



## 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, September 28, 2020, 6:30 PM

#### BOARD MEETING MINUTES

##### IN ATTENDANCE:

Executive Directors: Mike Bradley, President, Chair  
Ken Costea, Treasurer

Directors-at-Large: Iliaz Ali  
Jessica Carias  
Sandra Dare  
Charles Leong  
Sandra Marino  
Vanessa Tan

Absences/Regrets: Joan Poon, Vice-President  
Benny Mah, Secretary  
David La Vallee  
Tomas Tai

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

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

Recorder: Marianna Vilchez

#### **MS. GIESBRECHT – PB LIAISON REPORT AND DISCUSSION:**

(Beginning at 6:45 PM)

Ms. Giesbrecht greeted the Directors. She commented on the adjustments made by all through the last six months: navigating a post-COVID world, the transition to using technology as a primary source of communication; hosting/attending meetings through teleconferencing software as well as the technical difficulties that follow. Regarding COVID protocols, she reported that new decisions by PB have received both support and criticism from the community and staff. Ms. Giesbrecht stressed the importance of staying focused as facilities reopen, prioritizing the protection of vulnerable populations first, by prioritizing health protocols in CoV recreation and green spaces.

Ms. Giesbrecht was happy to report a silver lining of the lockdown: an overall increase in usage of parks and green spaces and perhaps a new found appreciation within the community for parks and recreation services.

The new general manager, Donnie Rosa, started her position on Monday, September 28. Ms. Rosa has 25 years of work experience in parks and recreation and a strong community-service background as the former VPB Director of Recreation Services.

Ms. Giesbrecht asked the Board if there are any comments or concerns they would like her to pass along as TNA's liaison to PB.

Mr. Ali had some building maintenance concerns. The first, a shortage of paper towels in the Thunderbird CC bathroom due to previous theft issues. Second, an overgrowth of trees along the side of the TNA building. There was discussion whether the tree overgrowth was a VSB or PB responsibility, with the consensus being PB.

Ms. Giesbrecht will report the issues back to PB. She noted that PB lost a significant amount of money during the last 6 months, with the cancellation of events, programming and other streams of revenue. Maintenance of CCs has had a lower priority in the interest of sustaining core services.

Mr. Bradley asked whether PB is receiving any direction or funding support from the government. Ms. Giesbrecht mentioned that a funding plan is under consideration to support core community services. The funding priority will be CoV followed by PB community services.

Mr. Bradley thanked Ms. Giesbrecht for making time to attend the conference call and said that he would be in further communication regarding a few issues. Ms. Giesbrecht left the call at 7:06 PM.

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

Conference Call Meeting by Webex, Call to Order:

Chair M. Bradley called the Directors' meeting to order at 7:07 PM. A majority Board Director quorum of seven (7) was present, (mandatory minimum: seven [7] for motion voting purposes), comprised of Executive Directors and Directors-at-Large, excluding the Chair.

## **2. APPROVAL OF THE AGENDA FOR THE SEPTEMBER 28, 2020 BOARD MEETING:**

**MOTION: That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, September 28, 2020, circulated by email, altered by a renumbering of items and the substitution of 5K. APG Report for Advance Poll, be approved.**

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

**3. APPROVAL OF THE AUGUST 31, 2020 EXECUTIVE DIRECTORS' REPORT:**

**MOTION:** That the Executive Directors' Report of Monday, August 31, 2020, circulated to the Directors twice by email, be approved.

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

**4. PRIORITIZED BUSINESS:****A. Financial Update - September 01, 2019-August 31, 2020 - 12 Periods:**

Mr. Bradley referenced the draft version of TNA's Unaudited Statement of Revenue and Expenses - Actuals for the 12-month period, September 01, 2019-August 31, 2020. These documents were provided to the Directors by email, to review ahead of the meeting. Ms. Bu does not normally provide financials for the month of August at year end due to accounts payable and receivable that remain and preparations for the fiscal audit. These draft financials were provided to assist in forecasting the amount of a surplus and to provide guidance for the 2020-2021 budget in the ongoing pandemic.

