



## THUNDERBIRD NEIGHBOURHOOD ASSOCIATION BOARD MEETING MINUTES

**Monday, May 27, 2019, 6:30 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  
Diane Lord-Cotton, Treasurer  
Benny Mah, Secretary

Directors-at-Large: Ken Costea  
Sandra Dare  
David La Vallee  
Charles Leong  
Sandra Marino  
Roberta Scherger

Absent/Regrets: Jessica Carias  
Vanessa Tan

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

Recorder: Mike Bradley

#### 1. **CALL TO ORDER:**

Regular Meeting Call to Order:

Chair M. Bradley called the Directors' meeting to order at 7:00 PM. A majority Board Director quorum of nine (9) 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 MAY 27, 2019 BOARD MEETING:**

**MOTION:** That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, May 27, 2019, circulated on table, be approved.

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

#### 3. **APPROVAL OF THE APRIL 29, 2019 REGULAR BOARD MINUTES:**

**MOTION: That the Minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, April 29, 2019, 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 meeting. The Directors were provided with a copy of the May 13, 2019 Board Meeting Highlights in the Board document package.

**5. PRIORITIZED BUSINESS:**

**A. Financial Update for the 8-Month Period September 01, 2018-April 30, 2019:**

Ms. Trach circulated on table the unaudited Statement of Revenue and Expenses for the 8-month period, September 01, 2018-April 30, 2019. The unaudited Statement of Revenue and Expenses - Actual for 2018-2019 shows an **overall surplus of \$11,839 in the period, down (\$51,802) from the same period in 2017-2018.** The unaudited Revised Statement of Revenue and Expenses - Actual for the 7-month period, September 01, 2018-March 31, 2019 showed an **overall surplus of \$11,408**, so the current surplus has slightly increased from the previous period. The Fitness Centre generated a positive net revenue of \$5,720 and Birthday Parties a positive net revenue of \$1,488 in the 8-month period in the 2018-2019 fiscal (listed as 2019).

From the Variance Presentation of the Statement of Revenue and Expense

**Total Gross Revenue from Grants 2019 YTD** of \$245,007 was **down (\$28,039)** from 2018 YTD and was also **down (\$26,243)** from Budget YTD, with the following explanation for much of this amount:

- The Special Needs area was **down (\$6,682)** in 2019 due to fewer enrolled special needs children.
- The MCFD operating grant was **down (\$979)** and Gaming Revenue was **down (\$11,481)**. Although the Gaming Grant is always available once received, the timing of draws from the Grant account varies from month to month and year to year.
- Some Ministry subsidies have yet to be received.
- The Other Community Grant area remained **down (\$8,623)**.

**Total Gross Revenue from Fees** in 2019 YTD of \$269,684 was **down (\$40,831)** from 2018 YTD and was also **down (\$29,103)** from Budget YTD, with the following explanation:

- Program Fees were **down (\$27,402)** in part (~\$2,500) due to cancelled drum and guitar classes, occasioned by instructors unable to complete their programs. Revenue for the area was also **down (\$16,953)** from Budget YTD. The reason for the rest of the Fee deficit was addressed in an email from the Programmer Ms. Nicholson and includes the 2018 Summer Jobs Grant that was less than normal and the additional Summer salary and other expenses of approximately \$12,000 that were booked in the months of September and October.
- Rental Fees were **down (\$1,903)** in 2019 YTD compared to 2018 YTD and **down (\$6,965)** from Budget YTD, due to fewer bookings in the period.
- Birthday Party revenue was **down (\$5,290)** in 2019 YTD but **up \$792** from Budget YTD
- Pass Fees in the Fitness Centre were **down (\$3,065)** in 2019 YTD and also **down (\$2,242)** from Budget YTD, probably due to business competition offering no-contract rates of \$12

and \$16 per month. Timing of the Bill Back credit from PB may also affect year to year comparisons.

**Total Expenses** in the 8-month period of 2019 were \$502,852, **down (\$17,068)** compared with 2017-2018 and also **down (\$82,695)** from Budget YTD.

- **Total Wages and Benefits** (including Birthday Party W&B) for 2019 YTD at \$368,605 are **down (\$11,888)** from 2018 and also **down (\$140,235)** from Budget YTD.

**Gross Total Revenue minus Total Expenses 2019 YTD** shows a surplus of \$11,839 **down (\$51,802)** from the 2018 YTD surplus of \$63,641 but **up \$27,350** from Budget YTD.

