

**West Point Grey Community Association
Board of Directors' Meeting Minutes
Wednesday, March 4, 2009**

Present: Chair James Gill, David Neiman, Ruth Kendall, Christina Fodor, Bill Moran, Shamsah Mohamed, David Johannson, Allen Sabet, Chris Parfitt, Jenna Macken, Jeremy Field, Julie Patron, Garth Jones, Andrea Maitland.

Regrets: Ian Clements, Andrea Maitland, Ian Robertson (Commissioner)

Guests: None.

Staff and Commissioner: Lori MacKay (QE District Manager), Hanna Maron (CRS), Bob Hindley (Programmer), Travis Pawlak (Youth Leader).

Recording Secretary: Tanya Donaldson

The meeting was called to order at 7:00pm. There was a brief round of introductions.

1. Approval of the Agenda

Financial performance was added under the finance committee.

M/S Sabet/Kendall

Move to accept the agenda as amended - carried

2. Motion to Move In Camera

M/S Neiman/Kendall

Move that the meeting move in camera to discuss the lease negotiations regarding Jericho Hill. - carried

Lori provided an update on negotiations on lease at Jericho Hill.

M/S Jones/Sabet

Move that the meeting move back to into regular session. - carried

3. Approval of January 14, 2009 Minutes

Add Allen to the list of those present.

M/S Neiman/Jones

Move to accept the January 14, 2009 board meeting minutes as amended. - carried

The minutes from the 2 short meetings in February will be circulated for next month.

4. Correspondence

- Letter from Raj Hundel confirming West Point Grey will be hosting the Park Board meeting on October 19th, 2009. We will also have an opportunity to meet with the Commissioners.

5. Committee Business

5.1. Youth Committee - Travis Pawlak, Jeremy Field, Jenna Macken

5.1.1. Youth council has been busy since January. We have provided volunteers for the special events, and held a "Dive in Movie" at Lord Byng. Upcoming events include four corner soccer and concert with 5 bands participating. The various youth initiatives including Justifight and Global Families are also going well. There are currently about 10-12 core youth council members, but the larger group Travis communicates with is about 60 members.

5.2. Finance, Budget, Audit

There was a matter raised at February 18th meeting regarding the role of the treasurer with respect to financial statement review and oversight of the bank reconciliations. David and Tanya have taken this issue forward to our auditor, Gary Wozny. He has indicated that the majority of not for profits do not have a designated professional review the bank reconciliations. In order to maintain his independence, he cannot provide a formal suggestion.

M/S Johannson/Neiman

That Association directs that a lay person may perform the bank reconciliation function of the finance committee. - withdrawn.

There was a question around the cost of engaging a professional individual. There was discussion surrounding both the cash costs of engagement as well as the non-cash consequences of a failure to engage a professional to review the reconciliations. This was referred to the executive committee for review.

5.2.1. Fall Session Statements

The internal statements have been reformatted. The session end reports have accruals (deferred revenue, accounts payable etc) for that programming session, including the budget year to date figures. This statement will be presented at the end of each programming session. The amortization expense has also been pulled below the operating income line as a non-cash transaction. We have also moved the JAC revenues and expenses. The fall session includes are largest overhead expenses in our fiscal year. The fall season is still ahead above of budget. The expenses were budgeted at 67% of revenue, and the actual is at 64%. The preschool and children's program areas revenues were lower than budget, but so were the expenses. The aerobic programs produced lower revenue, but the expenses are more fixed than other program areas. The sports program area is seeing growth. In the rental area, the budget year to date was

calculated as a percentage of the year, but the wedding rentals are lower at this time of the year.

The unrestricted net assets have increased, so the finance committee will review and come back to the board with any recommendations for internal transfers.

The committee will also have to look at the term deposits that will come due in June.

5.2.2. Financial Report 31 January

The format for the monthly statements has also been changed. During the months in between session ends, the report will only include the current month and the same month from the prior year. This is the first month of the session, which is front loaded with revenue, and the expenses come in later months.

5.2.3. Financial Procedures

The draft table of contents was circulated. The manual will have financial procedures and board procedures. The accounting student that was going to prepare this document has quit. Tanya will be working on the manual. As each section is completed, it will be brought to the board for review. Section 6 will be prepared first. The goal is to complete one section per month.

5.2.4. Financial Performance – All items have been covered in the committee report.

5.3. Executive Committee

5.3.1. Committee Meeting Dates

Committee chairs are asked to forward meeting dates to Hanna for distribution.

5.3.2. Committee Goals 2009-2010

Committee chairs will report back to the board with goals for the April meeting. All committees are asking for members.

5.3.3. Roles and Responsibilities

There is a draft document in the package for your approval at the April meeting.

5.4. Operations, Policy and Planning

5.4.1. The minutes from the last meeting are attached. The winter session registration has gone well. The spring/summer brochure has gone to the printers. Registration begins March 12th. There some new program offerings,

so please take a look at the brochure. Brian is also working on the upcoming special events.

5.5. Facilities, Policy and Planning

5.5.1. The minutes are attached. The payment schedule for Folkfest has been adjusted. The full payment will be paid before completion of the event in the future. The FPP meetings will be on the last Wednesday of the month prior to the executive meeting.

5.6. Jericho Arts Centre Committee

5.6.1. No report.

6. Vancouver Park Board

6.1. Park Commissioner's Report – Ian

Ian sent his regrets, but did send an e-mail to James. Park Board has approved the staff recommendations for the \$300,000 operating budget cuts. There will be little disruption to service delivery. The March 23rd Park Board meeting will be discussing whether to engage in further community consultation regarding the Jericho wharf. Please let members of the community know it is on the agenda and that people can get on the speaker's list if they wish.

6.2. Community Recreation Supervisor Report – Hanna/Bob

6.2.1. Hanna thanked Bob for doing a great job in the position for the last 21 months. The board concurred. Bob has done an excellent job.

6.2.2. There is currently a hiring freeze in the Park Board, but this does not impact Group 1 and Association staff.

6.2.3. A copy of the Park Board priorities for the coming year was circulated.

6.2.4. The Association Conference is being held April 3rd and 4th. The Association covers the cost of registration. This is a good learning and networking opportunity.

6.2.5. The BCRPA Conference will be May 27-29 at Whistler. The symposium outline is on their website.

6.2.6. There was a near drowning at Lord Byng approximately 10 days ago. The staff handled the situation incredibly well. The staff in-service training certainly helps prepare staff. James will write letters to the lifeguards and the cashier working at the time.

7. Other Business

None.

Motion to adjourn at 9:35pm by Garth Jones.