

ANNUAL REPORT

For the year ending December 31, 2017

63rd Annual General Meeting of the Dunbar Community Centre Association held on Wednesday, April 25, 2018

Operated by the Dunbar Community Centre Association and the Board of
Parks and Recreation City of Vancouver, BC



Agenda

1. Call to Order and Welcome
2. Approval of Agenda
3. Circulation and Approval of the Minutes of the 62nd Annual General Meeting held on April 26, 2017
4. Auditor's Report and Treasurer's Report – to approve the Financial Statements of the Association for the fiscal year ended December 31, 2017 and re-appoint Tompkins Wozny, the auditors for the Association.
5. Bylaw Amendment approval
6. President's Report
7. Staff Reports:
 - i. Community Recreation Supervisor's Report
 - ii. Preschool and Children's Programs
 - iii. Adults and Senior's Programs
 - iv. Community Youth Worker
 - v. Volunteers
8. Committee Reports:
 - i. Nominating Committee Report and elect the slate of Directors for the next term of service
 - ii. Communications and Marketing Committee Report
 - iii. Programming Committee and Special Events Report
 - iv. Governance Report
 - v. Facilities Committee Report
9. Dunbar Memorial Preschool Report
10. Adjournment

Table of Contents

| | |
|--------------------------------------------------------------------|----|
| Agenda | 1 |
| Table of Contents..... | 2 |
| 2017 Board of Directors..... | 3 |
| Draft Minutes of the 62 nd Annual General Meeting | 4 |
| President's Report | 6 |
| Audited Financial Statements..... | 7 |
| Staff Reports | |
| Community Recreation Supervisor's Report | 8 |
| Preschool/Children's Programs | 10 |
| Adults/Senior's Programs..... | 12 |
| Community Youth Worker | 14 |
| Volunteers | 15 |
| Committee Reports | |
| Nominating Committee Report..... | 16 |
| Communications and Marketing | 18 |
| Programming and Special Events..... | 19 |
| Governance | 22 |
| Facilities and Safety Committee | 23 |
| Dunbar Memorial Preschool Report..... | 25 |

63rd Annual General Meeting Board of Directors

President: Gerry Massing

Vice-President: Kathy Mullen
Jane Ingman Baker (resigned April 26, 2017)

Treasurer: John Halldorson
Brian Crowther (resigned December 5, 2017)

Corporate Secretary: Jonathan Weisman

Directors: James Dai (resigned December 12, 2017)
Peggy Griesdale
John Halldorson
Bill Hooker
Ann Knapp (resigned April 26, 2017)
André Ladouceur
Colleen McGuinness
Dave Pasin
Elisabeth van Assum (resigned April 26, 2017)
Christina Yan-Lee (resigned April 26, 2017)



Draft Minutes of the 62nd Annual General Meeting of the Dunbar Community Centre Association

**Held at 6:30pm on Wednesday, April 26, 2017 at the Dunbar
Community Centre**

1. Call to Order and Welcome

A quorum being present, Gerry Massing opened the meeting at 6:40pm.

2. Approval of Agenda

It was **MOVED** by Bill Hooker and **SECONDED** by André Ladouceur TO approve the Agenda.

MOTION CARRIED.

3. Approval of the Minutes of the 61st Annual General Meeting

It was **MOVED** by André Ladouceur and **SECONDED** by Brian Crowther TO approve the minutes of the 61st Annual General Meeting. **MOTION CARRIED.**

4. President's Report

Gerry Massing spoke to his President's Report, which is included in the Annual Report. Mr. Massing advised the Dunbar Community Centre Association has had a successful year financially, in programming and attracting members throughout the year. This was the success of not just a single person, but all the volunteers on the Board of Directors who conduct the business of the Association and provide programming to the public, the staff who handle the daily operations and challenges that occur and the volunteers that come to our special events and provide support. We have our members who come and take the programs and thank you all for making this another successful year of operations. There are some challenges ahead, such as the Parks Board will be presenting a new JOA and a couple large projects we are trying to get in motion, including the kitchen renovations and the possibility of a woodworking shop.

5. Staff and Committee Reports

Mr. Massing thanked all staff for providing their services to the Centre, the Association and the public.

Staff and Committee reports are included in the Annual Report.

6. Nominating Committee Report

The following candidates are nominated for election to the Board of Directors of the Dunbar Community Centre Association:

André Ladouceur

Bill Hooker

Brian Crowther

Colleen McGuinness

Gerald Massing
James Dai
John Halldorson
Jonathan Weisman
Kathy Mullen
Peggy Griesdale

Elisabeth van Assum's name was struck from the list.

It was **MOVED** by Jonathan Weisman and **SECONDED** by Cindy Gosline THAT the persons listed as standing for election as Directors in the Nominating Committee Report be declared elected by acclamation. **MOTION CARRIED.**

7. **Auditor's Report**

Brian Crowther discussed the audited financial statements, which are included as part of the Annual Report.

It was **MOVED** by Bill Hooker and **SECONDED** by Brian Crowther TO approve the 2016 Audited Financial Statements. **MOTION CARRIED.**

It was **MOVED** by Brian Crowther and **SECONDED** by André Ladouceur TO reappoint Tompkins, Wozny, Miller & Company for the fiscal year ending December 31, 2017. **MOTION CARRIED.**

8. **Adjournment**

It was **MOVED** by James Dai and **SECONDED** by Brian Crowther THAT the 62nd Annual General Meeting be adjourned. **MOTION CARRIED.**

The meeting adjourned at 7:06pm.

Dunbar Community Centre Association AGM Reports

President's Report – Gerry Massing

2017 was a significant year for the Dunbar Community Centre Association. Park Board conducted a series of meetings with all Community Centre Associations in Vancouver in an effort to conclude the multi-year negotiations of a new Joint Operating Agreement. The Joint Operating Agreement is a contract describing the terms by which the Park Board and the Association will operate and provide programs at the community centre. In simple terms the Park Board provides, maintains and operates the physical facilities and the Association provides programs. The agreement is more complex and a complete copy can be provided to you on request. In April, Park Board approved a new JOA to be offered to the Community Centre Associations.