Ms. Trach said that Ms. Bu and Angela of Pace Accounting will each visit Thunderbird, alternating twice per month.

After discussion of the 2019 YTD financials, the following motion was tabled:

**MOTION: That the TNA Board approve the TNA Unaudited Statement of Revenue and Expenses – Actual for the 8 periods ending April 30, 2019.**

**Motion Moved By Ms. Lord-Cotton and Seconded By Mr. Costea.  
Motion Unanimously Carried.**

**B. Subsidy Request – Eureka Camp Society:**

Ms. Trach said that she had received a request from the Eureka Camp Society, the booking of 2 rooms in the Summer at the charitable rate. The Board has granted the Society the charitable rate in the last 3 years to allow parents to send and receive their children to/from Camp by bus. The Society's charitable tax number and proof of insurance accompanied their request. Staff informed that there are no conflicting room bookings for the dates requested. After further discussion, considering our previous relationship with the Society and that there are no conflicting room bookings, the following motion was tabled:

**MOTION: That the TNA Board approve the request of the Eureka Camp Society to book the small activity and/or craft rooms on 10 dates in July and August 2019, at the charitable rate of 50% off regular rates.**

**Motion By Mr. Mah and Seconded By Ms. Scherger.  
Motion Unanimously Passed.**

**C. Strategic Planning – Reviewing The Values Statement:**

During a lengthy and engaging discussion, the Directors agreed to the following language for ratification at the May 27, 2019 Board meeting. The Chair read the following Values Statement to the Directors further to a vote of approval.

**TNA VALUES STATEMENT**

**Vision:** To inspire and enrich the entire Thunderbird community where people of all ages, backgrounds, and abilities are connected and engaged.

**Mission:** To provide educational, cultural, recreational and social service programs to the Thunderbird catchment area.

**Our Values** in working together in service of the community:

**Respect** means we are all heard and acknowledged and that we treat one another with dignity and courtesy. We value everyone as unique individuals.

**Accountability** means we apply ourselves as best we can, make right any inadvertent mistakes and accept full responsibility for our work.

**Collaboration** means we work enthusiastically as an inclusive and devoted group, optimizing our strengths and fostering creative exchanges of information.

**Honesty** means we are transparent in all our interactions and courageous in our views and opinions.

**Supportive** means we embrace each other’s ideas and assist, where possible, as a cohesive team in a welcoming environment.

Following a brief discussion, the following motion was tabled:

**MOTION: That the TNA Board approve the TNA Values Statement (above) in the TNA Strategic Plan.**

**Motion By Ms. Marino and Seconded By Ms. Poon.  
Motion Unanimously Passed.**

**D. Staff and Centre Updates:**

The Chair informed the Directors that Ms. Donnie Rosa will leave VPB in early June 2019 to assume the position of General Manager of the Coquitlam Park Board. Ms. Rosa was instrumental in successfully negotiating with 16 Community Associations (CAs) to sign the renewed JOA. Ms. Daisy Chin will assume Ms. Rosa’s duties until such time that a replacement can be appointed. The Chair attended the June 2, 2019 APG/PB system-wide planning meeting and thanked Ms. Rosa for her positive work in the JOA negotiating process, her efforts to include the CAs in PB planning sessions at an early stage and in particular, for her assistance to Thunderbird Centre.

The Chair reviewed the upcoming Board meeting dates with Ms. Trach to ensure that there were no conflicts.

Ms. Trach tabled a request from the OSC for funding of three Summer activities for the families of the OSC:

- Big Splash – School bus (\$573.50) and Admission (\$600) = \$1,175
  - Playland – Admission = \$ 800  
(previously School had given passes to T-Bird CC thence to OSC, this is a contingency item)
  - Fun 4 Kidz – School bus (\$573.50) and Admission (\$250) = \$ 825
- Total            \$2,800

The OSC also asked for a desk top computer at an estimated cost of \$500.

The Directors considered the request but were uncertain if the OSC was asking for funds approval for one, or all of the excursions and decided to await further information at the June 17 Board meeting.

One Director noted that the lights illuminating the mosaic art in the stairwell have been off for some time and wondered if Ms. Trach could inquire if they were switched off or burned out.

