



**SLCFA Executive Committee
First Meeting
Sunday, April 23, 2023 at 09:30 hours
At 2913 – 66 Street, Edmonton, AB**

~ Meeting Minutes ~

1. **Call to Order and recording of attendance:** The meeting was called to order by the President, Mano Senaratne at 9:37 am.
 - a. **Present:** Lakshaman Samarasinghe, Chris Senaratne, Mano Senaratne, Lasith Witharana, Shehan Devapura, Shyama Fernando, Pandula Wickremarachchi, Maya Silva and Priyantha Silva
 - b. **Regrets:** None
 - c. **Absentees:** Susantha Tennakoonwela

2. **Additions to proposed agenda**

Item 9l, Purchases was added by Shyama
Item 9m, Scholarship was added by Lasith
Item 9n. Cleaning was added by Lakshaman
Item 9o, Casino money

3. **Adoption of the Agenda:** Proposed by Shyama and seconded by Chris.

4. **Review of the minutes of the last General Meeting held on 12th April 2023.**

Was approved unanimously. The Secretary, Priyantha to send a draft copy of the three meetings to the membership. Chris to provide the minutes of the first two general meetings to Priyantha.

5. **Matters Arising from General Meeting:**
 - a. **Re-organization of EC positions as per AGLC guidelines:** The Vice President, Chris resigned from his position and so did Pandula from the post of Director, Projects and Fund Raising. Pandula was elected as the Vice President, proposed by Shyama and seconded by Lasith. Chris was elected as the Director, Projects & Fundraising, proposed by Maya and seconded by Lasith.
 - b. **Other matters:** There was nothing discussed.

6. **Updates on activities since the last meeting:**

- a. **President:** There was nothing discussed.
- b. **Other Directors:** There was nothing discussed

7. Treasurer's Report

a. Financial Status

The Treasurer, Lakshaman presented the 2023 budget compared with the actuals as of April 23, 2023. The SLCFA financial status as of this date was also presented. Lakshaman stated that AGLC had previously asked that we spend \$ 75,000 from the Casino Account on non-facility expenses before the end of May 2023. He suggested that we should spend at least \$ 40,000 on donations and programs during this year. Mano inquired whether we had enough money to run the building and Lakshaman stated that we need about \$ 20,000 per year to run the facility. Mano requested all EC members to come up with proposals for spending the casino money.

b. Budget guidelines for projects by EC members.

Mano said that a budget proposal will be required for any project. Lakshaman presented a form for reimbursement of expenses and another for project budgets. He said he will email these forms to the EC members.

8. Membership Director's report:

a. 27 member families altogether. Of these four were new. The cut-off date for membership renewal (without a penalty for late payment) to be left open due to the delay in completing the annual general meeting. Maya Silva presented a revised membership application form, and it was approved.

9. New Business.

a. **Banking Issues – Transfer of Signatories, Credit Cards, Debit Cards:** Lakshaman said that the previous EC had four bank cards which could be used to deposit money, but not to withdraw money. Currently, only Lakshaman has a debit card. One credit card had been issued to Nalaka Morugama (Treasurer, previous EC) and as of this date has not been cancelled. Lakshaman, Chris and Mano said that this credit card should be cancelled. Lakshaman said that the new cheque books don't fit the existing binders. It was brought up that binders are available on Amazon. Mano said that he will see if he has extra binders. Chris proposed and Shyama seconded the expenditure for cheque binders. Lakshaman to find out the cost,

b. **Web Site:** Chris to coordinate with the Web Master, Sugith Karunaratne for new postings and updates. Lakshaman informed that the Web Master has been paid. Priyantha questioned who had access to emails to slcfa@slcfa.org. Chris to check. Lakshaman to cancel e-transfers to the bank if it has been set up that way. Lakshaman informed that Quick Books are paid \$ 46.20 per month but this payment can be cancelled only by Hiruki. Chris said that he spoke to Nalin Fernandez who told him that Hiruki was in possession of all records except for the cheque books. It was decided to cancel the subscription to Quick Books (proposed by Chris, seconded by Shyama).

