



## MINUTES

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### PRESENT:

Richard Watson – Chair  
Bill Holmes  
Fei Liu  
Murray McCutcheon

### UBC MEMBERS:

Carole Jolly  
Holly Shepherd

### AMS DESIGNATED STUDENT:

Ayesha Irfan

### STAFF:

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

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### A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting's open session 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 July 16, 2024 open session agenda, as circulated.*

**CARRIED**

### C. APPROVAL OF MINUTES

**MOVED** by the Chair

**SECONDED** by Director Holmes

*THAT the Board approve the June 18, 2024 open session minutes, as circulated.*

**CARRIED**



#### D. DELEGATIONS

None.

#### E. EXTERNAL REPORTS & PRESENTATIONS

1. RCMP Quarterly Report

Chuck Lan, the RCMP University Detachment Commander, presented a verbal report, followed by questions and comments 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 a question from the Board.

3. Electoral Area A Monthly Report

Jen McCutcheon, the Electoral Area A Director, presented a verbal report, followed by questions and comments from the Board.

#### F. REPORTS

1. FY2023/24 Audited Financial Statements

The Finance Manager, Leroy Van Spronsen, and Prabh Toor presented the reports contained in the meeting package, followed by questions from the Board.

**MOVED** by Director Holmes

**SECONDED** by Director McCutcheon

*THAT the Board approve the UNA's audited financial statements for the year ended March 31, 2024, and that the Chair be authorized to sign the audited financial statements on behalf of the Board to confirm that approval has been given.*

**CARRIED**

2. July 2024 Management Report

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

3. FY2024/25 Neighbours Levy Assessment

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

4. Website Server Upgrade Report

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

**MOVED** by Director Holmes

**SECONDED** by Director McCutcheon

*THAT the Board approve Option 1 in the Web Server Upgrade Report of July 9, 2024.*

**CARRIED**

5. Finance & Audit Committee Update

a. Appointment of Auditor

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

**MOVED** by Director Holmes

**SECONDED** by Director Liu

*THAT the Board seek approval at the 2024 Annual General Meeting for the appointment of Johnsen Archer LLP as auditor until the close of the subsequent annual general meeting.*

**CARRIED**

b. UNA Reserves Investment Strategy

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

**MOVED** by Director Holmes

**SECONDED** by Director Liu

*THAT the Board direct staff to make the following investments:*

- *\$500,000 in a two-year term GIC, and*
- *\$1.6m in a one-year term cashable GIC.*

**CARRIED**

6. Governance & Human Resources Committee Update

a. 2024 UNA AGM Planning Report

The Corporate Services Specialist presented the report contained in the meeting package, followed by a discussion amongst the Board.

**MOVED** by the Chair

**SECONDED** by Director McCutcheon

*THAT the Board confirm that the UNA will hold the 2024 Annual General Meeting on Wednesday, October 2, 2024, commencing at 7:00 p.m. at the Wesbrook Community Centre.*

**CARRIED**

**MOVED** by the Chair



**SECONDED** by Director Liu

*THAT the Board approve the 2024 Notice of AGM package and special resolution ballot form, as modified.*

**CARRIED**

b. 2024 UNA Board of Directors Election Planning Report

The Corporate Services Specialist presented the report contained in the meeting package, followed by a discussion amongst the Board.

**MOVED** by the Chair

**SECONDED** by Director McCutcheon

*THAT the Board approve the following dates for the 2024 UNA Board of Directors election:*

- *The deadline by which nominations are to be received is October 4, 2024*
- *The deadline by which the UNA must send the information of each candidate, the instructions for online voting, and the unique voting passwords to the members is November 4, 2024.*
- *The voting period is to commence on November 4, 2024 and then end on November 26, 2024 at 4:30 p.m.*

**CARRIED**

**MOVED** by the Chair

**SECONDED** by Director McCutcheon

*THAT the Board approve the 2024 UNA Board of Directors election ballot form and voting guide, as amended.*

**CARRIED**

**MOVED** by the Chair

**SECONDED** by Director Liu

*THAT the Board approve the following election signage rules:*

- In the areas managed by the UNA, the UNA reserves the right to remove any election signs that may obstruct traffic, hinder pedestrian visibility, or generally create a hazard to the public.*
- All election signs in areas managed by the UNA must be removed no later than 24 hours after the end of the election.*

**CARRIED**

**MOVED** by the Chair

**SECONDED** by Director McCutcheon



*THAT the Board authorize staff to issue a communication to all members of the UNA inviting members to, by notice to the Society, elect not to have their email contact information shared with candidates, and that the UNA shall not share with candidates such email contact information of a member who objects.*

**DEFEATED**

7. Neighbours Agreement Committee Update

Director Holmes provided a verbal report, followed by a comment from the Board.

**G. UNFINISHED BUSINESS**

None.

**H. NEW BUSINESS**

None.

**I. ADJOURNMENT**

**MOVED** by the Chair

**SECONDED** by Director Liu

*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 receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; 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 7:52 p.m.*

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