



## THUNDERBIRD NEIGHBOURHOOD ASSOCIATION

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

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### REGULAR BOARD MEETING

Tuesday, September 19, 2023 @ 6:30 PM

### BOARD MEETING MINUTES

#### IN ATTENDANCE:

Executive Directors: Joan Poon, President & Chair  
Ken Costea, Vice President  
Benny Mah, Secretary  
Jeff Chen, Treasurer (left at 7:44 PM)

Directors-at-Large: Sandra Dare  
Sandra Marino  
Samuel Ho (joined at 6:44 PM)

Absences/Regrets: Tiffany Gu  
Gillian Guilmant-Smith  
David La Vallee  
Sophie Luk

Guest: Tim Digby, VPB Commissioner (absent)

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

Recorder: Gabby Lees

#### 1. CALL TO ORDER:

Meeting held in-person, Call to Order at 6:39 PM.

Ms. Poon called the Directors' meeting to order at 6:39 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 – Sk̓wx̓wú7mesh (Squamish), Stó:lō and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) and x̣ẉməθkʷəỵəm (Musqueam) Nations.

#### 2. APPROVAL OF THE AGENDA FOR THE SEPTEMBER 19, 2023 BOARD MEETING:

Mr. Yu requested that section 5.A of the Agenda be amended to include a discussion on internally restricted funds.

**MOTION:** That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held on September 19, 2023 and circulated to the Directors by email be amended to include a discussion on internally restricted funds, and approved.

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

Motion passed unanimously.

**3. APPROVAL OF THE TNA BOARD MEETING MINUTES OF AUGUST 29, 2023:**

**MOTION:** That the minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting, held by conference call on August 29, 2023, as edited by the Secretary, and circulated to the Directors by email be approved.

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

Motion passed unanimously.

**4. PARK BOARD REPORT:**

Mr. Digby was not in attendance. No Park Board report was received.

**5. PRIORITIZED BUSINESS:**

**A. Financials:**

Progress update on the transition from Pace Accounting to Cathy Hudson:

Mr. Yu reported to the Board that Ms. Hudson is performing well in her bookkeeping role. Currently, she is reviewing TNA's financials with Gary Wozny to prepare for the upcoming audit.

Ms. Hudson spent a significant amount of time correcting prior bookkeeping issues. Most of the issues are now fixed. Since Mr. Wozny is already working with Ms. Hudson, the auditing process is expected to be completed without any issues, unlike the past.

Financial Reports:

Ms. Poon asked if there are any immediate concerns related to TNA's current financial position. Mr. Yu confirmed that there are no immediate concerns, and that TNA is not operating at a deficit. He will need final copies of the financial reports for the recent fiscal year. Ms. Poon requested that the Board receives a financial report by the next meeting, in advance of the AGM.

Ms. Poon asked Mr. Yu for an update on TNA's current financial position. Mr. Yu estimated that there is approximately \$50,000 that has yet to be allocated.

In February, TNA received feedback from the administrators of the BC Gaming Grant on their use of their funds. They emphasized the importance of being specific when budgeting for the use of funds. They clarified that TNA cannot withhold the reserves as a 'rainy day' fund. The funds must be utilized for a use that has been approved by BC Gaming. Once the budget of these funds is approved by the Board, it will be sent to the Park Board to fulfill similar JOA requirements.

Budget Follow-Up:

Mr. Yu had presented the budget to the Board prior to the meeting. The budget included a 4% increase in staff wages. He also pointed out that a \$12,000 increase in the surplus was due to the Gaming

Grant. Ms. Poon opened the floor to the Board for any questions and requested that the Board be prepared to vote on the budget at the next meeting.

Ms. Poon asked Mr. Yu if any staff members had brought up any concerns. With the \$10/day childcare program, the Out-of-School Care and Preschool staff have already received a pay bump of nearly 4%. This year, the rest of the staff will be receiving a 4% pay increase and aligning with the same pay raises of the other TNA staff.

Guaranteed Investment Certificates (“GICs”):

Due to the Board’s past concerns on the GICs, Mr. Mah visited Vancity for an update on the status and what options were available. Currently, TNA has 2 GICs with Vancity – a \$50,000 GIC and \$145,124 GIC. The \$50,000 GIC was locked in for 3 years at a term rate of 0.70% and will soon mature. The \$145,124 GIC was renewed in May 2023 at a term rate of 2.50% and cashable after 30 days.

