

# MINUTES – BOARD



## Britannia Board Meeting December 13, 2023

### Via Zoom and Conference Room

**PRESENT:** Ama Birch, Tom Chang, Susanne Dahlin, Annie Danilko, Pamela Dudas, Ariela Friedmann, Farren Gillaspie, Pat Hogan, Vera Jones, Craig Ollenberger, Sam Quastel, Nicki Simpson, Terumi Squibb, Andrea Galbraith (VPL)

**STAFF:** Cynthia Low, Peter Odynsky, Jeremy Shier, Kathy Whittam (Recording)

**REGRETS:** John Flipse, Oliver Tennant, Naina Varshney, Jacky Hughes, Suzette Amaya, Laura Christensen (VPB) Maddie LaFleur (VSB)

### Call to Order

Chair Annie Danilko called the meeting to order at 6:05PM.

### Welcome and Land Acknowledgement

Annie shared gratitude for the ongoing stewardship of the unceded ancestral lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ (Tsleil-Waututh) Peoples.

### 1. APPROVAL OF AGENDA

#### MOTION TO APPROVE AGENDA AS PRESENTED

Pat Hogan/ Nicki Simpson

CARRIED

### 2. APPROVAL OF MINUTES OF Nov 8, 2023

#### MOTION TO APPROVE THE MINUTES OF NOVEMBER 8, 2023.

Susanne Dahlin/ Ariela Friedmann

CARRIED

### 3. NEW BUSINESS

#### a. Board Appointment (P. Dudas)

- When Ashki stepped down it created a vacancy on the Board
- The Board Development Committee recommends appointing Tom Chang, he is a long time volunteer at Britannia, first through Kick Stand East Vancouver, he helps with income tax clinic and is an active member of volunteer, and finance committees.
- He will serve until the AGM and may run for the board then.

#### MOTION TO APPOINT TOM CHANG ONTO THE BOARD OF MANAGEMENT.

Sam Quastel/Susanne Dahlin

CARRIED

- Welcome Tom!

**b. 2024 Priorities (C. Low)**

- Briefing note including action items p.9-14
- The priorities have been circulated a number of times
- Explore options to expand facilities on/off site
- Space crunch but alternatives come with costs
- There is also a profound shift in our Child care operations in the organization and for our partners.
- Communication support – ideas for future when staff have capacity.
- Need for discussion on privacy with distribution lists and renewal branding.

**MOTION TO APPROVE, IN PRINCIPLE, THE 2024 PRIORITIES AND MANAGE EXISTING 2024 BUDGET TO ACHIEVE THE EXPECTED OUTCOMES AS PRESENTED, AND; THAT THE FINANCE COMMITTEE RECEIVE QUARTERLY REPORTS ON PROGRESS AND FINANCIAL REPORTING OF THE 2024 PRIORITIES IN MARCH, JUNE, SEPTEMBER AND NOVEMBER 2024**

**Nicki Simpson/ Farren Gillaspie**

**CARRIED**

**c. 2024 Budget (J. Shier)**

- p.14-29
- Version 1 put everyone's numbers in without modification to see what that looks like, then break down to smaller more precise details
- Version 2 is final after confirmation with all areas
- Revised has 8.2% increase in revenue, 6% in expenses
- We're in second year of 5 year Reconciliation Plan
- Build up reserves to plan for deficit to be able to fund priorities
- Finance has approved and recommended this budget
- Required to run a 5% surplus on expected revenue
- Discretionary reserve 35,391
- Staff able to leverage funding because of seed money and commitment of Board for long term planning
- Large increase in wages and benefits
- We're working on 2022 wage levels but new agreement ratified and now will have period of back pay for wage difference through 2023
- Decrease in special project due to moving costs to other budget line items
- P.15 is review of area totals
- Big increase in wages balanced by revenue from facilities
- Decrease in expenditure in Reconciliation programs
- New territory with a lot of unknowns and learning as we go
- 5 year plan will be busy
- Child care also has wage increases which will be covered by increase funding from province
- Discretionary budget p.16
- CRA requires assets to be spent each year
- Increase in donation for Society from Foundation

# MINUTES – BOARD



- 2023 markets were better than 2022 for investments
- Support for new web site all in 2024 budget so now can get work done on it
- Board project increase by \$4500
- City budget p.17
- Biggest changes are due to staffing
- Recreation budget p.19
- Conservative numbers but in line with how things are ending 2023
- Change special events and projects – old Covid response fund now filed under Elder in Residence line
- Skate park now its own separate line item, no longer in volunteer budget
- Reconciliation budget p.21
- Waiting for conformation of some grants for total funds
- Different scenarios pending funds
- Britannia will end up subsidizing based on scenarios, ideally all grant funds cover
- Child care manager increase to administrative line increase funds to cover wage increases and additional admin support
- Eligible for enhancement grant

## **MOTION TO APPROVE THE 2024 BUDGET AS PRESENTED.**

**Craig Ollenberger/ Ama Birch**

**CARRIED**

### **d. Child Care Plan (C. Low)**

- Meet with Child Care Societies to inform, engage and collaborate.
- Enhancement funds have been approved for 2024.
- Consult with experts in the field of child care, Human Resources and non-profit governance to gather info to help guide on next steps and identify resources needed.

