



THUNDERBIRD NEIGHBOURHOOD ASSOCIATION

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REGULAR BOARD MEETING BY CONFERENCE CALL

Monday, June 28, 2021 @ 6:30 PM

BOARD MEETING MINUTES

IN ATTENDANCE:

Executive Directors: Mike Bradley, President & Chair (*proxy for David La Vallee*)
Joan Poon, Vice President (*arrived at 6:36 PM, proxy for Benny Mah*)
Ken Costea, Treasurer (*proxy for Sandra Marino*)

Directors-at-Large: Samuel Ho
Sandra Dare

Absences/Regrets: Benny Mah, Secretary
Jessica Carias
David La Vallee
Sandra Marino
Thomas Tai
Vanessa Tan

Guests: Gwen Giesbrecht, VPB Commissioner (*left at 6:34 PM*)

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

Recorder: Kelly Rolland

1. CALL TO ORDER:

Conference call meeting by Webex, Call to Order at 6:35 PM.

The meeting was conducted on the 2nd day of the "Heat Dome", breaking seasonal and record temperatures above 40°C throughout BC. Business was kept to a minimum as participants felt quite uncomfortable.

Chair M. Bradley called the Directors' meeting to order at 6:35 PM. A majority Board Director quorum of seven (7) was not present except by proxy, as noted above (mandatory minimum: seven [7] for motion voting purposes), comprised of Executive Directors and Directors-at-Large.

Chair M. Bradley pronounced the land acknowledgment, expressing with great gratitude, that we are gathered on the traditional, ancestral and unceded territory of the Coast Salish peoples—Skwxwú7mesh (Squamish), Stó:lō and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̍əm (Musqueam) Nations.

2. APPROVAL OF THE AGENDA FOR THE JUNE 28, 2021 BOARD MEETING:

MOTION: That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held on Monday, June 28, 2021 and circulated to the Directors by email, be approved.

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

3. APPROVAL OF THE TNA BOARD MEETING MINUTES OF MAY 31, 2021:

MOTION: That the Minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting, held by conference call on Monday, May 31, 2021, as edited by the Secretary, and circulated to the Directors by email, be approved.

**Motion moved by Mr. Ho and seconded by Mr. Costea.
Motion passed unanimously.**

4. PARK BOARD REPORT – Commissioner Gwen Giesbrecht:

Commissioner Giesbrecht left the meeting before it was called to order; however, the PB meeting highlights were emailed to the Directors in advance. She requested that the Directors send any questions to her by email.

5. PRIORITIZED BUSINESS:

A. Financial Update – September 01, 2020 to May 31, 2021 – 9 Periods:

Chair M. Bradley provided an overview of the financial statements that were circulated by email. He noted that PACE Accounting's presentation format is still a work in progress, as they adjust the output from Quick Books. The report will be reformatted and presented at a later date. Referencing the Statement of Revenue and Expenses (newly titled as Profit and Loss Comparison) as follows:

Total Gross Revenue from Grants 2021 YTD of \$252,407.45 was down (\$32,850.99) from 2020 YTD and up \$28,465 from period 8.

Total Gross Revenue from Fees 2021 YTD of \$129,726.18 was down (\$120,069.79) from 2020 YTD and up \$12,798 from period 8. A list of Fee revenues from various areas was not available.

Total Gross Revenue (Grants and Fees) 2021 YTD of \$382,133.63 was down (\$152,920.78) from 2020 YTD and up \$41,263 from period 8.

Total Expenses 2021 YTD of \$261,468.06 were down (\$195,627.98) compared with 2020 YTD and up \$31,679.06 from period 8. The reduction in expenses from YTD 2020 was mainly due to significant savings in Wages and Benefits (including Birthday Party) 2021 YTD, that were down (\$85,578.35) but up \$40,101.53 from period 8 and Program Expenses/Supplies 2021 YTD that were down (\$19,160.35) but up \$436.76 from period 8.

Expenses were also **decreased** by Government COVID Temporary Wage Subsidies of \$171,372.78 in 2021 YTD, up \$18,000 from period 8. Accounting, Audit and Legal fees were up \$3,510.50 from period 8.

Total Gross Revenue minus Total Expenses 2021 YTD shows a surplus of \$120,665.57, up \$42,707.20 from 2020 YTD and up \$9,583.94 from period 8. The overall surplus on operations is attributed to a modest increase in revenue, low expenses and the month-over-month increase in CEWS funding of \$18,000.

