



THUNDERBIRD NEIGHBOURHOOD ASSOCIATION BOARD MEETING BY CONFERENCE CALL

MINUTES

Monday, March 23, 2020, 6:00 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 (6:28 PM)
Ken Costea, Treasurer
Benny Mah, Secretary

Directors-at-Large: Sandra Dare
Sandra Marino
David La Vallee
Charles Leong
Vanessa Tan

Guests: Lorraine Chow
Andrea Clark Geraghty
Krissy Wong

Absent/Regrets: Iliaz Ali
Jessica Carias
Thomas Tai

Staff: Jennifer Trach, PB Community Recreation Supervisor, Thunderbird
Marlon Flores, PB Under-fill Programmer, Thunderbird.

Recorder: Marianna Vilchez

1. **CALL TO ORDER:**

Regular Meeting Call to Order:

Chair M. Bradley called the Directors' meeting to order at 6:17 PM. The meeting was held by conference call, facilitated by a bridge arranged by PB. 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. Three TNA Supervisors from the childcare and families areas were on the call to provide information and advocacy.

2. APPROVAL OF THE AGENDA FOR THE MARCH 23, 2020 BOARD MEETING:

MOTION: That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, March 23, 2020, circulated on table, be approved.

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

3. APPROVAL OF THE FEBRUARY 24, 2020 REGULAR BOARD MINUTES:

MOTION: That the Minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, February 24, 2020, circulated on table, as edited by the Secretary, be approved.

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

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

Ms. Giesbrecht was unable to attend due to a conflicting PB conference call.

5. PRIORITIZED BUSINESS:**A. Financial Update - September 01-February 29, 2020 - 6 Periods:**

The Chair circulated on table the unaudited Statement of Revenue and Expenses for the 6-month period, September 01, 2019-February 29, 2020.

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

Total Gross Revenue from Grants 2020 YTD of \$201,921 was **up \$21,587** from 2019 YTD.

Total Gross Revenue from Fees in 2020 YTD of \$227,831 was **up \$32,629** from 2019 YTD.

- Program Fees YTD were **up \$23,826** 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 \$1,889** in 2020 YTD compared to 2019 YTD.
- Birthday Party YTD revenue was **up \$333** from 2018 YTD.
- Pass Fees YTD in the Fitness Centre were **up \$4,279** from 2019 YTD.
- Miscellaneous Fees/Special Events were **up \$2,294** from 2019 YTD.

Total Gross Revenues (Grants and Fees) YTD of \$429,752 were **up \$54,216** from 2019 YTD.

Total Expenses YTD were \$393,272, **up \$28,804** compared with 2019 YTD, mainly due to an increase in total wages and benefits of **\$36,147** from 2019 YTD.

Gross Total Revenue minus Total Expenses 2019 YTD shows a **surplus of \$36,480 up \$25,411** from 2019 YTD.

MOTION: That the TNA Board approve the TNA Unaudited Statement of Financial Position – Actual for the 6 periods ending February 29, 2020.

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

B. Centre Closure Updates – PB, APG, Government:

The TNA Centre closed its doors last Monday, March 16 at 4 PM and all PB sites have cancelled their non-essential services. PB recommended the licensed childcare and Spring Day Camps continue on for a week after the announcement, after which they must cease all operation until further notice. The Out-Of-School Care program had their final day on Friday, March 20. Spring Day Camps ended today, Monday, March 23.

The APG, on the recommendation of the subcommittee responsible, agreed that all CCAs would pay all Association and Group 1 staff, including all Centre instructors, through March 29, 2020, whether or not they are able to work their regularly scheduled shifts.

The TNA Centre will have limited access exclusive to all senior staff until Friday, March 27, after which the Centre will be closed indefinitely. TNA supervisory staff have been busy preparing for the closure, gathering what they can in preparation to work from home and PB office staff continue to process refunds of Spring session registration fees to patrons. Ms. Trach reported that rental payments up until May 31 had been refunded to patrons. Mr. Bradley recommended all supervisors work from home as much as possible. The PB server will be offline, except to Ms. Trach but he had hoped Centre offices could remain accessible to TNA supervisors. Childcare staff have been preparing what they can for the months ahead and ask for guidance from the Board of Directors on what they can do moving forward.

The TNA Board needs to establish who will look after approval of invoices and cutting, cosigning and mailing of cheques. Ms. Bu suggested invoices be scanned and sent to her electronically. The interim plan is that during the closure is that mail will be redirected either to PB HQ or to Mr. Costea's home and invoices will be processed by PACE Accounting for TNA cosigning then mailing to recipients. Mr. Costea agreed to visit Pace at their Commercial Drive location to provide the second signature on the cheques.

C. Decisions on Staff Compensation Due to Centre Closure:

Ms. Geraghty asked whether the childcare auxiliary staff with set schedules, such as the special needs Pre School teacher and one-on-one support worker, would be included in the motion as Auxiliary staff. She suggested that a new motion be made to ensure the Pre School staff be paid a full two weeks until April 3, 2020, so their holiday time which finished March 23, does not limit compensation.

