



THUNDERBIRD NEIGHBOURHOOD ASSOCIATION BOARD MEETING MINUTES

Monday, December 16, 2019, 6:25 PM

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

Telephone: 604.713.1818 Fax: 604.713.1828

REGULAR BOARD MEETING

IN ATTENDANCE:

Executive Directors: Mike Bradley, President, Chair
Benny Mah, Secretary
Ken Costea, Treasurer

Directors-at-Large: Iliaz Ali
Sandra Dare
David La Vallee
Charles Leong
Sandra Marino
Thomas Tai
Vanessa Tan

Absent/Regrets: Ms. Gwen Giesbrecht, Commissioner and TNA's Liaison to PB
Joan Poon, Vice-President
Jessica Carias

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

Recorder: Marianna Vilchez

1. CALL TO ORDER:

Regular Meeting Call to Order:

Chair M. Bradley called the Directors' meeting to order at 6:54 PM. A majority Board Director quorum of (9) nine was present, (mandatory minimum: seven [7] for motion voting purposes), comprising Executive Directors and Directors-at-Large, excluding the Chair.

2. APPROVAL OF THE AGENDA FOR THE DECEMBER 16, 2019 BOARD MEETING:

MOTION: That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, December 16, 2019, circulated on table, be approved.

Motion Moved By Mr. Iliaz and Seconded By Ms. Marino.
Motion Unanimously Passed.

3. APPROVAL OF THE NOVEMBER 25, 2019 REGULAR BOARD MEETING MINUTES:

MOTION: That the Minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, November 25, 2019, circulated on table, as edited by the Secretary, be Approved.

Motion Moved By Mr. Costea and Seconded By Mr. La Vallee.
Motion Unanimously Passed.

4. MS. GIESBRECHT – PB LIAISON REPORT AND DISCUSSION: Tabled.

5. PRIORITIZED BUSINESS:

A. Financial Update - September 01-November 30, 2019 - 3 Periods in 2019-2020 Fiscal:

Ms. Trach circulated on table the unaudited Statement of Revenue and Expenses for the 3-month period, September 01, 2019-November 30, 2019.

From the Variance Presentation of the Statement of Revenue and Expense:

Total Gross Revenue from Grants 2019 YTD of \$95,925 was **up \$9,243** from 2018 YTD.

Total Gross Revenue from Fees in 2019 YTD of \$127,589 was **up \$26,186** from 2018 YTD.

- Program Fees YTD were **up \$11,261** from 2018 YTD due to an increase in fees in September and possibly due to an increase of patronage and the introduction of online registration and payment by credit/debit.
- Rental Fees YTD were **up \$3,109** in 2019 YTD compared to 2018 YTD.
- Birthday Party YTD revenue was **up \$563** from 2018 YTD.
- Pass Fees YTD in the Fitness Centre were **up \$2,720** from 2018 YTD.

Total Gross Revenues (Grants and Fees) YTD of \$223,514 were **up \$28,395** from 2018 YTD.

Total Expenses YTD were \$194,177, **up \$28,754** compared with 2018 YTD, mainly due to an increase in total wages and benefits of **\$28,103** from 2018 YTD.

Gross Total Revenue minus Total Expenses 2019 YTD shows a **surplus of \$29,989, down (\$360)** from 2018 YTD.

If the positive trend in finances continues, the surplus will partially fund a new auxiliary position to support the TNA Board. After further discussion, the following motion was tabled:

MOTION: That the TNA Board approve the Unaudited Statement of Revenue and Expenses for the period September 1-November 30, 2019.

**Motion Moved By Mr. Costea and Seconded By Mr. LaVallee.
Motion Unanimously Passed.**

B. Chinese Seniors and the Affiliated Group Agreement:

In July, Ms. Trach discovered a written Affiliated Group (“AG”) Agreement, signed in 2001, between TNA and the Chinese Seniors Group (“CSG”) and a meeting was called with representatives of the CSG, to review the document. The CSG were encouraged by staff to transition from AG to program status, as they have already been operating like a program. CSG Director representatives declined the transition, preferring to keep their AG status, during the August 2019 TNA Board meeting. After consulting with the Association Presidents’ Group (“APG”), Mr. Bradley learned of some major changes made since the time of signing the AG, such as the new JOA (2018) and a revision to the TNA Board’s By-laws and Constitution (2018), under the new BC Societies Act, that undermine the AG status of the CSG.

