



VWCA BOARD MEETING MINUTES

June 14, 2016 7:00 P.M.

Victoria West Community Centre

In Attendance: Nan Judd (Chair), Mike Medland, Derek Pinto, Doran Musgrove, Rhianna Johns, Dar Purewall, Audrey Whittal, Jeremy loveday – City Councillor, Kimberley Stratford – Neighbourhood Coordinator, Recorder: Cherie Miltimore

Regrets: Justine Semmens, Bernie Gaudet

1. Adoption of agenda

Motion: *Moved by Mike that the agenda be adopted. Carried.*

2. Approval of minutes from May 10, 2016 board meeting

Motion: *Moved by Rhianna that the minutes from May 10, 2016 be adopted as written. Carried.*

Nan Judd noted that we have been including the minutes in the agenda package for members before they have been approved by the board. From now on the minutes of the meeting will be one month behind.

3. Report from the Councillor Liaison - Jeremy Loveday/Kimberley Stratford, Neighbourhood Liaison

- Ground breaking ceremony at Docksider Green this week for affordable housing.
- International Marina has submitted plan that has been previously approved. Jeremy will follow up to see if they have any changes. Otherwise the marina development could move ahead.
- City stopped providing mulch to community gardens. Patti Parkhouse mentioned the city is required to provide mulch according to the Community Garden Policy. Jeremy will follow up on this.
- Parking review of Tyee and Harbour Road in Docksider Green.
- City is moving forward with regulating Airbnbs so more rental space is available.
- Open house for public realms of the new Johnson St Bridge not well attended. No open house in Vic West.
- Upcoming Crystal Pool survey – renovate or replace?
- City working on Parks Master Plan. Nan will be in touch with Thomas Soulliere, Director of Parks and Recreation

4. Executive reports:

President: report included in agenda package.

Motion: *that the board endorse and forward the May 24, 2016 letter written by VCAN to City Council regarding community engagement. (Letter included in board package.) Rhianna moved. Carried.*

Discussion on how to better engage our members in Association activities and decisions affecting members and the community.

Reviewed board and committee meeting schedule. Will return to the last Tuesday of the month for public board meeting.

Vice president - No report.

Secretary

Motion: *that the applications for membership from the following Victoria West residents be approved:* Derek moved. Carried.

John Botelho – Connaught Rd, Eve Cassetti – Belton Av, Sabrina Carment – Wilson St, Chris Couch – Skinner St, Marg Coward – Selkirk Av, Julian Coward – Selkirk Av, Michael Deloughery – Fullerton Av, Melissa Douthwright – Henry St, Jim Gauer – Songhees Rd, Wendy Grovestine – Cooperage Rd, John Humphreys – Saghalié Rd, Rich Leboudec – Skinner Rd, Savannah Murphy – Langford St, Melanie Piper – Mary St, Catherine Porter – Mary St, Tim Roberts – Esquimalt Rd, Annie Schell – Skinner Rd, Elly Supino – Songhees Rd, Lisa Zetterberg – Raynor St, Natia Frank – Saghalié Rd, Jeff Loeuen, Central Spar Rd, Carrie Watkins, Langford St, Dianne Blouin – Esquimalt Rd, Megan O’Shaughnessy - Central Spur Rd, Richard Halliburton - Central Spur Rd, Richard Stern – Wilson St, Brian McCallum – Saghalié Rd, Mary-Ann McCallum – Saghalié Road, John Bryant – Sitkum Rd, Avis Michalovsky – McCaskill Rd

Ken Johnson for the Hallmark Heritage Society at the old Craigflower School.

Treasurer - Mike reviewed financial report for April 2016. Financial report included.

Motion: *that the April 2016 financial statements be approved.* Mike moved. Carried.

Motion: *The Food Security Collective has presented a budget related to the Cob Bench Roof Project. This project is partially funded by a \$2,750 micro-grant for garden projects from the City. The budget includes \$750 from this grant for material and \$2,040 from in-kind donations.* Mike moved that the funds be released as invoiced for the project. Carried.

Motion: *that executive reports be received.* Nan moved. Carried.

5. Committee reports:

Centre committee: minutes from June 7, 2016 meeting included in agenda package.

Communications: minutes from May 3, 2016 committee meeting included in agenda package
Dar attended the Vic West Street Fest on behalf of the association and with Cherie signed up ten new members.

Executive: minutes from June 7, 2016 meeting included in agenda package

Finance: minutes from May 16, 2016 committee meeting included in agenda package

Food Security Collective: June 2016 Report to the Board included in agenda package

Patti noted that Hannah, our community gardens coordinator has made a partnership with Inclusion Works to work in the gardens, not Capital Mental Health as stated in the Vic West Food Security Collective report. Patti also reported that \$1202 was raised at the Vic West plant sale. Patti invited the board to the community potluck on Sat, June 18 at 5pm.

