

**West Point Grey Community Association  
Board of Directors' Meeting Minutes  
Wednesday, April 4<sup>th</sup>, 2007**

**Present:** Chair Suzanne Starr, Ian Clements, Ruth Kendall, James Gill, Bill Moran, Andrea Maitland, Lydia Bergant, Jerry Wennes, Shirin Koorjee, Garth Jones, Jennifer Smith, Olga Turok, David Neiman, Hande Ersoy, Jenna MacKen

**Regrets:** Christina Fodor, Allen Sabet, Richard Strachan, John Mills

**Commissioner and Staff:** Korina Houghton, Hanna Maron, Jonathan Rowland

**Recording Secretary:** Tanya Donaldson

The meeting was called to order at 7:05pm.

1. Approval of the Agenda  
Add 5.2.3. Capital Allocations, under executive 5.3.5 report

M/S Clements/Maitland  
Move that the agenda be approved as amended.

2. Approval of the Minutes from March 7<sup>th</sup>, 2007  
M/S Gill/Kendall  
Move that the minutes from the March 7<sup>th</sup> board of director's meeting and the in camera meeting be accepted as circulated. - carried

A reminder that the in camera minutes are for board members only.

3. West Point Grey Visions Team  
Peter Birch and Grant Miller provided an update on the visioning process. There will be a questionnaire coming out that incorporates all the data to date. It is very important to encourage the community to fill these out.
4. Correspondence
  - 4.1. City Of Vancouver Supportive Housing Strategy – meetings happening city wide.
5. Committee Business
  - 5.1. Youth Committee
    - 5.1.1. Jenna and Hande provided a report. The committee has been discussing various activities that can take place on Friday evenings. They are going to have a Canucks hockey night and then later in April a Moroccan night. They have also been working on the Youth Week event that will take place at Kerrisdale Arena. The committee has sent a letter to ARES requesting to

work the Folkfest parking again this year, and have been given that approval. A reminder that the bursary deadline is this week.

## 5.2. Finance, Budget and Audit

### 5.2.1. Financial Position to February 28, 2007

The asset position has not changed significantly. The JAC cash account has been reported separately. The committee had recommended that the unrestricted funds be maintained at \$125,000. There needs to be a final adjustment to bring this back up to \$125,000, as approved capital expenses from this year were not included in the original calculation presented last meeting. Accounts payable includes Park Board group 1 staff costs.

### 5.2.2. Income Statement September 2006 to February 2007

The revenue represents about 2/3 of the year, but expenses still need to catch up. Our summer period has high revenue and expense. Overall operations are doing well. Rental revenue is up over last year. Program expenses are up, but expected with increases in revenue. The rental expenses are a bit higher at this point of the year, but last year there were no accruals. We doing better than budget, but the surplus will go down before the year is complete. We have applied for the HRDC grant for summer camps. If we are not successful, we will still be fine. The financial analysis project is ongoing, but to date we have not paid anything. There will likely be some fundraising expenditures over the next few months. These are listed on a separate line item, as they are not regular operating expenses.

### 5.2.3. Capital Allocations

M/S Gill/Kendall

Move that \$13,200 be reallocated from building fund to unrestricted. - carried

This is our cash cushion to cover emergency situations. The finance committee is recommending this be maintained at \$125,000. The balance of the funds are restricted for purposes of the association.

M/S Gill/Clements

Move that the association spend up to \$4000 to replace the floor in the youth room. - carried

Park Board is removing the asbestos in the 1<sup>st</sup> and 2<sup>nd</sup> floors. The tile flooring in the youth has asbestos, but is not covered in the budget. Park Board is prepared to remove do the work

## 5.3. Executive

### 5.3.1. Association Presidents Year-End Discussion

The APG has sent a letter to Park Board indicating that a common year end is not supported and may not been possible.

5.3.2. Strategy Workshop for 2009 Capital Plan

James is offering a workshop with Geran for the Association Presidents at West Point Grey this month.

5.3.3. Benefits for Part Time Association Employees

Currently the association has 3 regular part time employees, pottery studio manager and 2 preschool staff. Pottery studio manager is 50% of full time and the other work full time hours.

