



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, May 31, 2021 @ 6:30 PM

BOARD MEETING MINUTES

IN ATTENDANCE:

Executive Directors: Mike Bradley, President & Chair
Ken Costea, Treasurer (*proxy for Benny Mah*)

Directors-at-Large: Jessica Carias
Samuel Ho
Sandra Marino
Vanessa Tan (*disconnected at 7:58 PM*)
Sandra Dare
David La Vallee

Absences/Regrets: Joan Poon, Vice President
Benny Mah, Secretary
Thomas Tai
Gwen Giesbrecht, VPB Commissioner

Guests: nil

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 6:37 PM.

Chair M. Bradley called the Directors' meeting to order at 6:37 PM. A majority Board Director quorum of seven (7) was present, (mandatory minimum: seven [7] for motion voting purposes), comprised of Executive Directors, (excluding the President/Chair) 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 Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̓əm (Musqueam) Nations.

2. APPROVAL OF THE AGENDA FOR THE MAY 31, 2021 BOARD MEETING:

MOTION: That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held on Monday, May 31, 2021 and circulated to the Directors by email be approved.

**Motion moved by Ms. Carias and seconded by Ms. Dare.
Motion passed unanimously.**

3. APPROVAL OF THE TNA BOARD MEETING MINUTES OF APRIL 19, 2021:

MOTION: That the Minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting, held by conference call on Monday, April 19, 2021, as edited by the Secretary, and circulated to the Directors by email be approved. Edited version will be distributed next week.

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

4. INTRODUCTION OF THE NEW MINUTE RECORDER: – Kelly Rolland

Marianna Vilchez retired from her role as Recorder. Chair M. Bradley introduced Kelly Rolland, temporary Recorder, she provided a brief overview of her past administrative experience and connection with the APG.

5. PARK BOARD REPORT – Commissioner Gwen Giesbrecht: No report available.

6. PRIORITIZED BUSINESS:

A. Financial Update – September 1, 2020 to April 30, 2021 – 8 Periods:

Total Gross Revenue from Grants 2021 YTD of **\$223,943** was **down (\$39,302)** from 2020 YTD and **up \$19,786** from period 7.

Total Gross Revenue from Fees 2021 YTD of **\$116,928** was **down (\$134,946)** from 2020 YTD and **up \$20,771** from period 7. Fee revenues from the following key areas were as follows:

- Program Fees 2021 YTD of \$111,852 were **down (\$71,064)** from 2020 YTD and **up \$20,741** from period 7.
- Rental Fees 2021 YTD of \$788 were **down (\$9,694)** compared to 2020 YTD.
- Birthday Party Revenue 2021 YTD of \$0 was **down (\$35,773)** from 2020 YTD.
- Pass Fees 2021 YTD of \$972 from the Fitness Centre were **down (\$18,136)** from 2020 YTD.
- Special Events/Vending/Fax Revenues 2021 YTD of \$2,632 were **down (\$201)** from 2020 YTD.

Total Gross Revenue (Grants and Fees) 2021 YTD of **\$340,871** was **down (\$174,248)** from 2020 YTD and **up \$40,555** from period 7.

Total Expenses 2021 YTD of **\$229,789** were **down (\$225,171)** compared with 2020 YTD and **up \$23,982** from period 7. 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 (\$98,352)** but **up \$32,468** from period 7 and Program Expenses/Supplies 2021 YTD that were **down (\$12,453)** but **up \$3,251** from period 7.

Expenses were also **decreased** by Government COVID Temporary Wage Subsidies of **\$153,373** in 2021 YTD, **up \$18,000** from period 7. Program Equipment 2021 YTD costs were **up \$8,940** from 2020 YTD and Office and Administration 2021 YTD costs were **up \$1,298** from period 7, due to necessary expenditures on COVID signage and sanitization supplies. Accounting, Audit and Legal fees were **up \$3,777** from period 7.

Total Gross Revenue minus Total Expenses 2021 YTD shows a **surplus of \$111,082, up \$50,923** from 2020 YTD and **up \$16,573** from period 7.

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: OSC (\$13,937), Family (\$5,984), Fitness Centre (\$2,073) 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: Preschool \$15,107, Cap-C \$1,051, Children \$4,438, Youth \$7,912 and Seniors \$21,179, 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 \$18,000.

