

**West Point Grey Community Association
Board of Directors' Meeting Minutes
Wednesday, June 7, 2006**

Present: Chair Ian Clements, Shamsah Mohamed, Suzanne Starr, Ruth Kendall, Andrea Maitland, Allen Sabet, Olga Turok, Shirin Koorjee, Christina Fodor, Andree Karas, Jerry Wennes, Bill Moran, John Mills, Richard Strachan, Brenda Moore, Parks Commissioner Korina Houghton, Programmers Bob Hindley and Sharon Genge and Program Assistant Jonathan Rowland.

- Recording Secretary Tanya Donaldson

Regrets: Lydia Bergant, James Gill, CRC Hanna Maron

The meeting was called to order at 7:05 p.m. John Tompkins from V6T was also present. The board has expressed condolences to Lydia in the passing of her mother.

1. Approval of Agenda
Add Volunteer Vancouver under 6.0.
2. Approval of Minutes
The electronic lock is the control system
 - 2.1. Ruth Kendall (Christina Fodor) **Motion** that the association approves the May 3rd, 2006 board meeting minutes as circulated. - carried
3. Correspondence
 - 3.1. Letter from the Chief Constable Jamie Graham about a June 3rd session. It only arrived that week, so it was circulated to the staff and executive.
4. Committee Business
 - 4.1. Youth Committee
 - 4.1.1. We have now purchased almost all of the remaining equipment for the youth facility downstairs. The committee will be meeting this Saturday to organize the space, and then we hope to open next week. There will be an official opening, but the date has not been set.
 - 4.2. Finance Budget and Audit Committee
 - 4.2.1. April Statements – The statement was circulated. Overall, we are ahead of last year on our revenue. We have received some summer registration earlier than last year. We are heading into our high expense months, so our net will be reduced. We are on target with budget.
 - 4.2.2. Banking – Allen and Suzanne have gone to the bank and they have been able to re-negotiate the existing term at 3.76% term, which is up from 1.74%. They also reviewed our cash position and are recommending that we set up another term for \$100,000

4.2.2.1. Allen Sabet (John Mills); Move that the association move \$100,000 from our cash account to a 30 day cashable term deposit.- carried

4.3. Executive Committee

- 4.3.1. Joint Operating Agreement – There are four associations that are currently negotiating new agreements. Most of them had a meeting scheduled for this week. The June timeline will not be achieved.
- 4.3.2. Insurance – Had two presentations on the current coverage and other options. Ian is reasonably confident that the majority of our activities are covered. A letter is being drafted to the Commissioners and General Manager outlining the Association's concerns.
- 4.3.3. Core Services – The draft RFP for the consultant was approved. There are 4 candidates for 2 positions on the task force from our district. James has put his name forward as an association representative on the task force.
- 4.3.4. Naming of Facilities – was tabled at APG
- 4.3.5. Impacts of Park Board Budget Cuts – We have been assessed \$12,000, which is one of the highest amounts. The amounts vary, and Ian will be asking Hanna to clarify how these amounts were determined.

4.4. Fundraising Committee

- 4.4.1. Suzanne reported on behalf of James. The kick off is the parade at Fiesta. We usually have a theme for the parade, so we are requesting that the theme be construction. VanCity gave us some hats to assist with our costumes. Please find other attire to match the theme. The committee is hoping to draw attention as to what is happening at our site. The parade is Saturday, June 17th, and we need as many board members as possible to attend. Jonathan will circulate the specific details in an e-mail. It is a lot of fun.
- 4.4.2. We are still looking for an honorary chair. We have some leads, but we are not close to a decision yet.
- 4.4.3. The Courier will have a pullout on the Friday prior to Fiesta on our project. Geran is working with Kristiina (our brochure publisher) for photos. Please review the committee minutes, as there is a lot of detail in them. A lot of other information is also being sent via e-mail, and the committee would appreciate the feedback, whether you are on the committee or not.

4.5. Ad Hoc Committee on Financial Analysis

- 4.5.1. The committee members are John, Andrea, Bill and Ian. The RFP was issued to 4 consultants on May 17th. One firm did not respond, 2 called and advised they would not be responding, and Typlan Consulting Ltd. of Port Moody did respond. The committee met on Monday and reviewed the proposal that was submitted. The cost was much higher than what was anticipated. It is a very good proposal. It addresses all the tasks outlined in the RFP. The committee feels that there may be more hours allocated than will be required. We need to identify the areas where the hours may be high, and assess who is doing the work. Typlan is proposing a team of three to work on the project. They have recently completed a similar project to ours

in Churchill, Manitoba. The committee has reviewed the references and they were fine.

4.5.2. We have some options.

4.5.2.1. Abandon this exercise without doing due diligence.

4.5.2.2. Re-tender because of timeline. May have to slow down fundraising committee. The timeline is unclear at this time.

4.5.2.3. Authorize the committee to negotiate a reduced scope of the project (\$20,000 to \$22,000). James is aware of the committee's recommendation.

By recommending option 3, this does not hinder any other committees who may have deadlines.

