

**West Point Grey Community Association
Board of Directors Meeting Minutes
Wednesday, May 5th, 2010**

Present: Chair Bill Moran, Ron Bourgeois, Malcolm Cant, Pei Pei Chu, Christina Fodor, Matthew Greenwood, Raymond Greenwood, Chris Hilsden, Ruth Kendall, Vivian McCollor, Jenna Macken, David Neiman and Dawn Polley.

Regrets: Judie Davis Glick, James Gill and Julie Paton. Andrea Maitland

Parks Board: Commissioner Ian Robertson

Youth Committee: Peter Staiger, Heidi Xiao and Louise Harding

Staff: Hanna Maron

Recording Secretary: Gail Brown

1. Call to Order

The Chair called the meeting to order at 7:15 pm in consideration of members who were engaged in a facilities tour with Hanna Maron. He encouraged new board members and those on the fundraising committee to take advantage of the opportunity to tour the large complex.

2. Approval of the Agenda

Motion: moved by Raymond Greenwood and seconded by Chris Hilsden that the agenda be approved; carried.

3. Approval of the Minutes of April 7, 2010

- 5.3.2 – Correction: election of a vacant position;
- 5.3.3. - There was no motion to accept although AIF (all in favour) was recorded. In future all motions to be recorded as carried with opposed and abstentions noted.
- In future the name of person taking the Minutes to be noted at front of document. Motion moved by Pei Pei Chu and seconded by Ruth Kendall that the Minutes be approved with changes/corrections as noted above; carried

The Chair welcomed Park Board Commissioner Ian Robertson to the meeting; he noted that the WPG is one of the six areas he is responsible for.

4. Correspondence

- a. Letter of resignation from Jennifer Smith. Chair has a Thank You card he will circulate for signatures at the next meeting.
- b. Letter from Fiesta seeking a financial contribution was referred to the Operation Policy and Planning Committee for consideration.
- c. Letter from Phyllis Tyers, WPG Home owners Association, requesting support for its request to the city to introduce calming measures at the corner of 2nd and Trimble was referred to the Facilities Policy and Planning Committee for consideration.

The Chair circulated copies of the correspondence to members.

5. Community Recreation Supervisor
6. Hanna Maron reported that a meeting of Park Board senior staff and Association President Group to discuss the JOA (Joint Operating Agreement) planned for Monday at Van Dusen Gardens was postponed awaiting the outcome of association presidents scheduled meeting with City Manager, Penny Ballam; the meeting will be rescheduled.
7. Hanna reported that the WPGCA will have an opportunity to renew its contract for the use of facilities at Jericho Hill. He and Diane Murphy will be meeting with provincial government's "Accommodation & Real Estate Services" (ARES) Lease Department to discuss the lease renewal. He noted concerns about the condition of the roof with repairs estimated at \$300,000; that whoever takes over the head lease will also be responsible for the roof repairs; and that the Park Board doesn't have funds to address that issue. We may have to approach the five subleases and the WPGCA to help with the roof repair funding.
8. No date has been set for the lease negotiations with ARES to discuss the terms, conditions and rental rates which will have an impact on the five groups/schools that rent the cafeteria.
9. Hanna reported that the WPG Academy is not interested in taking over the head lease for the cafeteria and gym buildings. They are interested in the lease for the playing field which is in need of repair and improvement.
10. Looking for operational efficiencies Hanna reported that staff asked for authority to engage the Architect to develop plans to move the office from the main building to the fitness centre (gym); this would eliminate the office located on the second floor of the main building, which is not accessible to wheelchairs and strollers; registration relocated to a new office would eliminate need to staff two locations. He has met with an architect and Parks Board staff at the site and they identified several options for the storage room that would meet minimum work space standards and allow them to refinish two new walls and install new electrical outlets suitable for data cabling. Initial estimates are in the \$20-40,000 range depending on how they proceed. He's going to meet with the planner to put a plan together that will produce a realistic cost estimate based on the selected option. Savings on efficiencies including eliminating the duplication of staff means the cost to provide a new office will be recovered within a few months
 - a. Rather than have the architect attend a meeting of the Executive Committee, the Chair asked Hanna to have the architect bring his plans and estimates to the Facilities Policy and Planning Committee as the first step in moving forward with this project.
 - b. No one has registered to attend the BC Recreation and Parks Association annual conference in Penticton May 11th to 14th. The BCRPA represents professional parks and recreation personnel and volunteers. It attracts participation from all of BC and Alberta that includes those working in operations, marketing and programming. The event also includes a trade show and is know for attracting quality speakers.
 - c. Raymond Greenwood noted that if anyone was interested in attending the conference the WPGCA will pay for registration, transportation and accommodation.
 - d. Hanna offered to update the board's membership list including email addresses for distribution to everyone.
 - e. Hanna offered to conduct more tours that would include all seven facilities that make up the WPGCA complex, including Jericho Hill, Lord Byne Pool, the fitness centre and

pottery studio. The Jericho Arts Centre now operates as an independent organization and leases property from the Parks Board for \$1/year. Tours can be arranged on a Saturday morning and they can use the centre's van to transport participants to the various location. After some discussion a number of members agreed to attend a tour on May 15th at 10:00 am for about two hours.