**E. Grants Update:** Tabled**F. Report on the May 2, 2019 APG/PB Meeting:**

The full copy of the Draft Minutes of the May 2, 2019 APG/PB Meeting was included in the Board document package. The following abstract is included for the record:

**Template Review**

“Kate Perkins reviewed questions from the last APG meeting with Gary Wozny; He commented that breaking 8 months in the first year and tacking the additional 4 months at the end of the term would result in paying 2% on what was originally 1% if fiscal year is not a calendar year. Chair recommends to arrange a meeting for next week with select individuals and send a meeting update after the meeting has been concluded. The meeting has yet to be determined and ideally requesting three reps from each Centre maximum in order to have an effective meeting. Kate clarified that the template is not mandatory but remittance is, the template is provided for ease of calculation and standardization.

**VSB Mike Klassen Article**

Kate reached out to Jim Meschino (Facilities VSB) however hasn't received a response; her intention is to secure a meeting in June with assistance from Donnie Rosa. Jerry Fast had noted they are still discussing at senior management levels to establish a format before formalizing a group. He had concluded that Jim Meschino may not be the correct individual to connect with because Jim is currently immersed within the rental aspect and proposed that momentum will only commence at a senior management level. Linda Johnson requested participation within the meetings in light of her centre specific involvement with schools. Initially, they are collating historical agreements; as existing agreements are currently working, yet new schools are being erected changing circumstances. The purpose is to identify how CCAs can fit within that relationship; Kate Perkins is currently following instruction from Donnie Rosa of how to inject APG within that mold in order to work more collaboratively on VSB access and shared space initiatives. John Ames noted Park Board and VSB are already working on initiatives for astroturfs and feel that all Park Board initiatives partaking on VSB grounds should include all stakeholders and the community as a whole. John Ames noted that the “Community Schools Network” has been established in USA, an advocate for similar initiatives in America which may provide a benchmark as the APG navigates the current situation regarding access; he will send a URL to the group for further reference as noted in an action item below.

Discussion ensued about concerns of how the relationship is currently structured and agreeance that a framework in principle is in order with CCA contribution. Kate Perkins had noted that at this point in time the focus is on building the relationship, structuring discussions such as attending APG meetings and ascertaining who is involved in those conversations. After which clarifying existing agreements, potential appendixes (for Centre specific nuances) and then at that time formalizing agreements and relationship overall. Kate Perkins will provide an update once Donnie Rosa returns from the BCRPA

**CCA SubsidySystem**

Nothing to report at this time

**Strategic Plan Formulation**

There is some thought about developing a network Strategic Plan in conjunction with Parks Board VanPlay which chair, Kate Perkins had wanted to note. Linda Johnson expressed support of this initiative for continuity as individuals may leave their own Boards resulting the the APG restructuring from time to time with new or departing members. Albert Lee had noted that if CCAs do not invest in their existence such as creating a vision for the future they will soon not exist. Confirming long term goals such formalizing a strategic plan and identifying future community objectives is imperative for longevity of CCAs and the APG. Kate Perkins agrees that APG needs to raise their profile and that within the strategic plans the APG's primary goal is to make Associations known, appreciated and

viable. Kate Perkins has proposed to investigate a facilitator for further strategic plan development and forming a sub-committee to move forward; to be discussed further at another APG meeting.

### **Co-Design Outline**

Kate Perkins had precursored this agenda item to propose a sub-committee for further discussion. John Ames provided an overview of co-design and had discussions with his contact Stanley King. Stanley King had established the Co-Design method which identifies key themes to frame and focus discussions for large scale projects such as the skate rink development by the Art Gallery and the notable River District rezoning. The Co-Design method is a tool that would ideally be applied to the VSB access issue proposing to host a series of continual workshops within the community. Regular Co-Design workshops could be promoted through CCA recreation guides and would facilitate regular discussions involving the community. Ultimately those findings would then be presented to the Park Board. This approach would ensure a community narrative is included in these large scale initiatives. Jerry Fast had agreed that past methods such as surveys are ineffective and do not allow for community engagement; a platform to bring communities together such as Co-Design workshops would enable robust consultation that is structured/ongoing series of meetings that can define and articulate what the needs of the community are as each community is unique. VanPlay and VanSplash consultation was solely based on surveys outlying a 25 year plan and as such, an agreeance of Co-Design on a community/local level would support effective long term planning.

Kate Perkins suggested to the APG that further discussion at a potential workshop (ideally Champlain to host) to discuss the methodology and outline a proposed structure. Suggestion proposed that entire Boards should be invited to the workshop and employing Vantage Point to facilitate.

