

Britannia Board Meeting**May 13, 2015****Board Room – Information Centre**

PRESENT: Gwen Giesbrecht, Chairperson; Ray Gallagher, Alex McKechnie, Edward Stringer, David Parent, Meseret Taye, Craig Ollenberger, Jenny Jung, Beth Davies, John Flipse, Geoff Taylor, Oliver Conway.

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

REGRETS: Morna McLeod, Oles Andrienko, Mary Arakelyan, Natalie Bailey, Scott Clark

GUEST: Heather Hay, Erin Shum, Vancouver Park Board Commissioner; Christopher Richardson, Vancouver School Board Trustee;

The meeting was called to order by Gwen Giesbrecht, President. 6:35 p.m.

1. Agenda

MOTION: TO APPROVE THE AGENDA, WITH ADDITIONS, FOR THE BOARD MEETING OF MAY 13, 2015

Additions: Park Board Report

In Camera at end of meeting

Ray Gallagher/Ingrid Kolsteren

CARRIED

2. Minutes of April 8, 2015

MOTION: TO APPROVE THE MINUTES OF APRIL 8, 2015 AS CIRCULATED.

Oliver Conway/Edward Stringer

CARRIED

3. New Business

- a) **Audit** – Cynthia Low presented the Management letter and explained that this is a confidential document but was circulated to the Board for information. It provides some guidance and auditor's recommendation that will help us enhance our current system. There are some issues that we need to address. The Executive Director and Manager agree with the recommendations. Item 1.1 states that a lack of clear and common understanding between members of management entering into transactions and staff who record the resulting accounting entries can lead to erroneous journal entries and material misstatement in financial information. Cynthia stated we will have meetings with accounting once a month. We need to structure time or workload changes for the signing off of general ledger. The Executive Director's expenditures and late submission were brought up and Cynthia stated we will now be strictly enforcing the policies on expenses. Kickstand program was highlighted and the high level of business they are doing, we did not have systems in place and there are now recommendations in

place to monitor and set up their system. We are encouraging Kickstand to become an independent society. There was a note about volunteers being issued log-ins if dealing with cash and we are looking into this issue. Deferred contributions we are looking into how to convert these dollars back to the Society as we have not had luck in dealing with these small amounts.

Financial Statements – Page 9 through 29 of the Board package are the audited statements and letters. The auditors were clear that we had no ownership of the Pavilion but it will be recorded as an asset.

We are about \$126,000 to the good in the Discretionary account.
Statement of cash and notes provided for information.

The school board will be doing the cleaning and janitorial, but we will be programming the pavilion.

MOTION: TO RECEIVE THE AUDITED REPORT AND PRESENT TO THE ANNUAL GENERAL MEETING OF THE BRITANNIA COMMUNITY SERVICES CENTRE SOCIETY.

John Flipse/Ingrid Kolsteren

CARRIED

- b) **Scholarships** – the list of scholarships was presented for approval. This needs approval to release the \$7500 out of the Society's Discretionary Account which is as per budget.

We also request that Board members make themselves available for the presentations.

MOTION: TO RELEASE THE FUNDS FOR THE 2015 SCHOLARSHIPS

Ray Gallagher/Meseret Taye

CARRIED

Presenters:

Templeton – Heather Hay

Vancouver Technical - David Parent

Britannia – Ingrid Kolsteren

- c) **Surplus from 2014** – Cynthia Low stated that the surplus is \$126,534 for 2014. There is no budget item for the carving pavilion.

MOTION: MOVE TO SUPPORT THE RECOMMENDATION AS FOLLOWS:
THAT THE BRITANNIA BOARD OF MANAGEMENT APPROVE, IN PRINCIPLE, THE EXPENDITURE OF THE ANTICIPATED SURPLUS ACCORDING TO THESE GUIDELINES; APPROXIMATELY 80% OF THE SURPLUS (\$100,000) FROM 2014 TO ESTABLISH A RESTRICTED FUND THAT IS COMMITTED TO PROGRAMMING FOR THE CARVING PAVILION (SPECIAL EVENTS, SENIORS ENGAGEMENT, ELDERS ADVISORY COMMITTEE, ARTIST IN RESIDENT, MATERIALS, YOUTH DRIVEN PROJECTS, SCHOOL PARTNERSHIPS, ETC.).

