

**Date:** April 14, 2015 **Time:** 7:00pm

**Location:** Vic West Community Centre (521 Craigflower Road)

Members in Attendance: J. Casler Secretary, M. Medland, Treasurer, J. Meredith Vice President, D. Carr Past President, N. Judd, A. Whittall, D. Purwell, R. Rombs, D. Musgrove

Other members: Brad Densmore, Simeon Goa, Renee Layberry, Louise Wood, Ava Crystl, Pattie Parkhouse, Viki

Regrets: B. Gaudet President

The meeting was called to order by JM at 7:05pm.

## 1. APPROVAL OF AGENDA

- Agenda for the COTW meeting of April 14, 2015

### Motion

*That the agenda for the COTW meeting of April 14, 2015 be approved with addition with Kathy Breton to New Business*

**Moved and Seconded  
Carried Unanimously**

## 2. ADOPTION OF MINUTES

- Minutes from the COTW meeting of March 10, 2015

### Motion

*That the minutes for the COTW meeting of March 10, 2015 be approved.*

**Moved and Seconded  
Carried unanimously**

## 3. BUSINESS ARISING

- Risk Management Frameworks - have they all been submitted?  
It was briefly discussed how a number of frameworks still not submitted and associated individuals were named for requiring future commitments.
- VWCA Volunteer Liability Management - has this been researched?  
RR will communicate with JT Community Centre Manager for she is said to have recently completed a new volunteer binder.
- VCAN letters to City of Victoria and City Police - have they been submitted?  
RR will draft a letter that he will circulate for approval.

- VWCA Board Retreat Confirmation May 31st (11am - 5pm)  
JM indicated that he will email out confirmation of the days event and that BG will be putting together an agenda
- VWCA Grant Process - how to coordinate pursuit of grants  
JM spoke briefly of the possible grant/sponsorship coordination and approval form that he sent around to members. NJ raised a concern about the difference between grants and sponsorship and indicated that the VWCA already has some existing policies in place. Using the example of “shape your future grants’ JM clarified that he just wants to ensure that everyone talks about their plans first so that other board members do not try for the same pot of money.

**Motion**

*That a task force of the Board (members DC, MM and JM) be struck to develop a grant/sponsorship approval process similar to the VWCA events approval process/ approval form.*

**Moved and seconded  
Carried**

- Event/Issue Communication Management When Multiple Committees Impacted- Parked for discussion in May - Protocols & Procedures to be developed

**4. REPORTS**

**A. Acting President - Jack Meredith**

No report

**B. Treasurer - Mike Medland**

No report

**C. Secretary - Jaclyn Casler**

No report

**5. COMMITTEE REPORTS**

**D. Communications - Dar Purwell**

- Communications Committee Presentation - Website Refresh Update

**Motion**

*That the VWCA Board receive the presentation from delegates of the VWCA Communications Committee (sub-committee) and use the information received to to inform the decision on next steps.*

**Moved and Seconded  
Carried**

A presentation was received from Communications Committee members that reported on an examination of the state of the current WVCA website, provided analysis of other types of other similar sites, highlighted the need for the VWCA identity to be reflected in a new site, illustrated how more discovery is needed for new website design, and reflected a commitment has been made to analyze how the VWCA website is currently being used.

It was suggested that a budget of \$2500-\$3500 is needed for a website rebuild

## E. Community Centre - Diane Carr

### - Janitorial Services Update

DC spoke briefly of how janitorial services will be taken in house starting at the beginning of July as was noted at the April Centre Committee meeting.

#### **Motion**

*That the board support the recommendation of centre committee that janitorial services be moved to in house starting the beginning of July*

**Moved and seconded**

**Carried**

JC opposed

### - Other Community Centre Update

DM indicated that JT is working on hiring new staff for guys only program and that she is planning to host a half day work shop for for Vic West centre staff

#### **Motion**

*That the board move in camera for point of clarification*

**Moved and seconded**

#### **Motion**

*That the board return to COTW*

**Moved and seconded**

### - Horner Foundation Funding - Next Steps

DC indicated that JT and the community centre are preparing the next grant submission as required by the Horner foundation and that the site visit is July 21. A discussion then ensued regarding concerns from the Food Security Collective about the grant application. It was emphasized by the FSC that the grant application which received initial approval from the funding society was way beyond the scope of the grant they wanted to submit for consideration. General conversation ensued on how a typical process would require that any committee grant be applied for through the Community Centre because the centre is where money is received. Specific to the Horner Foundation application, it was agreed that some resolution is needed amongst parties prior to the site visit date.

#### **ACTION**

JM will work with RR, AC and JT to discuss and resolve the Horner Foundation application and funding issues.

## F. Events - Jack Meredith

### - Vic West Fest VWCA Booth - need for organizers

JM spoke briefly of the need for organizers of the VWCA booth on May 9th,

#### **ACTION**

RR volunteered to lead coordination of the VWCA booth at Vic West Fest.

## **G. Governance - Nan Judd**

- Committee Membership  
NJ indicated that she had a new member for the Governance Committee: Marne Jensen

## **H. Food Security Collective - Robin Rombs**

- FSC Update  
RR spoke briefly of how the Collective had a successful planning meeting. There was some discussion about the need for policy for VWCA Branding on Food Security Collective signs. There was some discussion about a potential \$6K City grant for Community Gardens coordinators.

### **ACTION**

RR to obtain more information on the possible \$6K community garden coordinator grant.

## **I. Harbour - Audrey Whittall**

- Transition of City Harbour plan from Harbour Committee to Land Use Committee  
AW provided an update regarding the issues with the airport and marina. AW suggested the land based issues associated with the recent Harbour plan may be better dealt with by another committee. AW will monitor the issues for now and alert us to this again if there are any issues to deal with.

## **J. Land Use - Doran Musgrove**

DM reported on the recent Bayview presentation at the LUC.

## **K. Victoria Community Association Network**

Nothing to report

## **L. Resilient Neighbourhoods Resource Group**

The proposed Vic West Street Fest VWSF is now scheduled for June 7th from 10 am to 4 pm. The VWSF will build on the annual Point Hope Shipyard Open House. Harbour Road will be shut down for the duration of the event. The overall theme of the RNRT is to know and support the people, organizations and businesses in Vic West. More information coming shortly.

## **6. New Business**

Kathy Breerton, a past Treasurer of the VWCA was in a serious accident and is in the hospital. VWCA to send a card, well wishes and support package for care givers.

NJ reported that she had reviewed the process used by the Fairfield Community Association regarding reviewing, approving and managing projects. She will make a recommendation about this at a future meeting.

## **7. Adjournment**

That the meeting be adjourned at 9:33pm