Mr. Bradley referenced the Statement of Revenue and Expenses - Actual document (newly titled as Profit and Loss by Class) for period 9, noting the program areas that were in deficit from operations, before deducting Facility Costs: OSC (\$17,524), Family (\$2,651), Fitness Centre (\$2,123), Computer Lab (\$1,693) - due to the purchase of refurbished computers, and Summer Programs (\$41,693). 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 but resumed in May at 1 person per hour.

Program areas that were in a substantial surplus, before deducting Facility Costs, included: Preschool \$15,948, Cap-C \$1,975, Children \$6,183, Youth \$7,324 and Seniors \$24,144, due to the timing of grant revenue for Youth and Seniors and inability to spend grant funds due to COVID restrictions.

Chair M. Bradley stated that the financial statements are approved by the Board every quarter. The following motion was tabled:

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board approve the financial statements as presented for September 01, 2020 – May 31, 2021, 9 periods.

**Motion moved by Mr. Costea and seconded by Mr. Ho.
Motion passed unanimously.**

B. Updated Quotes on Various Projects:

Projects that have received quotations or approval include:

- VSB provided a quotation of \$4,400 for lockable cupboards.

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board approve the VSB quote of \$4,400 to install lockable cupboards in the Family Drop-In Room.

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

- Commercial dishwasher for OSC and Preschool - awaiting quote.
- Appliances quoted include:
 - OSC (new refrigerator and upright freezer to replace old),
 - Youth Office (new refrigerator and freezer covered under a grant from City Foundation), and
 - Kitchen upstairs (new small chest freezer to replace old).

Invoice from Trail Appliances for all the new items came to \$5,261.36, noting approximately \$2,727 will be funded by the City Foundation Grant.

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board approve the purchase of the new appliances (refrigerators and freezers) as quoted by Trail Appliances for a total of \$5,261.36, including approximately \$2,727 funded from the City Foundation Grant.

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

- As discussed at the previous meeting, Mr. Costea received a quotation of \$1,400 from Long & McQuade on a new sound system, including an amplifier and speakers, for use at Board meetings, in-house events within the multi-purpose room, and outdoor events.

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board approve the purchase of a new sound system for \$1,400 from Long and McQuade, as presented at the May 28, 2021 Board meeting.

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

Projects pending quotations include:

• Mr. Costea suggested that the metal cranks used to raise and lower the basketball hoops have worn out and need to be replaced. Chair M. Bradley asked Ms. Trach to obtain a quotation from VSB to replace the metal cranks as soon as possible, due to its extensive use in programming. Mr. Costea will also arrange an independent quotation and forward it to Ms. Trach.

The quotation to replace the running deck on the treadmill in the Fitness Centre has not been received. Ms. Trach will follow up again with the supplier.

VSB quotes to renovate the main office, to quieten the ventilation system in the multipurpose room, to provide air conditioning in the main and programmer's office, and to establish 3 or 4 concrete pads to support concrete benches between the trees on the west side of the CC parking lot, have not been received. Ms. Trach will follow up with VSB on these quotes.

C. Staff Related:

Mr. Flores and Ms. Priya Brar (Youth Worker) requested that one or two youth for the Youth Transition Program (YTP) be hired. The YTP is slightly different than the YIP (Youth Incentive Program) that was established years ago and is specifically targeted for vulnerable youth. The YTP will employ vulnerable youth for various projects over the summer for 8 weeks. This mentorship will provide them with workplace skills and motivation by shadowing other Youth Workers and working on projects, such as running the concession stand at Sunrise Park. Compensation for two youth will be basic minimum wage, to an approximate total of \$3,300 for the season.

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board approve up to \$3,300 in wages for two youth to be employed in the Youth Transition Program for 8 weeks this summer.

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

D. Grants Update:

Ms. Trach noted that staff is currently working on completing paperwork for the Summer Grant to provide extra help. TNA is applying for a YMCA grant to sponsor an exchange student as an extra staff member. Chair M. Bradley will sign the paperwork this Thursday to complete the application.

E. Banner Project Information Update:

A quotation from Textile Images is in progress. Yoko Tomita, the project artist, needs additional artwork from various program areas. Ms. Chow will liaise with Ms. Tomita to provide the artwork and further direction on a painting space at TCC. The Sunseekers Day Camp program starts early July 5/6. Permission to replace the street banners has been received from CoV, subject to approval of the new artwork.