At a Special General meeting on September 27, 2017 the members passed a resolution authorizing the Association to accept and sign the new JOA and making consequential changes to the Association by-laws. The new agreement took effect in January 2018.

Those steps concluded a very time consuming and arduous process and provided the foundation for our ongoing relationship with Park Board. In the result the Board can now focus on business operations at Dunbar without being challenged or distracted by the negotiation process. We have commenced the process of developing or restoring an effective ongoing relationship with Park Board to continue providing successful program and services to the community.



2017 was also financially successful. That success is attributable to your participation in programs, the hard work of program staff who are relatively new to Dunbar and of volunteers on the Board in supporting the delivery of those programs. Thank you to all our members for their ongoing support and participation. Thank you to Park Board staff at Dunbar, the instructors who run their programs, the volunteers who come forward to help us out, the staff who open, clean, maintain and operate the facility and to the volunteers who dedicate their skills and time on the board of directors.

The agreement is not without its challenges in Dunbar. New administrative activities and procedures and some additional costs to be paid by the Association require us to focus on our operations and costs. We need to build business processes, policies and programs that will result in a balanced budget and sustainable operations. New opportunities and fresh insight from new directors and your continued participation and support will support many more years of community service in Dunbar.

Thank you all.

Gerry Massing
President
Dunbar Community Centre Association

Audited Financial Statements

The audited financial statements, prepared by Tompkins Wozny are attached.

FINANCIAL STATEMENTS

**DUNBAR COMMUNITY CENTRE
ASSOCIATION**

December 31, 2017



INDEPENDENT AUDITOR'S REPORT

To the Members of
Dunbar Community Centre Association

Report on the Financial Statements

We have audited the accompanying financial statements of Dunbar Community Centre Association which comprise the statement of financial position as at December 31, 2017, and the statements of changes in net assets, operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Dunbar Community Centre Association as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

As required by the British Columbia Societies Act, we report that the accounting principles used in these financial statements have been applied on a basis consistent with that of the preceding year.

Tompkins Wozny LLP

Vancouver, Canada
March 21, 2018

Chartered Professional Accountants



¹
Tompkins Wozny
Chartered Professional Accountants

STATEMENT OF FINANCIAL POSITION

As at December 31

| | 2017 | 2016 |
|-------------------------------------------------------------------|------------------|------------------|
| | \$ | \$ |
| ASSETS | | |
| Current | | |
| Cash | 103,921 | 76,915 |
| Short-term investments [note 4(i)] | 567,940 | 555,151 |
| Accounts receivable [note 3] | 29,962 | 30,796 |
| Prepaid expenses | 18,838 | 18,535 |
| Total current assets | 720,661 | 681,397 |
| Long-term investment [note 4(ii)] | 760,000 | 760,000 |
| Property and equipment [note 5] | 81,057 | 109,216 |
| | 1,561,718 | 1,550,613 |
| LIABILITIES AND NET ASSETS | | |
| Current liabilities | | |
| Accounts payable and accruals [note 6] | 71,558 | 65,143 |
| Deferred revenue | 112,813 | 89,299 |
| Total current liabilities | 184,371 | 154,442 |
| Deferred contributions related to property and equipment [note 7] | — | 2,800 |
| Total liabilities | 184,371 | 157,242 |
| Net assets | | |
| Invested in property and equipment | 81,057 | 106,416 |
| Internally restricted [note 8] | 1,106,356 | 1,106,356 |
| Unrestricted | 189,934 | 180,599 |
| Total net assets | 1,377,347 | 1,393,371 |
| | 1,561,718 | 1,550,613 |

See accompanying notes to the financial statements

On behalf of the Board:



 Director



 Director



STATEMENT OF CHANGES IN NET ASSETS

Year ended December 31

| | Invested in Property & Equipment \$ | Internally Restricted \$ | Un- restricted \$ | Total \$ |
|--------------------------------------|----------------------------------------------|--------------------------------|-------------------------|------------------|
| | | [Note 8] | | |
| 2017 | | | | |
| Balance, beginning of year | 106,416 | 1,106,356 | 180,599 | 1,393,371 |
| Revenues over (under) expenses | (56,335) | — | 40,311 | (16,024) |
| Investment in property and equipment | 30,976 | — | (30,976) | — |
| Balance, end of year | 81,057 | 1,106,356 | 189,934 | 1,377,347 |
| 2016 | | | | |
| Balance, beginning of year | 86,625 | 1,106,356 | 178,377 | 1,371,358 |
| Revenue over (under) expenses | (26,694) | — | 48,707 | 22,013 |
| Investment in property and equipment | 46,485 | — | (46,485) | — |
| Balance, end of year | 106,416 | 1,106,356 | 180,599 | 1,393,371 |

The allocation of the revenue over (under) expenses for the year to net assets invested in property & equipment is determined as follows:

| | 2017 \$ | 2016 \$ |
|----------------------------------------------------------------------------|-----------------|-----------------|
| Amortization of deferred contributions relating to capital assets [note 7] | 2,800 | 350 |
| Amortization of capital assets | (29,441) | (27,044) |
| Disposal of assets [note 5] | (29,694) | — |
| | (56,335) | (26,694) |

