



THUNDERBIRD NEIGHBOURHOOD ASSOCIATION

2311 Cassiar Street, Vancouver, B.C. V5M 3X3

Telephone: 604.713.1818 Fax: 604.713.1828

REGULAR BOARD MEETING BY CONFERENCE CALL

Monday, August 23, 2021 @ 6:30 PM

BOARD MEETING MINUTES

IN ATTENDANCE:

Executive Directors: Mike Bradley, President & Chair
Joan Poon, Vice President (*arrived at 7:20 PM*)
Ken Costea, Treasurer (*proxy for Benny Mah*)

Directors-at-Large: David La Vallee
Sandra Dare
Sandra Marino (*proxy for Vanessa Tan*)

Absences/Regrets: Gwen Giesbrecht, VPB Commissioner
Benny Mah, Secretary
Jessica Carias
Samuel Ho
Thomas Tai
Vanessa Tan

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

Recorder: Kelly Rolland

1. CALL TO ORDER:

Conference call meeting by Webex, Call to Order at 6:42 PM.

Chair M. Bradley called the Directors' meeting to order at 6:42 PM. A majority Board Director quorum of seven (7) was present, including two (2) proxies (mandatory minimum: seven [7] for motion voting purposes), comprised of Executive Directors (excluding the President/Chair) and Directors-at-Large.

Chair M. Bradley pronounced the land acknowledgment, expressing with great gratitude, that we are gathered on the traditional, ancestral and unceded territory of the Coast Salish peoples—Skwxwú7mesh (Squamish), Stó:lō and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̍əm (Musqueam) Nations.

2. APPROVAL OF THE AGENDA FOR THE AUGUST 23, 2021 BOARD MEETING:

MOTION: That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held on Monday, August 23, 2021 (*no meeting in July*) and circulated to the Directors by email be approved.

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

Motion passed unanimously.

3. **APPROVAL OF THE TNA BOARD MEETING MINUTES OF JUNE 28, 2021:**

MOTION: That the Minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting, held by conference call on Monday, June 28, 2021, as edited by the Secretary, and circulated to the Directors by email be approved.

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

Motion passed unanimously.

4. **PARK BOARD REPORT – Commissioner Gwen Giesbrecht:**

Commissioner Giesbrecht was absent, no report available.

5. **PRIORITIZED BUSINESS:**

A. **Financial Update – September 1, 2020 to July 31, 2021 – 11 Periods:**

Chair M. Bradley provided an overview of the financial statements that were circulated by email. Highlights included:

Total Gross Revenue from Grants 2021 YTD of \$304,905 was **down** (\$20,506) from 2020 YTD and **up \$29,358** from period 10.

Total Gross Revenue from Fees 2021 YTD of \$188,443 was **down** (\$67,577) from 2020 YTD and **up \$51,844** from period 10. A list of Fee revenues from various areas is now provided. Total Program fees of \$115,350 were **down** (\$36,289) from 2020 YTD. Pass Revenue and Flexipass revenue of \$1,441 were **down** (\$17,622) from 2020 YTD.

Total Gross Revenue (Grants and Fees) 2021 YTD of \$497,828 was **down** (\$89,657) from 2020 YTD and **up \$81,231** from period 10.

Total Expenses 2021 YTD of \$328,567 were **down** (\$161,886) compared with 2020 YTD and **up \$50,329** from period 10. The reduction in expenses from YTD 2020 was mainly due to significant savings in Payroll Expenses of \$419,727 in 2021 YTD, that were **down** (\$70,987) from 2020 YTD but **up \$51,115** from period 10 and Program Related Expenses 2021 YTD that were **down** (\$14,332) but **up \$4,032** from period 10.

Expenses were also **decreased** by Government COVID Temporary Wage Subsidies of \$221,985 in 2021 YTD, **up \$20,000** from period 10.

Total Gross Revenue minus Total Expenses 2021 YTD shows a **surplus of \$169,261, up \$72,229** from 2020 YTD and **up \$30,902** from period 10. The overall surplus on operations is attributed to a modest increase in total income, low expenses and the month-over-month increase in CEWS funding of \$18,000.

