



Oaklands Community Association

Mission

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

Board of Directors Meeting – Wednesday, March-14-18

1. 7:07pm Call to order

Regular Board Meeting of the Oaklands Community Association (OCA)

Attendance - Chris Holt, Dave Driedger, David Angus, Laurie Morgan, Andrew Lauzon, John O'Brien, Marielle Tounsi, Kevin Keates, Gary Pemberton, Marianne Alto

Guests: Nadia Hamdon – Constituency Assistant of Rob Fleming, Victoria Swan Lake MLA

Regrets: Harry Kope

2. Adopt Agenda – consensus by all.

3. Adoption of Minutes of Feb. 14, 2018 – approved with amendments. Comments to make changes with new software.

4. Business from the minutes of Feb. 14, 2018:

a) AGM plans: SEE # 11 New Business.

6. Correspondence – Chris Holt

- Annual Report from Tiny Tots program. Had 5,580 people attend with positive feedback. Bev who runs it does a great job.

Accepted by consensus.

a) Parks/SOS/

7. City Liaison Representatives - Gary Pemberton, Engagement Officer

- The Great Neighbourhood Block Party was today and Gary says it was a great time. The community asset mapping people are happy with the start that Oaklands has. Gary wants to work on our asset map. Oaklands could add what the heritage assets are. They got the data from individuals, community groups etc.

- The Great Neighbourhood Grants are opening April 15th. If residents or OCA are interested we're encouraged to let Gary know.

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- Community Cleaning Cart – if OCA is interested there are three available and the City of Victoria wants to get them fully stocked and out there and in use. Currently the City of Victoria is working with Vic PD to aim to create stopgaps for vandalism. It would be up to community center to figure out storage space for the community cart. David Angus is happy to potentially donate a shed to store the cleaning cart.

- Dave Driedger: brought free copies of the Paul Born book Community Conversations. There are copies available for community members with OCA.

- John O'Brien: Mobile cart: The initial proposal was a small shed on wheels that would be able to be taken around Oaklands as a pop-up cart. To hand out materials, to provide garden tools, to have an esthetician provide nail services for seniors etc. The idea went from a car-pulling trailer to now bike pulling trailer. John likes that we would have something that establishes a presence wherever it appears.

- Chris Holt says: could be good to use for community produce etc.

8. Finance Report: Treasurer – John O'Brien

- It has been a productive 6irst quarter with Executive Director Chris Holt taking up the challenge to examine processes and identify ways to improve our financial position while delivering the programs and services OCA is known for.

Going forward:

- Building upon the reconciled financial reports of 2017, Chris has involved Coordinators to better inform budget building and a draft budget was presented to the Finance Committee.

- An end-of-year credit of \$32,956 is projected for December 2018.

- Items to note include the (continuing) review and realignment of staff functions with four items directly improving our financial prognosis.

- Shift from staff to contracted model for the Sunset Market. The change involves some uncertainty while delivering a similar outcome with over \$30,000 in savings.

- OSC staff costs are reduced through elimination of the mobile OSC program.

- The administrative support position, after clarification of needs, will not be filled prior to the return of the incumbent in the last two months of 2018. The position will be reviewed for effectiveness then.

- A revised, full-time Community Development Coordinator role will carry responsibility for fund raising. A modest \$10,000 goal is set for 2018 and we are conscious that simply breaking even on existing events meets half of that goal.

- Additionally: Chris will be working with the incoming treasurer to strengthen evidence-based practices to reduce uncertainty in financial management.

- Projected revenue and expenses are, by definition, estimates. Risk is reduced when there is a solid foundation and Chris has involved the Coordinators in 2018 Budget preparation and has based projections on actuals. There are some risks in new approaches to program delivery in the year ahead, but I am confident that we are now on the right track.

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- With the projected reduction in Sunset Market expenses we anticipate reducing the loss from over -\$40,000 to approximately -\$2100. The space in time required to fill positions realigned in conjunction with the HR Committee will position us very well.
- Reconciled financial reports for January 2018 & Budget for 2018

Revised from presentation on March 14:

Revenue: \$103,981 up \$3900 over the same period last year

Expenses: \$67,025 down \$37,000 over the same period last year

Net income: \$36,956.22 cash not rolled into the budget which indicates that we can anticipate a year-end

The projection projected at year-end 2018 approximately 70,000.

YE 2017: 12,615 plus 36,956 Jan surplus = 49,571

This figure is an indicator only as monthly performance factors may well result in a deficit at one point with a surplus at another.

