

**West Point Grey Community Association  
Board of Directors Meeting  
Wednesday, June 2<sup>nd</sup>, 2010, 7:00 pm**

**MINUTES**

**Present:** Chair Bill Moran; Andrea Maitland, Chris Hilsden, Christine Fodor, Dawn Polley, Garth Jones, Jenna Macken, Judie Davis Glick, Julie Paton, Malcolm Cant, Matt Greenwood, Pei Pei Chu, Ronald Bourgeois, Ruth Kendall, and Shamsah Mohamed.

**Regrets:** David Neiman, James Gill, Raymond Greenwood, and Vivian McCollor.

**Youth Committee:** Jason Wilsher and Peter Staiger,

**Staff:** Bob Hindley and Hanna Maron.

**Recording Secretary:** Gail Brown

**1. Call to Order**

The Chair called the meeting to order at 7:10 pm

**2. Approval of the Agenda**

**Motion:**

Moved by Malcolm Cant and seconded by Ron Bourgeois that the agenda be approved; carried.

**3. Approval of the Minutes of May 5<sup>th</sup>, 2010**

The following corrections were made to the minutes:

- 6.4, A to J are part of the Executive Committee
- 6.5 Amount of the grant is \$51,806 (not \$51,000)
- 6.4. b. – the Fiesta event is scheduled for June 19<sup>th</sup> (not May 15<sup>th</sup>)

The Minutes were approved with the changes as noted above.

The Chair introduced a change to procedures: when recognized by the Chair, the members will say their name first and then make their comments. Others wishing to speak will wait to be recognized by the Chair.

**4. Correspondence**

- a. Letter from John Pettifoot of the Queen Mary School Parents Advisory Council (“PAC”) advising that their main building is not up to seismic code, cannot be brought up to code and that a new school will have to be built, rather than proceed with renovations as originally planned. As well, the school could become the Queen Mary Neighbourhood Centre for Learning and Development as one of three pilot projects chosen by the province for this initiative. Because of this change, the Park Board is now looking to build a new WPGCA adjacent to the school. A discussion proceeded amongst the directors. The consensus was this proposal of the PAC was a very early stage idea, no architectural plans have been approved, and it may take two to three years to move it forward. It would also require an unprecedented arrangement between the Vancouver School Board and

the Parks Board on facilities management. The Chair recommended that the WPGCA proceed with its plans for the expansion project.

## **5. Community Recreation Supervisor Report**

Hanna Maron and Diane Murphy met with a representative from ARES to begin negotiations for Jericho Hill's next lease for a five year period. He confirmed it is the provincial government's "Accommodation and Real Estate Services" Lease Department that is responsible for the lease.

The June 19<sup>th</sup> Fiesta begins at 8:30 am, Saturday morning, with a continental breakfast prepared and served by staff. Invitations have been sent to an extensive list that includes many politicians and he encouraged board members to have conversations with them about the expansion project and to focus on the accessibility issue. He'd also welcome any assistance the board members can provide that day.

Bill Moran and James Gill will make a short presentation on the expansion project that will highlight problems and issues, and there will be a tour of the office upstairs and the fitness centre. At 9:45 am the van will be ready to escort people to the top of the hill for 10:00 am, in time to join the parade. He admits it's a tight schedule that means board members need to discuss the expansion plans with the politicians during breakfast; Ian Robertson is expected to be there too. Bill, as WPGCA President, and Park Commissioner Ian Robertson will ride in a convertible in the parade.

Next board meeting on July 7<sup>th</sup> will begin at 6:00 pm with the annual Bar-B-Q and he hopes to see everyone there.

Bill Maron and Hanna, along with representatives from other centres will be meeting tomorrow at 6:30 pm at the Van Dusen Garden with the City Manager, Dr. Penny Ballem, and General Manager, Peter Kuran, and other association presidents and senior staff. He circulated a document outlining the four key principles that would form the basis of the discussion.

