



THUNDERBIRD NEIGHBOURHOOD ASSOCIATION BOARD MEETING MINUTES

Monday, November 25, 2019, 6:25 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
Benny Mah, Secretary
Ken Costea, Treasurer

Directors-at-Large: Iliaz Ali
Jessica Carias
Sandra Dare
David La Vallee
Charles Leong
Sandra Marino
Thomas Tai
Vanessa Tan

Absent/Regrets:

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

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

Recorder: Marianna Vilchez

1. **CALL TO ORDER:**

Regular Meeting Call to Order:

Chair M. Bradley called the Directors' meeting to order at 6:51 PM. A majority Board Director quorum of (11) eleven 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 NOVEMBER 25, 2019 BOARD MEETING:**

MOTION: That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, November 25, 2019, circulated on table, be approved.

**Motion Moved By Mr. Mah and Seconded By Mr. Ali.
Motion Unanimously Passed.**

3. APPROVAL OF THE OCTOBER 28, 2019 REGULAR BOARD MEETING MINUTES:

MOTION: That the Minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, October 28, 2019, circulated on table, as edited by the Secretary, be Approved.

**Motion Moved By Ms. Poon and Seconded By Ms. Dare.
Motion Unanimously Passed.**

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

Ms. Giesbrecht briefly referred to the contents of the Park Board Meeting Highlights for the November 4 and 18 meetings. The Oppenheimer Park camper issue continues to be discussed at PB. The campers have resisted the legal injunction to leave the area and PB has decided to look further at various options including providing storage for camper's belongings, a communal warming tent, a safe facility for cooking, washrooms and a field house with showers. PB Commissioners think that serving injunctions would evict occupants from their camper homes and back onto the streets. A TNA Director noted that 2 tents have been set up in nearby Thunderbird Park and this may become a hygiene concern. Ms. Giesbrecht said that PB has recently completed a survey of Vancouver Parks and other public areas to document where campers have established themselves. It was unclear whether an increase in 911 calls was due to a citywide increase in street-related activity or an increase in calls regarding Oppenheimer Park. Park Board has voted to adopt the VanPlay 25-year strategy, that will guide PB planning using various lenses to promote east-west equity in growth, creating more green spaces along climate hot spots, where according to mapping technology, a greenery deficit correlates directly to a temperature increase. The VanSplash strategy has also been adopted to guide provision of indoor and outdoor aquatic venues, for the next 25 years

The Guiding Principles for Northeast False Creek Parks, honoring reconciliation and decolonization, was approved after months of consultation with the community, leader representatives of the Indigenous, African and Chinese communities and community members from Hogan's Alley and Chinatown, that live along the False Creek area. The Guiding Principles' key themes of identity, community, nature and destination will be represented in a new Northeast False Creek park whose planning is still in the early stages.

Ms. Giesbrecht had all the directors swear a new CCA Oath of Office and welcomed Mr. Tai and Mr. Ali to the Board.

5. PRIORITIZED BUSINESS:

A. Financial Update - September 01-September 30, 2019 - 1 Period in 2019-2020 Fiscal:

A 3-page financial report was tabled by Ms. Trach, including the variance presentation of the Statement of Revenue and Expenses for September 1-30, 2019.

The report shows **Total Grant Revenue 2019 YTD** at \$28,205 is **up \$2,859** from 2018.

Total Fees 2019 YTD at \$78,127 were **up \$15,852** from 2018 YTD, mainly due to Program Fees 2019 YTD, **up \$11,122** from 2018 YTD and an increase in Rental revenue 2019 YTD, of \$1,706 from 2018 YTD. The increased revenue in these 2 areas may relate to the introduction of online registration and credit/debit payment at Thunderbird.

Total Revenues 2019 YTD at \$78,127 were **up \$15,852** from 2018 YTD.

Total Expenses YTD at \$54,985 were **up \$8,582** from 2018 YTD, due to an increase in Wages and Benefits (including Birthday Parties) of \$11,366 from 2018 YTD due to more programs running in the current period.

Surplus 2019 YTD at \$23,143 was **up \$7,271** from 2018 YTD.

B. Financial Update - September 01-October 31, 2019 - 2 Periods in the 2019-2020 Fiscal:

Ms. Trach circulated on table the unaudited Statement of Revenue and Expenses for the 2-month period, September 01, 2019-October 31, 2019.

From the Variance Presentation of the Statement of Revenue and Expense

Total Gross Revenue from Grants 2019 YTD of \$60,843 was **up \$4,778** from 2018 YTD.

Total Gross Revenue from Fees in 2019 YTD of \$88,572 was **up \$26,186** from 2018 YTD.

- Program Fees were **up \$17,784** from 2018 YTD and also **up \$15,523** from September, 2019, due to an increase in fees and possibly due to an increase of patronage and the introduction of online registration and payment by credit/debit.
- Rental Fees were **up \$3,899** in 2019 YTD compared to 2018 YTD.
- Birthday Party revenue was **up \$1,991** in 2019 YTD.
- Pass Fees in the Fitness Centre were **up \$2,750** in 2019 YTD.

