

MINUTES (APPROVED):
VICTORIA WEST COMMUNITY ASSOCIATION
DIRECTORS' MEETING
DATE: JANUARY 28, 2014
TIME: 7:00 PM
PLACE: VWCC – FIREPLACE ROOM

PRESENT:

Diane Carr, President
 Nan Judd, Vice-president & Governance Committee
 Mike Medland, Treasurer
 Mark Fournier, VWCC Committee
 Audrey Whittall, Harbour Committee
 Robin Rombs, Safety & Transportation Committee
 Simeon Goa, Communications Committee
 Dar Purewall, Special Events Committee
 Jack Meredith, Secretary

REGRETS:

Kate Longpre, VWCC Manager
 Bernie Gaudet, Land Use Committee (LUC)

AGENDA ITEM – INFORMATION - ACTIONS:	WHO	WHEN	ST.
1. Approval of agenda a. Motion by NJ to approve agenda; Approved.			
2. Approval of previous minutes a. Motion by RR to approve minutes of the October 29/13 meeting. Carried			
3. President's report – Diane Carr a. Brief update of current initiatives. i. New committee structure with Committee Chairs announced.			
4. Treasurer's Report – Mike Medland a. November & December 2013 financial reports were presented by MM. b. Motion by MM to accept the November & December 2013 financials as circulated to the Board and distributed at the meeting (see attached): Carried.			

<p>5. Secretary's Report – Jack Meredith</p> <p>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:</p> <ul style="list-style-type: none"> • Brenda Craig - Maitland Street • Ralph Garrison - Langford Street • Maureen Williams - Langford Street • Brittany Dewar - Langford Street • James Campbell - Craigflower Road • Saira Waters - Saghalie Road • Carolyn Grill - Belton Avenue • Mike Collyer - Langford Street • Sarah McCagherty - Styles Street” <p>Carried.</p> <p>b. New VWCA member applications from people NOT living in Vic West: Motion by JM: “to not accept into VWCA membership, due to not meeting the VWCA membership residency requirement, applications from:</p> <ul style="list-style-type: none"> • Liz Lyon – Lampson Street • Yoni - Island Hiway <p>Carried.</p> <p>c. VWCA “Membership Welcome” letters to be sent to all applicants accepted into membership.</p> <p>d. VWCA “Participation Encouragement” letters to be sent to all applicants NOT accepted into membership.</p>	<p>JM</p> <p>JM</p>	<p>140215</p> <p>140215</p>	
<p>6. Report from City Hall by Lisa Helps</p> <p>a. Johnson Street bridge is experiencing mechanical problems.</p> <p>b. Land Use Issues are now dealt with by the whole council every other Thursday during the day. Council meetings are in the evening in the off weeks.</p> <p>c. Shape Your Future grants are due March 31, 2014</p> <p>d. “The Great Neighbourhood Initiative” is being proposed by Shellie Gudgeon to aid in community initiatives being promoted through City departments.</p> <p>e. New City Manager is starting on February 1, 2014.</p>			
<p>7. Community Centre Committee – Mark Fournier</p> <p>a. Nothing to report verbally (written report attached).</p>			
<p>8. Land Use Committee (LUC) Report – Bernie Gaudet (on vacation)</p> <p>a. No report.</p>			
<p>9. Harbour Committee Report – Audrey Whittall</p> <p>a. Nothing to report verbally (written report attached).</p>			
<p>10. Events – Dar Purewall</p> <p>a. Vic West Fest is being planned for May 10th.</p>			

11. Communications – Simeon Goa a. Nothing to report.			
12. Safety & Transportation – Robin Rombs a. Nothing to report.			
13. Governance/Vice-president – Nan Judd a. Nothing to report other than lots of work from Strategic Planning session.			
14. Business carried forward: a. No business carried forward.			
15. Next VWCA Meetings (all at 7 pm): a. VWCA Executive meeting – February 4, 2014. b. VWCA Committee of the Whole (CoW) – February 11, 2014. c. VWCA Land Use Committee (LUC) – February 18, 2014. d. VWCA Board meeting - February 25, 2014.			
16. Meeting termination: a. Moved by NJ to adjourn at 7:31 pm; carried			

Victoria West Community Association
- Financial Report for November 2013

	General Fund	Centre	Other Funds	Total
Assets				
Cash	14,635.56	74,963.52	8,391.72	97,990.80
Accounts Receivable		1,010.36	-	1,010.36
Undeposited Funds		2,812.67	-	2,812.67
Furniture and Equipment		18,464.93	-	18,464.93
Program Equipment	728.18	9,420.58	-	10,148.76
Accumulated Depreciation		(4,500.00)		(4,500.00)
			-	
Total Assets	<u>15,363.74</u>	<u>102,172.06</u>	<u>8,391.72</u>	<u>125,927.52</u>
Liabilities				
Accounts Payable	-	4,110.89	-	4,110.89
GST/HST Payable		3,138.84	-	3,138.84
Payroll Deductions Payable		3,455.98	-	3,455.98
Program Instructor Payable		14,749.77	-	14,749.77
Key Deposits		270.00	-	270.00
Unearned Grants		-	-	-
Unearned Revenue		84.00	-	84.00
Garden memberships			450.00	450.00
Total Liabilities	<u>-</u>	<u>25,809.48</u>	<u>450.00</u>	<u>26,259.48</u>
Restricted Assets	728.18	24,896.15	7,941.72	33,566.05
Unrestricted Assets	14,635.56	51,466.43		66,101.99
Net Assets	<u>15,363.74</u>	<u>76,362.58</u>	<u>7,941.72</u>	<u>99,668.04</u>

