

**West Point Grey Community Association
Board of Directors' Meeting Minutes
Wednesday, May 3, 2006**

MINUTES

Present: Ian Clements (Chair), Chuck Golden, Shamsah Mohamed, John Mills, James Gill, Shirin Koorjee, Lydia Bergant, Allen Sabet, Jerry Wennes, Olga Turok, Christina Fodor, Andrea Maitland (Secretary), Bill Moran, Jemilia O'Brien, Richard Strachan (late), Hande Ersoy (Youth Committee), Sharon Genge (Programmer), Hanna Maron (CRC)

Regrets: Ruth Kendall, Suzanne Starr, Andree Karas, Commissioner Korina Houghton

The meeting was called to order at 7:05 p.m.

1. **Approval of Agenda.** Date of financial position should be changed to February 28, 2006. An item about fund-raising to be added to finance, budget and audit committee. John Mills will introduce item 4.4.2: Draft Request for Proposal.
2. **Approval of Minutes**
Corrections to minutes: Allen said under 5.2, the first line should add that income statement was introduced; 5.5.2 should read that procedure manual will be produced over the next couple of years, not months; James did not adjourn the meeting, Ian did.

The minutes were adopted as corrected.

3. **Correspondence**
None.

4. **Committees**

- 4.1 Youth Committee

- 4.1.2 Hande Ersoy said that the work on the youth room is progressing. The pool table was to be delivered next week, the couch has been delivered and they are hoping to open in June.

- 4.1.3 The Battle of the Bands was good experience. An article has gone to V6T. Sharon said John Tompkins from V6T came to the Battle of the Bands. The bands write their own material and were happy to have the venue. A large number of parents attended.

Hande and Sharon left the meeting.

4.2 Finance Budget and Audit

- 4.2.1 The financial position at February 28, 2006 was reported by Allen. The Finance Committee had met on May 2, 2006.

The statements were behind schedule because of the workload. The balance sheet will be presented for the first time this year. There were no great changes. The financial position at the end of February was better by \$32,000 than last year.

The changes in reporting effect pottery and other revenue and expenditure items. It was difficult to determine changes because of the different accounting systems. Shamsah asked for clarity on how the numbers were displayed. Fitness, for instance, was broken down into four categories that didn't exist last year. An explanatory note had been included.

Allen said the Bookkeeper, Tanya Donaldson is very efficient, but she may need some assistance. He will wait another month before making any recommendation. She works four hours a week and a possible solution is to allocate additional hours. Allen said the work should be divided between different people to provide internal controls. This alternative would also safeguard against the loss of continuity should the regular bookkeeper not be available.

- 4.2.2 Allen introduced a discussion about transferring the 2005 surplus in order to show activity in allocating funds towards the \$500,000 suggested in the building development proposal. James said that would decrease the unrestricted assets from \$188,000 to \$156,000. The policy is to hold at least \$100,000 in unrestricted assets.

Golden (Mills) Motion: to transfer \$32,000 from the unrestricted net assets to the restricted funds.
- carried unanimously

4.3 Executive.

- 4.3.1 Joint Operating Agreement.

James said the first three centres have been discussing terms of new JOA. The expectation is that much of the JOA will be boilerplate. Other centres such as Mount Pleasant will thus have an effect on our negotiations and the quality of work on these agreements will affect WPG. The meeting of the Association Presidents tomorrow will provide further information. There will be more information at the next board meeting. James was optimistic it is a good faith exercise and he was content to wait before taking it further.

4.3.2 Insurance.

Ian circulated an excerpt from Association Presidents' Group meeting and a copy of the full subcommittee report to the APG on insurance. A letter from Susan Mundick, General Manager of the Park Board, appeared to contradict the contents of the report. There was also an email from Brenda Greenwood of Corporate Services. Questions have thus been raised regarding the Association insurance cover.

As a result the Mount Pleasant Association has withdrawn their licensed child care and babysitter programs.

Hanna advised that education programs and any certificate programs such as CPR and ESL are not covered. The risk in programs such as ESL is very low. The programs at WPG are almost all covered and those that are not are low-risk. James said activities on Jericho Hill are not covered by the indemnity but we have adequate safeguards and the sporting and other clubs have been advised to self-insure.

Hanna asked about rental contracts and the signing of indemnities. James advised that by agreeing to indemnify the Association, renters take responsibility for their own insurance.

Jerry suggested that umbrella insurance such as that taken by hotels for rental functions could be considered. James agreed that it is another option, but it would result in double insuring.

James suggested that FPP could look into the policy in cases where renters, clubs, etc are told to get insurance, but don't. John was asked to look into it (Ian.)

