



THUNDERBIRD NEIGHBOURHOOD ASSOCIATION BOARD MEETING MINUTES

Monday, January 27, 2020, 7:00 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
Ken Costea, Treasurer
Benny Mah, Secretary

Directors-at-Large: Jessica Carias
Sandra Dare
David La Vallee
Charles Leong
Thomas Tai

Absent/Regrets: Iliaz Ali
Sandra Marino
Vanessa Tan

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

Guests: Ms. Gwen Giesbrecht, Commissioner and TNA's Liaison to PB

Recorder: Marianna Vilchez

1. **CALL TO ORDER:**

Regular Meeting Call to Order:

Chair M. Bradley called the Directors' meeting to order at 7:07 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 JANUARY 27, 2020 BOARD MEETING:**

MOTION: That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, January 27, 2020, circulated on table, be approved.

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

3. APPROVAL OF THE DECEMBER 16, 2019 REGULAR BOARD MEETING MINUTES:

MOTION: That the Minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, December 16, 2019, circulated on table, as edited by the Secretary, be Approved.

Motion was not moved.

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

Ms. Giesbrecht reported that excavation at the new Smithe and Richard park began earlier this month. The innovative park will be located within a highly congested downtown area and has been designed to utilize vertical space. It will have a 2-level design, an elevated pedestrian walkway and space for commercial shops.

PB approved a recommendation from staff to renew the Queen Elizabeth Park area. Some key points to be addressed are: how to better facilitate the rain water drain off, the Park's large area of asphalt and what the community would like to see in the Park's redesign.

An expansion of electronic vehicle charging stations will be built adjacent to many CoV Community Centres. Thunderbird is not currently expected to be a part of this project.

The Polar Bear swim on January 1st, 2020 had its largest ever participation, with 5,000 registrants and many more in attendance.

The Board will meet in the coming weeks with elected leaders from the Musqueam, Squamish and Tsleil-Waututh nations to discuss plans for the new Northeast False Creek Park.

5. PRIORITIZED BUSINESS:**A. Financial Update - September 01-December 31, 2019 - 4 Periods in 2019-2020 Fiscal:**

Ms. Trach circulated on table the unaudited Statement of Revenue and Expenses for the 4-month period, September 01, 2019-December 31, 2019.

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

Total Gross Revenue from Grants 2019 YTD of \$128,388 was **up \$13,926** from 2018 YTD.

Total Gross Revenue from Fees in 2019 YTD of \$161,679 was **up \$31,646** from 2018 YTD.

- Program Fees YTD were **up \$23,095** 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 \$4,091** in 2019 YTD compared to 2018 YTD.
- Birthday Party YTD revenue was **up \$470** from 2018 YTD.
- Pass Fees YTD in the Fitness Centre were **up \$2,406** from 2018 YTD.

Total Gross Revenues (Grants and Fees) YTD of \$290,067 were **up \$45,572** from 2018 YTD.

Total Expenses YTD were \$254,021, **up \$19,229** compared with 2018 YTD, mainly due to an increase in total wages and benefits of **\$21,825** from 2018 YTD.

Gross Total Revenue minus Total Expenses 2019 YTD shows a **surplus of \$36,046, up \$26,343** from 2018 YTD.

B. Revised 2020 TNA Budget:

Ms. Trach previously devised a 2019-2020 budget for TNA that showed a deficit of \$20,000. However, based on the trend of finances so far this fiscal year, due to an increase in net revenue and additional grants, the budget will allow for about a \$20,000-\$30,000 surplus.

C. TNA Auxiliary Position - Potential Funds Available, Priorities and Posting:

Board Executives decided that before TNA begins the hiring process for the auxiliary position, an IT specialist will be hired to create a searchable database for the maintenance and tracking of Code of Conduct, patron memberships and TNA equipment inventory. While it is anticipated the databases will be maintained on an air-gapped, dedicated computer, additional security measures will have to be implemented.

After reviewing the current financials, Mr. Bradley concluded that TNA is able to put up to \$20,000 towards the new auxiliary position to fund up to the first 4 months of full-time employment.

The auxiliary position has additional tasks, that will be gradually assigned, including:

- Social media marketing and website maintenance
- Overseeing volunteer credits
- Updating Board policies and creating a digitized and searchable TNA Policies and Procedures Manual
- Updating the TNA Staff Benefit manual and Salary Step System
- Archiving patron emails and membership information into the database
- Administrative duties, as yet undefined

The plan going forward is to first define the expected types of data to be recorded or downloaded, in what form, how searchable and types of output, to assess the requirements of the relational database. The tasks of the auxiliary position, quality expectations, initial and maintenance hours and salary need to be established further to creating a posting. The Chair thinks that Ms. Poon experience will be critical to laying the foundation for creation of the database.

MOTION: To reserve up to \$15,000 to hire a TNA auxiliary staff who will have strong clerical and organizational skills and to hire an expert in creating relational database systems.

