



**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**

**Monday, December 21, 2020 @ 6:30 PM**

**BOARD MEETING MINUTES**

IN ATTENDANCE:

Executive Directors: Mike Bradley, President & Chair (Joined at 6:43 PM)  
Joan Poon, Vice-President  
Ken Costea, Treasurer

Directors-at-Large: Iliaz Ali  
Jessica Carias  
Sandra Dare  
Samuel Ho  
David La Vallee  
Sandra Marino  
Thomas Tai  
Vanessa Tan

Guests: Ms. Gwen Giesbrecht, Commissioner & TNA's Liaison to VPB

Absences/Regrets: Benny Mah, Secretary

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

Recorder: Marianna Vilchez

**1. CALL TO ORDER:**

Conference Call Meeting by Webex, Call to Order: 6:30 PM.

Treasurer K. Costea called the Directors' meeting to order at 6:40 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, excluding the Chair.

**2. APPROVAL OF THE AGENDA FOR THE DECEMBER 21, 2020 BOARD MEETING:**

**MOTION:** That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held on Monday, December 21, 2020, circulated to the Directors by email, be approved.

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

### 3. APPROVAL OF THE TNA BOARD MEETING MINUTES OF NOVEMBER 30, 2020:

**MOTION:** That the Minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting (by conference call) held on Monday, November 30, 2020, as edited by the Secretary, and circulated to the Directors by email, be approved.

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

### 4. PARK BOARD REPORT – Ms. Gwen Giesbrecht:

Ms. Giesbrecht greeted the Directors. She thanked the Board, PB staff and volunteers for their continued patience and resilience during this complicated time. She is hopeful that recognition for CCAs will increase during post-pandemic times.

Mr. Amit Gandha, Acting Director of Parks as of May 2020, has kept the lines of communication open with Vancouver's homeless population, particularly the large concentration in Strathcona Park. The CoV has made the decision to increase funding to secure shelters for vulnerable populations, to fund garbage removal and camp clean up services at the Park, and create more warming shelters for the Winter.

Responding to questions from a TNA Director, Ms. Giesbrecht mentioned that possible additional accommodations may become available for shelter and low-income spaces, such as the 2400 Kingsway motel location and the upcoming Jericho hostel. Mr. Bradley wondered whether the CN terminal site was being considered for use as a temporary shelter space. Ms. Giesbrecht said that she was not aware of this initiative.

The Directors thanked Ms. Giesbrecht for attending the conference call. She left the meeting at 6:57 PM.

### 5. PRIORITIZED BUSINESS:

#### A. Financial Update – Q1, September 01 to November 30, 2020 - 3 Periods:

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

**Total Gross Revenue from Grants 2020 YTD** of \$ 70,492 was **down (\$30,857)** from 2019 YTD.

**Total Gross Revenue from Fees 2020 YTD** of \$37,530 was **down (\$92,148)** from 2019 YTD.

- Program Fees 2020 YTD of \$35,212 were **down (\$57,845)** from 2019 YTD.
- Rental Fees 2020 YTD of \$0 were **down (\$6,495)** compared to 2019 YTD.
- Birthday Party Revenue 2020 YTD of \$0 was **down (\$18,892)** from 2019 YTD.
- Pass Fees 2020 YTD of \$1,563 in the Fitness Centre were **down (\$7,066)** from 2019 YTD.
- Special Events/Vending/Fax Revenues 2020 YTD of \$71 were **down (\$1,828)** from 2019 YTD

**Total Gross Revenue (Grants and Fees) 2020 YTD** of \$108,022 was **down (\$123,005)** from 2019 YTD.

**Total Expenses 2020 YTD** were \$117,798, **down (\$76,338)** compared with 2019 YTD, due to significant reductions in Wages and Benefits (including Birthday Party) 2020 YTD, that were **down (\$38,974)** and Program Expenses/Supplies 2020 YTD that were **down (\$1,336)**. Expenses were also **decreased** by Government COVID Temporary Wage Subsidies of \$40,826 received in September. Program Equipment 2020 YTD costs were **up \$5,075** from 2019 YTD and Office and Administration 2020 YTD costs were **up \$1,041** from 2019 YTD, due to necessary expenditures on COVID signage and sanitization supplies.