### **Other Business**

Kate Perkins provided feedback from the past Governance workshop to Vantage Point. Vantage Point was in agreeance with the feedback and further discussed other avenues of how the APG and Vantage Point can collaborate (such as the JOA or potential strategic plan component). The most effective way to move forward would invite Vantage Point to a future APG meeting to discuss direction of engagement inclusive to budget allowances and potential meeting dates or topics; the initial meeting would be exploratory and complimentary for the APG. Following meetings for the collaboration are proposed for either July or September. Kate Perkins will survey the APG members to ascertain which dates would work best for the group.

Upcoming system-wide meeting will be focused on facility renewals and capital plan projects. Linda Johnson questioned the inclusion of Supervisors and did they feel free to speak openly. Kate Perkins reminded all to complete the Doodle poll if they had not done so to date.

ActiveNet Statistics and reporting access was noted by Linda Johnson that section 16.1 JOA states reports would be provided on a regular basis available at request in particular surrounding patrons consenting to subscribing to newsletters and other media distributions. Kate Perkins confirmed that by asking CSRs directly they would be able to provide those details. ActiveNet training was available in the past and CCAs have been provided access; Kate Perkins had noted to arrange for ActiveNet report training if available.

Kelly Rolland will distribute a blank expense remittance form for individuals that have any APG expenses. Once completed, those forms are to be sent directly to Kate Perkins for authorization of reimbursement. The form will be stored on the share drive for future reference.

**Adjournment** - Motion to adjourn at 8:06pm

**Next meeting:** Thursday, June 6th at 6:30 pm at Kerrisdale Community Centre.

### **Action items for next meeting:**

- ActiveNet report training to be investigated by Kate Perkins if available
- Robert and David will require meetings minutes from April
- Community Schools Network - John Ames to distribute more information to APG members
- Kate Perkins will survey the APG members to ascertain which dates would work best for the

Vantage Point collaboration (July/September).

- Kelly Rolland to distribute a blank expense remittance form”

**G. Part Time Work For TNA Auxiliary Staff – Revisit Position Tasks and Requirements:**

The Directors discussed a more or less complete task list to include in the new position for further discussion with Ms. Trach, to establish which duties, if any, could be delegated to existing PB/TNA staff and which need to be posted to a new Group 1 position. The following is the unprioritized task list:

- searching the Board Minutes for motions that modified existing, or created new TNA Policies and Procedures (P&P) then updating the TNA P&P Manual with the new information, with references to the Board Meeting date
- digitizing the existing TNA P&P Manual in a searchable format
- tracking and awarding volunteer credits.
- establishing and maintaining the appropriate TNA membership information, including email addresses, in a suitable database format, to be stored on the TNA gapped drive, located in the office safe
- collect, scan and store staff and volunteer signatories to the TNA Code in a data base format
- collect, scan and store TNA patrons’ permissions to Opt-in/out of membership in a data base
- other tasks that arise from time to time.

The Task List needs to be prioritized and the data base formats need be established.

**H. Sign Card For Mr. Balson (Luke):**

The Chair purchased a thank you card for the Directors to sign, as a gesture of appreciation for Mr. Balson’s work in so ably assisting the TNA Board, over 2 years, while learning the intricacies of the PB system.

**I. Board/Staff Liaison Meeting – Decision on Compensation Increase:**

The Chair asked Ms. Trach to have TNA staff suggest a date for Executive Directors to meet with them to discuss general issues and compensation for the 2020 fiscal. This information is required for the June Board meeting further to establishing a compensation increase, if any, further to program’s rates to be published in the July printing of the Fall session brochure and casting of the TNA 2020 budget.

**J. Proposed Increase in Piano Fees:**

Ms. Trach tabled a spreadsheet compiled by Ms. Nicholson for the Programs Committee, showing the comparable piano fees and instructor rates charged at 23 CCs. Thunderbird CC currently charges the lowest rate of \$13 per session for a half-hour lesson, Strathcona charges \$14, Renfrew and Kensington charge \$18. The Programs Committee recommends increasing Thunderbirds rate for piano lessons to \$15 per half-hour session.

After discussion, which included the points that Thunderbird’s piano lessons can be accessed by subsidies for need but most of the patrons are either outside our catchment or not from the Neighbourhood, the following motion was tabled:

**MOTION: That the TNA Board approve an increase in the Thunderbird CC piano program fees to \$15 per session starting in September, 2019.**

**Motion By Ms. Marino and Seconded By Mr. Costea.**

**Motion Unanimously Passed.**

**Ms. Lord-Cotton left the meeting at 7:45 PM.**

**6. BUSINESS ARISING:**

**A. VSB Quotes Requested on FC Mirrors and Men’s Washroom Storage Cabinets:**

The Chair asked Ms. Trach to inquire of VSB as to the status of these two quotes for the June 17 Board meeting.

