



## THUNDERBIRD NEIGHBOURHOOD ASSOCIATION BOARD MEETING MINUTES

**MONDAY, OCTOBER 22, 2018 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, Secretary

Directors-at-Large: Ken Costea  
Sandra Dare  
David La Vallee  
Diane Lord-Cotton  
Benny Mah  
Jessica Rodriguez  
Roberta Scherger

Absent/Regrets: Jimmy Huynh, Treasurer  
David Ma  
Sandra Marino

Staff: Luke Balson, VPB Community Recreation Supervisor (CRS), Thunderbird.

Recorder: Mike Bradley

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

Regular Meeting Call to Order:

At the conclusion of the General Meeting, Chair M. Bradley called the Directors' meeting to order at 7:20 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 22, 2018 BOARD MEETING:**

**MOTION:** That the Agenda for the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, October 22, 2018, circulated on table, be approved.

**Motion Moved By Ms. Poon and Seconded by Ms. Lord-Cotton.**  
**Motion Unanimously Passed.**

#### 3. **APPROVAL OF THE SEPTEMBER 24, 2018 REGULAR BOARD MINUTES:**

**MOTION: That the Minutes of the Thunderbird Neighbourhood Association (TNA) Regular Board Meeting held Monday, September 24, 2018, circulated on table, further to the edits noted by the Secretary, be approved.**

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

#### **4. PRIORITIZED BUSINESS:**

##### **A. Financial Update for the 12-Month Period September 01, 2017-August 31, 2018:**

Mr. Balson circulated on table the unaudited Statement of Revenue and Expenses for the 12-month period, September 01, 2017-August 31, 2018. The Statement summarizes the financial data prepared for the auditor by Ms. Bu. The auditor's staff are now examining TNA's records.

The Statement shows the 2018 YTD financials and for comparison, the financials for the same period in 2016-2017. The unaudited Statement of Revenue and Expenses - Actual for 2017-2018 shows an **overall surplus of \$17,883 in the period, up \$1,446 over 2016-2017**. The Fitness Centre generated positive net revenue of \$11,288 and Birthday Parties a deficit of (\$1,792) in the period.

In the Variance presentation of the Statement of Revenue and Expenses, the 12-month period in 2017-2018 compared to 2016-2017, Revenue from Grants YTD was down by (\$14,441) with the following explanation for much of this amount:

- The Special Needs area was down (\$1,054) in 2017-2018, due to a Thunderbird child moving from Vancouver to Burnaby jurisdiction and the allocated Ministry fee followed the child.
- Gaming Revenue YTD was down (\$21,103) in 2017-2018, due to the timing of draws from the gaming account.
- The HRSDC Grant from the federal government was dramatically reduced by (\$15,092) this year
- The overall negative variance for Grant Revenue YTD 2017-2018 of (\$14,441) versus 2016-2017, was mitigated by a positive variance in the Other Community Grant of \$15,301 mainly from Moresports (BCRPA) and from the Coast Capital grant, recorded in the YIP category, a positive variance of \$11,500.

**Total Grant Gross Revenue for 2018 YTD of \$407,462 is down (\$14,441) from 2017 YTD but \$10,487 over Budget YTD.**

Total Revenue from Fees was **up \$12,920** in the 12-month period of 2017-2018, with the following explanation:

- The NBA revitalization of the gym, a one-time event, generated \$20,580 in 2016 and \$0 in 2017-2018, creating a variance of (\$20,580).
- The Miscellaneous category generated (\$5,201) less revenue in the period, compared to 2016-2017.
- The above Variance declines in Fees were mitigated by **increased revenues** from Program Fees of \$12,920 (likely due to Summer program fees), Pass Fees (includes Bill Back credits) of \$3,402 and Birthday Parties of \$3,718.

Total Fees for 2018 YTD of \$458,132 is \$4,638 under Budget YTD, also Total Revenues 2018 YTD of \$865,595 while down \$20,157 compared to 2016-2017, is over Budget 2018 YTD by \$5,850.

