



THUNDERBIRD NEIGHBOURHOOD ASSOCIATION BOARD MEETING MINUTES

Monday, February 24, 2020, 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
Joan Poon, Vice-President
Benny Mah, Secretary

Directors-at-Large: Jessica Carias (7:04 PM)
Sandra Dare
Charles Leong
David La Vallee
Sandra Marino (6:50 PM)
Thomas Tai

Absent/Regrets: Jennifer Trach, PB Staff, CRS, Thunderbird Community Centre
Ken Costea, Treasurer
Vanessa Tan
Iliaz Ali

Recorder: Marianna Vilchez

1. **CALL TO ORDER:**

Regular Meeting Call to Order:

Chair M. Bradley called the Directors' meeting to order at 6:40 PM. A majority Board Director quorum of eight (8) 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 FEBRUARY 24, 2020 BOARD MEETING:**

MOTION: That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, February 24, 2020, circulated on table, be approved.

Motion Moved By Mr. Mah and Seconded By Mr. Leong.
Motion Unanimously Passed.

3. **APPROVAL OF THE JANUARY 27, 2020 REGULAR BOARD MEETING MINUTES:**

MOTION: That the Minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, January 27, 2020, circulated on table, as edited by the Secretary, be approved.

Motion Moved By Mr. Tai and Seconded By Ms. Poon.
Motion Unanimously Passed.

4. MS. GIESBRECHT – PB LIAISON REPORT AND DISCUSSION: Tabled**5. PRIORITIZED BUSINESS:****A. Financial Update - September 01, 2019-January 31, 2020 - 5 Periods in 2019-2020 Fiscal:**

The Chair circulated on table the unaudited Statement of Revenue and Expenses for the 5-month period, September 01, 2019-January 31, 2020.

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

Total Gross Revenue from Grants 2019 YTD of \$163,680 was **up \$20,539** from 2019 YTD.

Total Gross Revenue from Fees in 2019 YTD of \$199,728 was **up \$33,075** from 2019 YTD.

- Program Fees YTD were **up \$23,849** from 2019 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 \$3,009** in 2020 YTD compared to 2019 YTD.
- Birthday Party YTD revenue was **up \$976** from 2018 YTD.
- Pass Fees YTD in the Fitness Centre were **up \$3,041** from 2019 YTD.
- Miscellaneous Fees were **up \$2,193** from 2019 YTD.

Total Gross Revenues (Grants and Fees) YTD of \$363,408 were **up \$53,614** from 2019 YTD.

Total Expenses YTD were \$326,201, **up \$28,698** compared with 2019 YTD, mainly due to an increase in total wages and benefits of **\$37,433** from 2019 YTD.

Gross Total Revenue minus Total Expenses 2019 YTD shows a **surplus of \$37,207, up \$24,916** from 2019 YTD.

B. Grants Update:

The Gaming Grant and City Foundation Grant were approved and funds received. The Canada Summer Jobs Grant template was finally available online and TNA submitted its application. The BCRPA Grant of \$146 were received last week and used to fund the Family Day event on Saturday, February 15.

C. TNA Auxiliary Position - Priorities and Posting:

TNA will apply to BCIT to approve a project where students will program a database system for TNA to utilize in conjunction with the tasks assigned to a new auxiliary staff, yet to be hired.

D. Staff and Centre Updates:

Priya Brar continues to do well in her new position as Youth Coordinator. She is busy forming relationships with the Centre youth, partners and staff. Marlon has temporarily replaced Angela as an "Underfill Programmer" until the Programmer is hired and trained. The Programmer position will likely be filled by an outside candidate who will have to learn the rules, regulations and practices of PB.

E. Draft Mutual Agreement Letter Between Thunderbird Elementary School and TNA Re. Shared Equipment:

A draft Mutual Agreement Letter between Thunderbird Elementary School and TNA was prepared by the Chair to define the obligations of sharing the play equipment with the School's Strong Start program. Mr. Mah did a quick edit on the draft and Marlon will present the mutual agreement at a meeting with the School Principal tomorrow.

F. APG Meeting Report:

Mr. Bradley asked the Board to read their copy of the APG draft minutes.