**B. Sustainable Funding Task Force (“TF”) Meeting Report:**

Ms. Poon reported that the May meeting of the TF was cancelled and no further dates are currently scheduled. Staff from Deetken Consultants are engaged in discussions with PB toward revising the scope of the project and funding. The Chair said that he would discuss the TF with Ms. Land at the System-Wide Planning meeting in early June.

**C. Progress on the ECE WE Application:**

Ms. Trach reported that subsequent to Ms. Wong of the OSC filing the necessary paperwork, TNA’s application for the ECE WE has been accepted. Ms. Geraghty has filed the required reports with the Ministry and payments to Preschool staff with the ECE certification will receive wage enhancement payments, back dated to September 1, 2018.

**D. Neighbourhood Matching Fund Grant:**

The Chair reported that he completed and filed the full application for the grant with 3 accompanying support letters from members of the community.

**E. Celebrate Canada Event:**

The Chair advised that planning of the event by Ms. Rosa is almost complete. He reminded that Ms. Dare and Mr. La Vallee will assist with registration and Ms. Lord-Cotton will work in food preparation or registration. All school children from Thunderbird and Begbie Elementary Schools will be pre-registered. In response to concerns from the Chair regarding the number of children attending and possible concerns that a child might wander away in the crowd, Mr. La Valle suggested that the children wear shirts, vests or flagging tape, identifying them as being from each school.

**7. NEW BUSINESS:**

**A. Correspondence: Tabled.**

**B. Upcoming Events:**

- June 01: Summer Session Registration for Thunderbird Catchment
- June 03: FC Meeting
- June 06: APG/PG /System Wide Planning Meeting
- June 08: Public Summer Session Registration
- June 08: Moresport Soccer Jam, Trillium Park, 9:00 AM-4 PM
- June 10: Programs Committee Meeting



June 11: Senior's Week BBQ  
 June 17: TNA Board Meeting  
 June 27: Celebrate Canada Day at Thunderbird CC

**C. VSB Liaison Issues – Cleanliness, Metrics, Lead Levels in Centre Water and Trip Hazards:**

The Chair asked Ms. Trach to inquire of Mr. Balson, the status of his study of the cleanliness metrics at Thunderbird CC and to discuss with Ms. Land or Ms. Rosa how this information has prompted higher level discussions between PB, CoV and VSB. The cleanliness of the CC, and particularly the FC, continues to be an issue. The lead content of the water from the drinking fountains is of interest and should be discussed with the Thunderbird School Principal at Ms. Trach's next liaison meeting. The Chair would also like Ms. Trach to inquire about the state of the area adjacent to the School gymnasium that was the excavation site of the burst water main and of the missing pavers outside the northeast corner of the FC which creates a trip hazard. In an ideal world both these safety concerns will be remedied before the Celebrate Canada Event.

**D. Broken Wallet Locker in FC:**

Ms. Nicholson reported to the Chair that the wallet locker in the FC was forced open and damaged. The Chair has requested that the locker be repaired and that all staff be instructed on the procedure for accessing the master key in the event a patron forgets the combination to their locker. A sign will be posted adjacent to the locker unit, advising patrons to contact the office to access their individual locker.

A glass pane on the balcony broken by a child throwing rocks has now been replaced.

**8. COMMITTEE UPDATES:**

**A. Fitness Centre:**

The FC met on Monday, May 06, 2019 at 6:30 PM. Meeting Minutes and FC Financials were included in the Board document package.

Gross revenue for April 2019 was **down (\$140.00)** from March 2019 revenue of \$2,527.50 April 2019 revenue was **down (\$730.50)** from April 2018. LAP discounts in April 2019 were \$85.00 and \$52.50 in March 2019.

Next meeting of the FCC is scheduled for Monday, June 3, 2019 at 6:30 PM.

**B. Programs:**

The Programs Committee met on Monday, May 13, 2019 and meeting minutes were included in the Board document package. The highlights of the meeting are reproduced here for the record:

**Celebrate Canada Day Event:**

Emily Rosa updated the Committee.

