



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**ANNUAL GENERAL MEETING  
SEPTEMBER 29, 2021  
MINUTES**

Minutes of the University Neighbourhoods Association (UNA) 2020 Annual General Meeting (AGM) held at 7:00 p.m. on Wednesday, September 29, 2021, via videoconference.

**PRESENT:**

Richard Watson – Chair  
James Heth – UBC Member  
Bill Holmes – Director  
Carole Jolly – UBC Member  
Jane Kang – Director  
Murray McCutcheon – Director

**REGRETS:**

Terry Mullen – Director  
Saad Shoaib – AMS Designated Student

**STAFF:**

Rocio Escalona, Internal Communications and Office Coordinator  
Dave Gillis, Recreation Manager  
Athena Koon, Finance Manager  
Glenda Ollero, Communications Manager  
Brandon Perrett, Communications Specialist  
Wegland Sit, Operations Manager  
Sundance Topham, Chief Administrative Officer  
Qiuning Wang, Assistant Recreation Manager

**ALSO PRESENT:**

Allan Cheng, Portfolio Finance Manager, University of British Columbia  
Rob Matty, Johnson Archer LLP

**CALL TO ORDER**

Richard Watson, UNA Board Chair, called the meeting to order at 7:00 p.m. and welcomed residents to the 2020 AGM. UNA Board of Directors and staff members present at the AGM were introduced and the Chair acknowledged that had the Annual General Meeting (AGM) been in-person, it would have regularly met on the unceded traditional territory of the Musqueam First Nation.

## **A. INTRODUCTION TO THE ANNUAL GENERAL MEETING**

### **1. Review of Meeting Procedure**

The Chair reviewed the meeting procedure, noting that per Bylaw 4.4, a quorum is 10 members, and with 28 members present, declared that a quorum was present.

Sundance Topham, Chief Administrative Officer, reviewed voting protocol, noting that proxy votes were required to be submitted by 4:30 p.m.

### **2. Motion to Adopt the Agenda**

#### **IT WAS MOVED and SECONDED**

THAT the UNA membership adopt the Annual General Meeting 2020 agenda as it appears in the Notice of AGM 2020.

**CARRIED**

## **B. MINUTES AND PRESENTATIONS**

### **1. Motion to Accept the November 6, 2019 AGM Minutes**

#### **IT WAS MOVED and SECONDED**

THAT the Minutes of the November 6, 2019 Annual General Meeting be accepted, as circulated.

**CARRIED**

### **2. Motion to Accept the September 23, 2020 Special General Meeting Townhall Minutes**

#### **IT WAS MOVED and SECONDED**

THAT the Minutes of the September 23, 2020 Special General Meeting Townhall be accepted, as circulated.

**CARRIED**

### **3. UNA Financial Statements for the Fiscal Year Ending March 31, 2020**

Rob Matty, Johnson Archer LLP, reviewed the audited financial statements for the fiscal year ended March 31, 2020, and highlighted the purpose of audit engagement and significant risks such as the going concern concept, self-review threat, and overstatement of expenses.

Additional highlights from the presentation were offered regarding:

- Results from the audit:
  - Internal controls were not tested, and a substantive audit was performed
  - There were no concerns raised related to internal controls or business operations
  - No fraud, error or illegal acts were identified
  - No material adjustments were identified or recorded in the financial statements
- Cash increases in 2020 to \$719,691 in comparison to \$280,012 in 2019, due to reductions in accounts receivables and prepaids

- Considerable deferred revenue decreases due to COVID-19 and increases in advance payments of membership fees for the Neighbours' Service Levy
- Revenues and expenditures:
  - Community centers and activities did not run at normal capacity due to the pandemic
  - The Neighbours' Service Levy revenue increased considerably from \$2.1 million in 2019 to \$2.9 million in 2020
  - Revenue over expenditures was (\$631,614) in 2019 and \$2,584 in 2020.

In response to questions from members, the following responses were offered by staff and the auditor:

- There were no government subsidies offered for the pandemic until after March 31, 2021
- The cost to keep the community centers open include heating, lighting, etc. in addition to employee salaries.

### **C. OTHER BUSINESS**

There was no other business.

### **D. QUESTION AND ANSWER PERIOD**

There were no further questions from AGM participants.

### **E. MOTION TO ADJOURN**

The 2020 AGM was adjourned by unanimous consent at 7:28 p.m.