



THUNDERBIRD NEIGHBOURHOOD ASSOCIATION BOARD MEETING MINUTES

Monday, October 28, 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

Directors-at-Large: Jessica Carias
Sandra Dare
David La Vallee
Charles Leong
Roberta Scherger
Vanessa Tan

Absent/Regrets: Ken Costea
Sandra Marino
Diane Lord-Cotton – Resigned from the Board

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

Recorder: Marianna Vilchez

1. **CALL TO ORDER:**

Regular Meeting Call to Order:

Chair M. Bradley called the Directors' meeting to order at 6:53 PM. 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.

2. **APPROVAL OF THE AGENDA FOR THE OCTOBER 28, 2019 BOARD MEETING:**

MOTION: That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, October 28, 2019, circulated on table, be approved.

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

Motion Unanimously Passed.

3. **APPROVAL OF THE SEPTEMBER 23, 2019 REGULAR BOARD MEETING MINUTES:**

MOTION: That the Minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, September 23, 2019, circulated on table, as edited by the Secretary, be Approved.

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

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

5. PRIORITIZED BUSINESS:

A. Financial Update - September 01, 2018 to August 31, 2019 - 12 Periods in 2018-2019 Fiscal:

Ms. Trach circulated on table the unaudited Statement of Revenue and Expenses for the 12-month period, September 01, 2018-August 31, 2019. These documents were received 1-month later than normal due to accounting preparing for audit.

The unaudited Statement of Revenue and Expenses - Actual for 2018-2019 shows an **overall surplus of \$17,550 in the period, down (\$4,505) from the same period in 2017-2018.** The Fitness Centre generated a **positive net revenue of \$10,013** and Birthday Parties a **negative net revenue of (\$1,876)**, both after Facility Costs, in the 12-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 \$414,406 was **up \$3,548** from 2018 YTD and was also **up \$5,431** from Budget YTD, with the following explanation for much of this amount:

- The Special Needs area was **down (\$8,440)** in 2019 due to fewer enrolled special needs children.
- Gaming Revenue was **up \$5,391.** 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.
- The Summer Jobs grant of \$22,055 is **up \$18,697** from 2018 YTD has yet to be received but is accrued.
- The Other Community Grant area was **down (\$11,658).**

Total Gross Revenue from Fees in 2019 YTD of \$409,259 was **down (\$50,259)** from 2018 YTD and was also **down (\$65,921)** from Budget YTD, with the following explanation:

- Program Fees were **down (\$41,764)** in part due to 3-cancelled classes, occasioned by instructors unable to complete their programs. Revenue for the area was also **down (\$46,809)** 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 **up \$2,385** in 2019 YTD compared to 2018 YTD and **down (\$7,286)** from Budget YTD, due to fewer bookings than projected for the period.
- Birthday Party revenue was **down (\$4,777)** in 2019 YTD and **down (\$4,422)** from Budget YTD.
- Pass Fees in the Fitness Centre were **down (\$2,690)** in 2019 YTD and also **down (\$2,379)** 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.
- Miscellaneous Fees were **down (\$2,983)** in 2019 YTD and **down (\$4,334)** from Budget YTD

Total Gross Revenues (Grants and Fees) YTD of \$823,665 were **down (\$46,711) and down (\$60,490)** from Budget YTD.

Total Expenses in the 12-month period of Fiscal 2019 were \$806,114, **down (\$42,206)** compared with 2017-2018 and also **down (\$72,207)** from Budget YTD.

- **Total Wages and Benefits** (including Birthday Party W&B) for 2019 YTD at \$592,946 are **down (\$16,448)** from 2018 and also **down (\$170,314)** from Budget YTD.

Gross Total Revenue minus Total Expenses 2019 YTD shows a surplus of \$17,550 **down (\$4,505)** from the 2018 YTD surplus of \$22,055.

The Chair said that on audit, the surplus would be further reduced by approximately \$20,000, due to 2-Board motions in the fiscal, to increase the 3-month operating reserve. After further discussion, the following motion was tabled.

MOTION: That the TNA Board approve the Unaudited Statement of Revenue and Expenses for the 12-month period September 01, 2018-August 31, 2019.

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

B. Financial Update - September 01-September 31, 2019 - 1 Period in 2019-2020 Fiscal:

The 2019 September financials were not available from Ms. Bu for the Directors to review, due to the audit process. The monthly financials are critical to understanding the costs/benefits of the new credit system that started in September, 2019.

C. Grants Update:

Ms. Trach reported that she and the Chair have applied for \$19,500 from The Capital City Foundation Grant due November 1. If accepted, the funds will go towards the upgrade of the Youth Games Room to provide new furniture and games equipment, as well as towards childcare. The Childcare Enhancement Grant application is in preparation. Ms. Trach is also working on the Gaming Grant application which brings in about \$88,000 per year.

D. Staff and Centre Updates:

Maniu Hayre was recently hired to fill a new association role, a merged supervisory position between the Moresports and the TNA Birthday Party programs. The two jobs were combined to better attract a potential staff, as TNA was unable to secure an appropriate hire for a half time position with Moresports. Sean will train Maniu on the Birthday Party supervisor details, then gradually back away. TNA needs to establish an employment contract and policy guide for the position.

