

MINUTES (APPROVED):
VICTORIA WEST COMMUNITY ASSOCIATION
DIRECTORS' MEETING
DATE: MARCH 25, 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)
 Audrey Whittall, Harbour Committee
 Robin Rombs, Liaison for Food Security Collective
 Simeon Goa, Communications Committee
 Dar Purewall, Special Events Committee
 Mark Fournier, VWCC Committee
 Kate Longpre, VWCC Manager
 Jack Meredith, Secretary

REGRETS:

AGENDA ITEM – INFORMATION - ACTIONS:	WHO	WHEN	ST.
1. Meeting called to order by DC at 7:05 pm			
2. Approval of agenda a. Motion by MF to approve agenda; Approved.			
3. Approval of previous minutes a. Motion by NJ to approve minutes, of the February 25, 2014 meeting. Carried			
4. Business arising from minutes a. None.			
5. President's report – Diane Carr a. Brief update of current initiatives (see attached report) i. Point Hope update ii. Meeting with new City Manager, Jason Johnson iii. Board Workshop b. Motion by MM to accept the President's report. Carried.			
6. Treasurer's Report – Mike Medland a. February 2014 financial reports were presented by MM (see attached). b. Motion by JM to accept the February 2014 financials as circulated to the Board and distributed at the meeting (see attached): Carried.			
7. Secretary's Report – Jack Meredith			

<ul style="list-style-type: none"> 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"> • Brad Densmore of Tye Street Carried. b. VWCA "Membership Welcome" letter to be sent to Brad Densmore 	JM	140415	
<ul style="list-style-type: none"> 8. Community Centre Committee Report – Mark Fournier <ul style="list-style-type: none"> a. The Centre Committee met with Kim Stratford, the new City contact to discuss the relationship and communication protocols. 			
<ul style="list-style-type: none"> 9. Land Use Committee Report – Bernie Gaudet <ul style="list-style-type: none"> a. The City will be coming to the next Land Use Committee meeting on April 15th at 7 pm to present the Skinner Street plans. 			
<ul style="list-style-type: none"> 10. Community Events Report – Dar Purewall <ul style="list-style-type: none"> a. Vic West Fest is being planned for May 10th 			
<ul style="list-style-type: none"> 11. Food Security Report – Robin Rombs (see attached) <ul style="list-style-type: none"> a. Banfield Park Community Orchard is already being used as a classroom for Vic West Elementary. b. Pacific Rim College used the Banfield Commons as a technical/practical demonstration of community gardens. c. VWUF Tour de Coop is on April 5th d. Mason Orchard Bees coming soon to the Orchard e. Thanks & good luck to Doug Demarzo, City Parks Manager, as he is moving out of town. f. Spring Pot Luck is being held on April 6th. 			
<ul style="list-style-type: none"> 12. Harbour Committee Report – Audrey Whittall <ul style="list-style-type: none"> a. Harbour Committee report presented & attached. 			
<ul style="list-style-type: none"> 13. Communications Report – Simeon Goa <ul style="list-style-type: none"> a. PEP, the VWCA Volunteer Newsletter has been created and is welcoming people to sign up. b. Committee meets every second Wednesday of the month. EVERYONE WELCOME. 			
<ul style="list-style-type: none"> 14. Governance Committee – Nan Judd <ul style="list-style-type: none"> a. Some members have expressed interest in serving on the Governance Committee. 			
<ul style="list-style-type: none"> 15. Safety & Transportation – Vacant <ul style="list-style-type: none"> a. City will be coming to the next Land Use Committee 			
<ul style="list-style-type: none"> 16. Motion by MM to approve all Committee reports. Carried. 			
<ul style="list-style-type: none"> 17. Report from City Hall – Lisa Helps <ul style="list-style-type: none"> a. City Annual Budget consultation will begin soon. Lisa asked what people want to consult on. b. Boats update c. 40 kph update 			

<p>17. Report from City Hall – Lisa Helps</p> <ul style="list-style-type: none"> a. City Annual Budget consultation will begin soon. Lisa asked what people want to consult on. b. Boats update c. 40 kph update 			
<p>18. New Business: None</p>			
<p>19. Announcements:</p> <ul style="list-style-type: none"> a. HEMP & CO are moving out of the Craigflower Road 			

President's Report
March 25, 2014

On February 26 I attended a meeting with the Mayor and representatives of the Downtown Residents and the James Bay Neighbourhood Associations. The purpose of the meeting was for the Mayor to brief us on the land swap that saw the City trade its Hope Point lands to the Province in exchange for several critical downtown properties, and the subsequent sale of the Point Hope lands to the Ralmax Group of companies. We were assured that the sale of the lands would be completed with a binding agreement that these properties would remain dedicated to marine industrial uses in perpetuity.

