



THUNDERBIRD NEIGHBOURHOOD ASSOCIATION

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REGULAR BOARD MEETING BY CONFERENCE CALL Monday, April 19, 2021 @ 6:30 PM

BOARD MEETING MINUTES

IN ATTENDANCE:

Executive Directors: Mike Bradley, President & Chair
Joan Poon, Vice-President
Ken Costea, Treasurer

Directors-at-Large: Jessica Carias
Samuel Ho
Sandra Marino
Thomas Tai
Vanessa Tan

Absences/Regrets: Benny Mah, Secretary
Sandra Dare
David La Vallee

Guests: Nil

Staff: Jennifer Trach, VPB Community Recreation Supervisor (CRS), Thunderbird CC

Recorder: Marianna Vilchez

1. CALL TO ORDER:

Conference Call Meeting by Webex, Call to Order: 6:37 PM.

Chair M. Bradley called the Directors' meeting to order at 6:37 PM. A majority Board Director quorum of seven (7) was present, (mandatory minimum: seven [7] for motion voting purposes), comprised of Executive Directors, (excluding the President/Chair) and Directors-at-Large.

2. APPROVAL OF THE AGENDA FOR THE APRIL 19, 2021 BOARD MEETING:

MOTION: That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held on Monday, April 19, 2021, circulated to the Directors by email, be approved.

**Motion moved by Ms. Marino and seconded by Mr. Costea.
Motion unanimously passed.**

3. APPROVAL OF THE TNA BOARD MEETING MINUTES OF MARCH 22, 2021:

MOTION: That the Minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting, held by conference call on Monday, March 22, 2021, as edited by the Secretary, and circulated to the Directors by email, be approved.

Motion moved by Ms. Poon and seconded by Mr. Tai.

Motion unanimously passed.

4. PARK BOARD REPORT – Ms. Gwen Giesbrecht: No Report Available**5. PRIORITIZED BUSINESS:****A. Financial Update – September 01, 2020-March 31, 2021 – 7 Periods:**

The Chair reported that due to an unannounced upgrade by the CoV in the version of Excel operating on their system, PACE Accounting was unable to produce their usual financial report to TNA, that is generated in TNA's SAGE 300 accounting software. Ms. Bu forwarded the Statement of Financial Position-Unaudited and Notes, ending March 31, 2021 showing that a YTD surplus of \$93,330 was generated by operations, up from \$76,955 in the previous period. Total Assets of \$821,462 YTD increased from \$780,308 in the previous period. Liabilities of \$214,668 YTD increased from \$189,889 in the previous period. Total Net Assets YTD of \$606,794 increased from \$590,419 in the previous 6 periods.

Ms. Bu relayed that PACE has been unable to resolve the software conflict between the updated Excel and the Sage 300 accounting software. She recommends that TNA switch to Quick Books Office (QBO) which has become very popular with accounting firms, is cheaper to lease and update than Sage 300 and can operate as stand-alone software without conflict with the CoV/PB IT system. In correspondence with Mr. Bradley, Ms. Bu assured that TNA's financial data would remain secure with current data handling procedures.

After further discussion, the following motion was tabled:

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board approve the purchase and implementation by PACE Accounting of the Quick Books Office accounting software, the merging of the TNA financial data and the production of future monthly reports of Statements of Revenue and Expenses in a format comparable to previous versions. PACE Accounting will pursue a refund of the licensing fee from Sage Software.

Motion moved by Mr. Costea and seconded by Ms. Marino.

Motion unanimously passed.

B. Unrestricting a Portion of the TNA Capital Reserve – Motion:

The Chair further discussed the need to reduce the current amount of restricted funds, first raised in the February and March Board Meetings.

After much consideration by the Directors, the following motion was tabled:

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board approve the unrestricting of a total of \$80,000 from the capital reserve.

Motion moved by Mr. Tai and seconded by Ms. Tan.

Motion unanimously passed.

A Director asked whether there are any limitations on how TNA can spend the unrestricted portion of the TNA capital reserve. Mr. Bradley responded that while there are some restrictions, the main issue is of a Board oversight capacity. The available number of volunteer and staff is low due to the pandemic restrictions, and would not be in a position to monitor all of the proposed projects. TNA staff is too busy. Normally, projects such as these would be monitored by the Programmer, but TNA recently hired a new programmer, Ms. Darilyn Dennis, who is busy getting ready for the Summer Day Camps and will also be asked to oversee the Banner Project. Mr. Bradley said that even if TNA were to use contractors for all of the suggested projects, it would be a stretch to monitor them all.

Mr. Bradley read from the list of suggestions written in the March 22, 2021 minutes on how to spend the unrestricted portion of the TNA capital reserve.

