

## Britannia Board Meeting

March 13, 2013

### Board Conference Room

PRESENT: Gwen Giesbrecht, Chairperson; Ray Gallagher, Dan Fass, Margaret Vis, Ingrid Kolsteren, Inness Campbell, Oliver Conway, Trevor Mah, Eva Sharell, Paul Kjekstad, Meseret Taye, John Flipse, Geoff Taylor.

REGRETS: Brendan Boylan, Tammyanne Matthew, Jim Ion, Susie Bando, Acting CRC;

STAFF: Cynthia Low, Natalie Bailey, Brenda Coombs (recording), Mike Evans

GUESTS: Himme Le Nguyen, Langara Practicum Student; Monica Van Schaik, Vasi Petoussis  
Preschool staff attended at 7:30 p.m.

### CALL TO ORDER 6:03 p.m. by Gwen Giesbrecht, President

Himme introduced himself. Himme is a practicum student from Langara College in the Recreation Program and will be at Britannia Youth Centre until April 14, 2013. He is planning a special event for spring break for youth.

### 1. AGENDA MARCH 13, 2013

MOTION: TO APPROVE THE REVISED AGENDA FOR THE MEETING OF MARCH 13, 2013, AS CIRCULATED AT THE MEETING, WITH THE ADDITION OF ARTS AND CULTURE COMMITTEE REPORT AND CHILD CARE COMMITTEE REPORT.

Oliver Conway/Dan Fass

CARRIED

### 2. BOARD MINUTES OF FEBRUARY 13, 2013.

MOTION: TO APPROVE THE MINUTES OF FEBRUARY 13, 2013 AS CORRECTED: Page 3 MOTION: re: ASTORINO'S LINE 7 SHOULD BE "OVERSIGHT" NOT "OVERSIGHT"

Dan Fass/Margaret Vis

CARRIED

### 3. NEW BUSINESS

- a) **Community Carving Pavilion** – Cynthia circulated a document for information about the possible structure that could be built where the present carving project stands. When completed it would be a shared maintenance facility. If approved by the Board, Cynthia Low will be approaching the City as a next step. Details will come back to the Board for approval as this issue progresses.

MOTION: TO SUPPORT THE COMMUNITY CARVING PAVILION IN PRINCIPLE.

Ray Gallagher/Paul Kjekstad

CARRIED

## 4. UNFINISHED BUSINESS

### a) **Youth Matter Forum** – this was a successful forum.

- We had very good representation from the Vancouver School Board, Vancouver Coastal Health and Vancouver Park Board.
- The meeting was a good start to get everyone on the same page.
- Safe House was an issue under discussion.
- Immediate response, onsite delivery of services.
- We have an evening where adolescents come to Britannia and meet with youth. This is building a connection with REACH as well as UNYA (Urban Native Youth Association)
- Good positive steps, sharing of information table.
- There were 86 people in attendance.
- There was a young woman that talked about when she was a teen in this area. It brought the heads down to the heart. She made a very big impact. She claimed the experience of three generations of that cycle. She credited Britannia with a lot of positive influence with her life. She expressed thanks for the assistance the Youth Programmer; Tom Higashio had offered her as a teen.
- Kudos to keeping this going, staying grounded; it gave a sense of why we are here.
- Moving forward we won't have large meetings, the attendees will be invited to one or more tables.
- The information sharing workshops on legal, medical partnerships will be formed.
- The school does an amazing job

### b) **Communications** - tabled

MOTION: TO DEFER COMMUNICATIONS TO OUR APRIL MEETING.

Margaret Vis/Ingrid Kolsteren

CARRIED

### c) **Signage**

The work order has been put in, but the City will not cover the electrical expense of \$40,000. Cynthia is looking at how we pay for this. Cynthia is working with the Engineering Department.

### d) **Fund Development**

There was a workshop last month. Craig Hikida from the Vancouver Foundation spoke at the event. We are going to do some fund development, how much and how has to be decided. He talked about fundraising as relationship building. They discussed the different levels of fundraising, we must maintain the current fundraising in order to keep current programming levels.

