

# Carleton Hall



Proposal to the PCC Management Committee

# Carleton Hall Committee Proposal

## Introduction

This document is a proposal to the Pacific Coast Council Management Committee to reverse the decision to sell the Carleton Hall, and allow the new proposed Hall Committee to manage and operate the property as set out in this document.

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## **Reasons for Keeping the hall**

### **1. The slow erosion of support from Public Schools and Churches**

During October 2005, the BC Teachers Federation went on strike for ten school days, or two weeks, locking out all groups using a local school to meet at. During this time the hall was used by multiple Scouting and Guiding groups. On June 4th, the Comptroller's office released a review of the Vancouver School Board. One of the recommendations to balance their finances was to increase the current rental rate for 3rd parties. In June 2010, VSB notified Scouts Canada they would be reviewing the current cost model of our after-school rentals. In July the Board decided to lay an hourly rate of \$7.27/hr for rooms, and \$23.70 for gymnasiums. A typical usage of a Gym would leave a bill of roughly \$1400.

### **1. A Scout owned hall would not be at the whims of an external organizations**

The hall affords the enviable situation of always having a place to meet. Even if the schools close and local Churches are less inclined to open their doors for us, the hall would always be there for us. Scouting would have solitary priority over any others. No wrestling schedules, or running out because the next group is trying to start.

### **2. Where would we host visiting groups from other councils or countries?**

The hall affords us an excellent place to allow visitors to our Council a single, solitary, private place to stay that is close to affordable transportation.

### **3. St. Mary's Parish is a Filipino epicentre in our city**

The Council invested money into the international trip to the Philippines, which happens to be the third largest Scouting population in the world. An opportunity to capitalize on the good will that trip created would be to approach the large Filipino community in Vancouver. One of the epicentres of this community is the St. Mary's Catholic Church about 650 m away (8 min walk). This would be an excellent growth opportunity that can only now be properly explored.

### **4. An urban hall can become a community focal point**

By inviting the community into our hall, we can increase our visibility. In time this increased visibility and cooperation will increase our numbers and community capital. This will allow for greater respect to our organization.

### **5. A hall allows for storage**

Schools don't allow for storage lockers on site, leaving section leaders having to lug equipment to and from the site every night. Some Church based Scout groups are also in this predicament. The hall allows on site storage for the sections, as well as storage for lesser used but expensive equipment that an area shares.

## Financial Plan

- The hall currently charges \$80/day
- Theatre production groups are an under serviced market from the Scout hall. Vancouver is a city in short supply of suitable rehearsal space for these groups. Typically they would book the hall space for 2-3 weeks in one block, giving us 10-15 rental days at once. Front line experience from industry estimates if we were to charge \$500 a week, we could expect 5 companies a year for 2.5 weeks each. That would give us \$6250.
  - These groups would be using the hall during the working hours, weekday, minimizing the impact on the Scouting program being run at night and weekends.
- Fund raising activities such as bottle drives, spaghetti dinners, raffles and car washes are budgeted to bring in \$500.
- Further rentals can be expected, bringing in an additional revenue. Possibilities include Elections Canada polling stations, Blood Services Canada, Legion Poppy sales centre, Dance tutors, overnight Scouting groups, the current seniors group and incidentals. Estimated revenues are \$1000.
  - One organization has already sent us a letter of intent to rent. Anime Evolution (a local annual convention that just celebrated 8 years and 6000+ attendees) is looking to rent the hall for monthly meetings and possibly additional sub committee meetings. At a conservative 10 rentals at \$80/rental, we could budget \$800 from this group. Letter is attached.
- There are a plethora of grants available including (but not limited to) those from the Vancouver Foundation, Vancouver Heritage Foundation, Scouts Canada foundation, Coast Capital, Vancouver City, Columbia Institute, and VanCity Community Foundation. Estimated \$1000 average over 3 years.
- Monetary donations are another source of revenue, but are not expected. Therefore we will not be budgeting for them. However other types of donations could include labour and/or materials.

### Revenue

Fund Raising	\$ 500
Rentals – Non-Theatre	\$1000
Rentals – Theatre	\$6250
<u>Grants</u>	<u>\$1000</u>
Total	\$8750

### Expenses

Operating Expenses	\$4000
Website	\$ 100

<u>Branding/marketing materials</u>	\$ 300
Total	\$4400

### **Rental Comparisons**

- Performance Works (performance and rehearsal space, top of the line) 70'x60':
 

Weekly \$1,800	Daily Mon-Thurs \$300
Fri/Sat \$650	Sun \$400
- The Cultch - Closest comparable space 35x38 same amenities:
 

Reg Day (8hrs) \$70	Evenings(4-5hrs) \$40
Extended day(9+) \$90	Weekly \$400
- St. James Community Hall - 715 Sq Feet Similar size, but within a building, so we can justify in charging more per hour
 

\$20.50 an hour, changes with weekly meetings/extended events.