Victoria West Community Association
- Financial Report for November 2013

	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			-	-	29,122.11
Shape Your Future Grant			-		-
Interest	100.00		4.52	6.84	11.36
Corn Roast	500.00		-	-	-
Donations		200.00	-	-	-
Garden Revenue			-	-	-
Swim Fest Revenue & Donations			-	-	-
Vic West Fest Revenue	1,000.00		-	-	-
Total Revenue	5,840.00	200.00	4,244.52	6.84	33,373.47
Expense					
AGM/Land Use Cttee	300.00		-	-	-
Annual Report/Bylaws	50.00		-	-	-
Website hosting	100.00		-	-	-
Board insurance	1,100.00		-	-	-
Postage/member notices	300.00		-	-	-
Garden Expenses			-	-	-
Misc Exp	100.00		-	-	-
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			-	-	19,099.08
Community Dinners		200.00	-	-	-
Unallocated Funds	570.00		-	-	-
Total Expense	5,840.00	200.00	-	-	19,099.08
Excess	-	-	4,244.52	6.84	14,274.39

Victoria West Community Association
- Financial Report for November 2013

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%	12,974.50
Matching Grant	-		-		-
Other Revenue	-		1,000.00		1,000.00
Capital Budget	-	2,500.00	-	0.0%	-
VWCA General Fund Transfer	-	1,720.00	-	0.0%	-
Program Revenue	3,043.44	93,000.00	5,588.17	6.0%	5,588.17
Centre Room Rental Revenue	5,634.99	55,000.00	8,846.69	16.1%	8,846.69
Interest	14.54		72.75		72.75
Donations	-		640.00		640.00
Total Revenue	<u>21,667.47</u>	<u>230,069.00</u>	<u>29,122.11</u>	12.7%	<u>29,122.11</u>
Expense					
Community centre					
Payroll	8,809.38	90,737.00	11,382.36	12.5%	11,382.36
Program costs	2,262.93	67,800.00	3,466.79	5.1%	3,466.79
Promotions	-	4,500.00	-	0.0%	-
Telecommunications	203.79	2,800.00	225.45	8.1%	225.45
Office	297.00	4,000.00	409.60	10.2%	409.60
Program supplies	-		148.26		148.26
Credit Card fees	112.40	2,800.00	105.20	3.8%	105.20
Janitorial	2,983.00	38,400.00	3,200.00	8.3%	3,200.00
Maintenance	-		-		-
Insurance	-	1,800.00	-	0.0%	-
Waste disposal	174.80	2,300.00	161.42	7.0%	161.42
Depreciation	-		-		-
Misc Exp	17.00	1,000.00	-		-
Co-host events with centre		1,000.00	-	0.0%	-
Capital		2,500.00	-	0.0%	-
Total Expense	<u>14,860.30</u>	<u>219,637.00</u>	<u>19,099.08</u>	8.7%	<u>19,099.08</u>
Excess	<u>6,807.17</u>	<u>10,432.00</u>	<u>10,023.03</u>		<u>10,023.03</u>
		100%	8%		

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 through December 2013 was received in July 2013 equal to \$6,487.25 per month
- City grants were recognized in November.

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Fund Balances	
## Poster Sales	1.22
## Community Events	422.05
## Banners	172.42
## Rayn or Shine	920.47
## Greenways	106.63
## Community Dinners	147.14
## Banfield Commons	663.65
## Utility Box Map Wrapping Project	2,812.27
## Swim Fest	464.24
## VW Food Security	372.97
## VWUF	954.77
## Orchard	-
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	7,037.83
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General Fund Special Balances

Corn Roast Total Surplus	766.91
McCaskill Mural	561.06

Victoria West Community Association
- Financial Report for December 2013

	General Fund	Centre	Other Funds	Total
Assets				
Cash	14,391.89	63,019.26	8,483.80	85,894.95
Accounts Receivable		1,338.36	-	1,338.36
Undeposited Funds		188.01	-	188.01
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>15,120.07</u>	<u>88,549.60</u>	<u>8,483.80</u>	<u>112,153.47</u>
Liabilities				
Accounts Payable	-	4,220.39	-	4,220.39
GST/HST Payable		3,176.14	-	3,176.14
Payroll Deductions Payable		1,792.34	-	1,792.34
Program Instructor Payable		7,556.66	-	7,556.66
Key Deposits		270.00	-	270.00
Unearned Grants		-	-	-
Unearned Revenue		84.00	-	84.00
Garden memberships			500.00	500.00
Total Liabilities	<u>-</u>	<u>17,099.53</u>	<u>500.00</u>	<u>17,599.53</u>
Restricted Assets	728.18	25,514.61	7,983.80	34,226.59
Unrestricted Assets	14,391.89	45,935.46		60,327.35
Net Assets	<u>15,120.07</u>	<u>71,450.07</u>	<u>7,983.80</u>	<u>94,553.94</u>

