

**West Point Grey Community Association
Board of Directors' Meeting Minutes
Wednesday, April 1, 2009**

Present: Chair Bill Moran, James Gill, Ruth Kendall, Christina Fodor, David Johannson, Allen Sabet, Andrea Maitland, Jeremy Field, Jennifer Smith, David Neiman, Shamsah Mohamed. Vivian McCollor, Julie Paton, Richard Strachan, Garth Jones

Regrets: Ian Clements, Ian Robertson (Commissioner)

Guests: None.

Staff and Commissioner: Hanna Maron (CRS), Travis Pawlak (Youth Leader), Ian Robertson (Commissioner)

Recording Secretary: Tanya Donaldson

The meeting was called to order at 7:00pm. There was a brief round of introductions. James provided an update on the Jericho Hill lease situation.

Lori MacKay has received a letter indicating that the current arrangement will continue one more year. This will allow more time to work through the issues. Lori received this notification six hours after receiving a letter saying the head lease was going to the Academy.

There will be an interest based meeting at the centre on April 15th at 3:30pm. The meeting will include Park Board staff, the Association, Commissioners, WPG Academy, and the BC Government.

JAC very appreciative of the letter written by James to the BC Government. Richard commented that this space is critical to JAC.

This issue has moved to the number one priority for this Association.

James also reported on the issue around the review of bank reconciliations. James and Hanna have pursued the issue with risk management and the City legal department. This is the Association's own financial issue, therefore they won't provide an official opinion. The executive has discussed the issue further at their last meeting, and is recommending that the role and responsibilities document circulated last month be accepted as presented.

1. Approval of the Agenda

Add organizational structure under new business

M/S Neiman/Maitland

Move to accept the agenda as amended - carried

2. Approval of February 4th

M/S Maitland/Johannson
Move to accept the January 14, 2009 board meeting minutes as circulated.
- carried

Approval of February 18th

Ruth Kendall is not a signing officer, it is supposed to be Jennifer Smith. It should read “Chris” not “Christ”. Jennifer Smith is a signing officer. Christina was absent and was Garth present.

M/S Kendall/Fodor
Move to accept the February 18, 2009 board meeting minutes as amended.
- carried

Approval March 4th

Vivian McCollor sent her regrets. It should read Julie “Paton” not “Patron”.

Allen had noted under 5.2 that he raised the point that the letter from the auditor indicating that it is the responsibility of each board for the financial statements. The financial statements are not the auditor’s statements, but the board responsibility. Also that the SAD is also the responsibility of the board.

M/S Jones/Maitland
Move to accept the March 4th board meeting minutes as amended.
- carried

3. Correspondence

- None.

4. Committee Business

4.1. Youth Committee - Travis Pawlak, Jeremy Field

4.1.1. Youth council is meeting once every 2 weeks. We are helping with special events, and building links with youth in the community. We held a youth event at Jericho Hill last week, Bands on the Hill, and over 200 youth attended and participated. It was a diverse and respectful group of 14-19 year olds. It was a very successful event. It was also an opportunity to promote other youth activities and volunteer needs. Everyone is keen to hold the event again. There is a Four Corner Soccer tournament Thurs April 16th. The feedback from the community on the Jericho Hill event has been very positive as well. Congratulations from the board.

4.2. Finance, Budget, Audit

4.2.1. Financial Report 28 February

The statements were circulated in the package. This is a mid session month, so there is not a lot to report. On the balance sheet, you will note there is \$17,000 in unearned revenue. This represents money received from the Lohan Foundation for the building project.

4.2.2. Financial Procedures

The work has begun on section 6, which is the financial procedures. The section is half complete and should be completed for next month. The committee did ask Tanya to spend some time on researching the figures regarding Jericho Hill and the lease during this past month.

4.3. Executive Committee

4.3.1. Meeting with Andy Schmell - ARES

Andy was agreeable to have the youth take back the parking at Folkfest. The youth will review the changes requested by ARES, and will bring a recommendation to the program committee around doing this again.

4.3.2. Roles and Responsibilities Document

The executive is recommending the document as circulated last month. Allen is still concerned about the treasurer and the role in bank reconciliations. The financial health of this organization, not a sole individual's role. The document as written, does indicate that the treasurer is to oversee this task.

M/S Maitland/Jones

Move that the roles and responsibilities document be accepted as circulated.