See accompanying notes to the financial statements

Dunbar Community Centre Association

STATEMENT OF OPERATIONS

Year ended December 31

| | 2017 | 2016 |
|-------------------------------------------------------|-----------------|----------------|
| | \$ | \$ |
| REVENUES | | |
| Program operations <i>[schedule]</i> | 781,386 | 802,639 |
| Room rental | 33,979 | 31,328 |
| Interest | 19,977 | 15,803 |
| Grants | 9,748 | — |
| Childminding | 3,941 | 5,595 |
| Vending and other | 3,732 | 3,158 |
| Special needs | 1,260 | 12,015 |
| | 854,023 | 870,538 |
| EXPENSES | | |
| Program operations <i>[schedule]</i> | 479,060 | 505,382 |
| Group One wages | 101,692 | 127,936 |
| Office staffing | 61,041 | 47,687 |
| Advertising and brochures | 59,589 | 55,998 |
| Professional | 33,595 | 14,521 |
| Amortization of property and equipment | 29,441 | 27,044 |
| Initiatives | 22,669 | 651 |
| Office and other | 21,194 | 34,063 |
| Bank and credit card charges | 15,803 | 15,372 |
| Special needs | 9,735 | 9,805 |
| Facilities maintenance | 6,534 | 10,066 |
| | 840,353 | 848,525 |
| Revenues over expenses before other item | 13,670 | 22,013 |
| Other item: disposal of assets <i>[note 5]</i> | 29,694 | — |
| Revenues (under) over expenses for the year | (16,024) | 22,013 |

See accompanying notes to the financial statements



STATEMENT OF CASH FLOWS

Year ended December 31

| | 2017 | 2016 |
|--------------------------------------------------------------------------|-----------------|------------------|
| | \$ | \$ |
| OPERATING ACTIVITIES | | |
| Revenues over (under) expenses for the year | (16,024) | 22,013 |
| Items not affecting cash | | |
| Amortization of property and equipment | 29,441 | 27,044 |
| Amortization of deferred contributions related to property and equipment | (2,800) | (350) |
| Disposal of assets | 29,694 | — |
| Changes in non-cash working capital items | | |
| Accounts receivable | 834 | (5,019) |
| Prepaid expenses | (303) | (917) |
| Accounts payable and accruals | 6,415 | (23,809) |
| Deferred revenue | 23,514 | (2,346) |
| Cash provided by operating activities | 70,771 | 16,616 |
| INVESTING ACTIVITIES | | |
| Acquisition of property and equipment | (30,976) | (46,485) |
| Acquisition of short-term and long-term investments | (12,789) | (100,756) |
| Cash used in investing activities | (43,765) | (147,241) |
| Increase (decrease) in cash for the year | 27,006 | (130,625) |
| Cash, beginning of year | 76,915 | 207,540 |
| Cash, end of year | 103,921 | 76,915 |

See accompanying notes to the financial statements

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

1. PURPOSE OF THE ASSOCIATION

Dunbar Community Centre Association (the "Association"), incorporated under the British Columbia Societies Act, is a not-for-profit organization and a registered charity. The Association is exempt from income taxes. The objectives of the Association are to provide affordable and quality facilities and programming to meet the diverse needs of the people of the Dunbar Community and to encourage community use and participation of the Dunbar Community Centre. The Association carries out these objectives through the operation of the Dunbar Community Centre pursuant to a Joint Operating Agreement ("JOA") with the City of Vancouver Board of Parks and Recreation ("Vancouver Park Board").

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") and include the following significant accounting policies:

Use of Estimates

The preparation of financial statements in conformity with Canadian ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the amounts of revenues and expenses reported during the year. Significant areas requiring the use of management estimates relate to the determination of net recoverable value of assets, in particular as it relates to useful lives of capital assets and the determination of the deferred portion of revenue. Actual results could differ from these estimates.

Revenue Recognition

The Association follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Revenue from other sources is recognized when the respective program or service is provided.

Unrestricted investment income is recognized as revenue in accordance with the terms of the underlying investment, which in the case of interest, is generally with the passage of time.

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Use of the Dunbar Community Centre and the Providing of Operating Expenses

Use of the Dunbar Community Centre premises as well as the providing of certain operating expenses, such as various staffing costs, are provided to the Association pursuant to a joint operating agreement with the Vancouver Park Board. The value of the use of the Dunbar Community Centre facilities as well as these additional operating expenses has not been reflected in the financial statements.

Measurement of Financial Instruments

The Association initially measures its financial assets and financial liabilities at fair value. The Association subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, accounts receivable, short and long-term investments (guaranteed investment certificates and term deposits).

Financial liabilities measured at amortized cost include accounts payable and accruals.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Cash

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the year-end.

Statement of Cash Flows

The statement of cash flows is prepared on a net cash basis and cash flows from operating activities are reported using the indirect method.

Property and Equipment

Property and equipment is recorded at cost, less accumulated amortization, at the following rates:

- Computer equipment 5 years - Straight-line
- Web design 3 years - Straight-line
- Furniture and equipment 20% - Declining balance

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

3. ACCOUNTS RECEIVABLE

| | 2017 | 2016 |
|---------------------------------|--------|--------|
| | \$ | \$ |
| Operations | 22,374 | 19,455 |
| Interest | 7,588 | 10,603 |
| Government receivable - GST | — | 738 |
| | 29,962 | 30,796 |
| Allowance for doubtful accounts | — | — |
| | 29,962 | 30,796 |

4. INVESTMENTS

i) Short-term investments consist of the following:

| | 2017 | 2016 |
|------------------------------------|---------|---------|
| | \$ | \$ |
| Guaranteed investment certificates | 467,940 | 252,735 |
| Term deposits | 100,000 | 302,416 |
| | 567,940 | 555,151 |

The short-term investments have interest rates varying from 0.90% to 1.60%. Maturity dates vary from July 2018 to July 2019.

ii) Long-term investments consist of the following:

| | 2017 | 2016 |
|---------------|---------|---------|
| | \$ | \$ |
| Term deposits | 760,000 | 760,000 |

The long-term investments have interest rates varying from 1.45% to 2.20%. Maturity dates vary from July 2018 to July 2019.

