

**West Point Grey Community Association
Board Meeting Minutes
Wednesday, October 6th, 2010**

Present: Bill Moran (Chairman), Ron Bourgeois (Secretary) Matt Greenwood, David Neiman Garth Jones, Ruth Kendall, Julie Paton, Malcolm Cant, Chris Hilsden, Andrea Maitland, Jenna Macken, Shamsah Mohamed

Regrets: Ian Robertson (Commissioner), Christina Fodor, Judie Davis Glick, Raymond Greenwood

Absent: Dawn Polley, James Gill

Staff: Bob Hindley

Recording Secretary: position vacant

1. Call to Order

The Chair called the meeting to order at 7:07 PM with a quorum present.

2. Approval of the Agenda

It was moved by Ruth Kendall and seconded by Garth Jones that the Agenda be accepted.

3. Approval of Minutes held on September 8th 2010

The Secretary reported that the minutes had been previously circulated to the members of the Board of Directors asking for revisions prior to the meeting. Julie Paton noted that she had sent her Regrets for the last meeting and requested that the minutes be amended.

It was thereupon moved by Matt Greenwood and seconded by Ruth Kendall that the minutes as revised be accepted and that a copy be signed by the Chairman and Secretary for filing in the Society's Minute Book. Motion was unanimously approved.

4. Correspondence

The Chair reported on that there had been no correspondence received since the last meeting of the Board of Directors.

5. Vancouver Board of Parks and Recreation (Parks Board)

The Liaison Commissioner, Ian Robertson as he was attending the Parks Board Volunteer Dinner; there was no report in respect of recent Parks Board activity.

6. Committee Reports

6.1 Youth Committee

A written report was submitted as Travis Pawluk sends his regrets. A copy of the report is appended to these minutes. It was highlighted that that attendance at weekly programs has increased substantively to 24 youths as compared to 6 a year ago.

6.2 Executive Committee

Chris Hilsden reported on the Executive committee held on September 30th as Bill Moran was unable to attend.

Both the Operational Policy and Planning Committee Chair and the Facilities, Policy and Planning Committee provided updates based on their previous monthly committee meetings.

The Expansion Committee was delegated by Board of Directors, at the meeting of the Board of Directors, held on September 8th, 2010 to undertake the following :

- retain a Consultant in respect of the Expansion specifically to secure Parks Board approval for inclusion in the 2012-2014 Capital Plan over the next 10 months at a cost not to exceed \$3,000.
- retain a Consultant to assist the Association in approaching and applying for grants from other government agencies and non-profit entities over the next 12 months at a cost not to exceed \$7,500.

In respect of the retention of a consultant to secure Parks Board approval for inclusion in the Capital Plan; the Executive Committee approved the appointment of Carol Defina as she had already performed the previous work in preparation of our request at the meeting of Parks Board commissioners in early July 2010 and that she had agreed to the \$3,000 limit. Consensus was that an amount of \$3,000 was not large enough to solicit proposals.

In respect of the retention of a consultant to assist the Association in approaching and applying for grants from other government agencies and non-profits; it was agreed that proposals would be solicited and Ray Greenwood was going to arrange to place an advertisement in the Vancouver Courier and post it on our website when it is reviewed.

David Neiman brought up the issue of invoice approval. As a signing officer, he is unsure whether the cheques he is being requested to sign are properly supported by the right authority to approve the payment. This is particularly relevant when the payee is a member, director or office of the WPGCA. Ron Bourgeois informed the Board that whereas we have an Accounting Procedure manual that is less than 18 months old; there has been no documentation of internal control when it involves disbursements. This is an area where a manual needs to be prepared, approved by the Board and perhaps set into a bylaw for members' ratification. There was a discussion regarding the requirement to have an approval signature or acceptable backup for approval for an invoice to accompany the invoice when submitted for payment to the cheque signatory.

6.3 Operational Policy and Planning Committee

Ruth Kendall as Chair to this committee submitted minutes of the September 16th meeting of her committee and made a verbal summary report. Highlights of her report were:

- Early registration for Fall 2010 is promising although some Preschool classes are running at low numbers and may have to be combined.
- The new piano is in place with a final cost of \$6,150. Teachers and students are very happy.
- We received a letter from the Strarek family thanking our staff who ran the Trimble Park Playground. It should be noted that it is very unlikely that Parks Board will fund the playground positions in 2011. Because these are union positions under the collective agreement; we cannot apply for an HRSDC grant like we did last year. The full cost would have to be borne by WPGCA which would amount to almost \$10,000.
- The Committee has decided that its 2010-2011 Goal will be to “research the use of video clips on our website to promote all programs, rentals, and locations of the community centre.
- We have been asked by Steeves Manor on their Osteofit class. It would involve advertising in our brochure for them.
- The annual Christmas Party is set for December 10th and the Committee is requesting an authority to spend upwards to \$5,000. There is also a request for \$2,000 for the annual staff only function.

