



## **Mission**

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

## **BOARD OF DIRECTORS MEETING – TUESDAY, MAY-02-17**

**6:30 – 9:30pm at Oaklands Neighbourhood House**

**Present:** Laurie Morgan (interim chair), Scott Naysmith, David Angus, Dave Driedger, Traci Fontana-Wegelin (Executive Director), Harry Kope, John O’Brien, Kim Walker (outgoing chair)

**Regrets:** Andrew Lauzon, Marielle Tounsi, Councillor Marianne Alto

### **1. Adoption of Agenda**

**MOTION:** With addition of finance statement report, David moved to adopt the agenda. John seconded the motion. Carried.

There was some discussion and explanation of the status of new board members. Laurie and John clarified some of the confusion that occurred over the past month regarding the responsibility of the board between AGM and this meeting, and signing authority.

### **2. Adoption of Minutes**

**MOTION:** David moves to adopt the Minutes for the March meeting. Dave seconds the motion. Carried.

### **3. Board Orientation**

#### **a) History of Neighbourhood Associations, City/OCA Relations (Councillor Marianne Alto)**

- **Deferred.** Marianne sent her regrets for tonight. A PowerPoint presentation has been deposited in the Board Dropbox for reference.
- Laurie gave an overview of the presentation made by a City staff person and Marianne at the recent VCAN meeting, highlighting that the City will be developing a Terms of Reference for community associations (CAs) that receive funding from the City. The City is also debating whether councillors (neighbourhood liaisons) and staff (neighbourhood coordinators) will continue their roles with CAs.
- Dave asked if anyone had an opinion on having the councillor attend our meetings. John said her work has been very valuable but we have no assurance that this would be the case in future if we had a different councillor. Laurie explained that Marianne used to live in Oaklands and is a former OCA board member. Dave had coffee with Marianne and she had a very high opinion of OCA board and staff so we probably would not lose her support. David added that he has found the background information from city to be valuable. Traci finds a tremendous connection with Marianne.
- Laurie also described the role and value of Gary Pemberton, as Neighbourhood Coordinator. Traci explained that with a new director of Civic Engagement Department we can expect changes. John added that staff provides a continuity of connection that councillors might not.
- Harry asked for examples of what Marianne has done for us. Examples include providing updates on city – school district matters that affect Oaklands, supporting residents to improve street

crossings and parking, and assisting with developing a Good Neighbour Agreement with residents near ONH.

**ACTION:** Traci will create a visual map of who's who and distribute to the Board.

**b) Overview of OCA Facilities, Staff and Operations (Traci Fontana-Wegelin)**

- Traci referred to her handbook available in the Dropbox folder. She provided an overview and described the facilities and coordinator roles. She also outlined the timing and distribution of staff reports the week before each Board meeting. If there are issues/decisions, then Traci brings them forward to the Board. Financials are also presented monthly.
- Traci explained the criminal record check requirement for Board members. Harry and Dave have already had checks done for other volunteer work and wanted to know if they would be acceptable for OCA. Traci also passed around copies of the Confidentiality Agreement and Harassment Policy for signing.

**ACTIONS:** Traci will email the Board & Staff contact list to everyone. Traci will have printed copies of the Annual Report to new members for the next meeting.

**ACTION:** John will explain the equity position and bring the information to the Board.

**c) Responsibilities & Functions of OCA Board and Committees (Kim Walker)**

- Kim provided an overview of the general and legal responsibilities of the Board of Directors, roles of the officers and committees, and generally how board meetings are conducted at OCA. She has offered to make herself available to new Board members as a resource as needed.

**d) Board Member Roundtable - interests, assets, expectations, OCA elevator pitch, issues**

- **Scott:** Scott is really interested in land use and parks, and feels that hollowing out a niche will be important. Scott would also like to have a discussion on how to bring more women into the board. How can we represent the community when we are primarily men on the Board and one woman? How do we reach out to be more inclusive?
- **David:** David's interests lie with the Land Use Committee, and he has become more interested in the work of ONH and daycare and things going on in the community. Although he is somewhat limited with his time, he hopes to have a bit more time in the coming months to contribute more.
- **Harry:** Harry has board experience in View Royal with the ratepayers association. There, the biggest challenge was community engagement. He has been involved in a number of public events and has a keen interest to be involved in community engagement. As a new resident he doesn't know enough about Oaklands. He has some time limitations particularly in the summer due to work, but hopes to get direction from the community needs assessment exercise; he'd like to draw this together.
- **Dave:** Dave opened by quoting Wendell Barry, "Living without expectations is good, living without hope...". Dave is bringing few expectations but a lot of hope. He has lived here for 15 months and comes from Surrey. He has few local contacts and is concerned about community engagement because we represent 6,000 people. Dave's experience is in project management

and supervision, and in facility planning. Dave's elevator pitch for OCA IS "In OCA we work together to give residents choices that allow them to connect as they participate".