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

5. PROPERTY AND EQUIPMENT

| | Cost \$ | Accumulated Amortization \$ | Net Book Value \$ |
|-------------------------|----------------|-----------------------------------|----------------------------|
| 2017 | | | |
| Computer equipment | 1,237 | 604 | 633 |
| Web design | 10,711 | 5,263 | 5,448 |
| Furniture and equipment | 446,618 | 371,642 | 74,976 |
| | 458,566 | 377,509 | 81,057 |
| 2016 | | | |
| Association premises | 157,109 | 119,560 | 37,549 |
| Computer equipment | 1,237 | 445 | 792 |
| Web design | 7,816 | 2,579 | 5,237 |
| Furniture and equipment | 418,536 | 352,898 | 65,638 |
| | 584,698 | 475,482 | 109,216 |

In the current year, a review of the assets previously capitalized under Association premises was determined to no longer meet the definition of an asset given the terms of the JOA and have therefore been deemed disposed and their value written off in the amount of \$29,694.

6. ACCOUNTS PAYABLE AND ACCRUALS

| | 2017 \$ | 2016 \$ |
|----------------------------------|---------------|---------------|
| Operations | 34,266 | 17,846 |
| Vancouver Park Board | 33,913 | 46,558 |
| Government remittances - payroll | 2,519 | 739 |
| Government remittances - GST | 860 | — |
| | 71,558 | 65,143 |

7. DEFERRED CONTRIBUTIONS RELATED TO PROPERTY AND EQUIPMENT

Deferred contributions related to property and equipment represent the unamortized portion of restricted contributions with which property and equipment was acquired. The balance in the account is as follows:

| | 2017 \$ | 2016 \$ |
|-----------------------------------|------------|------------|
| Balance, beginning of year | 2,800 | 3,150 |
| Less: Amount amortized to revenue | (2,800) | (350) |
| Balance, end of year | — | 2,800 |

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

8. INTERNALLY RESTRICTED NET ASSETS

The Association has internally restricted the following amounts:

| | Programming & Community Outreach \$ | Property & Equipment \$ | Building Improvements \$ | Totals \$ |
|-------------------------------------------|----------------------------------------------|-------------------------------|--------------------------------|------------------|
| 2017 | | | | |
| Balance, beginning of year | 300,000 | 500,000 | 306,356 | 1,106,356 |
| Restricted (unrestricted) during the year | — | — | — | — |
| Balance, end of year | 300,000 | 500,000 | 306,356 | 1,106,356 |
| 2016 | | | | |
| Balance, beginning of year | 300,000 | 500,000 | 306,356 | 1,106,356 |
| Restricted (unrestricted) during the year | — | — | — | — |
| Balance, end of year | 300,000 | 500,000 | 306,356 | 1,106,356 |

9. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments. The following analysis presents the Association's exposures to significant risk as at December 31, 2017.

Credit Risk

The Association is exposed to credit risk with respect to its bank deposits, accounts receivable and short and long-term investments. The Association assesses, on a continuous basis, accounts receivable on the basis of amounts it is virtually certain to receive and investments are invested with a large financial institution.

Liquidity Risk

Liquidity risk is the risk of being unable to meet cash requirements or fund obligations as they become due. It stems from the possibility of a delay in realizing the fair value of financial instruments.

The Association manages its liquidity risk by constantly monitoring forecasted and actual cash flows and financial liability maturities, and by holding assets that can be readily converted into cash.

Interest Rate Risk

The Association is exposed to interest rate risk on its short and long-term investments in so far that the initial rate may be higher than the current interest rate obtained on maturity and renewal.

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

10. DISCLOSURE OF RENUMERATION

Pursuant to the new British Columbia Societies Act, the Association is required to disclose contractor fees and wages paid in excess of \$75,000 in each fiscal year. In 2017 fiscal year, total Group One wages was \$114,946 [2016 - \$142,243] which was paid to one contractor.

SCHEDULE OF PROGRAM OPERATIONS

December 31, 2017

| | 2017 | | | 2016 | | |
|----------------|----------------|----------------|----------------------------|----------------|----------------|----------------------------|
| | Revenues \$ | Expenses \$ | Net Income (loss) \$ | Revenues \$ | Expenses \$ | Net Income (loss) \$ |
| Preschool | 124,882 | 80,561 | 44,321 | 158,257 | 94,862 | 63,395 |
| Children | 156,229 | 91,806 | 64,423 | 132,873 | 86,591 | 46,282 |
| Youth | 8,012 | 8,742 | (730) | 10,695 | 12,919 | (2,224) |
| Adult | 191,838 | 68,197 | 123,641 | 232,566 | 103,033 | 129,533 |
| Senior | 64,290 | 51,333 | 12,957 | 64,309 | 44,578 | 19,731 |
| Fitness | 110,882 | 89,725 | 21,157 | 85,183 | 69,384 | 15,799 |
| Special events | 38,264 | 16,838 | 21,426 | 34,297 | 21,720 | 12,577 |
| Summer | 86,989 | 71,858 | 15,131 | 84,459 | 72,295 | 12,164 |
| | 781,386 | 479,060 | 302,326 | 802,639 | 505,382 | 297,257 |

See accompanying notes to the financial statements

Staff Reports

Community Recreation Supervisor's Report

Jennifer Swan

In early June, Kristi Douglas went on maternity leave and I was fortunate enough to join the staff team in the interim. It's certainly been an active year for the Board and staff and this report highlights a few of the major projects and initiatives, as well as some significant staff changes.

Personnel

2017 proved to be a year full of changes in personnel and we saw a number of staff take on new and/or additional responsibilities, really rising to the occasion. In February, Jimmy Norono joined the team as the new fulltime Utility Maintenance Worker. Then in early Spring, Tracey Bodnar, the long-time Recreation Facility Clerk, transferred to Champlain Heights Community Centre. Fortunately, our fulltime Cashier Receptionist, Beatriz Becerra agreed to step in, managing the additional responsibilities seamlessly. Marc Klobucar re-joined the Dunbar team as RFC in August and we then said a temporary goodbye to Beatriz as she pursued an acting RFC opportunity at Sunset Community Centre.

Krissy Golin, the Program Assistant (PA III) responsible for special events and volunteer coordination, left the staff team in early Summer. In August, Alysha Manhas joined us as the new PA III and hit the ground running coordinating the Annual Craft Fair. Last but not least, Casey Lefler has continued to act in the Fitness Programmer position, ensuring the smooth operation of the Fitness Centre and Happy Hearts program.

