

**West Point Grey Community Association  
Board of Directors' Meeting Minutes  
Wednesday, October 4, 2006**

Present: Chair Suzanne Starr, Shamsah Mohamed, Ruth Kendall, Andrea Maitland, Olga Turok, Shirin Koorjee, Jemilia O'Brien, Christina Fodor, James Gill, Jerry Wennes, Bill Moran, Richard Strachan, John Mills, Lydia Bergant, Andree Karas, Commissioner Korina Houghton and CRC Hanna Maron, Programmer Sharon Genge.  
- Recording Secretary Tanya Donaldson

Regrets: Ian Clements, Allen Sabet.

The meeting was called to order at 7:05pm.

1. Approval of Agenda

- 1.1. James Gill (Jemilia O'Brien) **Motion** that the agenda be accepted as circulated.  
- carried

2. Approval of Minutes

Add "Jonathan, with the help of Sharon" under staff representative for youth committee. Also under 6.3 remove "Sharon replied". Under 4.2.2 "proforma" should be "performa".

- 2.1. Ruth Kendall (Olga Turok) **Motion** that the association approves the September 13th, 2006 board meeting minutes as amended.  
- carried

3. Correspondence

- 3.1. A letter from Wally Opal inviting us to attend a session on gaming funds for local organizations. This will focus on program funds, not capital funds. It would be best to send a staff representative.
- 3.2. A copy of the joint (Park Board/Association) logo was circulated. The colours need to be adjust for the West Point Grey portion of the logo.

4. Committee Business

4.1. Youth Committee

- 4.1.1. Sharon reported on behalf of Hande, she has been ill. Two of the four committee members have moved, however the Lord Byng students that worked with City Plan are interested in joining the committee. There will be a meeting this week to work on this transition. We are also trying to get students from various grades involved to assist in transition from year to year. Hande may be stepping down as the board representative due to time commitments.

The goal is open the youth room Tues Oct 10<sup>th</sup> at 5:30 to 7:30pm. The 3 bursaries have been awarded. We are trying to increase the youth program offerings.

#### 4.2. Finance, Budget and Audit Committee

4.2.1. The pre audit August 31<sup>st</sup> statements were presented. Our net asset position is up from last year. August 31<sup>st</sup> is year end, but there are still some accruals to be recorded. There are some variations from budget. There are some areas that are coding issues. An example of this is the computer area. For the first half of the year, computer programs were still coded to age areas, not computers. Program revenue up 13% and expenses are up 1%. Other revenue up 8%, which is encouraging. We had expected no growth or a drop in rentals, and that was not the case. Our largest expense increases are in publicity and administrative expenses. We also incurred one time expenses with legal fees and fundraising. Administrative expenses are up largely due to the website, increased mailing of the brochure, and increased Group1 wages. We still have about \$20,000 in day camp wages to accrue and the final HRDC receivable of \$7200 to come in. Our net will likely be about 3% of gross. The rental expenses are up from last year, but that is directly related to increased revenue.

4.2.2. The draft auditor's report will come to the board Jan 10<sup>th</sup>.

4.2.3. The operating budget will come to the board at the November meeting.

4.2.4. Andree Karas (Jerry Wennes) **Motion** that the association accept the financial report as presented. - carried

#### 4.3. Executive Committee

4.3.1. The holiday staff/board event will be held Fri. November 24<sup>th</sup> at the Centre and it will be catered this year. This way everyone will be able to enjoy the event. Sharon will take the lead from the staff side, and we are looking for a board representative. Lydia, Ruth, Olga and Jemilia offered to help.

4.3.2. The lighting of the tree at Aberthau will be Wed. November 29<sup>th</sup>.

4.3.3. The board has recognized staff annually. Historically this was done with bonuses, which is no longer allowed. Last year the association approved funds for the staff to go to dinner.

4.3.3.1. James Gill (Andrea Maitland) **Motion** that the Association approve up to \$2000 for board appreciation of staff. - carried

#### 4.4. Fundraising Committee

4.4.1. James presented a critical path of the building expansion project. Our next big task is to develop stakeholder support. We need to get into the community. We need to work with Park Board and get their support for an application for infrastructure funds. We then need to have an architect draw some plans, and create a building committee with Park Board. There are tentative timelines identified, but these can change.

- 4.4.2. VanCity – They have offered a line of credit for \$600,000 with the only condition being that there is not any significant change to our revenue and expenses for the 2005/06 fiscal year. With only \$600,000, we cannot guarantee 100% completion of the full project, which is required for many granting agencies. We can split the project into 2 phases. The first phase (which includes office, fitness centre and pottery studio is about 3500 sq ft.) is just over \$1.05 million. We are virtually there right now. The last 1500 square ft (the multipurpose room) will be about \$450,000. Once the funding is in place for phase 1, we can go after funding for phase 2. This is fairly standard in our sector, and architects are able to deal with this as well. If we were to draw the full loan, the annual payments would be about \$50,000. The board will have various check points to determine whether to activate the loan, and when it makes sense to move the project forward. The estimated cost of building is \$300/sq ft, which includes cost overruns, escalations etc.
- 4.4.3. There was then a round table discussion and question period. Sharon recorded this information, and this will be forwarded to the fundraising committee. This was an exercise to facilitate communication. The committee will answer the questions raised at the next meeting. James also suggested a workshop to further discuss the project, including a Park Board staff planning department representative. This would also be a good opportunity to discuss the safeguards that are needed. James also requested that board members send him an e-mail requesting the types of information they are looking for.
- 4.4.4. Funding – The Provincial and Federal governments will be announcing infrastructure money shortly. There will be funds designated for recreation projects under \$2 million. Any application we make must have written support from Park Board.