F. Future Planning – COVID Phase 3 – Birthday Parties and FC Restart:

In light of the low COVID-19 case numbers, public health orders (PHOs) are being lifted on July 1 as BC enters Phase 3 of reopening protocols. Ms. Trach noted that VPB will no longer have COVID-19 Safety Plans. These plans will transition to Communicable Disease Safety Plans to be adaptable to any current health conditions. WorkSafe BC will provide guidance but there is no timeline determined for the development and rollout. For birthday parties, previous Leaders have indicated they will not be returning. As such, staff is looking at employing Day Camp Leaders to start, perhaps in late to mid-October, as they transition out of the Day Camp season. Very few inquiries for Birthday Party bookings have been received.

The Fitness Centre, once COVID cleaning protocols are lifted, will be up and running relatively quickly when the new Safety Plan is established, closer to September.

G. Database/Board Support Coordinator Hired:

Three candidates were selected during the interview process for the Database/Board Support Coordinator position. Two candidates were from BCIT and the other lead candidate was well versed within the CC realm and in-service management. The lead candidate unfortunately wasn't able to accept the job after securing alternative employment. The next preferred candidate, Ms. Pardeep Ranouta, has accepted the position full time for now and part time when she returns to BCIT in September. She is now working on the Staff Benefits Manual and will use TCC's server connection to the "work drive" to start working on the TNA Board Policies and Procedures Manual. She will be using the accountant's office at TCC when not working remotely, reporting directly to Chair M. Bradley.

H. Child Care to be Transitioned to Ministry of Education by 2023:

An important issue was raised at the APG Meeting, that child care will be transitioned from the Ministry of Children and Families (MCF) to the Ministry of Education (MoE) by 2023. The transition is to advance the government's program of providing child care at \$10/day and advocate equity, inclusivity and accessibility throughout BC. Chair M. Bradley expressed concern particularly surrounding TCC's OSC, stating that the intention seems to have OSC operate with early childhood education (ECE) certified staff, but currently our child care staff is not ECE certified. He speculated that negotiation of grandfathering the TCC's existing child care programs may be possible as an alternative to VSB providing child care in the Thunderbird Elementary School. As the transition unfolds, Chair M. Bradley will report back to the Board. Ms. Trach commented that from internal discussions, CoV Social Planning representatives expressed the view that schools do not have the capacity to move forward with the transition quickly and the process will unfold over the long-term.

I. Board Empowers Executive Directors to Make Financial Decisions During July 2021 Break:

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board empowers the Executive Directors to make financial decisions on behalf of the Board throughout the July summer break in Board meetings. The Executive Directors will report to the Board in late July and normal activities will resume at the following Board meeting on August 23, 2021.

**Motion moved by Mr. Ho and seconded by Ms. Dare.
Motion passed unanimously.**

6. BUSINESS ARISING:**A. Projects in Progress – Staff Benefits and Board Policy and Procedures Manual:**

Chair M. Bradley expressed that he is hoping all the information is gathered in the next 2 weeks to enrol staff and establish clear lines of communication between Federation, Imperial, PACE Accounting, TNA and Ms. Trach. Ms. Ranouta will be assisting with documenting the benefits and procedures details. Once the staff benefits project is complete, she will be working on the Board Policy and Procedures Manual.

B. Centre Updates (COVID Phase 2, Programming, Current FC Participation):

Ms. Trach noted that regarding the heat emergency and school closures, she decided it was important to offer some sort of service in terms of child care. Ms. Wong called families who may need care for the day and was able to provide care for a handful of children. The portable is slightly cooled by air conditioning maintaining a consistent temperature of 30°C. TCC remained open, though programs were limited, despite other CCs within Vancouver being closed. Part of the COVID Safety Plan includes using fans for proper air circulation and opening the doors throughout the CC for the safety of staff and patrons. She will keep an eye on the CC temperatures, noting a cooling trend is forecast for later in the week.

The Fitness Centre is air conditioned, operating with one patron per hour using the facilities and has been booked solid. Staff is looking forward to COVID restrictions being eased starting July 1, to allow for more patrons within the space.

Staff is preparing for Summer Day Camps which are being received quite well. Ms. Brar is offering Youth Camps; however, registration is relatively low. This age group tends to hold off on registering until patrons can confirm if their friends are also registered, which is typically closer to the program start date.

Playgrounds are also being hosted at Sunrise Park, offering arts and crafts Monday through Friday. With the heat emergency, they tried to open Sunrise Park earlier; however, the drain at the splash pool was blocked and couldn't open. Ms. Trach stated that the drain will be repaired closer to July 1.

