



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, February 22, 2021 @ 6:25 PM

BOARD MEETING MINUTES

IN ATTENDANCE:

Executive Directors: Mike Bradley, President & Chair
Joan Poon, Vice-President
Ken Costea, Treasurer

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

Absences/Regrets: Benny Mah, Secretary
Thomas Tai
Samuel Ho

Guests: None

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: 6:34 PM.

Chair M. Bradley called the Directors' meeting to order at 6:34 PM. A majority Board Director quorum of eight (8) was present, (mandatory minimum: seven [7] for motion voting purposes), comprised of Executive Directors, excluding the President and Chair and Directors-at-Large.

2. APPROVAL OF THE AGENDA FOR THE FEBRUARY 22, 2021 BOARD MEETING:

MOTION: That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held on Monday, February 22, 2021, circulated to the Directors by email, be approved.

Motion moved by Ms. Carias and seconded by Ms. Marino.
Motion unanimously passed.

3. APPROVAL OF THE TNA BOARD MEETING MINUTES OF JANUARY 25, 2021:

MOTION: That the Minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting, held by conference call on Monday, January 25, 2021, as edited by the Secretary, and circulated to the Directors by email, be approved.

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

4. PRIORITIZED BUSINESS:

A. Demonstration of the TNA Database by Joan Poon:

Ms. Poon demonstrated the new TNA database to the Board through the screen sharing function in the Webex platform. The database is housed in the cloud and reached through the internet using URL: thunderbirdportalcc.ca. Users are first asked to log in with their assigned membership, labelled either administrator member, non-member or reader, which are assigned different levels of access within the database. To protect TNA members' personal information, an additional security function was created using two factor authentications with Google. To log in to the database, users must have the application Google Authenticator downloaded on their phone. When they log in, the website will prompt users to dial in a 6-digit code which is sent to their phone through text messaging.

Users who are assigned administrator status have the ability to activate new users, deactivate existing memberships and update member information. The database is searchable through various filters. It tracks the active status and contact information of CC members, Committee and Board members and TNA employees, as well as inventory assets using searchable fields such as; description, photo, approximate value and serial number. The administrator is able to upload files to a member's page, such as: their opt-in/opt-out status, email address, volunteer registration and signed Code of Conduct form, or a photo release. The database also tracks attendance at Committee and Board meetings, and volunteer credits.

Ms. Poon suggested that the new auxiliary position upload the existing member information from ActiveNet into the new Thunderbird portal, transferred first through an Excel data sheet. After the initial transfer, the auxiliary position would be in charge of maintaining the database with new information as it comes in.

After some discussion, Ms. Poon agreed to request from the developer the following additions: "Room/location" field for inventory assets, "Membership expiration" field for CC patrons and if possible, the ability to upload information from ActiveNet directly into the new database for editing, as a one step process.

B. Financial Update – September 01, 2020-January 31, 2021 – 5 Periods:

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

Total Gross Revenue from Grants 2020 YTD of \$133,611 was down (\$34,833) from 2019 YTD and up \$32,383 from period 4.

Total Gross Revenue from Fees 2020 YTD of \$68,230 was down (\$132,832) from 2019 YTD and up \$18,306 from period 4. Fee revenues from the following key areas were as follows:

- Program Fees 2020 YTD of \$65,552 were **down (\$78,819)** from 2019 YTD.
- Rental Fees 2020 YTD of \$0 were **down (\$9,463)** compared to 2019 YTD.
- Birthday Party Revenue 2020 YTD of \$0 was **down (\$29,837)** from 2019 YTD.
- Pass Fees 2020 YTD of \$1,126 from the Fitness Centre were **down (\$12,034)** from 2019 YTD.
- Special Events/Vending/Fax Revenues 2020 YTD of \$80 were **down (\$2,636)** from 2019 YTD.

Total Gross Revenue (Grants and Fees) 2020 YTD of \$201,841 was down (\$167,665) from 2019 YTD and up \$50,689 from period 4.