THIS FUNDING IS A ONE-TIME CONTRIBUTION WITH NO TIME LIMIT TO SUPPORT THE DEVELOPMENT OF INTEGRATED PROGRAMS IN THE PAVILION.

THIS FUNDING SHOULD BE AVAILABLE ONLY TO BRITANNIA DEPARTMENTS AND ALL SITE PARTNERS – BRITANNIA COMMUNITY EDUCATION, VPL BRITANNIA BRANCH, CANUCK FAMILY EDUCATION CENTRE AND EASTSIDE FAMILY PLACE BASED ON A MATCHING FUND PRINCIPLE WITH AN EMPHASIS ON PARTNERSHIPS AND INTEGRATION OF PROGRAMS; AND THAT; THE BRITANNIA ARTS AND CULTURE COMMITTEE OVERSEE THE FUNDS AND MAKE RECOMMENDATIONS FOR FUNDING TO BOARD OF MANAGEMENT AFTER REVIEW BY THE FINANCE COMMITTEE.

APPROXIMATELY 12% OF THE SURPLUS (\$15,000) BE USED TO ESTABLISH A RESTRICTED FUND COMMITTED FOR CAPITAL INVESTMENTS RELATED TO THE BRITANNIA RENEWAL, AND THAT; APPROXIMATELY 8% OF THE SURPLUS (\$11,534) BE DIRECTED TOWARDS THE BRITANNIA DISCRETIONARY SURPLUS.

Ingrid Kolsteren/Craig Ollenberger

CARRIED

All recommendations for expenditure of the funding will come to the Board of Management with a recommendation from the Arts and Cultural Committee.

On the shared programming issue, and the terms for spending the funds, the Arts and Culture Committee will draw up a proposal and that proposal will come back to the Board for approval.

Discussion points:

That we spend these funds over two or three years.

That we look at the word “matching” as to what does it signify.

The Arts and Cultural Committee will come up with the guidelines and they will come back to the Board.

The Arts and Cultural will talk to others as well; so we can put forward a motion that outlines specifics as to the funds and matching funds.

The Arts and Culture will involve the staff, Jenny Jung as the Community Recreation Coordinator will be involved.

Arts and Culture has made some difficult decisions when it comes to spending funds.

We should consider limiting this amount in the motion over two to three years.

The process will be Arts and Culture Committee recommends to Programming Committee and then the recommendation comes to the Board.

4. Old Business

- a) **1739 Venables Street** – 1739 Venables is operating at a deficit of about \$8,000 but we are still reconciling revenue which is about \$4500. We hope that we will have some upcoming revenue for use of space. We also are now having regular seniors programming at 1739 Venables and we have the Grandview Woodland Garden club using the space. We have hosted a number of fundraisers for partners at no cost. Axe Capoeira is not showing up as revenue at this time, we are trying to retrieve the figures from Safari. There is no replacement group renting the basement at this time. January February and March was a slow period for rentals; Cynthia is hoping that this will increase for the rest of the year. We are looking for groups that will lock in to programming rather than individual rentals.
- b) **Carving Pavilion** – good news, there has been a review to the Building Policy Group about the fire sprinkler they have agreed that we may not need a sprinkler, but the engineering department is still reviewing. Opening will be sometime in mid-June.

Landscaping will be done prior to the opening; Grandview Woodland Food Connection, Telus B.C. and Secondary students will all be contributing to the process. We need a ramp from the south side of the parking lot. We need a level surface to walk. The board requested to please circulate the date of the opening to all Board members.

- c) **Annual General Meeting** – we have not done a whole lot of planning. There will be food and elections; but no entertainment this year.

