

**West Point Grey Community Association
Board of Directors' Meeting Minutes
Wednesday, January 14, 2009**

Present: Chair James Gill, David Neiman, Ruth Kendall, Christina Fodor, Bill Moran, Shamsah Mohamed, Andrea Maitland, David Johannson, Vivian McCollor, Garth Jones, Richard Strachan, Jennifer Smith.

Regrets: Ian Clements, Chris Parfitt, John Mills

Guests: None.

Staff and Commissioner: Bob Hindley (Acting CRS), Ian Robertson (Commissioner)

Recording Secretary: Tanya Donaldson

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

1. Approval of the Agenda

Add procedure manual update under finance committee report.

M/S Sabet/Maitland

Move to accept the agenda as amended - carried

2. Approval of November 5th , 2008 Minutes

Travis is "Pawlak", not "Pollock".

M/S Neiman/Maitland

Move to accept the November 5th , 2008 board meeting minutes as amended.

- carried

An M/S Sabet/Kendall

Move to add the approved e-mail motion for the additional photocopier funds. - carried.

E-mail motion:

M/S Gill/McCollor

Move that the Association allocate an additional \$4,700 to the restricted funds to be used for the purchase of a new photocopier

- carried unanimously

The machine has arrived, and needs to be set up.

3. Correspondence

- Received notification for Raj Hundal (Park Board chair) that Ian Robertson has been appointed as our liaison commissioner. We are very pleased with the appointment. Ian gave a brief summary of his background.
- A letter from Park Board with a list of dates of publically held Park Board meetings. James is suggesting that we host the meeting on Monday, October 19th, 2009. It was agreed to do this.
- Thank you card from staff.

4. Committee Business

4.1. Youth Committee - Travis Pawlak, Jeremy Field, Jenna Macken

4.1.1. Travis has been in the position for the last 4 months. Travis reviewed the goals he set out: reviving the youth council, increase youth space usage, increase events. We have had success in all areas. Overall participation of youth at West Point Grey has been particularly high surrounding volunteer opportunities, youth council and youth events. In the future, Travis would like to see more youth participation in the youth centre and a development of the youth space. Please review Travis's detailed report in the board package. Jeremy and Jenna have agreed to stand in the youth positions on the board.

M/S Jones/Maitland
 Move that Jenna Macken and Jeremy Field be appointed as the youth directors. - carried

James welcomed our new board members and looks forward to their contribution.

4.2. Finance, Budget, Audit

4.2.1. August Financial Statements/Interim November 2008 Statement August 2008

These are draft statements and do not include all the audit year end adjustments. A reminder that the 2007/08 fiscal year was also impacted by the strike. Staff put a lot of effort in to ensuring we recovered from the strike as best as possible. We anticipate a surplus of about \$45,000, just under 5%, which is inside the board's target of 3% to 5%. The field work for the audit will take place next week.

The rental revenue was also impacted during the strike. We did lose some wedding rentals, and casual rentals. The West Point Grey Academy rental was not impacted.

M/S Kendall/McCollor
 Move to accept the interim operating report at August 31st, 2008. - carried

November 2008

The comparisons to prior year are skewed due to the strike. When we report December 2008 (the end of the fall session) and the next meeting, we will compare to fall 2006, which was the last full fall season. A reminder that December is a heavy expense month.

4.2.2. Operating Budget 2008-09

Staff projections were based on the prior year, plus an estimate of the impact of the strike. Overall programming continues to be strong. With the change in the economic picture, program pricing is being held at a similar level to the prior year. The fitness area is still quite conservative, as we have not had a full time person in that position for several months. The program expenses are in line with the revenues. We are hoping that we will get some more returning summer camp program participants this coming year. The administration expenses include some additional hours for the fitness centre staffing. Aerobics programs are more of a service than revenue generating programs. This is common at several facilities. The new fitness programmer will also be doing more advertising in this area. We have a new computer instructor, so hopefully these programs will grow as well. There are some staffing efficiencies in the administrative expenses.

