



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Carole Jolly
Terry Mullen

Murray McCutcheon
Jane Kang
James Heth
Kalith Nanayakkara

STAFF:

Sundance Topham – Chief Administrative Officer
Andrew Clements – Recreation Manager
Wegland Sit – Operations Manager
Glenda Ollero – Communications Manager
Athena Koon – Finance Manager
Marta Mikolajczyk – Administrative Assistant

REGRETS:

None

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:31 p.m.

The Board Chair acknowledged that the meeting was held online, but regularly meets on the unceded traditional territory of the Musqueam people.

B. APPROVAL OF AGENDA

Motion: That the Board approve the December 15, 2020 Meeting Agenda as circulated.
Carried.

C. APPROVAL OF MINUTES

Motion: That the Board approve the November 17, 2020 Minutes, as circulated. **Carried.**

D. DELEGATIONS

None

E. EXTERNAL REPORTS AND PRESENTATIONS

1. Electoral Area A Report

Electoral Area A Director, Jen McCutcheon referred Directors to the report provided at the meeting. It was noted that the report will be distributed in UNA's Friday, December 18th, 2020 e-newsletter.

2. Campus and Community Planning Report



Celene Fung referred Directors to the report provided at the meeting. No questions or comments were offered.

F. REPORTS

1. Management Report

The CAO and management team provided brief verbal summaries of their respective reports. Highlights included budget and Joint Financial Task Force preparations, records management update, Well-Being Task Force initiative to support employees, BC Hydro Fast Charging Stations in Wesbrook, as well as Community Engagement Advisory Committee (CEAC) recruitment.

The report was received for information.

2. Finance Committee Update

a. Terms of Reference

Director Holmes provided an overview of the recommended changes to the Terms of Reference.

The Chair moved the following:

Motion:

THAT the Board approve the Terms of Reference for the Finance & Audit Committee approved by the Committee at its December 3, 2020 meeting.

Carried.

b. Signing Authority

The Finance manager provided an overview of the changes recommended at the December 3, 2020 Finance Committee meeting.

Director Holmes moved the following:

Motion:

THAT, notwithstanding the inconsistency with Directors and Executive Directors' Spending Policy #05-5, the Board approve the signing authorities, with special instructions, as set out in the attached RBC Master Client Agreement documents.

Carried.

3. Board Procedural Rules Working Group

Director Holmes briefed the board on the process and resulting changes reflected in Draft Version 3 of the Board Rules of Procedure. The board discussed different options with respect to reviewing and approving the proposed draft.

Director Holmes moved the following:

Motion:

That the Chief Administrative Officer be directed to convene, as soon as reasonably practicable, a special meeting of the Board to discuss the proposed Board Rules of Procedure included with this report.



Carried.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. Committee Appointments

The Chair stated that following the approval of the Community Engagement Advisory Committee Terms of Reference on November 17, 2020, he wished to propose an appointment for the Chair of the committee.

The Chair moved the following:

Motion:

THAT the Board appoint Director Jane Kang as the Chair of the Community Engagement Advisory Committee.

Carried. (*Director Kang abstained*)

The Chair noted that in the interim of the new bylaws being put in place, he wished to recommend the following appointment to the Finance and Audit Committee:

Motion:

THAT the Board appoint James Heth as a member of the Finance and Audit Committee.

Carried.

2. Community Engagement Advisory Committee Update

The Communications Manager briefed the board on the recruitment progress for the Community Engagement Advisory Committee, and the rationale for extending the application deadline. The board discussed potential means of increasing recruitment awareness among members.

The Chair moved the following:

Motion:

THAT the UNA Board of Directors extend the deadline for submitting applications for the UNA Community Engagement Advisory Committee to January 15, 2021.

Carried.

3. 2021 UNA Board Meeting Schedule Report

The CAO presented the 2021 board meeting schedule for board approval.

The Chair moved the following:

Motion:

THAT the Board approve the 2021 UNA Board Meeting Schedule as attached and direct staff to post the meeting schedule on the UNA website.

Carried.



I. ADJOURNMENT

The Chair moved the following:

Motion:

THAT the Board adjourn into a Closed Session to discuss dealings with other entities or persons where disclosure of the information being discussed may compromise the relationship of the Association with them or its relationship with its stakeholders; and matters related to legal advice and proceedings.

Carried.

The meeting adjourned at 6:58 p.m.

The Board moved to a Closed Session.