

**Board Meeting**

**November 13, 2013**

**Conference Room – Britannia**

**PRESENT:** Gwen Giesbrecht, President; Eva Sharell, Ray Gallagher, Oliver Conway, Geoff Taylor, Kathy Whittam, Ingrid Kolsteren, Stefan Grahovac, Ed Stringer, Morna McLeod, Cleo Tracey.

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

**GUESTS:** Mawi Begon

**REGRETS:** Brendan Boylan, John Flipse, Meseret Taye, Susanne Dahlin

**1. Agenda**

**MOTION:** TO APPROVE THE AGENDA FOR THE MEETING OF NOVEMBER 13, 2013 WITH THE ADDITION OF FITNESS CENTRE EQUIPMENT.

Margaret Vis/Ingrid Kolsteren

Carried

**2. Minutes of October 9, 2013**

**MOTION:** TO APPROVE THE BOARD MINUTES OF OCTOBER 9, 2013. NOTING MARGARET VIS SHOULD BE NOTED AS REGRETS. CORRECTION THAT THE BUDGET WAS PRESENTED OCTOBER 23<sup>RD</sup> TO FINANCE COMMITTEE NOT OCTOBER 2<sup>ND</sup>.

Eva Sharell/Ingrid Kolsteren

Carried

Oliver Conway asked for a greater expansion on topics in the minutes and more clarity on subjects.

**3. New Business**

- a) **Budgets** - The City and Society budgets were presented for discussion. The first version of the budget has gone through Finance Committee; version 2 of the budget has not been presented to the Finance Committee but is attached to the Board package. Natalie Bailey presented version 2 of the budget with explanation provided of the departments. The budget is a revolving process at this point as adjustments are made, and issues change. The Child Care budget will have adjustments prior to the next Finance Committee meeting where they will review the budget. Astorino's budget line is also changing as rentals and issues are being resolved. Please look over the documents and if you have questions forward them to the Finance Committee.

- b) **Open House** – November 28<sup>th</sup> will be the Britannia Open House 11:00 am to 7:00 pm and we will end the day with the Secondary School Play. Our expectation is that we will be feeding about 800 people during the day. We have invited some dignitaries to the events onsite including local MLA's, MP's, City Council, Park Board, School Board and Vancouver Public Library Board.

PAC parents from the Secondary School will be available in the evening, so please introduce yourself. If the Board members let Cynthia know when they will be on site she will ensure you are assigned to an area during the event. Lorraine Evans is scheduling time slots during the event for when Board members are needed.

- c) **Making Place Sharing Space** – The next meeting will be on November 14<sup>th</sup> from 6:00-8:00 pm to discuss action items; the next steps include informing the group what Britannia is doing and to invite public participation.

#### 4. Partner Reports

- a) **Recreation Report** - The Community Recreation Coordinator II process for hiring is moving forward. The Committee is presenting a recommendation to the Park Board for their input on the filling of the position.
- b) **Library** – Joyce Gee, Circulation Supervisor is retiring; there will be a social tomorrow, November 14, at the Library. There will be a new Circulation Supervisor, Anil Singh who is presently located at Champlain Heights Library.

The Vancouver Public Library Campaign –“ ‘We miss you’ – and don’t worry about those library books you forgot to bring back long ago: return them to Vancouver Public Library during the week of Oct. 21-27 and the library will waive the associated fines.” The Library welcomed back about 900 people; it was interesting to see books coming back, a magazine from 1978 came back and we waived some significant fines.

We have celebrated lots of events in the past month. We are liaising more closely with Library security staff. We are actively participating in the Open House.

**c) Vancouver School Board** – the staff are excited about the Britannia Open House. The plans for the grades 6 and 7 students’ activities for the day are being put in place. There will be some active and some passive displays.

There will be some parts of the building looking brighter and better. There has been less loitering in the areas where we have the anti-loitering devices.

School Board Facilities people meeting next week re using space on site. We are encouraging people to go in the school by making it the passport deposit place for the Open House. The play this year is *A Modern Christmas Carol*.

The Craft Fair is this weekend, Friday, Saturday and Sunday.

We are putting our new courses for the students together a bit earlier; we don't offer courses unless we have staff on site that can teach.

Three excellent Britannia Remembrance Day ceremonies took place.

We received a letter of support for the Kilimanjaro trip from Libby Davies, MP Vancouver East; Geoff Taylor read the letter to the Board. Gwen Giesbrecht asked that the Board be kept aware as the school progresses on this trip for the students.

- b) **Community Education** – A written report was circulated at the meeting. Mike Evans highlighted:

The Craft Fair, will be held November 15, 16, 17 in gym A and B. Mike circulated a flyer for the event.

CAPC Conference on November 2nd had 30 parents and 50 children in attendance, the theme this year was Wellness.

Clothes on Wheels will be at Britannia on December 4<sup>th</sup>. This is the 3<sup>rd</sup> year; they provide slightly used and new clothes for Elementary and Secondary students.

Community Schools as Centres of Community Wellness – we are looking at inter-ministry planning and cooperation between the Ministry of Health and the Ministry of Education; we will keep the Board informed.

