

Green Timbers Heritage Society

Meeting Minutes

April 21, 2016

I. Call to order

Don called to order the regular meeting of the GTHS at 18:41 on April 21, 2016 at Jason's office.

II. Roll call

Travis conducted a roll call. The following persons were present: Don, Ellen, Jim, Nathan, Tessa, and Jason

III. Approval of minutes from last meeting

March meeting minutes were approved as read by Jason and second by Jim

IV. Open issues

- a) Financial report (Attached)
- b) Insurance. (Don to follow up)
- c) **SNAP** report. Application with drawl from position. Looking to hire new applicant. More to follow. SNAP budget Proposal, new branding and Gaming account Summary Report (Attached)

V. New business and reports

- a) Don signed purchase order agreement no. 404694

Amending Agreement No. 5 Restoration of Natural Areas and to Conduct Education & Public events
- b) Gaming Account/ to be investigated by Jason
- c) Presidents SEP report (previously submitted via email)
- d) Jim to file FOI to attain a **Tree report** via City of Surrey
- e) 100th AVE widening report (provided via Google drive)
- f) Send letters to expired membership
- g) Surrey Bend Opening report

- h) Party for the Planet
- i) Strategic Planning re: GTHS booth. (What is our message? What do we want people to do when they leave?)
- j) Blackie Spit – Ocean Day planning Jason, Tessa
- k) Surrey Bend Environment Day April 29
- l) Review of GT Forrest DVD
- m) A motion was made from Don to reimburse Ellen’s printing cost. Jason seconds his motion.
- n) Motion to pay Jim for liability insurance as billed. Second by Don
- o) Round Table. Newsletter articles to Amy Reid.

Adjournment

Don adjourned the meeting at 20:36

Minutes submitted by: Travis Evans

Minutes approved by:

Did you know that SWAG stands for “Stuff We All Get” ???

Next meeting June 8th /2016 Jason’s Office 9030 King George Boulevard

Green Timbers Heritage Society Meeting

SNAP Update – April 21, 2016

Hiring:

- One of our Environmental Outreach (EO) team members has withdrawn her application.
- I have contacted the only other suitable candidate but she has also since been hired.
- I am looking into the possibility of hiring an additional Habitat Restoration (HR) team member to balance a smaller EO team.

Budget:

- I have been briefed on the budget by Nadia and have updated the figures to represent our budget this year. See the attached budget proposal #1.
- There is a high likelihood we will come in under budget.

Funding:

- I've gotten our purchase order generated through the city. Our first invoice can be submitted May 1 for \$50,000.
 - Two subsequent invoices will be accepted by the city on June 1 and July 1 for the same amount.
- John Aldag (Cloverdale/Langley City) has been the only MP that I've been able to arrange a meeting with. Diane Watts' (South Surrey/White Rock) office was also receptive to SNAP so I'm hopeful she will support us.
- I've contacted the federal government about the Canada Summer Jobs funding timeline. Decisions will be made in writing in May.

Procurement:

- Vehicle magnets are ready to be made up. We've been invoiced \$280.00
- SNAP shirts have been approved but I noticed an error on their invoice, so I'm waiting to get it amended. The amount should be approximately \$1042.44.

Cheques and Petty Cash

- Petty cash is at \$103.61.
- In the past, fuel has been the greatest expense coming from petty cash.
- I've budgeted \$1000 in fuel use for the 4 vehicles per month (\$300/truck & \$200/van).
- We will need to work out a system for replenishing the petty cash float.

BC Gaming Account

- An email was sent by Steve before he left last year indicating that our BC Gaming Account required reports to be filed within 90 days of GTHS's fiscal year-end (Sept. 30), putting us overdue if they have not been sent.

Next Steps:

- Build the summer calendar for both teams.
- Create the master schedule for the EO team.
- Potentially fill the final position with the HR team.

SNAP 2016 Budget Proposal #1 (Feb. 22 - Dec. 31, 2016)

Expenses Scenario: Same team structure as 2015; Coordinator full-time until Sept. 18, 2016 and part time from Sept. 19 - Dec. 31, 2016

Distribution of Expenses/Funding Source

Categories	Position	#	Portion Cost	IC Earning Grant	WWF Go Wild - Pending	Canada Summer Jobs - Pending	City of Surrey - Pending	Total	
Human Resources	SNAP Coordinator (T, Feb-Sep, P, Oct-Dec)	1	\$ 40,969.12					\$ 40,969.12	
	HR Team Member (May 10-Aug 20)	5	\$ 20,084.54					\$ 20,084.54	
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	HR Team Member (May 10-Aug 20)	5	\$ 20,084.54					\$ 20,084.54	
	HR Team Member (May 10-Aug 20)	5	\$ 20,084.54					\$ 20,084.54	
	EO Team Leader (May 10-Aug 20)	1	\$ 13,211.31					\$ 13,211.31	
	EO Team Member (May 10-Aug 20)	1	\$ 41,240.72					\$ 41,240.72	
	Total Human Resources Costs		\$ 151,905.67					\$ 151,905.67	
Services and Equipment Costs	Monitors Comp.		\$ 151,905.67					\$ 151,905.67	
	Summary Issues (2 trucks and 2 minivans for 4 months)		\$ 3,874.55					\$ 3,874.55	
	ICPC (2 trucks and 2 minivans for 4 months)		\$ 20,797.20					\$ 20,797.20	
	Fuel		\$ 4,966.80					\$ 4,966.80	
	Mileage		\$ 4,000.00					\$ 4,000.00	
	Cell Phone		\$ 2,000.00					\$ 2,000.00	
	Donor and Staffer Interceptor		\$ 1,500.00					\$ 1,500.00	
	Donor and Staffer Interceptor		\$ 2,000.00					\$ 2,000.00	
	Promotional Items/job postings		\$ 1,000.00					\$ 1,000.00	
	Uniforms		\$ 1,500.00					\$ 1,500.00	
	Payroll Fees		\$ 750.00					\$ 750.00	
	Website		\$ 150.00					\$ 150.00	
		Total Services and Equipment Costs		\$ 44,008.55					\$ 44,008.55
		Total Budget		\$ 195,914.22					\$ 195,914.22
					\$ 7,000.00	\$ 56,430.00	\$ 132,484.22		\$ 195,914.22
				4%	29%	68%			

SNAP 2016 Revenue per Funding Source