Total Expenses in the 12-month period of 2017-2018, were \$847,711, **down** (\$21,603) compared with 2016-2017 and \$16,792 below Budget YTD. Total Wages and Benefits (including Birthday Party W&B) for 2018 YTD at \$599,314 are down \$14,492 from 2016-2017 and \$48,999 below Budget YTD.

Gross Total Revenue minus Total Expenses 2018 YTD shows a surplus of \$64,188 versus the 2017 YTD surplus of \$48,564 in the same period.

Mr. Balson said that overall numbers will change little in the audit process.

The Chair said that the totals for the fiscal year end are remarkably consistent with the preceding year, yielding a surplus \$1,446 higher than in 2017. Looking at the data month by month, variances in Budget YTD, both positive and negative, can be quite large though they appear to balance out over the year. Regardless, it does not always feel that the budget is on track due to the effect of accrued accounting in ActiveNet, the timing and amount of draws from the Gaming Account, revenues that lag from various Ministries and from seasonal registration fees. He asked Mr. Balson if he could enquire if PB could provide some financial assistance that would help TNA look beyond the monthly and seasonal variables that affect the Budget.

#### Directors Questions and Discussion:

A Director asked the amount of the PB fee for ActiveNet services (in the JOA, referred to as the "registration systems subscription fee") and if it had been levied in this fiscal?

Mr. Balson replied that the 1% fee is levied on all registration/rental transactions and accounted for in the ActiveNet reports received by TNA every 2-weeks. Mr. Balson will look for the total amount of the fee for 2017-2018 fiscal.

The Chair asked if the amount of the 1% "Operations Fee" would be levied in 2019 as the first year (2018) of the JOA was to have a 0% charge? TNA signed the new JOA On September 30, 2017 but the agreed changes to Appendix C were not initialed until March 2018. Mr. Balson replied that the timing has not been decided. The 1% fee is to be levied in year 2, on the Associations' previous years gross Facility-Generated Revenue, excluding grants, bequests, donations, fundraising and membership fee revenue, interest and investment income, and refunded rental deposits. Mr. Balson said that calculating the fee would be relatively straight forward for those Associations having a calendar fiscal but more complicated for the other Associations with fiscal years ending on August 31. The Chair replied that the APG was to discuss the matter with PB in the near future.

The Chair noted that the estimated surplus before audit has dropped significantly over the last 3 months but it would be acceptable to reduce it further by reserving at least \$10,000 to the 3-month operating reserve. After discussion the following motion was tabled:

**MOTION: That the TNA Board increase the three (3) month operating reserve by ten thousand (\$10,000) dollars.**

**Motion By Ms. Lord-Cotton and Seconded By Mr. La Vallee.  
Motion Unanimously Passed.**

**B. Financial Update - September 01, 2018 to September 31, 2018, 1 Period: Tabled.**

**C. 2018-2019 TNA Budget:**

Mr. Balson tabled a revised TNA Budget for 2018-2019 having a preliminary deficit of \$560, including some contingency. In discussion the Directors asked that a \$5,000 Expense line item be created, for an artistic project to be funded by a 50-50 PB Artist in Residence grant. TNA will apply for the grant in the Spring of 2019. The Chair noted that the Budget does not anticipate a charge for the 1% "Operating Fee" in the JOA (see discussion in 4.A above). The revised budget will have a deficit of (\$5.560).

After further discussion the following motion was tabled:

**MOTION: That the TNA Board approve the 2018-2019 TNA Budget having a deficit for the fiscal year of five thousand five hundred and sixty dollars (\$5,560).**

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

D. Strategic Planning – Review Vision Statement, Plan for Capital Reserve: Tabled.

E. Staff Updates and Postings:

The Preschool posting has been filled by Ms. Tiffany Lau, who will start in October, 2018. Ms. Lau is in her third year working practicum of a special-needs certification. The Board welcomes Ms. Lau to Thunderbird Centre and wishes her a pleasant orientation in the Preschool.