Hanna Maron reported that the Volunteer of the Year award presentation has been postponed to late September. Bill Maron offered to inform Phyllis Tyers at the earliest that she is this year's winner; asked Christine Fodor to develop her bio, and accepted David Neiman's offer to arrange to take her photo, all of which will be submitted with the form required by the Parks Board. It is the Parks Board that presents the award to the volunteer and who invites her to the awards luncheon where she will be recognized with a special gift.

In response to a question from a board member, Hanna indicated that if the board wanted Phyllis Tyers to be in the parade, as happened for the first time last year, he would have to ask the Fiesta Board as they had limited the number of WPGCA people in the parade to two (Bill Moran and Ian Robertson).

Action:

Bill Moran asked Julie Paton to contact the Fiesta Committee to see if the volunteer could be in the parade and then inform Phyllis Tyers about that decision. Whether she is in the parade or not, she is to be invited to the Fiesta.

Hanna reported on a situation that arose around a request by the North West Point Grey Association to host its AGM at the WPGCC tomorrow evening and the problems raised by its poster designed to promote the event. Fortunately he was able to stop the distribution of the poster that announced Bill Vander Zalm would be in attendance to talk about the HST campaign. He alerted organizers to the Parks Board's policy that restricts the use of public facilities for any political, religious or business group advertising or promoting their activities. They complied with his request to remove the WPGCA's name from the poster and to list the address only.

Concern was expressed about how things would be managed if the media showed-up for the meeting. A member of the staff would be present and Hanna Moran could be at the centre within 10 minutes if needed.

There is a motion before the Parks Board to allow the 'Stop the HST Campaign' to hold meetings in community centres on a private rental basis, but until there is a vote on that motion, the current policy is in force.

Hanna Maron was pleased to report that that there will be a summer program at Trimble Park this year thanks to a grant from the federal government and additional funding from the WPGCA; the Parks Board did not provide any financial assistance. Students are paid at the CUPE 15 rates of \$18/hr plus benefits.

## **6. Committee Business**

### a. Youth Committee

Travis reported that he and Peter Staiger have been busy with pre-teen activities that included BBQs and playing the Man Hunt game; next event will be a pool party that proved successful in the past.

At the last meeting they decided to make T-shirts in light blue for the council to help bring awareness to their activities. These will be ready in time for the Fiesta.

Forty people attended the Local Heroes event that was offered in partnership with Kits and Dunbar. The partnership results in larger group attendance at events and that makes them more fun.

The council is working to keep their relationships with the schools strong and effective. As an example of how they're getting involved with the administration, there will be a lunch-time baseball games with them at Queen Mary a few weeks before school ends.

Other activities: At Lord Byng they talked about volunteer opportunities available at the community centre this summer that helps youth to become future leaders; at the Wicked Wednesday event they decorated gum boots; next week at Kits they're hosting a bike relay course; and they are trying to get teen basketball happening in the gym.

Travis thanked the board for keeping the youth involved in the activities of the WPGCA and said he appreciated the work being done by the volunteer board members for the benefit of the community. In response to a question from Matt Greenwood, he said he was most welcomed to drop in to any of their activities to see first-hand what's going on.

b. Finance Budget and Audit Committee

Chris Hilsden drew members attention to the financial statements included in the board's information package and noted his intent is to educate members in small spoonfuls and to identify how much money is assigned for specific purposes. By way of education he proceeded to discuss restricted and unrestricted allocations within Net Assets. Surplus funds earned by the association over time have accumulated to approximately \$700,000 at the end of April 2010. Restricted Net Assets are funds set aside for specific purposes. The Building Fund has \$407,501 as at August 31, 2009c and can be a source of capital for the expansion project. The association needs to be able to demonstrate to the Park Board that it has set funds aside for the expansion. Also funds will also be taken from the Building Fund to relocate the administration office down to the gym.

Regarding unrestricted Net Assets, there is a pseudo policy in place that implies the association should have \$125,000 on hand when in fact there is currently \$220,000 in this account. Chris Hilsden proposed to move the surplus in this account to restricted funds for the expansion project.

Main point: the WPGCA is in a healthy financial position and it has the luxury of being able to put its funds to good use. At the same time there needs to be a clear understanding of how much more will be added over time to fund future projects such as a new roof.