Dunbar Community Centre has a capable and dedicated staff group in all areas from frontline to programming to maintenance. This is complemented by a similarly strong and dedicated Community Centre Association and I believe the results of the collaboration between the two are evident in the quality and extent of the programs and services offered.

Projects

The Board and staff team tackled multiple projects over the year, including the following:

- Signing the new JOA, which required the tireless effort of Board members who attended negotiation meetings, reviewed the proposed agreement and related documents, and prepared for and hosted a public information session
- Implementation of the JOA, which is on-going
- Selecting and purchasing new furniture for the main floor lobby, which has improved the esthetics of the space as well as usability

In addition, there were several initiatives that began in 2017 that will be fully or partly implemented in 2018, such as:

- The expansion of operating hours to include opening Sunday afternoons in Winter and Spring to provide more recreational opportunities to families in the community
- Participation in a Neighbourhood Resilience pilot project with the City of Vancouver over the next 1.5-2 years
- The renovation of two kitchens in the facility, with the aim of adding cooking-related programming, enhancing special events and accommodating a larger variety of rentals
- The continuation of the partnership with Hives for Humanity; one of the goals for 2018 will be to increase community involvement and accessibility by relocating the apiary from the rooftop patio to a section of Memorial West Park

I wish to extend a big thank you to the Board and staff team members for making me feel welcome and for their exceptional commitment to the centre and community. It has been a fantastic experience for me and I look forward to continuing to work with everyone over the remaining months of my term here.

Respectfully submitted,

Jennifer Swan

Acting Community Recreation Supervisor

Preschool and Children's Programs

Brittany Walsh

This past year has been busy with offering new and exciting programs and activities each



season in the Preschool and Children's area. We are now open on Sundays and have been offering programs such as; piano, badminton, pottery, family table tennis, at home alone first aid, babysitting courses, and birthday parties. We have added Bouncy Castle Birthday Parties which are very popular and next season we will be adding in an Arts & Crafts party option. Some of our other programs that have been successful include; Professional Day Camps and our free Craft Time in the Lobby.

Another change for Dunbar this year is that we have discontinued childminding. The Dunbar Community Centre offered childminding for many years and it was a very important service to the community however; the

Association heavily subsidized the program which became too great to sustain.

We are constantly working hard to offer a variety of different programs to meet the needs of community and give them a chance to try something new. Currently we are promoting programs through our seasonal brochure, social media (Facebook, Instagram, and Twitter), our in-house TV's, e-newsletter, reader board, posters, and flyers. This is the first year we have moved to having three brochures instead of the usual four. Fall, Winter, and Spring/Summer together.



This seems to be going well so far and gives people the opportunity to register for their summer programs earlier.



Our Adventurers Summer Day Camps for children ages 6-12 was very successful and bigger than ever. Our day camp team worked really hard to provide an exciting summer for the kids by planning a variety of different activities for them. Some of these include; Grouse Mountain,

swimming, pizza making, sports day and much more. They created a safe, fun, and inclusive environment for all the kids to have the best summer possible.



Brittany Walsh
Recreation Programmer – Preschool/Children
Dunbar Community Centre

Adults/Seniors Programs

Roy Liu

2017 was another eventful year, as we continue to make adjustment and changes to our programming lineup.

The staff has been working hard to offer new and exciting programs and activities. Our Adults, Seniors, and Group Fitness programs have grown from 2016, with a great variety of new programs in addition to the returning programs which meets the needs of the community. Some new programs include educational workshops for seniors, bee programs partnered with Hives for Humanity, genealogy workshops partnered with



Vancouver Public Library – Dunbar, and pasta making classes.



We continue to evaluate our programs to better serve our community. One such result in 2017 was the closing of the Lapidary Room and its programs (May, 2017). In the past years, the Lapidary Room has served many in the

community, including the Dunbar Lapidary Club which has been in existence since the late 1950's. Unfortunately, we have had to discontinue the Club as it was no longer able to viably sustain itself with declining interest and numbers for many years, making it financially inviable. We continue to look for feedback from patrons, staff, and instructors to improve our programs and to serve our dynamic and diverse community.

We also continue to build partnerships in our community. One of the most significant moments came when Stong's (Dunbar) and Save-On-Foods (Dunbar), worked together to host a barbeque at the Salmonberry Festival. It was inspiring to see competing organizations working together toward a common goal to serve the community.



Their hard work paid off as the proceeds of the barbeque were donated to create the eating area in our lobby.

In addition to Stong's and Save-On-Foods, we are grateful to all of our community partner organizations, such as Dunbar Dental Centre, Langara College, Starbucks Dunbar, Vancouver Public Library, and EVO Car Share, who continue to support us.

We look forward to building more partnerships with other organizations to help this community and the Centre grow stronger.

**Roy Liu
Adults/Seniors Programmer
Dunbar Community Centre**

Community Youth Worker

Gogo Lalli

Winter 2017

Dunbar Youth Group partnered with Keeping Vancouver Spectacular to host Dunbar's first Zero-Waste Electronics Recycling drop-off. Over 30 youth volunteered their Saturday to help sort recycled goods in the lawn bowling parking lot. The event saw a tremendous turnout and collected over 19 tonnes of recycled electronics- the 2nd largest drop-off of its kind in Vancouver.

Spring 2017

Dunbar Youth Group applied for a Park Board Youth Week grant and received funding to host a community Youth Week event at Dunbar. Youth planned a Youth Week Fitness Expo and selected 10 physically active programs that they were interested in trying. Supported by Community Youth Worker, the Youth Group coordinated and implemented 4 days of free youth-only fitness opportunities including yoga, Zumba, pilates, spin, table tennis and group power.



Summer 2017

Dunbar ran its first Junior Leadership group for preteens interested in spending summer helping out in their community. Junior Leadership spent July focused on leadership skills in groups and community settings. All participants completed the 'How to be a Leader' program, and went on to collect supplies to create care packages for the women's shelter. In total, over 100 care packages were made and supplied to the shelter just in time for Fall.



