

**West Point Grey Community Association
Board of Directors' Meeting Minutes
Wednesday, November 1, 2006**

Present: Chair Ian Clements, Shamsah Mohamed, Ruth Kendall, Jemilia O'Brien, James Gill, Bill Moran, Richard Strachan, Andrea Maitland, Chuck Golden, John Mills, Lydia Bergant, Suzanne Starr, CRC Hanna Maron, Programmer Sharon Genge.

- Recording Secretary Tanya Donaldson

Regrets: Andree Karas, Jerry Wennes, Christina Fodor, Allen Sabet, Commissioner Korina Houghton

The meeting was called to order at 7:00pm. Ian thanked Suzanne for chairing the last meeting.

1. Approval of Agenda

1.1. James Gill (Ruth Kendall) **Motion** that the agenda be accepted as circulated.

- carried

2. Approval of Minutes

It is the lighting of Aberthau, not the tree.

2.1. James Gill (Lydia Bergant) **Motion** that the association approves the October 4th, 2006 board meeting minutes as amended.

- carried

3. Correspondence

3.1. A letter regarding the Vancouver Air Show in 2007 for the Home Owner's Association has been received. There is definitely an impact on the community, but it is not necessarily the business of this board.

4. Committee Business

4.1. Youth Committee

Sharon reported on behalf of Hande. There should be a new representative by the next board meeting. There has been a bit of difficulty getting the youth committee to the centre, they like to meet at the school. There will be a dinner and dance on the last day of school (Christmaska). Clubs day was Oct 26th at the school. Jonathan tended a table, and 25 youth expressed interest in the youth council. Thank you to all that attended the youth room grand opening. We had a last minute change in the organizer for the Haunted House. In addition, the Lord Byng Grade 9 acting class provided 3 short plays at the event, which was well received. The youth room will be open and supervised 3:30pm to 5:30pm and 6:30pm to 8:30pm Monday to Thursday, and as needed on Fridays.

4.2. Finance, Budget and Audit Committee

4.2.1. Allen asked John to stand in on his behalf. There are still audit accruals being done, so there are not September statements for circulation. The 2006-2007 operating budget was circulated. The staff have been very involved in generating these figures.

The revenues are budgeted conservatively. There is still some fine tuning in the account allocations to have them reflect the appropriate areas. The rental revenue is budgeted below year to date, as we did have some movie rentals this past year and these are not guaranteed.

The expenses in the program area are in line and reflect the reallocations of the revenue. The largest expense in rentals is the BCBC lease. JAC is a net zero item, and will likely be on its own before the year is complete. The administration expenses reflect an anticipation of a 3% increase in the Collective Agreement. The publicity expense remains similar to what was spent in the previous year, given that we will have increased brochure distribution for the entire year, but the one time website set up cost will not be incurred again.

We have put the capital expansion project expenses under the net income, as they are one-time expenses, as opposed to ongoing operating expenses. In the 2006-07 budget this includes fundraising costs until Dec 31st and the cost of the financial analysis.

4.2.1.1. James Gill (Andrea Maitland) **Motion** that the association accept the 2006-2007 operating budget as presented. - carried

The 2006-2007 capital budget was circulated, including the items that were approved last year, but have yet to be purchased. The total request for new items is \$13,200. We need to be cognizant of the fact that the equipment we have needs to be kept current. This is a small request in relation to our total operation. The cost of the laptop was questioned. The figure in the budget was the maximum cost if purchased through the City.

4.2.1.2. James Gill (Ruth Kendall) **Motion** that the association approve the 2006-2007 capital budget as presented. - carried

Ian commented that our business is virtually maximized. We cannot grow the business without significant change i.e. expansion. We need to look about what the next steps are to take our business to the next level.

4.3. Executive Committee

4.3.1. Association Presidents' Group – James attended the October meeting. Park Board is continuing to try and get the associations to have a common year end. A letter has been sent with a more practical solutions. The JOA

negotiations are ongoing. West End is having their document reviewed by both the City lawyers and the Association lawyers. Dunbar is also moving forward, most others are on hold for various reasons. There will be a 3 to 4 month break in reports from the core services task force. This will allow for feedback on the first 2 phases. We will monitor this going forward, but we are not anticipating a huge impact for this association. Concern was raised about the 2009-2011 capital campaign, as most of the facility money appears to have already been committed to Olympic facilities. The APG is gearing up for a public campaign.

4.4. Operations Policy and Planning Committee

4.4.1. Registration is doing well this fall. The committee has decided to go from 4 pages in The Courier to a 1 page ad. It will highlight our brochure and website. The committee will review this decision after the winter distribution and then decide what to do for the spring/summer distribution.

