



MINUTES

PRESENT:

Eagle Glassheim
Jake Wiebe
Ronald Bourgeois
Sandy Song
Michael Kerns
Evan Luo
Yanbo (Paul) Li

UBC MEMBERS:

David Kiloh
Carole Jolly

AMS DESIGNATED STUDENT:

Soloman Yi-Kiernan

STAFF:

Paul Thorkelsson – Chief Administrative Officer
Athena Koon – Finance Manager
Glenda Ollero – Communications Manager
Dave Gillis – Recreation Manager
Wegland Sit – Operations Manager
Lauren Thomson – Corporate Services Specialist

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 on the traditional and ancestral territories of the Musqueam people.

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

B. APPROVAL OF AGENDA

MOVED by Chair

SECONDED by Director Wiebe

THAT the Board approve the December 16, 2025, open session agenda, as circulated.

CARRIED



C. APPROVAL OF MINUTES

MOVED by Chair

SECONDED by Director Bourgeois

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

THAT the meeting minutes be amended to clarify that Carole sent regrets but that a report was included.

CARRIED

D. DELEGATIONS

None.

E. EXTERNAL REPORTS & PRESENTATIONS

1. UBC Campus and Community Planning Monthly Report.

Carole Jolly presented the report as contained in the session package. Questions and discussion around the reports as well as communications with UBC Properties Trust considerations were raised.

F. REPORTS

1. December 2025 Management Report – Paul Thorkelsson, Chief Administrative Officer

The management team presented their respective reports as contained in the meeting package, followed by questions and comments from the Board. Some specifics around newspaper, recreation revenues, seasonal reports, sustainability, and school route safety issues were raised.

2. Neighbourhoods Fund and Audit Processing Report

The Chief Administrative Officer presented the report as contained in the meeting package. Questions and comments by the Board followed.

UBC Staff provided context on Neighbourhoods Fund process. This motion was originally New Business and was amended to this section.

MOVED by Director Wiebe

SECONDED by Director Bourgeois

THAT the Board request UBC to provide for UNA participation during future annual audit reviews of the Neighbours Fund conducted by appointees of UBC.

CARRIED



1. Hampton Place Decorative Concrete Repair Project Report

Discussion on the matter including suggestions that further consideration should be postponed pending Board policy discussion.

MOVED by Chair Glassheim

SECONDED by Director Bourgeois.

THAT the Board defer this agenda item to January meeting.

Motion:

THAT the Board request that UBC(a) withdraw from the Neighbours Fund Contingency Reserve and pay to the UNA an amount equal to the UNA's expenditures to be incurred for the Hampton Place Decorative Concrete Repair Project, an amount estimated to be approximately \$75,000, following the withdrawal and payments processes established in the Neighbours Agreement 2024.

DEFERRED

3. UNA Urban Forestry Operations Guidelines Report

The Chair relayed that this item will be deferred pending consultation with UBC on the report.

Motion:

THAT the Board adopt the UNA Tree Management Operational Guidelines as presented, thereby fulfilling the mandate for the Tree Risk Management Protocol as outlined in Appendix A, Section 4.2 of the Neighbours Agreement 2024 (NA 2024)

DEFERRED

4. 2026-27 Budget Report

The Finance Manager presented budget as contained in the package. Presentation was followed by questions and comments from the Board including discussion review from Finance and Audit Committee to address funding for upcoming projects.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

1. Neighbours Fund Audit Process – Director Wiebe

Noting that this item was presented and discussed at the outset of the meeting.



I. ADJOURNMENT

MOVED by Chair Glassheim

SECONDED by Director Luo

THAT the Board adjourn into a closed session to discuss matters that are, or are 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

The meeting adjourned at 7:05pm

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APPROVED