Fall 2017

Dunbar Youth Group hosted their second annual Indoor Trick or Treat for children and families in the local community. The event filled up with last-minute registrations and parents were quite appreciative to have an indoor Halloween event complete with activities, crafts, photo ops and of course- a ton of candy.

On behalf of Dunbar Youth Group, I would like to extend many thanks to the Dunbar Community Centre Association for continuing to support community youth development.

Gogol Lalli

Community Youth Worker
Dunbar Community Centre

Volunteers

Alysha Manhas

Volunteers

Our volunteers contributed greatly to our events and activities this past year. In the latter part of 2017, Alysha Manhas took over the coordination of Volunteers. The Fall special events included Harvest Fest/ Decorating for Christmas/ the 35th Annual Craft Fair and Breakfast with Santa. We had many volunteers come out to our Fall events which helped incredibly with set up, event duties and clean up. Many Craft Fair Vendors left notes on their surveys of how amazing the volunteers were and how appreciative they were for all their help.

Food/snacks were always provided to the youth who volunteered as well as the youth who came to the volunteer orientations. From juice boxes, granola bars, fruit, Timbits and pizza

Volunteer Orientation

The volunteer orientation in the Fall took place September 23rd 2017 from 9:30am to 11:30am and the Winter session was held on January 28, 2018 from 9:30am - 11:30am by Alysha Manhas. There were 14 registered youth and 12 youth were present day of the Fall session and the Winter session there were 5 registered but only one was present the day of.



During the volunteer orientation Alysha led ice breakers so they would warm up and begin speaking to one another. We went through volunteer booklet that was created and then the youth were given worksheets with questions asking why they would like to volunteer, their availability, and to pick 3 traits/duties from a pre-made list and to explain why they chose what they chose. A site tour was also conducted to allow the youth to familiarize themselves more with the Community Centre.

As for 2018, we have already begun receiving volunteer applications and they will their opportunity to attend the April volunteer orientation session. Volunteers have all been informed of the upcoming events and Spring break Day Camp opportunities. The

goal for 2018 will be to continue to create new relationships as well as to strengthen current with the volunteers

Alysha Manhas

Program Assistant III

Dunbar Community Centre

Nominating Committee Report

Gerry Massing on behalf of the Executive Committee

The Nominating committee is the Governance Committee acting specifically to consider nominations of candidates for election to the Board of Directors at the Annual General Meeting.

The following members were elected as Directors at the last AGM:

André Ladouceur
 Bill Hooker
 Brian Crowther
 Colleen McGuinness
 Gerald Massing
 James Dai
 John Halldorson
 Jonathan Weisman
 Kathy Mullen
 Peggy Griesdale

Through the course of the intervening year, three Directors resigned (Brian Crowther, Kathy Mullen, James Dai), one Director was appointed to a one-year term (Dave Pasin) and another to a two-year term (Victor Huang).

There are presently eight director positions to be filled. Seven of those positions are for two-year terms. One of those positions is for a one-year term.

Continuing Board Members, with one year to go on of a two-year term:

John Halldorson
 Bill Hooker
 André Ladouceur
 Gerry Massing
 Victor Huang

Candidates for a two-year term – 3 incumbents (I) and 4 new candidates (N), up to 7 positions available:

Peggy Griesdale (I)
 Dave Pasin (I)
 Jonathan Weisman (I)
 Peter Delaney (N)
 Brian Evans (N)
 ErinRose Handy (N)
 Linda Harasim (N)

Candidates for a 1 year term, one position available:

Colleen McGuiness (1)

There are eight elected positions to fill and eight candidates nominated whose names are set out above.

Thank you to all candidates for volunteering as potential board members and standing for election to those positions.

Communications and Marketing

André Ladouceur

This year, we've pushed our online presence further than past years. We've done this by constantly uploading new content to our website, frequently posting to and engaging with our audience on Facebook, frequently posting updates to our twitter followers, and advertising through online community platforms and websites as well as google, when it comes to our large events like salmonberry days, harvest festival and our craft fair.

Stats from Feb 28, 2017 - Feb 28, 2018:

- Facebook: 23 posts in the past year, 502 total followers
- Twitter: 400+ posts in the past year, 722 total followers
 - Website: 26,000+ website visitors, 49.7% desktop users/50.3% mobile/tablet users




Dunbar Comm. Centre
@DunbarCC

Offering quality recreational and fitness activities and programs for for all ages in Vancouver's Dunbar neighbourhood for more than sixty years.

Vancouver BC dunbarcentre.org

338 Following 774 Followers

Tweets Tweets & replies Media Likes

dunbarcentre.org/dunbar/

f t i Search this website ...

DUNBAR COMMUNITY CENTRE ASSOCIATION

VANPLAY OUR FUTURE OF PARKS AND RECREATION
Imagine parks+recreation

PROGRAMS

REGISTER

GROUP FITNESS

FACILITY RENTALS

Programming and Special Events

Kathy Mullen

2017 was a busy year for Programming and Special Events. I was pleased to work with our capable Programmers Roy Liu, Brittney Walsh and Gogo Lalli, our Youth Worker to bring to Dunbar a varied and strong programming offering.



It's no surprise to any Dunbar residents that our community is changing. This makes the job of programming challenging, and our Programmers continually modify what is offered to appeal to long-time patrons while also looking for new classes that broaden the Centre's appeal. 2017 saw us focus on enriching our children's offerings, including the additions of programs such as Home Alone and first aid training, robotics, video game design, pottery, rugby and additional dance classes.

For our adult patrons, this was the third year of partnering with Langata College for their very popular lecture series. This year's theme of "Mad Men" built on

Langara.

former lecture themes and again continued to attract sold-out crowds. Dunbar has developed a reputation for hosting great lectures in terms of quality of speakers and topics, and value for money.

