



**THUNDERBIRD NEIGHBOURHOOD ASSOCIATION**

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**REGULAR BOARD MEETING BY CONFERENCE CALL**

**Tuesday, May 30, 2023 @ 6:30 PM**

**BOARD MEETING MINUTES**

**IN ATTENDANCE:**

Executive Directors: Joan Poon, President & Chair  
Ken Costea, Vice President (joined at 6:51 PM)  
Jeff Chen, Treasurer (joined at 6:41 PM)

Directors-at-Large: Sandra Dare  
Tiffany Gu  
Gillian Guilmant-Smith  
Samuel Ho  
Sandra Marino  
David La Vallee (joined at 6:48 PM)  
Sophie Luk (left at 8:02 PM)

Absences/Regrets: Benny Mah (Secretary)

Guest: Tim Digby, VPB Commissioner (absent)  
Gabrio Manucci, TNA Programmer

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 6:35 PM.

Ms. Poon called the Directors' meeting to order at 6:35 PM. A majority Board Director quorum of ten (10) was present, (mandatory minimum: seven [7] 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 MAY 30, 2023 BOARD MEETING:**

**MOTION:** That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held on May 30, 2023 and circulated to the Directors by email be approved.

**Motion moved by Ms. Guilmant-Smith and seconded by Ms. Luk.**

Motion passed unanimously.

**3. APPROVAL OF THE TNA BOARD MEETING MINUTES OF MARCH 27, 2023:**

The Board opted not to bring forward a motion to approve the March meeting minutes as the agenda only contained housekeeping items.

**4. GUEST – PARK BOARD LIASON:**

Mr. Digby was not in attendance. He has not followed-up with meeting invites.

**5. PRIORITIZED BUSINESS:**

**A. Financials:**

Cathy's Contract:

TNA has prepared a contract for Cathy's bookkeeping services that allows for up to 10 hours of services per week at a rate of \$50/hour. As per the Board's policy directives, the President and Treasurer are required to approve and sign the contract for Cathy's services to commence.

Ms. Poon asked Mr. Yu if there are any conditions in the contract that necessitate further inquiry. Mr. Yu explained that there were no items of immediate concern in the contract. He cautioned that there are times in the year that Board approval may be needed to allow Cathy to work additional hours. This is predicted to be needed when reports are required for the \$10-a-day contract or as needed for Gary Wozny's auditing services.

The Board expressed confidence in the transition from Pace Accounting to Cathy. Mr. Yu estimated that the bookkeeping services provided by Cathy will save TNA approximately \$20,000 per year. Ms. Poon stated that with Cathy, the financial reporting will ideally be completed in a timelier manner.

June 24 will be the final day that TNA receives services from Pace Accounting. Mr. Yu and Ms. Poon have met with Kassia from Pace Accounting to plan for the transition. Kassia has already given Cathy access to the bookkeeping software.

Sign off on Group 1:

Following the JOA 101 presentation hosted by Kate Perkins in March, to join the Joint Operating Agreement, TNA has to agree to associate with Group 1 at a total rate of \$71,130. Mr. Yu reminded the Board that this cost has already been accounted for in this current year's budget that was presented to the Board in October.

**MOTION: That the Group 1 costs be paid.**

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

**Motion passed unanimously.**

Gary Wozny Audit Costs:

As part of the \$10-a-day subsidy, there is a clause that requires a financial audit on both the preschool and out-of-school care. Pace Accounting does not offer auditing services and has recommended Gary Wozny. Mr. Wozny has provided an estimate of \$4,000 which is approximately half the cost of what he

charges for the full books. The Ministry's deadline to receive the audit is October 1, 2023, 6 months after the completion of the grant.

Ms. Poon asked whether the budget allows this cost. Mr. Yu affirmed that the budget has room to include this cost. Mr. Costea asked Mr. Yu if the auditing would be covered by the subsidy. Mr. Yu affirmed that all costs associated with the subsidy, such as accounting costs, are covered in the \$10/day grant.

**MOTION: To pay for Gary Wozny's auditing services up to an amount of \$5,000.**

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

**Motion passed unanimously.**

Financial Statements:

TNA's financial situation is promising as it is currently in a surplus. This surplus will soon be reduced by upcoming auditing costs and Group 1 fees. Mr. Yu clarified that the current financial standing is better than what it was previously forecasted. Ms. Poon partially accredited this success to the provincial Gaming Grant, while Mr. Yu attributed the success to TNA's improved spending habits

**B. Programs:**

Seasonal Rental Policy:

Mr. Yu described current challenges that TNA has been facing with seasonal rental groups. Currently, TNA has a cancellation policy that permits cancellation up to 7 days before a scheduled event date. Lately, some groups with seasonal bookings have routinely cancelled 7 days in advance, on a biweekly basis. The short notice makes it hard for TNA to rebook the space, causing loss of revenue. The employees also experience loss of pay due to cancelled shifts.