B. Project Quotations for Review:

Projects awaiting quotations or approval include:

- Lockable cupboards quotation for the Family Drop-in Room was received from VSB for \$4,400.
- Dishwashers – Ms. Chow is in the process of getting a quotation for the OSC and Preschool but needs to take measurements for capacity.
- Replacement of a running deck for the treadmill - quotation is pending, waiting on Sergio. Ms. Trach will follow up with a phone call.
- Redesign of the Fitness Centre will be discussed amongst staff and suggestions sent to Chair M. Bradley for review.
- Installation of a quieter air system in the multipurpose room – Ms. Trach will follow up after discussions with VSB. During their inspection, they stated that the noise may be a maintenance issue.
- Installation of 4 or 5 additional security cameras – 3 within the CC.–The police recommended adding 1 security camera facing the parking lot and another at the CC entrance patio for security purposes. Ms. Trach has already sent the request to the PB's IT department – awaiting a technician to review the project onsite.
- Renovation of the front of the office to increase visibility of the foyer and improve staff surveillance for safety purposes was recommended, in addition to making the area more welcoming for patrons. VSB produced drawings as part of the process of costing out the project. Staff has commented on the purpose of having an additional shelf. There was no update available for the quote.
- Install awnings outside of the OSC patio area - Chair M. Bradley suggested the vendors who installed the Preschool awning be contacted for a quotation. Ms. Trach will speak with Ms. K. Wong regarding the project details and configuration.
- Banner project – Chair M. Bradley has contacted the printing company regarding the availability of the graphic files from the previous project and hopes to receive the information within the next week. More details will follow later during the meeting.
- Sound system – Mr. Costea received a quotation of \$1,400 from Long & McQuade for the new system, including amps and new speakers. He commented that the recommended system is of good, lasting quality and should be able to connect with the karaoke machine to facilitate existing programming. Additionally, he suggested the use of a food service cart for the transportation of the system. Ms. Trach recommended that the multipurpose or storage room, near the upstairs washrooms, can securely store the system.
- An estimate of \$3,000 was suggested to allocate towards improving the foyer area - the Fire Department previously recommended barrier free in the egress areas, by removing the 1-foot wide storage benches that were previously under consideration. Chair M. Bradley encouraged Ms. Trach to obtain clearance from VSB or Fire Department, confirming that all safety measures have been included the overall design.

** Chair M. Bradley noted, as per the JOA, anything that is affixed to the walls are the City's responsibility to install, maintain or replace which may result in longer service times for any equipment issues that do not pertain to safety. This policy is contrary to the existing security system already installed and funded by TNA. Chair M. Bradley asked those in attendance if they have any more ideas to email him directly.*

C. Additional Projects for TNA Unrestricted Funds:

- The area outside of Ms. Trach's office can be utilized for patrons, although it has lots of vegetation growing that would need trimming.
- Suggestion that stainless steel planters be placed on the east side (Cassiar St.) near the brick wall (noting an existing sewage connection and needing guidance from VSB). Ms. Marino recommended that a retractable awning can be installed in that area as well for the coverage of patrons in instances of inclement weather. Action items pertaining to the exterior enhancement project are:
 - Chair M. Bradley requested that Ms. Trach ask the previous awning installers, when visiting the OSC, to survey the foyer area as well.
 - Chair M. Bradley asked Ms. Trach to review the stainless steel planters with VSB
 - Ms. Dare proposed using wooden or resin garden boxes for programming purposes.
 - Chair M. Bradley asked Ms. Trach to inquire with VSB on what options are feasible regarding the garden boxes.
 - Vandalism of the potential garden boxes was discussed to identify any risks and both Mr. Costea and Ms. Marino said that such willful crimes have been rare at their schools.
- Mosaic tiling design on the patio table - Chair M. Bradley will reach out to Ms. Tomita for further review and possible designs.
- Ms. Chow and Chair M. Bradley, as well as Ms. Trach and Chair M. Bradley separately, discussed installing 4 concrete tables to be placed between the trees on the west side of the parking lot and area adjacent to the chain link fence. Each table costs between \$1,200 - \$1,800 based on a cursory review online. Asphalt or concrete pads would need to be installed before placing the tables. The initial \$8,000 estimate to install 4 tables was relatively accurate. Ms. Trach will corroborate with VSB to review safety, necessary drainage and prevention of damage to the trees and obtain a quotation.