Under Clause 9 in the JOA, Use Allocation for Jointly Operated Facilities, priority space distribution is given to programs over AGs. Historically, AGs use space on an as-available basis and are charged a subsidized room rate. AGs are now required to purchase liability insurance coverage to protect their activities, which the CSG does not provide. The CSG has been unknowingly breaking this rule, operating as an AG, by having the multi-purpose room reserved every Friday free of cost with free storage for supplies. Meanwhile, the family drop-in program has had to limit enrollment as they cannot find additional space.

Clause 8 in the JOA, Association Membership, states that CCAs may not charge a membership fee, as the CSG currently do, to access programming. The Board’s By-laws state AG members cannot vote in the AGM without paying an additional participation fee of \$5 if they do not have association membership (easily obtained through program registration). Therefore, only CSG members registered in a TNA program would have qualified to vote in the last AGM.

Under a Board motion in 2004, TNA had provided a yearly subsidy of \$1,200 to the CSG. This provision was to be reviewed from time-to-time but as the Board Directors changed, knowledge of the subsidy and the AG Agreement faded from institutional memory and continued without further consideration. In consultation with the APG and PB staff, Mr. Bradley realized that no other CCA in the CoV is known to have paid a cash subsidy to any of their AGs or programs. At the time the subsidy motion was passed, the CSG had over 200 members. Presently the CSG has 101 members with roughly 35% living in the Thunderbird catchment. Given that TNA is attempting to make space in the 2020 fiscal budget to fund an Auxiliary staff position, staff have suggested eliminating the subsidy and instead changing the \$6 per year CSG membership fee to an \$8 per member program registration fee.

In order to secure their Friday spot in the multi-purpose room and obtain the ability to vote in AGM elections, Mr. Bradley said the CSG needs to transition to program status.

What would change:

1. Staff have recommended the annual fee of \$6 per person increase to a once yearly program registration fee of \$8. This program revenue, totaling about \$800 per year, will go to TNA to fund staff planning and preparation time and costs of supplies. Staff will now purchase supplies for the program and provide accounting to TNA, removing these duties from the CSG executive.
2. TNA staff asked for about 3 months advance notice before restructuring any activities and events, to assemble a proper budget and organizational strategy.
3. Mr. Bradley said he was unsure that the goody bags, shared between the Chinese Seniors at birthday events would continue onsite, as other programs are not currently allowed to distribute gifts to its members.
4. The CSG should notice no change to their Friday meetings, including coffee/tea, snacks and cake for special events; however, the quality of cakes may change.
5. Liability insurance for the program will be provided by PB.

The Board recognized the CSG has been a strong force within the TNA community but agreed that the Thunderbird community as a whole should receive the same advantages. After a lengthy and engaging discussion, the following motions were passed:

MOTION: That the TNA Board not renew the Chinese Seniors Affiliated Group Agreement and that the Chinese Seniors Group continue activities as a program, thereby securing their use of the multi-purpose Room on Fridays. The suggested annual registration fee for the program will be \$8.00 per member, levied once per year.

Motion Moved By Mr. Costea and Seconded By Mr. Iliaz.

Motion Passed 5-1 With One Opposition By Mr. Tai and Two Abstentions By Ms. Dare and Mr. Leong.

MOTION: That the TNA Board rescind a previous Board motion from 2004 to provide a \$1200 per year subsidy to the Chinese Seniors Group.

Motion Moved By Mr. Iliaz and Seconded By Mr. Costea.

Motion Passed 4-0 With Four Abstentions By Ms. Dare, Mr. Mah, Mr. Tai and Mr. Leong.

Mr. Bradley agreed to provide to the CSG Executive a list of updated terms and conditions.

C. Grants Update: No update.

D. Staff and Centre Updates:

On December 10, Mr. Bradley joined Ms. Trach, supervising PB youth programmer Erica Mark and a person from PB HR, to conduct interviews for the vacant TNA Youth Worker position. Two qualified candidates were interviewed but the position will be offered to a candidate named Priya Brar following a criminal record check. Priya comes to Thunderbird with practical experience working with “at risk” youth in North Vancouver and is anticipated to be a great fit for the new role.