- f. While the WPGCA purchased the van, Hanna was pleased to report that the Parks Board has added the vehicle to its inventory and has taken over responsibility for insurance and maintenance costs; this arrangement gives them access to the use of the van.
- g. As part of its review of services, the City has now centralized all IT (Information Technology) services for the benefits of scale and costs.

- h. In response to a question as to the status of the budget, Hanna reported that it remains the same and that includes a 4% increase on casual staff salaries. To date, staff and expenses to operate Jericho Hill have been paid by the Parks Board for programs and services that generate revenue retained by the WPGCA. He indicated that arrangement may be about to change.

6. Committee Business

6.1 Youth Committee

- a. Peter Staiger reported on the Youth Committee's activities that include regular Monday evening meetings and a recent event –Bands on the Hill – that attracted more than 100 people and although it lost \$78 that was an improvement over previous events. A pre-teen pool party is being planned in cooperation with Kitsilano CA where they will get use of the facility for free and they are planning events for October and November.
- b. Louise Harding reported on the success of a pre-teen egg hunt held on April 1st and a drop-in also coordinated with Kitsilano. They make regular use of the Teen Room downstairs that is also used for summer camps. They received five applications for the bursaries that are available to volunteers attending university; two will be selected to receive \$500 each.
- c. A board member encouraged the youth group to consider managing a table at major WPGCA events to promote its own activities and to have a banner that would indicate its relationship to the WPGCA. Youth committee members responded favourably to the idea and indicated they could make their own banner(s).
- d. Members discussed the need for a new sign for the WPGCA that's located on Marine Drive and/or a banner that would welcome people to the neighbourhood. After some discussion about possible wording and costs and as it was essentially a new item on the agenda -

Motion: moved by Raymond Greenwood and seconded by Ron Bourgeois that this item be tabled to the next meeting; carried.

6.2 Finance, Budget and Audit Committee

- a. Chris Hilsden reported that the committee met on April 22nd and that he and other committee members, Hanna and Bob, reviewed and accepted the financial statements.
- b. Statements are presented to the board quarterly and discussed in detail on a seasonal basis as that's more reflective of how revenues and expenses are generated. Chris proposed to make a formal presentation to the board to highlight points and help educate directors on the board's financial status. The committee will be meeting with its bookkeeper Tanya Donaldson on May 17th to review the process for reconciliation.
- c. The committee also spent some time discussing the HST and its implications for the board. Its application does present a challenge as the association sells services before the HST becomes effective. They developed a plan to present it to the public so they will feel comfortable and informed about the HST; not an easy task for small organizations like the WPGCA.
- d. Chris proposed to give a status report and education to the board at its next meeting. After some discussion it was agreed that this would be an oral report that would go over the financial statement.
- e. Chris asked the board how they would like to see the budget presented so that it would be meaningful; asset-based or on a cash-flow basis?
- f. He proposed to present the operating budget on a monthly basis for a general overview of fixed costs, assets and cash flow and noted that in the past the tendency has been to complicate the statements for what is required for a small organization like the WPGCA. Good to understand why some activities lose money but within the context that they are a service to the community. Useful to know what activities, programs and services provide a good return and which ones need to be supported.
- g. A request to see a report by each building was seen to be a difficult thing to do as each building is multi-purpose and it could result in a lot of work to produce the numbers for seven facilities; Hanna said he would look at the request to see if it was doable.
- h. Point of the exercise is to be informed about how healthy the organization is, to help the board make informed decisions, and to assist the fund raising committee as it will have accurate data to work with when seeking donations;
- i. It would be useful to have information that would explain why things changed, address key issues and avoid surprises. Important to consider this on how seasonality can distort things within the financial statements;
- j. What's most useful for this group is management accounting, not financial accounting, and so members will know and understand how and where they are doing well.
- k. Need to know the bottom line. There is currently \$531,000 in restricted funds that includes the purchase of approved program equipment that has not yet been purchased;
- l. Chris recommended the group maintains \$150,000 in working capital.
- m. Focus on financial health, concerns, changes, variances and the big picture which is that the organization is in very good shape financially. Chris offered to bring forward a new presentation model at the next board meeting.