Recommendations on the Installation of a CC/Community Emergency Storage Hub:

- Metal freight containers (aka "Sea Cans") having a length of either 20 ft. (1,200 cu. ft., approximately \$4,700 used and \$6,300 new) or 40 ft. (2,700 cu. ft., approximately \$5,700 used) were discussed. The necessary prepared base would be priced out separately. The Board discussed possible locations for the storage container, separate from the tall buildings, somewhere on the Thunderbird Elementary School grounds, or perhaps on the Skeena Terrace property. Ms. Trach will discuss an appropriate location with VSB and Chair M. Bradley will separately approach BC Housing regarding a possible location at Skeena Terrace.
- Some emergency equipment that would need to be separately purchased for storage in the freight container would include: radios, electrical generator, tents, water filtration/purification supplies and various other emergency items.
- Chair M. Bradley noted that the Skeena Terrace complex has limited storage for emergency equipment. In light of the current surplus of funds, he supports this project as there are no nearby medical services available within the area of the Thunderbird neighbourhood, including at Rupert or Sunrise Parks, to rapidly assist the community in the event of a major emergency. In fact, at least 80% of CoV's emergency responders and hospital workers reside outside of the City. The first 72 hours of an emergency would require an immediate and readily available local resource. Once TNA has a location for the emergency storage container, TCC can mobilize volunteers under a community action plan.
- Mr. La Vallee will connect with the Dunbar and Champlain CCs to further review their CA's projects in detail. He confirmed that Skeena Terrace will be redesigned in the next five years and may not be feasible as an alternate placement location.
- In case of an earthquake happening during day time, Mr. Costea commented that the school has an emergency bin stored in the playground shed outside of the OSC. The kit includes a pop-up tent, batteries, water/food items, radios, first aid, insulating blankets, emergency backpacks for first responders, etc. He will attempt to prepare a list to determine what other equipment TNA could purchase to supplement the school's existing supplies.

- Seismic stability of the CC and existing PB assessment procedure was discussed. Ms. Trach will inquire with her management team to confirm the seismic stability.

D. Staff Related:

Ms. Aimee Mergaert (new RFC) and Ms. Darilyn Dennis started in March and are working out well. Ms. Priya Brar has Youth Programs up and running and is also doing well. Ms. Trach noted that the PB staff team has stabilized, a welcomed change in light of her previous reports of gaps within the system. Staff is hoping to hear from HR in July if their current positions are permanent after hiring temporary shifts due to the pandemic. The Programmer position should be posted up soon.

E. Grants Update:

The Summer Day Camp grant of \$24,000 was received. All hired Day Camp staff are currently receiving training. Ms. Dennis is working on the possibility of employing an exchange student as a Camp Leader and reviewing any relative COVID restrictions.

F. Banner Project Information Update:

Chair M. Bradley has been in touch with the printing company to access the digital files of the previous artwork. He and Ms. Tomita will review the digital files that produced the images for the silk screen art and also develop the new printed banners. Chair M. Bradley surveyed which poles currently have banners and identified where the new printed banners will be placed. He decided on blue and yellow for background colours, as they seemed to best weather wind and sun damage versus the original colours that included red, orange, blue and yellow. Mr. Costea has spoken with the teachers about design ideas to be painted by the children. Chair M. Bradley has surveyed the TNA child, families and seniors supervisors and Ms. Brar will be engaging families, children, seniors and youth to also produce content and designs for the banners. He anticipates that it will likely be a month and a half before installation of the banners.

G. TNA Staff Liaison Meeting:

Minutes of the TNA Board/Staff Liaison Meeting held on May 14, 2021 were circulated in advance of the Board meeting.

A number of action items ~~were~~ identified were: (delete dash at beginning)

- Staff is expecting increases in their salary for next year, possibly in line with the cost of living. The supervisors suggested that the Board consider allowing wage adjustments for each of the following 3 years to give staff a sense of stability and also to provide an administrative bridge for government subsidy grants that do not match with TNA's fiscal year. The Directors will deliberate on staff wage increases for the year 2021-2022.
- Chair M. Bradley confirmed that full benefits will not be extended to all staff, however, further discussion for a specific staff was mentioned at the Liaison Meeting and will be reviewed later in tonight's agenda.
- The Step Program should be reviewed and a suggestion from the Preschool will be discussed later. A communication piece regarding the Step System should be included in TNA staff discussions so they are fully aware of the Step System and the number of working hours necessary to advance between the salary steps. Staff should know that they can always discuss this with their supervisor or anyone involved with payroll and hiring, both for tracking and to prevent payroll errors.
- PACE Accounting pay stubs and software upgrade issues will be discussed later in the agenda.
- A number of policy issues and gaps were discussed with staff; most of which can be adopted from policies established by other APG members. There was some discussion of hiring a third-party consultant to develop HR policies.
- Ms. Trach noted that the Delegation of Duties under the JOA and duties revolving around Child Care need to be addressed.

