



## THUNDERBIRD NEIGHBOURHOOD ASSOCIATION

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

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### REGULAR BOARD MEETING BY CONFERENCE CALL

Tuesday, August 29, 2023 @ 6:30 PM

### BOARD MEETING MINUTES

#### IN ATTENDANCE:

Executive Directors: Joan Poon (President & Chair)  
Ken Costea (Vice President)  
Jeff Chen (Treasurer)

Directors-at-Large: Sandra Dare  
Tiffany Gu  
Gillian Guilment-Smith (left at 8:03 PM)  
Samuel Ho (joined at 6:40 PM)  
David La Vallee (joined at 7:01 PM)

Absences/Regrets: Benny Mah (Secretary)  
Sophie Luk  
Sandra Marino

Guest: Tim Digby, VPB Commissioner (absent)

Staff: Eric Yu, VPB Community Recreation Supervisor (CRS)

Recorder: Gabby Lees

#### 1. CALL TO ORDER:

Conference call meeting by MS Teams, Call to Order at 6:36 PM.

Ms. Poon called the Directors' meeting to order at 6:36 PM. A majority Board Director quorum of six (6) was present, (mandatory minimum: six [6] for motion voting purposes), comprised of Executive Directors and Directors-at-Large.

Ms. Poon 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 Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̓əm (Musqueam) Nations.

#### 2. APPROVAL OF THE AGENDA FOR THE AUGUST 29, 2023 BOARD MEETING:

**MOTION:** That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held on August 29, 2023 and circulated to the Directors by email be approved.

**Motion moved by Mr. Costea and seconded by Mr. Chen.  
Motion passed unanimously.**

**3. APPROVAL OF THE TNA BOARD MEETING MINUTES OF MAY 30, 2023:**

The Board meeting minutes of May 30, 2023 was tabled until the next meeting to allow Board members time to review.

**4. PARK BOARD REPORT:**

No items were discussed. A Park Board report was not received.

**5. PRIORITIZED BUSINESS:**

**A. Financials:**

Accounting Transition Update:

TNA has transitioned from Pace Accounting to Cathy Hudson. The process of transitioning has created some issues. Due to a file issue that occurred when Ms. Hudson gained access to the Quickbooks platform, payroll was processed late. Some longstanding bookkeeping errors have been identified and Ms. Hudson is currently rectifying these issues.

Guaranteed Investment Certificate ("GIC") Updates:

TNA has 2 GICs through Vancity: a cashable GIC of \$50,000 which will mature on October 29, 2023 (interest rate was 0.70% on a 3-year locked-in term) and another GIC of \$145,124 which will mature on May 24, 2024 (interest rate was 2.50% on a 1-year term cashable after 30 day lockout). The cashable GIC is accruing interest at 2.50%; while the maturing GIC will accrue minimal interest. The GIC options that Vancity has offered are as follows:

- 12 months locked in at 5.10 %
- 24 months locked in at 5.10%
- 30-day cashable (for 12 months) at 2.90%
- 90-day cashable (for 12 months) at 3.00%

Note: Quoted rates were valid for 7 days only from August 9, 2023.

Ms. Poon asked the Board to consider the liquidity that TNA would like to maintain. Mr. Yu does not anticipate that any funds from the GICs will be needed in the short term. Ms. Poon cautioned the Board to consider the current economic climate and the possibility that interest rates may increase in the coming months. Ms. Poon also reminded the Board to ensure that any investment decision made complies with the standards set out in the *BC Society's Act*.

Mr. Costea asked if TNA could anticipate similar grant funding and cash flows in the coming year. Mr. Yu informed the Board that the BC Gaming Grant, TNA's most substantial grant, has not been fully allocated to the current year's expenses. Currently, some of the \$90,000 received has not been directly allocated. By not spending the entire grant amount, TNA may receive less in future years. However, even if the Gaming Grant was cut in half for the next year, TNA could still operate without going into a deficit.

Mr. Yu stated that an investment decision for GICs should be made by October. Ms. Poon asked the Board to determine what sum of money should be allocated towards a new GIC. Ms. Guilment-Smith,

Ms. Poon and Mr. Costea expressed a preference for the 12 months, locked-in rate. The Board decided to table the reallocation of the \$50,000 GIC until the September meeting.

**MOTION: To reallocate the \$145,124 GIC into a new 12 months, locked-in GIC through Vancity at a 5.1% interest rate.**

**Motion moved by Mr. Costea and seconded by Mr. La Vallee.**

**Motion passed unanimously.**

Budget:

TNA's spending is currently on target with the budget. The cut-off date for the fiscal year is August 31. Mr. Yu advised the Board that any planned expenditures should be accounted for in this fiscal year and must also be approved by Ms. Hudson.

Ms. Poon asked Mr. Yu if there was a pressing deadline for approving this budget, to which Mr. Yu confirmed that there is not. Ms. Poon instructed the Board to review the budget in advance of the September meeting, where a motion to approve the budget will be added to the agenda. The budget will be shared with the Park Board upon approval.

**B.     Programs:**

Previously Approved Expenditures:

The following expenditures have been approved in prior meetings and implemented:

- exterior power washing - \$700
- games room furniture and equipment - \$12,000
- parent and tot gym and birthday party mat replacement - \$2,500
- family drop-in upgrades - \$2,000
- movie event equipment - \$700

The only planned expenditure that has not been spent is the painting of the preschool room as it is currently in use. The earliest that the room can be painted is December.