4.3.3 Core Services Review Planning:

The APG passed a motion to spend \$25,000 to hire consultant. This would result in a cost of \$500 to each centre.

The Review addresses all that The Park Board pays for that goes on in community centres and looks at the way that VPB allocates resources and to make sure they are equitably distributed.

James said he hopes the subcommittee will continue and he wishes to remain active on it. He thinks the suggested funds are adequate for the consultant. He/she will only be involved in analysis and the Community Centres will collect the data.

James recommended approval of the money. He said Park Board had allocated \$20,000 already and if they pay the rest, they will set all the terms. If the community centres put up some money it will give them some say

James Gill (Jerry Wennes) **Motion:** to pay \$500 for the consultant for the core services review.
-carried unanimously.

James to advise who the cheque should be made out to.

4.3.4 Document about naming of facilities:

Ian reported most association presidents feel re-naming facilities is not acceptable.

Chuck spoke in support of the idea and said it could mean acceptance of sub level facilities through lack of funds. The name could be limited to a small plaque.

John Mills said he wouldn't support certain product names. FPP is looking at type of food in vending machines.

Jerry Wennes suggests a person's name could be used instead of a product.

James said cigarette advertising would be illegal.

Bill Moran said a name could fall out of favour and there should be time frames attached.

Jemilia discussed the difficulty of two major companies competing for sponsorship. James said you don't sell the inventory twice.

James summed up by saying that this is a spectrum. It may be easier to name rooms than buildings, easier to name after people than corporations. The conclusion is we should do this but we have to put fences around it. Some policy should be developed to allow raising money without giving the store away.

Allen and Jerry agreed and said it should remain non-political.

4.4 Fund-Raising Committee

4.4.1 Report

James presented a 12-page package of minutes of fund-raising meetings and a draft special resolution. The main thrust is to kick off on June 16th and to precede Fiesta with a

handout in the courier. There will be a prize draw to encourage people to drop by community centre. The Courier has been approached to be media sponsor. The Committee also decided not to go with an exclusive media sponsor because that might cut out V6T.

Nine items will be required for the pro-forma including a clear demonstration of how the loan will be serviced. James said revenue projections (Tanya will need help from staff) and a loan servicing statement are needed. James will ask the Fund-raising and Finance Committees to build a series of go and no-go scenarios and to draft a loan service agreement in several different ways: best-to-worst case scenarios.

VanCity will run revenue projections for free. As for the rest of pro-forma, we are almost there. The only missing element is the risk assessment. The drafting of a grant proposal has started, but we cannot apply for gaming funds until November cycle.

Hanna asked for provincial and federal infrastructure grants information. James doesn't know at this stage, but will have answers next week.

The Honorary fund raising committee was discussed. Suzanne will meet with parks board commissioners to identify potential prominent figures who might wish to be Honorary Chair.

James requested material for the Courier from all Board members to be e-mailed to him.

Lydia and John are to prepare something from the potters. Chuck will provide a write-up on the fitness centre.

In answer to questions from Chuck, James replied that a specific amount is asked for in a program grant. He said most granting agencies provide all or nothing of the amount requested. James said a Canadian Heritage grant for another project took as long as 28 months, but he normally sees program grants coming in three to five months. He would expect preliminary results before May 31st.

James explained that the VanCity loan would allow for the project to be initiated whether or not grants are obtained. No pricing have been set for naming rights.

4.4.2. RFP for Business Case for Loan Funding:

John Mills circulated a draft Request for Proposal. He set the value at \$1.8 million. The main section of the RFP is the scope

of work for the consultant. John said the scope will include: review five years of financial statements; review current programs; assess market share in the catchment area; project future enrolment over 10 years; and determine possible fee increases.

Further scope requirements would be to determine what part of the revenue surplus could be allocated to the building fund leaving enough money for operating funds. The consultant would produce a final report. John suggested the Business Case Report could be done in two months. The RFP would list deliverables including presenting the work plan to a Steering Committee.

The Finance Committee discussed the need for the Business Case Report at their meeting on May 30 and concluded that staff does not have the background to carry out this kind of projection. The Report is a component in carrying out a duty of care to ensure the Association is financially sound in going forward. There is no need to rush to a decision. Rushing would be inappropriate because this is a several-year project.

John considered it better to rely on an independent analysis rather than the analysis offered by VanCity.

James was in favour in general terms. He warned of the need to think about what this would cost. John said he would guess at \$10,000 to \$15000 to get it done. He thought it should be done over the summer with the draft report in August. James said if it were to become later than that, the loan approvals would not be done in time for grant approvals and that would put the schedule behind.