Victoria West Community Association
- Financial Report for December 2013

	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			-	-	40,330.81
Shape Your Future Grant			-		-
Interest	100.00		4.71	13.94	18.65
Corn Roast	500.00		-	-	-
Donations		200.00	-	-	-
Garden Revenue			-	35.00	35.00
Swim Fest Revenue & Donations				-	-
Vic West Fest Revenue	1,000.00		-	-	-
Total Revenue	5,840.00	200.00	4,244.71	48.94	44,624.46
Expense					
AGM/Land Use Cttee	300.00		138.83	-	138.83
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			-	-	35,151.06
Community Dinners		200.00	-	-	-
Unallocated Funds	570.00		-	-	-
Total Expense	5,840.00	200.00	313.09	-	35,464.15
Excess	-	-	3,931.62	48.94	9,160.31

Victoria West Community Association
- Financial Report for December 2013

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	-		4,775.00		3,775.00
Capital Budget	-	2,500.00	-	0.0%	-
VWCA General Fund Transfer	-	1,720.00	-	0.0%	-
Program Revenue	6,210.53	93,000.00	8,856.77	9.5%	3,268.60
Centre Room Rental Revenue	8,155.52	55,000.00	12,871.55	23.4%	4,024.86
Interest	29.58		147.99		75.24
Donations	-		705.00		65.00
Total Revenue	<u>27,370.13</u>	<u>230,069.00</u>	<u>40,330.81</u>	17.5%	<u>11,208.70</u>
Expense					
Community centre					
Payroll	14,664.68	90,737.00	20,366.49	22.4%	8,984.13
Program costs	4,456.38	67,800.00	6,628.47	9.8%	3,161.68
Promotions	-	4,500.00	-	0.0%	-
Telecommunications	407.58	2,800.00	450.90	16.1%	225.45
Office	331.33	4,000.00	623.33	15.6%	213.73
Program supplies	-		148.26		-
Credit Card fees	225.40	2,800.00	208.26	7.4%	103.06
Janitorial	5,966.00	38,400.00	6,400.00	16.7%	3,200.00
Maintenance	-		-		-
Insurance	-	1,800.00	-	0.0%	-
Waste disposal	254.25	2,300.00	325.35	14.1%	163.93
Depreciation	-		-		-
Misc Exp	34.00	1,000.00	-		-
Co-host events with centre	-	1,000.00	-	0.0%	-
Capital		2,500.00	-	0.0%	-
Total Expense	<u>26,339.62</u>	<u>219,637.00</u>	<u>35,151.06</u>	16.0%	<u>16,051.98</u>
Excess	<u>1,030.51</u>	<u>10,432.00</u>	<u>5,179.75</u>		<u>(4,843.28)</u>
		100%	17%		

Notes

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Fund Balances	
## Poster Sales	1.22
## Community Events	422.44
## Banners	172.58
## Rayn or Shine	956.73
## Greenways	106.84
## Community Dinners	147.28
## Banfield Commons	664.27
## Utility Box Map Wrapping Project	2,814.90
## Swim Fest	464.67
## VW Food Security	373.32
## VWUF	955.66
## Orchard	-
	<hr/>
	7,079.91

General Fund Special Balances

Corn Roast Total Surplus	766.91
McCaskill Mural	561.06

**Victoria West Community Association
Harbour Committee Report
January 28, 2014**

The following is an up-date:

1. **Proposed Mega-Yacht Marina:**

At present the developer is participating in the Vancouver & Seattle Boat Shows in order to obtain additional deposits for slips. Whether the project is financially viable is of interest.

2. **Derelict Boats & Trespass Moorage:**

This on-going problem has become more obvious as some of these vessels are sinking and the cost of having them dismantled and disposed of is being passed on to government. It is apparent the various levels of government are ultimately going to have to deal with this costly problem. Users of the Gorge Waterway should be concerned about these vessels flushing their toilets into the waterway.

Audrey Whittall
VWCA Harbour Committee

COMMUNITY CENTRE COMMITTEE REPORT

JANUARY 28TH, 2014

HEALTH AND SAFETY

- Change tables in the washrooms were replaced
- Staff are working on improving the grip of the gym floor. They will provide signage and inform users until this issue has been cleared up.

BUILDING MAINTENANCE AND IMPROVEMENTS

- The folding door replacement is moving forward.
- HVAC upgrades have moved into the design phase.

OPERATIONS

- A grant was approved for a Francophone Affairs Program.
- Manager will work with the communication committee to put the word out about City of Victoria grant opportunities
- Office space is available for VWCA.
- We will continue with our regular practice for doing police criminal record checks
- We will start paying SOCAN for 2014.