



MINUTES

PRESENT:

Eagle Glassheim
Jake Wiebe
Ron Bourgeois
Sandy Song (remote)
Evan Luo
Yanbo (Paul) Li

UBC MEMBERS:

Dave Kiloh

REGRETS:

Michael Kerns
Carole Jolly
Solomon Yi-Kieran

STAFF:

Paul Thorkelsson, Chief Administrative Officer
Athena Koon, Finance Manager
Wegland Sit, Operations Manager
Dave Gillis, Recreation Manager
Glenda Ollero, Communications 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 5:30pm with director Song joining virtually.

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

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

Some housekeeping items were discussed.

B. APPROVAL OF AGENDA

MOVED by Chair Glassheim

SECONDED by Director Wiebe

THAT the Board approve the February 17, 2026, open session agenda, as circulated.

CARRIED



C. APPROVAL OF MINUTES

MOVED by Chair Glassheim

SECONDED by Director Luo

THAT the Board approve the January 20, 2026, 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 & Transportation, UBC Campus & Community Planning.

Report was submitted and acknowledged, no further questions were raised.

F. REPORTS

1. February Management Report – Paul Thorkelsson, Chief Administrative Officer

The Chief Administrative Officer noted that staff's focus has primarily been on budget as of late, highlighting some major activities from the process.

The Communications Manager indicated that a new address verification feature has been added to website as well as a pilot metrics dashboard. Board members raised questions around data from the dashboard. These questions were discussed and answered.

A correction to Recreation report was made regarding projected attendance numbers. Lunar New Year celebration event was raised and discussed with attention to volunteering opportunities and budgetary considerations. The Recreation Manager and Communications Manager addressed Community vs UNA events, organizational support for community-led, and stressed the important distinction of community-led events for the UNA.

The Operations and Sustainability report highlighted strata retrofit communications, boiler replacement project at WCC, and progress on finalizing quotes for Ash tree care.

Further questions were raised on communication procedures and strategies with stratas, noting the importance of keeping contact information up to date.

*** Yanbo (Paul) Li arrived at 5:49pm***



2. Finance & Audit Committee Report

- a. Final Draft FY2026/27 UNA Annual Budget Report – Athena Koon, Finance Manager

The Finance Manager presented report as circulated. Public feedback was discussed; no changes were made to the budget based on community feedback. Some commentary on the operational nature of feedback was made. Board members gave specific thanks to staff for their hard work in preparation of the budget.

The Board requested that the Finance Manager investigate the implications of changes to PST charges.

MOVED by Director Wiebe

SECONDED by Director Bourgeois

THAT the Board approves the FY2026/27 operating and capital budgets, and, pursuant to section 13.5 of the Neighbours Agreement 2024, direct staff to deliver the budget summaries to UBC for approval.

CARRIED

- b. Community Field Replacement – Athena Koon, Finance Manager

Report was presented as circulated with minor additional context on partnership between UNA, UBC and VSB, no further questions were raised.

MOVED by Chair Glassheim

SECONDED by Director Wiebe

THAT the Board agree to allow UBC to transfer the total amount of \$130,000 to the Community Field Replacement Reserve in the Neighbours' Fund for the two fiscal years 2024/25 and 2025/26.

CARRIED

- c. FY2025/26 Q3 UNA Financial Results Report – Athena Koon, Finance Manager

The report was presented as circulated, noting that there are some as yet unfinished projects. Office move and insurance changes were cited as major factors in projections.

3. YMCA Nobel Park Agreement – Wegland Sit, Operations Manager

The Operations Manager explained that this agreement specifically relates to the YMCA operating the new facility. The childcare fee reduction application was addressed as well as insurance requirements per NA '24.



MOVED by Chair Glassheim

SECONDED by Director Luo

THAT the Board approve the UNA - YMCA Verve Childcare Facility sublicense agreement and authorize the Chief Administrative Officer to execute the agreements.

CARRIED

4. UNA Landscape and Municipal Services – Wegland Sit, Operations Manager

The report was presented as circulated. A summary of historical landscape services providers, the integration of landscape management plan, its efficiency and sustainability, and the inclusion of mandatory electric power equipment usage were all discussed.

MOVED by Chair Glassheim

SECONDED by Director Bourgeois

THAT the Board approve the attached UNA – 2026-2029 Contractor Agreements for Badger Earthworks, Cutting Edge Landscaping and authorize the Chief Administrative Officer to execute the agreement.

CARRIED

5. UNA Municipal Ticket System – Wegland Sit

The Operations Manager presented ticketing system and outlined its integration with existing systems. Board members and staff made comments on the thoroughness of the system and posed some questions on metrics, tracking, and future state.

** * * * the meeting recessed at 7:03pm * * * **

** * * * the meeting reconvened at 7:22pm * * * **

G. UNFINISHED BUSINESS

1. Request to UBC for Infrastructure Reserve Funding

Some discussion on strategies for approaching the project as well as future projects occurred, including continued conversation on repair versus replacement.

MOVED by Chair Glassheim

SECONDED by Director Wiebe



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

CARRIED

***** Dave Kiloh left the meeting at 7:41pm *****

H. NEW BUSINESS

1. Board Reimbursement Policy – Director Wiebe

Director Wiebe outlined the need for a revised reimbursement policy and some of the missing information from the current policy.

MOVED by Director Wiebe

SECONDED by Director Bourgeois

THAT the Board direct staff to develop a draft policy for Board consideration outlining prospective reimbursement of reasonable Director expenses under Bylaw 6.14, including defined categories, limits, and reporting requirements, to ensure consistency, transparency, and alignment with UNA practices.

CARRIED

I. ADJOURNMENT

MOVED by Chair Glassheim

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; 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 7:44pm