Total Expenses 2020 YTD of \$159,825 were **down (\$168,954)** compared with 2019 YTD and **up \$16,489** from period 4. The reduction in expenses from YTD 2019 was mainly due to significant savings in Wages

and Benefits (including Birthday Party) 2020 YTD, that were **down (\$74,539)** and Program Expenses/Supplies 2020 YTD that were **down (\$9,647)**. Expenses were also **decreased** by Government COVID Temporary Wage Subsidies of **\$81,703** received in the period. Program Equipment 2020 YTD costs were **up \$3,303** from 2019 YTD and Office and Administration 2020 YTD costs were **up \$1,699** from 2019 YTD, due to necessary expenditures on COVID signage and sanitization supplies.

Total Gross Revenue minus Total Expenses 2020 YTD shows a **surplus of \$42,016 up \$1,289** from 2019 YTD and **up \$34,200** from period 4.

Mr. Bradley referenced the Statement of Revenue and Expenses - Actual document for the period, to note the program areas that were in deficit from operations, before deducting Facility Costs: Preschool (\$643), OSC (\$13,887), Fitness Centre (\$1,919) and Computer Lab (\$1,898) - due to the purchase of refurbished computers. Birthday Parties continued to be non-operational due to the Provincial Health restrictions on gatherings. The Fitness Centre operations were discontinued in mid-December due to a lack of patronage, COVID capacity and the small size of the facility.

Program areas that were in a substantial surplus, before deducting Facility Costs, included: Cap-C \$2,002, Children \$2,355, Youth \$7,320 and Seniors \$12,481, due to the timing of grant revenue and for Youth and Seniors, the inability to spend grant funds due to COVID restrictions. The overall surplus on operations is attributed to a modest increase in revenue and the month-over-month increase in CEWS funding of \$20,652.

C. Staff Related – Programmer and RFC Positions:

Darilyn Dennis will begin her 5-month contract as Thunderbird CC's programmer, on March 1. She is a long-time programmer who has worked at multiple sites, most recently the West End CC. She will be filling in for Ms. Nicholson, who remains in her temporary role as PB Field/Facility Programmer.

Amy Mergaert will be temporarily filling in as Thunderbird CC's RFC, beginning on March 8. She is experienced in customer service and was the previous head cashier at Killarney Pool, which is a big facility with a large volume of visitors.

Many CCAs have been having trouble finding substitute childcare employees since the start of the pandemic. When an ECE Preschool teacher at TNA recently fell sick, and unable to find a substitute, staff had to consult with licensing to inquire if there was an alternative to temporarily shutting down the program until the teacher returned. Fortunately, licensing said that in emergency instances, the Preschool may continue operations for up to 30 days with a certified assistant, rather than an ECE teacher. Kim recently received her certification and was able to temporarily fill the vacant position.

Ms. Clark Geraghty is mentoring a student enrolled in an ECE program at a college. She hopes to recruit the student to a full-time position with TNA when the student graduates.

D. Grants Update – Gaming Branch Grant Approved, With Conditions:

The Summer Grant was submitted and staff is awaiting a response.

The Gaming Grant of \$87,000 was approved, but with conditions. It was noted that, in the future, the grant funds will only become available if TNA is able to meet specific regulations around unrestricted funding.

E. Decision on Ultimate Purpose of TNA Currently Restricted Funds:

In the Gaming Branch letter awarding the grant, it was noted that TNA may be temporarily denied funds from the Gaming Grant in the future. Grant regulations state:

“If a Grantee has more than 50% of the previous fiscal year’s operating expenses (2020 Audit: \$679,235 x 50% = \$339,618) remaining in the form of unrestricted cash and investments (2020 Audit: \$173,066), they will

be deemed temporarily ineligible to receive the Gaming Grant funds. TNA is compliant with this regulation, however; the following regulations, previously unknown to the TNA executive, also apply:

“General purpose, “rainy day”, vaguely-defined general maintenance and contingency funds (2020 Audit: 3-month restricted Operating Reserve of \$143,189) are all considered unrestricted funds.” [also] “Internally restricted funds will be considered unrestricted after they have been reserved for more than 3 years.”

