



EAST RICHMOND COMMUNITY ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
MINUTES

October 28, 2011

Present: Sherry Sutherland, Paul Binning, Dave Gosal, Leith MacRobert, Nisha Dhawan

City Staff: Sue Varley

Regrets: Balwant Sanghera, Greg Halsey-Brant, Tom Mohammed

1. Call To Order. The meeting was called to order at 6:40 pm by Sherry Sutherland, Vice President.

2. Agenda. The Agenda was adopted as presented.

**MOTION. To approve the agenda as presented. Moved by Sherry and seconded by Paul. Carried.**

3. Approval of minutes.

**MOTION. The minutes of September 27, 2011 were adopted. Moved by Sherry and seconded by Marie. Carried.**

4. Unfinished Business.

4.1 Year End Celebration Dinner. Sue reminded the Board that we need to make a decision regarding time/date/venue for our Annual Celebration Dinner. Some suggestions were: Mayfair Lakes (Lakeside Grill); Green Acres (Greenside Room); Abercorn Inn.

Our budget for this event is approximately \$2,000 including tax and gratuity, and it is estimated that we may have somewhere between 60-70 people. People are welcome to bring their spouse or significant other, but their meal would not be covered by the Board. Dave and Leith indicated an interest in following up on some possible venues. It is important to consider background noise/music from other guests if we were to have this in a restaurant.

**ACTION. Dave and Leith will both check some venues and report back to Sue.**

4.2 Fees and Charges Meeting. Sherry will be attending the next committee meeting, and will follow up with the feedback. At present, no date has been set for the meeting.

5. New Business

5.1 ERCA Cheques. Marie noted that we are still using ERCA cheques with our old logo on it, and wondered when we will be reordering, so that we can have our new logo on the cheques. Sue responded that unfortunately Terri has recently reordered cheques and they would have the old logo.

**ACTION. Sherry or Sue will follow up with Terri to find out how long it will take to use up the new batch of cheques and to ensure that our logo will be used in future orders.**

5.2 Richmond Community Games. A meeting will take place on November 22, 2011 from 7 - 9 pm at City Hall that will discuss in more detail the purpose of the proposed event. At the moment, all we know is that there is a plan in the works to have an event during the week of July 22 – 29, 2012, that

is supposed to promote community spirit and sports participation. Leith and Dave indicated their interest in attending this meeting.

***ACTION. Leith and Dave will report back on the details of this proposed event.***

## 6. Committee Reports

6.1 Treasurer. Sherry reported that she hasn't heard from Fiona recently, and is assuming that Fiona's resignation as Treasurer is in effect. Sherry will email Fiona to request that she return all the papers and information.

With regard to Year End, Sherry reported that she only just received this information from Terri, so she needs time to review it before she can speak about it.

***ACTION. Sherry will email Fiona to request that she return all the Treasurer's papers and information to the ERCA.***

### Allocation of Funds.

The Board reviewed a range of monies that have been allocated and earmarked into various funds in anticipation of future expenses. Last year, monies had to be shifted around in order for us to 'break even'; otherwise we would have showed a deficit. With this in mind therefore, a discussion was held as to how we might reorganize our allocations that would fit better with our plans for future projects, and also maximize our chances to receive grants etc.

The following recommendations were made:

- Collapse the lacrosse box, basketball lighting fund
- Create a King George Park Improvement Fund (KGPIF)
- Consider placing \$10,000 back into the Board Contingency Fund to replace monies that were transferred last year to avoid being in a deficit.
- Create a East Richmond Community Hall Improvement Fund (ERCHIF)

***MOTION. That we create a King George Park Improvement Fund. Move by Sherry and seconded by Dave Carried.***

***MOTION. That \$6,000 be moved from the CDP Fund (Community Development Project Fund) and added to the Copier Replacement Fund. Moved by Sherry and seconded by Leith. Carried***

***MOTION. To move \$6000.00 from the Community Development Project Fund (CDPF) and the balance in the Basketball Court Lighting and the Lacrosse Box funds into KGPIF and collapse the Basketball Court Lighting and the Lacrosse Box funds. Moved by Sherry, seconded by Paul, Carried. (The KGPIF would now having a balance of approximately \$22,851.42)***

***MOTION. To create an ERC Hall Improvement Fund (ERCHIF). Moved by Sherry, seconded by Marie, Carried.***

***MOTION. To move the balance in the Gathering Place Project Fund into the ERCHall Improvement Fund (ERCHIF) and collapse the Gathering Place Project Fund. Moved by Sherry and seconded by Marie. , Carried. (Approximately \$4,391.69)***

***MOTION. That \$10,000 be added to the Board Contingency Fund. Moved by Sherry and seconded by Paul. Carried.***

It should be noted that this discussion and review needs to take place annually, probably in the month of October.