4.5. Facilities Policy and Planning Committee

4.5.1. Artist in Our Midst – We have received a letter requesting free use of the facility. They have not been charged a rental fee in the past, but this contravenes our policy. They are eligible for a 25% discount because they are a non-profit group. The committee has decided to adjust this further to \$400 for this year, and bring this rate up to the 75% over 3 years.

4.5.2. Jericho Hill - There is a drainage problem at Jericho Hill. The hope is that the cost will be split 3 ways, if not, we may be asked to pay 50%. The preschool at Jericho Hill is also looking at a renovation. There was an accident at Jericho Hill last week. A member of JAC fell off the loading dock and broke his hip. WSI is responsible for the ongoing maintenance, as they have the contract with BCBC. Hanna has notified risk management.

4.5.2.1. John Mills (Jemilia O'Brien) **Motion** that the association will fund up to 50 percent of the cost of rectifying drainage problems at Jericho Hill in conjunction with West Point Grey Academy. - carried

4.5.3. Board Privileges – CRA has a rule that board members cannot receive any payment or direct benefit from the registered charity on which they serve. The current room rental policy needs to be revised to reflect this.

4.5.3.1. John Mills (Shamsah Mohamed) **Motion** that the board privilege document be amended to remove the free room rental for board members. - carried

4.6. Fundraising Committee

4.6.1. The government has made \$102 million available through the infrastructure program, of which 80% is for smaller communities. There is about \$8 million available to recreation in large communities. In order to be eligible we must have Park Board and Council approve our proposal. We

will need to work with the Park Board Planning Committee. The deadline is January. We need to get some drawings and a budget for this project. We can work with Park Board on this. James is hoping that FPP can take this portion of the project on.

4.6.2. Workshop on Project – James would like to set a date and format for this. Ideally this should happen in the next 4 weeks. The tentative date is Tuesday, November 14th at 6:30pm. Suzanne will ensure food is there. The workshop will focus on the entire expansion project – what should the project look like, how should we fund it etc.

4.6.3. The Legacy program display will be at all of our festive events.

4.7. Ad Hoc Committee on Income Assessment

4.7.1. The committee (John, Andrea, Bill, Ian) met on Oct 12th and reviewed the 3 submissions. All submissions met the requirements. Urbanics Consultants Ltd was too high. Both Typlan Consulting Ltd. and Grant Thornton LLP were asked for more information around the timeline and staff resources. Grant Thornton's submission was too compressed. The committee endorsed Typlan Consulting Ltd.

4.7.1.1. John Mills (Richard Strachan) **Motion** that the association accept the following recommendations:

1. Accept the proposal from Typlan Consulting as the preferred submission to undertake the Financial Analysis and Business Case Development Project.
2. Approve a funding allocation of \$17,525.00 inclusive of the disbursements but exclusive of GST.
3. Authorize the ad hoc committee to enter into a contract with Typlan Consulting to carry out the work described in the RFP of September 19th, 2006 and Typlan Consulting Ltd.'s of October 12th, 2006, and supervise the work. - carried (1 abstain)

4.8. Jericho Arts Centre

The Centre has been busy as usual. The productions have been well attended and the reviews have been good. There are several events coming up over the next 2 months, including Christmas Nuts. United Players is taking Democracy to the Playhouse (Feb 8-10th). City Council approved \$9000 to assist for the rent of the Playhouse. The motion from the last meeting will go to Park Board in December.

5. Staff Report

5.1. Park Board Commissioner Report – Korina sent her regrets and Hanna circulated an e-mail update from her. There is a special meeting for the Aquarium at Hastings Community Centre on November 27th.

5.2. CRC Report

5.2.1. Police Checks – Park Board has refined the policy around who must have these checks done. There are more staff required to get the checks done.

Hanna will be forwarding a letter to all staff that are affected. Park Board will reimburse staff for the cost of this.

- 5.2.2. Staff Inservice – Wednesday, November 15th at 5pm. Board members are welcome to attend the first session on IT security.
 - 5.2.3. HRDC Grants (Summer Camp Grant) – We have information that this program may be reduced by 50%. We have not received any formal notification of that. Hanna will keep the association informed. If the cuts do come, we will be impacted. The association may have to write letters, if we wish to keep the cost of the programs down. Hanna will ask Sharon to compile some more detailed information on this and circulate to the board members.
 - 5.2.4. City Vision – A survey has been done. The biggest issues raised include: UBC buses and overall poor transportation, location of community centre, and housing.
 - 5.2.5. Program Subsidy and Trend Information – One of the centre's has been compiling information which the programmers will take to the next OPP meeting.
6. Other Business – none.
 7. Adjournment
The meeting was adjourned at 8:58pm by James Gill. Next meeting will be at 7pm on Jan. 10th, 2007