### **e. COV Motion (C. Low)**

- Mayors office has put forward a motion to dissolve the Park Board.
- Discussion can be added to future meeting if needed.

## **4. OLD BUSINESS**

### **a. Fee Increases (P. Odymsky)**

- Update on Park Board decision.
- Board already voted in principal to allow for increases which is 6% for drop ins and 11% for passes.

### **b. 5 Year Reconciliation Plan (V. Jones)**

- RIA meetings are starting back up again
- P.62 is committee report
- Program assistants hired to support all the new programs with knowledge keepers
- Jacobi Wilson-Brown hired as Weaving Our Community Together coordinator

# MINUTES – BOARD



## c. Renewal (S. Dahlin)

- Last week met with VSB, VPB and COV reps
- VSB has put restrictions on any staff being involved at this point the phase 1 detail plans for the Aquatic Building will not affect the VSB and may not require their engagement
- Planning & Development committee meeting last night was unanimous in supporting advancing the Renewal
- Building 1 is pool, fitness centre, potential child care
- The society requires a concrete concept to be able to go to other levels of government for funding for the construction

## 5. PARTNERS' REPORTS

### a. Vancouver Park Board (P. Odynsky)

- CRC Report p.30-31
- Registration yesterday for winter programming
- Events like craft market went well
- More events still coming up
- Pool and fitness centre maintenance going as planned
- Steam room will not be opening on time as more to repair than planned
- Microfootie coach registration online, new process

### b. Vancouver Public Library (A. Galbraith)

- Andrea has been at Britannia branch for a week with previous experience as a Community Librarian for South East Vancouver
- Will be acting as Branch Head until Randy returns late January or February
- Tomorrow puppet show, popular event, last year over 70 attended
- Story time, tech help and other programs will be back in January
- Teens using the space at lunch and FIT blocks
- Thanks to Britannia Centre for funds which helped supply activities for teens to use while in the space, such as friendship bracelet & beading supplies, fidget puzzles, games, and library staff have prepared kits to be used while hanging out
- Games & puzzles in early learning space
- Connecting Kith & Kin is full again. Gratitude to Vera for her continued cultural support during the sessions
- Last month branch staff answered 1961 questions, checked out 13744 items, checked in 17918 items and 114 new cards processed
- Approx. 900 people per day, 120 per hour
- The Britannia branch is one of the busiest branches in the city

### c. Vancouver School Board

- Ama and Sam shared updates on student council
- Newspaper coming out next week
- Ama as managing editor has put in lots of time on it
- 1<sup>st</sup> School dance in 5 years was a fun success with no problems

# MINUTES – BOARD



- Parent teacher conferences complete for semester

## 6. ADMINISTRATION REPORTS

- a. Executive Director (C. Low)
  - Report on p.32
  - Delay in hiring art gallery curator/arts administrator to improve community engagement on process
  - Hope to post final position in January
- b. Manager of Administrative Services
  - Report p.13 plus Financials
  - No report as busy with budget
  - Hiring new Office Administrator, contract signed this week
  - Marina to start Jan 15 or 22
  - Wrapping up year end stuff
  - Union ratified agreement – retro active increases for year without new contract
  - Financials looking strong for this time of year
  - Less surplus but we were budgeting with a deficit
  - A few unknowns still to come out
  - Reconciliation plan – still waiting for funders
- c. Manager of Child Care
  - p.28
  - Grandview Terrace Senior Supervisor has left and now in process to fill the position
  - Staff development and training ongoing
  - Sad news that long time staff Linda at Mt Pleasant passed way
- d. Manager of Organizational Change
  - p.29
  - Staff team has been hired, the focus will be for the team to build programming capacity and for Suzette to develop engagement with Society and Park Board staff, volunteers, community and city to make recommendations to operations, governance, accountability and cultural safety.

## 7. CONSENT ITEMS

SEA Committee

- Recommendation for Board to consider

**MOTION TO APPROVE IN PRINCIPAL UP TO \$1000 FROM BOARD DISCRETIONARY TO GO TO 55+ CENTRE HOLIDAY EVENT**

**Farren Gillaspie/ Pat Hogan**

**CARRIED**

**MOTION TO ACCEPT CONSENT ITEMS AS PRESENTED**

**Susanne Dahlin/ Sam Quastel**

**CARRIED**

# **MINUTES – BOARD**



**8. Annie stepping down from the Board effective immediately**

- Focus on health and wellness
- Pamela will step up as President
- Gratitude expressed for her years of volunteering and profound contributions

**9. MEETING ADJOURNMENT AT 8:50PM**

**MOTION TO ADJOURN**

Pat Hogan