



THUNDERBIRD NEIGHBOURHOOD ASSOCIATION

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REGULAR BOARD MEETING BY CONFERENCE CALL

Monday, January 25, 2021 @ 6:25 PM

BOARD MEETING MINUTES

1. CALL TO ORDER:

Conference call meeting by Webex, Call to Order: 6:41 PM

Chair M. Bradley called the Directors' meeting to order at 6:41 PM. A majority Board Director quorum of seven (7) 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 JANUARY 25, 2021 BOARD MEETING:

MOTION: That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held on Monday, January 25, 2021, circulated to the Directors by email, be approved.

Motion moved by Mr. Ali and seconded by Ms. Carias.

Motion unanimously passed.

3. APPROVAL OF THE TNA BOARD MEETING MINUTES OF DECEMBER 21, 2020:

MOTION: That the Minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting (by conference call) held on Monday, December 21, 2020, as edited by the Secretary, and circulated to the Directors by email, be approved.

Motion moved by Ms. Marino and seconded By Mr. Costea.

Motion unanimously passed.

4. PARK BOARD REPORT – Ms. Gwen Giesbrecht:

Ms. Giesbrecht reported that there is a projected shortfall in the 2021 budget that she hopes will be recouped through revenue generated in upcoming programs. PB staff prioritized youth, family and seniors when evaluating which community services could be sustained under the Provincial Health protocols.

A Director requested an update on the homeless population around the CoV, particularly Strathcona Park. Ms. Giesbrecht reported that a decision on how to move forward with the temporary shelter spaces was still pending from legislators. A recent press release from Mr. David Eby, BC Minister of Housing, did not specify when funding would become available to support management staff at temporary housing shelters. Multiple City-owned properties, such as the Jericho Beach Hostel and the 2400 Motel on Kingsway, await funding for management staff before they can be converted into shelters and utilized by new residents. Mr. Eby had reported that the shelter spaces would be open by April. Ms. Giesbrecht hoped that the legislators would finalize decisions during their next sitting in late March.

Ms. Giesbrecht said that PB's priority has been to remain proactive in finding a permanent solution to the growing number of homeless people within the CoV, which has been increasing for over two decades. Most Commissioners prefer this approach rather than setting restrictions that, although moving the location of

encampments, would not result in any long-term benefits for the homeless. The CoV has introduced warming tents and showers for the campers at Strathcona Park, and indigenous organizations have provided funding for laundry facilities. The CoV, PB and other organizations are focused on making the encampment as comfortable as possible for the remaining campers, before the funding for more permanent shelters is secured.

The new Director of Parks, Amit Gandha, has initiated a process to clear away the assortment of belongings and trash left at the Park. Volunteers have worked together to separate debris from possessions and sort garbage into piles, to be removed by CoV Engineering staff. Residents of the area have complained about the unsightliness of the debris piles, but the initiative is a step towards creating a safer and cleaner living situation for the campers at the Park.

The Jericho Beach Hostel will be suitable for people experiencing homelessness who have access to a vehicle or are perhaps using their vehicle as their place to sleep. The homeless population is diverse and finding accommodations to suit the variety of people is difficult. PB maintains that their priority is to tackle this issue with a long-term solution in mind.

5. **PRIORITIZED BUSINESS:**

A. **Financial Update – Q2, September 01 to December 31, 2020 - 4 Periods:**

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

Total Gross Revenue from Grants 2020 YTD of \$ 101,228 was **down (\$31,667)** from 2019 YTD.

Total Gross Revenue from Fees 2020 YTD of \$49,924 was **down (\$114,014)** from 2019 YTD.

- Program Fees 2020 YTD of \$47,599 were **down (\$72,806)** from 2019 YTD.
- Rental Fees 2020 YTD of \$0 were **down (\$7,670)** compared to 2019 YTD.
- Birthday Party Revenue 2020 YTD of \$0 was **down (\$23,159)** from 2019 YTD.
- Pass Fees 2020 YTD of \$1,563 from the Fitness Centre were **down (\$8,327)** from 2019 YTD.
- Special Events/Vending/Fax Revenues 2020 YTD of \$78 were **down (\$2,020)** from 2019 YTD.

