

**MINUTES (APPROVED):**  
**VICTORIA WEST COMMUNITY ASSOCIATION**  
**DIRECTORS' MEETING**  
**DATE: JUNE 24, 2014**  
**TIME: 7:00 PM**  
**PLACE: VWCC – GYM**

**PRESENT:**

Diane Carr, President  
 Nan Judd, Vice-president & Governance Committee  
 Mike Medland, Treasurer  
 Bernie Gaudet, Land Use Committee (LUC)  
 Robin Rombs, Liaison for Food Security Collective  
 Simeon Goa, Communications Committee  
 Dar Purewall, Special Events Committee  
 Audrey Whittall, Harbour Committee  
 Mark Fournier, VWCC Committee  
 Jack Meredith, Secretary

**REGRETS:**

<b>AGENDA ITEM – INFORMATION - ACTIONS:</b>	<b>WHO</b>	<b>WHEN</b>	<b>ST.</b>
1. Meeting called to order by DC at 7:04 pm			
2. Approval of agenda a. Motion by SG to approve agenda with removals; Approved.			
3. Approval of previous minutes a. Motion by NJ to approve minutes, of the May 27, 2014 meeting. Carried			
4. Business arising from minutes a. None.			

<p>5. President’s report – Diane Carr:</p> <ul style="list-style-type: none"> <li>a. Nothing to report</li> <li>b. Lisa Helps could not attend but sent the following notes: <ul style="list-style-type: none"> <li>i. Boulevard Gardening guidelines are finally coming to Council thanks to Ben Isitt with support from Marianne and myself.</li> <li>ii. KEY date Public Hearing on 40km/h on Bay, Douglas, Gorge, Richardson, Richmond is set for July 17 at 7pm at City Hall.</li> <li>iii. City Council takes a summer recess from July 24 - August 28th.</li> <li>iv. Johnson Street Bridge public realm elements - were supposed to come to Governance and Priorities two weeks ago. Council pulled table it until later. I think many councillors and the public are not not totally satisfied with the plans. File attached is too large to attach. Link is: <a href="https://victoria.civicweb.net/Documents/DocumentList.aspx?ID=66728">https://victoria.civicweb.net/Documents/DocumentList.aspx?ID=66728</a> in agenda.</li> </ul> </li> </ul> <p>a. Motion by BG to accept President’s report. Carried.</p>			
<p>6. Treasurer’s Report – Mike Medland</p> <ul style="list-style-type: none"> <li>a. May 2014 financial reports were presented by MM (see attached).</li> <li>b. Motion by MM to accept the May 2014 financials as circulated to the Board and distributed at the meeting (see attached): Carried.</li> </ul>			
<p>7. Secretary’s Report – Jack Meredith</p> <ul style="list-style-type: none"> <li>a. New VWCA member applications from residents of Vic West: Motion by JM: “to accept into VWCA membership applications from the following Vic West residents: <ul style="list-style-type: none"> <li>i. Jim Firby of Russell Street</li> <li>ii. Bonita Firby of Russell Street</li> <li>iii. Robert Shindelka of Maitland Street</li> </ul> </li> <li>b. Carried.</li> <li>c. VWCA “Welcome” letter to be sent to all.</li> </ul>	JM	140715	
<p>8. Victoria Community Association Network (VCAN) – DC moved that Robin Rombs become the VWCA representative to VCAN. Carried.</p> <ul style="list-style-type: none"> <li>a. Interim boulevard gardening guidelines are to be provided to RR to review.</li> <li>b. Re: 40 kph zones. None are proposed for Vic West. RR to propose action for VWCA.</li> <li>c. New Chief of Police has offered to come to all community associations.</li> </ul>			

9. Community Centre Committee Report – Mark Fournier a. Recruitment update.			
10. Land Use Committee Report – Bernie Gaudet a. Attended the Dockside Green workshop on May 31 <sup>st</sup> and June 1 <sup>st</sup> . Dockside Green will be coming to the July 17 <sup>th</sup> LUC meeting.			
11. Community Events Report – Dar Purewall a. The pole painting project was discussed. The VWCA is generally supportive and would like to understand the project better before endorsing. b. Motion by BG that VWCA appoint DP as the VWCA representative to the pole painting steering committee. Carried.			
12. Food Security Report – Robin Rombs a. Nothing to report			
13. Harbour Committee Report – Audrey Whittall (see attached) a. Proposed Marina may still be on the drawing board			
14. Communications Report – Simeon Goa a. Website survey coming soon			

15. Governance Committee – Nan Judd a. Terms of Reference for the Nominating Committee were discussed (see attached) b. Governance Committee activities were discussed (see attached minutes re:			
16. Safety & Transportation – Vacant a. No word back from City re: BG request to the City regarding the final plans for: i. Skinner Street ii. Catherine Bay intersection			
17. Motion by MF to approve all Committee reports. Carried.			
18. Report from City Hall – Lisa Helps a. Noted in President’s report			
19. New Business: a. Pickle Ball proposal from a VWCA member was discussed. It involves adding markings to enable pickle ball to be played. Concerns were expressed by community members about the tennis courts already being over crowded during the evening. Alternative locations were suggested such as the derelict tennis courts at Esquimalt High.			
20. Announcements: a. None.			
21. Presentation & Announcements from public - none			
22. Meeting Termination: a. Motion by NJ to adjourn at 8:45 pm. Carried.			