MOTION: TO ACCEPT THE PARTNERS' REPORTS.

Ray Gallagher/Oliver Conway

CARRIED

Break called 7:56 P.M.

Call to order 8:09 P.M.

4. **Correspondence** – file circulated at meeting.

## 5. **Committee Reports**

- a) **Executive Committee** – minutes circulated for information. The Executive discussed support letters. The members of the Executive felt that Board members must have an opportunity to review letters that are requesting endorsement in a timely manner. We should also have a briefing note supplied to the Board with background on the issue.

Agreed: that any letters that are requesting the endorsement of the Board will be sent out in a draft format, as a separate document, one week prior to the Board meeting with a briefing note in an electronic format to Board members.

The Christmas staff/Board event will be Friday, December 13<sup>th</sup> so mark the day.

- b) **Finance Committee** – minutes of October 23<sup>rd</sup> circulated for information. Discussion on Astorino's and that we need to separate the items; the deficit is approximately \$19,284. for Astorinos.

Kickstand has approximately a \$14,000 surplus. Some clarifications on items in the minutes as they are not clear. Natalie will review for clarification.

- c) **Board Development** – no report.
- d) **Child Care** – meeting next Monday night.
- e) **Youth Committee** – The amount of people attending the meetings is consistent. There have been two meetings of the Committee since the last Board meeting.

We held successful Halloween events.

We believe our relationship has developed between the Secondary Students, Elementary Students, and the Teen Centre participants.

We are planning for the Open House, and we are planning for Christmas events. The Committee is thinking about good deeds for the holiday season; Hot Chocolate and candy canes may be the order of the day.

- f) **Planning and Development** – notes from the 1<sup>st</sup> fall meeting of the committee were circulated in the Board package. There was a second committee meeting held last week, minutes not yet available.

The committee discussed the original intent of the Britannia Planning and Development Committee. There was lots of good discussion and interest at the meeting.

The Capital Plan will be discussed at the Executive meeting and then brought back to the Board for further discussion and recommendation. It was also stated that the Capital Plan should be an agenda item at the Board retreat in January.

- g) **Arts and Culture** –Magpie, an Arts Collective, attended the meeting and the committee received a great email from them about the interaction with the Committee.

As Ingrid was unable to attend the Committee meeting she referred to the report on page 8 of the Board package.

One of the committee members has an art show in the Britannia gallery.

- h) **Fitness Equipment** – Ray Gallagher reported that many key pieces of equipment in the fitness centre are in need of replacing. Many of our pieces of equipment have reached their lifespan. The list includes: treadmill, stair climber, cross trainer, chest press, lateral/seated row. Total costs \$26,000. Britannia has put in a request to the City for replacement of equipment in the Fitness Centre. Natalie Bailey stated that we have \$9,800 in City budget and \$3,000 in pool budget which will help to purchase some of the needed equipment. Natalie believes that at least half of the need could be met. Kathy

Whittam stated that the public is looking for a solution. Perhaps we should do a public survey/poll/gathering of public input so that we can provide the public feedback to the City; if we choose to do an input process we should do this in a positive way.

Gwen stated there are changes in the grant process for the Food Coordinator position and the committee discussed the changes and effect of same. The Food Committee would like to have a Board member on the Committee.

Gwen Giesbrecht asked to be excused 9:07 p.m.

Eva Sharell took the Chair.

MOTION: TO CONTINUE THE BOARD MEETING AGENDA AFTER 9:00 P.M.

Oliver Conway/Ingrid Kolsteren

CARRIED

## 6. Administrative Reports

- a) **Executive Director** – report circulated in the Board package. Site Wide Open House is being worked on and is very exciting.

Request to have GEN7 come and do a report at the Board. Cynthia Low stated that she will request GEN7 do a report at the January Board meeting.

- b) **Manager of Administration** – report circulated in the Board package. City budget has been positive process.

Offsite Child Cares are doing much better in funding areas, as is Britannia Child Care programs.

We recently filled three positions on site. Three filled positions: regular part time cashier and two lifeguards.

Pool maintenance update provided; some changes necessary after the regular yearly maintenance; these items are being completed.

We have been working on budgets.

- c) **Child Care Manager** – report circulated in the Board package.

Sabine Tanasiuk thanked the Board for the flowers received when her mother passed away.

Sabine has written several grants this month for the child cares.

Britannia is part of a partnership for a community initiative called Social Pediatric Initiative or Richer Team.

# MINUTES – BOARD



---

We now have a Nurse practitioner on site, she will be available for children and families on Wednesday mornings.

We are listed as one of the most vulnerable areas in the city for children.

MOTION: TO RECEIVE THE ADMINISTRATIVE REPORTS.

Ray Gallagher/Margaret Vis

CARRIED

Appreciation – thank you to Natalie for the budget presentation. Thank you to Kathy Whittam for acting as the Volunteer Coordinator, thank you to Brenda for taking our minutes. Thanks to the management team for dealing with the vacancies.

MOTION: TO ADJOURN THE MEETING AT 9:24 P.M.

Morna McLeod/Oliver Conway

CARRIED