5. Partners' Reports

- a) **Library** – Report circulated with the Board package. Ashley Little read from two of her books to two groups of students, one from 8J9J and the other was the International Baccalaureate high achievers group, it was very interesting to watch the interaction, very intelligent questions from everyone and suggestions offered for further topics. Been working with 9 different organizations on the Vancouver Inspiration passes. Partnerships include the Vancouver Opera, so instead of checking out a book you get a two week pass to a Culture site in Vancouver or the Opera. So the 9 organizations will be giving out two passes each to share with people in their community. We have our inspiration lab. If you have old videos or old cds there is a way of digitizing them; it does take quite a long time to digitize so people need to have the time. Every summer the library reviews their hours and we are looking at 9:30 am start and then in September to start at 9:00 and go to 6:00 pm we would not be seeing kids from 8:30 to 9:00 am. We are talking to the partners about that and how to accommodate teachers.
- b) **Community Recreation Coordinator** – Jenny Jung stated she is really enjoying her time here. Getting acquainted with programming staff. You are lucky to have such a dedicated staff working here. We are working with the program brochure; my first week I found out that the person who does the brochure was retiring. We are working through this process. Also working on ActiveNet. Next step with ActiveNet is how it works with accounting staff. Implementation will be in fall of 2015. The program will move a multiple revenue flow to a single revenue flow. Revenue will come in on a weekly basis. Costs will be based on usage. Adult and Sports fitness report was circulated at the meeting. Lori Moretto is now full time returning from a job share. Micro Footie is an impressive program and has a lot of community involvement. Gymnastics will be hosting a show on May 24th. You are all welcome to come out and watch the performance. Adult Fitness is doing well. Marshall Arts is down in registration but we hope to see improvement. We are working on streamlining the registration on Axe Capoeira.

Board member asked about programming on Victoria Day. Jenny said she did not believe so and the Board reminded that they have requested that we have programming on statutory holidays.

April Park Board Liaison report. –Erin wanted to clarify that the increase to the Schafer Beetle budget to \$200,000 is on a one time request to manage the Schafer Beetle.

The Park Board Liaison Report is attached to the minutes.

A Board member asked what the position is on the recent oil spill. Is Park Board talking about the issue? Erin will take back the concern and express it to the Park Board.

c) **Secondary School** – Geoff Taylor reported

- The school is not earthquake ready.
- Interesting that the library is shifting the time about the same time the school is shifting early morning start times.
- There are 22 designated mornings for teacher prep time, which is a similar model to other schools.
- School Planning dates being worked on.
- We have added targeted attendance as one of our goals; we are working on improved attendance and we look forward to success in this endeavor. We are in the middle on attendance statistics with other schools.
- We have maintained goals for equity and educational opportunities, and aboriginal education.
- Site security patrols will continue until the end of June. The morning shift of security is gone; security is now targeted when the most activity is on site.
- We are reviewing possible fencing to reduce access to the roof.
- Weather changes always make a difference on site.
- Timetable of staffing, it looks like a drop in enrollment.
- Staff has been notified about enrollment numbers. If a subject does not have enough sign up, it is considered surplus. We are applying tomorrow for additional education funding.
- Pavilion – we have purchased lumber to build planters and paddles – we hope to have paddles done in the wood shop.
- Grad plans are underway. IB students are in exams until the end of the week.
- We are hunting for more scholarship funds. Additional endowment today of \$10,000 and doubled the annual scholarships. The B.C scholarship went to Britannia Secondary student; this is a 4 year scholarship at \$10,000 a year.
- Exams, dance, barbecue, play tonight, *One Flew over the Cuckoo's Nest*.
- Britannia Alumni Society dinner coming soon, it will be \$250 a ticket. Food will be wonderful.
- The 2015 Aboriginal Achievement Celebration will be held at the Italian Cultural Centre on Thursday, June 4th.
- Britannia Graduation will be held at the Italian Cultural Centre on June 9th.

Cynthia noted that Allan Ross bequeathed \$50,000 to Britannia and in discussions with his family this will go toward scholarships; there will be some additional scholarship funding – we will realize the investment as part of next year's scholarship presentation.

