



COMMUNITY SERVICES ADVISORY COMMITTEE

Meeting – Wednesday, March 6, 2019
7:00 – 9:00 p.m. – Committee Room
District Hall, 355 W. Queens Road, North Vancouver, BC

MINUTES

Members: Zari Abtahi
Emma Gibbons (Chair)
Cathy Harvey
CS Kim
Constantine McQuade
Matina Spiropoulos
Pamela Wilkinson
Maryam Zarenejad
Donna Zwickel

Regrets: Ashraf Amlani
Bill Johnson
Victor Schwartzman
Claire Shepansky

Staff: Cristina Rucci, Staff Liaison
Mary Jukich, Committee Clerk

1. Welcome

2. Adoption of Agenda

MOVED, seconded and resolved
To adopt the agenda.

3. Adoption of Minutes

MOVED, seconded and resolved
To adopt the February 20, 2019 minutes.

4. Business Arising

Cristina Rucci provided a brief presentation from the Centre for Diversity and Innovation on “Our Agreement for Working Together in Conversation”. Some of the highlights of the presentation included having an inclusive conversation, keeping an open mind, keeping the discussion on track, disagreeing with kindness, and confidentiality.

5. Financial Statement Presentation

A detailed presentation on reading and interpreting financial statements and financial information was provided to the Committee. Some key items were as follows:

- The financial statements are a good source of information when reviewing the applications.
- It may be beneficial to first review the organization’s budget prior to reviewing the financial statements, as the budget will give a greater sense of the entity.

6. Overview on How to Review Application Forms

An overview on how to review and consider application forms was provided, including the following highlights:

- How much funding was provided in the past and was the organization able to operate with the funding;
- Are there other organizations that are providing the same services, does the program serve/reach different populations, is the program unique;
- Once the interview is completed, and the organization presented to the Committee, if the Committee has further questions or requires clarification, the organization can be contacted again to provide the information requested by the Committee.
- The interview should be done with the contact listed on the application form, usually this is the Executive Director.
- Some organizations keep statistics on the North Shore numbers that they serve and this information should be taken into consideration when reviewing the application.

7. Interview Process / Questions for Interview

Members were provided with some suggestions and guidelines for conducting effective and successful interviews, as well as some possible questions for the organizations.

Members were reminded of the confidential nature of the information shared during the interview with the organizations, as well as the committee discussions, and that this information not be shared outside of the committee.

8. How to Present Application to Committee

A brief overview was provided on how to present the applications to the Committee including the following key aspects:

- Members interview the Organization;
- The Recommendation Form is completed.
- The organization is presented to the Committee, including information on when/how the interview took place and who from the organization was interviewed.
- The presenter states the amount of requested funding as well as their recommended amount.
- A motion is made.
- The floor is open for discussion. Information on the organization is provided, including rationale/reasons for the recommended amount, background/history of the organization, etc.
- A conclusion is reached and a vote takes place.

9. Accountability Forms

The remaining accountability forms were distributed.

10. Any Other Business

Members were informed that the City of North Vancouver had received two grant applications that had amounts for both the City and the District. The applications were not received by the District but had inadvertently been sent only to the City. Members discussed on whether or not to accept the applications. It was suggested to contact the two organizations by email and request that the District receive the completed application along with a rationale on why the application was only sent to the City and also provide a deadline for a response.

11. Next Meeting

The next meeting will be on Wednesday, April 3rd, 2019.

12. Adjournment

The meeting was adjourned at 9:10 pm.

District Vision Statement

Our goal is to be recognized among the most sustainable communities in the world as demonstrated through our environmental stewardship, strong network of neighbourhoods, a vibrant economy and community-driven growth and change.