E. Review TNA Policies - Subsidy, Disposal of Surplus/Defunct Equipment: Tabled.

F. Part-Time Work for TNA Auxiliary Staff - Creating Space In the 2020 Fiscal:

Funding for an auxiliary position to assist the TNA Board with a host of tasks appears to be possible, since the 2020 financial results have improved over the same period in 2018-2019, see comments in 5A above. The Board needs to explore methods to further raise revenue and trim expenses to move forward. The Chair will review the TNA 2019-2020 preliminary budget versus historical results, to see how many hours of Group 1 wages could potentially be offered in any posting of an auxiliary position.

G. January, 2020 Meeting With Pace Accounting and TNA Finance Committee:

The Chair has discussed with Ms. Bu the scheduling of a meeting, perhaps in January, between the TNA Finance Committee, Ms. Trach and the Pace Accounting team. The meeting agenda will address ways and means of improving reporting of instructor hours to Pace Accounting, communication issues with TNA permanent staff, issues around the TNA budget, government and PB regulations and some suggestions from the 2019 Audit.

H. Director's Contact Information:

Ms. Trach circulated an historical sheet of Director's Contact Information for updating. This information is confidential but is occasionally needed for staff to contact the Board and for documentation for grant applications and government forms.

I. Draft Schedule of TNA Board Meetings In 2020:

The Chair announced the proposed schedule of TNA Board meetings in 2020, agreed upon by Ms. Trach. The dates are; January 27, February 24, March 23, April 20, May 25, June 29, July 27, August 24, September 28, October 26, November 23 (AGM), November 30, December 21. This schedule avoids all known conflicts with statutory holidays and most PB meetings.

J. Trimming TNA Expenses:

The TNA Board has saved roughly \$1,200 in the 2020 fiscal by eliminating the CSG yearly subsidy. We may save some money this year by replacing Celebrate Canada Day, usually held in late June, with a Celebrate Community Day, to be held in September 2020.

TNA staff had a look at finances and suggested that the food supplied for the Board (~\$1,800-\$2,000 per year), FC and Programs Committee meetings (~\$600 per year), totaling perhaps \$2,600 per year, either be considerably reduced or simply eliminated, to help fund the Board Auxiliary Staff position. Directors suggested alternative start times for the Board meetings if food costs were to be eliminated; perhaps a later start at 7:00 PM to allow time to eat dinner at home, or an earlier start at 6:00 PM, resulting in an earlier finish. After some discussion, the following motion was tabled:

MOTION: That the TNA Board eliminate food at Board meetings and start proceedings at 7:00 PM starting Monday, January 27, 2020.

Motion Moved By Mr. Iliaz and Seconded by Mr. Costea.

Motion Passed 4-1 With One Opposition By Mr. Tai and Three Abstentions By Mr. Mah, Mr. La Vallee and Mr. Leong.

K. Honorarium for Santas:

Ms. Chow suggested that the volunteer playing “Santa” every year at three separate TNA Christmas events be awarded a \$50 honorarium per event, beginning later this month. The honorarium was recommended in a motion by Ms. Lord-Cotton, seconded by Mr. La Vallee and unanimously passed at the last Programs Committee meeting on December 9, 2019. The Program Committee was convinced that it has become increasingly difficult for staff to find an appropriate volunteer to play the role of Santa at the three separate Christmas events and that the honorarium would provide an additional incentive. Various types and values of honorariums are provided to volunteers for various functions at some other events held at Thunderbird. A TNA Board Director suggested postponing the stipend until next year taking into account the financial goals of TNA to fund a new auxiliary position. After further discussion the following motion was tabled:

MOTION: To not provide an honorarium of \$50 per event for the volunteers playing Santa during the three Christmas events at TNA and to revisit the topic next year.

Motion Moved By Ms. Marino and Seconded By Mr. Mah.

Motion Defeated 3-2 With Three Oppositions By Mr. Iliaz, Mr. La Vallee and Ms. Tan and Two Abstentions By Mr. Tai and Ms. Dare.

After further discussion another motion was tabled

MOTION: To approve a \$50 honorarium per event for the volunteer employee(s) playing Santa during the three Christmas events at TNA beginning December 2019.

Motion Moved By Mr. Iliaz and Ms. Tan.

Motion Passed 4-2 With Two Oppositions By Ms. Marino and Mr. Mah and Two Abstentions By Mr. Tai and Ms. Dare.

6. BUSINESS ARISING:

A. FC Cleanliness and School Liaison Issues – Status:

A handicap parking spot labeled “wheelchair only” has been repeatedly used by patrons who do not show the required placard and ignore staff requests to do so. At least one parent has used the parking spot during school pickup and drop off of their child with disability. The Board wondered whether the parking spot could be changed to designate all disabilities. Ms. Trach will contact the VSB to address the issue in the coming weeks.

