



## MINUTES

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### PRESENT:

Richard Watson - Chair  
Murray McCutcheon  
Fei Liu

Jane Kang (attending via teleconference)  
Ali Mojdehi

### UBC OBSERVERS:

Carole Jolly  
Silvia Magnano

### STAFF:

Sundance Topham – Chief Administrative Officer  
Wegland Sit – Operations Manager  
Athena Koon – Finance Manager  
Dave Gillis – Recreation Manager  
Marta Mikolajczyk – Administrative Assistant  
Emmanuel Samoglou – Newspaper Editor & Social Media Specialist

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### A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:30 p.m.

The Chair acknowledged that the meeting was held on the unceded and traditional territory of the Musqueam people.

### B. APPROVAL OF AGENDA

**Motion** by Chair:

THAT the Board approve the July 18, 2023 Meeting Agenda, as circulated.

**Seconded** by Director Mojdehi.

**Carried.**

### C. APPROVAL OF MINUTES

**Motion** by Chair:

THAT the Board approve the June 20, 2023 Open Session Minutes, as circulated.

**Seconded** by Director McCutcheon.



**Carried.**

#### **D. DELEGATIONS**

None.

#### **E. EXTERNAL REPORTS AND PRESENTATIONS**

##### 1. Campus and Community Planning Report

Carole Jolly, Director of Community Development and Engagement at Campus and Community Planning, presented the July 2023 report contained in the agenda package, followed by questions from the Board.

##### 2. Electoral Area A Report

Jen McCutcheon, Electoral Area A Director, presented the Electoral Area A July 2023 reports, followed by questions.

#### **F. REPORTS**

##### 1. Finance & Audit Committee Update

###### a. Audited Financial Statements 2022/23

Leroy Van Spronsen, Partner, Johnsen Archer LLP presented the 2022/23 Audited Financial Statements, followed by questions from the Board.

**Motion** by Director Mojdehi:

THAT the Board approve the UNA's financial statements for the year ended March 31, 2023, and that the Chair be authorized to sign the financial statements, on behalf of the Board, to confirm that approval has been given.

**Seconded** by Director Liu.

**Carried.**

###### b. 2023-24 Insurance Renewal Update

The Chief Administrative Officer presented the report contained in the agenda package, followed by questions from the Board.

###### c. Neighbours' Levy & Fire Services Fee for 2023-24

The Finance Manager presented the report contained in the agenda package, followed by a question from the Chair.

###### d. Community Field Replacement Reserve

The Finance Manager presented the report contained in the agenda package, followed by questions and discussion.

**Motion** by Director Mojdehi:



THAT the Board agree to allow UBC to transfer the budgeted amount of \$60,000 to the Community Field Replacement Reserve in the Neighbours' Fund for fiscal year 2023/24.

**Seconded** by Director Liu.

**Carried.**

2. Management Report

The Management team summarized their respective reports contained in the agenda package, followed by questions from the Board.

3. 2023-24 UNA Staff Work Plan – 1st Quarter Update

The Chief Administrative Officer presented the report contained in the agenda package. No questions followed.

4. Vista Point Childcare Facility Sublicense and Operating Agreement Extension

The Operations Manager presented the report contained in the agenda package.

**Motion** by Chair:

THAT the Board approve the attached Vista Point Childcare Facility Sublicense and Operating Agreement Extension and authorize the Chair to execute the agreement.

**Seconded** by Director Liu.

**Carried.**

5. Sublicence Agreement – YMCA Before and After School Program

The Operations Manager presented the report contained in the agenda package, followed by questions.

**Motion** by Chair:

THAT the Board approve the attached Sublicence Agreement - UNA and YMCA - After School Care and authorize the Chair to execute the agreement.

**Seconded** by Director McCutcheon.

**Carried.**

6. Contingency Reserve Withdrawal – Old Barn Community Centre Audio Visual Equipment Replacement Project

The Operations Manager presented the report contained in the agenda package, followed by questions.

**Motion** by Chair:

THAT the Board request that UBC:

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- a. withdraw from the Contingency Reserve and pay to the UNA an amount equal to the UNA's expenditures to be incurred (other than GST) for the Old Barn Community Centre Audio Visual Equipment Replacement Project, which amount is estimated to be approximately at \$35,000.
- b. provide the UNA with written confirmation that the Neighbours Fund may be used to make the payment to the UNA.

AND THAT the Board approve the withdrawal by UBC of a further amount from the Contingency Reserve equal to 33-1/3% of the amount of GST payable by UBC in respect of the requested payment to the UNA.

**Seconded** by Director Mojdehi.

**Carried.**

7. Community Engagement Advisory Committee Update

Director Kang provided a brief verbal update to the Board. No questions followed.

**G. UNFINISHED BUSINESS**

None.

**H. NEW BUSINESS**

None.

**I. ADJOURNMENT**

**Motion** by Chair:

THAT the Board adjourn into a Closed Session to discuss dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests; the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body; and approval of minutes for a closed session or restricted closed session of a Board meeting.

**Seconded by** Director McCutcheon.

**Carried.**

The meeting adjourned at 6:46 p.m.