



MINUTES

PRESENT:

Eagle Glassheim – Chair
Evan Luo – Secretary
Jake Wiebe
Michael Kerns
Sandy Song
Yanbo (Paul) Li

UBC MEMBERS:

Carole Jolly
Holly Shepherd

AMS DESIGNATED STUDENT:

Solomon Yi-Kieran

STAFF:

Paul Thorkelsson – Chief Administrative Officer
Athena Koon – Finance Manager
Chris Hakim – Corporate Services Specialist
Emmanuel Samoglou – Social Media Specialist
Glenda Ollero – Communications Manager
Wegland Sit – Operations Manager

GUESTS:

Chris Fay – Director, Strategic Policy, UBC Campus & Community Planning
Kamilah Charters-Gabaneck – Policy Analyst, UBC Campus & Community Planning

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting's open session was called to order at 5:33 p.m.

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

No conflicts of interest in relation to any items on the open session meeting agenda were declared.

B. APPROVAL OF AGENDA

MOVED by the Chair

SECONDED by Director Wiebe

THAT the Board approve the April 15, 2025 open session agenda, as circulated.

CARRIED



C. APPROVAL OF MINUTES

MOVED by the Chair

SECONDED by Director Luo

THAT the Board approve the March 18, 2025 open session meeting minutes, as circulated.

CARRIED

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. Overview of Neighbours Fund Finances Presentation

Chris Fay and Kamilah Charters-Gabanek provided a presentation, followed by questions and comments from the Board.

2. UBC Campus and Community Planning Report

Carole Jolly presented the report contained in the meeting package, followed by questions from the Board.

3. Electoral Area A Monthly Report

A report was not presented this meeting. No questions followed.

F. REPORTS

1. April 2025 Management Report

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

2. FY2024/25 Q4 Staff Work Plan Report

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

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The Board recessed at 6:47 p.m. and reconvened at 7:07 p.m.

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3. New UNA Main Office Space Lease Report

The Chief Administrative Officer and the Operations Manager presented the report contained in the meeting package, followed by questions and comments from and discussion amongst the Board.

MOVED by Director Wiebe



SECONDED by Director Song

THAT the Board direct staff to finalize negotiations with UBC Properties Trust (UBCPT) on a lease for a new space for the new UNA Main Office, based on the proposed lease arrangement as described in the report. This includes, but is not limited to, the current Tenant Improvement (TI) allowance offered by UBCPT and an option for at least one 3-year or one 5-year extension.

AND THAT the Board direct staff to retain a consultant, to a maximum fee of \$25,000, to assist with the renovation design and budget of the new UNA Main Office space.

AND THAT the Board direct that this budget would then be referred to the Finance & Audit Committee for further review and analysis, including the proposed lease terms, renovation design considerations, and associated budget impact, before returning to the Board for decision. The proposed TI budget should not exceed \$250,000, inclusive of the TI allowance offered by UBCPT.

DEFEATED

The resolution moved by Director Kerns was considered after the previous resolution was defeated. Director Wiebe voted against the new resolution.

MOVED by Director Kerns

SECONDED by Director Luo

THAT the Board direct staff to finalize negotiations with UBC Properties Trust (UBCPT) on a lease for a new space for the UNA Main Office, based on the proposed lease arrangement as described in the report. This includes, but is not limited to, the current Tenant Improvement (TI) allowance offered by UBCPT and an option for at least one 3-year or 5-year extension.

AND THAT the Board direct staff to retain a consultant, to a maximum fee of \$35,000, to assist with the renovation design and budget of the new UNA Main Office.

AND THAT the Board direct that this budget would then be referred to the Finance & Audit Committee for further review and analysis.

CARRIED

4. Main Mall Greenway Landscape Project Public Engagement Report

The Operations Manager presented the report contained in the meeting package, followed by questions and comments from and discussion amongst the Board.

MOVED by the Chair

SECONDED by Director Luo

THAT the Board direct staff to conduct public engagement on the Main Mall Greenway Landscape project, as described in the project's public engagement plan.



WITHDRAWN

5. FY2024/25 Community Amenity Charges Report

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

6. Finance & Audit Committee Report

a. FY2024/25 UNA Financial Audit Plan Report

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

b. FY2024/25 UNA Capital Reserve Annual Transfer Report

The Finance Manager presented the report contained in the meeting package, followed by a question and comment from the Board.

MOVED by Director Wiebe

SECONDED by Director Kerns

THAT the Board approve a transfer to the UNA Capital Reserve equal to the amount of the amortization of capital assets for FY2024/25 minus the amortization of deferred capital contributions.

CARRIED

7. Governance & Human Resources Committee Report

a. UNA Video Surveillance Board Policy 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 Luo

THAT the Board approve the proposed revisions to the Video Surveillance Board Policy (#01-10), as circulated.

AND THAT the Board repeal the Video Surveillance – Old Barn Community Centre Board Policy (#01-11).

CARRIED

8. Land Use Advisory Committee Update

a. UNA Community-Led Urban Planning and Design Charrette

Director Kerns presented a verbal report, followed by discussion amongst the Board.

9. Community Engagement Advisory Committee Update

a. November 22, 2023 Approved Meeting Minutes



Director Li presented the meeting minutes contained in the meeting package. No questions followed.

b. December 11, 2023 Approved Meeting Minutes

Director Li presented the meeting minutes contained in the meeting package. No questions followed.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

1. Election of UNA Chair

Director Wiebe provided background on the item, followed by comments from the Board.

MOVED by Director Wiebe

SECONDED by Director Kerns

THAT the Board confirm the election of Eagle Glassheim as Chair until the earlier of the election of a successor or the time at which he ceases to be a director.

CARRIED

2. Letter to Vancouver School Board Regarding the Wesbrook Place Neighbourhood Plan

This agenda item was deferred to a future Board meeting.

I. ADJOURNMENT

MOVED by the Chair

SECONDED by Director Wiebe

THAT the Board adjourn into a closed session to discuss matters related to discussions and 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 the approval of minutes for a closed session or restricted closed session of a Board meeting.

CARRIED

The meeting adjourned into a closed session at 9:33 p.m.

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