

MINUTES – BOARD



Britannia Board Meeting July 8, 2020

Via Conference Call - Zoom

PRESENT: Ingrid Kolsteren, John Flipse, Freya Kristensen, Susanne Dahlin, Annie Danilko, Pamela Dudas, Vera Jones, Noreen Ma, John Morra, Jane Stanier, Naina Varshney, Emily Vickery, Li Mei Yip

STAFF: Cynthia Low, Peter Odynsky, Jeremy Shier, Jacky Hughes, Kathy Whittam (recording)

REGRETS: Carmen Cho, Stuart MacKinnon, Farren Gillaspie, Craig Ollenberger, Scott Clark

Ingrid Kolsteren as Chair – meeting called to order at 6:05pm
Check in with Board Members

1. Approval of Agenda

- Move Britannia Renewal up the agenda to 3e
- Add 5b - Conflict of Interest Policy
- Add 5c – Staff Representative Role & Responsibility
- Add 6c - Partnership Review

MOTION TO APPROVE AGENDA AS AMENDED

Vera Jones/ John Flipse

CARRIED

2. Approval of Minutes of June 10, 2020

MOTION TO APPROVE MINUTES

Pamela Dudas/ Vera Jones

CARRIED

3. Operations Updates

Recreation, Arts, Culture and Social Services

- Recently been busy getting camps up and running for the summer
- registration was full within 15 minutes
- the kids are enjoying it so far and are super adaptable to new ways of doing things
- good opportunity for them to be social, parents have mentioned good outcomes for their children
- campers are spread out in small groups in Gym D and the cafeteria
- only out trips will be to parks and activities within walking distance
- program team met today to talk about potential summer programs we can run outdoors
- hope to promote these within a couple of weeks
- Bea is back one day a week to start as an Auxiliary Programmer on Society staff
- she will meet with Arts & Culture committee tomorrow for direction on how to focus the time she has
- fitness centre and rink proposals coming soon
- aligning ourselves with other things opening in Vancouver and surrounding area
- virtual programming has been successful so far, now added WOCT and HATTA workshops for elders to continue weaving projects, etc with online support

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- food store continues to be very busy
- received a \$50,000 grant from Unicef
- hope to stretch approximately \$100,000 in donations, grant money and in-kind donations to keep food depot running until Dec 31
- discussion on possible ways to acknowledge the amazing hard work of volunteers who have really stepped up to help our community during COVID times
- working on ways to honour their help, and also find ways to minimize volunteer burnout
- Yao is coordinating with food program and 55+ team on where & when to schedule volunteers
- elders appreciating the phone tree and online drop-in opportunities to stay connected and busy with projects

Child Care

- all programs opened in June except Britannia preschool, which usually closes in July
- all at reduced capacity for appropriate distancing
- temporary emergency funds from the government extended until Aug 31 is contributing to budget surplus totals right now
- language has changed for surplus needs to be used for fee reduction, staff development
- Lorraine & Jacky looking into pro-d opportunities for the fall
- some staff have underlying health issues keeping them from coming back
- continue to work on capacity issues into the fall

Administration and Accounting

- programming increase and slowly bringing people back
- Kathy is now back to help with Board meetings and catch up on some admin tasks
- bringing programmers back as Auxiliary program staff for the Society
- working with accounting team to implement a new electronic time sheet system
- feedback so far is that it is working great
- working to implement a electronic system for AP
- approval on basic process and working with Rocco and Jessica on specifics
- approval to bring back the Community Youth Worker
- a Q2 \$150,000 surplus for the City Budget
- Child Care surplus is offsetting some of the recreation deficits, and also using gaming grants
- as recreation starts to grow and develop deferred revenues will help
- will review full report in next week or two

Operations

- United Way of the Lower Mainland contributed \$30,000 funding for youth programs
- food sustainability will probably be an issue beyond COVID times
- looking into infrastructure for food security/sovereignty to meet long term needs of community
- business operations committee is mainly Peter focusing on operational issues and Cynthia focusing on risk management, policies and procedures
- hosting the Essential Services Network

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- Cynthia expressed appreciation to Peter, Jeremy and Jacky who have been an amazing team managing the big picture issues and all of the micro details impacting each area of operations here. They have met and exceeded all expectations!