Mr. Bradley referenced the Profit and Loss by Class tables for period 11, noting the program areas that were in deficit from operations, before deducting Facility Costs: OSC (\$22,907), Family (\$1,756), Fitness Centre (\$2,150) and Computer Lab (\$2,123) - due to the purchase of refurbished computers. Birthday Parties continued to be non-operational due to the Provincial Health restrictions on gatherings. The Fitness Centre operations were discontinued in mid-December 2020 due to a lack of patronage but resumed in May, 2021 at 1 person per hour, increasing to 4 persons per hour in June, 2021.

Program areas that were in surplus, before deducting Facility Costs, included: Preschool \$16,888, Cap-C \$3,261, Children \$8,937, Youth \$10,456 and Seniors \$29,594 and Summer \$8,756.

A.A. Canadian Emergency Wage Subsidy (CEWS)

CEWS has been extended through September, 2021. PACE Accounting estimates that TNA will receive \$20,000 for July, already factored into the aforementioned financials. The subsidy will gradually decline into the Fall as TNA's year-over-year operating deficit declines. TNA should expect to receive an additional \$15,000 - \$25,000 from the CEWS program over the next 2 to 3 months.

A.B. Gaming Related Motion

As noted in the Statement Notes of the July financial report, TNA's gaming fund Beginning Balance is \$82,900.83, and only \$35,450.62 has been spent to date, leaving a surplus of \$47,450.21 from the 2019-2020 grant. In November, 2020 TNA applied for an additional gaming grant to be spent in 2021-2022, in anticipation of a rapid return of patrons during Step 3 and 4 of a BC Reopening Plan. A grant of \$87,600 was received from the Gaming Branch in February, 2021. A total of \$135,050.21 of gaming funds are now unspent. The current situation of a 4th wave of the COVID pandemic, due to the Delta variant and non-vaccinated, has increased our community's hesitancy to return to the programs, reducing the opportunity to utilize the gaming funds. TNA's Total Cash and Cash Equivalent from the Balance Sheet in the July financial report is \$844,427, leaving TNA at ease to weather any reduced income in 2021-2022. Mr. Bradley recommended that the Directors agree to return the latest Gaming Grant of \$87,600. After further discussion, the following motion was tabled:

MOTION: That the TNA Board approves returning \$87,600 to the BC Community Gaming Grants Branch, representing the amount of the gaming grant received in February, 2021.

Motion moved by Ms. Marino and seconded by Mr. La Vallee.

Motion passed unanimously.

A.C. 2021-2022 Draft Budget

The first draft of next year's budget, prepared by Ms. Trach, was distributed to the Directors. Chair M. Bradley noted that many estimates of the revenue and expenses are relatively conservative. The return of patrons to the Centre programs during the 2022 fiscal will likely increase throughout the year, regardless of the pandemic as even with the 4th wave of the pandemic, there is much pent up demand for socialization, learning and fun. Ms. Trach has estimated a net loss of \$329,000 in 2021. Chair M Bradley hopes to review the budget this week and requested that the Directors also review the draft and provide their feedback to him by email.

B. Updated Quote on the Office Renovation Project (ED Motion Approved):

VSB has provided a preliminary estimate of \$40,000 including an architect's fees. The apportioning of possible electrical and structural engineer approvals, City application fees, trades work, etc., remains to be completed. Ms. Trach requested an updated quote from VSB hoping to receive it by no later than Monday, for processing in the current fiscal.

MOTION: That the TNA Board approves the estimated cost of the office renovations of up to \$40,000.

Motion moved by Mr. La Vallee and seconded by Mr. Costea (Mr. Mah by proxy).

Motion passed unanimously.

C. Staff Related - Posting:

HR is currently in the process of moving staff back to their local sites due to workplace shifts in response to the pandemic. Ms. Trach sent a posting out for lateral placements regarding TNA's programmer position and will be able to provide an update on applications by the end of the week.

Two auxiliary office personnel, one of which assisted with birthday parties, will be returning to school in the Fall. Ms. Trach noted that anticipated gaps with auxiliary staff and instructors will require a large recruiting effort in the near future.

D. Grants Update - Coast Capital:

Ms. Trach received a letter from Coast Capital which stated they are reexamining their various ways of community engagement. Their charitable policies are being revised, resulting in a notice to terminate TNA's continued ability to access future grants. In-lieu-of an advance notice, Coast Capital has offered \$5,000 for which Mr. Bradley will apply.

