

**Britannia Board Meeting
May 13, 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, Jane Stanier, Annie Danilko, Megan Langley

STAFF: Cynthia Low, Peter Odynsky, Jeremy Shier, Jacky Hughes, Hai Truong (recording)

REGRETS: Farren Gillaspie, Carmen Cho, Stuart MacKinnon

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

1. Approval of Agenda

**MOTION TO APPROVE AGENDA
Pamela Dudas/John Flipse**

CARRIED

2. Approval of Minutes

**MOTION TO APPROVE MINUTES
Pamela Dudas/John Flipse**

CARRIED

3. Operational/Admin Reports

Recreation, Arts, Culture and Social Services

- Britannia Food Store continues to provide over 1000 hampers with 400 home deliveries to the community every 2 weeks
- Tom and the youth team have been busy reaching out to youths
- For Mother's Day, Tom and Mitra provided a fun Mother's Day activity kit (that include chocolates and flowers) for youth to be able to make a few small gifts for mom
- Britannia social media and website is up to date.
- There was lots of collaborative work and everybody work really hard to get things done
- There was lots of learning as we go along

Child Care

- Britannia Preschool will not open up until September; there is only a few week left until the summer vacation
- Jacky have been in communication with the educators to discuss about the safety procedures both for the staff and children
- Britannia have been accepting all the referral
- Currently Britannia still have space for the 5 to 12 years old but not for the 3 to 5 years old or toddlers

Administration and Accounting

- Total revenues are 7% higher than last year but 10% lower than budgeted; expenses are similar except slightly higher
- There is a deficit of \$27,379 year-to-date
- The deficit is due to refund for Winter and Spring programs
- Things are looking grim for the next few months
- As many of the programs that gaming money was planned to be spent on are unlikely to occur in 2020, Britannia will use the gaming fund to offset the cost
- Jeremy will make the adjustment in next month statements to reflect the uses of these funds
- It is difficult to forecast how the rest of the year will play out financially
- Any new programs that start-up will be done with a focus of sustainability to ensure Britannia does not incur large losses
- Board members will be informed as further financial models are developed over the coming months
- Pay protection for Britannia staff ended on May 7th
- As a not for profit charity, Britannia may be eligible to apply for federal subsidy programs
- If eligible, we can keep staff on payroll at 75% until end of May
- City is on cost reduction
- Britannia is providing services to our community that many others are not doing
- We plan to continue providing those services

Operations

- Cynthia have been updating Park Board and the City Emergency Operations Centre on Society activities.
- Britannia just received a few grant recently. This should take us to September
- Britannia is being flexible and receptive of the situation and the needs of our community, responding to how residents want to take care of each other. Except for child care our essential services is driven by volunteers.
- Food Store is growing and constantly changing; we have a fantastic team working there and meeting everyone's needs
- The 55+ teams are reaching out to elders and seniors daily
- Big shout out to Peter and his team for the tremendous work they have done during COVID
- Appreciation to Jacky for connecting Britannia with all the educators

4. New Business**Audited Statements**

- Britannia ended the year with a surplus of \$30,481; once we paid Kickstand (\$87,400), this leaves the deficiency of revenue over expenses at \$56,919
- Discretionary reserve for 2019 is \$362,525; that is a decrease of \$63,735 from 2018; Child Care have a loss of \$7,785 while Community Education have a gain of \$16,770; all combined, Britannia reserves has decreased to \$624,672 compared to \$679,422 from 2018

MOTION TO APPROVE THE 2019 AUDITED STATEMENTS.**John Flipse/Annie Danilko****CARRIED**

Recovery Planning

- Britannia is currently operating at level one. We are looking to move to level two starting May 19
- Peter and his recreational team are working hard to come up with plans for the next stage
- All plans are contingent to what's happening contingent on Provincial and City direction
- Britannia is following Federal Health and Vancouver Coastal Health guidelines and recommendations
- Peter has been talking to his staff and collaborating with users to have the facility up and running while making sure it's safe for both the staff and patrons
- There is plan of gradual return for Admin staff
- We are waiting for the city wide decision as to when indoor facilities will be open
- We hope to run camps for vulnerable kids this summer
- Current programs includes Zoom coffee house, gatherings and workshops
- Britannia team is focusing on keeping youth occupied and helping them with academic achievement; we are working hard to get them and their family ready for September
- There will be more online contents coming this Fall; we are finding that some students are having a difficult time learning online
- We have staff (Tom, Mitra, Stephanie) and volunteers to support and tutor students who need help
- Britannia will be looking to bring the tax clinics back, some people are reliant on tax returns to maintain their federal income payments

5. Partner's Reports

VPL – Megan Langley

- All Vancouver Public Libraries has been closed since middle of March
- Staff have been on the pay protection program since March but now they are laid off
- Libraries have been providing digital services as well as story time on Zoom
- Looking to open up the computer lab at the central branch for the public; figuring out the logistic and making sure to meet safety standards
- There will curb side pickup service at five different branches including the main branch; people can request items online or by phone
- Community library staff are connecting with locals
- There is no set date as to when the branches are open to the public; hoping to have some open in early summer; only open a few branch at a time; taking it slow

6. Board Check-in

7. Consent Items

Board Development Committee

- AGM is supposed to take place in May but will have to be postpone until it is safe to do so
- Electronic voting may not work for Britannia
- Committee is looking for Board members who are interest in running again
- Making sure that everybody has renew their membership
- We are looking at ways to reach out to our members

- Britannia needs to have an AGM by the end of the year; we are looking at other alternative way; Zoom is a possibility

Planning & Development Committee

- Everything was put on hold due to COVID, but everybody is slowly getting back to work now
- The panel have put together a shortlist and there will be an online interview with the proponents
- Committee is pushing the City to move ahead with the development; this project will create job and help the economy

MOTION TO ACCEPT CONSENT ITEMS AS PRESENTED

Vera Jones/ Emily Vickery

CARRIED

MOTION TO ADJOURN at 8:05pm

John Flipse/ Pamela Dudas

CARRIED

Executive in Camera