

**Board Meeting**

**December 11, 2013**

**Board Room – Information Centre**

**PRESENT:** Gwen Giesbrecht, President; Eva Sharell, Ray Gallagher, John Flipse, Kathy Whittam, Ingrid Kolsteren, Meseret Taye, Stefan Grahovac, Ed Stringer, Cleo Tracey, Susanne Dahlin, Oliver Conway

**STAFF:** Cynthia Low, Natalie Bailey, Beth Davies, Vancouver Public Library; Brenda Coombs (recording); Sabine Tanasiuk, Mike Evans

**REGRETS:** Brendan Boylan, Geoff Taylor, Morna McLeod

**Call to order**

**1. Agenda**

**MOTION:** TO APPROVE THE AGENDA FOR THE BOARD MEETING OF DECEMBER 11, 2013.

Ray Gallagher/Ingrid Kolsteren

CARRIED

Additions: Margaret Vis will do a brief report under Community Education Item 5; there will be an Executive In Camera at the end of the meeting; Open House will be reported on under Cynthia Low's report.

**2. Minutes**

**MOTION:** TO APPROVE THE BOARD MINUTES OF NOVEMBER 13, 2013 AS CIRCULATED.

Margaret Vis/Ingrid Kolsteren

CARRIED

**3. Old Business**

**a) 2014 Budget**

Natalie Bailey presented the budget version 4 (dated November 27, 2013). Page 2 of the document detailed error corrections or changes from the previous versions. Natalie noted there was a change in capital maintenance from the City of Vancouver to \$332,000. Astorino has added expenses of \$670 and deleted revenue of \$8,000. Page 3 of the budget document is an overall picture of the revenues and expenses.

Natalie explained the city funds for maintenance are on applied for basis on needs of the centre. In 2014 there will be some funds for rink and other maintenance items, as well as wage increases that were negotiated. Under the Executive report there will be a report on Astorinos funding.

Natalie stated that in 2014 Britannia budget will be very detailed, and the budget will be loaded as the programmers developed the budget for ease of staff working with the budget.

The Board expressed thanks to Natalie Bailey for the work done on the budget.

MOTION: TO APPROVE, AS PRESENTED, THE BUDGET version 4 dated November 27, 2014.

Oliver Conway/Ray Gallagher

CARRIED

- b) **Board Retreat** – Eva Sharell asked the Board members to see page 60 the Board Development notes of November 14. There is an outline of the proposed program for the Retreat. The Committee recommended a full day retreat on a Saturday in January or February. It was requested that Board members confirm dates as each Board member has been forwarded a doodle calendar for availability.

**Highlights of the Retreat:**

Review of the 2012 retreat.

Speakers on the Partnership

Time designated for discussion on initiatives, strategic master plan and board direction short term and mid-term.

Part of the day will be facilitated.

We need to discuss the past, present and future.

Board meetings tend to be business and are full agendas, most people would like to look at the vision and where Britannia is going, and a consideration could be some time every meeting for general discussion. We should also do a check in during the year as to where we are at with our plans.

The previous retreat gave a clear message of working with our partners, and we have done work on that issue this year.

- c) **Carving Pavilion** – the Carving Pavilion construction budget is \$350,000. We have approximately half the funding secured; there is \$115,000 to be secured.

The Vancouver School Board, City of Vancouver and Britannia have signed off on the Memorandum of Understanding. Britannia's role in the project is as a broker, to formalize discussions about programming, principles and vision for the pavilion. Vancouver School Board will have the technical role and the City will be the facilitator for the project.

We have logistical issues that are being worked out. There is an issue about the potential removal of trees. The site for the Pavilion has not been fully determined.

The City and School Board said they were willing to sign off on a sharing agreement. City of Vancouver, Director of Facilities, a Planner, Cynthia Low, and Natalie Bailey, School Board staff plus the two Principals will be meeting tomorrow to set the terms of reference.

#### 4. New Business

- a) **Arts and Health Partnership** – Quarky (Queer Arts and Health Program) Cynthia Low stated the program was created at Britannia when LGBT (Lesbian, Gay, Bisexual, Transgendered) seniors wanted space in the community for meetings and have been meeting at Britannia for quite awhile. There is a luncheon on January 9<sup>th</sup> to launch the new Quarky program. She advised there will be a request to the Board in January for \$1,000 to assist the program.
- b) **Park Board Youth Strategic Plan** – this is about the direction of youth services. There were some reports last year about self-harming, integration of services, and youth issues in Vancouver. Cynthia handed out Appendix A from the Vancouver Board of Parks and Recreation Community Youth Development Report. Cynthia will forward the report electronically.

Britannia has been talking to various partners about systemic problems and gaps in services. Gary Tennant will be invited to attend the Board meeting in January to update and provide information for the Board.