At the February 6, 2020 meeting, Cheryl Ng presented the "Cool Hood Champs" program to the APG - a climate action pilot program hosted at Killarney CC that hopes to create employment initiatives and community outreach services throughout the CoV if adopted at other CCAs. Services planned so far, include; communal tree planting, composting and storm drain cleanout to prevent flooding due to heavy rainfalls.

A system-wide meeting scheduled in April 2020 will discuss finances within the CoV and what can be allocated towards CC facility refurbishment. The APG hopes to establish a hierarchy of projects and seeks input from CCs on how to establish those parameters.

There has been a recent surge in locker thefts at CCs, particularly at Mount Pleasant and Kerrisdale. City Security is working closely with the VPD to identify suspects that are known to visit affected locations and to implement new strategies to minimize theft.

The City Emergency Management agency met with Vancouver Coastal Health to discuss the Coronavirus outbreak and how to tackle any pandemic that hits Vancouver. Staff have been notified to stay home and avoid public places if they are feeling ill.

Daisy Chin, the new Director of Recreation, reported cross jurisdictional confusion in the Vancouver Management Agency's planning of a mandate in case of seismic and other crisis events. CoV is revising the communications lines between various departments to reduce these types of issues.

G. Vantage Point Workshop Possibilities:

TNA was gifted a free Vantage Point workshop but most workshops are during work hours. Mr. Bradley informed the Directors of 2 Board-related workshops that he hopes the Board can attend and asked that Directors hold these dates on their calendars until he can confirm with Vantage Point staff:

Board Fundamentals: Developing Fundraising Capability - Saturday, April 4 from 10:00 AM-1:00 PM.

Board Fundamentals: Succession and Recruitment - Thursday, September 24 from 5:30 PM-8:30 PM.

H. Celebrate Canada Day Event -Thursday, June 25:

Although the event was cancelled by motion during the September 23, 2019 meeting, the main staff who advocated cancellation have now left TNA and Marlon is confident that he and the Youth staff can plan a successful event. Ms. Chow suggested the promotion of the event stay within the TNA catchment area to differentiate the celebration from the Celebrate Community Event planned for September. Directors wondered what is considered within TNA catchment and whether that would mean excluding groups who would normally be invited.

Mr. Bradley explained that TNA is unique among the other CCAs, in that it was chartered to serve the low-income area adjacent to Skeena/Beula Gardens. The catchment area is a subdivision within the Hastings-Sunrise zone, formally designated as east of Renfrew Street, west of Boundary Road, north of East Broadway/Lougheed Highway and south of East 1st Avenue. Invites are still open to everyone, even those regular attendees from outside of the catchment area, but promotion for the event will be local to the neighbourhood.

MOTION: That the TNA Board approve planning of the Celebrate Canada Day event to be held on Thursday, June 25, 2020.

**Moved Moved by Mr. Mah and Seconded by Mr. Tai.
Motion Unanimously Passed.**

I. Celebrate Community Event - Saturday, September 12, 2020:

The Celebrate Community Event will be a community-wide event aimed at adults, the first of its kind for TNA, taking place in the 2020-2021 fiscal. It will be extensively promoted to our catchment area, scheduled for Saturday, September 12, 2020 from 10:00 AM-3:00 PM. Planning is currently underway and the budget is estimated to be between \$2,500-\$3,000. The objective of the event is to promote the Center, its programs, TNA Board and Committees, and the relationship to PB. All programs will be operating, the computer lab and fitness center will remain open, allowing those attending to tour the facility. Additional expenses are expected to cover staff overtime due to the Saturday opening. TNA will be promoting the event on social media, through the Courier, and display a vinyl sign at Sunrise Park. Youth will be asked to distribute flyers around the community and to local businesses. Mr. Bradley informed the meeting that a large Director presence is expected at the event to promote the Board and answer any questions about the CC.

MOTION: To approve the planning and execution of the Celebrate Community Event to be held on Saturday, September 12, 2020.

**Moved by Mr. La Vallee and Seconded by Ms. Marino.
Motion Unanimously Passed.**

J. Adjust Birthday Party Staff Salary Rates:

Junior leaders are currently paid \$13.85-\$15.10/hour depending on their place in the TNA Step System and senior birthday party leaders are paid \$15.38/hour. Those staff earning less than \$14.61/hr will see a wage adjustment to at least this level on June 1, 2020, to conform to the Provincial minimum wage. Given the responsibilities of the senior leaders, staff are encouraging a wider gap between the senior and junior birthday party leader rates. Mr. Bradley asked the Board for permission to make the necessary adjustments in these wage categories.