E. Review TNA Policies:

The Subsidy and Rental Policies have been drafted and need to be reviewed and finalized. Mr. Bradley will assess the information available on the APG drive and make edits as necessary. Tabled.

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

Ms. Trach and the President will review the budget for the 2020 fiscal year, once results of the audit are received, to estimate whether funds can be spent on the new auxiliary position. Mr. Bradley will ask program staff and instructors to conduct program evaluations by distributing surveys to patrons. If necessary, the program committee will compile survey results.

G. Chinese Seniors - Affiliated Group:

Mr. Bradley will be rewriting the Affiliated Group Agreement with new rules and regulations after an incident during a CSG event in which improper organization and lack of coordination with TNA staff led to a safety hazard in the TNA parking lot. Furthermore Mr. Bradley learned a CSG member had participated in soliciting personal information for a business in which they are employed, which is against Affiliated Group policy.

Other CCAs in the CoV are having issues with their own affiliated groups adhering to now dated contracts that need to be renewed to reflect the JOA and other changed conditions.

Mr. Bradley asked Ms. Dare and Mr. Leong to convey the message to the CSG as representatives of the TNA Board.

H. Board Recruitment (Re-election for Charles, Jessica, Joan, Sandra M. + 2 seats open):

Mr. Leong, Ms. Carias, Ms. Dare and Ms. Marino will run again at the TNA AGM to be held Monday, November 18. Mr. Leong will run for a 2-year commitment.

Possible new candidates Thomas Tai from the CSG, Iraj Khabazian and a parent from Thunderbird Elementary have expressed interest in joining the Board.

6. BUSINESS ARISING:**A. FC Cleanliness and School Liaison Issues – Status:**

After months of email correspondence, Ms. Trach attended a meeting on Tuesday, October 22 called by Tara Hammer Hayley, with the VSB operations managers and CRSs of Strathcona CC and Champlain CC. VSB maintenance has been challenged by high staff turnover and other issues. Since then, several long standing issues at Thunderbird CC have been quickly resolved, such as; a window was fixed that had been broken for months, a clogged sink in the upstairs kitchen immediately dealt with, staff actively working on a solution regarding the mirrors in the FC as well as creating a list of cleaning tasks to be completed during the two week Centre closure in December.

Mr. Bradley asked for an update on Mr. Balson's report of cleaning metrics. A decision needs to be made on Thunderbird's required standards and costs apportioned between the VSB and PB. Ms. Trach confirmed that the metrics report has been completed. The next step is to determine financial responsibilities between the two organizations. One of the cleaning issues that the Board may not appreciate is that Birthday Party operations on the weekends attract a lot of people, with associated dirt tracked-in and additional garbage, for handling by VSB maintenance staff.

TNA hired a new building engineer named James, who has made a good impression by proving himself to be a proactive employee.

Ms. Scherger asked that a congested area, along the west side of FC, be addressed. Overgrown bushes, missed by the maintenance worker, narrow the pedestrian path creating spatial issues for her walker.

Mr. La Vallee mentioned the presence of construction rubble, including a sofa, adjacent to the Northwest corner of the School playing fields, that have been sitting for months. Either the CoV or VSB should dispose of this dumped material.

B. Sustainable Funding Task Force Meeting Report:

Ms. Trach met with Ms. Land to figure out the scope of the project. Although very little appears to be happening, a great deal of work is being done behind the scenes. A meeting will be called in November.

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

No report received yet.

D. ECE Update:

The Preschool is struggling to find appropriate substitutes who have their ECE Certificate. The OSC is also struggling to find staff, although an ECE certificate is not required, the split shift of morning and after care is tough to fill.

E. APG Meeting - October 3, 2019 at Kitsilano CC

Draft minutes of the Meeting were included in the Board document package.

At the APG Meeting, Mark from the CoV noted a shortage of 16,000 childcare spaces in the 0-5 and 5+ age groups. The BC government is offering up to \$33 million in funding towards city-monitored childcare. Mr. Bradley is considering a possible expansion of the childcare program at TNA. If possible, the program could partner with an existing organization such as Frog Hollow Neighbourhood House. A future extension of Thunderbird CC northward, in the space currently occupied by the parking lot, would provide a facility for childcare and other programs.

School Pro D days are not aligned across the CoV schools, which complicates CCA programming. Perhaps CCAs can work with VSB to either align Pro D days, or identify them earlier to give programmers a longer notice time than the maximum of 2 months provided now.

A letter to the VSB, sent by the APG last month, citing various difficulties for CCAs attached physically to schools, received a response from the VSB Treasurer. David Green recognized only four CCAs with these maintenance issues. He will try to coordinate a meeting in November with the VSB Facilities Trustee, Jim Marchino.

