

**West Point Grey Community Association  
Board of Directors' Meeting Minutes  
Wednesday, September 13, 2006**

Present: Chair Ian Clements, Shamsah Mohamed, Suzanne Starr, Ruth Kendall, Jemilia O'Brien, Andrea Maitland (minutes), Allen Sabet, Christina Fodor, Ruth Kendall, Andree Karas, Lydia Bergant, Jerry Wennes, John Mills, Bob Hindley (acting for CRC Hanna Maron)

Regrets: Commissioner Korina Houghton, James Gill, CRC Hanna Maron, Olga Turok, Charles Golden, Bill Moran, Richard Strachan, Shirijn Koorjee,

The meeting was called to order at 7:12 p.m.

1. Approval of Agenda

Ian said the motion on the agenda is a preliminary version. He referred the Board to the complete version of the motion in the report from the fund-raising committee and corrected a typo there from \$1,500 to \$15,000.

2. Approval of Minutes from July 5, 2006

2.1 Jerry Wennes questioned the dropping of the Stairmaster from the list of new acquisitions for the fitness centre as mentioned in item 4.2.1 of the minutes. Ruth said WPG needs the treadmill, but not the stairmaster.

3. Correspondence

3.1. One item raised under the Executive Report by the chair.

4. Committee Business

4.1. Youth Committee

No report as there were no members present. It was noted that program Assistant Jonathan Rowland is taking over as staff representative on the Youth Committee.

4.2. Finance Budget and Audit Committee

4.2.1. Financial statement to July 31, 2006 – The statement was circulated. Allen anticipates that additional expenses will be identified for the month of August. He said the pottery figures appear to be down, but that may be a result of missing figures from the sale.

John noted net income of \$72,096 YTD over \$57,914 prior.

Bob said Bookkeeper Tanya Donaldson has estimated a \$50,000 profit, compared with \$20,000 last year.

4.2.2. Bank Reconciliation– Allen said the auditor should accept the procedure that is being carried out. He said James Gill has already presented the Pro Forma to VanCity. Allen noted that he was not part of the development of the fund-raising report.

- 4.2.3. Term Deposit. Allen said the term deposit expired September 7. Suzanne Starr says she will contact the bank.
- 4.3. Executive Committee
- 4.3.1. Ian mentioned documents relating to the risk management committee of the Association Presidents Group. (Ian: I don't have these documents, or the letter from the general manager of the park board as mentioned in my notes. Do you want to omit the executive committee section altogether?) (Andrea: I believe Bob made copies after the meeting and the office can attach to the distribution of the minutes – if the copies have been mislaid, I can find mine.
- 4.4. Fundraising Committee
- 4.4.1. Suzanne reported on behalf of James. She also had some good news: the Lohn Foundation has donated \$10,000 to the WPG fund-raising drive. She urged everyone to read the minutes to the fund-raising meeting. She said board members will soon be asked to add their efforts to those of the small number of people on the committee. She presented the autumn work plan. In answer to a question from John Mills, Suzanne said the board will get a chance to examine the best-to-worst case scenarios for repayment of any loan from VanCity. John wanted to see the letter of intent given to VanCity.
- 4.4.2 Suzanne said there are two potential honorary chairs for the fund-raising drive but she would not want to name them publicly until a meeting is held.
- 4.4.3 Suzanne (Ruth Kendall) **motion:** That the association allocate \$15,000 from the Building Fund restricted net assets for Fundraising Campaign expenses and equipment costs for the period between September 1, 2006, to December 31, 2006. –carried
- The final vote was nine in favour, two abstentions and one opposed. Allen Sabet first abstained, and then changed his vote in favor after clarification of his concerns about the contingency fund and re-iterating his concern that the association not get an independent financial assessment of the pro forma until it has been approved by VanCity.
- Ian closed off the fund-raising discussion by urging board members to get involved. It might be good for members to buy a \$135 legacy tile.
- 4.5. Ad Hoc Committee on Financial Analysis
- 4.5.1. John Mills advised that he is working on re-tendering a revised Request for Proposal (RFP). He will copy board members on the revised RFP. John Mills asked how long it would take to raise \$1.5 million. Suzanne estimated a year. John said that it would therefore be a year before WPG approaches VanCity for money. Ian said the association could end up borrowing much less money than originally estimated, but that John's work on the RFP, based on the earlier and higher amount, would have been done in good faith. Jerry Wennes asked what happens if the project costs \$2 million. Ian said he believes the committee has taken escalating costs into account.

#### 4.6. Operations Policy and Planning

4.6.1. Ruth Kendall said the camps went well this summer as did summer tennis. Trimble Park playground was busy. Weekly barbeques were well-attended. The sand castle competition went well but it ended in rain. There could be a rain problem at Halloween. The man who ran the Haunted House has resigned. Jonathan Rowland is trying to replace him.

4.6.2. Analysis of brochure distribution. WPG has increased the area covered by its program brochure. Preliminary statistics on the success were presented in a schedule for information.

#### 4.7. Facilities Policy and Planning Committee

4.7.1. The committee had not met but Bob Hindley informed the board about a variety of facilities issues:

- The pottery studio renovation began August 21 and is mostly complete. Hoping to open it soon.
- The dining room floor, recently refinished, needs to be done again because it was scratched during a wedding party that was permitted before the finish had properly dried.
- Bob said Jericho Arts Centre and a martial arts group are sharing rental of the Phoenix Room at Jericho Hill. This allows WPG to offer another program.

#### 4.8. Jericho Arts Centre

4.8.1. Andree Karas said the summer was spent repairing the building. United Players is staging Democracy again, this time at The Playhouse. She said JAC plays are getting excellent reviews and called on the board to support the theatre.

4.8.2. The new electronic lock system has been put in place.

Ian conveyed the board's congratulations to Andree on her retirement from the Vancouver School Board.

### 5. Staff Report

5.1. Park Board Commissioner Report – Korina was not present but she sent an e-mail updating the board:

- The Park Board has voted to distance itself from the Aquarium Revitalization. VPB will likely vote on the proposal in November.
- A Dog Task Force has been chosen.

5.2. CRC Report – Bob reported on behalf of Hanna:

- At Lord Byng Pool, acting pool programmer Danny Hui's posting has been extended.
- Temporary part-time SIA interviews have been held and a candidate will be offered a job. There is a seven-month posting.
- A temporary regular full time utility maintenance position has been posted for six months.

#### 6. Other Business

- 6.1. Ian said the lighting of Aberthau will take place November 29.
- 6.2. Jerry suggested an assessment of the Jericho Hill buildings so more programs could be located there. After some discussion, it was agreed to pass this issue to the FPP Committee.
- 6.3. Shamsah asked when the youth centre will be officially opened. Sharon replied that this will take place after the new Youth Committee has started to function.

#### 7. Adjournment

The meeting was adjourned at 8:59. The next meeting is October 4 at 7 p.m.