



## 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

Tuesday, February 28, 2023 @ 6:30 PM

### BOARD MEETING MINUTES

#### IN ATTENDANCE:

Executive Directors: Joan Poon, President & Chair  
Ken Costea, Vice President (joined at 7:13 PM)  
Jeff Chen, Treasurer

Directors-at-Large: Sandra Dare  
Sandra Marino (joined at 6:33 PM)  
Sophie Luk (joined at 6:35 PM)  
David La Vallee (joined at 6:41 PM)  
Tiffany Gu (joined at 6:43 PM)

Absences/Regrets: Benny Mah, Secretary  
Samuel Ho  
Gillian Guilmant-Smith

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 6:41 PM.

Ms. Poon called the Directors' meeting to order at 6:41 PM. A majority Board Director quorum of eight (8) 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 xʷməθkʷəy̍əm (Musqueam) Nations.

#### 2. APPROVAL OF THE AGENDA FOR THE FEBRUARY 28, 2023 BOARD MEETING:

**MOTION:** That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held on February 28, 2023 and circulated to the Directors by email be approved.

Motion moved by Ms. Luk and seconded by Mr. Chen

## **THUNDERBIRD NEIGHBOURHOOD ASSOCIATION**

**Motion passed unanimously.**

### **3. APPROVAL OF THE TNA BOARD MEETING MINUTES OF JANUARY 24, 2023:**

Due to an extended discussion on procedures, the Board decided to defer the approval of the January Minutes to the March meeting.

### **4. PARK BOARD REPORT:**

Commissioner Digby was not able to attend this meeting.

### **5. PRIORITIZED BUSINESS:**

#### **A. Terms of Reference:**

The Board handbook which was published in 2013 is both vague and inconsistent in policy. Ms. Poon asked the Board whether there should be a consistent number determined for achieving quorum, or if it should be a simple majority based on how many Directors presently sit on the Board. Similar Boards in the area have set their quorum as a simple majority.

Mr. Costea reminded that the Board has not always had every Director position filled at the same time. TNA generally abides by Robert's Rules of Order which dictates that the majority of the Board attending establishes quorum.

In addition, the President has generally abstained from voting unless the votes end in a tie. The President always counts towards quorum; however, the President will continue to not vote unless there is a tie.

**MOTION: To define quorum as 'the majority of the number of filled seats, including Executive Directors, plus one.'**

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

**Motion passed unanimously.**

#### **B. Financials:**

Accounting Service Provider Updates:

The financial reports for the previous month were submitted late from Pace Accounting. Ms. Poon and Mr. Yu met with an accountant who works for a nearby community centre and is highly regarded. The Board maintains their desire to no longer retain services from Pace Accounting, and therefore send a registered 90-day notice to terminate services.

Mr. La Vallee asked if there will be an overlap in the notice and when a new accountant is hired, and if that will need to be paid for. Ms. Poon confirmed that there will be an overlap due to a necessary transition period needed for the effective training of Kathy. The overlap is expected to be about 2 months. Mr. Yu reminded the Board that unlike Pace Accounting, Kathy does not charge monthly, and therefore should be more cost effective. Ideally, the transition should be completed in July and the notice period will commence in the middle of March. Ms. Poon will draft the notice to terminate services letter to Pace Accounting.

**MOTION: To send Pace Accounting a registered 90-day written notice to end services.**

## **THUNDERBIRD NEIGHBOURHOOD ASSOCIATION**

**Motion moved by Mr. Costea and seconded by Mr. Lavallee.**

**Motion passed unanimously.**

Review of January Financial Updates:

Mr. Yu explained that TNA's financial situation is looking good. TNA has a surplus of \$45,000 YTD. The promising financial position can be mostly attributed to the preschool and childcare programs, and especially the \$10/day grant. The 5% surplus from the \$10/day grant can be maintained by TNA. The parent fees associated with the \$10/day grant can also be kept, which is a significant financial relief.