Governance: the committee did not meet in May but are returning motions tabled at the May board meeting for further consideration.

Motion: *that the following paragraph:* Non-members of the VWCA who are interested in the purposes of the Society may sit on the Committee at the discretion of the Committee Chair. Not to exceed 40% of the committee membership *be added to the Terms of Reference of all VWCA committees except the land use committee.* (Included in agenda package) Rhianna moved. Carried.

Motion: *that the Employer practices—Bullying & Harassment Policy tabled May 10, 2016 be lifted.* Rhianna moved. Carried.

Motion: *that the Employer practices—Bullying & Harassment Policy be approved.* (Included in agenda package) Rhianna moved. Carried.

Harbours: The harbour committee did not meet in May, no report included. Audrey reported that the Harbour committee will meet after two members review the International Marina's current plan with the city.

Land use: Minutes from May18, 2016 & agenda for June 21, 2016 meeting and Report to the Board included in agenda package.

Motion: *That the Victoria West Community Association send a letter to the City in support of the initiative by the group Character Homes Matter – Victoria led by Chris Grieve for the protection of the Victoria's character homes and neighbourhoods.* Doran Moved. Carried.

Motion: *That Diane Carr and Alessandra Weiss be ratified as members of the Land Use committee.* Doran moved. Carried.

Motion: *As per clarification (enclosed), Victoria West Community Association to not support the proposed amendment by the City of Victoria, as amendments further erodes Victoria West's involvement in the design of Dockside Green.* Tabled to the next Land Use Committee meeting.

Motion: *That Victoria West, or a portion thereof, be included in the Downtown Core area.* Tabled to the next Land Use Committee meeting. Doran noted that the rate of amenity contribution for the Downtown Core is \$12 per square foot compared to \$5 per square foot outside of the core area.

The next Land Use Committee Meeting is on Tuesday, June21 at 7pm.

Motion: *that committee and project reports be received.* Nan moved. Carried.

6. New business - None

7. Questions/comments from the floor - None

8. Announcements - None

9. Adjournment

Motion: *that the meeting be adjourned.* Mike moved. Carried.

Victoria West Community Association
- Financial Report for April 2016

	General Fund	Centre	Other Funds	Total
Assets				
Cash	22,406.28	183,899.77	9,540.55	215,846.60
Accounts Receivable		1,715.06	-	1,715.06
Grants Receivable		-	-	-
Undeposited Funds		3,361.68	-	3,361.68
Furniture and Equipment	1,885.64	21,390.39	-	23,276.03
Program Equipment		10,258.22	-	10,258.22
Accumulated Depreciation		(9,500.00)	-	(9,500.00)
		-	-	-
Total Assets	<u>24,291.92</u>	<u>211,125.12</u>	<u>9,540.55</u>	<u>244,957.59</u>
Liabilities				
Accounts Payable	-	1,022.96	-	1,022.96
GST/HST Payable		1,852.59	-	1,852.59
Payroll Deductions Payable		5,601.98	-	5,601.98
Program Instructor Payable		30,056.32	-	30,056.32
Key Deposits		180.00	-	180.00
Unearned Grants	-	365.36	-	365.36
Unearned Revenue		916.00	-	916.00
Garden memberships			550.00	550.00
		-	-	-
Total Liabilities	<u>-</u>	<u>39,995.21</u>	<u>550.00</u>	<u>40,545.21</u>
Restricted Assets	1,885.64	25,734.03	8,990.55	36,610.22
Unrestricted Assets	22,406.28	145,395.88		167,802.16
		-	-	-
Net Assets	<u>24,291.92</u>	<u>171,129.91</u>	<u>8,990.55</u>	<u>204,412.38</u>