Mr. Mah suggested locking in the \$50,000 GIC at the offered promotional term rate of 5.10% after maturity if possible since it will be maturing on October 29, 2023. The promotional term rate may not be available after the GIC matures and needs to be revisited before maturity to secure a term rate and after maturity to check if the term rate has changed. He recommended splitting the cashable \$145,124 GIC into 2 (\$100,000 and \$45,124) to allow some options when cashing out the GICs should it become necessary, without having to break up the whole amount later to use only a portion. Ms. Poon agreed that this decision makes sense administratively.

The following options were available from Vancity as of September 12, 2023:

Term Rates:

12 months locked-in: 5.10%

24 months locked-in: 5.10%

12 months 30 day cashable: 2.90%

12 months 90 day cashable: 3.00%

3 years locked-in: 3.75%

Quotes are valid for 7 business days only

The GICs were originally created with the possibility that they could be used towards improving the property. However, these funds are not restricted for capital improvements. Mr. Mah asked if the Board has ever used the GIC funds for purchases or improvements. Ms. Poon, Mr. Yu and Mr. Costea did not have any recollection of times where the GICs were cashed out or used.

Mr. Yu reminded the Board that the grants received typically come with conditions that prevent excessive saving. Aside from the GICs, TNA has a restricted operating reserve of \$143,189 and restricted capital reserve of \$112,811. Retained earnings are \$382,235. Ms. Poon asked whether TNA should anticipate needing to cash out \$45,000 in GICs in the next fiscal year. Mr. Yu said that according to TNA’s current financial position, it is unlikely.

Ms. Poon was concerned that GICs maturing at different times may be cumbersome for future decision-making processes. Ms. Poon commented that it would be ideal for all the GICs to mature at the same time, making it simpler to track and manage. Ms. Marino supported splitting the \$145,124 into 2 GICs to provide an option on spending a smaller amount rather than having to break up the whole amount, causing more work later.

Upon passing the motion, Mr. Mah will meet with Vancity again to discuss the GICs.

**MOTION:** That the GIC currently valued at \$145,124 be split into 2 separate GICs with one for \$100,000 and the other for \$45,124.

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

Designation of Internally Restricted Funds:

Ms. Poon discussed the importance of the BC Gaming Grant and wants to ensure that TNA's budget is in accordance with BC Gaming policies. To comply with these policies, the Board must determine their spending priorities.

Ms. Poon asked the Board for their opinions on how they believe the retained earnings would best be used towards. Mr. Yu suggested that these funds be used to improve the cooling systems in various rooms in the Centre as they currently tend to overheat. He emphasized that this work must be approved by the VSB as the owner of the building. Ms. Marino asked if the van utilized by TNA is maintained and owned by TNA. Mr. Yu replied the van is owned and maintained by the Park Board.

Some staff members have suggested that another room be added on the top floor. However, any alteration to the physical space of the building must be approved by the Park Board as it will affect maintenance costs. Ms. Marino and Ms. Poon asked Mr. Yu to survey more TNA staff to gauge how they see the funds should be used. Mr. Yu will collect their feedback and present it at the November meeting.

Mr. Yu suggested that the funds be used towards creating a pottery room in the Centre. He noted that pottery has gained popularity and that very few places in the nearby area offer pottery classes. Other community centres in the city earn around \$20,000 a year through its pottery programs.

Ms. Poon said that she believes pottery to be an overall good idea but is unsure whether the adult demographic of the neighborhood would be interested in this type of program. Ms. Poon emphasized the importance of creating programs that meets the needs of the immediate community. Mr. Costea also raised a concern that capital improvement costs may be significant to install a pottery room. Mr. Yu would need to get a quote for a ventilation system for releasing heat from a kiln.

Ms. Marino asked if a pottery room could be rearranged for any other activities. Mr. Yu clarified that it would be unlikely to be used in other ways.

Ms. Poon said that staff opinion is important because those are the people who are consistently in the building and know what is most needed to improve. Otherwise, if no feedback is received, the money could be used towards an improvement to the building's façade or function.

**B. Programs:**

The new programs for children have been successful. The computer classes are running without issue, and 2 more days of piano lessons have been added and are fully booked. Birthday party programs are also doing well.

The new programs for adults have not been successful in terms of enrolment. To resolve this issue, TNA will host an open house in the Spring. Mr. Yu has asked community members about their hesitancy for enrolling in TNA programs and was told that it is because of TNA's negative reputation stemming from a time before significant upgrades and improvements were made at the Centre. Many people are not aware of the significant improvements made over recent years.

Ms. Marino asked how TNA can address the negative perception. Mr. Yu said that by charging market rates for classes, more people will trust in the quality of the programs, and consequently will be more willing to sign up. Ms. Poon suggested that the Programs Committee should not focus on lowering prices, but instead provide subsidies for local community members who need a subsidized rate.