**\$10/Day Childcare Contract and Wage Alignment:**

There was a proposal on wage increases for next year's \$10/day contracts. Lorraine's salary is not funded by the \$10/day contract, and therefore any increases will affect TNA's bottom line. Ms. Poon outlined the following options available for funding a wage increase for Lorraine's position:

TNA maxes out the \$10/day grant knowing they will have to match that with Lorraine;

TNA chooses to uncouple the rates; or

TNA gives less of an increase knowing they will have to match with Andrea and Chrissy.

Mr. Yu explained that each fiscal year there is an inflationary increase accounted for in the contract. For this year, there was a 3.5% inflation increase for wages and supplies in the contract. TNA is allowed to request a 5% increase but there is no certainty that the request will be granted. Mr. Costea stated that 5% is a fiscally responsible increase that aligns with inflationary pressures of this year. Ms. Poon suggested utilizing the contract as much as possible but also be cognizant of the influence of wage increases that it will have on other TNA staff.

Ms. Marino proposed the idea of offering an additional vacation day or finding other ways to improve the satisfaction of the employees. However, in the childcare contract, offering staff an additional vacation day is not an eligible use of funds.

**MOTION: To request a 5% increase from the \$10/day contract administrators, and wage increases for Andrea and Chrissy to follow the rate on the contract.**

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

**Motion passed unanimously.**

Vancity Account:

Vancity contacted TNA to alert that the account funds are not being utilized. Ms. Poon directed a Vancity employee to transfer funds to avoid minimum fees. This account was originally opened for the \$10/day grant as a requirement; however, this requirement is no longer mandatory.

Maintaining the \$10/day funds in a separate account can be beneficial for accounting purposes. This separate account promotes clean accounting, which ensures that the maximum grant is allowed. Some difficulties in the administrative tasks include cheque requests, financial reports, and an additional need to be cognizant of what is being charged where. The separate account makes the accounting 'cleaner', although not necessary.

The Board decided to table the discussion until the commencement of Kathy's contract.

Vancity Investments:

## THUNDERBIRD NEIGHBOURHOOD ASSOCIATION

A Vancity employee alerted TNA that there have been weak returns on their investments due to the low fixed interest rates that have increased substantially over the past years.

Ms. Poon asked the Board if they would consider locking into new terms. Doing so may risk the interest accrued at the current rate due to the investment term not reaching maturity yet. Ms. Poon posed a question to the Board as to whether TNA should explore moving its funds to higher yielding GICs, even if there is the potential of lost interest for the year. Ms. Marino asked what the timeline is for the existing GICs, as the net loss should be considered against the potential gain.

TNA is earning 0.07% interest on \$50,000 in a term ending in October. TNA has another account earning 1.4% on \$145,000 ending in May.

The Board contemplated differing strategic approaches in which either TNA could wait until the end of the term, or instead take advantage of the current high interest rates. Ms. Poon stated that TNA has a low risk tolerance by principle, but a higher risk tolerance can be considered.

The Board established an action item in which each Executive Director and Director will track ads on GICs and investment vehicles to determine where the best offers exist, and share that information with Ms. Poon and Mr. Yu. When Ms. Marino inquired if the scope of search should include outside of Vancity, Ms. Poon suggested keeping all options open. Remaining with Vancity would be ideal, and there may be a possibility where they might be willing to match the rates of their competitors.

### C. Staffing Updates:

A new programmer has not yet been hired. The interviews for a programmer will likely take place between March 13 and 24.

### D. Grant Updates:

Priya received a grant for \$10,000 from Social Planning. This is a one-time grant only for this year to support YIP.

The BC Gaming Grant administrators have not provided an update.

### E. Document and Information Sharing:

A Thunderbird Gmail account has been created but is not in use yet. The account will eventually be linked to a new OneDrive and contain calendar updates.

