



MINUTES

PRESENT:

Eagle Glassheim – Chair
Evan Luo – Secretary
Ronald Bourgeois
Michael Kerns

Yanbo (Paul) Li
Sandy Song
Jake Wiebe

UBC MEMBERS:

Carole Jolly

AMS DESIGNATED MEMBER:

Solomon Yi-Kieran

STAFF:

Paul Thorkelsson, Chief Administrative
Officer
Dave Gillis, Recreation Manager
Sai Karnam, Communications Specialist

Athena Koon, Finance Manager
Glenda Ollero, Communications Manager
Wegland Sit, Operations Manager

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting's open session was called to order at 5:30 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 Bourgeois

THAT the Board approve the October 21, 2025, open session agenda, as circulated.

CARRIED

C. APPROVAL OF MINUTES

MOVED by the Chair

SECONDED by Director Luo

THAT the Board approve the September 16, 2025, open session meeting minutes, as circulated.

CARRIED



D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. UBC Campus and Community Planning Monthly Report

Carole Jolly, Director of Community Development and Transportation, UBC Campus and Community Planning, referenced the report provided in the meeting package and responded to questions and comments from the Board.

F. REPORTS

1. October 2025 Management Report

- a. Chief Administrative Officer Report
- b. Communications Report
- c. Recreation Report
- d. Operations and Sustainability Report
- e. Finance Report

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

2. Recreation Summer Season Report

- a. 2025 Recreation Summer Season Report – Appendix

The Recreation Manager presented the report contained in the meeting package and responded to questions and comments from the Board.

Action Item (01): Management to include a discussion on the 2025 Recreation Summer Season Report on the agenda of the next Board meeting.

3. Properties Trust – Cycling Without Age – License Report

- a. Properties Trust Licence Agreement – Granite Terrace 3

The Chief Administrative Officer presented the report contained in the meeting package and responded to questions and comments from the Board.

MOVED by the Chair

SECONDED by Director Wiebe

THAT the approve the licence agreement with Properties Trust for the storage space (Trishaw Cage) in the Granite Terrace 3 building and staff be directed to finalize a sub-licence agreement with Cycling Without Age for their use of the Trishaw Cage storage facility.

CARRIED



4. Contingency Reserve Withdrawal – Wesbrook Community Centre Boiler B2 Replacement Report

a. Ainsworth Boiler Replacement Proposal

The Operations Manager presented the report contained in the meeting package and responded to questions and comments from the Board. Discussion ensued on concerns with the procurement process.

Main Motion

MOVED by the Chair

SECONDED by Director Luo

THAT the Board request that UBC:

- (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 Wesbrook Community Centre Boiler B2 Replacement, which amount is estimated to be approximately \$32,000; and*
- (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.

Amendment to the Main Motion

MOVED by Director Bourgeois

THAT the Main Motion be amended as follows:

- (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 Wesbrook Community Centre Boiler B2 Replacement, up to \$40,000.*

CARRIED

Question on the Main Motion, as Amended

THAT the Board request that UBC:

- (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 Wesbrook Community Centre Boiler B2 Replacement, up to \$40,000; and*
- (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.

CARRIED

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The Board recessed at 7:00 p.m. and reconvened at 7:21 p.m.

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5. Community Engagement Advisory Committee Report

Director Li provided an update on the activities of the Community Engagement Advisory Committee and responded to questions and comments from the Board.

6. UNA Office Administration Renovation Report

a. UNA Administration Office Relocation Project Report

The Chief Administrative Officer reviewed the report contained in the meeting package and responded to questions from the Board.

Discussion ensued on:

- Concerns with the cost estimate provided for tenant improvements.
- Suggestion that UBC Properties Trust, as the owner, be requested to provide a larger financial contribution to the office renovations.

MOVED by the Chair

SECONDED by Director Kerns

THAT the Board approve the terms of the lease for the office relocation to Unit 301, 5923 Berton Avenue, Vancouver, BC. as outlined in the report and authorize the Chair to execute the lease with the UBC Properties Trust.

AND THAT the Board approve the proposed \$1,270,000 total budget for the project as outlined in the report.

AND THAT, the Board approve the approach to funding the project as detailed in the report including the securing of \$700,000 financed through UBC Properties Trust, \$180,000 in Tenant Improvement funds from UBC Properties Trust, direct that an amount of \$300,000 be requested of UBC to be withdrawn from the Neighbours Fund Contingency Reserve, and authorize the Chair to execute the necessary documents.

AND THAT, the Board approve the remaining funding for the project of \$90,000 from the UNA.

DEFEATED UNANIMOUSLY



G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. ADJOURNMENT

MOVED by the Chair

SECONDED by Director Bourgeois

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; and the approval of minutes for a closed session or restricted closed session of a Board meeting.

CARRIED

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The meeting adjourned into a closed session at 8:28 p.m.

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