Mr. Balson said that Ms. Kellerman will start the coffee cart service at Skeena.

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F. Grants Update:

Mr. Balson reported that the Social Services Grant totaling \$41,616 was received, a 2% increase over last year. The Grant funds our Family Drop-in Program, that continues to be very well attended.

Staff are preparing the Direct Access Grant that funds many programs for children, youth, seniors and the computer lab.

Mr. Costea left the meeting at 8:05 PM.

## 5. **BUSINESS ARISING:**

A. Reconciliation Shirts:

Mr. Balson reported that the T-shirts that were to be delivered to the Centre, on Thursday, needed to be picked up and were not received at Thunderbird until after Thunderbird School closed on September 28. Unfortunately, there was no time to liaise with the School's principal before their celebration of National Indigenous Day on Monday, October 1, 2018. Some teachers did purchase a few of the shirts but all of the children's shirts are still available. Mr. Balson and Mr. Costea will discuss sale of the shirts to teachers and distribution to the children, by lottery or other method, with the principal, Ms. Harris.

B. TNA By-laws and Constitution:

The final changes to the TNA By-laws and Constitution were passed by Special Resolution at a General Meeting convened at 6:00 PM, before the Board Meeting on October 22, 2018. The General Meeting was attended by 12 members (required quorum under the BC Societies Act is 10 members) and adjourned on motion at 7:00 PM.

The Chair will incorporate all changes approved at the General Meeting by editing the existing By-laws and Constitution, producing a new document that Mr. Balson will file with the BC Government registrar of Societies before the November 28, deadline.

C. Board Recruitment Through Vantage Vancouver:

Mr. Balson has placed the request for volunteers with professional experience, up on Vantage Vancouver's website.

**D. Centre Cleaning Update:**

Cleanliness of the Centre is much improved, following the deep clean by VSB staff in late September and the appropriate level of care is being maintained. Mr. Balson and Ms Land will be working with VSB staff to establish a "Level Service Agreement" that specifies the VSB cleaning duties, their scheduling and supervision and also invoicing and communication details.

**E. Popcorn Machine Details: Tabled.**

**F. AGM Business:**

The Board is still recruiting for replacements to Mr. Huynh and possibly Mr. Ma. Mr. Balson has published a notice in the Courier newspaper and an AGM banner and biographies of candidates for Director positions, will soon be posted in the Centre lobby. At the moment it appears that the election will be by acclamation rather than ballot but a scrutineer should be in attendance in case of nominations from the floor. Staff will prepare the AGM document package, handle registration and take minutes at the Meeting. Ms. Chow will arrange for food at the event. Ms. Land will be attending.

**G. Community Christmas Event:**

The Community Christmas Event will be held in the School gymnasium on December 12, 2018. There will be 2 sittings and guests will be invited from our catchment area. The second sitting will be treated to a performance by the Vancouver Concert Band. The School event was to have been held on December 19 but is not scheduled at this time.

**H. Board/Staff Christmas Dinner:**

This year's event will be held at Trocadero's Restaurant, 2411 Nanaimo Street on Sunday, December 9, 2018, from 12:30 – 2:30 PM. The cost to TNA is \$30 per staff and Directors, including an appetizer, salad and beef/chicken entrée, tax and tip.

Please register by November 30. The cost for guests is \$30.

**6. NEW BUSINESS:**

**A. Correspondence:**

Mr. Balson received a request from Strathcona CA, relayed through their CRS, to provide our staff salary details, particularly in the Childcare area. Strathcona has hired an HR consultant and is conducting a survey of Douglas Park and RayCam Associations, that run operations similar to Strathcona, to determine if their salaries are competitive.

