

**West Point Grey Community Association  
Board of Directors' Meeting Minutes  
Wednesday, March 1<sup>st</sup>, 2006**

Present: Chair James Gill, Christina Fodor, Chuck Golden, Shamsah Mohamed, Richard Strachan, Suzanne Starr, John Mills, Ian Clements, Ruth Kendall, Andree Karas, Andrea Maitland, Allen Sabet, Hande Ersoy, Shirin Koorjee, Jerry Wennes, Olga Turok, Bill Moran, Lydia Bergant, Programmers Sharon Genge, Jonathan Rowland, Tony Syskakis  
Commissioner Korina Houghton, CRC Hanna Maron  
- Recording Secretary Tanya Donaldson

Regrets: Jemilia O'Brien.

The meeting was called to order at 7:00pm. James welcomed all the new board members. There was a round of introductions. Tony thanked the board for their support over the years he has worked at Lord Byng. Tony will be starting at Riley park next week.

1. Approval of Agenda

1.1. Ruth Kendall (Christina Fodor) **Motion** that the agenda be accepted as circulated. - carried

2. Approval of Minutes

2.1. John Mills (Andree Karas) **Motion** that the association approves the January 11th, 2006 board meeting minutes as circulated. - carried

3. Election of Officers

The bylaws require that is be done at the first meeting following the AGM.

3.1. Ruth Kendall (Suzanne Starr) Nominated Ian Clements for president. There were 2 more calls for nominations Ian was acclaimed. Ian thanked the board for their support.

3.2. James Gill (John Mills) Nominated Suzanne Starr for vice-president. There were 2 more calls for nominations. Suzanne was acclaimed.

3.3. Christina Fodor (Ruth Kendall) Nominated Andrea Maitland for secretary. There were 2 more calls for nominations. Andrea was acclaimed.

3.4. Richard Strachan (Allen Sabet) Nominated John Mills for treasurer. John declined the nomination.

Shamsah Mohamed (Chuck Golden) Nominated Allen Sabet for treasurer. There was one more call for nominations. Allen was acclaimed.

3.5. James Gill (Ruth Kendall) **Motion** that the President be appointed a signing officer for all Association bank accounts, to replace James Gill. - carried

4. Appointment of Committee Chairs and Members

The appointments were discussed at the last executive meeting. Please let the chairs know if you are interested in sitting on a particular committee.

- 4.1. Operations Policy and Planning – Ruth Kendall has agreed to stay on as the chair. It is the largest committee. It oversees all the activities we provide. It is a good introduction to the work of the board.
- 4.2. Facilities Policy and Planning – John Mills has agreed to chair the committee, and Suzanne will provide support when John is not available.
- 4.3. Finance, Budget and Audit Committee – The treasurer is chair of the committee. The committee meets the last Tuesday of the month in the late afternoon. James will be sitting on this committee. We need at least one other board member to sit on this committee.
- 4.4. Jericho Arts Centre – Richard Strachan will chair again. Everyone is invited to join this committee.
- 4.5. Ad Hoc Fundraising Committee
  - 4.5.1. This is to provide the funds needs for our building expansion. James has offered to chair this committee. The project is expected to be about \$1.5 million. We need to raise approximately \$1.2 million. The committee will work with the consultant on the strategic plan around fund raising. The committee will not be fundraising, but setting policy. This committee will work closely with the facility committee.
    - 4.5.1.1. James Gill (John Mills) **Motion** that the directors establish an ad hoc committee responsible for fundraising related to the West Point Grey Gym, Fitness Centre and Pottery Studio Expansion project. – carried

James also mentioned that we have a community visioning exercise in our community. We need a representative on the steering committee for this group. This would likely be this individual's only committee work, but would liaise with facilities and fund raising. It should be someone who lives in this community.

## 5. Correspondence

- 5.1. Request from Family Court Youth Justice Committee to provide a submission of support for alternative punishments. The executive felt that given our charity status, this was outside our realm. The distribution of this request was very broad.
- 5.2. Thank you card from the staff for the Christmas party
- 5.3. A letter from Mary Davison, who donated a piano to JAC. She is enquiring about not receiving a tax receipt or proper acknowledgement. James is addressing the tax issue, and the balance will be reviewed to JAC.

## 6. Committee Business

### 6.1. Youth Committee

- 6.1.1. We have internally restricted funds for this project. These funds have been raised by the youth. The balance is over \$30,000. The youth committee has researched the types of equipment that work best for the youth. The youth have done a good job on this proposal. The committee circulated a list of proposed equipment and the rationale behind the equipment. The purchasing policy requires that anything over \$1000 requires at least 3 quotes. Equipment should be purchased new and at commercial standard. The

executive is endorsing this proposal. Some members at OPP expressed concern about the process that was followed in that OPP had recommended that the amount be less. The executive also felt that the timing of this was key, in that if it was delayed, the facility may not open this school year.

