

**Oaklands Community Association** *Mission Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors.*

Oaklands Community Centre Oaklands Neighbourhood House 2827 Belmont Ave #1, Victoria BC V8R 4B2 2629 Victor Street, Victoria BC V8R 4E3

**Board of Directors Meeting – Wednesday, December-13-17**

**Agenda**

**Attendance: Dave Dridger, Laurie Morgan, Harry Kope, David Angus, Marianne Alto, Marielle Tounsi, John O'Brien, Andrew Lauzon, Traci**

**Regrets: Gary Pemberton**

**Meeting called at 7:02**

**1. Adoption of Agenda – consensus – approved as amended**

**2. Adoption of Minutes - consensus – with 1 x small change**

**3. Correspondence**

a) Ray Travers, Memorial Avenue Committee, WW1 veterans commemoration:

acknowledging letter of support: see DropBox

b) Scott Naysmith, Fernwood Rd Traffic Safety, presentation to Victoria Council at Budget Town Hall meeting: see DropBox

**4. Community (items from City Council liaison)**

a) Councillor Marianne Alto: Presentation

- Scott Naysmith made good presentation for City. There is a potential for measures to be taken between Ryan and Haultain to address speeding.

- Town hall for budget was interesting lots of questions and suggestions final versions of council for budget will be on the 8<sup>th</sup> final recommendation. Afterwards there is no longer debate but bylaws etc. and implemented in April. There is still time to amend budget if items arise.

- Federal government said it would give 75% of taxation to province and there was implication that province should share some with municipalities. There isn't anything formal yet but may be good for municipality.

- City meeting tomorrow has two Oaklands pieces. 1410 Myrtle is asking to divide lot into two lots. Staff recommends that this is approved. Capital Heights went to public hearing supported by council but because of sidewalk issue it has been postponed with potential to go forward tomorrow. If it goes forward then another public hearing will happen. Staff recommends that it go forward with no sidewalks and frontage improvements. Marianne thinks that this is a good compromise. There is great support for the application and the

council as a whole was able to support it beyond the issue of the sidewalks. The bond's essence is to help if there isn't consensus. If there are any changes made to this tomorrow then it will stall another two months. Hoping that community and developer would have money go to OCA to manage. This is an idea to pursue after application is approved. Take what you can get then look forward afterwards. There isn't significant barrier seeking this. First need application passed and once that has happened then have conversation about support for \$36k or other pot of money as grant for micro community. Cam is willing to see what he can do but the \$36k is going to the city and that it's up to the community to rally against the engineering overlord. There are 12 people in the planning group and there is in kind stuff done from the neighborhood. Hoping for some of this funding. OCA could get money in granting capacity. If money is put in then the City of Victoria would be more inclined to help. Need to put together right application.

## **5. Treasurer's Report**

a) See DropBox for Balance Sheet, Income Stmt., OCC and ONH October Revenue/Expense Stmt

1. After this report on the reconciled accounts, Executive Director Traci Fontana-Wegelin will explain the 2018 Budget Proposal that she has developed over the last months.

2. The Finance Committee has met four times since the last board meeting and President Dave Driedger and Treasurer John O'Brien also met with Joane Fehr, Accountant-bookkeeper, who reconciles our accounts.

2.1.

Arising from the latter meeting, OCA is reminded that errors in the submission of accounts continue to cause a process impact for Joanne Fehr and delays in completion of her work for OCA. This is something OCA is asked to address in the coming year.

3.

At the AGM on April 4, 2017, I indicated need for review of certain practices and structural elements associated with financial management. One of these is the Chart of Accounts (CoA) which is a taxonomy underpinning the allocation of revenue and expenses.

3.1.

I have requested eight changes to the CoA, some to clarify meaning, others to better support organizational management through use of financial data. For example, utilities will be recognized as a Facilities expense and for the first time we will have a roll-up to total Facilities costs. Information and Communications Technology is realigned under Office Expenses with provision to separate ongoing service costs from ad hoc IT expenditures.

