

**West Point Grey Community Association
Board of Directors' Meeting Minutes
Wednesday, May 6, 2009**

Present: Chair James Gill, Bill Moran, Ruth Kendall, Christina Fodor, Andrea Maitland, Jennifer Smith, David Neiman, Vivian McCollor, Richard Strachan, Garth Jones, Chris Parfitt, Jenna Macken, Ian Clements, Julie Paton.

Regrets: Shamsah Mohamed, Allen Sabet, Julie Paton.

Guests: None.

Staff and Commissioner: Hanna Maron (CRS)

Recording Secretary: Tanya Donaldson

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

1. Approval of the Agenda

Add motion regarding \$33,741 to building fund under the finance committee and add the following under executive committee report: WPG Fiesta, Treasurer, Volunteer of the Year.

M/S Clements/Kendall
Move to accept the agenda as amended - carried

2. Approval of April 1st

The minutes should reflect that James Gill left the meeting and Bill Moran took the chair prior to item one. The motion regarding February 4th meeting minutes needs to be corrected from Jan 14 to Feb 4th.

M/S Strachan/Maitland
Move to accept the April 1st, 2009 board meeting minutes as amended.
- carried

James has spoken to Hanna about doing some board development work following the BCRPA conference. Please send any ideas or suggestion you have to Hanna or James. Succession planning will be dealt with through this mechanism. David Neiman also mentioned that some good topics were covered by Volunteer Vancouver at the Association Conference.

3. Correspondence

- James has received a letter of resignation as the treasurer and a director from David Johannson, and this has been forwarded to the Jennifer Smith, our board Secretary.
- A copy of the Premier's response was circulated.

- We received a letter from WPG Fiesta requesting a contribution for this year.
- Allen has sent an e-mail to Ian indicating his intention to resign, and was asked to forward this to the President. This was forwarded to James via staff. James read the letter to the board. This e-mail will be forwarded to the board secretary. It was also noted that the board will continue with the current accounting practices as approved by the auditor.

4. Committee Business

4.1. Youth Committee - Jenna Macken

- 4.1.1. The next Band on the Hill event will take place at the end of exams, and an outdoor BBQ event will be held at Jericho Hill. They are also recruiting volunteers for Sandcastle and other summer events.

4.2. Finance, Budget, Audit

4.2.1. Financial Report 31 March

The statements were circulated in the package. This is a session report that covers the winter session (Jan to Mar). Aerobics, fitness and weight room are all slightly skewed, but over all these three areas the net is what we expect. Overall program revenue is about 7% ahead of budget. The program expenses are up about 10%, partly due to the conservative accruals for Group 1 wages. This is similar in the administrative expenses. Our overall position is ahead of budget, and on target to for a modest surplus for the year.

On the balance sheet you will notice an increase in Park Board receivable due to spring online registration, deferred revenue and some prepaid expenses.

4.2.2. Procedures Manual

The first section has been distributed electronically, please forward any feedback to the committee. In the area relating to payroll, there are some contractors that still receive direct deposit. Staff will be working to move these contractors to invoicing by September 1st.

Tanya has been asked to obtain quotes for D & O insurance, as well as a \$2 million general liability policy for the coming year. This would cover any non-recreational activities.

4.2.3. Restricted Net Assets

We have \$158,000 not currently re-invested. The committee is recommending the balance beyond one month expense (excluding revenues) be transferred to the building fund.

M/S Jones/Moran

Move that the Association transfer \$33,741 from unrestricted net assets to the building fund. - carried

4.3. Executive Committee

4.3.1. Building Committee

Bill is the chair. Current committee volunteers include; Garth Jones, Suzanne Starr and possibly Julie Paton. The latest version of the consultant's report has been accepted by Park Board and they have paid the bill. We have since paid Park Board. There are still board member comments regarding deficiencies, but there is no contractual obligation for Urban Arts to do any more work. Once we have determined exactly what we want changed, Urban Arts may be will do work with us.

4.3.2. 2009 BCRPA

The conference is May 27th to 29th at Whistler. Currently James, Ruth, Christina and Hanna are attending. Please look at the workshops, and if there are particular areas that you like us to attend, please let us know. The executive meeting will be rescheduled.

4.3.3. Treasurer

We have a vacancy in the position of treasurer. Please give some consideration to taking on that position, or if you know anyone in the community that may be interested in this position. James and Ian will oversee things in the interim.

4.3.4. WPG Fiesta

Fiesta is on Saturday, June 20th. Everyone is needed that day for the parade and the park. Brian will be co-ordinating our efforts. We received the annual request for a financial contribution. The amount this year is \$2500, which is the same amount as last year. We do receive significant exposure in return for this contribution. The total expenses were about \$21,000 last year.

M/S Kendall/Maitland

Move that the Association approve a \$2500 contribution to West Point Grey Fiesta. - carried

4.3.5. Park Board Volunteer of Year.

If you have any suggestions, please forward them to James. Names put forward to date are Phyllis Tyres, Christina Fodor and our youth representatives. The executive will deal with this at their next meeting.

4.4. Operations, Policy and Planning

4.4.1. Julie and Ruth reviewed the 4 bursary applicants. Anna Chen (Lord Byng), Alisha Quinn (UHill), Sitong (Lyne) Lin (UHill), Jenna Macken

(Little Flower). We have only allocated 3 in the budget, but in past years we have not awarded all 3 in the past.

M/S Kendall/Clements
Move that the Association award 4 bursaries for the 2009 year.

4.4.2. In the committee meeting minutes you will not that the youth will not be able to get the Folkfest parking as a fundraiser.

4.5. Facilities, Policy and Planning

4.5.1. The committee is recommending an expenditure of \$2500 for the repair of the motors of the basketball hoops at Jericho Hill. They are not working properly, which is impacting activities in this space. This will come out of the rental income we receive. The expenditure is needed, even though we do not know our status in the facility beyond the next year.

M/S Maitland/Neimans
Move that the Association approve \$2500 to repair the motors of the basketball hoops. - carried

4.5.2. We have approved a wedding documentary, which will be small scale.

4.6. Jericho Arts Centre Committee

4.6.1. The latest production went well. Friends of JAC have a quote on general liability insurance, and now need to get D & O insurance, which will allow for the lease transfer. The call for submissions has gone out, and we have received several (13+) to date. We are also working with S.H.A.P.E. regarding safety issues.

5. Vancouver Park Board

5.1. Park Commissioner's Report – No report.

5.2. Community Recreation Supervisor Report – Hanna

5.2.1. We received today guidelines for community celebrations regarding the Olympics and February 12th. There will be \$1000 seed funding. Hanna will be taking this to staff and then to OPP. The deadline is June 15th. There are also some other City Happenings funding grants available. Staff are coming up with ideas around the Olympics.

5.2.2. Our fitness programmer, Catherine Barr, will be leaving. Her husband has been offered a job in Australia. The City hiring freeze may impact the timeline regarding replacing her. It is a position the Association funds, so this may speed the process along.

Lord Byng Pool will be closed for 2 months in the summer, so we may have a programmer that can fill the gap. There are 5 full time staff that have to be redeployed.

6. Other Business

We are hosting the APG meeting tomorrow evening. All board members are welcome to attend.

The evening special events at Trimble Park are only every second week. This change was made last year, as weekly events were too taxing on resources. There will be more discussion at OPP next month regarding this.

Motion to adjourn at 8:20pm Garth Jones.