COMMUNITY SERVICES ADVISORY COMMITTEE
Meeting – Wednesday, January 21st, 2015
7:00 p.m. – 9:00 p.m.
Committee Room, District Hall, 355 W. Queens Rd

MINUTES

Attended: Sean Burke
Christopher Corsetti
Wendy Hiebert
Jocelyn Rea
Arash Rezai
Maralyn Wild
Robin Woods
Stephanie Wysota

Regrets: Elaine Noble
Dustin Noble

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

1. Adoption of agenda

MOVED by Jocelyn and seconded by Maralyn
TO adopt the agenda.

The two new members, Christopher Corsetti and Stephanie Wysota, were introduced and welcomed to the Committee, and introductions made around the table.

Members were informed that Joanne Cooper resigned, and her work and efforts on the Committee were acknowledged.

2. Adoption of previous minutes

MOVED by Wendy and seconded by Arash
To adopt the November 19th, 2014 minutes

3. Business arising from minutes
None

4. Elections

4.1. Chair
Nominations were called for the position of Committee Chair. Christopher nominated Robin Woods. Two more calls for nominations were made and no further nominations received.

MOVED without objection
TO elect Robin Woods as Chair

CARRIED BY ACCLAMATION
4.2. Vice-Chair
Nominations were called for the position of Committee Vice-Chair. Jocelyn nominated Arash Rezai. Two more calls for nominations were made and no further nominations received.

MOVED without objection
TO elect Arash Rezai as Vice-Chair

CARRIED BY ACCLAMATION

5. Overview of 2015 Year

Members were provided with a PowerPoint presentation and overview of the terms of reference, time commitments and grant review process for 2015.

There was a discussion with regard to the District of North Vancouver policy and mandate for providing funding to organizations already receiving funding from other agencies.

ACTION: Undertake a review of the Policy during the grant review process.

6. Interview Process – Draft Questions

At the previous meeting, a set of questions were developed to be used during the interview process in order to provide additional data and information not specifically requested in the Forms. Six questions were developed and previously circulated to the Committee for review and comments.

Members discussed Maralyn’s feedback with regard to question #6 in that the question may yield simply a yes or no answer. On further review and discussion, it was noted that the question is also covered in the Grant Screening Form and it was suggested that the question remain as written for the interview process.

Members discussed Jocelyn’s feedback on an additional question on how localized the administration of the organization is, and whether the grant dollars are part of a larger budget or if it is a separate line item for the North Shore aspect of the budget. Concern was expressed that organizations should account for the amount provided by the North Shore and therefore allowing the Committee to understand the organization’s accountability. The following question will be added:

Is the reporting of the DNV grant a single line item for the North Shore or is it considered part of a larger budget and thus aggregated with others.

There was also a discussion with regard to question #3 and whether there could be more clarity and it was suggested to change the question to read:

What are the three aspects of your organization that you are most proud of?

There was a discussion on organizations that may have reserve funds and a suggestion was made to include the following additional question:

If you have a reserve fund, what is your rationale for the amount you have?
Members were reminded that the questions serve only as guidelines during the interview process.

**ACTION:** The Committee will be emailed the draft questions and the screening criteria updated.

7. **Grant Allocation – Guidelines and Matrix**

Members reviewed prior year’s spreadsheets indicating the amounts of grants applied for, the names of the organizations, as well as a listing of contact information for each organization that may be applying for grants this year and an overview of the spreadsheet was provided.

As the deadline for grant applications is January 31st, it was suggested by early February, and prior to the February 18th Committee meeting, a list indicating the names of organizations applying for grants be distributed to the Committee.

**ACTION:** Compile a list of the grant applications received and forward to the Committee prior to the February meeting.

8. **Next Meeting – Wednesday, February 18th, 2015, 7:00 p.m.**

**ACTION:** At the February meeting, members will be provided with a review on how to read financial statements, and two sets will be provided, one with financial reserves.

The application binders be brought to the meeting.

9. **Any other business**
   - No other business was presented.
   - An update was provided on the Dovercourt House.

10. **Adjournment**
    - Meeting adjourned at 8:45 pm.

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**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.