“Internally restricted funds for building and land development costs (2020 Audit: restricted capital reserve of \$192,811) will be considered unrestricted after 5 years.”

Under these Gaming Branch regulations all of TNA’s reserves, currently restricted and unrestricted (\$173,066 + \$143,189 + \$192,811 + \$4,398 = \$513,464), are now considered unrestricted. To continue being eligible to receive Gaming Grants of \$87,000 per year, TNA must, in the next 5 months reduce reserves by more than (\$513,464 - \$339,619=) \$173,845. Mr. Bradley asked the Directors and staff to suggest ideas on how best to invest this money in worthwhile projects for the Centre.

In addition, the Gaming Branch letter noted; “Guideline 4.3 states that for each eligible program, government funding for provincial and federal sources cannot exceed 75% of actual operating cost in the previous fiscal year.” Apparently, both the funding for youth and seniors’ programs currently exceed 75% of the government funding limit. Ms. Trach will determine how to adjust grant expenditures in these two program areas.

In previous Board meetings, Directors discussed the possibility of funding a CC building expansion. However, a building expansion would cost significantly more than is available through the unrestricted cash reserves. There was also a suggestion to set up a Conex container filled with equipment and supplies to support the community in case of emergencies.

A Director voiced a concern that If TNA chose to spend their unrestricted funds on a project, could the Gaming Branch still withhold funds? Mr. Bradley thought this was possible but unlikely, since TNA would have brought its finances into compliance with the Grant regulations.

5. BUSINESS ARISING:**A. Projects In Progress (Installation of Appliances, Updating Provincial Requirements):**

After an extended delay, all of the new appliances in the kitchen have been installed. Ms. Trach said that the VSB maintenance staff that was in charge of coordinating the installation/removal of kitchen appliances had gone on sick leave, with no backup to complete the project.

B. TNA Wage Step System Update – One Employee Requires Reimbursement:

The TNA Wage Step System was reviewed. One employee was found to have missed a salary step increment and will be reimbursed an amount of \$3,106.

C. Employee Contracts:

Mr. Bradley spoke with Ms. Kathleen Bigsby, President of Kerrisdale CC and Ms. Peggy Griesdale, President of Dunbar CC about the new requirements for employee contracts, as discussed in the January 25, 2021 meeting. Employment contracts must state explicit cause for all employee dismissals and layoffs. TNA may join with Kerrisdale CC and Dunbar CC to split the cost of a labour lawyer to update employee contracts for permanent staff. Ms. Bigsby may have a legal contact from her previous employment at Kwantlen College.

D. New Logo for Thunderbird CC:

Mr. Bradley reminded the Directors to forward him the suggested artists' contact information to design a new Thunderbird CC logo.

E. Banner Project Information Update:

Ms. Lord-Cotton, who helped coordinate the Banner Project in previous years, forwarded a company quote to print new banners as \$6,500 back in October 2017. The quoted cost of removing the old banners and installing new ones was approximately \$2,200. According to those figures, the total cost of renewing the project would total \$8,700, though the rates may have gone up in 2019. Should the Board choose not to renew the project, the cost to remove the mounting hardware is estimated at \$2,100.

A Director asked whether the community has had any feedback on the effectiveness of the banners. Mr. Bradley mentioned that though there is no written feedback, some positive comments have been noted over the years. It is difficult to poll sentiments on various topics through the Centre office. Four years ago, the Programs Committee, in concert with the Programmer, reduced the number of seasonal brochures distributed to the community by half, then two thirds, to see if it would affect the volume of program registrants. This experiment yielded little change in program revenue. Further discussion included a request for feedback about the banner project on program registration forms. The problem with adding this task at registration is that the process is concentrated in time and patron patience, so we can try but likely the response will be limited.