6.3 Executive Committee

- a. The Chair reported that Andrea Maitland had resigned as Chair of the Facilities Policy and Planning Committee.
- b. Chair asked for a motion to elect Jenna Macken to the Board of Directors. Jenna noted how she'd been a volunteer on the Youth Committee for four years and that since graduating from high school she can no longer serve on that committee, and that she's now pursuing liberal arts at UBC.
Motion: moved by David Neiman and seconded by Pei Pei Chu that Jenna Macken be elected to the board; carried unanimously.
- c. To fill the vacancy for a Chair on the Facilities Policy and Planning Committee, and as David Neiman indicated he was willing to stand for that position –
Motion: moved by Ruth Kendall and seconded by Pei Pei Chu that David Neiman be appointed as the Chair of the FPP Committee: carried unanimously.

6.4 Operations Policy and Planning Committee

- a. The Chair stepped out of his role to participate in the discussion on the expansion project. He referred to a report on fundraising from a consultant that was before members as part of the package of information distributed along with the agenda.
- b. Issue: need to have a strategic plan in place to move forward with the WPGCA's Capital Plan that will allow the Fund Raising Committee to begin its work.
- c. Members had a far-ranging discussion on this issue that included clarification of what had transpired to date including plans to proceed with option C, that a scheme and a model had been developed and that the previous board had voted to proceed with the expansion. As well, various committees had given their support for the project and the association has funds on hand needed to proceed.
- d. Commissioner Robertson urged the association to develop a time line to get on the Park Board's list for capital funding at the earliest and that the focus now should be to develop a strategy to accomplish that task. The amount of money the WPGCA has to contribute and the cost of the expansion project are not major considerations for the Park Board. The estimated cost of \$4 million for a minor renovation project was not seen to be a problem given the huge amounts requested by other associations. Further, the projected efficiencies through cost reductions, improvements to accessibility and green sustainability were all huge factors that would enhance the association's application.
- e. The fact that the WPGCA is the only complex that does not have full accessibility is a huge issue that should be stressed in the proposal and the board was encouraged to look at other facilities to determine what separates it from others especially as the WPG complex is 'dead' at nighttime compared to other community associations. As well, the association needs to determine if the expansion will be a band-aid solution or will it position the centre for future growth. The association should also be prepared to address the question of what will happen if it were to loose Jericho Hill in the next few years, and the lack of the existence of a community plan for the area.

The proposal should also be prepared to address the question of why the Park Board should commit \$4 million to the project when there is the real potential that it may be relocated in the next few years. The quality and location of the fitness centre and the fact that it is underused is another factor to be considered.

- f. Members discussed which committee should take the lead on moving forward with the strategic plan and it was agreed that this is a task for the Building Committee that is chaired by Pei Pei Chu. Membership on that committee should include someone who has experience with and understands the inner workings of the Park Board.
- g. There was agreement that the association should invest soft dollars to hire someone to lead the process. Raymond Greenwood reported that at a meeting of the Board of Trade he asked Susan Mundy who she would recommend to facilitate the process and she recommended Carol Defina who he subsequently met with on April 28th; she confirmed there is a lot of work to do to take the Capital Plan to the Park Board. He was seeking approval to retain her as the association's consultant at the rate of \$70/hr.
- h. It was also noted that Carol Defina worked with the WPGCA six years ago when it first embarked on the expansion project. She has the experience, skills and resources to develop a format and presentation for the Park Board. Given the work already completed members felt that the previous report could be reviewed to determine what worked well and that didn't, to learn from it and avoid repeating past mistakes. Discussions with the past president and other board members involved in that process were encouraged.
- i. Commissioner Robertson noted that another consultant (Rudy) is working with the Dunbar CA's board to help them with their strategic plan to get on the Capital Plan and that he's not seen to be an added-cost consultant.

Motion: moved by Raymond Greenwood and seconded by Matt Greenwood that Carol Defina be retained to develop a submission on the WPGCA's expansion plans for presentation to the Park Board by July 1st 2010 with the goal to get on its Capital Plan list; at the rate of \$70/hr with final costs not to exceed \$5,000 including direct expenses; to use existing material and information; to include the scope of work and granting sources in her report; and to report to a person to be determined by the Chair: carried.

If additional funding is required beyond the approved \$5,000, it must be submitted to the board for review and consideration.

- j. Pei Pei Chu noted that given the urgency of this matter she will arrange a meeting of the Building Expansion Committee in the next two weeks and extended an open invitation to board members to join the committee.