- **John:** John has a couple of interests that have emerged from his experience and observations over the last while. The challenge is being able to reach out and get people to be aware and participate. He sees this as a huge issue and will contribute through communications and communication management/IT. John takes a management approach to management of information as a resource (e.g record systems in the digital environment), making information useful and measuring what we achieve; another interest is representing the interests of his immediate neighbourhood; as he sees a great potential to establish links with Block Watch leaders. Most people are pretty happy in Oaklands and overall we're doing amazingly well which makes it difficult to rally people to coalesce around positive and collaboration. John is also a granddad and is not available on Mondays, and also understands the risk of over commitment. As a freelancer, he has flexibility but if not careful can give up his livelihood for a volunteer role.
- **Laurie:** Laurie has been on the Board for the last 2 years, as VP and HR committee, and community needs assessment. He has given a lot of time to OCA. He has 4 grandchildren. It was his intention to transition out of OCA at the AGM if there were enough people willing to stand for Board. That plan has been temporarily delayed. Laurie's commitment is to complete the OCA work he's currently involved in over the next couple of months at a minimum. He hopes to be able to take leave from the Board in the summer, and hopes that we will have more interim Board members coming in. Laurie will be willing to continue as Chair of HR Committee.

**ACTION:** Traci will ask Hazel to ensure the Board & committee recruitment information and candidate application forms will be at the Street Party table.

**ACTION:** Traci will send reminders to Board for attendance at the Street Party. This is a great time to reach out to the community and to meet a staff person. Attendance schedule: 9-11 (Dave), 11-1 (David), 1-3 (Harry). John will make an appearance. Location is at Haultain Corners.

- We might want to think about how to be creative in fulfilling our roles.

## 4. Board Transition

### a) Selection of officers, committee chairs and committee members

**President:** Dave Driedger

**Treasurer:** John O'Brien

**Vice President:** Harry Kope

**Secretary:** vacant

- With two Board members absent from this meeting, we don't know at this time what roles they have an interest in. There was some question as to whether Andrew would be able to stay on the Board, given that he may be deployed at any time (he is in the Navy). Marielle

**ACTION:** Traci will contact Marielle to ask if she would be interested and able to fill the Secretary position.

**ACTION:** Laurie will follow up with Andrew to determine whether he is still interested and able to be on the Board.

- Kim is currently involved in an HR assignment along with Laurie. She indicated her willingness to stay on the HR Committee to complete the assignment. Under OCA Personnel Policy (2003), an external member may be appointed to the HR Committee but with no voting authority.
- It was suggested that combining Parks and Land Use committees be discussed further.

**MOTION:** Laurie moved to appoint Kim Walker to the Human Resources Committee as an ex-officio member for a temporary term. David seconded the motion. Carried.

**Finance Committee:** John (chair), Dave, Harry, David is interested as time permits

**HR Committee:** Laurie (chair), Kim (ex-officio) – additional board members to be confirmed

**Land Use Committee & Parks:** David Angus (co-chair), Scott (co-chair) – other current and interested members to be confirmed

**Communications Committee:** Marielle Tounsi (chair), John – other current volunteers and staff to be confirmed

**b) Assignment of signing authority**

- Laurie currently has signing authority and is willing to continue for now.

**MOTION:** David moved to appoint John O'Brien and Dave Driedger as signing authorities for the fiscal year 2017-2018. Scott seconded the motion. Carried.

**c) Selection of VCAN representative**

- David, Harry and Dave are curious to get involved. Laurie will attend the next meeting on May 17 and will bring others.

**d) Board meeting schedule**

- The group proposed Tuesday June 6 at 7pm for the next meeting and future meeting dates will be determined then.

**e) New director bios & photos for website**

**ACTION:** All new Board members will submit their bios and photos to Traci by next Tuesday, May 9 by 5pm for the website. Photos in .jpg format

**f) Agreements & criminal record checks**

- Criminal record checks, the Harassment and Bullying Policy and Confidentiality Agreement need to be signed and returned to Traci.

**g) New director information and annual report to BC Registry Services**

**ACTION:** Traci will submit the 2016 annual report to BC Registry tomorrow, May 3.

**h) Board keys, security contacts & code changes**

**ACTIONS:** Kim will pass the Board keys to Dave. Traci will arrange to have Sandy to allocate keys to Dave D. and David A. along with security codes.

**i) Treasurer's Report**

Deferred.

**5. Priorities & Action Items**

- a) OCA Bylaws
- b) OCA policies review & updates
- c) Board recruitment for interim positions
- d) Facility & capital planning – short & long term needs
- e) Community Chest Fund
- f) Community Needs Assessment
- g) Organization Evolution Document Consolidation – gaps and solutions

**MOTION:** Dave moved to defer section 5 to the next meeting. David seconded. Carried.

**6. Background Material**

(Dropbox items submitted for information only unless there are any questions)

- a) Email from BC Council for International Cooperation re: A Hub for BC Sustainable Development Introducing BC2030
- b) PowerPoint from VCAN meeting of March 15 re: IAP2 VCAN used
- c) Letter from the Order of British Columbia
- d) VCAN Meeting Minutes Mar 15 2017

**7. In-Camera**

**8. Adjournment**