- PB staff are well trained in PB policies, however, are not familiar with CCA procedures when they are moved between Centres. In the case of TNA, many policies and procedures are based on history with some not well documented. The Board will use the Database and Board Support staff to bring our new Policy and Procedures Manual up to date and then work with Ms. Trach and Ms. Mergaert to create a staff procedure manual to assist PB staff when they transition to Thunderbird CC.
- Criminal record check fees vary depending on where the individual resides. Additionally, child care staff is subject to additional security clearances provided by the Ministry. All checks are stored confidentially through PB Human Resources. Ms. Trach will see if there is a mechanism to simplify the criminal check process.
- Ms. Clark-Geraghty requested a new position to be created for Kim Nguyen.

Suggested edits of the Liaison Meeting will be forwarded to Chair M. Bradley who will incorporate these into the final version and distribute to all TNA staff.

H. Proposed Increase in Wage for Preschool/OSC Employee:

Ms. Clark-Geraghty has requested that a permanent Child Care Assistant position be created for Kim Nguyen. Ms. Nguyen has worked for TNA for at least 10 years, has recently completed the ECE Assistant certification – the first step towards becoming a fully accredited ECE. She has worked as a preschool substitute teacher, substitute child care worker, cleaner, family drop-in leader, family drop-in assistant and an on-call staff for All Girls Friday, including a variety of other programs. A detailed proposal document was circulated to the Board in advance of the meeting, which highlighted:

- Part of her contract is with the Ministry for \$19.52/hour, a total hourly wage of \$23.49 paid by MFCT.
- Her Thunderbird hourly rate is \$20.65/hour inclusive of benefits.
- Kim Nguyen works 48 hours for the Ministry in a support capacity and 30 hours subbing for TNA. Her additional hours include 4 hours/day for OSC, 4 hours/day for school breaks.
- Her monthly wage, including extended benefits, is \$955.50 per month paid by TNA and \$1,256.72 paid by MCFD (50 hours). In total, she is compensated 80 hours.
- Vacation is usually taken during times of closure, additional costs to staff for time off and requirement of subs would not apply.
- Extended benefits are around \$414/month (the Federation Group benefit). Additional costs for benefits and pension are approximately \$336 for TNA and \$78/month for the Ministry.
- 1.75% employer contributions are applicable for a total of \$972.23/month that TNA would be responsible for.

After a thorough discussion of the proposal, the following motion was tabled:

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board approve a new position for a Child Care Assistant within the TNA employee Wage Step System and grant Kim Nguyen permanent status with the current benefits as accrued.

**Motion moved by Ms. Tan and seconded by Mr. La Vallee.
Motion passed unanimously.**

I. 2021 - 2022 Wage Increase for TNA Employees:

A wage increase for all employees was discussed in the context of the living wage and notable increases in the day-to-day costs and the possibility of further inflation next year. Chair M. Bradley asked if Ms. Trach had received any information regarding the CPI and CUPE15's inflation clause for this year but she replied that the contract was still under negotiation. Staff requested that an increase over a 3-year period be deliberated by the Board. Mr. Costea commented that it is important to retain staff but expressed reservations to commit to a 3-year strategy. He said that in his experience, Unions have been settling for 2% per year. A non-profit recently awarded 2.5% over 1 year to its staff. After further discussion on all aspects of the issue, the following motion was tabled:

MOTION: That the Thunderbird Neighbourhood Association (TNA) Board approve a wage increase of 2.5% increase over one year to its employees, effective September 1, 2021.

**Motion moved by Mr. Costea and seconded by Mr. La Vallee.
Motion passed unanimously.**

*Vanessa Tan disconnected at 7:58 PM.

J. Payroll Issues:

Mr. Bradley said that the previous Board decision to allow PACE Accounting to transition from TNA's Sage 300 accounting software to Quick Books Office did provide a way to circumvent the difficulty in CoV's upgrade of Excel. Shortly thereafter, TNA staff noted that their pay stubs were not printed and mailed as previously and now had to be accessed via an App. There was minimal communication and assistance from PACE Accounting on transitioning to the upgrade. The issue was discussed at the TNA Board/Staff Liaison Meeting, operation of the App was shared and the issue was resolved, at least for now. Staff requested more transparency with payroll moving forward. The launch speaks to some ongoing issues surrounding communication with payroll. Ms. Poon suggested reestablishing a Level Service Agreement with PACE Accounting.