6.4 OPP Committee

- a. Ruth Kendall reported that its grant request for summer students was approved and that the \$5,100 will allow them to hire 16 leaders; 14 for the day camp, two for the playground at 10th and Trimble, and a coordinator for special events. She also noted that the City no longer provides funds for playground leaders.
- b. Ruth asked for volunteers to assist with the Fiesta event on May 15th to work on the tables in two shifts. They will be asked to promote the expansion project and the centre's activities and the playground program. She'd also like everyone to participate in the parade: gather at 8:00 am at the centre to be driven to the site in the van.

6.5 Facilities Policy and Planning Committee

David Neiman reported that the committee reviewed the rental rates for rooms and facilities and referred to increases proposed in his handout. Two key decisions: put increases into effect immediately as that gives notice to those who being their activities in September; publish rates now to take advantage of the high season for weddings. Proposed rates have a variety of rate increases depending on the room, to keep them competitive, and still be attractive for the WPG's own groups. The HST will also have an impact on the rates. David asked Hanna to keep him briefed on the Jericho Hill lease negotiations with the Park Board.

6. **Vancouver Park Board**

Commissioner Ian Robertson observed that things have been relatively quiet at the board recently.

- a. They received a well-developed report from the Stanley Park Ecology Society on the state of the park that included a complete audit of the bird population, aquatic features, and tidal waters. A full copy of its report may be found on the Park Board's website. While the report was submitted for information it did provide data that will be useful to the Planning and Environment Committee. Staff were asked to develop a plan to address water conditions in Beaver Lake and Lost Lagoon for inclusion in the next Capital Plan.
- b. The Park Board approved a development permit for Trout Lake to begin its work on a new centre; they will removed the current structure and build a new facility on the same site. The project received lots of community input but the request to build closer to the lake was not possible due to the instability of the land in that location. Because of the construction the community centre will be closed for about 16 months.
- c. Park Board's budget will go before City Council as its budget meetings on May 6th, 7th and 18th; agenda information is available on its website; everyone is welcomed to attend and to speak; and members may contact him by email if they'd like more information.
- d. The Capital Planning process will begin this fall, 14 months in advance of when it is approved. Staff develop a long list of capital expenditures that are reviewed by several committees to reduce the list so that by September 2011 a final decision can be made on what will form the Capital Plan in time for the 2011 election. The spending envelop will be close to \$100,000, the largest ever and a tough one to duplicate in 2014.
- e. He urged the WPGCA board to focus on bringing its expansion request to the Park Board and to begin work immediately on that initiative. He noted that Dunbar has

already been to the Environment and Planning Committee and that Hastings and Marpole are also on the agenda for major project work. Trout Lake, Sunset and Mount Pleasant and three others are also in the queue.

- f. He encouraged the board to contact all Park Board Commissioners so they are aware of the WPG's needs; it's important to get on their radar. With five new commissioners on board it is important to apply a personal touch to promoting the WPG's interests.
- g. To be considered for the Capital Plan WPG must have its request before the Planning and Environment Committee before the summer break in mid-July. That means it has 30 days to put its plan together and get it to the committee that usually meets the first Thursday of the month; check website to confirm. One or two WPG board members should be in attendance at that meeting.
- h. Staff were asked to update the community centres' plan and to provide guidelines on where they should go next, identify the greatest need, develop a list of the highest priorities.
- i. The Park Board has \$200,000 in its previous plan for preliminary drawings that are not yet committed although Dunbar said it would contribute half for its development plans.
- j. Robertson is the liaison commissioner for Trout Lake where he helped them employ one effective tool: they invited commissions and staff to a breakfast meeting. It worked in the past, it could work again, but there are other tactics to be considered as well. (Raymond Greenwood suggested an Open House for Park Board members at the WPG centre.)

7. Other Business

8.1 Planning Committee: Raymond Greenwood will chair a meeting on Thursday, May 13th at 7:00 am, at the Terminal City Club located at 837 West Hastings.

8.2 Volunteer of the Year Award

Motion: moved by Matt Greenwood and seconded by Ron Bourgeois that the award be granted to Phyllis Tyers; carried with Ruth Kendall opposed and two abstaining.

Someone who knows Phyllis will be asked to get her bio and a photograph for inclusion with the submission form.

8.3 The Chair welcomed items for the agenda for the next Executive Committee meeting, May 26.

8.4 The Chair is seeking recommendations for the staff appreciation award. Suggested Matt Greenwood research the issue and recommend an award in the form of a motion at the next meeting.

8.5 Raymond Greenwood brought members attention to three brochures from the display rack in the foyer: Keep Vancouver Spectacular and its 'keep out city clean' campaign for volunteers; Vancouver Community Garden Walking Tours; and the Vancouver's Fun Book that includes a map of all the Parks and Recreation Facilities.

9 Adjournment – 9:40 pm

10 Next Meeting – Wednesday, June 2nd, 2010