1. Adoption of agenda

MOVED and seconded
TO adopt the agenda

2. Adoption of October 15th, 2014 minutes

MOVED and seconded
TO adopt the October 15th 2014 minutes

3. Adoption of October 1st, 2014 minutes

MOVED and seconded
TO adopt the October 1st, 2014 minutes

4. Business arising from minutes

Robin reminded members that Christian Bates, Canadian Red Cross, Jason Lee, Norvan Boys and Girls Club and Alana Haynes, Big Brothers of Greater Vancouver attended the October 1st meeting to provide information on how each organization determines their budgets and submissions to the Committee.

Robin reported on some key points taken from the presentation.

- There was a request that the Committee review the application forms to determine whether the forms could be modified to enable the organizations to provide more
information. It was noted, however, that the organizations were informed that they were at liberty to provide more information than requested on the forms.

- The Committee was requested to put less emphasis on the budget process and look more at the activities being offered by each organization.
- The organizations indicated that the Committee not be too concerned with regard to the amount of the organizations’ cash reserves as the cash reserves are required if funding is lost.

Robin thanked Cristina for arranging the presentations, and noted that meeting with the organizations provided the Committee with a better understanding of how they perceive the process, and allowed the organizations a better understanding of the Committee’s responsibilities.

Members were reminded that in going forward, organizations may apply for the same project, but with a different name, and that close review of programs and organizations be taken with possibly a spreadsheet to track the organizations.

District Council have indicated their appreciation for the Committee’s work, and have requested that members keep track of the hours spent on Committee work.

Members reviewed the suggestion of allotting each agency a five minute presentation and a ten minute discussion, and members generally felt that would be adequate.

5. Review and reflections of grant allocation process for 2014

Members were requested for feedback on last year’s process and whether they wished to continue with the process for the upcoming year.

Members discussed the possibility of having a list which would include the amount each organization received in the prior year, and the list could also show the new the organizations applying for grants.

At the first meeting, guidelines and a matrix will be developed.

6. Review of the application form

Application forms have to be posted on the website by month end.

On review of the application form, members noted that the form was originally created by the three municipalities and therefore cannot be revised without consent from them. As a result, members discussed that as the interview process is critical in the decision making process, that in-depth questions be developed to use as part of the interview.

The following preliminary questions were drafted, and Cristina will email to the Committee for review:

- Is there any additional relevant information that you would like to provide and bring to the interview?
- What would you do if you do not receive funding?
• Provide the three most important features about the organization
• Provide information on other funding sources, or what have you done to seek other funding sources for the program?
• How do you determine need for your services in the community?
• Do your services duplicate services by another agency?

It was also suggested that, if possible, additional blank lines be inserted on pages 3/4 and 5/6 on the form to allow more space for information.

7. Review of Guiding Principles (issue around exclusion)

Members reviewed the section “What we Don’t Fund” included in the “Municipal community Service Grants Goals and Guiding Principles” document. Specifically, the committee had a discussion around the following criteria:

• Activities of religious, ethnic or cultural organizations that serve primarily their membership and/or their direct religious purposes, unless the community at large will benefit significantly.

The committee suggested to remove the word “significantly” from the clause which would allow more flexibility and a wider scope during the review and decision making process. Although no vote was taken, members indicated their agreement with the change.

8. Recruitment

One application was received, and members were provided with a brief background on the applicant. Cristina has scheduled an orientation, and has invited the new member to the next meeting.

9. Next meeting:

• Next meeting was confirmed for Wednesday, January 21st, 2015.
• It was requested that a schedule with meeting dates be provided.

10. Any other business

• No other business was presented.

11. Adjournment

• Meeting adjourned at 9:00 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.