

**Britannia Board Meeting
April 8, 2020**

Via Conference Call - Webex

PRESENT: Ingrid Kolsteren, John Flipse, Freya Kristensen, Pamela Dudas, Susanne Dahlin, Vera Jones, Craig Ollenberger, Naina Varshney, Emily Vickery, Li Mei Yip, Carmen Cho, Jane Stanier

STAFF: Cynthia Low, Peter Odynsky, Jeremy Shier, Jacky Hughes, Victoria Haenel

REGRETS: Farren Gillaspie

**Ingrid Kolsteren as Chair – meeting called to order at 6pm
Check in with Board Members**

1. Approval of Governance Model

- Acknowledgement to make decisions and meet in a different way during these emergency times.
- Review of Board Governance model p.3-4

MOTION THAT THE BOARD OF MANAGEMENT APPROVES THE PROVISIONS FOR THE BOARD AS OUTLINED IN THE DOCUMENT TITLED GOVERNANCE IN THE TIME OF COVID-19. THAT THESE PROVISIONS BE IMPLEMENTED IMMEDIATELY AND REVIEWED AT EACH BOARD MEETING.

**Pamela Dudas/Susanne Dahlin
Abstained – Vera Jones**

CARRIED

2. Approval of Agenda

- Add review of the Board vacancy to Committee reports under Board Development

**MOTION TO APPROVE AGENDA
Pamela Dudas/Emily Vickery**

CARRIED

3. Approval of Minutes

**MOTION TO APPROVE MINUTES
Susanne Dahlin/Pamela Dudas**

CARRIED

4. Operational Updates

Recreation, Arts, Culture and Social Services

- Site remains closed
- Quickly processed Winter & Spring program calls & refunds, well ahead of other Centres
- Many Society staff are now on a period of pay protection as per the Letter of Understanding with the union
- Essential staff – 55+ team are calling all 55+ members to check in, reaching out and engaging community members, advising of services available and offering support
- Over 1000 members have been reached so far
- Food Services ; 20 meals/day plus food hampers, creating long lasting partnerships in community

- Youth team has been very busy, working with Raycam, Strathcona, VSB to reach out to youth one-on-one and to vulnerable families
- Youth are dealing with isolation issues which increases risks of mental health issues

Child Care

- Overview of the programs that are open;
- Grandview Terrace Child Care OSC 10 spaces
- Britannia Child Care OSC 12 spaces
- Providing care for Tier 1/2/3 essential service workers
- Opening spaces in 3-5 may be a possibility in the future days and weeks as we assess the needs.
- People in the ECE sector have reached out to seek advice on Britannia Child Care Hub's process as we have focused on ensuring the health, safety and well being of educators, children and families. There is a great appreciation for our actions and how we have moved through the challenges we are facing.

Administration and Accounting

- Typically the busiest time of year due to annual audit with KPMG, began same day as initial shut down of services on March 16th
- Very hectic but getting through audit successfully
- Working with team, all operational & staff changes, 2 different agreements with 2 different unions (CUPE15 & BCGEU)
- Supporting essential services, Child Care and Food programs
- Admin staff down to skeleton crew – Jeremy, Victoria, Wally & Accounting team
- Financial impact – assessing week to week, most budget is through City budget but the recreation bottom line will likely have deficits

5. New Business

Britannia COVID-19 Response Plan – Cynthia p.15-16

- Appreciation for the incredible commitment this team, they were on the ground and adjusted services to protect vulnerable resident immediately, things changed very quickly (every 4 hours at times) and Brit staff are responding just as quickly.
- Appreciation to Jeremy, Jacky, Peter and the entire team enabling us to focus on what is important and essential for our community.
- Goal is to sustain our community through this very difficult time and to support them to prevent the spread of COVID-19.
- We are offering child care services to Tier 2 & 3 essential service personnel and at-risk kids,
- Social distance phone & online contact with our vulnerable members.
- Food Store – have converted the Teen Centre into a food store that operates seven (7) days a week. We are distributing 600+ pounds of food/day via delivery to those that cannot access food. The food store is in partnership with Raycam, REACH, RICHER and the VSB. Food is purchased from local suppliers, food bank etc.
- Some of our grants have rec'd approval to redirect funding for the COVID-19 response and activities.
- Most of our program instructors are local and we want to reach out to them and see if and how we can support them as well.
- Funding is needed to get digital technology into people's hand

- 55+ centre staff have been distributing a number for patrons to reach out to us 604.618.8722
- 130 food hampers have been handed out this week
- Thank you to Cynthia for the vision and for mobilizing staff
- In partnership with Raycam, 8-12 food hampers are delivered to them and they can then focus on one-to-one relationships with their community instead of having to spend time and resources creating their own food infrastructure
- The youth team has already reached 400 families

MOTION THAT THE BRITANNIA BOARD OF MANAGEMENT APPROVES THE EXPENDITURE OF UP \$41,000 TO CONTINUE ESSENTIAL SERVICES DURING THE COVID-19 PANDEMIC UNDER THE REQUIREMENT THAT ANY EXPENDITURE OVER \$2000 IS COMMUNICATED TO THE FINANCE COMMITTEE FOR APPROVAL PRIOR TO BEING MADE.

Pamela Dudas/Naina Varshney

CARRIED

6. Old Business

Planning and Development - Susanne

- The RFP for the next stage of the development had closed. We have 4 proposals to review. The Review panel which includes myself and Cynthia will assess the proposals and the panel will identify the successful applicant.
- A determination will be made, in consultation with the City as to how much work can be done under the present restricted circumstances with respect to community consultation. That assessment should be done by mid June

Board Development

MOTION THAT THE BOARD OF MANAGEMENT APPOINT ANNIE DANILKO TO THE BOARD UNTIL THE NEXT AGM.

Pamela Dudas/Vera Jones

CARRIED

7. Board Check-in

8. Partners' Reports

VSB – Carmen Cho

- Administrative staff are back at school, connecting with school staff
- Teachers are connecting with students and families, determining who has access to WIFI & technology and addressing the needs of those that don't
- VSB team not on ZOOM
- Kids are still receiving food via the food program and safety protocols are in place
- Not enough kids are picking up the food so staff are looking at alternatives such as weekly food hampers instead of daily meals
- 3 sites are providing child care for Tier 1 essential workers
- Would like to acknowledge how rapidly changing situations and stressful it can be for everyone

MOTION TO ADJOURN

Pamela Dudas/Susanne Dahlin

CARRIED