



MINUTES

PRESENT:

Richard Watson – Chair
Bill Holmes
Eagle Glassheim
Fei Liu (attending via videoconference)
Murray McCutcheon

UBC MEMBERS:

Carole Jolly
Silvia Magnano

STAFF:

Athena Koon – Interim Co-Chief Administrative Officer & Finance Manager
Wegland Sit – Interim Co-Chief Administrative Officer & Operations Manager
Abdalla Hobi – IT Specialist
Chris Hakim – Corporate Services Specialist
Dave Gillis – Recreation Manager
Emmanuel Samoglou – Communications Specialist
Glenda Ollero – Communications Manager
Robyn Chan – Sustainability Specialist
Sai Karnam – Communications Specialist

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 6:32 p.m.

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

The Board welcomed Paul Thorkelsson, the incoming Chief Administrative Officer.

B. APPROVAL OF AGENDA

MOVED by the Chair

SECONDED by Director McCutcheon

THAT the Board approve the January 16, 2024 agenda, as circulated.

CARRIED

C. APPROVAL OF MINUTES

MOVED by the Chair

SECONDED by Director Glassheim



THAT the Board approve the December 19, 2023 minutes, as circulated.

CARRIED

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. Neighbourhood Climate Action Plan Update

Kerry Shaw and John Madden presented the report contained in the meeting package, followed by questions from the Board.

2. Campus and Community Planning Report

Carole Jolly, UBC Director of Community Development and Engagement, presented the report contained in the meeting package, followed by questions from the Board.

3. Electoral Area A Monthly Report

There was no monthly report at this time.

F. REPORTS

1. January 2024 Management Report

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

2. 2023/24 UNA Staff Work Plan, 3rd Quarter Update

The Interim Co-Chief Administrative Officer & Finance Manager presented the report contained in the meeting package, followed by questions from the Board.

3. Janitorial Services Agreement for WCC and OBCC 2024/25

The Interim Co-Chief Administrative Officer & Operations Manager presented the report contained in the meeting package, followed by questions from the Board.

MOVED by the Chair

SECONDED by Director Glassheim

THAT the Board approve the circulated 2024-2025 Scandinavian Building Services Agreement and authorize the Chair to execute the agreement.

CARRIED

4. UNA Committee Appointment Report

The Corporate Services Specialist presented the report contained in the meeting package, followed by questions from the Board.

MOVED by the Chair



SECONDED by Director McCutcheon

THAT the Board appoint Director Glassheim, in place of Director Liu, to the Finance & Audit Committee.

AND THAT the Board appoint Director Liu, in place of Director Glassheim, to the Governance & Human Resources Committee.

CARRIED

5. Finance & Audit Committee Update

a. Draft II 2024/25 UNA Annual Budgets Report

The Interim Co-Chief Administrative Officer & Finance Manager presented the report contained in the meeting package, followed by questions from the Board.

MOVED by Director Holmes

SECONDED by Director Liu

THAT the Board approve the publication of the second draft of the 2024/25 budgets for public consultation.

CARRIED

b. Repayment of UBC Support & Withdrawals by UBC Report

The Interim Co-Chief Administrative Officer & Finance Manager presented the report contained in the meeting package, followed by questions from the Board.

MOVED by Director Holmes

SECONDED by Director McCutcheon

THAT the Board approve the following withdrawals by UBC from the Neighbours Fund:

- a) Residents contributions for recreation facilities: for 2022/23 - \$575,153; for 2023/24 - \$595,037; and*
- b) Residents contributions for cultural facilities: for 2022/23 - \$30,000; for 2023/24 - \$30,000.*

CARRIED

c. Investment of Neighbours Fund Report

The Interim Co-Chief Administrative Officer & Finance Manager presented the report contained in the meeting package, followed by questions from the Board.

MOVED by Director Holmes

SECONDED by Director Liu

THAT the Board direct the Finance Manager to instruct UBC Treasury to "invest" \$3 million of the Neighbours Fund for a 3-year term.



CARRIED

d. Capital Reserve Policy Report

The Corporate Services Specialist presented the report contained in the meeting package, followed by questions from the Board.

MOVED by Director Holmes

SECONDED by Director Liu

THAT the Board approve the Capital Reserve Policy #05-14, as circulated.

CARRIED

MOVED by Director Holmes

SECONDED by Director Liu

THAT the Board approve the transfer of \$200,000 from the unrestricted fund to the capital reserve.

CARRIED

6. Governance & Human Resources Committee Update

a. Online Voting System RFP Report

The Corporate Services Specialist presented the report contained in the meeting package, followed by questions from the Board.

7. Community Engagement Advisory Committee Update

The Chair provided a verbal report. No questions followed.

8. Neighbours Agreement Committee Update

Director Holmes provided a verbal report. No questions followed.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. ADJOURNMENT

MOVED by the Chair

SECONDED by Director McCutcheon

THAT the Board adjourn into a closed session to discuss employee relations and other human resources matters, and the approval of minutes for a closed session or restricted closed session of a Board meeting.

CARRIED



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING
Open Session

January 16, 2024

The meeting adjourned into a closed session at 7:16 p.m.

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