## **Rental Procedures**

All groups that wish to rent the hall would have to complete the following procedure:

1. If the User group is a Scouts Canada or Girl Guides Canada, jump to Step 4
2. A completed Rental Questionnaire would be filled in by the User group, and submitted to either a member of the Committee, or directly to Council Scout Office.
3. Once that has been approved, a completed Hold-Harmless and Indemnity Agreement along with an attached Certificate of Insurance naming Scouts Canada (as described on the Agreement) has to be submitted to either a member of the Committee, or directly to Council Scout Office.
4. A 50% deposit would be due two weeks prior to scheduled booking, along with a separate \$100 damage deposit cheque. The damage deposit will not be cashed unless necessary to reimburse for damages or mess caused. The other 50% of the rent is due three days before the booking.
5. If keys are required to be sent to the User group,(they will be leaving and entering regularly, or one of the committee will not be able to greet them at the hall), arrangements will be made one week in advance to the booking.
6. Keys lent out should be left on the property on final exit
7. Upon completion of rental an inspection will be made by a committee member and a follow up feedback correspondence will be sent out to User group to judge their stay.

### ***Further Rental Rules***

Scouting use should always have priority over other uses. However when we make a booking with any group, Scouting or otherwise, we are making a promise. A Scouts Promise is his Honour. To balance these two ideals, the following rules will apply:

1. First come first
2. Scouting uses can book in advance freely.
3. Third party uses are restricted from booking weekday evenings, weekends and holidays till 30 days in advance. Weekday evenings are defined as after 6PM

Weekday daytime rentals to third parties have minimal impact on Scouting activities.

Day rates are \$80 / day

Week rates (\$7 days) are \$500 / week

# Committee Positions

## ***Proposed Hall Committee***

Chair	Nick Pearson
Primary Bookings	Mark Burge
Alternative Bookings	
Primary Finance	Jenny Margueratt
Alternative Finance	Elizabeth Bairde
Primary Maintenance	Alton Toth
Alternative Maintenance	
Labour Pool	Adam Shepherd Aaron Martel Wright Melissa Nemeth

## ***Position Descriptions***

### Chair

- Responsible for the committee as a whole
- Preside over meetings
- Liaison with Pacific Coast Council, East Vancouver Area, and other pertinent bodies
- Signatory

### Alternate Chair:

- Scribe
- Presides over meetings in Chairs absence
- Maintains the records of committee correspondence & minutes
- This is a rotating position, changing quarterly through all filled positions (with the exception of the chair.

### Primary Bookings

- Scheduling of hall utilization
- Assuring all required paperwork (3<sup>rd</sup> party insurance naming Scouts Canada and the hall, Scouts Canada Rental Questionnaire, payment) for rentals is met and passed along to the correct next step.
- Keys to the hall reaching, and subsequently returning from, any group or individual that will be utilizing the hall,
- Does not have to personally be the member of the hall committee to greet any new or irregular user to the hall, but should arrange for one of the committee to be there. A strong deliverance of customer service will be

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### Alternate Bookings

- Work with the Primary Bookings, handling bookings as delegated
- Seek out new tenants
- Getting letters of intent to rent from these new sources

### Primary Finance

- Maintain accurate and up to date records of the financial activities of the committee
- Report at each committee meeting
- Issue and receive cheques
- With the aid of the committee, draw up an annual business plan and budget.
- Signatory

### Alternative Finance

- Work with the Primary Finance
- Develop revenue sources, whether new or existing
- Seek out grants opportunities and delegate to grant writers to complete.

### Primary Maintenance

- General day to day upkeep of the hall
- Planning and coordinating capital projects
- Proper permits and inspections are completed
- Scouts Canada Annual Property Standards Checklist is completed

### Alternative Maintenance

- Work with the Primary Maintenance
- Coordinate cleaning schedule
- Restock basic property supplies (Cleaning materials, light bulbs, etc)

### Labour Pool

- Have shown interest in willing to help out with various tasks (Grant writing, fund raising, cleaning, etc) but are not part of the day to day operations team
- Do not get a vote.