- carried (2 opposed Sabet/Mohamed)

Allen still has concern about the basic internal financial control systems. He also does not think the bookkeeper should be doing any adjusting journal entries.

4.3.3. Building Committee

The executive is proposing this committee be struck as to look at the expansion project. A chair needs to be put in place and we need to add committee members, and then set terms of reference.

M/S Maitland/Jones

Move that the Association strike a building committee. - carried

Nominations for chair – Bill - accepted

Volunteers for the committee – Julie will consider, Suzanne Starr, Garth

4.3.4. 2009 BCRPA Symposium (Whistler)

To date James, Christina, Ruth and Hanna have requested to attend.

4.4. Operations, Policy and Planning

4.4.1. The winter session is wrapping up. Registration is going well for spring/summer. Bob and Jason dealt with getting the brochure to Canada Post. The spring break day camp went well. We have applied for the Service Canada summer grant, and hope to get funding for several leaders. The aerobics classes are picking up. Catherine, our new fitness programmer, is reconfiguring the fitness centre. Several new fitness programs have been added in the guide. The St. Patrick's Day special event had over 70 people attend. Breakfast with Bunny is this weekend. Fiesta planning is getting underway, but we do need ideas for the parade theme. One suggestion was to stay will sports given the Olympics are coming. If you have any ideas, please forward them to Ruth. A reminder the sandcastles need judges in July. The swap meet was last weekend. We sold out at 28 tables and over 300 people came through.

We have 2 new staff in the preschool playgroup. The transition is going smoothly.

The committee will look at terms of reference and goals at the next meeting.

4.5. Facilities, Policy and Planning

4.5.1. The committee is accepting the staff recommendation to reduce office hours to 1pm in June. IGA is holding a job fair at the centre. We are mentioned in their advertising, but only as a location. We received a heartfelt letter regarding a wedding rental cancellation and agreed to refund a portion of the deposit. Jason won a good conduct award for the Canadian Military, and expressed thanks to the staff and board for supporting him with a flexible work schedule.

4.6. Jericho Arts Centre Committee

4.6.1. The centre is very busy. The last production was very successful. The next show begins on Friday, and James is performing (Thurs-Sun). There is also a musical running Mon to Wed. Both for 4 weeks. Thirty-Six Views will be next. There is a lot of interest in applying for next season. New drapes are going up, and there are some further upgrades to the stereo system. UP will be celebrating their 50th anniversary this year.

5. Vancouver Park Board

5.1. Park Commissioner's Report – Ian

There was quite a bit of discussion at the last Park Board meeting regarding Jericho Wharf. There was a decision to hold some more focus groups and conduct an online survey. We are heading into the final phase of Stanley Park restoration plan, and now we will be looking at how to manage the whole

infrastructure of the park going forward. There is a detailed report available online. We approved funding for the architectural plans for Trout Lake Community Centre. Next meeting we will be looking at the fees and charges for adult usage of fields, and final operating position for 2008. We also looking at sites for 2 new artificial turf sites. Currently the following sites have been identified, Rupert Park, Beaconsfield, Sexsmith and one other. There is still very little on the west side of the City. If you have any other suggestions please forward them to pbcomemment@vancouverparks.ca, as well as commissioners individually. Ian has also been working with James for the last month on the Jericho Hill lease issue.

5.2. Community Recreation Supervisor Report – Hanna

- 5.2.1. Hanna reminded everyone that the Association Conference is this weekend.
- 5.2.2. We have received preliminary acceptance of the summer grant for approximately \$60,000. We do have a cut to the playground leaders – 20 hours over the summer, by Park Board.
- 5.2.3. Park Board is looking at online streaming of the public meetings. They have also asked staff to look into other options like Facebook and Twitter to reach a different sector of the public.

6. Other Business

Andrea invited everyone to the pottery club sale on Sat. May 2nd 10am to 4pm

Organization Structure - Julie

Julie has been thinking about the reluctance of board members to move forward to the president position, due to lack of experience. She is recommending that we look at a 3 year cycle.

1st year - president elect

2nd year - president

3rd year - past president

There are pros and cons to this suggestion, but it is agreed that succession planning is important. This will be referred to the executive for review.

It was also suggested that we have another Volunteer Vancouver training session, as well as other ongoing workshops on board development. If you have any other suggestions, please forward them to the executive.

Allen offered to review the bank reconciliations on behalf of the treasurer. This will be reviewed by the executive.

Motion to adjourn at 8:45pm Garth Jones.