### F. Centre Updates and Registration:

Memorandum of Understanding (MOU) with the VSB:

At times, TNA runs programs on VSB property when the school is not in session. A MOU is a written, mutual acknowledgement that allows TNA to access VSB property to run a class.

Ms. Poon asked what the impact of signing or not signing is. Mr. Yu responded that TNA does not have to sign the MOU because of an existing lease agreement that indicates that TNA has access to some of VSB's space. However, if there is interest to run a class in spaces outside the indicated areas in the lease, TNA would need the MOU to be signed and approved. There is no deadline for the MOU, and therefore can be revisited when considering expansion of programs.

Association Presidents Group (APG) Invoice for 2023:

## THUNDERBIRD NEIGHBOURHOOD ASSOCIATION

APG is a coalition with 17 community centres which exchanges information with the Parks Board, creates a forum for members, and helps support one another. APG's invoice for \$500 is the fee for an annual membership. TNA's budget already accounts for \$400 to be allocated for this membership.

**MOTION: To approve the payment of \$500 for the APG invoice.**

**Motion moved by Mr. Costea and seconded by Ms. Gu.**

**Motion passed unanimously.**

Sustainable Funding Model (SFM):

Mr. Yu's manager invited TNA Board to their SFM roundtable. A SFM is an agreement to assist underprivileged community centres to get access to funds that are apart from what they currently have. The SFM roundtables are not related to grant writing as the funding source is generally through the Parks Board. By participating, TNA can have input on setting funding criteria and can discover where other sources of funding can be found.

There is no guarantee that TNA will receive additional funding by participating in a SFM, but doing so can create a long-term structure which could be beneficial. If TNA wants to join, they must decide on who from the Board will attend.

Ms. Poon recommended that TNA sends someone to the roundtable. Mr. Costea expressed interest in joining the roundtable for the SFM, and no Board member objected. Mr. Yu will inform his manager that TNA is interested in joining the SFM roundtable.

### **G. Joint Operating Agreement:**

Kate Perkins will be holding a 45-minute introductory course for TNA Board members on March 27 at 6:30 PM at Thunderbird CC.

## **6. NEW BUSINESS:**

### **A. Correspondence:**

No correspondence received.

<b>B. <u>Upcoming Events:</u></b>	April 1:	Easter Event from 9:30 AM - 11:00 AM
	August 11:	Movie Screening in the Park

## **7. COMMITTEE UPDATES:**

### **A. Fitness:**

No meeting was held. The Committee needs to be re-established and a new Chair appointed.

### **B. Programs:**

A Committee meeting was held and Mr. Costea provided the following updates:

Priya connected with Niko Cooks for a youth program which focusses on sustainable food preparation. Niko Cooks provides all the necessary funding, brings the food and uses TNA's multipurpose room.

## THUNDERBIRD NEIGHBOURHOOD ASSOCIATION

Registration opened to in-catchment residents on February 25 and will open to the general public on March 11.

The Family Day community event had a huge turnout. 225 people attended the Family Day event. The Board commends Lorraine for her hard work on the successful event and other programming activities. The prospects for the Programs Committee remain optimistic.

The topic of funding for a minute taker for Program Committee meetings was briefly discussed and tabled until after a new programmer has been appointed.

### C. Chinese Seniors:

No new updates.

### 8. ADJOURNMENT:

**MOTION: To adjourn the meeting at 8:41 PM.**

**Motion moved by Mr. Costea and seconded by Ms. Luk.**

**Motion passed unanimously.**

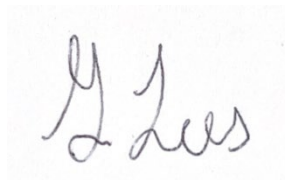
**Next Board Meeting (in-person): March 27, 2023**

---

Joan Poon, President  
& Chair

---

Benny Mah, Secretary

A handwritten signature in blue ink, appearing to read 'G Lees', is centered on the page.

---

Gabby Lees, Recorder