**C.     Staffing Updates:**

Gary Wozny had previously recommended that TNA ensures that employee contracts are kept up to date. Mr. Yu informed the Board that a TNA employee will be taking medical leave for a few weeks. The employee inquired as to whether TNA offers sick leave or disability benefits for long term illness. The current employee contracts do not provide for long-term sick leave. Ms. Poon asked the Board to determine what sick leave should apply.

Currently, the sick leave policy provides for a set number of sick days to be offered to each employee. Ms. Poon considered whether unused sick days should be rolled over. Ms. Poon also asked the Board to consider whether there should be a short-term sick leave fund.

Ms. Poon says that whatever policy is enacted should not encourage staff to come into work sick. Ms. Guilmant-Smith suggested that the Board surveys other community centres. Mr. Costea says that he wants to ensure that TNA staff are taken care of by the Board but advised that any decision made should be usable by all employees, as opposed to a case-by-case basis. Ms. Poon anticipated that the necessary research required to make this policy decision is unlikely to be completed prior to the employee going on sick leave.

The Board was empathetic to the staff member's situation but determined that there is not enough time to create a new policy in advance of the employee's leave. The Board committed to researching and drafting a policy item for long-term sick leave. Ms. Poon also emphasized that the Employee Policy Handbook will need to be updated.

**D.     Grants Update:**

Mr. Yu informed the Board that \$17,000 was recently received from Social Policy, and that these funds must be used for either staffing or food related expenses. Based on what has been observed at other community centres, there is a possibility that this grant will not be available again in the coming year.

A spending plan must be created for this grant. Some of this grant will be allocated to the Out-of-School Care program staffing. Mr. Yu will be meeting with Ms. Geraghty to discuss how to specifically utilize these funds.

**E.     Rezoning Application Progress:**

Mr. La Vallee attended a discussion on the Skeena Terrace rezoning application. Mr. La Vallee informed the Board that the towers will not be sold at fair market value. The federal government has committed \$33,000,000 but the rest of the funding for this project is uncertain.

There are currently many details of the project that have not been agreed upon. At a recent Frog Hollow meeting, there was a proposal to redevelop an area near Renfrew. This redevelopment could influence the decision making of Skeena Terrace planners. The anticipated deadline for the final proposal is January, 2024.

Ms. Poon and Mr. La Vallee have suggested that the Board members attend future Skeena Terrace meetings. The meetings fall on the last Tuesday of every month.

Mr. La Vallee shared the following link for more information: <https://www.shapeyourcity.ca/2108-and-2408-cassiar-st>

**F.     Document and Information Sharing Process:**

A TNA Gmail account was created to centralize document storage and calendar events. The address is [thunderbird.tna@gmail.com](mailto:thunderbird.tna@gmail.com). Ms. Poon said this account can be useful for information management.

**G.     Centre Updates and Registration:**

Mr. Yu stated there was no request for subsidies.

**Registration:**

General registration opened on August 28 and proceeded smoothly. Birthdays are all full and kids' classes are filling up. Kids' courses are once again being added into the computer lab. TNA has received positive feedback from parents about the quality and availability of the programs.

The summer day camps have recently ended. This was the first year where ages were separated in the camps, and proved to have been a successful and wise decision. In prior years, similar summer camps would not be full, but this year almost all of the camps were completely full. This year's summer camps were supported by approximately 20 volunteers.

**Implementation of Rental Cancellation Policy:**

Groups booking rooms were informed of the recently enacted cancellation policies. The groups have not expressed any negative opinions about the new policy. Additionally, groups are now beginning to cancel their reservations with advance notice, thus allowing more opportunities to rebook.

Miscellaneous:

The acoustic ceiling tiles and lights are in place in the multipurpose rooms. The AV system will be installed this week. The echoing has reduced significantly.

The new furniture for the games room has partly arrived, and the remainder will be delivered in the coming weeks.

**H. Joint Operating Agreement Update:**

Ms. Poon reported there were no changes to this agreement.

**6. NEW BUSINESS:**

**A. Correspondence:**

No correspondence received.

**B. Upcoming Events:**

The next event will be for the elementary school students for Halloween. Ms. Poon asked the Board to decide on a restaurant for a Christmas dinner party.

Previous Events:

A volunteer appreciation barbecue was hosted by TNA. The attendance was not as high as expected but the event was successful. Mr. Costea suggested that a speech should be given at next year's appreciation event. Lorraine also suggested that TNA revisit a past tradition of gathering at a restaurant to appreciate the volunteers.

The 'Movies in the Park' event was a huge success and attracted 300 attendees. Mr. Yu suggested that TNA pool hours be extended for next year's event.

**7. COMMITTEE UPDATES:**

**A. Fitness:**

No meeting was held. The Committee is currently on hiatus.

**B. Programs:**

No meetings were held over the summer.

**C. Chinese Seniors:**

Ms. Dare reported that the Chinese Seniors group has been continuing successfully and has had many attendees over the summer. The group has doubled in size to approximately 60 people. Mr. Ho disclosed that TNA may host a Moon Festival event at the end of September. However, Mr. Ho

indicated that the current budget limits the possibility of planning additional events for the rest of the year.

Mr. Ho and Ms. Dare will speak to Lorraine to see if additional funding can be used towards a Moon Festival event.

**8. ADJOURNMENT:**

**MOTION: To adjourn the meeting at 8:06 PM.**

**Motion moved by Mr. La Vallee and seconded by Mr. Costea.**

**Motion passed unanimously.**

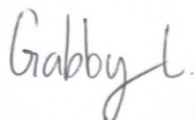
**Next Board Meeting: September 19, 2023 (in-person)**

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Joan Poon, Vice President  
& Acting Chair

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Benny Mah, Secretary



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Gabby Lees, Recorder