**Victoria West Community Association**  
**- Financial Report for May 2014**

	<b>General Fund</b>	<b>Centre</b>	<b>Other Funds</b>	<b>Total</b>
<b>Assets</b>				
Cash	12,443.05	86,047.57	8,587.13	107,077.75
Accounts Receivable		8,609.22	-	8,609.22
Undeposited Funds		1,182.76	-	1,182.76
Furniture and Equipment		19,083.39	-	19,083.39
Program Equipment	976.15	9,420.58	-	10,396.73
Accumulated Depreciation		(4,500.00)		(4,500.00)
			-	
<b>Total Assets</b>	<u>13,419.20</u>	<u>119,843.52</u>	<u>8,587.13</u>	<u>141,849.85</u>
<b>Liabilities</b>				
Accounts Payable	-	3,702.41	-	3,702.41
GST/HST Payable		2,246.64	-	2,246.64
Payroll Deductions Payable		2,048.37	-	2,048.37
Program Instructor Payable		17,918.01	-	17,918.01
Key Deposits		70.00	-	70.00
Unearned Grants		-	-	-
Unearned Revenue		84.00	-	84.00
Garden memberships			550.00	550.00
<b>Total Liabilities</b>	<u>-</u>	<u>26,069.43</u>	<u>550.00</u>	<u>26,619.43</u>
<b>Restricted Assets</b>	976.15	25,514.61	8,037.13	34,527.89
<b>Unrestricted Assets</b>	12,443.05	68,259.48		80,702.53
<b>Net Assets</b>	<u>13,419.20</u>	<u>93,774.09</u>	<u>8,037.13</u>	<u>115,230.42</u>

**Victoria West Community Association**  
**- Financial Report for May 2014**

	<u>General Fund Budget</u>	<u>Other Funds Budget</u>	<u>General Fund Actual YTD</u>	<u>Other Funds Actual YTD</u>	<u>Total Actual YTD</u>
<b>Revenue</b>					
Grant	4,240.00		4,240.00	-	4,240.00
Centre Grants and Operations			-	-	161,158.18
Shape Your Future Grant			-		-
Interest	100.00		11.75	41.83	53.58
Corn Roast	500.00		-	-	-
Donations		200.00	-	67.30	67.30
Garden Revenue			-	280.00	280.00
Swim Fest Revenue & Donations				-	-
Vic West Fest Revenue	1,000.00		1,323.47	-	1,323.47
<b>Total Revenue</b>	<u>5,840.00</u>	<u>200.00</u>	<u>5,575.22</u>	<u>389.13</u>	<u>167,122.53</u>
<b>Expense</b>					
AGM/Land Use Cttee	300.00		338.15	-	338.15
Annual Report/Bylaws	50.00		60.00	-	60.00
Website hosting	100.00		51.22	-	51.22
Board insurance	1,100.00		1,095.00	-	1,095.00
Postage/member notices	300.00		-	-	-
Garden Expenses			-	286.86	286.86
Misc Exp	100.00		274.26	-	274.26
Newsletter	720.00		-	-	-
Approved Projects:			-	-	-
Vic West Fest	600.00		809.44	-	809.44
Corn Roast	400.00		-	-	-
Co-host events with centre	1,000.00		-	-	-
Project insurance	600.00		-	-	-
Community centre			-	-	133,654.03
Art Quest			500.00		500.00
Orchard event			216.78	-	216.78
Community Dinners		200.00	-	-	-
Unallocated Funds	570.00		-	-	-
<b>Total Expense</b>	<u>5,840.00</u>	<u>200.00</u>	<u>3,344.85</u>	<u>286.86</u>	<u>137,285.74</u>
<b>Excess</b>	<u>-</u>	<u>-</u>	<u>2,230.37</u>	<u>102.27</u>	<u>29,836.79</u>