Mr. Yu requested that the cancellation policy be amended to 30 days. Mr. Costea asked how many groups appear to be over-utilizing the policy. Mr. Yu said that 2 out of 8 seasonal booking groups have done this. Mr. Costea pointed out the substantial financial impact that this behaviour could cause to TNA.

Ms. Marino mentioned that she had personally noticed this issue several years ago. Mr. Yu said that this issue has been present since he started here, but the problem has escalated as the summer season approaches. Mr. Yu noted that this is particularly an issue with Friday and Sunday night renters.

Mr. Costea proposed a 14-day cancellation policy. Ms. Poon contemplated a penalty. Mr. Yu clarified that the cancellation policy refunds those who cancel before the 7 days, but does not refund those who cancel after the cancellation date.

Ms. Luk asked whether it would be unfairly prejudicial to rental groups who are not abusing the current policy if the policy was changed from 7 days to something more stringent. She proposed a solution where after 3 cancellations, the notice requirement increases from 7 days to 30 days.

Mr. Yu elaborated that because of insurance reasons, a cancellation period of less than 14 days makes it hard to rebook. He further clarified that the problem being faced specifically relates to renters who book out an entire season, not renters who book individual days.

**MOTION: To increase the rental cancellation notice period to 30 days for seasonal bookings.**

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

**Motion passed unanimously.**

Fitness Centre Fee Increase:

The Board considered a proposal for an increase of fitness centre fees at a rate of approximately 4% starting September 1, 2023. The 4% amount was selected as that is the average amount that wages were increased in TNA. The fees are also in accordance with the fees of nearby community centres.

Fee increases at TNA typically occur every 2 years. The last time that the fees were increased was in January 2020 and the time before that was in 2018.

Proposed increase of fees, beginning in September 2023:

- a) Youth/Senior drop-in from \$2.25 to \$2.35
- b) Youth/Senior 1 month pass from \$14 to \$14.60
- c) Youth/Senior 3 month pass from \$35 to \$36.40
- d) Adult drop-in from \$3.75 to \$3.90
- e) Adult 1 month pass from \$28 to \$29.15
- f) Adult 3 month pass from \$70 to \$72.80

Ms. Poon asked how the rates compare to other community centres. Mr. Yu replied that the rates TNA charges are the lowest in the local area. He further describes how TNA's fitness centre is smaller than others, but there are more traditional equipment. The centre is also very well used after 3:00 PM.

Ms. Poon asked if the proposed fee increase would adversely impact how many people drop-in. Mr. Yu predicts that drop-in attendance will not decrease, because the price increase is slight. Mr. Costea and Ms. Marino emphasized a priority to take care of TNA's local catchment.

Ms. Poon further inquired whether 4% is sufficient. Mr. Costea also asked if the increase would cover the relevant costs associated with running the centre. Mr. Yu says this price increase would cover slightly more of the maintenance and operating costs. He further explained that this increase would be more manageable to clients than a large jump, such as 10%. Mr. Costea proposed that instead of large increases every few years, TNA instead makes minor increases and regularly re-evaluates to determine whether the pricing is sufficient.

**MOTION: To increase fitness centre fees by 4% starting on the first day of the new fiscal year, September 1, 2023.**

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

**Motion passed unanimously.**

Thunderbird Elementary Staff Discount:

Mr. Costea asked the Board if a conclusion as to whether a staff discount for Thunderbird Elementary staff has been determined. Ms. Poon reminded the Board to follow on prior action items and do the research on staff discounts at nearby fitness facilities. The research should be holistic and considerate of TNA's already low rates. Mr. Yu said that other facilities use flexi-passes and offer a 25% discount.

Mr. Costea said that staff would be highly receptive to a staff discount. Ms. Marino said a staff discount would be a good way to bring teachers into the centre. Mr. Costea and Ms. Marino opted to abstain

from the vote due to a potential conflict of interest, as they are affiliated with Thunderbird Elementary School.

**MOTION: To offer a 25% discount for the 1- and 3-month Adult Pass for employees of Thunderbird Elementary School, effective September 1, 2023.**

**Motion moved by Mr. La Vallee and seconded by Ms. Luk.**

**Mr. Costea and Ms. Marino abstained.**

**Motion passed unanimously.**

Request for Expenditures:

As TNA is nearing the end of the fiscal year, the following centre upgrades were considered:

- a) Multipurpose Room: audio system – \$20,000
- b) Fitness Centre: treadmill preventative maintenance and repairs – \$2,800
- c) Out-of-School Care: laundry machines – \$2,500
- d) Out-of-School Care: exterior power washing – \$700
- e) Children's: special events movie equipment – \$2,000
- f) Children's: parent and tot toys (new mats, ride-on toys, baby equipment, etc.) – \$5,000

Mr. Yu recommended a contractor who specializes in AV systems for community centres. The contractor would have an understanding of the Park Board standard in AV systems. The quote for multipurpose room upgrades includes headset mics and handheld mics. This quote was \$18,613. Last year, TNA received a \$16,000 quote for upgrades, but this increased quote reaches a community centre standard that the previous did not. There is an additional quote of approximately \$3,000 to make the karaoke equipment compatible with the new system. The final total with both upgrades is \$21,500.