The last day of Preschool was on Friday. Staff is now transitioning from their regular to summer programs by working on preparation and cleaning.

Ms. Mergaert, the office RFC, is doing well. Ms. Dennis will know more about the status of her position in July and Ms. Brar has been doing a wonderful job. Staff did note that the heat was intolerable in the programmer's office and used a portable a/c unit. Chair M. Bradley asked Ms. Trach to request a quotation from VSB to provide a/c in the CC.

C. Skeena Housing Complex Renovation:

A public survey on the Skeena Housing Complex Rebuild (link was emailed to the Directors) has been distributed by CoV to consider high level concepts, such as: inclusivity, transportation access, community and more. The Rebuild proposes a mixed market housing model that may include business amenities, reminiscent of Beulah Garden Housing or possibly Brentwood Mall. BC Housing and CoV are at the early onset of public engagement through the next 5 years and Chair M. Bradley requested that all the Directors participate in the survey. It is important that TNA is identified as a group that has an ongoing interest in what happens at Skeena.

He asked, when filling out the survey and for future engagement initiatives surrounding this project, that Directors evaluate impacts on low-income and vulnerable populations, sight-lines (height of the overall development), densification of the area and how to mitigate the construction impacts on the community.

7. NEW BUSINESS:

A. Correspondence:

None noted.

B. APG Report – Minutes from the June 03 Meeting and June 10 APG/VPB Strategy Meeting:

The APG report was distributed to the Board by email for review. Of note, Ms. Kate Perkins (VPB) detailed her new role with VPB and that she is currently creating a distilled version of the JOA and Delegation of Duties document which will be distributed to members for their Boards. Ms. Sarah Lusina (Trout Lake) presented more information on the Communities for Climate Hope (C4CH) initiative, while members question third-party philanthropic agencies involved with the Women for Climate (W4C) mentorship which fostered the development of the project. Select APG members expressed concerns of a potential conflict of interest with the CCAs' charitable status and constitution if the CCAs were to fund the C4CH project.

VSB and CoV started an initiative on accessibility of menstrual products in both gendered washrooms and discussion of who will supply the products to the patrons for free. The CoV facilities and VSB would likely fund their own locations; however, CCs may need to evaluate how the initiative will be rolled out locally.

In terms of Governance, the APG struck an Executive Committee and a Task Force for short-term projects, such as the website update. The Executive Committee is an interim committee comprised of Past Presidents for a term of 6 months, and will focus on recruiting a long-term Chair.

In regards to the transition of the child care from MCF to MoE, Ms. Rita Chudnovsky, who works with the Province, will be invited to attend a future APG meeting. The APG minutes have been distributed to TNA Directors for further details.

A system-wide meeting with PB was hosted on June 10, 2021 to discuss facility renewal. A survey was distributed to the APG members to assess how the group would like to participate moving forward. Additional dates were scheduled for all APG members to attend the facility renewal meetings with VPB, CoV and the Project Consultants covering the 8 foundational points of the Strategy Plan. Traditionally, the Presidents convened and developed a group proposal for which CCs were most in need of replacing in the 5-year CoV Capital Plan. Consultants have been hired now that the CoV is involved in the next Capital Plan. The planning meetings and webinars will be hosted over the next 2 months with all APG members in attendance; ideally the September session is earmarked to be in-person.

C. Upcoming Events:

- July 01: Canada Day: Statutory Holiday, TCC Closed
- July 05: Start of Summer Day Camps
- July 08: APG Meeting
- July 13: Programs Committee Meeting
- July 15: APG/PB City-Wide Strategy Meeting #1
- July 29: APG/PB City-Wide Strategy Meeting #2
- August 12: APG/PB City-Wide Strategy Meeting #3
- August 13: Programs Committee Meeting
- August 23: TNA Board Meeting (tentatively in-person)**
- August 27: Last Day of Summer Day Camps
- September 16: APG/PB City-Wide Strategy Meeting #4 (tentatively in-person)

8. COMMITTEE UPDATES:

A. Fitness: No meeting was held.

B. Programs:

The June 8, 2021 report was distributed. The Chair noted one of the suggestions for future programming could include coding or technology for children.

C. Chinese Seniors: No meeting was held.

Ms. Dare will survey the group to determine when most would like to return, potentially in September.

9. ADJOURNMENT:

The meeting adjourned at 7:31 PM.

Next Board Meeting: Monday, August 23, 2021 @ 6:25 PM (tentatively in-person)

Mike Bradley, President



Benny Mah, Secretary

Kelly Rolland, Recorder