

# Victoria West Community Association

Committee of the Whole Meeting Draft Minutes

Tuesday November 15, 2011

7:00 pm Meeting at the Legacy's Board Room due to fire at the Centre

Present: Mark Fournier, Joy Illington, Grant Keddie, Mike Medland, Jo-Ann Youmans, Bernie Gaudet, Jack Meredith, Audrey Whittall and Louise Wood.

Regrets: Rueben Bronee and Nan Judd

## **1. Agenda**

Motion to approve Agenda by Jo-Ann. Approved.

## **2. Approval of Minutes**

Motion to approve Minutes of Oct 11, 2011 by Jack. Approved.

## **3. Reports:**

### **a) Centre Coordinator's Report- Suzette Delmage**

Some of Suzette's time was taken up with a report about yesterday's electrical fire that resulted in the closure of the Centre. Suzette described what had been done by staff and estimated that with electricians, and cleaning it would take the rest of the week to get the Centre back to operations. There was a description of restoration services needed, and an air quality test requested. The Board thanked her and Cherie for their work cancelling the programs and dealing with emergency services and City staff. It was agreed that the Centre will not open until restoration services are completed and an air quality test confirms safety.

Our insurer has been notified of the fire and it was confirmed we do not have business continuation (loss of earnings coverage) although we do have contents insurance and we have a \$1,000 deductible.

Jack moved that a letter be sent to the City outlining the services needed for restoration and emphasizing the urgency of getting services delivered quickly and at the City's cost. Motion passed.

Suzette's report contained a breakdown of registration by program for the Fall session, a list of cancellations, a comparison of income for registered programs and those classes on a rental basis, a program budget for the Centre for 2012 and a report about new developments such as the Party Perfect package rental and the youth development work with Heather Story on a collaborative basis with the Salvation Army. She also gave an update on the part-time working arrangement and the advantages that the staff and Centre gained from it. Her recommendation was that more resources were needed in order to grow the programs and more help needed at the "front of the house."

Suzette received questions about numbers of attendees, reasons for cancellation of programs, and comparability with other Centres.

**b) President's Report** – Joy reported in Nan Judd's absence

**I. Out of School Program-** this matter is subject to a confidentiality provision and was discussed in camera.

**II. Centre Staff revised jobs and work expectations**

This matter was discussed in-camera.

**III. AGM – reports, quorum resolution and celebration**

The notice for the AGM has gone out in order to meet the time requirements for an AGM notice with a proposed resolution to change the quorum for the AGM from 10% of the membership to 25 members- still with requirements for the same number of Board and Executive members. Although Directors agreed to this by email- it is desirable to confirm the resolution proposed now.

Motion to approve proposed change to quorum from a requirement of 10 % of our membership to 25 members of which 5 must be Directors and 2 must be from the Executive by Louise. Motion approved.

Reports from Committees required by Nov 21 to Nan for assembly in an Annual Report. Lots of tributes coming for Patti's Vision award.

**IV. VanCity meeting**

Nan met with VanCity person who confirmed that though they offer small grants for development of social entrepreneurship like community kitchen ideas, they don't offer business planning or Board development.

**c. Secretary's Report: -Joy Illington**

**I. New Members:**

- i. An application from S Jamison of Dalton St was approved. An application from someone of Greenwood Ave was not as this is not a Vic West address.
- ii. The membership list is being revised based on feedback from phone calls made to members.

**d. Treasurer's Report – Mike Medland**

**I. Budget for 2011/12**

Mike presented two reports. The first was the financial report for Oct 2011- which is the VWCA year end. In summary it showed that the Centre had operated for a year and made a profit of just over \$4,000. The Association has net assets of just over \$6,000. There were comments and questions about whether milestones could be established for the coming year which could give advance warning about how close to target the Centre was running, about whether there was sufficient cushion, whether we could get a line of credit and how closely we could affect the revenues of the Centre.

The second report was a draft of the budget for next fiscal year but was at such an early stage that this item was deferred til the next Committee of the Whole meeting.

The Board went in camera to discuss two financial matters relating to staff wages.

e) Past President's report on Charitable Status Application: Given that the meeting was running late, Jo-Ann deferred this

**4. Committee Reports**

Harbour Report was presented in writing. All other reports were deferred.

**5. Next Meeting Dates:**

**LUC Nov 22 may be deferred.**

**AGM Nov 29<sup>th</sup> at 7pm**

**6. Announcements: Vic West Quest May 12, 2012**

**7. Termination of Meeting: 9:25 pm**