Mr. La Vallee asked if sound barriers are being considered. Mr. Yu says the VSB is already scheduled to check this at the end of June. Ms. Poon asked if the proposed expenditures were accounted for in the budget. Mr. Yu said they are not, but the revenues and grant funding has created a situation where these purchases could be made. Moreover, the BC Gaming Grant only covers 75% of costs, so purchases need to exceed the granted amount. Ms. Marino asked why the upgrades are not being put into the gym instead. Mr. Yu explained that the reason why it's not is because there is limited access to the gym, and thus the upgrades can be utilized more in the multipurpose room.

Ms. Poon sought confirmation that this purchase would not be detrimental to TNA's financial position and Mr. Yu confirmed that it would not.

**MOTION: To spend up to \$21,500 for the multipurpose room audio system upgrades.**

**Motion moved by Ms. Guilmant-Smith and seconded by Mr. Ho.**

**Motion passed unanimously.**

The tracks on both treadmills are in urgent need of replacement. Mr. Yu said that the treadmills are constantly used.

**MOTION: To do preventative maintenance and repairs on 2 treadmills at a cost of up to \$2,800.**

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

**Motion passed unanimously.**

The laundry machine in the Out-of-School Care room is about 14 years old and requires repair. A recent quote for repair was quoted to cost approximately \$500. A caveat with the new machine in question is that it is a household machine. TNA would be deemed to be using the machine for commercial purposes, thereby voiding the warranty. Mr. Yu said that the current machine also had no warranty, as it is also a household machine.

The \$2,500 estimate includes the purchase and installation cost for a LG washer and dryer. Ms. Marino suggested that a contractor fix the current machine. Mr. Costea and Ms. Poon expressed concern at the age of the current machine. Mr. La Vallee asked how regularly the machine is used. Mr. Yu said the current machines are used multiple times a week.

Ms. Poon asked if capital funding is included in the \$10-a-day contract. Mr. Yu answered that it does not, but the parent fees kept could be partially allocated to this purchase.

**MOTION: To spend up to \$2,800 for laundry machine upgrades for the Out-of-School Care.**

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

**Motion passed unanimously.**

The Board decided to table items D, E and F for the June meeting.

**C.     Staffing Updates:**

Introduction of TNA Programmer:

Mr. Manucci is TNA's incumbent Programmer. He expressed his excitement in starting the role. His past work experience was at the Killarney and Hastings Community Centres.

Mr. Manucci indicated his eagerness for summer programming. Since starting at TNA, he has nearly completed hiring the team for the summer camps. He will soon begin planning for the fall program.

Feedback on Eric Yu as Acting CRS:

The Board moved into an in-camera session from 8:00 PM to 8:05 PM.

**D.     Grant Updates:**

The discussion on grant updates was tabled until the June meeting.

**E.     Document and information sharing process:**

The discussion on document and information sharing was tabled until the June meeting.

**F.     Centre Updates and Registration:**

The discussion on centre updates and registration was tabled until the June meeting.

**G.     Joint Operating Agreement Updates:**

Kate Perkins has provided a slideshow from the JOA 101 session. Ms. Poon will include these slides in the June Board meeting agenda.

**6.     NEW BUSINESS:**

**A. Correspondence:**

No correspondence received.

**B. Upcoming Events: June 29: Summer Kick Off**

**7. COMMITTEE UPDATES:**

**A. Fitness:**

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

**B. Programs:**

Mr. Costea provided the following updates:

'The Hut' has not had people attending.

The Youth Incentive Program needs to have changes made. Due to the increase of the minimum wage, youths seem to be losing interest in volunteering. The Youth Incentive Program has had multiple events and has been networking at nearby centres.

Lorraine has been getting a significant amount of fresh food donations through a city reach program.

Summer trips this year for family and seniors are almost completely full. The improvement of the sound system would be valued by the seniors. The new programmer, Mr. Manucci, attended the most recent Programs Committee meeting.

**C. Chinese Seniors:**

Mr. Ho updated the Board on the Chinese Seniors Committee. He described the group has been successfully operating. He also said that recently the members enjoyed a picnic event.

Mr. Ho says there may potentially be a Father's Day event. A date for this event has not been set.

**8. ADJOURNMENT:**

**MOTION: To adjourn the meeting at 8:11 PM.**

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

**Motion passed unanimously.**

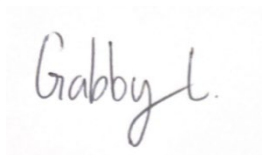
**Next Board Meeting: June 27, 2023 (in person)**

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Joan Poon, Vice President  
& Chair

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Benny Mah, Secretary



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Gabby Lees, Recorder