Victoria West Community Association
- Financial Report for April 2016

	General Fund Budget	Other Funds Budget	General Fund Actual YTD	Other Funds Actual YTD	Total Actual YTD
Revenue					
Grant	5,104.00		5,104.00	-	5,104.00
Centre Grants and Operations			-	-	192,636.19
Garden Grants	16,250.00		16,250.00		16,250.00
Interest	50.00		7.05	18.53	25.58
Corn Roast	600.00		-	-	-
Donations		150.00		109.45	109.45
Garden Revenue		315.00	-	280.00	280.00
Other Revenue	600.00			-	-
Vic West Fest Revenue	1,500.00	900.00	500.00	-	500.00
Total Revenue	<u>24,104.00</u>	<u>1,365.00</u>	<u>21,861.05</u>	<u>407.98</u>	<u>214,905.22</u>
Expense					
Meeting cost	300.00		219.25	-	219.25
Annual Report/Bylaws	50.00		40.00	-	40.00
Website hosting	4,000.00	-	195.72	-	195.72
Project and board insurance	1,800.00		945.00	-	945.00
Garden Expenses		875.00	352.03	483.99	836.02
LUC	245.00				-
Communications	200.00				-
Governance	200.00		135.15		135.15
Harbour	100.00	50.00	-	-	-
Misc exp	100.00		33.59	-	33.59
Approved Projects:			-	-	-
Vic West Fest	1,500.00		572.97	-	572.97
Corn Roast	600.00		-	-	-
Volunteer coordination	2,000.00		-		-
Garden volunteer coordination	6,000.00		2,005.61	-	2,005.61
Visioning (Strategic Planning)	2,000.00		(158.08)	-	158.08
2015 grant projects reserve	9,750.00		7,392.36		7,392.36
Community centre			-	-	172,573.34
Community Dinners		50.00	-	-	-
Total Expense	<u>28,845.00</u>	<u>975.00</u>	<u>11,733.60</u>	<u>483.99</u>	<u>184,790.93</u>
Excess	<u>(4,741.00)</u>	<u>390.00</u>	<u>10,127.45</u>	<u>(76.01)</u>	<u>30,114.29</u>

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Victoria West Community Association
- Financial Report for April 2016

	Centre				Current Month Actual
	2014-15 YTD Actual	Budget	YTD Actual	% budget YTD	
Revenue					
Centre Grant	41,004.56	91,182.00	45,590.48	50.0%	7,598.41
Other Revenue	11,760.30	5,500.00	6,045.61		-
Capital Budget	-	2,500.00	450.00	18.0%	-
VWCA General Fund Transfer	-	-	-		-
Program Revenue	62,090.78	103,000.00	49,888.86	48.4%	12,103.65
Preschool		95,000.00	52,385.74	55.1%	8,487.50
Centre Room Rental Revenue	29,723.85	65,000.00	36,652.44	56.4%	4,297.61
Interest	353.07		543.76		84.49
Donations	575.95		1,079.30		377.35
In-Kind			-		-
Total Revenue	<u>145,508.51</u>	<u>362,182.00</u>	<u>192,636.19</u>	53.2%	<u>32,949.01</u>
Expense					
Community centre					
Payroll	51,270.66	237,774.00	121,418.18	51.1%	28,831.76
New Youth Project Reserve	5,904.18	-			
Guy's Only Program Reserve		5,500.00	3,183.40		(434.72)
Program costs	42,551.31	72,000.00	36,392.14	50.5%	11,317.87
Promotions	805.37	4,500.00	919.63	20.4%	-
Telecommunications	1,360.82	3,200.00	1,378.38	43.1%	229.73
Office	1,702.28	4,000.00	2,633.42	65.8%	135.40
Program supplies	635.98	3,000.00	747.89	24.9%	104.07
Credit Card fees	1,470.96	3,200.00	1,514.02	47.3%	335.13
Janitorial	19,200.00	10,000.00	2,014.45	20.1%	-
Maintenance	490.60		-		-
Insurance	-	2,750.00	250.00	9.1%	-
Waste disposal	1,046.19	2,415.00	1,236.44	51.2%	251.15
Depreciation	-		-		-
Misc Exp	199.22	2,000.00	435.39	21.8%	325.00
Community events	672.35	1,000.00	-	0.0%	-
Capital	-	2,500.00	450.00	18.0%	-
Total Expense	<u>127,309.92</u>	<u>353,839.00</u>	<u>172,573.34</u>	48.8%	<u>41,095.39</u>
Excess	<u>18,198.59</u>	<u>8,343.00</u>	<u>20,062.85</u>		<u>(8,146.38)</u>
		100%	50%		

Notes

- The Centre grant for April 2016 was accrued at \$7,598 with the grant to be received in July 2016.
- General fund expenditures during April include \$843.66 for garden coordination, \$522.97 related to VWF (including a \$500.00 refundable deposit), \$135.45 for board training.

Centre Payroll breakdown

Admin	53,041.76
Daycare	41,824.99
Guys Only	2,316.60
Instructor	3,182.40
Janitorial	10,742.48
MERCS	10,309.95
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	121,418.18

Fund Balances

## Poster Sales	1.22
## Community Events	428.86
## Banners	175.18
## Rayn or Shine	848.41
## Greenways	108.89
## Community Dinners	149.46
## Banfield Commons	674.15
## Utility Box Map Wrapping Project	2,856.79
## Swim Fest	471.61
## VW Food Security	2,031.09
## VWUF	757.87
## Orchard	487.02
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General Fund Special Balances

Corn Roast Total Surplus	697.49
McCaskill Mural	561.06
Garden Coordinator Grant 2015	3,994.39
Garden Enhancement	2,750.00
Garden Micro Grant	500.00
Centre Garden Micro Grant	147.97