On March 12 I attended a reception at City Hall to meet Jason Johnson, the new City Manager, who has become a new resident of Victoria West. He is interested in direct contact with community associations so I suggest that we invite him to speak at a meeting very soon.

Last Sunday the Board held a second workshop to address Board organization and development, again ably facilitated by Bernie Gaudet. We discussed the differences between a policy board and an operational or working board (which VWCA is), and clarified the roles and responsibilities of board members that flow from this. The next step is for each Committee to complete its own SWOT analysis which we will then pull together into one for the whole board as a first step to updating the board's strategic plan (one step in the wider Community Re-visioning process that will involve all the members).

This is a slow process but I feel that we are making good headway at building a coordinated team that is able to do a lot for and on behalf of the membership despite limited resources and capacity.

Respectfully submitted,

Diane Carr
President

Victoria West Community Association
- Financial Report for February 2014

	General Fund	Centre	Other Funds	Total
Assets				
Cash	14,079.23	68,116.48	8,824.60	91,020.31
Accounts Receivable		1,454.26	-	1,454.26
Undeposited Funds		2,630.76	-	2,630.76
Furniture and Equipment		19,083.39	-	19,083.39
Program Equipment	728.18	9,420.58	-	10,148.76
Accumulated Depreciation		(4,500.00)		(4,500.00)
			-	
Total Assets	<u>14,807.41</u>	<u>96,205.47</u>	<u>8,824.60</u>	<u>119,837.48</u>
Liabilities				
Accounts Payable	-	4,449.37	-	4,449.37
GST/HST Payable		1,095.50	-	1,095.50
Payroll Deductions Payable		1,421.12	-	1,421.12
Program Instructor Payable		17,607.29	-	17,607.29
Key Deposits		270.00	-	270.00
Unearned Grants		-	-	-
Unearned Revenue		1,234.00	-	1,234.00
Garden memberships			550.00	550.00
Total Liabilities	<u>-</u>	<u>26,077.28</u>	<u>550.00</u>	<u>26,627.28</u>
Restricted Assets	728.18	25,514.61	8,274.60	34,517.39
Unrestricted Assets	14,079.23	44,613.58		58,692.81
Net Assets	<u>14,807.41</u>	<u>70,128.19</u>	<u>8,274.60</u>	<u>93,210.20</u>

Victoria West Community Association
 - Financial Report for February 2014

	Draft Budget		General Fund	Other Funds	Total
	General	Other	YTD	YTD	YTD
Revenue					
Grant	4,240.00		4,240.00	-	4,240.00
Centre Grants and Operations			-	-	77,950.94
Shape Your Future Grant			-		-
Interest	100.00		6.25	27.44	33.69
Corn Roast	500.00		-	-	-
Donations		200.00	-	67.30	67.30
Garden Revenue			-	245.00	245.00
Swim Fest Revenue & Donations				-	-
Vic West Fest Revenue	1,000.00		-	-	-
Total Revenue	5,840.00	200.00	4,246.25	339.74	82,536.93
Expense					
AGM/Land Use Cttee	300.00		236.23	-	236.23
Annual Report/Bylaws	50.00		25.00	-	25.00
Website hosting	100.00		-	-	-
Board insurance	1,100.00		-	-	-
Postage/member notices	300.00		-	-	-
Garden Expenses			-	-	-
Misc Exp	100.00		149.26	-	149.26
Newsletter	720.00		-	-	-
Approved Projects:			-	-	-
Vic West Fest	600.00		-	-	-
Swim Fest			-	-	-
McCaskill Mural			-	-	-
Corn Roast	400.00		-	-	-
Co-host events with centre	1,000.00		-	-	-
Project insurance	600.00		-	-	-
Community centre			-	-	74,093.09
Orchard event			216.78	-	216.78
Community Dinners		200.00	-	-	-
Unallocated Funds	570.00		-	-	-
Total Expense	5,840.00	200.00	627.27	-	74,720.36
Excess	-	-	3,618.98	339.74	7,816.57