Mr. Yu also raised another issue on parents not purchasing multiple classes for their children's programs at once. He suggested that by offering a set rate for half a program, as opposed to a full program, more parents would be interested in purchasing multiple classes.

Mr. Yu also proposed the contractor fee split. Ms. Poon noted that when a contractor refers a new client to their class, the contractor receives 50% of the revenues above the breakeven amount on the referrals. To prepare for a system like this, the administrative staff would need to collect this data. Ms. Marino noted that this system being proposed would require significant effort by the staff. Ms. Poon said that this system is only worth the administrative difficulty if a notable increase in enrolment and revenues was assured.

Ms. Marino asked Mr. Yu if instructors would be interested in this referral program. Mr. Yu confirmed that he would ask instructors for their opinion. Ms. Poon asked if the instructors based in Burnaby would be more interested than those in Vancouver. Mr. Yu stated that based on postings, TNA receives interest from many instructors. However, many of these new instructors do not have many of their own clientele.

Ms. Poon would like to see this topic discussed comprehensively in the future.

**C.     Staffing Updates:**

A staff member is currently off from work for 4 weeks due to health reasons. At a previous meeting, it was decided that short-term leave needed to be discussed further in detail. Ms. Poon suggested that TNA budget a sick-leave fund which staff can apply for.

Mr. Yu recommended that TNA hires an HR consultant or employment lawyer to draft employee contracts. He explained that it is good practice to establish standard procedures on contract changes, as well as a welcome package. By doing so, the sick leave policies will be transparent, accessible and understood by all staff.

Ms. Marino asked Mr. Yu about how the staff currently feels about having new employee contracts. Mr. Yu explained that the staff has generally expressed no qualms because they have been reassured that there will be no changes to their employee rights, and that these contracts merely codify their ongoing employment relationship.

Either an employment lawyer or HR consultant can help prepare these contracts. Mr. Yu offered to look into the fees for both. The short-term leave can be claimed as a capital expense and also fall under the \$10/day program since the staff was employed by the Preschool.

**MOTION: That Mr. Yu may contact HR consultants and employment lawyers to obtain the necessary quotes and consultations needed for drafting employment contracts.**

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

**D.     Grants Update:**

Mr. Yu informed the Board that the final cheque for the Canada Summer Jobs Grant was received.

Ms. Poon suggested that TNA assigns someone to investigate whether there are any additional grants that can be applied for. The grants for family drop-in, \$10/day program and BC Gaming are primarily required for operating costs. Moreover, many of the grant applications were time limited and cannot be used for ongoing development.

**E. Joint Operating Agreement ("JOA"):**

No updates have been received regarding the JOA. As part of the JOA requirements, Mr. Yu has received an assets list for TNA and has confirmed that the insurance has been renewed. He noted that the TNA fiscal year is not exactly aligned with the JOA fiscal year.

Ms. Marino asked Mr. Yu what exactly TNA's assets include. Mr. Yu confirmed that any non-consumable that is valued at over \$50 is deemed an asset.

**6. NEW BUSINESS:**

**A. Correspondence:**

No correspondence received.

**B. Upcoming Events:**

Typically, a nearby school hosts a Halloween event for students which is held at the Centre. Mr. Yu will be requesting this event be held in the gym, due to property damage that occurred at the last Halloween event.

The Annual General Meeting will be held in-person on November 21. Notice of this meeting will be posted in the Centre.

A Christmas dim sum lunch is planned for the Board members. Due to everyone's various availabilities and trying to book a restaurant around busy Christmas time, the lunch will likely be held on January 7 after TNA's holiday closure.

**7. COMMITTEE UPDATES:**

**A. Fitness:**

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

The fitness equipment will be repainted.

**B. Programs:**

Discounts for the staff employed at Thunderbird Elementary are now in effect.

**C. Chinese Seniors:**

A Moon Festival event will be held for the Chinese Seniors group. Lorraine has been informed of this event. Mr. Ho will discuss with Lorraine to determine what support is needed for organizing the event.

**8. ADJOURNMENT:**

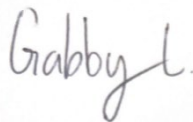
**MOTION:** To adjourn the meeting at 8:06 PM.

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

**Next Board Meeting: October 24, 2023 (via MS Teams).**

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Joan Poon, Vice President  
& Acting Chair

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Benny Mah, Secretary



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Gabby Lees, Recorder

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**NOTE:**

From Board meeting of August 29, 2023

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

This motion was tabled until the next meeting to allow Board members time to review.

**The Board meeting minutes of May 30, 2023 were tabled and not on the Agenda of the September Board meeting. These minutes have yet to be approved.**