

Date: January 27, 2015 **Time:** 7:00pm
Location: Vic West Community Centre (521 Craigflower Road)

Board Members Present: President, B. Gaudet, Vice President, J. Meredith, Secretary, J. Casler, Treasurer, M. Medland, Past President, D. Carr, Communications, D. Purewall Community Centre, K. O'Leary; Food Security, R. Rombs, Governance, N. Judd, Harbour, A. Whittall

Other Members Present: Councillor Jeremy Loveday
Jane Baigent

Member Regrets: Johanne Thompson

AGENDA	Decision/Information
1. Meeting called to order	BG called the meeting to order at 7:00pm.
2. Approval of Agenda.	RR moved to adopt the agenda.
3. Approval of Board Minutes of December 9, 2014 Follow-up: Discussion of protocol related to meeting specific minute approval processes. NJ stated commitment to establishing appropriate guidelines and suggested that a recommended process would be to adopt both COTW minutes and previous Board minutes at month end Board meeting.	MM moved to approved the Board Minutes of December 9, 2014.
4. Business Arising from minutes (Action Items): a. Turnover of committee chairs to new chairs	JM raised a question about whether the turnover was complete. After a brief discussion, it was agreed that turnover was complete.
5. Reports	
a. President - Bernie Gaudet Follow-up: In response to a question on strategic planning, BG indicated that the Board will be discussing process and options for publicizing committee work plans after the upcoming Board retreat	BG provided brief report on efforts to familiarize himself with centre activities and board meeting protocol.
b. Vice President - Jack Meredith	JM had no items to report.

<p>c. Treasurer - Mike Medland.</p> <p>Follow-up: Discussion on event planning and review, and need to ascertain purpose, function, and or value of events (e.g., revenue vs. community service). JM committed to finding decision from previous meeting minutes related to this issue. Larger issue of event planning and purpose of event planning in accordance with VWCA vision and strategic planning endeavours was also identified as needing more clarity.</p>	<p>MM provided a brief overview of the financial update he distributed, and observed that the centre is running pretty much true to budget. A brief discussion ensued on Board understanding of financial statements and common metrics. RR moved to approve the Treasurer's report.</p>
<p>d. Secretary (new members) - Jaclyn Casler</p> <p>Follow-up: Process and protocol for welcoming new members to the VWCA, as well as process and protocol for welcoming new friends of the VWCA (e.g., those who live outside of the neighbourhood boundary).</p>	<p>JC reported that six new members need to be appointed to the VWCA:</p> <ul style="list-style-type: none"> • Kelly Dupuis, William St; • Laura Alberti, Russell St; Terry and Barbara Gosling, Wilson St; Ashley Lindboe, Mary St; Kaarina Lenk, Regatta Landing <p>RR moved to appoint the six new members to the board</p>
<p>6. Report from City Hall - Council Jeremy Loveday</p> <p>Follow-up: Work with Jeremy on issues of neighbourhood importance if and when they come up.</p>	<p>Presentation from Jeremy Loveday, new Councillor and new neighbourhood representative. He gave an update on city activities.</p>
<p>7. Committee Reports</p> <p>Follow-up: Committee Chair members committed to providing the Secretary with monthly reports to append to Board meeting agendas. Need to discuss and confirm procedures for ensuring that these reports are properly distributed at future meetings.</p>	
<p>a. Communications - Dar Purewall</p> <p>Follow-up: Where/how to post event photos following public events.</p>	<p>DP provided brief overview of committee steps to firm up guidelines for communication vehicles, as well as provided update on photo archiving efforts.</p>

<p>b. Community Centre - Kim O'Leary/Johanne Thompson.</p> <p>Follow-up: Need to determine effective process for reviewing and submitting grant proposals and whether grant proposals are a function of the VWCA or the centre. Related to this is question of involvement of JT in grant projects not specific to centre activities was raised.</p>	<p>KO indicated that JT sends regrets, and that JT is working on grant proposal. KO will discuss the upcoming janitorial contract at the next Committee centre meeting.</p>
<p>c. Events - Jack Meredith</p>	<p>JM had been hoping to have event form for Vic West Fest prepared, will distribute before next COTW as planned event date is May 9, 2015</p>
<p>d. Governance - Nan Judd.</p> <p>Follow-up: JC, NJ, and AW will work together on a file management project so as to centralize existing VWCA materials and also provide continuity of organizational knowledge. RR indicated that he can arrange for a new filing cabinet to be delivered to VWCC for filing VWCA materials.</p>	<p>NJ is still looking for new members and is researching policy for directors meetings. She is also working on a game for the board retreat.</p>
<p>e. Food Security Collective - Robin Rombs</p> <p>Follow-up; Need for discussion on appropriate policies for recognition of donation and gifts in kind.</p>	<p>RR indicated that everyone is busy, the recent Wassail was a success with good turnout and generous donations. Also touched briefly on new model for membership and Welcome Sign pilot on Evans Street, and indicated an upcoming recognition/recruitment event on February 18, 2015.</p>
<p>f. Harbour - Audrey Whittall</p>	<p>AW spoke briefly of recent update on Songhees Harbour received from Save Victoria Harbour, and indicated that she is still waiting to hear on the Gorge waterway.</p>

<p>g. Land Use - Doran Musgrove</p> <p>Follow-up: DM will distribute Dockside materials to everyone in advance of upcoming Land Use Committee meeting.</p>	<p>DM indicated that he will be hosting a LU meeting bcc just received a big package of documents for rezoning at Dockside Green.</p>
<p>h. Transportation Committee - Jane Baigent.</p> <p>Follow-up: JB will follow-up with contacts to see if they can resolve the funding dilemma, and if not, BG will get involved to try and guarantee delivery of previously committed funds.</p>	<p>JB provided an update on construction activities on Skinner St and also reminded Board of a previous commitment from City of Victoria staffer specific to a lighting project in Craigflower Village.</p>
<p>i. RNRT - Robin Rombs and Jack Meredith.</p> <p>Follow-up: As discussed at Jan COTW, it will be important to continue this discussion of how to possibly sustain the momentum of RNRT once VWCA board confirmed its own processes. As discussed previously the VWCA will follow up in March</p>	<p>RR and JM indicated that funding for this initiatives continues until June and then some residual funds may be available to facilitate administrative transfer.</p>
<p>j. VCAN - Robin Rombs</p>	<p>RR indicated no changes since the COTW update.</p>
<p>8. New Business.</p> <p>Follow-up: Need to contact JT to ensure that appropriate meeting calendars are populated, JC will ensure that end of month meetings are populated and other Committee Chairs will communicate with Jt to ensure that their meetings are posted as well.</p>	<p>JC raised a question about the posting of upcoming meeting items on the VWCA website.</p>
<p>9. Announcements</p>	
<p>10. Presentations and Comments from public.</p> <p>Follow-up: Need to review with members of the public that changes that have occurred since the VWCA took over the centre. Need to ensure all members have info they need. Once board has confirmed its own governance then it can look out to ensuring that member needs are accommodated and reflected in centre and VWCA activities.</p>	<p>JB raised a question regarding previous efforts establish VWCA purpose and vision, and asked about ongoing assessment of relationship between community association and centre and relationship between members and community association board.</p>

11. Termination of Meeting

AW moved to adjourn the meeting at 9:17pm.