Britannia Renewal

- renewal work is moving ahead after slight delays at beginning of COVID time
- short listed consultants bidding on the Britannia Renewal Project
- completed oral interviews by phone with top 2 candidates
- now the process is to have the City approve the recommendation from the selection committee
- aim to have contract confirmed in July and have work start in August
- in addition the City will be hiring an Indigenous liaison to ensure following protocols of Indigenous engagement
- 2 planners have agreed to come on as Britannia consultants. Sean McEwan and Scott Hein are veterans of city planning
- held a Rezoning 101 workshop via Zoom on July 2 which had 37 people participate
- issues coming to the fore regarding phasing
- COVID has impacted service delivery and need to reassess changes before rezoning
- planning a Rezoning workshop to focus on particulars of what rezoning looks like
- previous city council started the process of what this renewal will look like
- new council and school board need to be updated on issues regarding Britannia

ACTIONS – Cynthia will send out the notes that were taken at the Rezoning 101 Workshop for the Board to review
- Peter will look into whether the Zoom footage from that meeting can be shared and best way to do so

4. Partners' Reports

Stuart MacKinnon (VPB)

- report from Stuart for June was attached
- Annie will follow up with Stuart on a procedural question she has after a joint meeting with the City

Peter Odynsky (VPB)

- no further discussion on recreation

Noreen Ma (VPL)

- Britannia Branch is one of five that will be opening on July 14th
- Central, Kitslano, Renfrew and South Hill will also be open
- patrons will be able to make appointments for accessing computers, can borrow and return materials, and picking up holds
- Will be open Tue-Sat. Tu/Th 1pm-8pm and We/Fr/Sa 11am-6pm
- The five open branches are providing a takeout service, which is a limited service also being offered at Champlaign, Dunbar, Firehall, Hastings and Kensington branches
- Britannia will have 9 computer stations available, will require lots of extra cleaning by library staff between appointments
- limited capacity in the branch with a maximum of 37 people in the library

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- no programs running in person at this time, though there have been some programs running online
- Cynthia and Noreen will touch base about managing line ups that may occur outside on Tue and Thu evenings while the Britannia Market is also running in the plaza

VSB

- no report

5. New Business

Anti-racism and Anti-oppression statement

- Ingrid acknowledged the hard work, many hours and deep emotional process that was involved in writing the drafts of this statement
- thank you to Annie, Naina, Vera, Ingrid and Cyn for all of the hard work
- Annie appreciated the safe space this committee provided to process and receive help when needed
- Annie has been putting in a lot of time and energy on anti-racism work as she is also a member of the Urban Indigenous Peoples' Advisory Committee (UIPAC) which sent a letter to the media yesterday with details on their call to Mayor and Council to address systemic racism in the city and improve efforts at reconciliation
- for this statement we need direction from the Board on how to share once everyone has approved
- what other actions can the Board do to share this statement in meaningful ways
- Vera recommended an edit to language in second last paragraph: change "must" to "need to": "We *need to* have a better understanding..."
- shift the meaning of the words we use
- this will be a statement from the Board, but share feedback for potential revisions to the committee thru Annie or Cyn
- great appreciation of the work to craft this statement on the deep impacts of racism on our behalf, thankful for the learning
- be careful of assumptions regarding where everyone is coming from on awareness and knowledge of issues
- we all come from complex backgrounds, important to have many of these perspectives
- all are welcome to participate
- committee didn't have a time line but would like to release statement soon
- Board can approve in principle, and after staff review, we can vote on motion to release the statement at next meeting