- The following items are booked: Aquavan, Poultry in Motion, BC Dairy, Fire Truck, Canadians Mascot, Hastings CPC, St. John's Therapy Dogs, Chad Carpenter – Indigenous Keynote speaker, Tai Chi, etc. Trying to book a dance group (Gladstone School?).
- Will have food (J. Kwan), popcorn and cotton candy, field games for kids. Should have activity for seniors.
- About 50 children and teacher/volunteers are coming from Begbie School. Pre-register all school kids and have them same/similar colour shirts for tracking/safety.
- Need to have VSB clean up paver trip hazard and construction area by FC/gym.

- Emily will be the site manager for the event.
- Hold an after BBQ for the site volunteers.
- Ensure that booth volunteers get water and food.

#### **Art Share Project:**

Amy Walker is the artist working on the community art engagement program which encourages shared participation by all, on one art piece per session. Two, 4-foot diameter art wheel project were displayed. The project's purpose is to engage people in the process, overcoming their resistance to creation, rather than achieve perfection. Amy passed around a small pig, created by using a pin to compress a block of merino wool. A 1-pound block of wool, which goes a long way, costs around \$40.

Mike gave a brief outline of the multipurpose room beautification project that we hope to get a grant to help fund and asked Angela to consult with Amy, if/when we get funding.

#### **Brochures:**

- Summer 2019 brochure is in publication.
- Timeline for production of the Fall Brochure was attached to the minutes and is underway

#### **Summer Sunseeker Day Camps:**

- CSJ awarded Thunderbird 5 leader positions (\$22,050)
- Posting for 2 Junior Leaders have been sent out.
- Angela will host the Summer Volunteer Orientation for + 16-year old and appropriate youth.

#### **Administration:**

- **Angela needs to know if there will be an increase in TNA salaries for the Fall Brochure in July, so the Directors will have to decide the issue at the June Board meeting.**
  - Angela requested that Thunderbird be included in the limiting of LAP discounts (1 program per season), though ActiveNet and IT, to be implemented for the Summer of 2019 and all staff are to include this in their summer programming.
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#### **Program Fee Increase:**

- Angela attached a table comparing piano fees at 21 CCs, ranging from \$13-32.50/session, showing Thunderbird as lowest of the group. Mike asked Angela to seek the rates at Britannia and Champlain Heights. Angela later checked the approximate instructor compensation rates, that range from \$21.01-\$36 per hour (Thunderbird \$23.80/hour). Approximate profit to the CCs, range from \$2.20(Thunderbird) to \$39.00 per session. **There is definitely room for a rate increase at Thunderbird – perhaps to \$14.00 per 0.5-hour session.**
- Angela will prepare a list of suggested fee increases for the Board and Ms. Trach.

#### **Other Business:**

- i) **Program Evaluations:** Janice will prepare the survey for implementation in September, 2019. She needs a task list
- ii) **Birthday Party and Program Gross Revenue Report YTD by Season/Category:** Attached.
  - Need to establish Policies and Procedures, including supervision guidelines of BP staff for this area. One patron said gym staff appeared bored and children out of control.
- iii) **Code of Conduct Forms:** The final version will be circulated and signed at the next in-service session and staff liaison meeting.
- iv) **Board/Staff Fun Event:** From staff and Programs Committee input, the suggested outline is for a family centered event (BBQ, frisbee, pitch & putt) to be held in mid-summer, sited in Bby/Coquitlam.
- v) **Artist in Residence or Community Art Grants:** Mike completed the full application and Angela submitted it by April 30. 3 letters of support were sent by May 14.
- vi) **TNA Staff Roles and Responsibilities:** In addition to the BP, the Board needs to determine the tasks, timelines, compensation and supervision processes, that support TNA's various requirements under the JOA and Societies Act.
- vii) **Recruitment:** Lorraine will ask Jessica (tax volunteer) to join the Programs Committee.
- viii) **Patron Emails and Opt-In/Out Information:** Was collected at Spring registration by Janice.

**ix) Storage Space:** Angela has requested a VSB quote, through Ms. Trach, to provide a combination of locked (24 feet long) and open (15 feet long) shelving/cabinets in the upstairs boy's washroom space. A cleanup of non-essential equipment is now underway for disposal by summer.

Next meeting of the Programs Committee is scheduled for Monday, June 10, 2019 at 6:30 PM.

**C. Chinese Seniors:**

Ms. Dare reported that the Seniors are planning for the upcoming out trips

**9. ADJOURNMENT:**

The meeting adjourned at 8:16 PM: on motion by Mr. Costea, seconded by Mr. La Vallee.

**Next Board Meeting: Monday, June 17, 2019 at 6:25 PM.**

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Benny Mah, Secretary

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Mike Bradley, Recorder