

**West Point Grey Community Association
Board of Directors' Meeting Minutes
Wednesday, May 7th, 2008**

Present: Chair James Gill, Andrea Maitland, Ruth Kendall, Allen Sabet, Christina Fodor, David Neiman, Jennifer Smith, Bill Moran, Liberty Moore, David Johannson, Garth Jones, Vivian McCollor and Chris Parfitt.

Regrets: Shamsah Mohamed, John Mills, Ian Clements.

Guests: None.

Staff and Commissioner: Bob Hindley (CRC), Korina Houghton

Recording Secretary: Tanya Donaldson

The meeting was called to order at 7:00pm.

1. Approval of the Agenda

Request from Point Grey Fiesta will be dealt with under correspondence.

M/S Maitland,/Johannson

Move to accept the agenda as amended - carried

2. Approval of April 2nd, 2008 Minutes

M/S Kendall/Moran

Move to accept the April 2nd, 2008 board meeting minutes as circulated.
- carried

3. Correspondence

We have a request from West Point Grey Fiesta that just arrived. We have contributed for many years. They are requesting a grant of \$2500 this year. We have contributed as much as \$3500 in prior years. The expenses for Fiesta are approximately \$17,000. They reported a surplus of just over \$1000 last year, which was applied to the business association street improvement fund. We do participate in the parade and have activities as Trimble Park. Scott will be organizing our participation, but the theme has not been set yet. All board members are expected to volunteer on June 21st.

M/S Maitland/Sabet

Move that the Association approve \$2500 for the 2008 Point Grey Fiesta.
- carried

4. Committee Business

4.1. Youth Committee

4.1.1. Bob reported on Scott's behalf. There seems to be a shift in attendance, more female than male. They are currently planning 2 events; Girls Night on May 9th and multi-sport event at the end of May. They are hoping to have

these events every 2nd month. The youth council is continuing to grow, and Scott is developing good relationships with Queen Mary and Lord Byng. The youth council is also upgrading the youth room.

4.2. Finance, Budget, Audit

4.2.1. Financial Procedures

James report for John. We are moving forward with requests for proposals for the accounting procedures document. James is also conducting a survey amongst all the Associations through the APG. This will include a list of bookkeepers as well as which software and other relevant issues.

4.2.2. March Financial Statements

Balance Sheet – The accounts receivables are mostly Park Board online registration. The payables relates to Group 1 wages. The net assets have been adjusted to reflect last month's motions.

Income Statement – Overall we are improving compared to last month. We are still seeing the impact of strike. Other major impact areas include: sports and fitness, which are hard to recover, due to capacity. The aerobics area has lost 2 popular instructors, and the budget was aggressive, so this area likely won't meet its targets. Staff are working on rebuilding participation. Overall 35% drop program revenue from last year, but trending ahead on rentals.

Expenses – We have some saving with reduced offerings. Also some savings in administration expenses including group 1 costs.

Bottom line – We are about \$30,000 below last year, but trending towards a modest surplus, even with strike.

We do not report our revenues based on facility. Miscellaneous is revenue mostly vending machine revenue.

JAC is budgeted to break even, but are able to spend what that facility earns, and carries those monies forward each year.

M/S Sabet/Neiman

Move that the March statements be accepted as presented.

- carried

4.3. Executive Committee

4.3.1. Nominating Committee

4.3.1.1. Skills Inventory – postponed to June

4.4. Operations, Policy and Planning

4.4.1. We received 3 bursary applications from Lord Byng students, all of whom participated in the Point Grey Visions Youth Committee. The committee has agreed to contribute \$100 to Seniors Week. The registration for spring is going quite well. Day camp registration is down compared to this time last year, but is starting to pick up a bit. Sharon has also increased the promotion. There was an additional insurance expense that came up for the skate boarding program, category 4 - \$450 for 6 months insurance, but we have full classes starting this month. The youth are not doing the FolkFest parking this year. Sharon is contacting Andrew Bailey from ARES to see if our youth can be of any assistance. They are not allowing parking on grass this year, so revenues will be down for ARES. FolkFest has been made aware that our youth are not running the parking this year, and they are looking for alternative solutions.

M/S Sabet/Jones
Move to delegate authority to OPP to award bursaries on behalf of the Association. - carried

James will speak to APG about the category 4 insurance, to see if this can be indemnified.