Mr. Costea agreed to source a quote for the purchase of additional sound equipment for community events. He estimated a cost of about \$3,000 to purchase 2 new amplifiers.

The artist designing the Banner Project, Yoko, has a collection of glass material that could be used for a tile mosaic design that could be installed on the concrete seating area outside the CC.

Mr. Bradley spoke to Lorraine on how to increase the capacity for programs during the 3rd and possibly 4th wave of the pandemic. Further to Ms. Marino's suggestion to add more permanent seating in the unoccupied areas surrounding the CC, they discussed adding a concrete seating area in the space between the trees on the west side of the CC parking lot and the school fence. He estimated a budget of \$10,000 for the concrete bases and 4 or 5 sets of additional seating but these would require another VSB quote.

In total, the suggested purchases would require an expenditure of \$130,000. Mr. Bradley said he hoped to have many of these projects started in the next month, so they could be completed over the summer.

Upon no further discussion, the following motion was tabled:

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board request Ms. Trach to obtain quotes from the VSB and various contractors, to further estimate the cost of the proposed list of 2021 TNA projects.

**Motion moved by Ms. Marino and seconded by Mr. Costea.
Motion unanimously passed.**

C. Additional Project Ideas to Consider for Investing TNA's Unrestricted Funds:

Mr. Bradley asked the Board to please forward him additional project ideas that would benefit the CC and/or the community.

Lorraine suggested a change to the north wall of the office inside the CC from tiles to glass. Ms. Trach concurred that the office has poor sightlines to the lobby area and Fitness Centre. Staff has difficulties monitoring who is entering or leaving the building, and for safety purposes, they would like to have the area surrounding the office more visible. Staff had noticed that the office gets stuffy during the summer months and installing an operable window would increase the ventilation flow. Directors commented that the addition of a glass wall would help create a more inviting atmosphere inside the CC. Mr. Bradley thought that it might be worthwhile to hire a designer to look at redesigning the foyer, patio and office spaces.

A Director suggested the addition of a charging station for electric cars in the CC parking lot. Ms. Trach noted that parking is at a premium in the area with CC patrons, staff, residents and teachers all vying for a space. She will inquire where a charging station might be sited, which organization would supervise the installation, and the estimated cost.

D. Staff Related:

Ms. Trach said that staffing at the CC has settled for now. Priya Barr has been the Youth Worker for over a year, although her time at Thunderbird CC was impacted and ultimately limited due to the pandemic closure. Darilyn Dennis, the new Programmer and Aimee Mergaert, the new RFC, have quickly adapted to their temporary roles at the CC. Luke Balson has temporarily assumed Jessica Land's former position as PB Manager, Recreation and now supervises Thunderbird, Strathcona, Britannia and Ray-Cam CCs. Jessica is now the PB Acting Director and is busy with many projects. Ms. Trach said that she did not know what the timeline will be for their tenure in these positions.

Mr. Bradley asked about the relationship with Sunrise Community Association Hall (Sunrise Hall) and whether their space might be open to TNA for rental opportunities. TNA previously had an agreement with the Sunrise Association to conduct programming at their hall and this might be a good opportunity to increase our capacity to offer new programs. Ms. Trach reported that she spoke to Luke about the situation – like many businesses, Sunrise Hall struggled during the pandemic closures and the income from rentals was greatly reduced. Their current JOA with PB has expired and a decision needs to be made about whether to change or renew it.

Mr. Bradley said that the space is well located within the community, although near the top of a steep hill. Thunderbird CC uses Sunrise Park for our Summer Day Camps and he would be interested to know if it would be practical for TNA to pay for program access when the pandemic restrictions end. Sunrise Hall could be well suited for Ms. Tomita to paint and hang the new banners during the month-long curing process. Ms. Trach will talk to Mr. Balson at Sunrise Hall.

E. Grants Update:

Ms. Trach had not heard back from any grants. Mr. Bradley said that with TNA's healthy surplus, there was no urgency to apply for more grants

F. Banner Project Information Update:

Yoko's quote for the materials and fabric needed to paint 12 banners, design 6 new themes for silk-screened banners and \$500/month rental of a space, like Sunrise Hall for painting and curing, would total about \$6,000. With the additional cost to print the new silk-screened banners and mount all the banners on a total of 47 street light poles, the estimated total of the entire project would be approximately \$15,000. Artwork for the painted banners will be solicited from students at Thunderbird Elementary and CC program participants. Ms. Tomita will select from several common themes in the submitted art to paint the final banners.

After further discussion, the following motion was tabled:

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board approve renewal of the Banner Project at a cost of up to \$15,000.

