved
Eliminate proxy voting for board members – Caitlin F	Wyatt	Approved
Allow Fed/City resources in creation of organization system for FLCA – Ken	Caitlin F	Approved
AGM set for June 26 th – Caitlin F	Caitlin T	Approved