- c) **Universal Change Room** - Park Board is looking at doing a feasibility study on Universal Change Rooms.

It was stated that the Britannia Secondary welcomes transgendered youth.

If we conduct a survey it needs to be clear that it is not just sexual orientation.

#### 5. Partners' Reports

- a) **Park Board** – Susy Bando has been away and as there is no acting Community Recreation Coordinator there is no written report this evening. Cynthia stated that Susy Bando has been in partial acting to deal with some issues.

There was discussion on registration and the difficulties experienced by members of our community with programs that are overfilled. It would be useful to have registrants by postal code to see who is registering in our programs.

Our mandate is to provide programs for children in this area. We will invite Lori Moretto to talk about the issue at a future meeting, and consider recommendations from the Programmer(s) for the Board to consider that might address these issues. There was a discussion on the obstacles, mainly appropriate space, of providing more gymnastics programs.

- b) **Library** – Beth circulated Erie Maestro report at the Board meeting. Beth talked about the Open House and the library hosting Aboriginal storytelling event by Columpa C. Bobb and the Cookies and Books with Fin the Canucks Mascot. A Vancouver Library Board member was very impressed with the programs on site. We have the ability to do a traffic count so we will let the Board know numbers.

New Branch Clerical Supervisor, Anil Singh.

Flash Mob at the Library 7:45 pm tonight.  
We are looking for a new name for new Branch at

Vancouver Public Library's newest branch – soon to be under construction – needs a name, and the library is asking Vancouverites for suggestions. VPL's new location – in the 700-block of East Hastings

Names could:

- Celebrate a place – the branch could be named after a street, a natural feature, or a neighbourhood: Renfrew, South Hill, Tea Swamp or Little Mountain, for instance.
- Honour a person or event – VPL's Joe Fortes branch in the city's West End is named for the legendary English Bay lifeguard, as an example; VPL's Marpole branch is named for Richard Marpole, who played an instrumental role with the Canadian Pacific Railway when the first passenger trains crossed Canada.
- Describe a symbol or concept, such as Cherry Blossom, Crabtree Corner or Cedar Cottage.

There is an online submission form at [vpl.ca/name](http://vpl.ca/name)

- c) **Vancouver School Board** – no report as Geoff Taylor is unable to attend this evening. Mike Evens also was not able to be here.

Margaret Vis talked about the Community Education meeting on Monday, November 25, where KUDOS was expressed to Cynthia about the Open House meetings. The feeling was the Open House did a really good job of showcasing the high school.

There was an insert in the Winter Brochure, highlighting the Elementary and Secondary School, and we also highlighted the Britannia Funseeker camps.

We are not sending as many physical brochures out, but we are sending postcards to the community that state availability date and registration dates.

There was also comment about Andrew Schofield our Vice Principal at the Secondary School and the fact he was on the security operation for Nelson Mandela many years ago and he has shared some information with students at the school.

## 6. Committee Reports

- a) **Executive Committee** – minutes of November 27<sup>th</sup> were enclosed in the package. Astorinos was discussed at the meeting and it was felt that the Board will need to make the decision as to how to address the deficit; either by
- 1) Absorbing the deficit with Britannia's current reserves; or
  - 2) Take the fund out of the Development Fund to apply to the project, with consideration to returning these monies when Astorinos operates at a surplus.

There will be a minor deficit with the funds from Astorinos in 2014 and there is a \$20,000 deficit for 2013. Cynthia Low stated the staff is now tracking requests and calls. Revenues are also being tracked. If you have other operational questions please contact Cynthia or Oliver Conway.

Please consider attending Cartwheels and Candy Canes on Sunday, December 15<sup>th</sup> from 1:00-3:00 pm. This is a gymnastics performance by the children in the program.

The Board and staff Christmas party is this Friday at Sunrise. Tickets are \$5.00 for Board members. Full meal, drinks, door prizes.

Break 7:43 p.m.

Reconvene 8:00 p.m.

- b) **Finance Committee** –John Flipse stated the Finance Minutes of November 27, 2013 were circulated with the Board package. As already stated the deficit for Astorinos has to be discussed and decided on. The motion must be approved before the end of January.

The terms of the Development Fund expenditures needs to be supplied to the Board, and it was noted that we need 75% approval of the Board to spend monies from the Fund. The reserve, discretionary has \$287,000 to date. In December we will have more information about the reserves and in January the number will be more accurate.