James said the consultant's report would support the VanCity loan. Allen said we might spend a large sum on consultants and then not go ahead. He suggests to put the Business Case proposal on the back burner unless we are actually taking the loan.

Ian said other items should be considered by the consultant, such as a measure of elasticity of demand on other key determinants.

John explained the need to look at likely loan activation scenarios and having some range of the financial exposure.

John emphasised the need to understand as an Association now what we may be getting into in the future. We could be engaged in the full funding issue or in an incremental amount. He pointed out we are already spending money without

knowing what the future holds. We are looking at increasing rentals and at increasing costs for programs and we need to have some idea what the indications are.

Ian expressed confidence in John's assessment of costs.

Allen thought the request of proposal is a good idea. But wondered why we need to assess the loan before we need it James said the membership, would be happier if a business consultant had carried out an analysis. He would want to see a report sooner rather than later. He recommended the formation of a three-person committee not including Gill or Sabet to oversee the RFP.

John agreed with James. Not only that it demonstrates to membership, but also when going to the Federal Government, the more effective the financial analysis is, the better the chances of success.

James Gill (Allen Sabet) **Motion:** that the board establish a Steering Committee with authority to issue the Request For Proposal incorporating amendments to reflect the above discussion and report back at the meeting of June 7th 2006."

- carried. Allen Sabet opposed. Shamsah Mohamed abstained.

4.5. Operations Policy and Planning

Christina reported, pointing out that OPP chair Ruth Kendall is at the Volunteer of the Year dinner as our nominee.

- 4.5.1. Most of the spring program registrations have started well.
- 4.5.2. The Parks Board seniors' committee is putting on a spring tea dance. \$100 went toward the event at the Roundhouse CC. Possibly WPG tea dancers will attend.
- 4.5.3. OPP has replaced "Discover Your World" (babysitting) with a registered program to coincide with morning aerobics.

4.6. Facilities Policy and Planning

- 4.6.1. John Mills (James Gill) **Motion:** for a three to five per cent increase in rental fees which would generate another \$10,000 to \$15,000 in rental income.
-carried unanimously
- 4.6.2 The pottery studio renovations to floor and heating will take place late August and early September.

4.6.3 John said the Committee is starting to look at historical rental practices.

4.6.4 The Vending contract is due in a year.

4.6.5 Hanna said the Aberthau floors (Oak room, main lobby, lounge and dining room) will be refinished in the last week in June. The Gym floor will also be attended to.

4.6 Jericho Arts Centre
(Richard Strachan arrived at meeting late)

Richard said the play 'Waiting in the Wings' went well. They made a set transition to the new play, Suspect, in only 42 hours. The final play of the season, Democracy, had started in rehearsal.

Next season JAC have eight major performances applying and only space for three. JAC consider that there is an overwhelming need for another theatre.

The electronic lock had been installed As well as a computer controlled access to the building.

Gala night is to be June 1st. The cost will be \$25 for entertainment plus the opening of Democracy.

4.7 Website committee.

Andrea demonstrated a mock-up of the new website design. It was not interactive yet. Staff were still working on individual pages.

The Web site management has become totally in the hands of staff, so Andrea reported that the committee had officially disbanded with concurrence of the chair, Richard Strachan.

John proposed a vote of thanks to the website committee

5 Park Commissioner Report

Korina Houghton could not attend but she sent an e-mail about cutbacks. West Point Grey part-time staff may be affected. She also advised that concessions will be farmed out to private business, which Korina felt will improve revenue and service.

6 Community Recreation Coordinator

6.1 Ian says several Board Members attended the BCRPA Conference. WPGCA hosted an open hospitality suite on the Thursday night, which was

successful. Ian said a small amount of association funds were well spent in taking part in the conference. Ian thanked Hanna for his commitment to the conference.

Hanna said the comments received were very positive. There were a variety of speakers on arts recreation and culture including a number of private business people. More than 500 people attended compared with about 260 last year.

6.2 Staff.

Arli Stephens has been hired from outside as the new fitness centre programmer. The new temporary Lord Byng SIA is George Loukidis and the new Lord Byng head cashier is Terri-Lynn Hobbs. The building services worker will retire in June.

7 Other Business

Jerry updated the Board on the West Point Grey Visions workshops. He said workshops provided great feedback, for example: people would like a shuttle service to the community centre; some would like to acquire the Safeway land on West 10th and turn that into a community centre.

Jerry suggested Board Members attend future workshops. He said many are not aware of the Centre and we need to reach out more.

He would like to see a bigger presence at Fiesta than just the Association van in the parade. Hanna said there will be programs on stage. Jerry suggested some banners.

7. Adjournment

The meeting was adjourned at 9:35 p.m. by Ian Clements.