MOTION: That all TNA permanent staff within the Childcare and Family Drop-in programs, be paid for all regularly scheduled shifts, whether they were able to attend or not, until April 30, 2020. Ms. Geraghty, Ms. Wong, Ms. Kim and Ms. Chow will continue to be paid until May 30. Benefits will continue for all TNA permanent staff through the end of closure and remaining sick and vacation days may be used to extend the period of this motion.

Motion Moved By Ms. Poon and Seconded By Mr. La Vallee.

Motion Unanimously Passed.

Ms. Geraghty asked whether staff working from home should record their hours to be banked for their return. Mr. Bradley answered that those hours could go towards the next pay period once the Centre resumes operations.

Ms. Geraghty expressed her gratitude to the Board for recognizing the importance of the TNA childcare programs and core staff. Mr. Bradley thanked Ms. Geraghty for all the childcare staff's hard work and dedication during the last 20 plus years of their employment at Thunderbird Centre.

MOTION: That all TNA Auxiliary Childcare staff be paid a full two weeks from the childcare closure date of March 23, 2020.

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

MOTION: That the TNA Board empowers the Executive Directors to make all other staff and financial decisions during the Centre's closure, provided that monthly reports of their activity and decisions are made to the Board by email.

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

D. Decisions on Useful TNA Work to Delegate to Staff at Home and at Thunderbird:

Mr. Bradley reported that there is plenty work to do during the Centre's closure and that he would like to delegate it amongst TNA permanent staff to complete from home. Mr. Flores was able to transfer information from the H drive and sent it over to Mr. Bradley by email. Mr. Bradley will recruit Ms. Chow (Lorraine), Ms. Wong, and Ms. Geraghty to help with these tasks after they complete their administrative duties. On the list of work available are planning duties for the Celebrate Community Event in September (?) and research to see what grant opportunities there are for TNA in the future. If Mr. Flores becomes available, the Thunderbird website is in desperate need of a rebuild and he has the skills to do this work.

E. Potential Impact on TNA Revenues, 30 Day Operating Reserve:

The COVID-19 pandemic and city-wide closures will certainly have an effect on TNA revenues, though to what degree is unknown and dependent on the length of closure. Fortunately, TNA has the resources to continue on with about \$80,000-\$100,000 in the 30-day operating reserve, that can be accessed if needed. Mr. Bradley looked at the TNA monthly Actuals for 2019 and calculated that lost revenue and other expenses for the 2-weeks closure might amount to approximately \$30,000 which would reduce the current surplus of \$36,480 to roughly \$6,000. Lost revenue and expenses for April depend on a number of factors, yet to be discussed with Ms. Bu, such as; are we able to continue grant revenue to all areas and charge administration and some maintenance fees to certain areas and our ability to qualify for Federal and Provincial government closure benefits. Despite favorable answers to these questions, there will be a serious erosion of Net Revenue in April and beyond during ongoing closure.

F. Sustainable Funding Task Force Report & Next Meeting – March 31, 2020:

The Sustainable Funding Task Force, met on Monday, March 2, with attendees Ms. Trach and Ms. Land from PB and Mr. Rory Teiffel, a CoV project Manager and Mr. Bradley, Ms. Poon and Mr. LaVallee representing TNA. They discussed the Task Force's current status and Mr. Teiffel gave a Power Point presentation on developing a frame work for funding. The next step would be to hold a workshop seeking input from TNA, following in the footsteps of Strathcona and Ray-Cam CCs. Ms. Poon reported that there were no further action items until the workshops begin, which may now be delayed. The Task Force does not anticipate anything to be finalized until the crises has settled down.

The March 31 meeting will have to be rescheduled as a conference call.

G. Proposal to Apply for the 2020-2021 Artist In Community Grant:

The Artist in Community Grant has a youth focus this year. They will not be approving any major proposals for banners, mosaics or murals. If TNA is able to commit by motion \$5,500 towards the project, PB would donate a further \$7,500 with the total of \$10,000 given to the artist. The application deadline is May 17 and the project would take place in late 2020 to early 2021. The Grant is open to youth-oriented projects of all artistic mediums, including; writing, music composition, digitalmedia, performance, aboriginal/cultural, etc. components.

Directors were hesitant to commit \$5,500 during a national health crisis. Funds will be tight and the Centre's closure will certainly have a negative effect on finances. Mr. Bradley explained that the opportunity would serve as a great community engagement piece the same way the banner project was in the past. He predicted a spike in demand for programming at all Centres after the closure (perhaps at Summer's end) and a return to positive revenue for TNA programs. The funds would be taken from the next fiscal period in September/October 2020. After some discussion, the following motion was passed:

MOTION: To commit a total of \$5,500.00 to the Artist in Community Grant application.