Adult Education will be closing above the Library – the Board of Education is discussing the space.

d) **Community Education** –

- Monday we had a tug of war at the Art Gallery – Kids were on one side against Vancouver Police Department administration.
- Yesterday Click (Contributing to the Lives of Inner City Kids) – had a meeting we discussed concerns and challenges. There were 15 organizations represented. There is 60 organizations overall represented, what is working and how can we connect is something they are reviewing.

- There is a CLICK Reception tomorrow at Creekside Community Centre still some tickets available.
- Mother's day we had 40 moms with children crawling around, they made flowers, atmosphere was positive and lots of fun.
- Tomorrow 700 kids playing soccer. Run by MoreSports.
- Summer Camp Program handed out. We are offering six weeks of camps at \$60 per week.

The Board expressed their thanks to Mike Evans for all the work he has done and his time and commitment to Britannia.

Break 8:20 pm

Geoff Taylor and Mike Evans were excused

6. **Correspondence file circulated at meeting.** The Off the Grill report for 2014 is included in the file.

7. Committee Reports

- a) **Executive Report** – draft of Minutes of April 22nd were circulated with the package.

Gwen explained the Executive was recommending the conversion of an auxiliary position to a Regular Part Time position in the accounting area.

MOTION: TO ACCEPT THE RECOMMENDATION OF THE EXECUTIVE FOR THE CONVERSION OF AN RPT ACCOUNTING CLERK POSITION.

Edward Stringer/Ingrid Kolsteren

CARRIED

A new Board committee was formed to deal with staffing issues and they have had a first meeting. They are outlining the tasks they need to complete. The interview panel for the manager is set up; but we do need a Board member. We will do the first Interview on Wednesday May 20th 1:00-4:00 pm for the Manager's position. Cynthia is talking to a candidate for the position this Friday.

- b) **Finance Committee** – draft minutes of April 22 circulated with package. John stated that overall we are doing fine.
- c) **Board Development** – Meseret stated we are responding to candidates that have expressed interest in standing for the Board.
- d) **Arts and Culture** – Ingrid reported that there will be a lot of activities in June. Italian Days and East Feast are just two of the events. Tomorrow from 3:00-5:00 an Aboriginal Artist will be doing a Bark Bracelets workshop that is already filled.

We recruited some people for Planning and Development Committee and the Arts Committee at Stone Soup Festival, it was a great day. David Parent worked the event, everything got done, and it was an incredible event.

- e) **Program Committee** – met last night, Jenny's first meeting. Jenny noted the change in the mandate for the committee and asked if it had been reviewed; Board Development stated the review has not happened to date. Board Development has not had time to do the Committee reviews, so final approvals will be forthcoming. Program Committee wants to review their mandate prior to it going to Board Development.
- f) **Planning and Development** – Cynthia stated the Chair is travelling at this time. The Committee did not meet in May.
- g) **Seniors** – no report
- h) **Youth Matter** – no report

8. Administration Report

- a) **Executive Director** – Cynthia reported that 60% to 70% of her time has been spent on child care and preparing for bargaining for BCGEU. The new child care manager Craig starts on Monday. He will be at the next Board meeting. He is coming with strong references, does not have a long background in management but has done supervision in a union environment. Looking forward to having him here.
- b) **Manager** – Natalie is not here this evening and Cynthia reported that the audit has been her primary focus. She is making sure the child care portfolio is going to be handed over to Craig and is in order. She is ensuring financial systems and organization charts are all in place. She is also doing the grunt work for bargaining.

9. Other

- a) **Appreciations** – Gwen expressed her appreciation of those sitting on the Board for their past service and all the hours they have donated to Britannia. It has been great working with the Board. The Board has been extremely diligent. She stated that we have several recent retirements and that without Amie and Chris in the front office there is a gap in the front office.

MOTION: TO ADJOURN TO AN IN CAMERA SESSION 9:00 P.M.
Edward Stringer/Meseret Taye

CARRIED