



## MINUTES

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### **PRESENT:**

Richard Watson – Chair  
Bill Holmes  
Eagle Glassheim  
Fei Liu  
Murray McCutcheon

### **UBC MEMBERS:**

Carole Jolly  
Silvia Magnano

### **STAFF:**

Paul Thorkelsson – Chief Administrative Officer  
Abdalla Hobi – IT Specialist  
Athena Koon – Finance Manager  
Chris Hakim – Corporate Services Specialist  
Dave Gillis – Recreation Manager  
Emmanuel Samoglou – Communications Specialist  
Glenda Ollero – Communications Manager  
Wegland Sit – Operations Manager

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### **A. CALL TO ORDER**

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:31 p.m.

The Chair acknowledged that the meeting was held on the traditional and unceded territories of the Musqueam people.

### **B. APPROVAL OF AGENDA**

**MOVED** by the Chair

**SECONDED** by Director McCutcheon

*THAT the Board approve the February 20, 2024 agenda, as circulated.*

**CARRIED**

### **C. APPROVAL OF MINUTES**

The Board approved the January 16, 2024 open session meeting minutes with an amendment to cure a spelling typo noted in two resolutions.

**MOVED** by the Chair

**SECONDED** by Director Glassheim



*THAT the Board approve the January 16, 2024 minutes, as amended.*

**CARRIED**

**D. DELEGATIONS**

None.

**E. EXTERNAL REPORTS & PRESENTATIONS**

1. RCMP Quarterly Report

Chuck Lan, the RCMP Detachment Commander Staff Sergeant, presented the report, followed by questions from the Board.

2. Campus and Community Planning Report

Carole Jolly, the UBC Director of Community Development and Engagement, presented the report contained in the meeting package, followed by questions from the Board.

3. Electoral Area A Monthly Report

Jen McCutcheon, the Electoral Area A Director, presented the report contained in the meeting package, followed by questions from the Board.

**F. REPORTS**

1. February 2024 Management Report

The Management team presented their respective reports contained in the meeting package, followed by questions from the Board.

2. Lot 11 Community Garden License Agreement Extension Report

The Operations Manager presented the report contained in the meeting package, followed by questions from the Board.

**MOVED** by the Chair

**SECONDED** by Director Glassheim

*THAT the Board approve the Lot 11 Community Garden License Agreement Extension and authorize the Chair to execute the agreement, as modified.*

**CARRIED**

3. Finance & Audit Committee Update

a. Final Draft 2024/25 UNA Annual Budgets Report

The Finance Manager presented the report contained in the meeting package, followed by questions from the Board.

**MOVED** by Director Holmes

**SECONDED** by Director Glassheim

February 20, 2024

*THAT the Board approve the 2024/25 operating and capital budgets and, pursuant to section 10.2 of the Neighbours Agreement, direct staff to submit the budget summaries to UBC for approval.*

**CARRIED**

b. 2023-24 Q3 Financial Results Report

The Finance Manager presented the report contained in the meeting package. No questions followed.

c. UNA Banking Signing Authority Report

The Finance Manager presented the report contained in the meeting package. No questions followed.

**MOVED** by Director Holmes

**SECONDED** by Director Glassheim

*THAT the Board approve changes to the RBC Master Client Agreement to reflect the authorization of Paul Thorkelsson as a signing authority of the UNA.*

**CARRIED**

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*The Board recessed at 7:27 p.m. and reconvened at 7:44 p.m.*

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4. Governance & Human Resources Committee Update

a. Byelection & Appointment Process Report

The Corporate Services Specialist presented the report contained in the meeting package, followed by questions from the Board.

**MOVED** by the Chair

**SECONDED** by Director Holmes

*THAT the Board refer the matter back to the Governance & Human Resources Committee.*

**CARRIED**

5. Neighbours Agreement Committee Update

Director Holmes provided a verbal report. No questions followed.

**G. UNFINISHED BUSINESS**

None.



## H. NEW BUSINESS

### 1. UBC President Meeting with Residents

Director Glassheim provided an explanation about the topic.

**MOVED** by Director Glassheim

**SECONDED** by Director Holmes

*THAT the Board direct UNA staff to facilitate a public meeting between the UBC President and residents, with time, place, and format determined in consultation with the President's office.*

**CARRIED**

## I. ADJOURNMENT

**MOVED** by the Chair

**SECONDED** by Director Glassheim

*THAT the Board adjourn into a closed session to discuss matters that are, or are 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; the appointment of an individual to fill a vacancy on the Board; 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 8:28 p.m.*

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