Some objections to this exercise were raised. The finance committee is to review the go and no-go scenarios, and this has not been done yet. It was also felt that there is some overlap with Geran's contract. In response, some felt that the overlap was fine, as this will help confirm our position and allow us to make the right decisions going forward.

Another concern was rushing this exercise, so there was some support for option 2.

We should go ahead with this in order to know where our financial weaknesses and strengths are before we move forward. The steps following this will be even more expensive, and we need to know where we stand before incurring further costs. It may be easier to answer to the community having only spent this money, and not have incurred other larger expenses. The results of this report are broader than the constraints of the performance, but at the same time would provide information that would be used in the performance. The timelines may have been too tight to attract an increase in responses. If we were to re-render it would probably take a month after the RFP is issued.

4.5.2.3.1. John Mills (Andrea Maitland) **Motion** That the WPGCCA Board authorize the Ad-hoc Committee for Financial Analysis to negotiate with the sole respondent to undertake the project within the context of a reduced scope and within a funding envelope of approximately \$20,000 - \$22,000 (excluding GST). And report back to the Board in the results. - withdrawn

4.5.2.3.2. John Mills (Suzanne Starr) **Motion** That WPGCCA re-tender a revised RFP for a financial analysis of the capital expansion project. -carried (3 opposed)

4.6. Operations Policy and Planning

4.6.1. The executive unanimously voted to award a \$500 bursary for Danielle Bensler. Ruth presented the bursary at Lord Byng last week.

We have just received 2 applications from students at UHill for the bursary. Both are excellent candidates and have the endorsement of the Principal. Both candidates have done a lot of volunteer work. The UHill graduation is next week, so we need a decision this evening. We have 3 bursaries available each year. There was a suggestion that in the future we may want to modify the policy that only one bursary to a school. The committee can review this for next year. The committee has already agreed to change the whole format for next year.

4.6.1.1. Ruth Kendall (Shamsah) Motion that the Board approve that Michael Ross and Liya Wu each be awarded a \$500 bursary. - carried (1 abstain)

4.6.2. Fiesta – the theme is construction which will be a good opportunity to promote our facility. We will have a banner, and will be decorating the van. The parade will finish at Trimble Park.

4.6.3. Sandcastle Competition – This event is July 14th, and Jonathan is looking for judges.

4.7. Facilities Policy and Planning Committee

4.7.1. Suzanne reported as John was out of town when the meeting was held. Please review the detailed minutes.

4.7.2. The committee has been reviewing various fees for our users groups.

4.8. Jericho Arts Centre

4.8.1. Titus got 5 Jesse nominations. This was an incredible feat. It was a pleasure to help this production. We collected \$6,600 for PAL. Suspect went very well. Our current triumph is the Canadian Premier of Democracy. It is getting great reviews. JAC and the Youth Hostel are partnering with a BBQ and show on the day of the Fiesta. JAC and UP are going to be handing out a free ticket to everyone for the September production at Fiesta. We are in the process of selecting our three guest productions for next year. There were eight applications this year. Their fundraising sub committee is looking at various options, such as a fashion show.

5. Staff Report

5.1. Park Board Commissioner Report – Korina will be at Fiesta. It was delightful to see various board members and staff at the BCRPA conference. Korina congratulated Ruth again on her Park Board Volunteer of the Year Award. Ruth commented on what a great event it was, and thanked everyone involved. The big item on the agenda is the Aquarium. The Board has agreed to entertain a proposal and do an extensive consultation process, but not have a referendum on the next ballot. Science World has put forward a proposal for an outdoor component. The

process around the rink at Trout Lake is ongoing. Park Board is going ahead with a task force on dogs off leash. It will have six members with various areas of expertise, but no staff or politicians. Prince Edward was here to raise the Para Olympic flag. The board has approved the artificial turf field at Van Tech.

5.2. CRC Report – Bob reported on behalf of Hanna.

Volunteer Vancouver – they will be doing a presentation on the role of the board at the July 5th meeting. One of these sessions was held about 3 years ago, and a decision was made to be a policy/governance board. This has not been passed on to new board members. We will also have the social and have a limited agenda, with only necessary items that evening.

Bookkeeping hours – information item that an additional hour is available if needed.

Website – 3 staff went to Graphically Speaking, along with Kristiina, and attended a training session to learn how to update the site. We will have 5 licenses at a cost of \$164 per license. The software has been ordered and we are hoping to be live in the Fall. Kristiina will be assisting in preparing text for the site.

Summer Grant Application – we received \$28,760, up from \$19,500 last year. Sharon worked hard on application and was successful in securing more money.

Staff Updates - Arli has been on site for the last month. Janka Corewyn has been seconded to Kits Tower for the summer, and Dany Huey will fill her position.

Park Board budget cuts – each district has been asked to cut a certain amount. The cuts have been allocated to auxiliary staff, which we have the highest amount in our district. Hanna is revisiting this with the district office. The staff have done a bit of brainstorming around how to deal with the cut.

6. Other Business

6.1. There are 2 baby eagles in the nest. They are not flying yet.

6.2. John will write a letter to Tyyplan.

7. Adjournment

The meeting was adjourned at 9:29 p.m. by Ruth Kendall. Next meeting will be at 5 p.m. on July 5th.