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

**Total Gross Revenue from Grants 2020 YTD** of **\$351,863** was **down (\$62,092)** from 2019 YTD.

**Total Gross Revenue from Fees in 2020 YTD** of **\$261,793** was **down (\$150,042)** from 2019 YTD.

Fee revenues were down due to the continuing closure of the Centre, initiated on March 20, 2020 with no programming revenue in April through June. Summer Day Camps provided some revenue in July and August.

- Program Fees YTD of \$189,414 were **down (\$114,633)** from 2019 YTD due to closure of the Centre as of March 20.
- Rental Fees YTD of \$10,482 were **down \$5,632** in 2020 YTD compared to 2019 YTD.
- Birthday Party YTD revenue of \$35,773 was **down (\$26,805)** from 2019 YTD, due to refunded and cancelled bookings.
- Pass Fees YTD of \$19,062 in the Fitness Centre were **down (\$7,459)** from 2019 YTD.
- Special Events/vending/fax revenues YTD of \$4,953 were **up \$4,287** from 2019 YTD due to receipt of a vendor credit in the period.
- Interest Income YTD of \$2,109 was **up \$200** from 2019 YTD.

**Total Gross Revenue (Grants and Fees) YTD** of **\$613,656** was **down (\$212,134)** from 2019 YTD.

**Total Expenses 2020 YTD** were **\$546,350**, **down (\$268,577)** compared with 2019 YTD, due to significant reductions in all areas except Staff Training – **up \$1,334**, but **mainly** due to a decrease in Program Expenses/Supplies - **down (\$57,026)**, Enabling - **down (\$6,212)**, Insurance/Licenses/Dues - **down (\$1,465)** and Amortization - **down (\$10,180)**. Wages and Benefits (including Birthday Party) 2020 YTD were **down (\$56,021)** as TNA paid only 6 permanent staff in April through June and an additional 2 permanent OSC and 6 auxiliary staff for Families and Day Camps programming. Expenses were also **decreased** by Government COVID Temporary Wage Subsidies (CEWS) of **\$120,307** received in the period.

**Total Gross Revenue minus Total Expenses 2020 YTD** shows a **surplus of \$67,306**, **up \$56,443** from 2019 YTD.

An email from Ms. Bu indicated that an estimated \$34,000 of CEWS for August was in application and would increase the projected surplus to approximately \$101,000.

The CEWS program was extended to November 21 on the basis of a declining base rate and it is not known if there will be a further continuance, in some form.

While the wages of 5 staff who worked on the Summer Day Camp program are included in expenses, the offsetting HRSDC grant of \$23,000 will only be credited by Government Canada when the final report is received, likely to be 1-2 months into the 2021 fiscal.

Given the extent of the projected \$101,000 surplus for 2020 and the anticipated increase in expenses of reopening programming at Thunderbird CC in October, with revenue reductions due to operating at less than half capacity, the Executive Directors filed a motion to reserve \$75,000 to provide funds to support this process. With the latest financials under consideration, Mr. Bradley asked the Directors to approve the ED motion as follows:

**MOTION: That the TNA Board approve the allocation of an anticipated fiscal year end surplus by reserving up to \$35,000 to capital and reserving up to \$40,000 to the 3-month operating fund.**

**Motion Moved By Ms. Carias and Seconded By Mr. Ali.**

**Motion Unanimously Passed.**

**B. 2020-2021 TNA Budget – First Draft:**

Ms. Trach produced the first draft of the TNA budget for the 2020-2021 fiscal, emailed to the Directors, with an estimated total deficit of \$25,317. She estimated a decrease in program revenue of 50-60% and fixed plus variable expenses of 50%, based on a “normal” operating year using the 2018-2019 workbook. Mr. Bradley further adjusted the budget, expecting up to \$21,000 from the federal government CEWS program. He also recommended increasing the “other” category to \$30,000 from \$5,500 to cover expenses of awnings, software development, computers and the Banner Project. This is a fairly conservative draft of the budget and some fine tuning may be needed should a lockdown be re-imposed and other variables. We will monitor the final budget monthly and recast quarterly as needed.

A basic structure – the “backbone” for the new TNA database system was completed by the contract software developer. Additional work remains to program the various modules to better monitor TNA patron records and is to be used in conjunction with an auxiliary position, as discussed in the February 24, 2020 minutes. An invoice of \$1,735 was paid and \$2,500 remains to finish the project.