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

D. Trimming Costs - Motion Revisted:

During Monday, December 16, Board meeting the Directors agreed by motion to eliminate Board meals to trim costs at TNA. The Board decided to revisit the motion as there were two Directors absent last month.

Directors gave feedback on different elements of monthly Board meetings, some of which could cut costs. Some key points were:

- Respecting Directors' time by not allowing meetings to go past 9:00 PM
- Assign each agenda item an approximate time to transact the business
- Reducing the amount of Board meetings per year to cut costs
- The effect of eliminating meals for Executive Directors who come directly to meetings from work and do not have time to eat dinner
- Ms. Trach explained the frustration for staff; that they would have less difficulty if they could receive a confirmation of number of Directors attending and food costs before the date of the Monday night Board meeting to help alleviate some of their already busy workload. Mr. Bradley reminded Directors to confirm their attendance with ample timing to accommodate staff.

The following motions were tabled:

MOTION: To reduce the number of board meetings to 10 per year by eliminating August and December Board meetings.

**Motion Moved By Ms. Poon and Seconded By Mr. Mah
Motion Passed 7-1.**

MOTION: That Board meetings will begin at 6:30 PM and finish no later than 9:00 PM and that Executive meetings will be held from 6:00 to 6:30pm.

**Motion Moved By Mr. Costea and Seconded By Ms. Poon.
Motion Unanimously Passed.**

MOTION: To provide a modest meal for Executive Directors meetings held prior to monthly Board meetings.

**Motion Moved By Mr. Tai and Seconded By Ms. Dare.
Motion Passed 7-1.**

E. New Procedure Needed to Update Staffs' Salary In the TNA Step System:

Board Executives will sit down with TNA permanent staff in a meeting to come in March or April to discuss their thoughts on employee salaries in the 2020-2021 fiscal.

Ms. Trach reported to the Board that junior program leaders at TNA are earning nearly the same amount as senior leaders. She recommended that the Board consider adjusting the Step System to account for a rising minimum wage and its effect on staff wages.

Mr. Bradley learned that some staff at TNA were not credited with their salary increment, listed in the Step System, for the past 3 years. The amount that was in arrears is approximately \$2,000 and will be paid. In response to this, a flagging system will be created with Pace Accounting, where the CRS and TNA President will be notified of the anniversary date of a staff salary raise, for their approval.

It was suggested that the new auxiliary position be tasked with coordinating a wage and benefits book to provide full wage transparency amongst staff.

F. Grants Update:

The City Foundation Grant of \$19,000 was approved to fund new furniture in the youth Games Room and to upgrade kitchen appliances.

Staff are concerned that the Summer Jobs grant application has not yet opened for the year and the delay in the application date might impact summer day camps at TNA that rely on the funds for their activities.

Staff are applying to BCRPA to fund the Family Day weekend celebration. If accepted, the grant will provide free admission to the celebration and fun activities such as face painting.

The BC Wage Enhancement Grant application was submitted by Ms. Nicholson. If successful, the wage enhancement for our childcare staff having the ECE designation will rise from \$1 to \$2/hour.

G. Staff and Centre Updates:

Priya Brar, the new Community Youth Worker had a successful and busy first week at TNA.

Ms. Nicholson has accepted a temporary position as a Community Recreation Coordinator for Outdoor Sports Facilities as of January 31st, 2020 until September 2020. The Board thanks Ms. Nicholson for her excellent and hard work at Thunderbird Centre and wishes her the very best in her new position.

Mr. Marlon Flores will complete the Spring Brochure and assumes under-fill duties while the Programmer's position is posted.

H. APG Meeting Report - Childcare, 50th Anniversary of Earth Day/Climate Change:

A sub-committee between the APG and PB, consisting of 5 presidents has been formed. The group will discuss ideas and suggest how to allocate the \$30 million dollar grant from the Province of BC towards funding childcare services within the CoV.

In celebration of the upcoming 50th anniversary of Earth Day on April 22, 2020, PB is working with the APG to publicly launch the climate change initiative first explored in April 2019.

I. JOA Alterations - Delegation of Duties and Now Offering Credit/Debit:

Appendix A in the JOA, which states that PB supervise all CCA programs and instructors, may have to be adjusted to specify who TNA childcare supervisors report to should issues arise.

Appendix D will be adjusted to recognize debit as a form of payment at TNA.

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

Ms. Trach reported an improvement in communication between the SB and TNA. There is still a restriction on hiring of maintenance staff at VSB.

The gravity firewall at the base of the staircase leading from the foyer to the second floor drops quickly, with little warning when the fire alarm is activated. It poses a safety concern should anyone, either hearing or vision impaired, be underneath the stairs and unable to sense it falling. A meeting has been scheduled for Thursday, January 30th between the SB, TNA and fire department to discuss alternative

options and the possibility of replacing the firewall staircase with a new model containing updated safety features.