We have about 2 dozen grant/foundation applications out at present. We have 2 “no” letters, one yes, and one request for further information. We sent out just over 30 sponsorship requests, totally about \$2 million.

We need to start working on outreach and legacy tiles. James will work on this after the workshop.

- 4.4.5. Honourary Committee (in camera) – The committee has approached some members of the community who may be interested. This honorary committee will be key in providing profile for our project, and “opening doors”. Concern was raised over having co-chairs from the same organization. The optics may be an issue. There will be a meeting to discuss the issues raised if they accept.
- James Gill (Jemilia O’Brien) **Motion** that the Association authorize the president to offer Clive Austin and Robert Standerwick the position co-chairs of the honorary fundraising committee.- carried (1 oppose, 1 abstain)

#### 4.5. Ad Hoc Committee on Income Assessment

- 4.5.1. The rfp has been sent to 6 firms. One of the firms has declined to apply. It closes next Thursday. Once the responses have been received the committee will be re-convened (likely Oct 12<sup>th</sup>) and look at the responses.

#### 4.6. Operations Policy and Planning

- 4.6.1. The fall enrollment is going well. Please note the upcoming events: Oct 21<sup>st</sup> children's swap meet, pottery sale Dec 2<sup>nd</sup> and craft fair Dec 9<sup>th</sup>.

#### 4.7. Facilities Policy and Planning

- 4.7.1. JAC has moved into Phoenix room at Jericho Hill for rehearsal space. The new electronic lock system is working well.
- 4.7.2. Jericho Hill – ongoing maintenance through the summer. The floors have been refurbished.
- 4.7.3. Pottery studio new floor and HVAC (ventilation system). The cost to association is \$4000.
- 4.7.4. Floors refinished at Aberthau done this summer (every 5 years)
- 4.7.5. There is still more discussion to take place regarding the staff benefits. It is moving forward.

Please review the minutes for more specific information.

#### 4.8. Jericho Arts Centre

- 4.8.1. There has been discussion over the past few years about having JAC run separately. The Friends of Jericho Arts Centre (FOJAC) was created. The board endorsed this in 2004. FOJAC made a presentation to the Park Board finance committee to apply to operate the building, independent of the West Point Grey Community Association. This was well received by Park Board. One of the main reasons for the separation, is that it serves a different sector of the community. It is also run entirely by volunteers. Also, as an arts organization, there may be other sources of revenue available.

Park Board staff are requesting formal support for the transfer of the facility, to be operated and managed, to FOJAC, particularly since the board has changed since 2004.

Richard, James, Jerry declared conflict, and Andree had left the meeting.

- 4.8.1.1. Andrea Maitland (Ruth Kendall) **Motion** that the association approve the FOJAC proposal and support the transfer of the JAC facility to be operated and managed by FOJAC separately from the West Point Grey Community Association. - carried

### 5. Staff Report

5.1. Park Board Commissioner Report – Park Board have approved the continuation of Get Out and U Politics programs for youth. The Trillium site is being explored again for artificial turf fields. Korina encouraged everyone to participate in the public process around the Aquarium. The Olympics is a big issue. There are 3 facilities that will benefit from an association with the Olympics that will require bridge financing. It is worth the cost to get 3 great facilities that are desperately needed and we are getting \$0.40 on the \$1.00 from VANOC. The budgeting process will be starting later this month.

5.2. CRC Report

5.2.1. Active Communities Initiative – increase activity levels by 20% of non-active Vancouver residents by 2010. Staff are working on initiatives as well. At West Point Grey: identify walking and running routes from the centre in the community. Points system for activity levels with prizes. Arli will be working with the City wide committee on this. If you have any ideas, please forward them to Arli

5.2.2. Jericho Hill Roof – The Park Board senior managers will be discussing the require repairs for the 2 roofs with BCBC. There are only 3 years left on the lease, but the roofs will cost between \$260,000 to \$300,000, so they will be re-negotiating a longer term. Park Board will also be approaching the stakeholders and tenants, including the West Point Grey Community Association, to assist in covering this cost.

5.2.3. The president of this association (or a representative) has been invited to meet our new district management staff, Lori McKay and Bob Trydal. Van Dusen gardens Thurs Oct 19<sup>th</sup>, 6:30 to 8:00pm. Richard and Jerry will attend.

5.2.4. Sharon Martin has accepted a programmer 1 position at Kitsilano. Jen Lencoe has accepted the temporary SIA RPT position at Lord Byng. Interviews are being conducted tomorrow for the UMW position.

6. Other Business

6.1. Jerry suggested that we may want to have sing-a-long entertainment at the lighting of the tree.

6.2. At the APG meeting tomorrow the presidents' will be looking at the 1<sup>st</sup> draft of core services document looking at the basic configuration. We are one of the 4 smallest catchment areas, size and configuration of the centre. There are some strange statistics at this point, but these are being reviewed. James will be reporting back to the board on this process as it reaches stage 2 and 3.

7. Adjournment

The meeting was adjourned at 9:25pm by James Gill. Next meeting will be at 7pm on Nov 1st.