MOTION TO ACCEPT THE STATEMENT IN PRINCIPLE PENDING STAFF REVIEW

Pamela Dudas/ Li Mei Yip

CARRIED

Conflict of Interest Policies and Procedures

- reviewing policies and recognized that they didn't have procedures that could resolve appearances of conflict of interest
- Cynthia shared example that says what behaviour is covered by policy but no suggestion on how to resolve if policy breached
- things like gossiping are less tangible than problems like theft of property
- process for investigation of issues small and large with progressive conflict resolution

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- model for informal conflict resolution and make clear the formal grievances through union
- some policies need attention to have process attached to them
- work with staff to identify which are problematic
- ensure living up to policy intentions
- informing Board that this is work to do right now
- Indigenous staff came together to talk about rigid institution issues
- Cynthia will report back in September with further details

Staff Representative Role & Responsibilities

- in the past the Staff rep did get to vote on Board business
- in 2008 this changed when Britannia received a letter from VSB, VPL, VPB and the City expressing concerns that their representatives didn't have a vote on the Board, so the Britannia staff do not have a vote
- because the Board oversees programs this may be perceived as a conflict of interest for staff to vote on things impacting their workplace
- Britannia is consensus based Board so staff rep role is to speak to the breadth of staff experience when the Board is making decisions
- provide staff perspectives on issues coming to the Board
- Staff rep could have a standing space on agenda and report in Board meeting package
- need better mechanism to communicate as a staff rep for all areas
- find a social way to touch base and connect
- potential committee with a staff rep from each area to keep staff representative on the Board up to date
- management team will work on a way to organize this
- will include Jane as staff rep in conversations with staff around reopening of the site

6. Old Business

Restart Plan

- Peter moving along with that
- focus on resilience, recovery and restorative
- looking at programs for the most vulnerable in community rather than first come, first serve

Strategic Plan

- Annie will be helping Cynthia with review of the Strategic Plan recently approved
- look at what it means pre and post COVID
- using Zoom meetings is helping this work move forward

Partnership Review

- started talking about this back in October
- looking at partnerships with groups like Kickstand, Grandview Woodlands Food Connection, etc
- checklist needs to be in place before partnerships begin
- agreements with terms & conditions
- review for the Board will be ready for review by Sep or Oct

7. Board Check In

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- Vera mentioned that VPL was the only civic partner that wasn't knocked by UIPAC in their calls for improved action from the City
- VPL and Britannia branch are doing great Reconciliation work!
- Noreen spoke to the importance of the Truth & Reconciliation Committee recommendations and that their organization is still working on doing better
- the work is meaningful to many library staff

8. Committees

Finance Committee

- Cynthia apologized for misinforming the Finance Committee at the last meeting that Annie wasn't on the Board, as she was on the Board at that time
- Finance wants Annie appointed to the committee and the mistake regretfully led to a hurtful moment

MOTION TO APPOINT ANNIE DANILKO TO THE FINANCE COMMITTEE

Emily Vickery/ Naina Varshney

CARRIED

Board Development Committee

- looking at Sep 23 for the Annual General Meeting
- Emily, Peter and Cyn working on the details
- potential for set up of virtual and mail in ballots
- a few other dates we may be able to use, but meeting must be held by Dec 31 latest

Arts & Culture Committee

- meeting tomorrow night
- had a successful virtual Summer Solstice Coffee House event
- Daniel and Paul Luther worked hard on that
- would have been better to have Indigenous talent particularly because it was Indigenous Day
- now have Arts & Culture vendor in the Britannia Plaza on Tue & Thu while Fractal Farm is set up
- nice addition to the plaza
- make sure lines up with VPL are not a problematic

Volunteer Committee

- happy with strategies that Yao is using to manage volunteers

MOTION TO ACCEPT CONSENT ITEMS AS PRESENTED

Vera Jones/ Emily Vickery

CARRIED

MOTION TO ADJOURN at 8:07pm

John Flipse/ John Morra

CARRIED

Executive in Camera