4.5. Facilities, Policy and Planning

4.5.1. There are some repairs being done to the showers and so they will be closed June 30 – July 20. The gym office will have some ergonomic enhancements Park Board is paying for the materials, and the Association is paying the wages for installation. ARES not issuing new keys, only collecting old keys. We no longer have weekly cleaning of the floor runner mats. JAC having some renovation work done in the entrance and women's washroom. There is no guest performance at present, so they have 3 to 4 weeks to get the work done.

4.5.2. The committee is recommending the following rental increases:
Rental increase Sept 1/08 – 5% increase to general rentals.
High season wedding (July 2009 – reserved as of June 2008) rate \$1095 and off season \$975. Rates have not increased since Sept 2006.

M/S Johannson/Maitland
Move to approve the rate increases as submitted by the committee. - carried

4.6. Building Report

4.6.1. A copy of the draft of the RFP for the architect was circulated in the package. Park Board does have a list of architects that they have worked with previously and been pleased with their work. Bill outlined phase 1 and phase 2. The initial request is based on a 2000 sq ft extension (\$1 million budget). The 2nd phase will be more expensive. As this point we are looking for a commitment for phase one (estimated to be about \$35,000). The concept drawings could include some multi-purpose space, or the ability to

expand the space in phase 2 (8 to 10% of construction costs). The original plan was for about 4000-5000 sq ft. We need to determine what we need and go after that. One option is to have a design concept that can be built in a phased fashion. You can fundraise for each phase, but have drawings for the full project. John Ross has suggested we get conceptual drawings for full project, and if we do not have enough funding, we can pause and make changes and look at a modular approach. The larger cost increase would be in phase 2. Concern was raised about the financial impact of losing Jericho Hill. If we were to lose the north room, it would impact us. Some raised concern about moving too quickly, and that we may not have all the information we need at present. The current proposal would have us spending approximately 10% of the money we have internally restricted for this project to date. It was agreed that we cannot go to funders without concept drawings. The Board does not have to commit the money until have the proposals have come back. We need to decide what we want.

M/S Moran/Johannson
Move that the Association approve to commit to the building committee instructions to issue an RFP for conceptual drawings and related activities for a 4500 sq ft expansion.
- carried (1 opposed Smith/1abstain Maitland)

It is estimated to be \$35,000. The board will make final approval for cost of phase 1 and no commitment on phase 2. It was also suggested that John Ross come to a board meeting to answer questions, prior to making a selection. It was a very valuable discussion this evening. This is an important part of what we do.

4.7. Fundraising

4.7.1. James attended one of the public meetings on the capital plan. Many community associations feel that the replacement of community centres is not keeping up. They also want to direct the commissioners to re-look at priorities in the Community Centre Renewal Plan, as they are very outdated..

Once the contract for the concept drawings has been awarded, the committee will meet again. The focus will be the fall funding cycle. We will also get the legacy tile project back on its feet.

4.8. Jericho Arts Centre

4.8.1. One more show in June – Never Can Tell and this year there will be some summer activity. The jury process is underway for the upcoming season.. Negotiations are still continuing on the lease. Lori's injury is slowing the process down, but we are hoping it can be completed before end of the fiscal year.

5. Vancouver Park Board

5.1. Park Commissioner's Report – Korina
No report.

5.2. Co-ordinator's Report

Bob has posted an internal call for interest for fitness programmer position, but there was only one person interested and they did not meet the requirements. The internal posting will be out shortly. The pool programmer interviews were held this week, and Bob is currently doing reference checks. We should have a decision later this week. The SIA positions interviews were held last week. The UMW position has been filled, the successful candidate is Enrique Brito, who has been action the position.

6. Other Business

BCRPA Conference Reports

James, Allen, Shamsah attended on behalf of the board, and Bob attended on the Friday. Overall the workshops were very good, especially the ones around staffing. All that attended felt it was a valuable experience. It was also a great opportunity to network with the other attendees. James recommended that other board members attend in the future. Next year the conference is in Whistler (May 6-9).

There will be a board member boot camp held through APG in fall. The Association Conference will be held late Jan/early Feb 2009. More details to follow. The organizing committee is looking for volunteers.

Motion to adjourn at 9:18pm by Allen Sabet.