**Total Gross Revenue minus Total Expenses 2020 YTD** shows a **deficit of (\$9,776), down (\$46,667)** from 2019 YTD.

Mr. Bradley referenced the Statement of Revenue and Expenses - Actual document for Q1, to note the program areas that were in deficit from operations, before deducting Facility Costs: Preschool (\$3,759), OSC

(\$12,871), Children (\$6,035) and Computer Lab (\$2,007) - due to the purchase of refurbished computers. Program areas are in a substantial surplus, before deducting Facility Costs, included; Cap-C \$2,450 and Seniors \$7,665, both due to the timing of grant revenue.

After further discussion, the following motion was tabled:

**MOTION: That the TNA Board approve the unaudited Statement of Revenue and Expenses for the 3-month period of September 01 to November 30, 2020.**

**Motion Moved By Mr. Ali and Seconded By Mr. La Vallee.**

**Motion Unanimously Passed.**

**B. Fitness Centre – Status and a Decision Whether to Continue in 2021:**

At the October 26 TNA Board meeting, the Directors agreed to subsidize the opening of the Fitness Centre (FC) for 4 hours/day, 6 days/week during November and December and review the operation before continuing in 2021. Ms. Trach reported that many patrons have complained about the higher drop-in fees for 1-hour workouts and requested the option to purchase monthly passes. Patrons have also mentioned that the newly limited hours of operation are incompatible with their schedules. Ms. Trach reported low attendance during the trial period, with an average of 2-3 patrons booked for a maximum of 5 openings per session on week days and 1 patron per session on Saturdays. The new BC Health protocols have increased social distancing measurements for FCs to 8.5 feet, which is difficult to achieve in the already small space of the TNA FC. Mr. Bradley thought that the FC should close again until after the pandemic, or when restrictions have loosened, perhaps in the Spring. A concern is that the FC could be losing patrons in the long-term as they relocate to other, larger fitness facilities. When the new TNA auxiliary position has been hired, one of their duties will be to advertise the FC reopening through digital marketing platforms such as Facebook, which have worked well for Kerrisdale CC's online programs. After further discussion, the following motion was tabled:

**MOTION: That the TNA Association Board discontinue FC operations for the Winter session and reevaluate the decision for the Spring session, should the BC Health guidelines change to allow an expanded opening.**

**Motion Moved By Mr. Ali and Seconded by Mr. Costea.**

**Motion Unanimously Passed.**

**C. Staff Related – Preschool, Programmer and RFC Positions:**

Special Needs Teacher, Ms. Kana Kudo, resigned from the Preschool. Ms. Geraghty has made job postings on Craigslist and Facebook groups to find her replacement. She is hoping to begin the interview process in January, but according to other CCAs, the availability of child care staffing is limited at this time.

Ms. Angela Nicholson's temporary position as PB Field/Facility Programmer was supposed to end on December 31, 2020 but has been extended until February 2021. The current acting Programmer at TNA, Alysha Manhas, will have her position extended as well. Ms. Manhas is a Programmer I at Douglas Park CC but has been filling in for Ms. Nicholson since September 2020.

Ms. Janice Kwan has accepted a position at Champlain CC and will be leaving in late January, 2021. A job posting for an RFC has been made to find her replacement.

Ms. Kudo ran into some issues claiming her RRSP funds through Pace Accounting. TNA administrative records had her RRSP registration listed as complete, but Pace Accounting and Smunk, Gatt, Smith had her flagged as incomplete in their system, due to missing contact information and had not made TNA aware. Ms. Kudo, Mr. Bradley and Ms. Chow are working to resolve the issue. The procedures of RRSP plan registration and administration will be incorporated in the revised Staff Benefits manual, to be organized by the new Auxiliary position, in order to avoid this issue in the future.