After the administration office has been relocated and actual renovation costs are know, Chris recommended that the balance in the Building Fund be reallocated to the Expansion Project.

There is also, in Restricted Net Assets a Youth Capital Fund of \$37,000 that has been accumulated over 20 years but it's not clear what the funds were to be used for.

**Action:**

Chris Hilsden asked the Youth Committee to come back to the next board meeting with ideas and a plan for how some of that money could be used to fund specific projects for today and in the future.

Members discussed possibilities and referred to past ideas: replace cancelled programs like the Folk Fest, renovate the youth room downstairs, and consider creating a legacy by funding something like a skate park that would serve the greater community.

Chris Hilsden stressed the need to be clear and make a good case for what restricted funds are to be used for and suggested that, in keeping with sound financial principles, that unassigned funds in the Youth Capital Fund be transferred to the Expansion Project.

Chris was concerned about the amount of cash on deposit in a savings account (\$572,000) that is earning a low rate of return (1.2%). He is looking to improve that situation through investments while still protecting the WPGCA's interests.

Highlights of the discussion that followed Chris' presentation:

- Previously, programmers produced a list of items needed to support WPGCA activities. Suggestion: that the Program Committee review that list to see what is needed today and bring it forward to the OPP Committee for consideration.
- There is a need for a new piano to replace the existing old one to support piano classes.
- Several comments on the cautionary side about spending for spending's sake; the need to establish priorities; to allocate funds to take care of the building before allocating funds for the expansion project; and to set aside surplus funds into the restricted account for future plans, perhaps unknown at this time.
- It was confirmed that the board can remove funds from restricted as those funds are not locked in, and that the board does need to have working capital available for emergencies.
- It is important for the WPGCA to be able to demonstrate that it is being well managed financially as this will be critical to the fund raising campaign for the expansion project. While it is unknown how much money the association needs to have on hand for this project, the amount of money on hand does send the right message to the Park Board.
- Need to clarify difference between the Building fund and the Expansion Project Fund and to establish a realistic financial figure for the Expansion Project Fund. Clarity is important as the association has the ability to access a number of granting sources, including the Western Diversification Fund. A group that has 20% of the capital required set aside put them at the top of the list for additional funding from various government sources.
- The Building Fund and the Expansion Project Fund need to align with the overall business plan.

**Motion:**

Moved by Chris Hilsden and seconded by Ron Bourgeois that \$90,000 be moved from Unrestricted Net Assets to the Building Fund. It was thereupon unanimously resolved to allocate \$90,000 of Unrestricted Net Asset to the Building Fund.

As part of the discussion on this motion, members noted the need to retain \$125,000 for emergencies, that the association is careful not to put all its eggs in one basket and that those funds can only be moved by the Board of Directors on the basis of Audited Financial Statements, as compared to Unaudited Financial Statements.

**Motion:**

Moved by Chris Hilsden and seconded by Matt Greenwood that the board transfer \$350,000 from the Building Fund in restricted assets to the Expansion Project Fund in Restricted Net Assets, to ensure that the association can demonstrate that it has a specific amount of funds. It was thereupon unanimously resolved to reallocate \$350,000 from the Building Fund to a new fund, the Expansion Project Fund.

c. Executive Committee

- Nomination and election to vacant position on the Executive Committee:  
The Chair reported that Ron Bourgeois has agreed to stand for the position of Secretary and will be responsible to distributing the minutes and preparing the agenda.

**Motion:**

Moved by Matt Greenwood and seconded by Malcolm Cant that Ron Bourgeois be elected to the position of Secretary on the Executive Committee. It was thereupon unanimously resolved to appoint Ron Bourgeois as Secretary.

- Thank You Card  
Rather than the expected Thank You card for Andrea Maitland the Chair presented her with a flowering plant and on behalf of the board thanked her for her contribution to the board. Andrea said she plans to contribute to the community but in lower profile way.
- Fiesta  
The Chair discussed work prepared by architect Jennifer Marshall for use by the board for making presentations about the expansion project. Costs to prepare more artistic rendering of the interior are estimated at \$4,500 while work to convert material on hand into brochures and 8.5 x 11' display panels is estimated to cost \$2,500.