***ACTION. That in October 2012, Allocation of Funds, will be on our agenda.***

***ACTION. That a copy of these minutes to Terri Martin, to ensure that these changes are made.***

6.2 Program Committee Report. (see attached report)

6.3 Human Resources Report. Tom was not present, so this has been postponed until the next meeting.

6.4 CDC. Marie/Dave. Sue reported that the 'woodlot' (by McNeely Elementary School) has undergone a major transformation. Originally the plan was just to do half the woodlot, but now it will all be done. Most of the hazardous trees have now been removed, as well as some of the invasive plants.

Marie noted that the neighbourhood is becoming very interested and excited about this development, and that there are lots of people asking questions etc. Marie also commented that we may have 'missed the mark' by not having something for Halloween this year; that the summer events had been so successful, and that some people have spoken to her who were unhappy to hear that fireworks were not being held at KG Park. In addition, people expressed that it was insulting to be told to drive to Minoru as an alternative, as Halloween is a night, when driving is stressful and dangerous. This information needs to be included in plans and discussions for next year.

Dave raised the idea of considering a large BBQ pit to be installed at the park, like the one Ladner. Dave was encouraged to present this idea the next time that Yvonne and Damon meet with the CDC. In preparation for this, it would be helpful to have some photos of this 'pit', as well as some details as to how and who maintains the BBQ pit etc.

Marie remarked that she has noticed that in Marpole, the website of the Community Centre is displayed on street banners. This might be something we could consider in the future. Sue will be speaking with Damon and Yvonne to set up a date/time for another park update meeting; probably in the 3<sup>rd</sup> week of November.

Marie also raised the idea of the 'wall of fame'; that it would be helpful to celebrate all the wonderful and dedicated volunteers by mounting their photos on some kind of rolling board in the Centre, along with some information and encouragement to become a Volunteer.

6.5 Board Development. Sue/Sherry. An email has been sent to Lillian regarding our retreat in January 2012. Some topics that have been identified as needing some attention are: communication and email protocol. As many people may not have computer skills to make 'groups' and understand how to forward and when to do so, perhaps a short 'email' in-service may be valuable.

6.6 JE Committee. Sherry. Sherry reported that the committee met yesterday and are now working on a new job description, 'Head Chef'. The 2% wage increase went smoothly, with all Centres participating. Their next meeting will be November 27, 2011.

7. President's Report. Balwant was not present to give a report, but Sherry noted that our AGM will be on Nov. 22, which is a conflict with the Richmond Community Games meeting. Sherry will ask Balwant to email a response to them regarding this conflict.

**ACTION. Sherry will email Balwant.**

8. Area Coordinator's Report. Sue. (see attached report).

- Sue reminded members of the upcoming election, and that Cambie will be used for both the advance poll and regular poll.
- A special thank YOU to Gil, for all his hard work in getting the old ERCA Hall chairs sold! We made a profit of \$800! Well done GIL!!!
- Allan Dunnet is currently trying to develop some soccer interest.
- Linda Simpson is in the process of having some of her seniors take some first aid training.

9. Next Meeting and AGM: November 22, 2011

10. New Board Member. Welcome Nisha!

***MOTION. That Nisha Diwan be accepted as a new Board Member. Moved by Sherry and seconded by Paul. Carried.***

***ACTION. Balwant will contact Nisha to invite her to join our Board.***

11. Important Dates to Remember:

- Breakfast with Santa - December 10
- Blood Drive - December 13
- Earth Day - April 12, 2012
- Kids Only Swap Meet - May 2012

12. Adjournment. The meeting was adjourned at 8:45 pm.

Respectfully submitted,

Marie Murtagh

Secretary