**D. Hiring Criteria for the TNA Auxiliary Employee:**

Ms. Poon will work with Mr. Bradley to establish the hiring criteria for the new Auxiliary position and write out a list of qualifications for the job posting.

**E. Grants:**

TNA was approved by the Ministry of Children and Family Development for the Health and Safety Grant of about \$1,400. The funds will cover expenses related to COVID-19, such as: staff sick leave and cleaning supplies.

The highrise building residents at Skeena Terrace received soup packages from the Good Soup Truck organization. Food and gift donations from the Variety Children's Charity were distributed by Ms. Chow.

**F. New Logo for Thunderbird CC:**

Ms. Trach had previously informed Mr. Bradley that the current TNA logo, of a stylized thunderbird, was created using images from the internet and not from a commissioned source. To avoid copyright/branding conflicts, to deflect any concerns regarding cultural appropriation and in an effort to further acknowledge our relationship with the Musqueam, Squamish and Tsleil Waututh Nations, TNA should explore commissioning an indigenous artist to create a new logo.

Mr. Costea suggested that TNA contact the artist that created the totem poles outside the Thunderbird Elementary School. Mr. La Vallee said that he had a mural artist contact who could recommend an indigenous artist at a later date, The Directors will forward the artists' contact information to Mr. Bradley and Ms. Trach.

**6. BUSINESS ARISING:****A. Projects In Progress (Database, Awnings, Purchase of Kitchen Appliances):**

Ms. Poon reported that she had finished another round of testing on the database. The software developer is charging \$45.00/hour for further adjustments. A few updates need to be made but Ms. Poon does not anticipate more than 20 hours of work until the database is complete.

The software developer has put the cost of the server on his personal credit card. The funds need to be transferred to either a TNA corporate card or that of a long-term staff member. Ms. Trach volunteered her credit card for the time being. Mr. Bradley will talk to PACE Accounting about the advisability of TNA acquiring a corporate card and controls that would need to be put in place.

**MOTION: That the TNA Board approve additional expenditures of approximately \$1,000 for 20 hours of work by the software developer, to complete adjustments and revisions to the new TNA database.**

**Motion Moved By Mr. Ali and Seconded By Mr. La Vallee.  
Motion Unanimously Passed.**

Ms. Trach reported that the awnings were installed in mid-December 2020 and the electrical work was completed by VSB a few days later. The awnings are now complete and functional. The Preschool staff and children are very happy with the extra undercover space available to the outdoor play area.

Mr Bradley said that TNA should acknowledge the CoV's major contribution to rebuilding the Preschool Play Area Project, in a ribbon-cutting ceremony, perhaps later in 2021. The original project was budgeted at \$150,000 but was delayed by the discovery of a water supply pipe beneath the site that did not appear on the engineering plans.

Ms. Chow is in contact with VSB to schedule a gas connection to the new range that will complete the installation of the new equipment in the commercial kitchen. They are hoping for a date in early January 2021 when the electrical work will be finished and coinciding with removal of the old appliances and delivery of the new ones.

**B. Winter Session Programming and Marketing:**

Ms. Trach said that the BC Health protocols surrounding the COVID-19 pandemic are often changing, so it is difficult to predict what Winter session programming, if any, will be available. As of now, the health regulations allow for limited, low capacity, skill-based sports and activities such as Tai Chi, yoga, and private piano lessons. Ms. Trach moved the registration date to Saturday, January 9, and is expecting that only the skills-based activities will be offered. Registration dates and programming schedules are flexible, as TNA must adjust to the changing health regulations.