B. Sustainable Funding Task Force Meeting Report:

No meeting was scheduled in December and the next meeting will take place on Thursday, January 9, 2020.

C. Staff/Board Christmas Celebration:

The Chair reminded the TNA Directors to register tonight for the event at 12:00 noon on Saturday, December 21, 2019 taking place at Earls Restaurant on Lougheed Highway. Attendees are asked to bring \$5.00 to go towards prizes distributed at the event.

D. Community Christmas Dinner:

The Chair reminded TNA Directors to sign up tonight to attend the Community Christmas Dinner taking place on Wednesday, December 18 with registration for the public beginning at 5:30 PM and entry at 6:00 PM. Directors are encouraged to help with cooking, serving, and general hosting duties and to mingle with guests at their tables, embracing the opportunity to gather feedback from the Thunderbird community.

E. Strong Start's Use of TNA Parent-Tot Equipment:

Strong Start, a VSB play-based program designed for children aged 0-6 years old, operates in the Thunderbird Elementary gym where TNA's toys and equipment are stored. Ms. Chow noticed about 60-70 children in the gym during program hours, 20-30 of which were Strong Start registrants. Historically, TNA and the VSB have had a loose arrangement regarding equipment usage in exchange for storage space. Thunderbird Elementary School is currently free to use TNA equipment stored in the gymnasium. As TNA does not have a proper inventory of the equipment, staff are unsure about the condition of equipment and toys and whether any has gone missing or has been replaced. If a child gets hurt using damaged equipment, who assumes liability? Ms. Chow and Ms. Nicholson will be in on December 23 to do a cleaning of all equipment in storage and create an inventory list.

F. Banners:

The Chair asked for feedback from the Board about the TNA banners displayed around the Thunderbird catchment area. The original reason for the Banner Project was to put the Thunderbird Community Centre location on the Vancouver "map", to differentiate us from Thunderbird Stadium at UBC. The Centre only has one, small, "official" location sign on East Broadway at Cassiar Street. The banners also serve to provide pride of place for the Thunderbird community. The City requires that the banners be renewed every 2 years so we will need to decide to continue with a design, or dismount them in the Fall of 2021. A Director commented that the banners along East 1st Avenue were particularly easy to miss in the Spring, after trees bloom and obstruct the view. The Chair asked the Board to consider whether the Banner Project would be worth redoing in the next fiscal budget and what changes could be made in a new installation. The cost of replacing the banners is approximately \$9,000 and if the banners are to be discontinued, the cost to dismount the banners and brackets is approximately \$5,000. The Banner Project will be revisited later in 2020.

7. NEW BUSINESS

A. Correspondence: Tabled.

B. Upcoming Events:

- December 18: Community Christmas Dinner
- December 21: Centre Closed Until January 2, 2020
- December 21: Staff/Board Christmas Celebration - 12 Noon @ Earls Rest.
- January 2: Centre Reopens
- January 9: APG Meeting @ Trout Lake CC
- January 13: FC Committee Meeting @ 6:30 PM
- January 20: Programs Committee Meeting @ 6:00 PM
- January 27: TNA Board Meeting

C. Vantage Point Workshop:

Ms. Trach reported that TNA has recently won a free Vantage Point workshop. The Chair will look at the various workshops that are on offer and bring the information to the next Board meeting.

8. COMMITTEE UPDATES:

A. Fitness:

The Fitness Committee met on December 2, 2019. Mr. Bradley circulated by email and on table, copies of the FC Minutes, FC Finances and a draft copy of the TNA FC Rules and Guidelines and asked the TNA Board to read through after the meeting. A copy of the FC proposed layout was emailed to the Directors.

Next meeting of the FC Committee is on Monday, January 13, 2020 at 6:30 PM.

B. Programs:

Mr. Bradley circulated by email and on table a copy of the Programs Committee Minutes from December 9, 2019 and asked the TNA Board to read it through after the meeting.

C. Chinese Seniors:

The CSG will have a Christmas celebration on Friday, December 20, 2019.

9. ADJOURNMENT:

The meeting adjourned at 8:49 PM on motion by Ms. Marino, seconded by Mr. Mah.

Next Board Meeting: Monday, January 27, 2020 at 7:00 PM.

Benny Mah, Secretary

Marianna Vilchez, Recorder