We'll assess where we are half-way through the year to ensure the best allocation of funds. (indicates shift to contracted market)

Chris to present salient aspects of the budget for 2018

MOTION: Treasurer moves to accept the 2018 budget as presented – resulted in consensus by all.

9. Executive Director Report/Staff Reports – Chris Holt

a) 2018 budget – OCA received \$50,000 - \$40,000 for gaming and \$10,000 for community development. Chris has budgeted new software and basecamp, new projector, board expenses, ED contingency fund, wages have incorporated expected raises, what isn't incorporated is childcare new CCOF funding – we could get 10% increase in base funding, OCA will raise fees for daycare per month, Chris increased community development position to 30 hours per week, \$10,000 is a good and fundraising objective, we cut down things in the market, we will change volunteer appreciation model in market.

Does OCA owe reports for last year's gaming grant? We need to do a better job next time.

On childcare: Chris attended meeting yesterday with City on childcare. What the City of Victoria had planned is that the province in the new budget has money for new childcare spaces. The city is wondering collectively with the school district 61 to build modular learning centers (basically fancy portables) for childcare. The city will provide land, the school district will provide the modular learning centers at modest rate that the province

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will (hopefully) subsidize. Vic West is guinea pig, we have asked to be a guinea pig also. We currently have a waiting list for 145 people for 45 spots. Chris would oversee to ensure that they follow licensing protocol. School district can produce one per month. Chris Holt spoke with Mark the treasurer/secretary for school district 61 and they are planning to meet to have a discussion about land use and facilities space.

A staff retention piece was brought up in the childcare meeting. Chris suggests that we tap into City of Victoria pension plans for community associations. Lisa Helps tasked the city manager to follow up with this.

My Committee System: streamlining process for meetings and both board and staff functions. It's budgeted for should we decide to use it.

Basecamp: to potentially replace dropbox. It's extremely organized and it's great document storage. Great for both board and staff to use.

John O'Brien is wondering – is this cloud based? If so and the cloud is in another country then doesn't follow FOI leg. John urges caution. He believes that my committee is Canadian based.

Marielle suggests that we create a syllabus for how we store information and a how to so that staff and board are all following the same guidelines.

John says that knowledge management committee will create taxonomy and that we could potentially look at having a Camosun College student assist with the clean up and transition.

Andrew Lauzon questions for market proposal:

Do we plan to have same amount of volunteers? Yes.

Would Market Committee be dissolved? No they would work with contractor.

Andrew notes that the community development job description has volunteer management but programs coordinator doesn't. In terms of communications strategy we need to look at community recreation coordinator position and include the whole community.

HR Policy manuals: There is a company called Policy Pro that creates policy manuals for non-profits. What they do is give policies based on human rights legislation that we can adopt. Four times per year they send updates if changes to policies occur. We could basically have policies from A-Z and Harry thinks that they are all great and worthy of adoption. We provide our information to them and they update.

Consensus from board to approve using Policy Pro.

Chris says that OCA knows that the City of Victoria wants OCA to maintain interpretive signs with plexy-glass frames in the Oaklands community. Gary Pemberton says that we could apply to get a neighbourhood grant for this.

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b) Community Development job description update – an increase in hours, fundraising development process, small elements of communications and outreach and responsibility for events.

Andrew Lauzon suggests that if the community development coordinator breaks even then it's a great start to getting ahead. Andrew suggests that we don't peg performance on the \$10,000 but that on the four events that should we break even.

c) Oaklands Summer Night Market – contract – In principle we are wanting to go to a contract model versus what was previously an in-house position.

Motion to no longer have a staff position responsible for the Oaklands Sunset Markets but rather contract the staff duties for the market out to a contractor based on the pilot proposal that the ED and treasurer have agreed on.

Laurie Morgan moves, John O'Brien seconds, consensus by all.

Oaklands Street Party and Garage Sale is May 12th.

10. Committees

a. Land Use C'tee presentation on LAP – David Angus

- Had a good meeting with City and LUC and David attended CALUC network meeting with CALUC members from other community organizations. The general feel of the meeting was more active than the OCA CALUC conducts their meetings. The other CALUC members seem to be taking a more active role on response to information. There isn't a CALUC meeting this month and they are taking that time for pre-planning for neighbourhood planning process. They are looking at having someone from the city to talk about active transportation with committee and others interested. Committee is preparing for AGM. Their approach is to still remain neutral. Oaklands isn't facing as many development pressures as other CALUC's are.

b. HR committee update – Harry Kope

- Job descriptions for (1) Programs Coordinator and (2) Community and Fund Development have been written by Chris Holt.
- Programs Coordinator will be filled by Erin Henneberry and Erin will be have completed the 6 month probationary period and will be moved to Pay grade levels 1.