While the small size of the Thunderbird CC was a benefit before the pandemic, as it provided many small rooms to program and a more intimate, “niche” space for patrons, it is limiting during the pandemic when distancing protocols must be met. Mr. Bradley said that the option to use the downstairs rooms would not work as they do not have proper ventilation. Mr. Ali wondered whether TNA could expand in the future. Mr. Bradley said that Thunderbird CC is up for renewal in 2050. If the building were expanded in area, this would require additional funding from PB for construction and ongoing maintenance. CoV and PB’s priorities at the moment are the evolution of the Vancouver landscape and the inclusion of public libraries and more recreational attractions, such as; skating rinks and swimming pools when renewing CCs. However, Mr. Bradley said that the expansion of the Center is part of TNA’s long-term plan, and there may be the option to extend the CC into the parking lot, perhaps excavating a basement for parking with 2 or 3 floors above.

The Programs Committee will meet in January, perhaps the week of the 10<sup>th</sup>-13<sup>th</sup>, to discuss online marketing opportunities and establishing a presence on social media platforms. The suggestion by Mr. Ali and Mr. La Vallee to post information materials along the fence of the Thunderbird Elementary School, to be used as a promotion tool, has been approved by the Principal, Ms. Tassie Harris.

**C. Skeena Related Email Poll:**

The gift card poll, first discussed at the November 23, 2020 Board meeting returned a consensus to omit gift cards at Christmas and to put these funds toward a community celebration after the pandemic in late 2021, or early 2022.

**7. NEW BUSINESS:**

**A. Correspondence:**

The President received correspondence from Ms. Jessica Land, PB Manager, Recreation, wishing the TNA community a happy holiday season. He will contact Ms. Land soon to discuss PB and Association-related issues, such as the high staff turnover at TNA in the recent years, and the effect of the pandemic on staff hiring.

**B. APG Report:**

The APG met by Zoom conference call on December 03, 2020. Minutes of the meeting will be forwarded to participants and to the TNA Board, when they are produced by the APG Secretary.

Ms. Daisy Chen agreed that the APG operation fee could be waived for 2021 considering the financial strains put on many during the pandemic times. She encouraged those that are able to pay the fee without burdening themselves, to do so, and the fee will be reintroduced in 2022.

Kerrisdale CC reported on their online programming initiative. The Kerrisdale Association organized the initiative using a registration system other than ActiveNet. They contacted members through email but had a low response with this approach and found more success through the Facebook platform for advertising and coordination of patron memberships. The initiative was a learning experience for staff and instructors, and though the sunk costs of cameras, training, and equipment must still be recouped, the online venture has been an operational success.

**C. Federal/CoV Outdoor Preschool Grant Opportunity:**

The CoV Policy and Planning Department is offering 6 CCAs between \$50,000-\$90,000 each, to fund an outdoor Preschool pilot program. The CoV may offer further funding for any structural renovations needed to enable the program. The TNA Preschool has registered for the program, which will be held during afternoons, as the morning slot is taken by an inclusion-based program that may not be suitable for an outdoor setting.

**D. Draft TNA Board Meeting Schedule for 2021:**

The following Board meeting dates in 2021 are subject to Ms. Trach's personal schedule but work to miss most of the PB meeting dates and preserve at least 4 weeks spacing between each TNA meeting.

Jan. 25, Feb. 22, Mar .22, Apr. 19, May 17, June 28, no July, Aug. 23, Sept. 27, Oct. 25, Nov. 22 [AGM], Nov. 29, Dec. 20

**E. Upcoming Events:**

December 18, 2020: Last day of CC operation, then closed for the holidays  
January 04, 2021: CC reopens. Assess Health Ministry Restrictions  
January 07, 2021: APG Meeting  
January 09, 2021: Winter Session Registration  
January 11, 2021: Programs Committee Meeting  
January 25, 2021: TNA Board Meeting

**8. COMMITTEE UPDATES:**

**A. Fitness:** No meeting. Financial evaluation in Section 5.B. above

**B. Programs:** No meeting

**C. Chinese Seniors:** No meeting

**9. ADJOURNMENT:**

The meeting adjourned at 8:03 PM: Motion moved by Mr. La Vallee, seconded by Mr. Costea

**Next Board Meeting: Monday, January 25, 2021 @ 6:25 PM**

Benny Mah, Secretary

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Marianna Vilchez, Recorder