2017 also saw the DCCA enter into a partnership with the non-profit Hives for Humanity to bring beehives to the Centre. The bees thrived on our rooftop deck outside room 212 and produced hundreds of pounds of honey, most of which was sold at the November Holiday Craft Fair. The bees will return in 2018 and working with the Park Board, they will be installed in front of the Centre where people can see them working to produce the 2018 harvest. Programming was also added that built on the theme of supporting bees in our community, and this will be expanded into 2018.



The annual Dunbar Easter Egg hunt was reinstated several years ago and it has been enthusiastically supported by the community. This year's hunt was again sold out in advance with over 75 little ones scouring the grounds for eggs. Staff ensure the hunt is organized so that every child can find some eggs and also take home a bag of Easter goodies.

As part of Dunbar's Salmonberry Days Festival we held our Salmonberry Days Fair on Sunday, May 28th under beautiful sunny skies, with an estimated crowd of more than 2,000 for a fun day of carnival games, food, arts and crafts, entertainment and much more. A big thank you this year to Save-On-Foods and Stong's who jointly donated all the food and operated the barbeque for the day. This was a great help for our event and we are extremely grateful for their support.

Dunbar's summer camp programs had another successful year of well-run and well-attended weekly camps. We are pleased that many of our camp leaders return each year, which ensures a great experience for hundreds of kids with great outings, new experiences and lots of fun.



In September a combined team of staff, volunteers and Board members supported our Dunbar Village Business Association's September's Harvest

Festival. This event is always a good opportunity to talk with members of our community about the role the community Centre plays in Dunbar and the Association was glad to be involved.

November in Dunbar means it's time for the start of the Christmas activities. The 35th annual Dunbar Holiday Craft Fair was held on Saturday, November 25th. With over 140 juried vendors this fair is known as one of the best in the city. Approximately 2,000 shoppers attended and with the addition of free coffee and pastries from Strong's, amazing raffle draws and wonderful entertainment, this successful Dunbar tradition continued.



Our annual Festive Tree Lighting is gaining in popularity and hundreds turned out to enjoy this free family-friendly event that culminates with the traditional bagpiper leading the way to lighting of the big tree. The next event of the season was the popular Breakfast with Santa. Hundreds of local families joined this sold-out event that included a fun visit with Santa, songs, games and breakfast as one of the highlights of their Christmas traditions.

Thanks again goes to Dunbar's Head Librarian Janet Tompkins as we continue to build stronger ties with the library by offering space for some of their programs and publicizing some of their programs in our program guides. We also continued to support Dunbar's Earthquake and Emergency Preparedness (DEEP) organization by promoting their workshops and efforts through our program guide and offering space for their storage needs.

2017 was the first full of operation for our free Games Room. This popular addition to the Centre was created with the aim of providing Dunbar youth a free, safe place to gather. The room is well equipped with a ping pong table, foosball, pool table, TV and electronic games. All the equipment is free and available for use whenever the Centre is open, with after school time dedicated to students.

Believing that a community Centre should be open daily to serve its community, the Association Board worked with the Park Board in 2017 to officially reopen the Centre on Sunday afternoons starting January 2018. The additional weekend hours afford patrons more opportunities to take programs, use the Gym, attend music lessons or book our popular children's birthday parties.

And finally, 2017 also brought to an end a few programs that have operated for many years but had long since stopped attracting enough people to make them viable. With some regret we closed a chapter in our history with the end of the darkroom, the lapidary room and the childminding program.

I would like to extend my thanks to our Community Recreation Supervisors Kristi Douglas and Jennifer Swan, who provided leadership and guidance to the entire staff team this past year, and who help to make Dunbar a welcoming and enjoyable part of the community. Both of these individuals have been a pleasure to work with.

This will be the last report that I write as VP Programming as I am stepping down from the Board this year. It has been my privilege to serve on the Dunbar Community Association (DCCA) Board for the last several years. The very capable Dave Pasin has assumed the position of Chair of Programming and this portfolio will be in good hands.

Respectfully submitted,

Kathy Mullen

VP, Programming



Governance

Jonathan Weisman

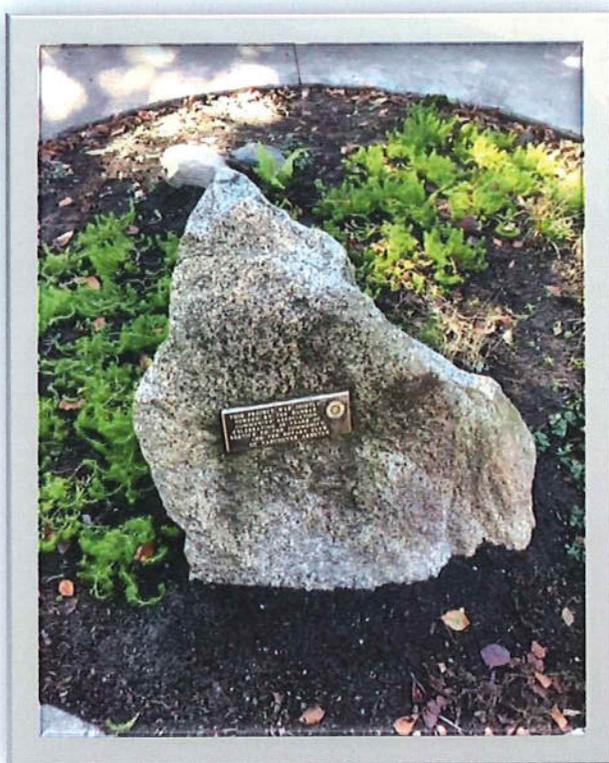
The governance committee deals with Association by-laws and constitution, policy development, organizational structure and human resources matters. In 2017 the Committee assisted the board in preparing a Notice of and materials for the Annual General meeting April, 2017. Members of the Committee were involved in concluding the negotiations with the Vancouver Board of Parks and Recreation for a new Joint Operating Agreement defining the operational relationship between the Association and Park Board for programming the Dunbar Community Centre. These negotiations had been proceeding for the previous 5 years. The Committee assisted the board in preparing a Notice of Special General Meeting with supporting documents, drafted consequential amendments to the Association by-laws, and assisted in conducting the meeting to seek membership approval to accept and sign the final JOA proposed by Park Board.

