

# ***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) 100<sup>th</sup> 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 8<sup>th</sup> /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- One of our Environmental Outreach (EO) team members has withdrawn her application.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, PT Oct-Dec)	1	\$ 40,969.12					\$ 40,969.12	
	HR Team Member (May 10-Aug 20)	5	\$ 20,053.74					\$ 20,053.74	
	HR Team Member (May 10-Aug 20)	5	\$ 20,053.74					\$ 20,053.74	
	HR Team Member (May 10-Aug 20)	5	\$ 20,053.74					\$ 20,053.74	
	HR Team Member (May 10-Aug 20)	5	\$ 20,053.74					\$ 20,053.74	
	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	
	<b>Total Human Resources Costs</b>		<b>\$ 151,905.67</b>					<b>\$ 151,905.67</b>	
Services and Equipment Costs	Monitors Comp.		\$ 1,874.55					\$ 1,874.55	
	Summary Issues (2 trucks and 2 minibus for 4 months)		\$ 20,797.20					\$ 20,797.20	
	ICPC (2 trucks and 2 minibus for 4 months)		\$ 4,486.80					\$ 4,486.80	
	Fuel		\$ 4,000.00					\$ 4,000.00	
	Mileage		\$ 2,000.00					\$ 2,000.00	
	Cell Phone		\$ 1,500.00					\$ 1,500.00	
	How to print flyers, brochures, etc.		\$ 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	
		<b>Total Services and Equipment Costs</b>		<b>\$ 44,008.55</b>					<b>\$ 44,008.55</b>
		<b>Total Budget</b>		<b>\$ 195,914.22</b>					<b>\$ 195,914.22</b>
					<b>\$ 7,000.00</b>	<b>\$ 56,430.00</b>	<b>\$ 132,484.22</b>	<b>\$ 195,914.22</b>	
				<b>4%</b>	<b>29%</b>	<b>68%</b>			

**SNAP 2016 Revenue per Funding Source**