The HRDC grant of \$21,000-\$23,000 will not be awarded until the programmer reports TNA's summer program costs to the government in September.

E. Banner Project Update:

There was little interest/ability to facilitate the project due to the pandemic and Yoko is no longer able to meet the timeline for the painted banners. The discoveries of hundreds of Residential School children's graves have led to rethinking the project to include an indigenous component. Ms. Trach reached out to contacts within the PB staff network, who are involved in Indigenous engagement. Chair M. Bradley met with Ms. Marie Lopez, Arts and Culture Engagement Coordinator within the PB decolonization department, to rework the concept. He also contacted Ms. Christina Coolidge to work on the three banners in collaboration with Yoko. Should Ms. Coolidge be unavailable, Chair M. Bradley will focus on an alternative plan and hopes to have further direction by the end of this week.

F. Future Planning - COVID Step 3 to Step 4:

In early September, PHO Dr. Bonnie Henry was to announce a rollout plan regarding the next phase of reopening. Ms. Trach commented that Park Board was planning on opening the Tuesday after Labour Day, however; Health Minister Adrian Dix and Dr. Henry announced that the original date is unrealistic and BC will not be moving to the stage 4 reopening as previously planned. During today's update they mentioned the Vaccine Passport will be required for fitness and recreation activities. The new vaccine schedule for the Passport has a 1st dose on September 13 and a 2nd dose on October 24. Staff is currently looking at how to implement the new plan and necessary monitoring protocols.

G. Child Care Application to Participate in the \$10/Day Prototype Program:

Over the last 5 years, there has been an advocacy group working at provincial and federal levels, pressing for \$10/day child care. The Provincial government has agreed to a two-year pilot program extending from September, 2021 to March, 2023 to offer \$10/day child care through existing child care organizations. Ms. Geraghty, TNA's Preschool Supervisor, reviewed the proposal to assess if TNA qualifies. Both of TNA's child care recommend that TNA participates in the program. The Province will reimburse for child care operating and administrative expenses, continue with ECE funding, plus TNA will receive revenue through enrolments. Ultimately, the program will likely break even or produce a small profit. Next week, Mr. Costea will be opening the additional child care bank accounts necessary to be eligible for the program. The application will be submitted before the deadline.

H. Setting a Board Recruiting Committee:

Current Directors that are up for re-election include Jessica Carias (*inactive*), Benny Mah, Sandra Marino, Joan Poon, Thomas Tai (*inactive*). Chair M. Bradley will reach out to each individual to confirm if they plan to run again. He asked that up to 4 Directors volunteer to be a part of the Recruitment Committee (RC) who will be responsible for managing the recruitment process. He estimated that the Committee will initially require approximately 4 hours to advertise the Director positions to the community.

Chair M. Bradley nominated Benny Mah, Joan Poon and Ken Costea to volunteer as RC members.

6. BUSINESS ARISING:

A. Progress by Board Contractor on the TNA Task List - 3 Manuals and Inventory:

Ms. Ranouta has completed the advance draft of the Staff Benefits Manual which Mr. Mah and Lorraine will soon review. Chair M. Bradley will review the Board and Staff Manuals that are finished in draft form. Once Board Policies are amended to reflect previous motions, the Board will discuss these and approve the final wording by vote, at a later date.

Ms. Ranouta has been undertaking the inventory of TNA equipment in various TCC rooms. She has discovered a few bugs with the database software and will discuss these with Ms. Poon and the software developer for resolution. She is currently focusing on more expensive equipment such as computers, radios, kitchen equipment, etc. for insurance purposes.

B. Centre Updates (COVID Step 3, Programming, Current FC Participation):

Ms. Trach noted that capacity in the Fitness Centre has increased from 1 person at a time to 4 persons with a 15-minute break for cleaning. Mornings and evenings are the busiest times, with afternoons the least predictable. She is waiting for PB's instruction regarding any changes in the booking strategy and updates to the Health Protocols.

Current out trips for the Summer programs include the PNE, Castle Fun Park, Vancouver Zoo and Science World. A golf program at McCleery Golf Course has started for children who normally wouldn't have access to that type of programming. She noted that Centre programming will be up and running as usual beginning on September 8.