3.2.

I have also worked up a draft guideline for budget building and will go over this with the Finance Committee the new year for inclusion in the operations manual I have been creating from disparate source material.

4.

The decision not to fill all vacant positions has had the desired effect and there is a significant improvement in the ratio of expenditure to revenue. Combined with efforts made by Traci and staff to reduce expenditures, including the reported renegotiation of certain contracted services and reduction of certain costs, it now appears possible. It is not possible to confirm that now, but it is good news.

4.1.

The challenge will be staying in the black in 2018 and beyond when we return to a full complement of staff. The current structure is estimated to require a revenue increase of some \$30,000.

4.2.

A realignment of roles and functions along with a greater emphasis on volunteer activity is required. A project to extract longitudinal data from 2015, 2016, the fully reconciled 2017 is can greatly improve timely response to unexpected circumstances. Subject to the agreement of the ED, this could provide Facilities Coordinator Sandy Robertson opportunity to confirm interest financial processes.

4.3.

An additional consideration being explored by Executive Director Traci Fontana-Wegelin is how best to arrange bank accounts for restricted/directed funds. Examples include grant monies and the administration of grants made to others but requiring administration by OCA.

5.

Status update: reconciled accounts

5.1.

Revenue vs expenses to October 2017

April Rev: 119,874.58 Exp: 109,057.14 Var: + 10,817.44

May Rev: 112,159.59 Exp: 111,775.81 Var: + 403.78

June Rev: 98,380.79 Exp: 108,297.83 Var: - (9,917.04)

July Rev: 83,449.54 Exp: 114,703.25 Var: - (31,253.71)

August Rev: 115,275.00 Exp: 113,416.40 Var: + 1,858.60

Sept. Rev: 122,182.36 Exp: 105,555.54 Var: + 16,626.82

Oct. Rev: 107,932.58 Exp: 92,697.90 Var: + 15,234.58

5.2.

YTD comparisons for October:

Oct. '17 Rev: 1,089,098.55 Exp: 1,087,817.62 Var: + 1280.93

Oct. '16 Rev: 1,034,751.32 Exp: 1,025,049.76

Var: + 9,701.56

Yr-on-Yr R:Var. 54,347.23 E:Var. 62,767.86

5.3.

YTD revenue has increased by 54,347.23 over 2016.

5.4.

YTD expenses have increased by 62,767.86 over 2016.

5.5.

Following OCA practice, Finance Committee are typically un-minuted discussions. Some guidance that has been given in written form may prove useful to Nicole Skoreyko who, as Interim ED, has been asked to familiarize herself with internal practice so as to reduce errors and to seek the assistance of the Finance Committee as needed during transition to a new Executive Director.

## **6. Executive Director's Report**

b) Appointment of an Acting Ex. Dir. effective from Traci's last day, Dec. 22, 2017

c) Staff reports and posting of 2016 Maintenance Report: see DropBox

d) Note: Try-it-Free Week starting at Oaklands the week of Jan 8th. See Online Calendar

e) Community Needs Assessment Executive and Data Summary,: see DropBox

f) 2018 Budget Presentation: (and Gaming Report assumptions) see DropBox

Motion to receive the proposed budgets as information: John moves, David seconds – unanimous agreement.

-Accept budget for information and the advice for interim executive director. Use as guideline and suggestion to future ED is to use caution with budget ideas not to make assumptions. We will set a special meeting before AGM to approve budget so we can answer questions at AGM.

## **7. Committee Reports**

a) Human Resources: hiring process to date, other staffing matters

- ED committee working really well together. Always arrives at unanimity.

In mid-Nov job was posted on different sites and 29 applications were received.

John, Andrew, Dave, Laurie and Harry were on team. 6 were ranked highest and contacts were great with them. 1 of the 6 has now withdrawn. Gave score sheet for 3 interviews happening tomorrow and Friday 2 candidates. Traci last day is Dec 22 and Nicole will be acting ED with current guidance from Traci. Pheonix finished on Friday 5<sup>th</sup> and will do exit interview with Harry and Traci.