MOTION: That the TNA Board empower the Executive Directors to make necessary adjustments to TNA Wage Step System to conform with the BC government's minimum wage and to the increment between the birthday party Junior and Senior Leader wages.

**Motion Moved by Mr. La Vallee and Seconded by Ms. Carias.
Motion Unanimously Passed.**

6. BUSINESS ARISING:**A. School Liaison Issues:**

TNA staff will meet with the School Principal tomorrow to discuss Strong Start's use of TNA's equipment stored in the shared closet space in the VSB gymnasium.

The gravity firewall between the base of the open stairs and the Centre foyer has been jointly examined by the VFD, VSB and PB staff. Staff agreed that the concealed firewall is a significant safety issue since it has been reported to drop without the fire alarm being activated. The Principal will update our staff on a plan to install a new system.

Staff will ask the VSB/CoV to establish disabled parking on the street.

Mr. Bradley reported that the bushes obstructing the northwest pathway outside the FC have been trimmed and the path cleared.

Construction of the Preschool play area is underway as weather allows.

The VSB continues to have issues with hiring a steady maintenance/cleaning staff as the school budget is under stress.

Mr. La Vallee mentioned the flag outside the TNA building is still missing after 3-6 months.

B. Sustainable Funding Task Force Report & Next Meeting – March 2, 2020:

Mr. Bradley will attend the March 2, 2020 meeting and report back to the Board.

C. March, 2020 Meeting with Pace Accounting and TNA Finance Committee:

A meeting between Pace Accounting and the TNA Finance Committee will be held on March 3, 2020.

D. Chinese Seniors Transition to Programs Status:

Attendance has been low for the CSG due to weather conditions in early winter and the recent outbreak of Coronavirus. Seniors have been staying at home to avoid potential infection. They will have a better idea of how the transition is going when attendance picks up again.

E. Spring Brochure:

The Spring Brochure will be finalized and sent to press this week. Mr. Bradley will email Marlon the updated Directors' and Committees' information.

F. Upgrading TNA Computers, TNA's Website and Social Media Presence & Direction:

18 computers in the Computer Lab and Youth Games Room are nearing the end of its life span and will need to be replaced after the Spring session. Marlon is considering 2-3 options for replacement: purchasing used parts from Free Geek to be used as a teaching aid for staff and Youth who want to learn how to assemble a computer; or buying refurbished computers already assembled at \$130 plus each. The replacement computers will require at least 8 GB of RAM to properly operate graphic processors.

7. NEW BUSINESS**A. Correspondence:****B. Upcoming Events:**

March	2:	Sustainable Funding Task Force Meeting
March	3:	Finance Committee Meeting With the Pace Accounting Team
March	5:	APG Meeting
March	9:	FCC Meeting
March	16:	Programs Committee Meeting
March	23:	TNA Board Meeting

C. Family Day Event:

77 people attended the Family Day Event on Saturday, February 15. The event received good feedback and operated similarly to a mini-Canada Day celebration with arts and crafts, play equipment for the kids and snack food. Marlon and the Youth staff will plan a similar Family Day Event next year. Partial funding for the event came from the BCRPA Grant, received just four days before on Tuesday, February 11. The Chair commended the Youth Team and YIP for quickly putting the event in place.

8. COMMITTEE UPDATES**A. Fitness:**

The last meeting was held on Monday, February 10 with two Board Directors in attendance, Mr. Mah and Ms. Tan. Meeting minutes and financials were tabled and emailed to the Directors. December and January have been good months in terms of finances.

B. Programs:

The Programs Committee met on February 19, 2020. Meeting minutes were circulated on table and emailed to the Directors. Two new Committee members have been recruited and will attend the next meeting.

C. Chinese Seniors:

The CSG is holding off on planning new events until attendance increases. Currently, there are not any Chinese New Year or birthday celebrations planned.

9. ADJOURNMENT:

The meeting adjourned at 7:49 PM on motion by Mr. Mah, seconded by Ms. Poon.
Next Board Meeting: Monday, March 23, 2020 at 6:00 PM.