Ms. Marino mentioned that the Banner Project was originally a grant funded community project, with students, staff, and patrons collaborating with the artist- in-residence to create a design. Though it was a huge effort on the part of the coordinators, the community was proud to see their work and the banners received great feedback.

Reinstating the Banner Project would help TNA spend some of their unrestricted capital funds. Mr. Bradley will contact the previous artist of the Banner Project, Yoko Tomita, to see if she would be open to working on the project again.

6. NEW BUSINESS:

A. Correspondence – Regarding Reconciliation:

Mr. Bradley received correspondence from Ms. Cynthia Lowe at Britannia CC. She asked about TNA's activity with the First Nations reconciliation process since the last presentation at Hastings CC, some four years ago. Mr. Bradley said TNA would be prepared to engage in another presentation around reconciliation. The last presenter was excellent and his educational talk was well received by the Board and the Directors.

B. Association Presidents Group (APG):

The APG minutes and a PowerPoint presentation from the CoV Social Planning Department were distributed to the Directors by email. Social Planning is preparing for an increase in the CoV population. They expect an

influx of about 150,000 people moving to the CoV between now and 2030. In various surveys, they found up to 25% of people have reported difficulty connecting with community services. A whole range of issues commonly found in big cities was reported: loneliness, depression, issues with housing and equity. Some suggestions will be made about how to extend social services, using existing physical structure, such as CC buildings.

A new senior planner, Ms. Lyla Todd, was hired at PB to oversee the renewal of facilities. A new engineering assistant, Jason Jottie, was hired to review and direct CC repairs below an unspecified amount in the JOA, estimated at \$50,000. PB posted an employment ad for a community engagement position that is supposed to focus on the relationships between the CoV, PB and CCAs that will work with the APG to resolve emergent issues.

There is ongoing interest by PB and CCAs in conducting remote programming through virtual platforms like You Tube. Mr. Bradley said that once TNA secures a programmer, they can assess the possibility of creating remote programming options.

C. TNA Website Is In Need of Renewal:

The current TNA website was created by a former computer student at SFU. He did not document his website creation process, which makes it difficult for staff now to modify the original code. Mr. Bradley requested that the Directors look at other CCA websites, eg.; Dunbar, Kerrisdale, Hastings and Trout Lake, and contact him with their suggestions for the TNA website.

D. Upcoming Events:

February 25:	APG Meeting
March 15-26:	Spring Break Day Camp
March 19:	APG Meeting
March 20:	First Day of Spring, Catchment Registration at Thunderbird
March 22:	TNA Board Meeting
March 27:	Public Registration at Thunderbird
March 29:	Preschool Registration

7. COMMITTEE UPDATES:

A. Fitness: No meeting.

B. Programs: No meeting.

VSB maintenance visited the CC to look at the women's washroom. The tiles have been separating from the floor. The CC will have to close for 2 days during the repair, which will likely happen after Spring Break.

The Family Day project funded by the BCRPA grant of \$1,000 was well received by the community. Instead of hosting the regular Family Day event, staff organized several "to go" craft bags for families which included activity materials and instructions. A total of 100 bags were made for the families of the OSC and Preschool students. Priya also gave some to the youth and family drop-in program.

Ms. Trach said that as the season transitions into Spring, staff is looking at organizing outdoor programming such as with the Moresports program. Mr. Costea noted that outdoor programming during lunch hour, using the school gym, will have to be coordinated by staff as students are split into cohorts assigned to their own areas around the school.

C. Chinese Seniors: No meeting

8. **ADJOURNMENT:**

The meeting adjourned at 8:28 PM: Motion moved by Mr. La Vallee, seconded by Mr. Costea

Next Board Meeting: Monday, March 22, 2021 @ 6:25 PM

Mike Bradley, President

Benny Mah, Secretary

Marianna Vilchez, Recorder