We should designate time at the next Board meeting for a fundraising discussion. Board members supported committing up to ½ hour of time at the next meeting to discuss and make some decisions on fundraising.

Suggestion that we pick out a project and we raise funds for one particular project.

A request that the chart that was created for the fundraising workshop be circulated to the Board members in the next couple of weeks so they can review.

## e) Election Forum

Dan Fass reported –

We are looking at:

Monday, April 30 6:30-8:30 – at Britannia for Vancouver Mount Pleasant Candidates

Wednesday, May 1 – at Thunderbird for Vancouver Hastings Candidates

Thursday, May 2 6:00-8:00 pm – at Ray Cam for Vancouver Mt.Pleasant Candidates

Saturday, May 4 10:30-12:30 – at Britannia for Vancouver Hastings Candidates 10:30-12:30

Sunday, May 5 10:30-12:30 – at Trout Lake for Vancouver Kingsway Candidates

We are also looking at web casting, or videotaping so that we could put on our websites.

Discussion on where does the Courier deliver? We will check this.

5. **Correspondence** – file circulated at meeting.

## 6. Committee Report

a) **Executive Committee** – circulated draft minutes of February 27, 2013. We are looking to finalize the Boffo lease and are meeting this Friday. We will be looking at a 1 year lease.

b) **Finance Committee** – circulated draft minutes of February 27, 2013. Statements circulated. The preschool deficit and gaming accounts were asked about. The gaming budget is allocated and will be spent by March 31, 2013.

Cynthia circulated a financial statement for Britannia Child Care Programs at the meeting and a revised Childcare Manager statement. Depreciation total is \$25,157.

Cynthia Low stated that the Management team approved \$13,000 in expenditures for Out of School Care and then an accounts receivable error was discovered for \$11,141. We will be reviewing the child care statements and we should have information by mid-April up to March 31, 2013. There is a reduction of 25 hours in June and a saving of 2 hours a day for an aide. In the preschool we have the highest enrollment we have ever had, - 4 children away from full enrollment. 50% pre-enrollment for the fall.

Monica and Vasi attended and requested to speak. They have an Open house Friday, March 15, 2013. So far they have about 20 responses to attend the Open House. They are over enrolled in three classes. We are three children from full enrollment in the preschool.

In terms of budget they stated they are on track for revenue. We will have expenses with two senior supervisors being required because of illness. The program is operating at a higher revenue rate than ever before. We have committed to run to March 31<sup>st</sup> and see what it looks like.

Childcare Manager financial statement to January 31, 2013 was circulated with corrections at the meeting.

## c) Board Development

We need to offer another financial workshop for Board members. We are working on the Annual General Meeting and fundraising is an upcoming topic.

Staff representative, everyone encouraged to ask people to consider running. We also need young people. Anyone interested can talk to Cynthia, and they can come to the next Board

meeting to observe. Please make sure that Brenda Coombs knows so that appropriate food is ordered.

**d) Program and Special event – no report**

- e) **Youth Committee** – Luongo box seats were given to 3 or 4 members of the committee – grade 8's or 9's. Planning special events, meeting weekly.
- f) **Planning and Development** – January 10, 2013 meeting notes circulated. We have had a February meeting and we are meeting tomorrow night. Ian is working with Evergreen for a curriculum for the year. The carving pavilion will be discussed tomorrow night. If you are interested please come out to the meeting tomorrow.
- g) **Volunteer Program** – minutes of November 13, 2012 circulated with the Board package. Still looking for a Board member on the Committee.
- h) **Site Management Meeting** – minutes of January 17, 2013 circulated with the Board package. Discussion on security, mention of increased cameras. Emergency planning under discussion, staff committed to compiling information. Board Emergency Planning committee is different discussion.
- i) **Arts and Culture Committee** – next meeting April 4. The position is being classified with an arts background not a recreation background, will include Thunderbird and Hastings. We should be posting the programmer position next week.
- j) **Child Care Committee** – we have done the evaluation process. An administrative review process has been underway. Had an initial meeting with Child Care supervisors, and committee meeting discussed this item on Monday night. The parents want to be involved. Each centre is watching their budgets carefully.