A decision to either remove the existing or order new TNA banners needs to be made in this fiscal period. Costs are about \$5,000 to take down the existing banners and \$8,000 to create/silk screen and put up new ones. Mr. Ali pointed out that we do not have an accurate way of measuring how effective a promotional tool the banners are. Mr. Bradley mentioned that this was correct and an item for the TNA Task List. Directors from other associations have driven through the area and inquired about the banners, hoping to secure the same project for their own CCs.

**C. TNA Employee Salary Step System - Draft:**

Mr. Bradley referred to the changes embedded in the Step System that was emailed to the Directors. Ms. Trach, in consultation with staff, worked on the suggested alterations that are long overdue. A few

employees - TNA leaders, rental and area supervisor positions are suggested to have a generous 2-11% salary increase. The largest increases are to fairly compensate employee positions which have greater experience and responsibility, which the Step System has previously failed to recognize. Some categories have been eliminated as redundant and a few others were added.

Mr. Costea, Mr. Ali, and Ms. Carias have volunteered to form a new committee that will look at the Salary Step System and make recommendations to the Board.

**D. Grants Related:**

Ms. Trach is completing grant applications, two of which are due soon, including the Coast Capital YIP grant of \$10,000. TNA expenditures were significantly lower during the closure. Gaming grant funds are reserved for certain expenses such as the computer lab and youth area and Thunderbird CC underspent the grant by about \$87,000. The Central City Foundation grant of \$19,000, approved in February, 2020 but delayed by the lockdown, will fund the purchases of new kitchen equipment and new furniture for the Games Room.

**E. Projects In Progress (Computer Order, Contract Programming, Awnings, Kitchen Items):**

The computer order of 14 refurbished systems was delivered on Monday, September 28 and stored in the Computer Lab. Mr. Costea suggested to the Board that the old computers be recycled by donation to a high school student, with connection to Ms. Camilla Ting from the Thunderbird Elementary School. The student had donated computers to the School students that he had refurbished himself this summer. As a token of appreciation and to help with his business, Mr. Costea suggested the old computers be gifted to him for parts. Another possibility is to donate the old systems to ReuseTech BC.

A backbone for the TNA database was developed. The programmer will next begin work on various application modules.

The base cost of a contractor to supply and install the awnings in the Preschool Play Area is approximately \$15,000. VSB maintenance appeared to approve the project details, however; further discussion is needed to determine which party will complete the electrical installation and its cost.

The Central City Foundation grant of \$19,000 was approved towards the purchase of new benches for the Games Room and a new sanitizing dishwasher, freezer, and stove for the downstairs kitchen. Ms. Chow is researching quotes for the kitchen and Ms. Braar is sourcing ideas from the YIP regarding new furniture for the youth area.

**F. Pandemic Adjustment to TNA's Refund Policy:**

Ms. Trach suggested to Mr. Bradley the course cancellation policy regarding patron refunds be adjusted to consider the pandemic. The policy currently states "Programs may be cancelled during the session due to unforeseen circumstances...Refunds under \$5.00 will be issued as credits." As the number of programs

offered has been reduced and existing programs are operating with limited capacity, it may be unfair to issue credit refunds.

The Board agreed to eliminate credit-only refunds for purchases under \$5.00.

**G. COVID Sick Leave Policy for TNA Staff:**

In the event that TNA staff in the Summer Day Camp programs contracted the COVID virus and had to self-isolate for two weeks (10 working days), the Board agreed to provide once-only wage coverage. Directors agreed that all TNA staff should be included in this coverage, despite their reduced working hours. Although they are only working up to 16 hours per week, auxiliary staff put their health at risk for Thunderbird CC. Mr. Bradley noted that the Federal Government had recently announced a COVID sick leave program but that details are not yet available. TNA would revise its policy further depending on this program's benefits.

**MOTION: That the TNA Board approves new contract language for the TNA staff that guarantees up to 10 work days of paid sick time should they be required by health protocols to self-isolate due to COVID health protocols, or upon providing a positive COVID test result.**

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

**H. Staff Related:**

Alicia Manhas was hired as the Thunderbird CC's new temporary programmer. She is expected to do well in the role. Alicia has previous experience as a former Programmer Level 1 in charge of seniors' and special events and is also very familiar with ActiveNet. She is planning the TNA's programming for October. Her contract will be reevaluated in December.