The first draft of the Vancouver Community Centre Associations' Declaration for Climate Hope was developed to encourage more sustainability at CCAs:

ENGAGE	EDUCATE	EMPOWER
<p>Raise awareness of the climate, biodiversity, and equity emergencies and the urgent need for action within our communities through our channels of influence (i.e. newsletters, program offerings, events).</p>	<p>Share knowledge, research and best practices on an open source basis for all community organizations to leverage.</p>	<p>Create opportunities where citizens see solutions and hope for the future -- and that they have a clear view of their role in amplifying this hope.</p>
<p>Evaluate programs and partnerships through a 'climate' lens their potential to contribute positively to mitigating the climate emergency. Evaluate their ability to build capacity at the community level to address the climate emergency.</p>	<p>Offer programs and events that curate knowledge from the community on climate and environmental challenges. At the same time, disseminate best practices and evidence to support expand citizen understandings of the issues - and the power they hold in their everyday decision.</p>	<p>Evaluate governance structures and policies through a 'climate' lens - consider the alignment of these structures and conversation and environmental values.</p>
<p>Participate in and connect with broader civic networks to grow and share knowledge, successes, and forward thinking.</p>		<p>Advocate for change within our municipal structures and policies for a more sustainable and action oriented framework.</p>

After discussion of how Thunderbird might engage with this initiative, the following motion was tabled:

MOTION: That the TNA Board support The Vancouver Association Presidents Group Declaration For Climate Hope, as discussed at the APG Meeting on October 3, 2019.

Motion Moved By Ms. Tan and Ms. Dare.

Motion Unanimously Passed.

F. Staff/Board Christmas Celebration:

The celebration will likely take place on Saturday, December 21, when the Center is closed and the event won't impact staff working hours. Staff are leaning towards a nearby celebratory lunch, to better accommodate travelling time and costs. The OSC staff will look for a venue with a suggested meal base price of \$35 per person, for a group size of 50.

G. Skeena Update:

Ms. Scherger spoke on behalf of residents at Skeena Terrace to raise concerns over the conditions of meals as there were several complaints of sickness after the Thanksgiving dinner. Ms. Scherger said she was served a modest dinner with reheated food that had been frozen and thawed more than once. Ms. Chow was not present at this meal. Although breakfasts are good, the quality of dinners has deteriorated over the last few weeks. The residents at Skeena suggested that another Board member sit in on a dinner to assess the situation. If the issue is budgetary, then other ways should be found to economize. Ms. Trach said that she would pass the comments to Ms. Chow for action.

7. NEW BUSINESS:

A. Correspondence: Tabled.

B. Upcoming Events:

November	4:	FC Committee Meeting 6:30 (6:00?) PM
November	13? :	Programs Committee Meeting (date/time to be determined)
November	7:	APG Meeting @ Kerrisdale CC
November	11:	Remembrance Day – Statutory Holiday, Centre Closed
November	18:	TNA AGM
November	25:	TNA Board Meeting
December	2:	FC Committee Meeting @ 6:30 PM
December	5:	APG Meeting - LTBD
December	7:	Breakfast With Santa
December	16:	TNA Board Meeting
December	18:	Community Christmas Dinner
December	21:	Start of Centre Christmas Closure
December	21:	TNA Staff/Board Christmas Lunch - LTBD

8. COMMITTEE UPDATES:

A. Fitness:

The FC Committee met on Monday, October 7, 2019. Minutes of the meeting were included in the Board document package.

Ms. Nicholson, following the Board motion to approve Exer-Tech's quote to reupholster 8 pieces of FC equipment at a cost of \$1250, tax-in, asked Sergio to schedule the work ASAP.

Cleanliness is still an issue in the FC. One committee member suggested that we advertise for a volunteer to do additional cleaning on Sundays, offering a FC monthly pass as an honorarium.

The FCC will begin a survey of patrons this month to evaluate service and facility satisfaction and seek guidance on which equipment to delete from service, to create room for a stretching/plyometrics area.

Gross FC Revenue for September, 2019 was \$2,469.00 **up \$668.00** from August, 2019 and **up \$521.50 from** September, 2018. Approximately \$322 of the September, 2019 revenue increase was due to increased fees charged in the month. A Bill Back credit for the period July-September, 2019 is expected to be received from PB in late October.

B. Programs:

The Programs Committee met on Thursday, October 10, 2019. Minutes of the meeting were included in the Board document package.

The Youth Program has done well in large part thanks to Mr. Johnson (JJ), who has left the program in good shape for his successor. The Youth Worker portfolio will be managed by Ms. Trach, with able assistance from TNA auxiliaries Marlon, Ray, Robby and others, while the position is posted and a new candidate is hired.

Ms. Nicholson reported that Fall registration has been strong, with only 4 or 5 programs cancelled.

C. Chinese Seniors:

The Group will celebrate quarterly birthdays on Friday, November 15. Also see comments in 5G. above.

9. ADJOURNMENT:

The meeting adjourned at 8:25 PM: on motion by Mr. Mah, seconded by Mr. La Vallee.

Next Board Meeting: Monday, November 25, 2019 at 6:25 PM

Benny Mah, Secretary

Marianna Vilchez, Recorder