M/S Sabet/Maitland

Move that the operating budget for 2008-2009 be accepted as circulated. - carried

4.2.3. Equipment Replacement Budget

M/S Sabet/McCollor

Move that \$9,800 be transferred from unrestricted net assets to equipment replacement fund to purchase the items set out in the schedule circulated. - carried

There is \$4150 approved equipment purchases from the prior year will be carried forward. There is some program equipment and a replacement Lifecycle included this year's requests. It was suggested that we get a TV. and DVD player that is the up to date technology.

4.2.4. Special Meeting with Auditors

We will have a draft electronic version of the statements to be circulated prior to the AGM. The executive will review the statements with Gary the last week of January. We will have a meeting on Wed. Feb 4th at 6pm to approve the audited statements, prior to the AGM at 7pm.

4.2.5. Accounting Procedures Manual

We gave instructions to an accounting student to draft the report. We are hopefully the draft will be ready for review during the field work for the audit.

4.3. Executive Committee

4.3.1. AGM

There are 8 directors who are up for re-election. James not running again but will remain a member of fundraising committee and past president. John Mills will not stand again, due to work commitments. Six other board members have yet to confirm their intentions: Andrea, Christina, Garth, Ruth, Jennifer and David Neiman. The deadline for nominations is 3pm, 5 business days prior to AGM (Jan 28th). Any member can nominate only 2 people. We have nine vacancies in total. Everyone is encouraged to seek new board members. It is going to be a very exciting couple of years.

Reports – Please have your reports to May by next week.

4.3.2. First Board Meeting for New Board

This will be held on Wednesday, February 18th. This will be an orientation session and the election of officers and appointment of chairs. An agenda will be circulated. There will be a facilities tour at 6pm followed by the meeting at 7pm.

4.4. Operations, Policy and Planning

4.4.1. The minutes from the last meeting are in the package. The winter session is just getting underway, but so far registration is looking good.

4.5. Facilities, Policy and Planning

4.5.1. The minutes from the last meeting are in the package. Despite the weather we have had, we do not have any leaks at the Jericho Hill site. Richard asked if the committee would reconsider granting rate reductions for art groups.

4.6. Building Committee

4.6.1. The concept drawings are on the website, but the text report has not been posted. We still need the executive summary and next steps for that report. James will be following up with the architect. The building committee has provided feedback on the balance of the report, and this has been submitted to the architect. If it is posted, it will need to be clear that this is a report that has not been approved by the board. We could also release it at the AGM and the board can receive it. James will provide an update to everyone electronically.

4.7. Fundraising

4.7.1. No report. James will be watching the federal budget regarding infrastructure funding that may be available.

4.8. JAC

- 4.8.1. We have 19 productions going on this year, with over 200 shows. We had over 1900 people attend the last United Players production. The next production begins next week. It is a very busy place. We have interviewed for the manager's position, but there was not a successful candidate. We did get an enquiry for a potential employee this week, which looks like she might fit. Park Board did a great job on the renovations.

5. Vancouver Park Board

5.1. Park Commissioner's Report – Ian

The new Park Board was sworn in at the beginning of December. The first full meeting is Monday, Jan 19th. There are 5 new commissioners. We have had several orientation sessions. The Vancouver Olympic Centre (the curling venue) is now complete. The new board is reviewing the facts around the Jericho Wharf. The decision of the previous board was to keep about 10% of the wharf, and return the rest of the area to its natural state.

James did note that we are the only centre in high priority (2001 community centre renewal plan) not receive money to date.

5.2. Co-ordinator's Report – Bob

- 5.2.1. Staff are getting the winter session up and going and will shortly start working on the spring/summer brochure. Catherine Barr has filled the vacant fitness centre programmer position. She has a wealth of energy and experience.

6. Other Business

None.

Motion to adjourn at 8:50pm by Garth Jones.