Highlights of the discussion that followed:

- Material produced should be applicable for activities beyond Fiesta;

- Need to have something to hand out as others will be on site doing that too;
- Produce in a PDF format that could also be used for the presentation to Park Board;
- Focus of the message – the ‘why’ – which is about accessibility;
- Message should be short, sweet and simple;
- Proposal: produce a post-card size piece with a photo of what it will look like on one side with the WPGCA logo and text on the other side to outline objectives of the expansion, note the website address and have more detailed information available at that site;
- Noted that the booklet with option C is already on the website along with committee minutes;
- Follows the Fiesta model for the postcard that can be produced by resources within the WPGCA;
- Need for general agreement on what is produced, especially the text; proposed a small working group be set-up to deal with this as time is limited; consider involving someone from the Fund Raising Committee who have been discussing the need for promotional material too;
- Agreement to produce a maximum of 3,000 copies of the postcard using glossy stock and content and graphic material already available.

**Motion:**

Moved by Matt Greenwood and seconded by Ruth Kendall that the WPGCA spend up to \$2,000 on advertising of the expansion project. It was thereupon unanimously resolved to expend up to \$2,000 to produce the postcards to advertise the project.

**Action:**

- Matt Greenwood to design the promotional postcard;
- Bob Hindley to arrange to have the postcards printed;
- Pei Pei to call Carol to inform her that the association will not be calling on her to do further work on the promotional material.

d. Operations Policy and Planning Committee

Ruth Kendall reported on the following:

- As there is not much demand for computer classes they will not be offering classes this fall. However, they will retain two computers for general use by the public in the small room with the piano.
- They are looking into replacing the 1924 piano that is located upstairs room for use in piano lessons and will report on this item at a later date.
- The new leaders at Trimble Park are Sabrina Chan and Ian McKenzie.
- Board members are needed to volunteer to be judges in the Sand Castle event on July 9<sup>th</sup>. Marina Rebatto will circulate an email to board members so they can respond directly to her.

- Ruth Kendall also asked for a contribution of \$2,500 for the Fiesta Days as the Board has done in past years.

**Motion:**

Moved by Ruth Kendall and seconded by Christine Fodor that the board approve a donation of \$2,500 to the Fiesta Days Committee for the parade's operating expenses. It was thereupon unanimously resolved to contribute \$2,500 to the Fiesta Days Committee for the costs of the parade and other related costs.

e. Facilities Policy and Planning Committee

Follow-up to previous discussions about the relocation of the administration office:

**Motion:**

Moved by Matt Greenwood and seconded by Dawn Polley that the board set aside \$50,000 for the relocation of the administration office with funds drawn from the Building Fund to pay for the renovations to the gymnasium. It was thereupon unanimously resolved that up to \$50,000 be drawn from the Building Fund to pay for the renovations to the Gymnasium to allow for the relocation of the Administration offices from Aberthau.

**7. Vancouver Parks Board**

In the absence of Commissioner Ian Robertson, there was no discussion on this item.

**8. Other Business**

- Matt Greenwood introduced the idea of an annual award to recognize staff with a plaque that he estimated would cost \$100. After some discussion about the pros and cons of such an award it was agreed that this idea should be referred to the Program Committee for consideration.
- In the absence of David Neiman, Pei Pei Chu reported that the gym floor needs to be resurfaced as part of its normal maintenance with costs shared 60/40 with the WPGA. Members agreed that work should proceed as part of the gym's normal operating costs for an amount not to exceed \$5,000.
- Regarding the request from the homeowners association seeking support to establish a roundabout at a busy intersection to help calm the traffic, members agreed not to support this request for a variety of reasons, including that it would cause problems for pedestrians, especially children trying to cross at that location.
- The request from the Folk Festival for a reduction in rental fees was denied.

9. The meeting adjourned at 9:10 pm.

10. **Next meeting – Wednesday, July 7<sup>th</sup>: 6:00 pm for the BBQ and 7:00 pm for the regular meeting.**