c) Parks; CGI update

Dave and Chris met with Kevin Galishan on Wednesday March 7. Kevin met Chris Holt and Dave Driedger and explained that he felt that people in the neighbourhood felt left out of the process and not properly consulted. Kevin seemed satisfied that Dave and Chris opened up dialogue. Kevin likes the idea of the facilitated meeting with Marianne Alto mediating the meeting. OCA has agreed to respond to the group's questions. The

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City of Victoria is holding the proposal with the agreement that the group will meet with OCA. The meeting will consist of 6 people from OCA and 6 people from Kevin's group with Marianne Alto facilitating in March.

d) Finance and Capital Planning Committee: We will keep the conversation bubbling. There has been some back and forth about a single facility or dispersed facility for our facility change needs. It may be possible to acquire new buildings.

e) Communications Committee:

Marielle Tounsi proposes an evolution of the communications committee to be community development and communications.

- During our last board meeting and hearing about the new role of the community development position Marielle thought that the communications committee may be more affective as a communications and community development committee so that we put the outreach, fundraising and community connectivity pieces into the committee as well.

- We need more community members to volunteer for this committee.

- This committee would look like an advisory committee to help direction and initiatives of community development officer. The committee would help streamline processes, offer strategic advice, provide community connection contacts and resources.

Strategic planning committee - Strategic planning process. We may want to create a strategic planning committee to start the process and preliminary work in 2018 after AGM. **We may want to have the strategic plan at the AGM.

OCA should provide info and descriptions for each committee.

11. New Business

a) **AGM April 11, 2018:**

FORMAT: AGM business session; elections; speaker; refreshment break; theme discussions – new board to meet after to assign positions (NEW).

Soc. Act: approve draft to go to the AGM.

Andrew Lauzon worked on the special resolutions. Changes have been implemented.

Changes to be contemplated:

- 4.11 will remain as current.

- 4.5 or 5.1 Suggesting that a term limit could either be for board or else for specific roles in executive positions.

Should term limit be for board roles or for board members as a whole.

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Dave suggests 6-8 years for board participation.

Marielle suggests term limits for exec positions but not for director role, David Angus agrees. John Agrees with Marielle on term limits for exec positions but wonders about what that means for past-president. Andrew notes that past pres may want onus to be on a past pres to stay as a non-voting member on the board.

4 year term for limit for executive positions. Positions can be extended with unanimous votes by the board of directors.

- Past Pres....seek interpretation: can pres. choose to vacate the pres. role, but stay on the board to select a different role as a voting director?

Andrew Lauzon moves to approve special resolution changes for the AGM, Laurie Morgan seconds, consensus by all.

For money borrowing: We may want to say to the community that we are in need of new facilities and there are hurdles including money. By our bylaws we are constrained not to borrow money without permission from the greater community at a special general meeting. We need a minimum of 10 people for Quorum for borrowing.

David says we need to solicit input from the public on facilities crunch and needs. Discuss urgency on waitlist and provincial funding.

Andrew says we can't shorten 21 days notification. We want public to vote that we can borrow money for facilities if needed. Andrew says we solicit feedback. Have special resolution and develop another meeting just about this then we can change that special resolution for the money borrowing. What questions would we want to ask?

Community needs assessment data, rush for funding, scenarios, survey for follow up input.

THEMES:

Speaker: M. Alto on Reconciliation;

Theme group discussions: apply reconciliation concepts to other discussion themes.

- "What can we do as the board do to meet the needs of the community?"

- City grants and opportunities, Gary Pemberton
 - Great Neighbourhood plan/ Local Area Planning, hosted by Land Use C'tee.
 - Community Needs Assessment – significance for the 2015-2020 Strategic Plan, Laurie Morgan
- AGM structure Marianne reconciliation – break out tables. Carry the theme of reconciliation in all that we do going forward in terms of respectful conversation.

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- Adoption of minutes. Marianne, reports, vote, working groups. Written report on each break out tables.
- **** Pitch on needs. 2 week survey for feedback. Then 21 day notice for AGM.

Andrew Lauzon moved that we adopt the agenda for the AGM with correction that key note will be after the adoption of the agenda, Laurie seconds, consensus.

***** Suggest that newly elected board meet after the AGM in order to assign positions.**

b) VCAN update – Harry Kope

Next meeting: AGM, April 11, 2018

Adjourn Regular Board meeting.

Andrew moves to adjourn meeting, consensus.

9:15 p.m.: Convene In Camera meeting