**Victoria West Community Association**  
**- Financial Report for May 2014**

	Centre				
	2013 YTD Actual	Budget	YTD Actual	% budget YTD	Current Month Actual
<b>Revenue</b>					
Centre Grant	41,923.50	77,849.00	45,410.75	58.3%	6,487.25
Matching Grant	-		-		-
Other Revenue	359.08		11,189.61		-
Capital Budget	-	2,500.00	-	0.0%	-
VWCA General Fund Transfer	-	1,720.00	-	0.0%	-
Program Revenue	52,767.95	93,000.00	61,019.48	65.6%	6,578.78
Centre Room Rental Revenue	31,239.00	55,000.00	41,316.45	75.1%	4,933.69
Interest	162.17		434.49		54.15
Donations	992.42		1,787.40		200.00
<b>Total Revenue</b>	<u>127,444.12</u>	<u>230,069.00</u>	<u>161,158.18</u>	70.0%	<u>18,253.87</u>
<b>Expense</b>					
Community centre					
Payroll	48,445.86	90,737.00	56,935.42	62.7%	10,393.68
Program costs	37,921.13	67,800.00	44,055.04	65.0%	5,713.10
Promotions	1,419.64	4,500.00	1,718.24	38.2%	-
Telecommunications	1,447.26	2,800.00	1,574.65	56.2%	225.45
Office	1,819.68	4,000.00	2,595.44	64.9%	769.94
Program supplies	738.68		1,060.90		152.81
Credit Card fees	1,314.92	2,800.00	1,529.51	54.6%	164.99
Janitorial	21,732.00	38,400.00	22,400.00	58.3%	3,200.00
Maintenance	-		-		-
Insurance	30.00	1,800.00	-	0.0%	-
Waste disposal	1,003.96	2,300.00	1,250.25	54.4%	174.20
Depreciation	-		-		-
Misc Exp	485.41	1,000.00	245.00		95.00
Co-host events with centre	-	1,000.00	289.58	29.0%	289.58
Capital		2,500.00	-	0.0%	-
<b>Total Expense</b>	<u>116,358.54</u>	<u>219,637.00</u>	<u>133,654.03</u>	60.9%	<u>21,178.75</u>
<b>Excess</b>	<u>11,085.58</u>	<u>10,432.00</u>	<u>27,504.15</u>		<u>(2,924.88)</u>
		100%	58%		

## Notes

- The City grant for January to April was received in March 2014.
- The grant for May was accrued equal to \$6,487.25.
  
- General fund expenditure for the month were \$809.44 for Vic West Fest, \$11.25 for meeting expenses, \$500 Art Quest Donation, \$150 for a VWCA display board and \$247.97 for a new marquee tent.

Fund Balances	
## Poster Sales	1.22
## Community Events	423.99
## Banners	173.22
## Rayn or Shine	1,206.68
## Greenways	107.68
## Community Dinners	147.81
## Banfield Commons	666.70
## Utility Box Map Wrapping Project	2,825.25
## Swim Fest	466.38
## VW Food Security	374.70
## VWUF	799.18
## Orchard	844.32
	<hr/>
	8,037.13

### General Fund Special Balances

Corn Roast Total Surplus	766.91
McCaskill Mural	561.06

Victoria West Community Association  
Harbour Committee Report  
June 24, 2014

The following is an up-date on the Harbour Committee activities:

1. Proposed Marina:  
Recent information indicates that the Western Asset Management Development group from Alberta is no longer a partner with local developer Bob Evans in the planned Victoria International Marina in the Songhees. The mortgages held on the two water lots by the WAM group have been released. The registered office for the proposed project has been changed to a Vancouver address.

However, a recent search of the BC Land Registry shows two of the WAM partners still remain as Directors of Community Marine Concepts Ltd.

Groups with concerns regarding the proposed marina have been in touch with the BC Ombudsperson regarding this recent information.

This proposed marina in Victoria Harbour has been of concern to Victoria West Community Association for 28 years now. It has evolved through several stages and with various financial backers and continues to be high on the Agenda of the Harbour Committee.

Respectfully submitted

Audrey Whittall  
Chair, Harbour Committee



## **VWCA Nominating Committee Terms of Reference**

**Committee Name:** Nominating Committee

**Type:** Ad hoc

**Chairperson:** Appointed annually in October by the VWCA board

**Responsible to:** VWCA Board of Directors

**Purpose:** To solicit from the community nominations for election to the board of directors at the Annual General Meeting

**Timeframes, Reporting and Deadlines:** Reports to the board of directors prior to the AGM and to the membership at the AGM.

**Composition:** Two members from the board of directors and one or more from the community.

**Communication with Board through:** Reports orally to the board at their monthly board meeting, and by written report to the membership at the AGM.

**Specific Areas of Responsibility:**

1. Confirms re-election status of current board members.
2. Solicits nominees for election from amongst eligible community members.
3. Presents bios for nominees to members prior to the election
4. Presents a slate of nominees to the membership for election at the AGM

**Approval /Review Date:**

To be reviewed annually by the board in September.

**VWCA Governance Committee Minutes**  
**June 4, 2014**

1. Review and approval of minutes from April 10, 2014 meeting
2. Business arising from April minutes:
  - Robin: reported on his research into committee of the whole policies and procedures from other organizations.  
Action: Robin will draft committee of the whole policy
  - Amy: presented her work formatting VWCA bylaws into one file.  
Action: Robin and Nan to review and edit draft policies
3. New business
  - Policy development template discussion  
Action: Nan to draft policy development template
  - Review of communications policy draft material supplied by the communications committee  
Action: Amy to take back to communications committee for clarification and to sort out what belongs in policy.
4. Next meeting: August 21, 2014 in the Reading Room