Total Gross Revenues (Grants and Fees) YTD of \$149,415 were **up \$30,964** from 2018 YTD.

Total Expenses YTD were \$119,429, **up \$13,469** compared with 2018 YTD, mainly due to an increase in total wages and benefits of **\$16,657** from 2018 YTD.

Gross Total Revenue minus Total Expenses 2019 YTD shows a **surplus of \$29,989, up \$17,495** from 2018 YTD.

The Chair said that the current financial performance is a welcome improvement from last year, probably due to the global increase in fees and possibly due increased patronage with the online registration.

A \$1,700 payout from the 2018 vending machine credit will soon be credited. If the positive trend in finances continues, the surplus will partially fund a new auxiliary position to support the TNA.

Information from the Audit Committee Meeting:

After a meeting of the Audit Committee, including Mr. Wozny (auditor), Ms. Trach, Ms. Bu (PACE accountant for TNA), Ms. Poon and Mr. Bradley on August 13, the auditor expressed his opinion that TNA finances were in very good condition. He had some cautions on areas of procedural vulnerability and asked that the President of TNA respond in writing to the following requests:

1. That bank reconciliations and bank statements be reviewed on a monthly basis by the Treasurer and indicate authorization in writing on both statements. Mr. Bradley has responded in writing that this vulnerability will be closed as requested. He asked the Directors to consider assisting the Treasurer with this duty.

2. That the biweekly payroll be authorized by the CRS in writing. Moving forward, the CRS will sign off on all VanCity payment summaries to avoid any confusion or mistakes.

3. The Auditor advised against charging GST tax on rental costs.

The Finance Committee will review the GST issue with Ms. Hansen, ActiveNet and Pace Accounting to determine the best course of action.

4. That the Association reduce risk in a practical manner by having bank reconciliations reviewed by the Supervisor or Treasurer, cross-approval of management expense reports, close review of management prepared financial statements, etc.

Mr. Bradley clarified that the issue is likely due to a lack of a single person available to conduct an overview on all reports, and not by a lack of effort by TNA staff.

The directors discussed multiple solutions to the issues; such as shortening the bank reconciliation process by switching from paper format to Excel sheets and redoing the time sheets to better reflect fluctuating employee rates for various roles. Ms. Trach agreed to poll other CCs, to gauge their solutions for similar issues.

C. Grants Update:

Ms. Trach said that she finished filing all the grant applications. The application for the Gaming Grant of \$88,000 was completed in the "short form" version this year but will require more information next year.

Before JJ's departure, he worked with Ms. Trach to complete the application for the City Foundation Grant, which usually funds DTES projects. JJ wrote a Letter of Intent and articulated how the TNA community has similar issues to the DTES. A board member from the Foundation visited Thunderbird Centre and caught the Youth Games Room at an active, happy time. He expressed a strong interest in the youth-run component of the games room and asked that the Youth assemble their own wish list for equipment that the Foundation Grant might fund. The hope is that despite being previously denied funds, the visit may change the Foundation's mind about accepting TNA's grant application for \$19,500.

D. Staff and Centre Updates - Review Preschool ECE Position Contract, Youth Worker Posting:

Childcare staff have not had an employment contract with the association for the last 20-26 years. A new Contract has been drafted by Ms. Trach based on Ms. Geraghty's 1996 contract. Mr. Bradley read aloud the main elements of an ECE Position Contract, stating the following:

-Employees qualify for permanent employee benefits at 25 hours per week after a year of employment.

- A starting wage of \$18.61 per hour (from the TNA Employee Salary Step List) plus an additional \$1/hour paid from the BC Early Childhood Educators Wage Enhancement Grant
- 12% Vacation pay deduction during the first six months of employment and thereafter, a full 2-week salary-paid vacation, available during Spring Break
- 1.5 aid sick days per month. Sick days cannot be banked. (This stipulation is to be added to the contract)
- An employee is entitled to compassionate leave to a maximum of 3 unpaid days within BC and 5 unpaid days out-of-province.
- Up to 3 paid work days to attend workshops or professional development courses. If workshops take place outside of working hours, the employee will be compensated for the course fee.

After some discussion, the Board agreed with the terms and to make the contract a 5-year commitment.

E. Review TNA Policies - Subsidy, Disposal of Surplus/Defunct Equipment:

An inventory of TNA assets and their status is slowly being created, to help the Board establish whether former purchases are nearing their end of service. A TNA policy needs to be established regarding the disposal of surplus, worn and broken assets. Items with value can be donated to a charitable institution or advertised for sale by certified cheque, on an as is, where is basis, being conscious of staff's time in the process. A spin bike in the FC that was declared surplus, due to lack of use, sold for \$1000 cash at 50% of its original cost.

Further discussion on TNA Policies was tabled.

F. Part-Time Work for TNA Auxiliary Staff - Creating Space In the 2020 Fiscal:

Funding for the auxiliary position in the 2020 fiscal is looking promising; see comments on 5B above. The Board needs to explore methods to further raise revenue and trim expenses

G. New Draft Affiliated Group Agreement: Tabled. Further investigation is underway by Mr. Bradley.

H. January, 2020 Meeting With Pace and TNA Finance Committee:

The TNA Finance Committee will meet with Pace Accounting in January to discuss common issues. Ms. Poon said that Tuesdays and Thursday after work are not a good choice for meetings but Mondays and Wednesdays are better alternatives.

