



Oaklands Community Association

Mission

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

Agenda - Board Meeting - Oct 11, 2017

7 p.m. Call to Order and Attendance: note Scott Naysmith resignation

In attendance: Marianne Alto to arrive late, Dave Driedger, Marielle Tounsi, Harry Kope, John O'Brien, Traci Fontana-Wegelin, David Angus, Andrew Lauzon, Laurie Morgan

Regrets: Gary Pemberton

Guest: Amy Thede

Motion to adopt agenda: Laurie moves, Andrew seconds, all in favour.

Note: Scott Naysmith has resigned.

Introduction to Amy Thede. Attending as observer for first time with potential to become director.

Motion to record Scott Naysmith: motion by David Angus, seconded by John O'Brien. Consensus.

1. **Approve minutes of Sept. 13, 2017 (see Drop Box):** motion by Andrew, seconded by David Angus

2. **City Delegations:**

- Marianne Alto, Council liaison

1) Short term rental zoning one pager handed out.

2) The Capital Heights application is to come up at an upcoming City of Victoria meeting. It is popular with the sidewalk issue deferred until after an applicant approval is approved. John received information that will come up in council with variants that the developer will have to make in order to get a sidewalk. The developer will agree to register variants or easement. The application is fine but what would be useful is to identify why the plan works well for the particular small piece.

3) Pre-budget process starts Oct 30. On Oct 30, 31 and Nov 1 there will be pre-budget process meetings starting at 8am. Members of the Oaklands community are able to attend or watch online and can send questions, concerns or ideas to community council liaison Marianne Alto. Part of the budget will be towards our path of reconciliation.

4) Emerging programs and funding are around temporary modular housing – it is possible that one or more sites in Oaklands will be looked at for temporary modular housing. This needs community engagement but not the same type as permanent zoning application. Housing would last for 2 years then be gone. Anything approved for Oaklands would have an agency that is to operate it. Oaklands can advocate for it.

5) Marianne has had consultation with Habitat for Humanity as they have interest in Victoria because they haven't built here in a long time. They have an interest in building in Victoria. They are potentially interested in building in Oaklands.

Oaklands Community Centre

2827 Belmont Ave #1, Victoria BC V8R 4B2

Oaklands Neighbourhood House

2629 Victor Street, Victoria BC V8R 4E3

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- Gary Pemberton, Staff liaison, Engagement
- Gary not present so Dave Driedger to present his info:
 - 1) Reminder on community survey for potential training needs:
 - outreach engagement, fundraising, community branding, volunteer management, youth leadership
 - 2) Reminder on My Great Community Grant.

3. **Treas. Report.** - cash flow solutions; Overdraft protection?

1. An injection of gaming funds and registrations for fall programs has had a positive effect and the Executive Director has been asked to project revenues and expenses to year end to establish a starting point for the coming fiscal year.
2. This effort fits within the budget building and grant application process now underway.
 - 2.1. Revenue vs expenses to August 2017
 - 2.1.1.1. April Rev: 119, 874.58 Exp: 109,057.14 Var: + 10,817.44
 - 2.1.1.2. May Rev: 112,159.59 Exp: 111,775.81 Var: + 403.78
 - 2.1.1.3. June Rev: 98,380.79 Exp: 108,297.83 Var: - (9,917.04)
 - 2.1.1.4. July Rev: 83,449.54 Exp: 114,703.25 Var: - (31,253.71)
 - 2.1.1.5. August Rev: 115,275.00 Exp: 113,416.40 Var: + 1,858.60
 - 2.2. As noted previously, Past Treasurer's have observed the significant ups and downs that occur throughout the year. These are due to the timing of grant awards, seasonal activity such as daycare registrations, etc. Considerations to be explored in relation to the year-end status and way forward into 2018.
 - 2.3. YTD comparison to August:
 - 2.3.1.1. as of August '17 Rev: 859,398.71 Exp: 888,264.99 Var: - (10,817.44)
 - 2.3.1.2. as of August '16 Rev: 821,223.42 Exp: 813,430.59 Var: + 7,792.83
 - 2.4. Revenues for individual programs such as Summer Camps appear to have decreased, however, YTD overall revenue has increased in 2017 by \$38,175.29.
 - 2.5. YTD expenses have increased by \$74,834.40 over YTD 2016.
 - 2.6. The Executive Director has been asked to submit a report explaining the situation to the Board and how OCA will achieve the zero balance by year end, or, failing that, what specific actions are required to ensure that OCA returns to operating "in the black" in 2018 and beyond.