## **HUMAN RESOURCES COMMITTEE Report December 13, 2017**

General Meeting report

Excellent group dynamics, with enough differences in opinion to have a healthy and informed debate, and always arriving at very appropriate recommendations. The group should be very satisfied with its conduct, its attention to detail, its encouragement of others and opinions, and its progress to date.

TIMETABLE

- Mid-NOVEMBER

- Finalize job description
- Post job description
- NOVEMBER 26
  - Posting closes
    - 29 applications for the Executive Directors position were received and reviewed
    - 21 Male, 8 Female, 26 from Canada (21 BC, 2 AB, 3 ON), 3 from overseas
- NOVEMBER 27 – 28 – 29
  - Review applications using pre-screening tool
  - Meeting – 29<sup>th</sup> to discuss the pre-screening results
    - The committee agreed that the pre-screening tool was workable, and the results for rating good and poor applicants were quite consistent among the reviewers, given that each reviewer remained objective in their review
    - John provided a roll-up of the results and high-lite 9 applicants that ranked the highest among the 29, which included some where the rating varied among the reviewers. These 9 applicants were discussed
    - A decision was made to interview 6 applicants based on the averages of the totals calculated for each applicant by each reviewer. Those applicants that scored an average of 80% or better are to be interviewed
- DECEMBER 1 through 8
  - Notify the successful, pre-screened applicants and arrange an interview time and day, and explain the interview process
- DECEMBER 6
  - Meeting – interview questions and other logistics
- DECEMBER 14 and 15
  - Interviews at Van City
- DECEMBER 18 through 22
  - Reference checks

Further discussion ensued around some the applicants that didn't make the grade, but that presented themselves as very good candidates, perhaps for coordinator positions at the OCA.

To address this it was decided that the HR committee would, at a later date, roll up the suitable candidates and make their resumes available to the new executive director in a way that does not appear to be managing their role.

Traci – Fontana-Wegelin

- Traci's last day is December 22
- Traci will be hosted at a breakfast on December 19 at Shine cafe

#### Nicole Skoreyko

- Nicole was offered the acting OCA ED position.
- Nicole accepted the acting ED position and will be tutored by Traci
- It is envisaged that Nicole will be acting for approx. 1 month
- Nicole's wage will be in line with the policy substitution pay that exists within the OCA

#### Phoenix Bain

- Resignation and last day December 8
- A card was circulated amongst the HR committee
- Exit interview has been scheduled between Phoenix, Traci and Harry for December 18

#### VCAN (Victoria Community Association Network) Meeting

- Minutes of the November 15, 2017 attached
- There was no roundtable last time.
- There was a City of Victoria engagement person there.
- Harry will attend two more meetings.
- We need a voice there.

#### VIC PD

- November 9, 2017
- 2017 Community and Business Survey Results: Action Plan
  - Summary attached
- Most of the discussion focused on downtown issues – homelessness, panhandling, drug use.....
- Our issues were traffic calming, some minor vehicle B&E's...
- There is the possibility of having a community resource officer attend our board meetings to listening to what we would like from VICPD and well as tell us what they can provide.
  - Attending community events with a booth, etc
  - I have a contact that can be used to set up further steps.
- BC 211
  - Finding information on most anything in BC

#### b) Parks: Community Garden update

[Type text]

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## **8. Other Business**

- a) AGM motion: to establish a Past Pres. non-voting advisory role on the board; see DropBox draft
- b) AGM motion: Bylaw Amendments in conformity with the changes to the Society Act; see DropBox draft
- c) Local Area Plans (LAP): discuss process for neighbourhood action plans in alignment with LAP
- d) VICPD presentation Dec. 7th: Harry reporting
- e) 'Oaklands Rise' street-side gathering, Nov. 26Th: John reporting

## **9. Round table**

**10. Adjournment - Andrew 1<sup>st</sup>, David 2<sup>nd</sup> all in favour at 9:20pm.**