**Motion moved by Mr. Costea and seconded by Ms. Carias.
Motion unanimously passed.**

G. Proposed Upwards Adjustment to the TNA Salary System for Senior and Junior Leaders:

Ms. Dennis produced a survey table, which was emailed to the Directors, that showing the comparison of the wages of childcare leader staff in Summer Day Camp programs, between 18 CCAs. She requested that TNA increase our childcare staff salaries to match the average rate of the various CCAs in the survey. Junior Leader wage rates varied from \$14.60 - \$19.06 per hour. Senior Leader wage rates varied from \$16.00 - \$21.30 per hour. Camp Manager wage rates varied from \$18.16 - \$20.85 per hour. Leadership positions in childcare are somewhat competitive and securing long-term staff can be difficult. Historically, TNA has tried

to compensate their childcare staff within the average to high end of the CCA rates. The Camp Manager salary was \$19.52 in the TNA Step System and it is suggested that this be increased to \$20.85 per hour.

After further discussion, including the mandated increase in the BC minimum wage to \$15.02 per hour commencing on June 1, 2021, the following motion was tabled:

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board approve increases in the Summer Day Camp staffs' wages as follows: Camp Manager to \$20.85 per hour, Senior Leader to \$19.75 and Junior Leader to \$16.26 per hour.

**Motion moved by Ms. Marino and seconded by Ms. Tan.
Motion unanimously passed.**

H. Request to Approve Subsidy Budget for 2021 Summer Day Camp Children:

Staff is usually given permission to go ahead and allocate subsidies as needed to the families and children who are in need of extra support to afford their children's attendance in summer day camps. Some families use the LAP, which gives them a discount of 50% off the going rate. Some families require a subsidy in addition to the LAP. Considering the current surplus funds available, the Directors discussed approving an assistance increase to accommodate the families who are struggling more than normal, during these pandemic times.

Upon no further discussion, the following motion was tabled:

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board approve a subsidy for the Summer Day Camp Program of up to \$3,500.

**Motion moved by Mr. Costea and seconded by Ms. Carias.
Motion unanimously passed.**

I. Possible Addition to the TNA Staff Benefits:

The Federation Association Benefits Plan for permanent TNA staff includes life insurance, ADD, extended health care and dental. The Plan cost has increased by 1.7% for 2021 from \$2,132.88 to about \$2,168.31 per month. Dental premiums were credited back at 50% for April and May 2020, 30% for June 2020 and 10% for July 2020, while Extended Health Care premiums were credited 7% for April and May and 3.5% for June 2020, due to the pandemic lockdown.

With the pandemic, the Plan has opened a new extension to the current health care program, in partnership with HumanaCare, to cover mental health care which includes access to online programs, counseling and a call center. An appropriate number of counseling services is offered, along with telephone consultations, critical incident management and stress debriefs. The cost of access to the enhanced services would cost an additional \$2.86 per employee per month, which totals \$200. The provision of various remote and person sessions with certified counselors is expensive and separately billed. In discussion, the Directors agreed that the decision was an easy one to pay the additional funds so that permanent staff could access the enhanced services.

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board approve renewing the Federation Association Benefits Plan for permanent TNA staff by paying the annual fee of approximately \$2,168.31 and increase the current Employee and Family Assistance Program to include access to mental health benefits offered through HumanaCare, by paying an additional \$2.86 per employee per month.

Motion moved by Mr. Costea and Mr. Tai.

Motion unanimously passed.

6. BUSINESS ARISING:

A. Projects In Progress:

Mr. Bradley said that he did not have time to post the auxiliary position, but was able to refine the job posting and criteria. During the last APG, several organizations discussed the need to hire an Executive Director to help out with the administrative aspects of the APG. He is still considering hiring a contractor rather than a part-time auxiliary staff. A Director said that she knows a lot of students and recent graduates who would appreciate the flexible hours of the auxiliary position.

Ms. Poon said that the developer is working on the documentation portion of the website revamp and still needs to invoice for some additional hours.

B. Centre Updates (COVID, Programming and Registration):

Spring registration is underway. Children's programming has had a decent turnout despite the limited availability due to the COVID protocols. Some spaces are still available in the children's Yoga program that is scheduled on Wednesdays after school. Ms. Trach said that programming is limited for adults as the COVID restrictions have been extended again, this time until the end of May. The Fitness Center is closed and movement classes are cancelled unless they operate outside. With the COVID numbers so high, everyone is being cautious and interest in programming is generally low.

Day camp registration is open and spaces are rapidly filling. 10 spots are held open for the students of Thunderbird elementary and these are funded by the VSB. Mr. Bradley asked whether TNA could increase the program by 10 or 15 children, assuming there is demand. If TNA were to expand the number of children in the Summer Day Camps, TNA would have to hire more Leaders to cover the increased supervision ratio of 7 children to 1 instructor. Ms. Trach said they would have to be mindful of the gathering restrictions under the Provincial health order. At the moment, gathering restrictions are capped at 50 people. If TNA wanted to expand the day camps, they would have to hold a different camp in a different location. This summer, the program has permission to use the CC for some activities. A few CCAs have expanded successfully by separating junior and older children. The two groups meet in separate rooms and have no interaction with each other. Staff will explore the possibility of increasing the size of the program.