Total Gross Revenue (Grants and Fees) 2020 YTD of \$151,152 was **down (\$145,681)** from 2019 YTD.

Total Expenses 2020 YTD of \$143,336 were **down (\$117,434)** compared with 2019 YTD, due to significant **savings** in Wages and Benefits (including Birthday Party) 2020 YTD, that were **down (\$56,465)** and Program Expenses/Supplies 2020 YTD that were **down (\$4,620)**. Expenses were also **decreased** by Government COVID Temporary Wage Subsidies of **\$61,051** received in the period. Program Equipment 2020 YTD costs were **up \$3,420** from 2019 YTD and Office and Administration 2020 YTD costs were **up \$1,842** 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 \$7,816, down (\$28,247)** from 2019 YTD.

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 (\$5,429), OSC (\$16,781), Fitness Centre (\$1,891) and Computer Lab (\$2,007) - 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 and the small size of the facility.

Program areas that were in a substantial surplus, before deducting Facility Costs, included: Cap-C \$1,335, Children \$1,303, Youth \$3,031 and Seniors \$9,486, all due to the timing of grant revenue. The overall surplus on operations is attributed to a modest increase in revenue and the month-over-month increase in CEWS funding of \$20,225.

B. September 01-December 31, 2020 Group 1 Invoice:

A copy of the Invoice for the Group 1 staff costs from the September-December, 2020 period was emailed to the Directors. Mr. Bradley approved payment of the invoice which totaled \$5,179.76. The invoice for the January-August, 2020 period totaled \$11,277.09, or \$16,456.85 for all of 2020. Mr. Bradley said that the Group 1 bill for a typical, fully operational calendar year is approximately \$35,000, so staffing costs were down approximately 53% due to the March-October, 2020 closure of Thunderbird CC. After discussion, the following motion was tabled:

MOTION: That the TNA Board approve payment of the Group 1 Invoice of \$5,179.76 for the September 01-December 31, 2020 period.

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

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

Ms. Trach reported that Ms. Janice Kwan will be transferring to Champlain CC at the end of the month. Staff has posted her RFC position and is working to shortlist potential candidates. For the time being, Templeton Pool is closed for annual maintenance starting February 1. A staff member from Templeton will be transferred to Thunderbird CC during the hiring process and Templeton will cover the cost of their staff member's salary.

Ms. Alysha Manhas was appointed to the temporary Programmer I position at Thunderbird CC in September 2020. She has been filling in for Ms. Angela Nicholson, whose part-time position as PB Field/Facility Programmer at Outdoor Sports Facilities has been extended several times, most recently until July, 2021. The Union contract states that after 5 months, positions that were appointed must be posted. Ms. Trach said that they hope to keep Ms. Manhas on as the temporary Programmer at TNA, as she is familiar with the work environment and the duties of her role. TNA might join two other CCAs, who are in a similar situation, with their staff on leave, and post for a combined temporary position together.

D. TNA Human Resource Issue:

In late 2020, a TNA employee was reported to have made inappropriate contact and conversation with some of the youth in a program. Most of the contact occurred off-site, though on some occasions may have occurred on-site as well. Mr. Bradley and Ms. Trach investigated the issue. CoV Security questioned the individual. After deliberation, Mr. Bradley and Ms. Trach wanted to give the individual another chance, but the decision would be out of line with PB Risk Management protocols. The individual's contract will not be renewed.