The annual in-service staff training to review child protection, evacuation and health and safety will be hosted on September 7 from 10:00 AM to 2:00 PM in the gym, for all of the 15-25 on-site staff. The annual youth workers training will be held on September 11 to promote best practices when working with vulnerable youth across the City.

Elections Canada asked TNA to provide space for advance polling but the gym space they are requesting is attached to the school, it is unavailable for the 4-day term required. It was recommended that they use the TCC multi-purpose room. The VSB rentals department has confirmed Elections rental of the Thunderbird gym on September 20 for the full "day of" election.

Ms. Trach predicts that regular program registration is ready, but there are limitations set in terms of capacity while in stage 3. Staff is equipped to easily adapt to the program delivery protocols for stage 4 conditions, if and when they are announced, and integrating the rollout of the Vaccine Passport. This year, on the recommendation of staff and Programs Committee, the TCC brochure will not be printed but uploaded into the TNA and Park Board websites. Individual flyers will be printed for specific groups such as seniors, families and children as a targeted messaging strategy.

C. Skeena Housing Complex Renovation - Survey and Connection to City-Wide Strategy:

Chair M. Bradley distributed a link to the City’s survey regarding the Skeena Redevelopment project proposed to start within 5 years. He had spoken to Leila Todd, PB Planner, to discuss community engagement initiatives and TNA’s participation within the planning process of the project. He suspects that if the densification is to double or triple on the site, the need for child care and related programming may require future redevelopment of TCC. Chair M. Bradley emailed to the Directors links to webinars on planning that reviews trends around the world that could relate to the Skeena development and various large projects unfolding within COV. He recommended reviewing the TNA Board Strategy once the new Directors are elected. This new Strategy would incorporate anticipated changes affecting TNA in relation to the Skeena Redevelopment.

7. NEW BUSINESS:

A. Correspondence:

Directors and Officers liability insurance has been renewed. Bouncy castle insurance has been reviewed should birthday parties be offered once step 4 is initiated; Ms. Trach noted that under the JOA, the TNA is not responsible to ensure the bouncy castles because the service will only be offered on Saturdays. Further, a review is needed should birthday parties be offered on Sundays.

B. APG Report - Minutes from July 8, 2021 Meeting:

Most of the activity within the APG has involved the City-Wide Strategy. The APG members were requested to evaluate the role of the PB Commissioners and discuss the performance and expectations of the position. The visioning session of the City-Wide Strategy will be hosted on September 16. Chair M. Bradley requested that the Directors review the webinars in links that were distributed regarding the City-Wide Strategy.

C. Revisit TNA Board Strategy in Anticipation of the Skeena Redevelopment:

Previously discussed under agenda item 6C to be reviewed in early 2022.

D. Upcoming Events:

August 27:	Last Day of Summer Day Camps
August 30:	TNA Fall Session Catchment Registration
September 6:	Labour Day, Statutory Holiday - <i>TCC Closed</i>
September 9:	APG Meeting
September 9:	Welcome Back BBQ at TCC from 4:00-7:00PM <i>(canceled due to unavailable staff and volunteers)</i>
September 11:	Youth Training from 12:00-4:00PM
September 14:	Programs Committee Meeting
September 16:	APG/PB City-Wide Strategy Meeting #4
September 27:	TNA Board Meeting
September 30:	National Truth and Reconciliation Day, Federal Statutory Holiday

8. COMMITTEE UPDATES:

A. Fitness Centre (FC):

No meeting was held. Now that the FC is open Chair M. Bradley would like to re-establish the Committee and set a new FC Chair (possibly Ms. Tan) in October.

B. Programs:

The August 10, 2021 report was distributed. Meetings will be held in-person moving forward but depending on developments in the pandemic Health Protocols.

C. Chinese Seniors:

No meeting was held. Ms. Dare noted that the current President (Sally) would like to resign and asked Chair M. Bradley for suggestions on how to recruit a younger President who is trilingual in Mandarin, Cantonese and English. He offered to discuss this request with Ms, Chow, the Seniors Worker.

9. ADJOURNMENT:

MOTION: To adjourn the meeting at 8:03 PM.

**Motion moved by Ms. Dare and seconded by Mr. La Vallee.
Motion passed unanimously.**

Next Board Meeting: Monday, September 27, 2021 @ 6:30 PM by conference call.

Mike Bradley, President

Benny Mah, Secretary



Kelly Rolland, Recorder