B. Sustainable Funding Task Force Meeting Report:

The Task Force is looking at dates to meet in February, as a Director was unable to meet in January.

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

The TNA Finance Committee will meet with Pace Accounting to discuss the Step System, a new flagging system for wage raises, the effects of minimum wage on staff salaries and joint communications issues.

D. Chinese Seniors Group Transitioning to Programs Status:

The CSG is still unsure about the new arrangement. Members have had little time to experience the effects of the transition due to extreme weather conditions and travel restrictions.

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

Ms. Nicholson and Ms. Chow put the Parent-Tot equipment into a separate storage space to be released back to Strong Start when a liability clause is signed between the SB and TNA.

F. Vantage Point Workshop:

TNA has been offered a free Vantage Point Workshop. The Fundraising Workshops have been successful and all offerings are sold out. Mr. Bradley read aloud the available workshops that may be of interest to the Directors:

Organizational Life Cycle, Assessing Capacity – May 20, 2020

Operational Planning Bootcamp – July 9, 2020

Human Resources Tools for Recruiting – September 22, 2020

Board Fundamentals – September 24, 2020

G. Community Christmas Dinner - Review:

Mr. Bradley asked the Board to sign thank you cards for groups and individuals who helped make the Community Christmas Dinner a success, including Mr. Iliaz's cousin for donating 100lbs of potatoes and The Christmas Bureau for providing presents.

Staff and volunteers were pleased with the number of Board members attending the event. Attendees were able to speak with Directors and provide feedback on TNA programs.

Some constructive criticism for next year: The musical group should begin playing as attendees first sit down to eat and the musicians can eat after the event.

Mr. Bradley recognized Ms. Chow's contribution to the event. It would not have run so smoothly, with limited resources and budget, had it not been for Ms. Chow's dedication and hard work.

H. Board/Staff Christmas Lunch - Review:

The Christmas Lunch went well and had about 30 staff in attendance. Directors commented that the food was great but the layout of the restaurant was somewhat restrictive to socializing. A more open arrangement of seating might be considered in planning next year's gathering.

I. Volunteer Appreciation:

This year's Appreciation event is scheduled for Thursday, April 2. Planning is underway but the location is likely to be at Thunderbird Centre, with a 6:00 PM start time.

7. NEW BUSINESS

A. Correspondence: Tabled.

B. Upcoming Events:

- February 6: APG Meeting
- February 10: FC Committee Meeting
- February 17: BC Families Day - Centre Closed
- February 19: Programs Committee Meeting (Date TBD)
- February 24: TNA Board Meeting

C. Upgrading TNA Computer Software:

Ms. Trach reported that the computers in the Youth Gaming room and in the Computer Lab have been running Windows 10 for a few years. This operating system requires 4 GB ram and as a result the available ram for other programs to load and run is insufficient. Many graphics programs and their updates will not run, or crash, which reduces the available program offerings. The power supplies on the current computers will not support adding ram. Mr. Flores will assess the options, costs and timeline for replacing the computers.

8. COMMITTEE UPDATES:

A. Fitness:

The Fitness Committee met on January 13, 2020. Mr. Bradley circulated by email and on table, copies of the FC Minutes. December, 2019 FC Financials were not available for this meeting. The Committee focussed on equipment removal issues. The new room layout was partially established with reorientation of the free weight racks in front of the mirrors and moving the 2 rowing machines to the northeast corner. Next meeting of the FC Committee is on Monday, February 10, 2020 at 6:00 PM.

B. Programs:

Mr. Bradley circulated by email and on table a copy of the Programs Committee Minutes from the January 20, 2020 meeting.

The December Google usage report for the TNA website shows a total of 468 clicks, mainly for registration and Birthday Party rentals.

Ms. Nicholson announced her quick application and hiring for the position of PB Coordinator of Outdoor Sports Facilities. She leaves Thunderbird effective January 31. Mr. Flores will finish the Spring Brochure

to meet the February print deadline. The President will send the Season's Message and the Directors information to Marlon for inclusion in the Brochure.

A LAP subsidy request for 1 child to attend piano lessons was approved.

The Board/Staff Fun Event is tentatively scheduled for the first week in September and the Community Celebration Event will be held in the second week of September.

Next meeting of the Programs Committee is scheduled for Wednesday, February 19, 2020 to accommodate the schedules of the new Youth Worker, Ms. Priya Brar and Mr. Flores.

C. Chinese Seniors:

No report due the effect of snow on the Group's activities.

9. ADJOURNMENT:

The meeting adjourned at 9:01 PM on motion by Mr. Mah, Seconded by Mr. Leong.

Next Board Meeting: Monday, February 24, 2020 at 6:30 PM.

Benny Mah, Secretary

Marianna Vilchez, Recorder