4. **Ex. Dir. report, and six staff reports (see Drop Box)**

- a) Note: October Events Calendar, and Little Acorn survey results.
- b) Facility plan - up-date on Functional Program
 - (refer property issues, e.g. Locations, Partners, to In Camera)
- c) Needs Assessment up-date – asking for results from Hazel. Traci still waiting to hear back from the City of Victoria. Oct 15th is the due date for the My Great Neighbourhood Grant and once she receives that then we can get the courtyard going.

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d) Operating Agreement with City of Victoria – Traci and other EDs are going to take good look at it and term of agreement. EDs are meeting next week to get together a list of questions for Thomas Soulliere – City of Victoria Director of Parks and Recreation.

Operating space: Currently OCA uses 14,000 sq ft. This doesn't include a lounge or a gym. An activity room is a new idea for us. We need at least 14,000 sq ft + parking, storage, playgrounds etc. 14,000 is the beginning. There has been 100% positive feedback from the off-leash area pilot so far.

There are 6 openings in morning kg room, 4 openings in gr 1-3 room in morning, 5 openings in chapel at morning gr 3-5 and afternoon care are all full minus 1 opening at chapel. Pro-d-days are a separate charge and are only ran at the Oaklands Community Centre.

5. Committee Reports:

- **Finance Committee:** Assignment of Term Deposits? Looking at 2018 budget prep ideas.

- We are thinking about building relationships with other financial institutions other than the two that OCA already has. Credit Unions are showing their dedications to communities. Traci is speaking with Vancity with questions for how to structure our funds and make sure **that we don't just have to have overdraft protection .**

- **Communications:** Marielle suggests that in absence of a communications staff member currently that we consider looking to communications students at Camosun College to complete projects for us that they can use as credit. Marielle has a faculty contact at Camosun College interested and will meet with Traci and Phoenix to create communications project plans for students.

- **Land Use:** Review the Local Area Plan (LAP) process which will apply to Oaklands in 2018 for a 2019 result. Capital Heights project proposal is active. A hearing for proposal is tomorrow at City Hall.

-Local area planning process summary: There is 5 page pdf for what process entails and how it fits in with community. There is some requirements to change bylaws for Oaklands. Process will start in 2019. We must insert ourselves in the Fernwood plan if we want to change borders from Haultain to Bay. Advisory committee launched from this board.

-\$250 stipend from CALUC per meeting so currently that is going into our general account.

- **HR:** Staffing vacancies are continuing to grow. Coverage for vacancies, (Refer specific staffing issues to In Camera). HR committee met on Sept 30. Considering finances had issues we were figuring what we should do with 3 current vacancies. We have kept the current frozen. We want to make sure we weren't overdrawing finances. We are talking about HR revamp and asking ourselves where gaps are, where needs are being met and ensuring that roles are in right positions. Starting HR plan going into 2018.

- Phoenix Bain has undertaken volunteer coordination as well as digital communications support.
- Erin Henneberry started in August – Sandy is working with instructors and Traci.
- Nicole stepping into daycare roles.
- Cindy focused on her area and helps with front when Traci and Sandy are busy.

Traci happy to be here.

- **Parks:** Need chair; Community Garden - up-date on Open House.

- **Knowledge Development:** no report.

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6. Other business:

a) AGM: AGM Date REC. Wed. April 11, 2018 for AGM. (5min.)

- Set date for April board meeting at the March board meeting.

David moves Laurie seconds for April 11 to be AGM date.

- Societies Act: research and draft resolutions for AGM – Traci and Marielle assigned to it.

- Notice of Motion for AGM: to create a Past Pres. position to the board. To create bylaw to approve this. Can create generic role and the current past president could attend for one year.

Can make non-voting to ensure that they weren't quorum.

Laurie moves and seconded by David Angus

b) VCAN: update. Harry and Dave Driedger to attend Harry's first meeting as the new rep. (5 min.)

7. Adjourn, for brief recess. Motion: consensus

8. 8:45 p.m. In Camera