c. (not used)

d. Building Management (Lakshaman) – Locks/Security/Condo Fees/Insurance: The building insurance premium has been paid by Lakshaman due to the urgency of the situation. Lakshaman to be reimbursed (proposed by Chris and seconded by Maya). The building keys were collected (6 main door and 2 janitors). Lasith to check whether the dance teacher has one set of keys. Lakshaman to talk to Telus and change the security passwords.

e. Activities planned for the current year – First Friday Night, Movie Night, Seniors Function: The next First Friday Night to be on May 5th. Priyantha to purchase beer and Chris to obtain the liquor licence for First Friday, Seniors Function and Movie Night. Shyama to inform Chris if any dates change. For hall rentals, the renter to obtain the liquor licence if liquor is being consumed. Lakshaman to handle hall rentals. Lakshaman to change the hall rental form to ask the question whether liquor is being consumed during the rental. The rental fee for non-members to be \$ 150.

f. AGLC report resolution and GAIN program – Chris: Chris informed that he talked to AGLC regarding errors in the report that was submitted. AGLC had given an extension of 30 days but had warned that the sooner it is done, the better. Chris said that AGLC has an online seminar for the correct use of AGLC funds and recommended that it be taken by all EC members. Pandula said that it would be helpful if new members are advised of their duties.

g. Heritage Festival: Pandula suggested that we should attract the public to our tent using social media. Lakshaman commented that we lose money as the overheads are very high. Lasith suggested selling spices and tea. All EC members to canvass for finding one or more persons interested in supplying food. Chris to talk to Jayantha to obtain the important dates for the Heritage Festival. Shyama to talk to the Heritage Festival to obtain this information.

h. Casino Update: The next casino will be in another 18 to 24 months.

i. Dance Classes – Invoice, Continuation: There is one outstanding invoice. The agreement the previous EC had with the dance teacher is null and void for the period beyond the term of the previous EC. Lakshaman proposed continuing with the dance classes with a payment of \$ 600 per month to the teacher, with the provision of obtaining a balance from the parents. It was decided not to continue with the current agreement. Pandula suggested having music instruction. Pandula to come up with a proposal. It was decided to pay the dance teacher for the outstanding invoice, provided the building key is returned.

j. Policies and Procedures – 2022 Update (Chris): Not discussed.

k. Annual Return to corporate registry (Chris): Not discussed.

l. Purchases (Shyama): Shyama said that the following items needed to be purchased for the building:

- (1) Ghetto Blaster with CD and USB. An amount up to \$ 200 was approved. Shyama and Lasith to purchase.
- (2) 30 Cup Hot Water Heater. An amount up to \$ 150 was approved. Mano to purchase.
- (3) Miscellaneous supplies for the kitchen. Plates, cups. Garbage bags etc. Lakshaman to check Ikea for plastic plates. Lakshaman to purchase.

m. Scholarship: Lasith said that he had received information on the recipient for publication in the newsletter. Priyantha to provide SLCFA with official notification of the scholarship recipient.

- n. **Cleaning:** It was decided to increase building cleaning to twice a month. Lakshaman to request a quote from the janitor.
- o. **Casino money:** A brief discussion ensued regarding possible projects for spending money from the casino account. Lasith proposed teaching Sinhala to children. Pandula suggested purchasing e-books and starting a book club. Mano said that there was an organization called Food for Thought that provides food to deserving schools to alleviate nutrition problems and that we could contribute about \$ 6000 per year. He also spoke of donating items such as books etc. to an Immigrant Association and said that giving for a program is easier than making individual donations. ABVA to be asked to provide request for funds stating the purpose for such funds. Lakshaman to contact Kamal for coordination. A sum of \$ 4500 was suggested. Shehan said that there was a group called Basically Babies to whom we could make some donations.

10. Next EC Meeting: Tuesday May 23, 2023, 7.00 pm

11. Adjournment @ 13:10 hours



Priyantha Silva
Secretary / SLCFA