Victoria West Community Association
- Financial Report for February 2014

Centre

	<u>2013 YTD</u>	<u>Budget</u>	<u>YTD</u>	<u>% budget YTD</u>	<u>Current</u>
Revenue					
Centre Grant	12,974.50	77,849.00	12,974.50	16.7%	-
Matching Grant	-		-		-
Other Revenue	-		9,275.00		-
Capital Budget	-	2,500.00	-	0.0%	-
VWCA General Fund Transfer	-	1,720.00	-	0.0%	-
Program Revenue	23,049.14	93,000.00	30,584.53	32.9%	7,773.25
Centre Room Rental Revenue	15,874.87	55,000.00	23,763.01	43.2%	3,664.02
Interest	76.89		273.90		59.64
Donations	329.99		1,080.00		365.00
Total Revenue	<u>52,305.39</u>	<u>230,069.00</u>	<u>77,950.94</u>	33.9%	<u>11,861.91</u>
Expense					
Community centre					
Payroll	26,122.86	90,737.00	33,541.80	37.0%	7,231.51
Program costs	16,331.44	67,800.00	21,227.53	31.3%	5,223.67
Promotions	1,419.64	4,500.00	1,666.24	37.0%	1,666.24
Telecommunications	815.16	2,800.00	901.80	32.2%	225.45
Office	857.46	4,000.00	1,695.21	42.4%	888.42
Program supplies	210.83		812.08		456.07
Credit Card fees	667.26	2,800.00	776.02	27.7%	211.59
Janitorial	12,132.00	38,400.00	12,800.00	33.3%	3,200.00
Maintenance	-		-		-
Insurance	-	1,800.00	-	0.0%	-
Waste disposal	543.29	2,300.00	672.41	29.2%	173.96
Depreciation	-		-		-
Misc Exp	76.00	1,000.00	-		-
Co-host events with centre	-	1,000.00	-	0.0%	-
Capital		2,500.00	-	0.0%	-
Total Expense	<u>59,175.94</u>	<u>219,637.00</u>	<u>74,093.09</u>	33.7%	<u>19,276.91</u>
Excess	<u>(6,870.55)</u>	<u>10,432.00</u>	<u>3,857.85</u>		<u>(7,415.00)</u>
		100%	33%		

Notes

- City grants are recognized when received or at the beginning of the fiscal period they are for, which ever is later.
- The City grant for January to April was received in March 2014 and will be reflected on the next financial statements.
- If the grants for January and February were reflected on these statements Revenue would be \$12,974.50 greater.

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Fund Balances	
## Poster Sales	1.22
## Community Events	423.19
## Banners	172.89
## Rayn or Shine	1,169.13
## Greenways	107.24
## Community Dinners	147.54
## Banfield Commons	665.45
## Utility Box Map Wrapping Project	2,819.91
## Swim Fest	465.49
## VW Food Security	373.99
## VWUF	957.36
## Orchard	971.19
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	8,274.60
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General Fund Special Balances

Corn Roast Total Surplus	766.91
McCaskill Mural	561.06

25 MARCH, 2014

REPORT FROM VIC WEST FOOD SECURITY COLLECTIVE

-VW Elementary School using the Orchard as an outdoor classroom: 2 learning field trips, March & April. Students created a Spring-themed banner that now hangs on the fence.

-March 8 volunteers planted another pear tree and created a wood chip path in the Orchard. One remaining apple tree will be planted October 2014.

-March 15&16 Banfield Commons was used by the Pacific Rim College for technical/practical studies, led by VWUF volunteers

-Vic West Urban Farmers' (VWUF) **Tour de Coop** Saturday April 5th, starting at the Centre 1pm: come meet VicWest's chickens! Free! Children welcome!

-Installation of Mason Orchard Bee house coming soon to the Orchard. The house will have viewing trays and be another educational element of the Orchard. (Native, non-stinging pollinator.)

-The VicWest Food Security Collective would like to thank Doug Demarzo (Victoria Parks Manager) for his support in the Orchard Project. We wish him well in his new position with the Town of Comox.

-Spring potluck, April 6th. Interested in volunteering? Contact Muriel Southern at benjamur@telus.net or via Food Security Collective website: vicwestfoodsecurity.org