The employee, who resigned from the Preschool at the end of December 2020, has an outstanding issue with claiming her RRSP funds as part of the final severance package through Pace Accounting. The situation surfaced and was first discussed in the December 21, 2020 Board meeting. According to TNA administrative records, the employee was supposed to have been registered for the RRSP program through Smunk, Gatt, Smith ("Smunk"), TNA's benefits management firm. Records showed that deductions were taken from her regular pay cheques from February through December, 2020, though they were not actually transferred to a RRSP. Pace Accounting and Smunk had the employee's RRSP enrollment flagged as incomplete in their system and their registration was never finalized. This administration error occurred at the beginning of the pandemic lockdown and resulted from a lack of communication between TNA and the other parties. On investigation, Mr. Bradley learned through Smunk that various RRSP funds held by other TNA staff had underperformed in the market, producing negative 2% to negative 6% returns in 2020. One employee held a "360 GIF" fund which earned a positive 4% return, averaged over the 2020 calendar year.

Mr. Bradley proposed that the Board agree to pay the employee the equivalent sum that should have been contributed to her RRSP, plus an imputed 4% return on the intended contributions.

Mr. Bradley noted that the issue was due to a gap in TNA's communication with staff and benefits managers, which needs to be addressed, and the need to renew permanent employment contracts. In the last 2 years, some labour contracts have been successfully challenged in the Supreme Court of Canada regarding pandemic staff layoffs and terminations, compulsory vaccinations, etc. Employment contracts must now explicitly state all causes for termination and layoff, for recall provisions, continuance of benefits, timelines and other provisions. Mr. Bradley said he would investigate the cost to hire a labour lawyer to update the TNA employment contracts for permanent employees.

MOTION: That the TNA Board approve a payment to the TNA Preschool employee who resigned their permanent position in December, 2020, an equivalent sum of TNA's and the employee's withheld contributions to her unregistered RRSP with an additional 4% rate of return on the total imputed contributions.

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

E. Grants:

Ms. Trach reported that grant applications have been submitted for the 2021 Gaming Grant, the Summer Grant and the BC Family Day Grant.

Every year, the BCRPA awards those CCAs applying for their grant of \$1,000 to fund BC Family Day activities in their communities. TNA typically receives positive notification of their Family Day Grant approximately 1 week before the scheduled event. With all the precautions and safety protocols in place this year, TNA would need more notice to plan and host this community event. Rather than the usual event and to comply with the current Provincial Health restrictions on gatherings, staff came up with the idea to gift families Family Day packages. The packages will contain materials and instruction sheets to encourage families to participate in various fun activities. Ms. Trach asked the Board to approve the \$1,000 funding for Family Day packages, in case the proposal is rejected, so that staff can begin organizing the project.

MOTION: That the TNA Board approves the expenditure of \$1,000 to fund the timely creation of BC Family Day activity packages, should the BC Family Day Grant from the BCRPA not be received.

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

F. Hiring Criteria for the TNA Auxiliary Employee:

Ms. Poon asked for clarification regarding a job title for the TNA auxiliary position. She referred to a sample job description that was sent to the Directors by email. Some of the job duties that she wrote include being able to work with databases, input data, take photos and catalogue items.

6. **BUSINESS ARISING:**

A. Projects In Progress (Database, Installation of Kitchen Appliances):

The TNA database system has undergone a few testing phases to ensure all modules are working smoothly. They had a few scheduling conflicts, but Ms. Poon said that she will meet with the contractor tomorrow to discuss the last of the upgrades needed.

TNA is still waiting on VSB to arrange a gas connection for the new range in the downstairs kitchen, to disconnect the old appliances and install the new ones. Ms. Trach was in contact with a VSB supervisor who said he would prioritize the matter. Mr. Bradley said that waiting for VSB is holding up production of lunches for seniors.

B. Winter Session Programming, Registration and Marketing:

The scheduling of Winter session programming has been difficult for staff to navigate as Provincial Health protocols are often changing. Ms. Trach said that despite the frequently changing protocols, programs have received a decent amount of registrations. Currently, indoor sports are restricted to 2 players, with no intermixing between the players allowed. Pickleball is operating under a court reservation-based system.

With all the restrictions in place, attendance for the youth programs, especially basketball, has dropped. At school, youth are assigned to cohorts in which they are free to play and mingle with their peers. Many are choosing to stay late at school to play basketball, rather than play in the CC's drop-in program, where only one student is allowed per hoop. Ms. Trach said that piano is one of the most successful programs in the Winter session programming.