# Carleton Hall Committee By-laws

1. The name of the organization shall be the “Carleton Hall Committee”, henceforward to be referred to as “the Committee”.
2. The Committee shall adhere to all Scouts Canada Bylaws, Policies and Procedures.
3. The objectives of the Committee are:
  1. to maintain the working viability of the Hall
  2. to maintain the fiscal solvency of the Hall
  3. to promote Scouting in the local community
4. Appointments to the Committee shall be approved by the Committee as a whole
5. **Positions:** The duties and responsibilities of the Committee members are as follows
  1. Chair
    - a. Responsible for the committee as a whole
    - b. Preside over meetings
    - c. Liaison with Pacific Coast Council, East Vancouver Area, and other pertinent bodies
    - d. Signatory
  2. Alternate Chair:
    - a. Scribe
    - b. Presides over meetings in Chairs absence
    - c. Maintains the records of committee correspondence & minutes
    - d. This is a rotating role, changing quarterly through all filled positions (with the exception of the Chair.
  3. Primary Bookings
    - a. Scheduling of hall utilization
    - b. Assuring all required paperwork (3<sup>rd</sup> party insurance naming Scouts Canada and the hall, Hold harmless agreement, Scouts Canada Rental Questionnaire, payment) for rentals is met and passed along to the correct next step.
    - c. Keys to the hall reaching, and subsequently returning from, any group or individual that will be utilizing the hall,
    - d. Does not have to personally be the member of the hall committee to greet any new or irregular user to the hall, but should arrange for one of the committee to be there. A strong deliverance of customer service will be
  4. Alternate Bookings
    - a. Work with the Primary Bookings, handling bookings as delegated
    - b. Seek out new tenants
    - c. Getting letters of intent to rent from these new sources
  5. Primary Finance
    - a. Maintain accurate and up to date records of the financial activities of the committee
    - b. Report at each committee meeting
    - c. Issue and receive cheques
    - d. With the aid of the committee, draw up an annual business plan and budget.
    - e. Signatory
  6. Alternative Finance
    - a. Work with the Primary Finance
    - b. Develop revenue sources, whether new or existing
    - c. Seek out grants opportunities and delegate to grant writers to complete.
  7. Primary Maintenance

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- a. General day to day upkeep of the hall
  - b. Planning and coordinating capital projects
  - c. Proper permits and inspections are completed
  - d. Scouts Canada Annual Property Standards Checklist is completed
8. Alternative Maintenance
- a. Work with the Primary Maintenance
  - b. Coordinate cleaning schedule
  - c. Restock basic property supplies (Cleaning materials, light bulbs, etc)
9. Labour Pool
- a. Have shown interest in willing to help out with various tasks (Grant writing, fund raising, cleaning, etc) but are not part of the day to day operations team
  - b. Do not get a vote.
10. In the event a Primary position is left vacant, the alternate will fill the vacancy and a replacement member (for either Primary or Alternative) should be found.
- 6. Meetings**
1. Committee meetings shall be held once a month. The time and date to be determined around availability of the members.
- 7. Quorum**
1. Quorum is defined as simple majority of the currently filled positions
- 8. Voting**
1. All motions that require voting must pass with a simple majority of those present.
  2. The seven named positions (Chair, Primary and Secondary for Bookings, Finance and Maintenance) get a vote.
  3. In the event of a motion/action that cannot wait for the next meeting, an email (for records sake) vote is allowed, with the results reconfirmed and noted in the next meetings minutes.
  - 4.
- |                                  |          |          |          |          |          |
|----------------------------------|----------|----------|----------|----------|----------|
| <b># of Positions filled</b>     | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> |
| <b>Quorum Needed</b>             | 2        | 3        | 3        | 4        | 4        |
| <b>Majority Needed at Quorum</b> | 2        | 2        | 2        | 3        | 3        |
- 9. Finances**
1. The Committee will have an financial calender year that matches the Scouting Calendar year of September 1 – August 31.
  2. Third party rental agreements can follow a different calendar year
  3. Two signatures are required for all cheques. Any two from the selection that the Committee has appointed as an appropriate signatory. This may include a Council level appropriate individual.
- 10. Amendments**
1. Any amendments to these bylaws require that any motions for amendments have two discussion periods, but not at the same meeting. Between meetings all Committee members shall be notified that this motion will be up for vote. Once the 2<sup>nd</sup> discussion period has happened, a vote can be taken. Simple majority still required.



Dear Mark Burge,

Thank you for the information regarding the Scouts Hall at 5641 Tyne Street, in Vancouver, BC. The location of this building sounds like it will be convenient to travel to via transit, and the general pricing estimates you mentioned all seem quite reasonable. I would be interested in pursuing this venue rental opportunity further with yourself, or an appropriate party once more finalized details are available. I believe there are a number of possible uses we could find for this venue, including (but not limited to) our internal staff meetings for our own convention event. Our general meetings happen monthly, and various departments may wish to meet independent of the larger group on other occasions as well.

Thank you for your time, and this possible opportunity to work with you.

Sincerely,  
Gregory Neher  
Director of Communications  
Anime Evolution 2010