TNA had Mr. Balson conduct a similar survey earlier in 2018 but the information, although freely given by a number of Centre CRS's, was not detailed therefore not directly comparable to Thunderbird's staff.

A Director was concerned that if we released detailed information about our staff's compensation, given our small child care staff, whose names and titles are published in the brochure and on-line, we would be breaching staffs' privacy.

The Chair asked Mr. Balson to convey the TNA Board's concern around privacy of our data. We would be interested in sharing detailed compensation information if the survey was expanded to 7 (say) somewhat comparable Associations and that the information was anonymized by using source names, such as Association 1 – 7 and that the Associations and consultant sign a non-disclosure agreement.

**B. Subsidy Requests:**

Mr. Balson reported that a charitable organization called Social Diversity for Children has asked for a subsidized rental rate on the multipurpose room, to hold an information coffee house event in the multipurpose room on December 1, 2018 from 3:00-9:00 PM. Regular cost of the rental is approximately \$485. After discussion, the following motion was tabled:

**MOTION: That the TNA Board approve the Social Diversity for Children charitable society to rent the multipurpose room on December 1, 2018 from 3:00-9:00 PM at a 50% rental subsidy, provided that staff obtain the organization's registered charity number and that there are no conflicting rentals on the requested space.**

**Motion By Ms. Lord-Cotton Seconded by Mr. La Vallee.  
Motion Unanimously Passed.**

**C. Winter Brochure:**

Ms. Nicholson is away on vacation and has asked the Programs Committee and Board for their comments on the draft form of the Winter Brochure.

Mr. Balson and the Chair favored the format that comprised the Fall Brochure.

- Several Directors thought the draft was better in that it was cleaner and less cluttered.
- All but one Director, who wanted bright colors, liked the blue/purple color scheme.
- Everyone wanted better cover art, with a Christmas theme and more pictures throughout (not included in the draft).
- The majority liked program information predominantly rendered in 3 columns rather than 2.
- Everyone thought that font size should be increased to 11 or 12 to be more easily read by adults.

**D. Upcoming Events:**

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| October  | 25: | CCA/PB Joint Meeting at Creekside CC                     |
| October  | 26: | Halloween Haunted House                                  |
| October  | 25: | Joint CCA/PB Meeting at Creekside CC                     |
| November | 05: | FC and Programs Meeting                                  |
| November | 19: | TNA AGM  |
| November | 22: | PB/CCA VanPlay Meeting, Killarney Seniors Centre         |
| November | 26: | TNA Board Meeting  |
| December | 03: | FC Meeting   |
| December | 06: | APG/PB Meet and Greet, 6:30 PM, Killarney Seniors Centre |
| December | 09: | Board/Staff Christmas Luncheon at Trocadero's Restaurant |
| December | 10: | Programs Meeting   |
| December | 12: | Community Christmas Dinner                               |
| December | 17: | TNA Board Meeting  |

December 22: Centre Closed December 22-January 02,2019?

**7. COMMITTEE UPDATES:**

**A. Fitness Centre:** No Report as the FC did not meet in October.

Next meeting of the FC will be on Monday, November 5, 2018 at 6:30 PM.

**B. Programs:**

The Programs Committee met on October 18, 2018. Meeting minutes were emailed to Directors but not included in the Board document package.

Next meeting of the Programs Committee is tentatively scheduled for Wednesday, November 14, 2018 at 6:00 PM.

**C. Chinese Seniors:**

Ms. Dare reported that not much is happening with the Seniors at the moment. Mr. Xu, who is 96-years old and well known to the Board, is in hospital for treatment. The Seniors will be planning events in the next 2 weeks.

**8. ADJOURNMENT:**

The meeting adjourned at 9:15 PM: on motion by Ms. Scherger and Mr. Mah.

**AGM: Monday, November 19, 2018.**

**Next Board Meeting: Monday, November 26, 2018 at 6:25 PM.**

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Joan Poon, Secretary

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Mike Bradley, Recorder