Leah Drayton has tendered her resignation as of March 22<sup>nd</sup>, 2013. We will have to review, post and fill the position.

## 7. Administration Reports

8.

- a) **Executive Director** – report circulated with Board package.
  - Working with Ian and the elementary school.
  - Scholarship time is coming, dates of graduations will be provided at the next meeting. Every year we ask Board members to present the cheques at the ceremonies, please consider and let us know next meeting. Also we will do approvals for scholarships next meeting.
  - We are looking at ways to support REACH as they are undergoing a serious renovation. There is discussion about staff based at Britannia. We are looking at possibilities. Working with REACH on the youth matter issues.
- b) **Manager of Administration** – reiterated the year end performance to December.
  - Audit will start March 25<sup>th</sup>.
  - We have the ACE Programmer posting coming on line. We have some back fill for that position being hired.
  - RPT cashier we are interviewing,
  - SIA position posted.
  - Child Care Manager Position to work through.

- We are going to have a rink shutdown from April 8<sup>th</sup>.
  - Drainage work done outside of the snow pit. Will do the drainage when the pool is shutdown. They are going to look at possible drainage issues under the pavilion.
  - Out of School Care are almost always profitable.
  - Eagles underwent significant renovations and some of those renovations affected their budgets. Significant program changes as well in Eagles. Uptake did not match the staffing levels.
  - Mount Pleasant a bit more of a surplus.
  - Why are the staffing costs more than budget?.
  - We will evaluate the revenue position.
- c) **Child Care Manager** – report circulated with the Board package.
- Leah and Eva Sharell are meeting with the people from the city on the enhancements grants.
  - Seniors Supervisors' evaluation will hopefully be completed by the end of Leah's term.

MOTION: TO RECEIVE THE REPORTS.

Ray Gallagher/Dan Fass

CARRIED

## 9. Partners' Reports

- a) **Recreation** – report circulated with the Board package. Programmers are requesting to hold a movie on the oval for Micro Footie participants. They would like the Board to approve \$1500 to hold this event. The movie issue will be forwarded to the Finance Committee.

Gen7 is geared towards aboriginal youth and families to help them be active. We are supporting the Gen7 staff at Hastings. The official launch was a couple of weeks ago.

- b) **Library** – report circulated with the Board package. Book drop re-opening tonight. Kate Lowe is going to transfer to Kerrisdale Library and Ariel Caldwell will be joining us next week. We will have people experienced in preschool, youth and young adults at our branch.
- c) **Secondary** – Reel Canada Film Festival today at the school. If successful it will come back. Expose students to film they might not see on their own.

Report cards come out Friday, strong honour role.

We are planning for next year. We have submitted projections, down 20 students. Impact is unclear at this time.

Britannia Grad June 11 at Britannia; Banquet at Pan Pacific June 25.  
There is a band concert tomorrow night.

- d) **Community Education** – Mike Evans reported there is a meeting on Friday with Facilities Committee at the School Board.  
Spring Break about 100 students participating in programs. District closure week coming.

This year there are 5 days of closure and the trustees want to encourage kids to be active.

The first Friday of the month we have food certificates. We distribute to our families. At the last Community Education Committee Adrienne Montani attended to talk about First Call. Over 200 families coming to Mother Goose at Trout Lake.

# Minutes - Board – March 13, 2013

CLICK operates out of the Community Education office.

Monday there is a tug of peace, our partners are Vancouver Police Department; on Thursday we have a reception at Creekside Centre. We also have a silent auction.

Lastly, tomorrow 1:30-3:30 service providers to look at gaps in ECE programs.

MOTION: TO RECEIVE THE PARTNERS' REPORTS.

Eva Sharell/Dan Fass

CARRIED

## 10. Other

Recycling this Saturday in the parking lot. They take a lot of items that the city does not take.

Work party at Astorino's this Saturday, cleaning, painting, and changing light bulbs.

Next Friday at the Commodore Shooting Stars come and hear Oliver sing.

MOTION: TO ADJOURN THE REGULAR BOARD MEETING at 8:53 PM TO AN IN-CAMERA.

Dan Fass/John Flipse

CARRIED