Auxiliary staff, Marlon and Ray, have been at Thunderbird CC twice a week filling in where needed and making sure touch points are frequently sanitized.

The Thunderbird CC has been open Monday-Friday from 9:00 AM - 5:00 PM to accommodate the few running programs, Preschool, OSC and Cap C. Starting Friday, October 2, the Thunderbird CC will remain open until 9:00 PM to accommodate the Youth program.

After the October long weekend, the Thunderbird CC will expand its operating hours to Monday-Wednesday from 9:00 AM - 8:00 PM, Thursday-Friday from 9:00 AM - 9:00 PM, and possibly Saturdays from 9:00 AM - 2:00 PM, depending on what programming Alicia schedules to replace birthday party rentals.

Mr. Costea noted that secondary schools are hoping to transition to stage 2 of the COVID protocol plan and elementary schools would likely follow. With stage 2 protocols, Thunderbird Elementary School is allowed to have learning groups and cohorts, and increased athletic activity, as long as spacing is appropriate. The School has tried to allow sports and activities during break hours, with extra monitoring

to ensure students wash their hands, don't touch their face and follow the basic COVID hygiene guidelines.

**I. AGM – November 23, Member Notification, Incumbents, Payment, Voting:**

Mr. Leong, Mr. Costea, Ms. Dare, Mr. La Vallee, Ms. Tan and Mr. Bradley are due to run again on November 23. Mr. Bradley, Mr. Costea, Ms. Dare and Ms. Tan all said that they would run for office at the AGM.

Mr. Bradley reminded all of the Directors to pay the \$5 AGM Participation Fee if they or their children were not registered for 2020 programs either before the lockdown or will register in October.

Due to social distancing protocols, the AGM will possibly be held both in person at the Thunderbird CC and simultaneously by conference call, on an online platform. Members will likely be given two options: to vote through the online platform or by casting a ballot anonymously in a locked voting box at the Thunderbird CC office, prior to the AGM. The registration process and online voting have yet to be researched. Once October registrations have been completed, Mr. Bradley will have the office staff request an Excel copy of all registered adult patrons in 2020 - the TNA Membership and their email addresses for information on and promotion of the AGM.

**5. NEW BUSINESS:**

**A. Correspondence:**

Mr. Bradley has been in contact with Reliance Insurance and renewed TNA's Director and Officer's liability insurance. All Directors are protected against legal actions, arising from Board activities.

**B. Centre Reopening Health and Safety Protocols:**

Thunderbird staff and Mr. Bradley met at the Thunderbird CC with the CoV safety inspector on August 24, to review the proposed Health and Safety Plan for child care and other programming in the Thunderbird CC. The Health and Safety Plan was specified in a 56-page document, completed by Ms. Trach, including one Master Safety Plan and appendices that referenced the OSC and Preschool.

Ms. Trach is preparing a draft Safety Plan for the FC reopening and it is expected to be ready by next week. The FC will accommodate a maximum of 6 people during each 1-hour session, including 5 patrons & 1 staff.

**C. Fall Programming:**

Alicia Manhas is in charge of planning the Fall programming. Her updates will come as she settles into her role. Mr. Bradley hopes to resuscitate the Programs Committee and meet with Ms. Manhas in 2 weeks.

**D. Special Events:**

Ms. Lorraine Chow is considering various options for a Halloween event. She is also hoping to host the regular Breakfast with Santa event, only adjusted for social distancing protocols. There will be multiple breakfasts with reduced capacity, instead of hosting one large feast.

The Program Committee will work on this and submit ideas to Ms. Trach and Ms. Chow.

**E. Summer Day Camp Program:**

The Summer Day Camp program ran for a total of 7 weeks. Staff reported it was a challenge to adapt to a continuous outdoor camp setting, under COVID health protocols but had a successful program. Hosting the camp outdoors meant a larger area for staff to monitor. The weather affected some days but both kids and staff adapted well.

The camp was funded by an HRDC grant of \$23,000.

**F. Child Care:**

Staff has done their best to adapt to limiting and rotating toys, restricting usage of sections open per day, and developing strategies for more efficient cleaning.