- c) **Board Development** – Eva Sharell stated the minutes of November 14<sup>th</sup>, 2013 are in the package and the Board retreat was discussed earlier this evening.
- d) **Child Care Committee** – minutes of November 18, 2013 were circulated at the meeting. Sabine stated that the Committee is close to putting the child care review to bed. We have met twice with the Boards and once with the senior supervisors. There was discussion about child care staff having their children in the program; this will be followed up on.
- e) **Program and Special Events** – no report this evening.
- f) **Youth Committee** – Stefan Grahovac and Cleo Tracey reported that they handed out hot chocolate outside the information centre and it went really well. They have now named their event “Winter Wonderland” and will be providing hot chocolate as it was well received. They also discussed good deeds such as filling expired parking meters and are considering other plans for the event. In 2014 we are going to establish a Britannia book club.
- g) **Planning and Development** – the minutes of November 7, 2013 were circulated with the Board package. Meseret Taye report on the meeting. There was lots of back ground and information provided. Tom Phipps, former City Planner, attended and gave some recommendations to assist in moving forward. He encourage engaging the community in the design process, he recommended developing of three or four options for consideration.

To convene a Charrette to ask the questions, such as: is the mission statement still valid, what does the community need/want?

There is going to be a Vancouver Citizens Advisory Assembly formed. It has been more than 6 months since the assembly was to be formed.

- h) **Arts and Culture Committee** – minutes of December 5, 2013 were circulated in the meeting.

The Committee wants all volunteers to track their volunteer hours; they are trying to calculate how many volunteer hours are used at this centre. It is also valuable when applying for grants and other funding.

December Gallery report was also circulated.

Cynthia Low apologized for bumping the committee and stated it will not happen again.

## 7. Administration Reports

- a) **Executive Director** – report circulated with the Board package.

We have a new Community Recreation Coordinator who is starting January 6, 2014; he has a Masters Degree in student leadership. We hope he will be able to attend January 8th Board meeting. There is a probationary period for the position. Harvey Eng is a supervisor in the park board system and is currently at Strathcona and he has agreed to be Peter's mentor for park board administration matters.

The Britannia Open House was a great success; we went over budget by \$4,251. We received great feedback; there was some concern about directing the traffic on site. Hastings Education felt they did not get enough traffic. 160 Elementary students that came to the Secondary School between 12:45-2:45 pm.

Staffing costs – One primary staff and Program Assistants on the day of the event. Staffing costs were approximately 20 hours a week for 4 weeks plus the week after the event. Staffing and some Program Assistants the day of and the day before event.

Lorraine is doing a process file of the event. One of the focuses of the day was the Carving Pavilion.

There were a number of dignitaries that attended throughout the day Jenny Kwan, Patti Bacchus, Andrea Reimer, Adrienne Carr, were some of the dignitaries, etc. Next time we will prepare a media package.

The event was very weather dependent. We should consider holding the event earlier in the year for the next one, with more notice to dignitaries.

Gwen Giesbrecht did a great job putting out Britannia's message.

- b) **Manager's Report** – report circulated with the Board package. Natalie stated that Britannia Child Care has made a turnaround budget wise, so have the other child cares in the Hub.

There are postings coming up in the pool area.

With respect to the Temporary Posting in Teen Centre it may have to be reposted.

We have issues with facilities and custodial services and how we are going to deal with these issues moving forward. VSB proposal re: custodial levels have been discussed. Actual costs versus what they are charging Britannia. Reduction of services – during the day and in the evening no custodial services, one clean at night in community buildings. It is difficult to evaluate the impact at this time. VSB stated they do not have an information system to provide the data. We are meeting soon as to how we can share better information between the City and the School Board. The School Board wants to move to actual costs per building. They are discussing actuals for utilities, also providing less custodial service and a couple of other pieces. Any future invoices will not be paid until we receive the actuals.

We are waiting for a response from Risk Management on commercial general liability insurance, this may happen in January.

We have posted for a driver to move children from one child care centre to the other child care centre.

MOTION: TO EXTEND THE MEETING FOR ½ HR.

Oliver Conway/Susanne Dahlin

Carried

- c) **Child Care Manager** – report circulated in the Board package. We posted for 2 positions and we are looking for someone with their class 4 licence. In January we have drawings for wheelchair ramp for one of the child cares. All the budgets are done. \$8,800 for a staff member that had a car accident in medical costs. We are going to do a collective agreement review with the supervisors. We are applying for grant monies for family violence dollars through Health Canada.

MOTION: TO RECEIVE THE REPORT

John Flipse/Ingrid Kolsternen

Carried

### Announcements

1. Don't forget Friday is the Board/staff party, tickets available in the front office. Looking forward to 2014 and the future excitement.
2. Cynthia expressed appreciation to the Board, there is a vision, and our role is to bridge the gap.

MOTION: TO ADJOURN TO AN IN-CAMERA SESSION 9:12 p.m.

Oliver Conway/ Eva Sharell

Carried