Committee members are also involved in ongoing work concerning implementation of the new JOA, development and revision of policy documents, development and revision of contracts for instructors and staff and development of document retention and filing procedures.

Respectfully submitted,

Jonathan Weisman

Chair, Governance Committee



Facilities and Safety Committee

John Halldorson

Once again, the Facilities Committee along with Parks Board Staff were able to accomplish more improvements at DCC. I would like to thank everyone involved for their hard work.

The highlights for 2017 include new furniture for the main floor lobby, new furniture for the Fitness Centre lobby, a new eating area with two tables and chairs (sponsored by Strong's and Save on Foods Dunbar) and new easy to clean floor tiles.

The DCCA has finally received approval and the go ahead for renovations on the main floor kitchen, room 113, including a new access door to room 112 and walling in the old connecting door to the crafts room. The kitchen on the second floor is also being done. We are hoping to have the work started and completed this summer, with both kitchens being done at the same time. The renovations are being managed by the City's Real Estate Management Group.



The Roof Top Honey project with Hives for Humanity (H4H) was a great success, with the fruits and labours of our bees being sold at the Holiday Craft Fair and the front desk of the Centre. We are planning to continue in partnership with H4H again in 2018. We are currently looking at moving the hives outside on the lawn to provide better viewing to the community.

The DCCA's donation to DEEP has allowed DEEP to expand their programming and community footprint with several exercises as the Disaster Support Hub (Sea Container). These exercises are well attended by community groups and local community members, leading to a more prepared community. On a high note, DEEP/DCCA is one of four community centers asked to participate in Vancouver's 100 Resilience City project which is funded by the Rockefeller Foundation. The grant is made to cities throughout the world showing leadership in city reliance planning and programming. More to follow on this exciting adventure!

Please remember if there are items that could make our Centre more welcoming, useable and comfortable, feel free to leave me a note with the day staff.



Once again, I would to thank the committee members and PB staff for their hard work with a special thank you to Jenn Swan, our CRS here at the DCC.

John Halldorson

Treasurer and Chair of Facilities/Safety Committee



Dunbar Memorial Preschool

Dunbar Memorial Preschool (DMP) continues to be a vital community of families dedicated to offering an enriched play-based experience for 2, 3, and 4-year-olds, led by keen, qualified teachers. Our teachers follow an emergent curriculum, where the interests of our students lead the curriculum.

Community Centre Use

DMP and its members use Dunbar Community Centre (DCC) in a variety of ways:

Classroom: During the school year, we rent room 006 Monday to Friday mornings to provide a program which engages 2, 3, and 4 year olds in learning through play.

Storeroom: Every day our teachers and parents set-up and pack away our supplies and equipment in our storeroom. They move large, lockable cupboards on wheels out of the way against the walls.

Playground: Teachers regularly lead the children to the playground and the back wooded area of the park.

Other Community Centre Services and Programs: Many DMP families regularly use the fitness centre and participate in fitness classes. Many also enroll in one or more of the programs offered at the Centre, particularly programs offered after our preschool hours, or programs during preschool hours geared towards younger siblings. Additionally, many families enjoy eating lunch in the lobby together after preschool. The families have especially enjoyed the new play area by the stairwell on the main floor. It has become a meeting spot for families before and after preschool.

Community Connections

We provide opportunities for our families to connect with others in the community:

Charities: Our families host a food drive every spring with the Food Bank. This year we hope to do a fundraising event in form of a bike parade at our end of school picnic. The funds to go towards a charity of the Preschools choice.

Dunbar Special Events: Many families attend the various special events at DCC including but not limited to: Breakfast with Santa, Christmas Tree Lighting, Saturday Craft day, Easter Egg Hunt, and Salmonberry Days. We sponsored a bouncy castle last year at Salmonberry Days and will do so again this year.

Parent Education: We continue to work together with our neighbourhood preschools, Crown and Tom Thumb, and hold our parent education seminars together three times a year. We have opened these to the public for a fee and the community response continues to be positive.

Programming

This is our third year as a parent involvement preschool. This change has been well received and families are pleased that volunteer hours during class time are optional, and not required as in the

past. As we are a parent-run preschool, we still require the help of all our families to run the school smoothly. All parents take on jobs, which, for the most part, can be done at home and can fit within the schedules of working families.

Our main program is for 3 & 4 year olds. It runs Monday-Thursday mornings for 3 hours. We offer flexible scheduling where families can choose 2-4 days/week of attendance. We have had full or near full enrolment for our main program this year.

We continue to offer our outdoor class on Wednesday and Thursday afternoons. This class is offered to the general public, in addition to those students already in our morning class.

Our drop-off 2s class has had good enrolment since its introduction in January 2015. With only eight students to 2 teachers, this class offers a gentle introduction to a preschool setting.

Financial Situation

Due to high enrolment in all our programs, we are in a strong financial situation this year. Over the past few years, we have made changes to our program to better serve our community. These changes have made a positive impact on our enrolment.

Working Together

DMP is very grateful to the support of the DCCA Board and the staff at DCC. We've developed a strong collaborative relationship and hope to continue to do so in the future. DMP is proud to be a part of the DCC community and feels lucky to be situated in this vibrant, evolving center. The maintenance staff are exceptional and are so friendly and warm to our little people.

DMP is a warm, inclusive preschool that highly values community spirit. Our families' work together to provide a welcoming, safe, and fun learning environment for preschoolers in our community. Families develop strong relationships and often continue their friendships long after the children have graduated from preschool.

We look forward to continuing to work with the DCCA Board and the DCC staff to provide a strong start for young children and their families in the Dunbar area.

Respectfully submitted by Laura Wallbridge, DMP President

This concludes the 2017 Annual Report.

Thank you for your support and we look forward to serving the community in 2018.