A discussion was undertaken regarding these two Christmas functions related functions. Mr. Moran advised the Board of Directors that he had received an email from Malcolm Bromley, General Manager of Parks Board informing him that Penny Ballem the City Manager had received an anonymous email complaint that West Point Grey was spending \$7,000 on a Christmas party in these times of austerity. Ruth Kendall informed the Board that these two functions have been in place for years. “It is our annual **thank you**” to everyone who contributes to the ongoing success of our Association. She emphasized that the Christmas Party is for Board/Staff/Instructors as well as other invitees at the municipal and provincial level. We have average 125 to 140 attendees and last year the cost was approximately \$4,300. The increase in authorization is due the HST and anticipated annual cost increases.

A review was undertaken of the components of the budget. It was decided by eliminating entertainment and considering a complimentary drink limit (one per invitee); that the budget can be reduced to \$4,500. It was thereupon moved by Ron Bourgeois and seconded by Matthew Greenwood that a budget for \$4,500 be set for the Christmas Dinner to be held on December 10th 2010. Motion was unanimously approved.

Bob Hindley, on behalf on behalf of the Staff offered to forego their Dinner Party. Consensus was that the Staff should have a party as the WPGCA wants to express their appreciation for the hours and dedication provided. In light of a need to show constraint and that the 2009 costs were approximately \$1,700. It was proposed that a limit be made. It was moved by Ron Bourgeois and seconded by Malcolm Cant that the WPGCA pay up to \$1,500 of the Staff Christmas Dinner Party and that the Staff be responsible for any expenditure in excess of \$1,500. Motion was unanimously carries.

6.4 Facilities Policy and Planning Committee

David Neiman ,as Chair to this committee submitted minutes of the September 29th meeting of his committee and made a verbal summary report. Highlights of his report were:

- The Fitness Centre renovation status is provided in a separate handout with November 1st 2010 still the targeted date to move in the computers and telephones.
- The Jericho Hill gym and cafeteria renovations are ongoing with a decision to expand the scope of work to include the front hall. The cost of this work is being paid 100% by the West Point Grey Academy.
- The Chair has requested that Staff compose a list of future repairs (Aberthau Gutters, JHILL Electrical Substation, JHILL Cafeteria Roof replacement). It would start the process of projecting the timing, cost and fiscal responsibility for these requirements.

A Terms of Reference for the Facilities Policy and Planning Committee was circulated for comments. As to a question as to who can serve on a committee; Ron Bourgeois, as Secretary, reported that By Law #37 provides that the Board of Directors can appoint any member of the WPGCA to a standing committee such as Facilities Policy and Planning Committee. What is not specified is whether or not this appointee can vote on resolutions of the Committee.

6.5 Building Committee

Pei Pei Chu, being absent, there was no report.

6.6 Fundraising and Expansion Committee

Raymond Greenwood, as he was attending the Parks Board Volunteer Dinner, there was no report.

7. Finance, Budget and Audit Committee

Chris Hilsden (Treasurer) drew members attention to the financial statements included in the board's information package. He drew to the attention of those present that there is a charge for Group 1 Parks Board employees of approximately \$20,000 not reflected in the August 31st 2010 unaudited financial statements. This adjustment will likely be accrued with annual audit.

Additionally, a second installment on the one time contribution to Parks Board of approximately \$25,000 as negotiated by the outgoing President, James Gill, at the beginning of 2010 is still to be processed.

The yearend audit has started with preliminary submissions to the auditor. Final fiscal year 2010 financial statements will be available for the November 10th Board Meeting and audit completion before the AGM. The annual Budget preparation has commenced with a presentation for approval at the November Board of Directors meeting.

The Chair thanked Mr. Hilsden on behalf of the Board of Directors.

9. Community Recreation Supervisor Report

Whereas Hanna Maron was attending the Parks Board Volunteer Dinner, Bob Hindley provided an update.

He requested that two designated bank signatories, Matt Greenwood and Dawn Polley arrange for their signatures to be recorded with Van Cities. He also provided an update on the Fitness Center renovation.

10. Other Business

Mr. Maron advised that he has contacted the two individuals who expressed an interest in joining the Board of Directors; Marie-Claude Lessard and Shamim Shivji.. Based on the time of year and feedback, he recommended that their names be submitted for nomination at the next Annual General Meeting.

A request was made to move the November Board meeting to November 10th 2010 to allow for receipt of both the August 31, 2010 audited financial statements and the 20110 Budget. It was thereupon moved by Chris Hilsden and seconded by Malcolm Cant that the next meeting of the Board of Directors be set for 7:00 PM on November 10th 2010. Motion was unanimously approved.

11. The meeting adjourned at 8:25 PM.

12. Next Meeting-Wednesday, November 10th 2010, 7:00pm

Chairman

Secretary