COMMUNITY SERVICES ADVISORY COMMITTEE

Meeting for Wednesday October 1, 2014
7:00 p.m. – 9:00 p.m.
Room B, District Hall, 355 W. Queens Rd

MINUTES

Invited: Sean Burke  
         Joanne Cooper  
         Wendy Hiebert  
         Catherine Nesmith  
         Jocelyn Rea  
         Maralyn Wild  
         Robin Woods

Apologies: Elaine Noble  
           Arash Rezai  
           Dustin Noble

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

Guests: Christian Bates – Canadian Red Cross, Jason Lee – Norvan Boys and Girls Club, Alana Haynes – Big Brothers of Greater Vancouver

Item

1. Adoption of agenda

   MOVED and seconded
   TO adopt the agenda
   CARRIED

2. Adoption of previous minutes (attached)

   MOVED and seconded
   TO adopt the minutes from meeting of June 4th, 2014
   CARRIED

3. Business arising from minutes

4. Discussion with larger organizations regarding the preparation of budgets for their local chapters

   Christian Bates, Canadian Red Cross, Jason Lee, Norvan Boys and Girls Club and Alana Haynes, Big Brothers of Greater Vancouver provided background on how each organization determines their budgets and submission to the Committee.

   The agency representatives provided an overview of the services that they provide and briefly described how they prepare their grants budgets. The comment was made that it is
sometimes costly for larger organizations to separate out their budgets and that this money could be better spent on the actual programs.

There was a discussion on the application form and how it could be adjusted to better reflect the operations of the larger organizations.

- The form allows only general answers and there is no place for specifics. It was also noted that there is no place to put graphs, charts or pictures, and that this information is important as it helps tell the agencies’ story.

It was suggested that at the next meeting, in light of the comments provided, a review of the application form be undertaken to determine if there is a way to modify the forms to enable agencies to provide more information. Some points to consider would be the type of questions or word limit.

The suggestion was also made that the committee in their review should be less concerned with the budget of the larger organizations and should look more at the activities being offered and which could be tracked – with the recognition that operating dollars are harder to secure than program dollars.

A question came up around cash reserves. The agency representatives all noted that it is important for agencies to have adequate cash reserves to carry them through in case funding is lost.

It was noted that over the last couple of years, members have looked at the agencies’ websites as part of their review of the application.

Guests were thanked for providing their feedback and comments, and to forward any further suggestions to the Committee.

5. Review and reflections of grant allocation process for 2014

Members provided comments on the success of the grant application process for 2014 and how their efforts were appreciated by Mayor and Council

A problem also identified was when organizations applied for the same project but with a different name and it was suggested a spreadsheet be prepared to track the organizations.

A mapping exercise was suggested to look at not just the organizations but the organization’s programs, e.g., migration programs, health related programs and how they interact with agencies. It was suggested to ask the organization who else provides the same services and that the Committee can do this as pre-interview research.

The green book could be used for reference.

A question was raised with regard to members’ time, and that in previous years, members had to fill out hours and whether that is worth doing. It was suggested that this year, members track their time.
A suggestion was made to put limits on the amount of time allotted to each agency, and that possibly 15 minutes was appropriate for a five minute presentation and a 10 minute discussion. In order to be respectful to the presenter and the agency, additional time would be at the Chair’s discretion.

Members were asked if there was any value to have a list at the start of the process of all the agencies, the amount of money being requested, total amount to allocate and the amount received in the previous year amount. Concern was expressed that this information may influence decisions.

It is anticipated that by the first meeting, the total amount of the budget, a list of all the agencies and the amounts being requested will be available.

It was suggested to continue the discussion at the next meeting on October 15th to:

- Review and determine a process for next year
- Review the application form
- Work on understanding how the decisions were made previously to possibly prevent two different spools of decision making
- Discussion around exclusion and guiding principles about excluding agencies

6. Review of Guiding Principles (issue around exclusion)
   - This item was deferred to the next meeting.

7. Next meeting: Wednesday, October 15th, 2014
   - Next meeting confirmed for Wednesday, October 15th, 2014.

8. Any other business – Recruitment
   - The Recruitment poster will be distributed to the Committee for review.
   - The recruitment ad will be published in the North Shore News next week.
   - Members were invited to ask anyone they knew if they wished to serve on the Committee.
   - There was a brief discussion whether the Committee could continue with only 10 members.

9. Adjournment
   - Meeting adjourned at 9:15 p.m.

**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.