

CALGARY NORTH HILL LIONS CLUB
Board of Directors Minutes
January 3, 2012

President's Remarks:

Lion President Herb Matthews called the meeting to order at 7:00 p.m.

As there was no quorum the board could not pass any motions at this meeting.

President Herb welcomed everyone to the first Board Meeting for 2012 year and wished everyone Happy New Year. Lion Herb went on to tell the Board that our Club had a further request to help a family at Christmas in Chestermere and Lion Barb Garnham purchased two Xbox games to donate to the family.

Good news in that Lion Charles Goeldner is feeling much better and will be released from the hospital shortly.

Correspondence: Lion Diane Burnette confirmed that there was the following correspondence received in December:

We received a Certificate of Appreciation from the Western Blind Curling Champions 2012 for recognition of a valuable contribution of \$500.00 to the Western Blind Curling Champions 2012. We received the Annual Report to the Community from the Canadian Breast Cancer Foundation Prairies + NWT.

Our Club received a Christmas card from DG Lion Dr. Rose Geonzon who thanked our Club for the wonderful reception she received at her visit to our Club on November 28, 2011.

Treasurer's Report:

Please see attached reports from Lion Ken Miller.

Finance Report:

Lion Doug Atchison in the absence of Lion Jack Green reported the \$2,000.00 deposit for the Dreams Golf Tournament will be paid by the Dreams Committee. Lion Doug further reported that our Club will be paying the sum of \$100.00 to the Canadian Diabetes Association in memory of Lion Christy Willett's father passing.

Lions Lucky Loot:

Update: Lion President Herb read to the Board Members a letter NHL received from the Stampede Board dated December 20, 2011. A discussion was held with the Board Members regarding same. We are still waiting for the official Contract Renewal for one year.

Vice Presidents Reports:

1st Vice-President (Lion Charles Goeldner):

Building Committee update was given by Lion John Gazzard to the Board of Directors. The Project Terms of Reference is attached which explains how this project was started. Lion John explained that the Committee is getting to the point where they could put together a package to present to the Club members. It was decided that a firm estimate needs to be completed to explain to our Club what the start up costs would be and then a formal presentation made before a secret ballot vote by the Club members needs to be done to see if we want to proceed with this project.

New Business:

Inn from the Cold Breakfast: Lion Tony Prettegiani will have sign up sheets for volunteers to serve breakfast on January 28, 2012 at the next meeting January 9, 2012.

Twin Club Meeting April 23, 2012 – It was suggested that we go to Cremona and President Herb will ask Lion Blaine Robinson to contact Inn From the Cold to get the bus to bring our members to Cremona.

1st Reading of nominations will be done at our meeting on February 27, 2012.

Dates to Remember:

January 9th: Business Meeting

January 13 – 14 District 37-0 Convention in Strathmore (Club to reimburse up to \$125.00 for members attending. Receipts required)

January 23rd: Open House and Cheque presentations?

January 28th: Inn From The Cold Breakfast event

TREASURER'S REPORT

JANUARY 3, 2012

1. The current bank account and GIC balances are shown in the attachment. The difference between the bank balance and book balance is because of cheques which have been issued and recorded but not yet been cashed. Two cheques which were issued out of the LLL bank account on August 25, 2011 and were delivered/mailed by Garry Moore to Calgary Wildrose Lions in the amount of \$3,661 and The Lions Club of Calgary in the amount of \$1,781.50 are part of these differences.
2. North Hill's annual Alberta Society return has been filed and processed.
3. Due to Pat Gazzard's recent health problems we have been unable to meet at the bank to get the new Dream's signing authorities put in place as well as setting up the bank accounts in the name of MACDCTF. I will turn the Dream's accounting records over to Colleen once this is done.
4. I have filed a T2 tax return and T1044 Non-Profit information return with the Canada Revenue Agency for North Hill and Dreams.
5. I will be getting together with Ann soon to assist with preparing a Leo financial report.
6. On December 19 I filed with Alberta Gaming to get approval for the disbursement of the designated Casino monies. Alberta Gaming approval is not needed for the \$2,500 donations which we intend to make to the Food Bank and The Cheadle Lions Club but we need them to complete and return to us a recipient agreement which was sent to them on November 24. The Cheadle Lions Club has not yet returned the form to us so a reminder will be sent to them.
7. I will present a 6 month financial statement at next month's Board meeting.

Calgary North Hill Lions Club
Lions Lodge Project

Project Terms of Reference

Objective –

To invest the Club's building funds into a project that has the following attributes-

- provides a service to the community, in this case, seniors
- is non-profit in nature
- provides the Club with a meeting room etc

Project Committee –

- will comprise six members
- all committee members will be members in good standing of the Club
- the committee will elect its own chairman and other officers
- the committee as a whole and the Chairman in particular will report to the Board

Scope-

To finalize a proposal to be put to the Club membership for approval that details the course of action necessary to achieve the Objective.
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- The Committee will be empowered to require other Club members to assist in the project whenever the volume of work required is too great for them to handle or where special skills, contacts etc. are required.
- The Committee will arrange expert support as they feel necessary, all of which will be subject to the approval of the Board or the Club as a whole.
- The committee will negotiate with any other Clubs that wish to be involved in the project and ensure that the Club's interests and objectives are met in conjunction with these potential partners. In the event of a diversion from our original objective, the Committee will detail the facts surrounding the changes and make recommendations to the Board and the Club as a whole to accept or reject these changes.
- The ultimate form of the project will be a non-profit corporation with board members from the Club and other Clubs(if any are involved) which, once the final proposal is approved by the Club, will take over the management of the project
- The committee will be empowered to spend funds necessary to achieve the objective subject to any limitations that may be imposed by the Board.
- The committee shall make progress reports to the Board on a regular basis and will also arrange for presentations to ensure that all members are aware of what is happening on an ongoing basis

The Committee shall ensure that the final proposal includes details of -

- Integration Plan (relationship with other clubs and the new corporation)
- Scope Plan – details of buildings, land etc.
- Project Plan – estimated costs, time line, project managers etc.
- Sources of Funds
- Quality Plan
- Manpower Involvement – potential suppliers, contractors etc
- Communications Plan – keeping the Club up to date on progress etc.
- Risk Assessment

Some causes for failure

Taking shortcuts

Poor management of expectations

Poor estimating and budgeting

Premature commitment to a fixed budget

Overoptimism

Failure to adapt to changing circumstances

Insufficient resources

Failure to “manage the plan”