6.1.1.1.1. Hande Esroy (James Gill) **Motion** that the Association approve the expenditure of up to \$9118.86, to be financed from the youth restricted net assets, for the acquisition of equipment for the youth facility. - carried (1 opposed)

## 6.2. Finance Budget and Audit Committee

6.2.1. Interim January Financial Statement – The statement was circulated. The final steps of the accounting system conversion will take place this coming month, so we will have the new statements for next month. Overall the programming revenue is ahead of budget, and expenses are within budget. The weight room expenses are high, this is due to the group 1 billings. The net at this point of the year is ahead of budget. Richard requested that the if possible, please keep the statement to one page.

6.2.2. We have received an amended assessment of tax to nil.

## 6.3. Executive Committee

6.3.1. Fundraising Strategic Planning – We have engaged the services of Geran of BC Fundraising Network. A reminder that Saturday, March 4<sup>th</sup> is the strategic planning session for board and staff. This will determine how we move forward. It will be a really good session.

6.3.2. Park Board Volunteer of the Year – Each year we nominate a representative from either the board or someone from the community. The executive has received 2 nominations: Ruth Kendall and James Gill. Both nominees gave a brief biography. It is very difficult to choose between these fine candidates. Ruth Kendall was the successful nominee. It was good to see more than one nominee. Suzanne requested that James Gill's name be carried forward to next year, given the high quality of our candidates.

## 6.4. Operations Policy and Planning Committee

6.4.1. Brochure Distribution – Currently we only distribute our brochure to Blenheim. The committee would like to increase the distribution from the water to 4<sup>th</sup> Ave, and as far east as Arbutus. Staff feel we have several patrons from that area. It seems like a substantial amount, but this is a high density area which affects the cost. If this has a positive impact, it will be built into the operating budget next year. This is also as follow up to the survey that was done, which indicated we have patrons from this area. Staff will report back on the impact by July. The board will review at the July board meeting, with the intention of including this in next year's operating budget, so a full year evaluation can be done. It has hard to evaluate properly with only one circulation.

6.4.1.1. Ruth Kendall (James Gill) **Motion** that the Association approve an addition of \$7,500 to the budget for an enlargement of the distribution area for the spring/summer brochure. - carried

## 6.5. Facilities Policy and Planning Committee

6.5.1. Geran will provide a report to the fundraising committee following the planning session on March 4<sup>th</sup>. There will likely be 3 motions coming forward to the next board meeting. These will all come out of Geran's report. We will also need demonstrable community support for this project.

6.5.2. Hanna reported that the kitchen repairs are ongoing. There was a small leak at Christmas, but this has led to more repairs. It has become quite a major project. We are lucky to have found the other problems when we did. Park Board staff have done excellent work on this. The New and Non-Recurring (NNR) submissions have been finalized. We usually submit 4 to 7 items to Park Board. We do not get all of them approved. Last year we did not get any. This year we have submitted the cafeteria building roof at Jericho Hill (\$35,000), pottery studio floor, emergency lighting at Lord Byng, paint interior of Aberthau, and wheelchair ramp at Jericho Hill. The budget is divided by 22 centres city wide. Ian thanked Hanna for all his work in this area.

## 6.6. Jericho Arts Centre

6.6.1. A new production is opening this Friday, Titus. This is the first time it has been done in Vancouver. The next play is Waiting in the Wings. It will also be used as a fundraiser for PAL. The next big band is March 24<sup>th</sup>.

## 6.7. Ad Hoc Website Redesign Committee

6.7.1. We had hoped to have the new website by now. Park Board IT and Graphically Speaking have been working very hard, but are hitting a road block at City Hall. Andrea has written a letter to the City to address the issue. Progress is being made.

## 7. Staff Report

7.1. Park Board Commissioner Report – Park Board has been asked to cut back on the operating budget. The Board did speak to City Hall, but so did all the other areas (police, library etc.) Korina will keep the association informed. The Olympic kick off is under way this week. The biennale project is underway. The website is biennale.com. This is sculptures throughout the City, and staff are working on ensuring there is information at the sculptures. Heather Holden has asked the associations if they would like to host a Park Board public meeting. February 28<sup>th</sup> was the last day for input on the dog off leash parks. There was \$205,000 raised at Bright Lights in 2005. The active communities initiative is underway. Tillicum Elementary is the pilot project. Park Board is also investigating walking routes throughout the City. Ian offered the association's support for her initiatives. James asked if the provincial government has any funds around the 20% increase in activity by 2010.

- 7.2. CRC Report – Hanna commented on how he is looking forward to working with the new board. There will be a board member orientation prior to the board meeting on April 5<sup>th</sup>. Diane and Liane are initiating discussions regarding the JOA with associations in the Queen Elizabeth district.
- 7.3. BCRPA - The BCRPA conference is at the end of April at the Wall Centre. The program is being well received. If you wish to attend, please let Hanna know. The association will pay for your registration fee and membership to BCRPA. Hanna is on the organizing committee of the conference this year.

7.3.1 James Gill (Andree Karas) **Motion** that the Association authorize the expenditure of \$876 plus taxes to rent a suite at the BCRPA Conference host hotel from Wednesday, April 26<sup>th</sup>, 2006 to Sunday, April 30<sup>th</sup>, 2006. This room will give attendees a place for a break, and also provide the association with an opportunity to host a networking social at the conference.

- carried

8. Other Business

8.1. None

9. Adjournment

The meeting was adjourned by Ian Clements at 9:15pm by James Gill.