OSC had 13 registered students when they first opened as a trial in the summer but now 16 students are currently registered in full time operation. The low number of students is good because the portable used for OSC is small and therefore it is hard to maintain physical distancing. Child care rates will see a \$10 per week increase beginning in November.

**G. Preschool Play Area:**

Preschool has been operating with three 1-hour classes per day with a maximum of 10 students per class and a half hour-break between sessions. The time adjustment and reduced capacity has made the transition to health protocols easier but continuous and repetitive cleaning is tiring staff out. Beginning October 1, the morning session will have full enrollment of 20 students in a single class.

Construction for the play area has been completed. The awnings still need to be installed to provide extra coverage for outdoor play time.

A new gate to the playground with a mesh surface will be installed so that staff can see into the area at all times. The existing gate has a solid base which obstructs Andrea's view of the kids from outside of the play area.

**H. Fitness Centre Reopening:**

The CEWS plan has reduced its reimbursement policies through November 21. Mr. Bradley will have to rework the FC budget for access and drop-ins.

Ms. Trach is drafting the reopening Safety Plan. Some discussion is ongoing about which machines will be kept in the FC, which will be off limits and the amount of time allotted per station to accommodate a

vigorous cleaning schedule, which will affect the hours of operation. The current estimate is about 12 minutes usage allotted per station, with the FC open for three 1-hour sessions per day through to the year end. Additional research is needed regarding room ventilation and the hours of daily operation.

**I. Advance Polls:**

Elections BC inquired about multiple day space usage for the advance polls. TNA declined the request as it would interfere with family programs in the multipurpose room and a Food Safe course scheduled in October for several TNA staff.

**J. Birthday Parties:**

Unfortunately, Birthday Parties will not be offered in the near future due to limits on the size of gatherings during the pandemic. The loss of revenue and reduced work-experience opportunities for youth is regrettable.

**K. APG:**

Mr. Bradley referred to the APG minutes from the September 3 conference call meeting, circulated to the Directors by email. The APG discussed the transition to online programming, which Kerrisdale CC has begun with its own resources. Kerrisdale CC has had success converting some of its regular programming into an online platform other than Webex and registration without ActiveNet. The instructors have adapted well but extra equipment and technology training is needed. Mr. Bradley estimated that roughly a quarter of the CCAs will try online programming in some form. PB is now offering to support CCs with online programming provided that videoing originates at the CC with programmer supervision, registration through ActiveNet and using the Webex platform for broadcasting content.

Subcommittees will begin meeting regarding child care and with Ms. Rosas return, VSB maintenance. Unfortunately, with the loss of revenue this year, PB does not have the budget to tackle many lower priority issues.

The Task Force discussed the possibility of opening up facilities again for rentals but this is a lower priority than restarting other forms of programming. A group inquired about hockey rentals at Thunderbird CC but they have been told rentals will not be available until at least November, 2020.

**L. Upcoming Events:**

October 01: APG Meeting  
October 05: TNA Catchment Registration  
October 08: TNA Online Registration  
October 26: TNA Board Meeting

**6. COMMITTEE UPDATES:**

**A. Fitness:**

See 5H above.

**B. Programs:**

Mr. Bradley will reconstitute the group and arrange a meeting in the next 2 weeks to discuss various options with Ms. Manhus and Ms. Trach.

**C. Chinese Seniors:**

Seniors programming has not resumed but is expected to restart in some form in November. Mr. Bradley informed the Directors that Mr. Kim Ma, passed away on Monday, September 7, 2020. Mr. Mah previously served on the TNA Board for 6 years and was Treasurer of the Chinese Seniors Group. Several current Directors served on the Board with Mr. Mah, remember him from meetings and special events and will miss him. The Board sends condolences to Mr. Mah's family and his many friends among the Chinese Seniors.

**7. ADJOURNMENT:**

The meeting adjourned at 8:56 PM.

**Next Board Meeting: Monday, October 26, 2020 at 6:25 PM.**

Report: Mr. Bradley will report to the Board by email, conference call or meeting at the Thunderbird Community Centre on October 26, 2020.

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Mike Bradley, President

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Benny Mah, Secretary

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Marianna Vilchez, Recorder