M/S Gill/Wennes

Move that the association provide MSP benefits for association regular part time employees on a pro rata basis. – carried

5.3.4. Board Member Boot Camp

The APG has organized this workshop with Volunteer Vancouver. It will be held on April 28<sup>th</sup> and is an excellent workshop. The association will cover the cost if you wish to attend. Please let Hanna know.

5.3.5. Risk Management Workshop

Olga, Lydia, Richard and Suzanne attended the workshop. It was a good presentation. It provided an overview of the issue. Some associations have more areas of concern. All programs are given a category and approved by risk management. Staff have also been trained in all the new procedures. Police checks are done for all those that work with the vulnerable population and in positions of trust. Each association has been given a revised manual with the guidelines.

5.3.6. Report

Suzanne congratulated James Gill again on his nomination as Volunteer of the Year. He does a lot for this association and for APG i.e. core services task force. It will be a delight to escort James to the event on May 2<sup>nd</sup>.

Suzanne read a draft letter going to the Editor of V6T in response to an article written following that last board meeting that indicated there may be an issue with non West Point Grey residents serving on the board. It is designed to reflect our open door policy. Suzanne will circulate a copy of the letter electronically.

It was suggested that the candidates that were not elected should be invited to sit on a committee. Suzanne will do this.

5.3.7. BCRPA Conference

The association usually sends 4 board members. The executive has received more than 4 request to attend. The executive is recommending those who have not gone previously attend; John, Suzanne and Bill. They are also recommending that Christina attend, as she is the only member of OPP that has expressed interest, and a lot of the agenda relates to this area.

#### 5.3.8. Signing Authority

M/S Gill/Wennes

Move that Andrea Maitland replace Allen Sabet as a signing officer on all association accounts. - carried

#### 5.4. Operations, Policy and Planning

The Spring/Summer brochure has been delivered. There were some residents that live close to the centre did not receive their copy. The registration is going well. The interviews for the day camp jobs are underway. BC Parks now require permits for day hikes. There are 4 parks we are going to, but we are sharing the cost with Dunbar Community Centre. The cost will be \$300 each. The swap meet last Saturday had an excellent turnout. We have received 2 bursary applications to date. The family Easter event is this Saturday.

#### 5.5. Facilities, Policy and Planning

The facilities tour on March 31<sup>st</sup> was very extensive and informative. We covered every building.

The committee has reviewed some statistics regarding the activities at the Jericho Hill site in response to the West Point Grey Academy's request to assume the head lease. A few members of the executive will be attending a meeting along with the FPP committee on April 11th with Hanna, Park Board, ARES and the WPG Academy to discuss the issue. This is just the first stage of discussion. There will be a report next month.

#### 5.6. Fundraising

There was a meeting to review the outreach materials. As part of that, it was agreed that we need a conceptual model before we go to the public.

#### 5.7. Ad Hoc Income Assessment

We will have a draft report next month.

#### 5.8. Jericho Arts Centre

No report. There is a list of upcoming programming in the back of the spring/summer guide.

#### 6. Park Board Commissioner

Park Board passed the conceptual plan for the Air India Memorial in Stanley Park. A lot of the money will go toward redoing the Ceperaly Park playground. It should be ready for July.

The special Park Board meeting dedicated to Stanley Park will be April 16<sup>th</sup> at Roundhouse. There have actually been some opportunities that have come up as a result of the devastation.

7. Community Recreation Coordinator

- The online registration is catching on, it is up to 50% on the first day.
  
- Hanna is conducting interviews for the temporary pool programmer position.
  
- Arli has done a great job on the Active Communities campaign. There are lots of activities being offered.
  
- We have formed a staff committee to look at the accessibility of our facilities. Hanna will share the results with FPP and the board.
  
- Hanna suggested that the “ivy pulling” committee could be resurrected. The area is much cleaner, and some of the native plants have come back. There was a suggestion that we may want to access students, sports groups, Girl Guides or Scouts. Suzanne will support this initiative, but does not have the time to champion it.

8. Other Business

- Fiesta will be Sat. June 23<sup>rd</sup>.
- Committee chairs needs to submit a list of members. It was also requested that a list of committee meeting times be circulated.

Motion to adjourn at 8:58pm by Ruth Kendall.