7. NEW BUSINESS:

A. Correspondence:

B. APG Report – Communities for Climate Hope (C4CH):

Kate Perkins, who was involved in the negotiation of the JOA, was a past president of Trout Lake CC and is the current chair of the Association Presidents Group, has been hired on as the Public Engagement Specialist Communications Coordinator at PB. Ms. Perkins will be heavily involved with the Communities for Climate Hope project. The APG requested a full workshop tailored for the CCAs of the current City-Wide Plan, which was temporarily stopped by the pandemic. Ms. Land will soon report on the GST tax now levied against the Group One costs and bill back credits. The APG is also seeking feedback from the PB and CoV on the environmental impact of artificial turfs. They are weather resistant, but may emit toxic gasses and don't break down naturally, which ultimately harms the environment.

Mr. Bradley referred to the C4CH document which was distributed to the Directors by email. He suggested they begin with reading the action items on page 16. The C4CH is led by Ms. Sara Lusina and is a 1-3 year strategy on how to address the climate emergency declared by CoV in 2019. A number of CCAs, including Thunderbird, have since introduced programs to reduce waste, mainly by increasing the amount of recycling

containers around the CCs. The APG plans to undertake a network-wide audit and encourages CCAs to adopt the APG's mission statement on climate, which will be incorporated in each of the CCAs' 5-year plans. There is a declaration that all the CCAs have been requested to take to their Boards, to help motivate and educate the individual communities in the CoV. Mr. Bradley read the Declaration of Climate Hope, as follows:

"Vancouver's CCAs provide accessible, inclusive, social, cultural, recreational and educational opportunities that strengthen individual family and community wellbeing. CCAs have a unique opportunity to engage community members and promote the vitality of our city and its future. In light of the climate emergency [declared by CoV in 2019], we gather our collective commitment, as well as the influence we have within our organizations, to respond to urgent environmental and social challenges in a way that breeds hope, builds capacity, unites individuals and their efforts, facilitates collaboration, responds to the local needs, and builds on the local assets. This declaration is a call to move together as community organizations to engage, educate and empower people on climate action and, in turn, hope."

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board approve and adopt the Declaration of Climate Hope.

**Motion moved by Ms. Poon and seconded by Mr. Costea.
Motion unanimously passed.**

The APG website rebuild was completed. It can be accessed at mycommunitycentre.com. Social media pages have been established at the Vancouver CCAs, Twitter and Facebook.

The APG discussed options for capacity building. The Presidents want to establish a pool of available casual staff to call on for a variety of administrative tasks, such as: minute taking, social media, community outreach and website design. This resource sharing is facilitated by a Google drive shared exclusively between the CCA presidents.

Ms. Kelly Rowland, the secretary for the APG, has been researching grant options so that CCAs don't have to look separately. She will work with the online platform, Grant Connection, to gather a list of likely prospects for the CCAs.

To address the ongoing difficulty of finding substitutes for childcare operations, the APG agreed by motion to employ a part-time manager to assemble a list of potential childcare substitutes, plan training sessions, benefits and grants to reduce expenditures for all CCAs. The APG is hoping to find a funding resource for the manager position. APG dues were raised to \$400 per year to facilitate these plans.

The PB and CoV are looking at a cohesive recovery strategy to address reopening issues, including HR staff, which were disrupted by various pandemic closures and restrictions. This strategy will hopefully be covered in the next agenda.

- C. Upcoming Events:**
- April 22: Start of Week 2 of TNA Spring Break Day Camp
 - May 06: Public Registration at Thunderbird CC
 - May 09: Mother's Day
 - May 11: Preschool Registration
 - May 24: Victoria Day, Centre Closed
 - May 25: Provincial health restrictions eased
 - May 31: TNA Board Meeting

8. COMMITTEE UPDATES:

- A. Fitness: No meeting.**

B. Programs: Report on Meeting by Zoom on April 13.

The Programs meeting discussed several planning elements around the Banner Project, Summer Day Camps and the TNA website rebuild. Minutes of the meeting were emailed to the Directors. Next Programs meeting is scheduled for Tuesday, May 11, 2021 at 5:00 PM.

C. Chinese Seniors: No meeting.

9. ADJOURNMENT:

The meeting adjourned at 8:12 PM.

Next Board Meeting: Monday, May 31, 2021 @ 6:25 PM.

Mike Bradley, President

Benny Mah, Secretary

Marianna Vilchez, Recorder