K. Board Recruitment:

TNA is currently short one Director, who recently resigned. Another individual who volunteers at Thunderbird was recommended by Ms. Chow. Chair M. Bradley reached out to the volunteer but have not received any response yet. He will contact the individual again and invite the volunteer to participate in the Programs Committee. He also requested that all the Directors reach out to their networks and direct any recommendations to him for a follow-up.

7. BUSINESS ARISING:

A. Projects in Progress:

Chair M. Bradley discussed the position of Database Board Support at the Staff Liaison meeting and received noteworthy feedback resulting in a few adjustments to the posting. After further discussion with Ms. Poon, deciding between a contractor versus an employee position as a PA II, the recommendation was to go with a contractor, at a flat rate of \$26/hour. The hours will be 20-40 hours/week initially for the first 2 or 3 months, depending on the Board's needs and any additional training requirements. Maintenance of the role thereafter is estimated to be approximately 40 hours per month.

B. Centre Updates (COVID, Programming, FC):

The Fitness Centre was reopened in November, 2020, the weekend before the first set of restrictions were imposed which resulted in unforeseen costs in terms of additional cleaning and mandated patron capacity. Ms. Trach noted that the recent reopening with 1 patron per hour session in the FC has seen relatively high and consistent demand with patrons booking online using the 10-tickets-for-9 promotion.

Visitors have pre-booked their 1-hour time slot with preloaded One Cards. Time slots are already booked 3 days in advance starting at 12:00 PM. The team is still working on incorporating PB's "no show" policy with a staged warning system, to optimize operations.

The COVID Reopening Strategy is underway and the team is currently developing procedures to adapt to the current phase. Next week the CC will enter Stage 2 of the development, to be reported at the next Board

meeting, and will be directing any new implementation of the programs. Currently there is a limit ratio of 1 to 7 for Day Camp. This ratio is anticipated to change to 1 to 10 closer to July, when entering Stage 3 of the reopening strategy. Further direction will be provided by BCRPA. Day Camps will be opening July 5. Rec and Read is a VSB referral program. Ms. Trach said that it is critical for Grade 1 students to keep reading over the summer break, with extra support throughout this program. The morning reading component is fostered by VSB. The afternoon recreation portion will be administered by PB staff on behalf of the School. This partnership will inevitably help support residual recruitment of Day Camp leaders through the Community Schools Team which assisted with the job postings in the past.

C. Ideas for Renewal of the TNA Website:

At the Programs meeting, items that have been identified for the rebuild include:

- Reorganization of the information for readability.
- Include a section on TNA Partners and incorporating hyperlinks.
- Make the seasonal brochure searchable.
- Change the setup of the Contact button so that it leads to a website email address which will be monitored.

Staff, in particular Programmers, will be requested to oversee the project and manage necessary updates in terms of content. Contractors who have worked within the APG network will be vetted to facilitate the rebuild. The new Program meeting minutes will identify further suggestions to consider regarding the renewal of the website.

8. NEW BUSINESS:

A. Correspondence:

The final Staff Liaison meeting minutes will be distributed to the Directors.
The final Programs meeting minutes will also be distributed.

B. APG Report – Communities for Climate Hope (C4CH):

The APG report was distributed to the Board for review; of note, the APG website was recently developed and the C4CH initiatives were discussed in depth. The APG expresses support of the C4CH initiative in theory, however, there was concern surrounding the branding. It was agreed to take another approach and further discussion was tabled for a later date.

A system-wide meeting with PB has been scheduled for June 10, 2021 to discuss facility renewal.

C. Upcoming Events:

- June 3: APG Meeting
- June 8: Program Committee Meeting
- June 10: APG/PB System-Wide Meeting (CC Strategy)
- June 20: Father’s Day
- June 21: National Indigenous Peoples Day
- June 28: TNA Board Meeting

9. COMMITTEE UPDATES:

A. Fitness: Discussed in 7B. above.

B. Programs: The May 11, 2021 report will be distributed shortly.

C. Chinese Seniors:

Ms. Chow has specified a new venture to start in mid-June, in light of the expedited vaccine schedule. More details can be found in item #4 of the Program meeting minutes.

10. ADJOURNMENT:

The meeting adjourned at 8:34 PM.

Next Board Meeting: Monday, June 28, 2021 @ 6:25 PM

Mike Bradley, President



Kelly Rolland, Recorder

Benny Mah, Secretary