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

H. APG Meeting Report:

Mr. Bradley reported that the APG Meeting had a lot of discussion on climate change and the "Cool Hood Champs" initiative mentioned in February's Board Meeting. There are some drawbacks to the tree planting initiative, such as; which species are appropriate, where the trees would be planted and who would take care of the young saplings?

The System planning meeting regarding finances and developing a process for facility renewal will likely be postponed because of the current closures. Mr. Bradley mentioned that the meeting might get rescheduled to a teleconference call.

The APG passed a motion to increase the yearly dues by \$200 to a total of \$400 to cover liaison issues.

I. March 2, 2020 Meeting with Pace Accounting and TNA Finance Committee:

The TNA Finance Committee of Mr. Bradley and Ms. Poon and Ms. Trach met with Pace Accounting Team of Ms. Bu, Ms. Liu and Ms. To on Monday, March 2 for a 1.5 hour. Many issues were discussed, including the payroll mix up in which employees did not receive their scheduled raises. Pace has two payroll files, a working/in progress and a final copy. They mistakenly issued

payroll from the working file which led to the errors. In another instance a few employees did not receive their pay increment under the TNA Salary Step System and in one case, an employee will have to be back paid approximately \$2,000. PACE recognized the issues and have adapted procedures to ensure they do not reoccur. Security procedures at Pace were discussed in some detail and seem to be acceptable. The Board can be confident that TNA financials are secure and all records are recoverable.

6. BUSINESS ARISING:

A. School Liaison Issues:

The Programs Committee decided to draft an agreement between the Thunderbird Elementary and TNA regarding usage of equipment in the shared storage space of the VSB gym. After being presented with the agreement, it was learned that the School decided to purchase some equipment for the Strong Start program. Ms. Trach emphasized that VSB and the CC work collaboratively in partnership. Mr. Flores has been in contact with Strong Start staff to mend any tension or misunderstanding on this issue.

The Principal, Ms. Harris reported that they do not have the funds to purchase a new gravity firewall. PB is looking into who is legally responsible for the purchase. The unsigned agreement of 1972 between VSB and PB does not address such an issue and is not a binding document. Mr. Bradley said that some years back the gym floor was resurfaced with VSB, PB and TNA equally sharing the expense. Under the JOA, PB is responsible for expenses to repair the Centre's building envelope and interior fixtures, so this provides some guidance on the issue.

B. Staff and Centre Updates:

Due to the COVID-19 pandemic, the CoV has suspended all regular Centre administrative activities which will delay the hiring of a new programmer. Mr. Flores is paid by PB and will continue as the under-fill Programmer to deal with outstanding payroll issues relating to the closure while liaising with Ms. Trach and Mr. Bradley.

After an extended delay due to inclement weather, work is now progressing on construction of the Preschool play area project.

C. Grants Update:

The City Foundation Grant of \$19,500 was received and will be used to purchase a dishwasher, stove and refrigerator in the kitchen and new furniture for the games room. Mr. Flores and Ms. Chow (Lorraine) will document the purchases on a spending plan for the City Foundation Grant.

D. Spring Brochure:

Some 1600 copies of the Spring Brochure were printed and partially distributed when all programming was cancelled due to the Pandemic closure.

E. Celebrate Canada Event – Thursday, June 25, 2020:

Planning has been suspended for this year due to the likely extension of the Pandemic closure through the Summer months.

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

The Celebrate Community Event will be planned by the remaining TNA staff and volunteers on the Programs Committee during the Centre's closure, perhaps rescheduled to a later date in 2021, in the hope that restrictions on gatherings will be relaxed.

7. NEW BUSINESS:

A. Correspondence: Tabled.

B. Upcoming Events: Tabled due to the Pandemic closure.

8. COMMITTEE UPDATES:

A. Fitness:

The FC Committee met on March 9, 2020 and the meeting minutes and February financial were distributed to the Directors by email. The FC financials for February 2020 show gross revenue of \$2,786.25 an increase of \$138.70 over January 2020 and an increase of \$1,073.75 over February 2019. Leisure Access discounts totaled \$66.50 in February 2020. The Ab machine has not yet been sold. The machine was offered free to two local fitness businesses who declined but 2 individuals on social media expressed interest but then the Centre closed. The machine's removal will free up space for mats to be put down for stretching and miscellaneous equipment like step stairs and balls.

B. Programs:

The Programs Committee had a long meeting on March 16, 2020. Minutes were distributed to the Directors by email. The main item of discussion was the Celebrate Community Event which will showcase Thunderbird Centre programming and volunteers to our entire community. Committee members are eager to connect with local businesses in the TNA catchment to promote their business connection to the community and/or to donate to the event.

C. Chinese Seniors:

Friday programs have continued as per normal except with only 30-40 participants due to health concerns about the spreading Corona Virus. All programming is now cancelled.

9. ADJOURNMENT:

The meeting adjourned at 7:58 PM.

Next Board Meeting: Mr. Bradley will report to the Board by email, at the end of April, 2020.

Benny Mah, Secretary

Marianna Vilchez, Recorder