6. BUSINESS ARISING:

A. FC Cleanliness and School Liaison Issues – Status:

A health inspector visited the Centre while Ms. Chow, Ms. Geraghty, Ms. Kwan and Ms. Trach were away. He found what appeared to be cockroach eggs and ants in the commercial kitchen. The inspector advised that additional to the regular cleaning duties, a deep clean of the space is needed by pulling out all the appliances to access hard to reach areas. However, CoV pest control was called and did not find signs of cockroaches, but rather beetles stuck to sticky pads laid out on the floor. Being a high traffic

kitchen with large appliances in a tight space, spills are not visible to staff, nor the responsibility of the VSB who is in charge of cleaning the floors.

On the inspection report, all matters were listed as in compliance. Nevertheless, the Board agreed to explore ways and means of conducting a monthly or possibly twice yearly deep clean to avoid this situation in the future.

MOTION: That the TNA Board explore the cost to have a deep clean performed in the commercial kitchen once a month.

**Motion Moved By Mr. Mah and Seconded By Mr. Ali.
Motion Unanimously Passed.**

B. Sustainable Funding Task Force Meeting Report:

Task Force members received an email regarding their availability for a meeting in December. The Task Force is hoping to meet on December 6. Ms. Poon spoke with Ms. Land, who reported that behind the scenes, the Task Force has welcomed a new project manager on board, the Scope of Work was revised and various criteria updated. Directors voiced their displeasure with the lack of progress on the Task Force.

C. PB Ambassador Program Visit to FC in the Period July 15-August 23, 2019:

No report as yet.

D. APG Meeting - November 4, 2019 at Kerrisdale CC:

The APG received a presentation from Dave Hutch and Catherine Howard on the launch of the beautifully curated 78-page VanPlay book and Strategy. VanPlay recommended that PB develop various replacement plans for recreational facilities by integrating a Real Estate Facility Management (REFM) system interface; particularly for conducting seismic evaluations which were inaccurately reported as complete in the JOA. Future APG meetings with PB will work to establish transparent criteria for replacing CCs.

The Vancouver Community Centre Associations' Declaration for Climate Hope updated their policies to ban all foam in CoV CCs. The Chair will encourage Birthday Party rentals to accommodate the Declaration by eliminating synthetic table covers, possibly transitioning to paper covers.

E. AGM Review:

41 TNA members attended the AGM, where 6 candidates ran for 6 Director positions.

Mr. Bradley reminded the Board to be on the lookout for Board recruits and encourage them to join either the FC or Programs Committees or to volunteer in other areas at TNA.

F. Staff/Board Christmas Celebration:

The celebration is scheduled for 12 noon on Saturday, December 21 at Earls Restaurant on Lougheed. Staff have asked the Directors to RSVP by Friday, December 13 and to bring \$5 to go towards prizes.

7. **NEW BUSINESS**

A. Correspondence: Tabled

B. Upcoming Events:

November 30: Winter Registration For Public
 December 2: FC Committee Meeting @ 6:30 PM
 December 5: APG Meeting, LTBD
 December 7: Breakfast With Santa
 December 9: Programs Committee Meeting @ 6:00 PM
 December 16: TNA Board Meeting
 December 18: Community Christmas Dinner
 December 21: Centre Closed Until January 2, 2020
 December 21: Staff/Board Christmas Celebration – Luncheon, LTBD
 January 2: Thunderbird Centre Reopens After 2020 New Year's Day
 January 9: APG Meeting – LTBD.
 January 13: FC Committee Meeting @ 6:30 PM
 January 20: Programs Committee Meeting @ 6:00 PM

8. **COMMITTEE UPDATES:**

A. Fitness:

The FC Committee met on Monday, November 4, 2019. Minutes of the meeting and September/October, 2019 Finances were included in the Board document package.

Results from 31 surveys, completed by FC patrons, indicated that the punching bag, Ab, Preacher/Curl and 1 rowing machine, plus the JPB5110 bike, should be removed. The punching bag will be transferred to the multipurpose room for use by the Martial Arts Program. The FC is in a transitional phase to create a space for a stretching/plyometrics area.

The FC Committee's next meeting will be on Monday, December 2, 2019.

B. Programs:

Mr. Bradley is hoping to reinvigorate the Programs Committee after 2 poorly attended meetings. Next meeting is on December 9, 2019.

C. Chinese Seniors:

Ms. Chow was unclear whether the CSG is allowed to bank unspent money from previous events, according to a historical document stating funding regulations for affiliated groups. Ms. Trach, Mr. Bradley and Ms. Chow will meet to establish the final rules regarding unspent funds.

The Group's next big event will be Chinese New Year on January 25.

9. ADJOURNMENT:

The meeting adjourned at 8:45 PM on motion by Mr. Tai, Seconded by Mr. Mah.

Next Board Meeting: Monday, December 16, 2019 at 6:25 PM.

Benny Mah, Secretary

Marianna Vilchez, Recorder