Ms. Priya Brar and the Youth Council have been hosting their meetings online. She is working closely with the youth to brainstorm ideas on types of programs that will appeal to them.

Planning for Spring Break camp is underway. Staff is organizing a leadership camp for older children and regular day camp for younger kids.

D. New Logo for Thunderbird CC:

Directors suggested a couple of potential artists to design the new Thunderbird logo during the December 21, 2020 meeting. Mr. Bradley reminded them to send the artists' contact information to him for follow-up. He will request an approximate cost and ideas for the new design, then consult with the Board for a motion to move forward.

7. NEW BUSINESS:

B. Conversation with Jessica Land, PB Manager, Recreation:

Mr. Bradley and Ms. Land discussed the possibility of resuming meetings of the Sustainable Funding Task Force, including representatives from Strathcona and Ray-Cam CCs. Mr. Bradley suggested looking at the Frog Hollow Neighborhood House model of funding, which is supported by the CoV Social Policy and Planning Department. While this would be a good time for the TNA Board to resume discussions, PB is busy with issues around the pandemic and most of their efforts are being put towards keeping core programs in place.

A new staff member at VSB is interested in exploring the various issues surrounding VSB and CC maintenance, specifically responsibilities, timelines and costing of facility maintenance, a Thunderbird CC issue and sharing of facility space and program revenues. Maintenance at Thunderbird CC is currently governed by an unsigned interim agreement, between PB and VSB dating back to 1973. Mr. Bradley suggested that PB and VSB negotiate a new interim agreement to immediately address maintenance requirements and can then be used as a starting point to discuss other attendant issues. Ms. Land thought that PB and VSB might be in a position to resume discussions in the next couple of months.

C. Possible Modification to the TNA Employee Wage Step System:

Mr. Bradley asked Ms. Lorraine Chow to review the currency and accuracy of the TNA Employee Wage Step System (“Step”). She discovered that a few employees have missed a Step wage increment and these instances are now being addressed with PACE Accounting. It is common for TNA employees to work in several roles at different times, which can cause confusion in tracking Step payroll. Some employees have different roles, responsibilities and wage classifications in various programs. In discussion with Ms. Chow and Ms. Trach, Mr. Bradley thought that, in tracking Step advancements, payroll should aggregate employee hours (only) into the one category in which employees generate the most worked hours. In the example of a TNA staff member working most of their hours as a Program Leader (Step 2), their hours worked as a Day Camp Leader (Step 1) in this year’s Spring Break day camp would count toward their Step 3 wage increment.

A Director asked about the current system to track employee hours at TNA. He suggested automating the process by either contracting a programmer to design a phone/computer application or buying a new system from an outside source. Ms. Trach clarified that the current paper system, though dated, works well with the current staff complement. Front desk staff oversees the sign-ins/outs within their shift and Ms. Trach signs off on supervisor hours. Mr. Bradley said that a new system might help with accuracy and tracking of hours for Pace Accounting, though it would need to be simple for training new staff. The Director agreed to look at options and come back to the Board with suggestions.

MOTION: That the TNA Board approve modifying the TNA Employee Wage Step System (Step) to enable aggregating all of an employee’s hours worked in various Step categories, into the one Step category that an employee works the majority of their hours, to determine their advancement to the next Step wage increment.

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

D. Upcoming Events:

January 28: APG Meeting
 February 05: Provincial Health Restrictions Extended Indefinitely
 February 12: Chinese (Lunar) New Year
 February 14: Valentine’s Day
 February 15: BC Family Day Holiday – Centre Closed
 February 22: TNA Board Meeting

8. COMMITTEE UPDATES:

A. Fitness: No meeting.

Fitness Centre closed due to Provincial Health capacity restrictions.

9. ADJOURNMENT:

The meeting adjourned at 8:15 PM on motion by Mr. La Vallee, seconded by Mr. Costea.

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

Mike Bradley, President

Benny Mah, Secretary

Marianna Vilchez, Recorder