

**Britannia Board Meeting**

**January 14, 2015**

**Board Room – Information Centre**

**PRESENT:** Gwen Giesbrecht, President; Ray Gallagher, Meseret Taye, Oliver Conway, Ingrid Kolsteren, Peter Odynsky, Oles Andrienko, Craig Ollenberger, David Parent, John Flipse, Mary Arakelyan, Susanne Dahlin, Geoff Taylor

**STAFF:** Natalie Bailey, Brenda Coombs (recording); Mike Evans

**REGRETS:** Morna McLeod, Scott Clark, Edward Stringer, Alex McKechnie, Beth Davies, Cynthia Low, Sabine Tanasiuk

**GUESTS:**

**1. BOARD AGENDA**

**MOTION:** TO APPROVE THE REVISED AGENDA FOR THE BOARD MEETING OF JANUARY 14, 2015 WITH AN IN CAMERA FOR EXECUTIVE ONLY.

Ray Gallagher/Craig Ollenberger

CARRIED

**2. MINUTES DECEMBER 10, 2014**

**MOTION:** TO APPROVE THE MINUTES OF THE MEETING OF DECEMBER 10, 2014 AS AMENDED.

Oliver Conway/Craig Ollenberger

CARRIED

Amendments: Under Other Oliver stated that he was not contacted about the Christmas event until the budget for the event was approved.

Under Arts and Culture: It should say they are considering a longer calendar period for the Art Gallery planning.

Page 5 Kindred Construction – in depth discussion will be under Carving Pavilion this evening.

**3. NEW BUSINESS**

**A) Board Retreat** – Ray reported that we have not been in touch with Cynthia over the holiday season. The briefing note circulated in the package states the retreat will be Sunday, February 23<sup>rd</sup> 9:00-4:00 the date should actually state Sunday, February

22<sup>nd</sup>, 9:00-4:00 pm. Place to be decided. Geoff Taylor stated that the Board Room at the school could be used again, if not booked. Geoff will not be available but he will endeavour to have someone there and input will be forwarded for consideration.

**B) Remuneration for Board members** – the policy was circulated with the Board package. There is a complete conflict of interest policy in the Board manual.

**C) Planning and Development** (attachment Board only)

Task Group – a group delegated from the Planning and Development group to do work on a regular basis. Several documents were circulated for information.

TASK GROUP: This group will facilitate the work of the larger P&D Committee and the Task Group reports to the P&D Committee

Current members are:

Chair Susanna Dahlin (also chair of P&D Committee and Board member)

David Parent (Board member)

Jim LeMaistre (Member at Large)

Jane Sheil (Member at Large)

Penny Street (Member at Large)

Board Members: Morna McLeod, John Flips and Craig Ollenberger are members of the P&D Committee; they are included in the Task Group process whenever they are available.

Cynthia Low will be included as an ad hoc member of the Task Group.

MOTION: TO APPROVE THE PLANNING AND DEVELOPMENT COMMITTEE TASK GROUP AS PRESENTED.

Susanne Dahlin/Ingrid Kolsteren

CARRIED

Planning and Development Committee's need for a dedicated support person report circulated. They want to identify someone that is a dedicated support person.

Items we need to include: monthly meetings, documents that we have developed filed and retained, we want documents that have been developed updated. Website page needs to be up and running. We want to make sure everything is documented, we are doing stakeholder outreach so we want that tracked. Bulletin Boards up around the site. We presently have we wish to continue to have a dedicated support person for this project. A page on the Britannia website. We are looking at what needs to be done. Question on where the funds would come from. Discussion on present roles of staff, issues of staff overlap in areas, any issues under the collective agreement?

**MOTION:** THAT THE BRITANNIA BOARD SUPPORTS IN PRINCIPLE THE FORMAL REQUEST FOR ASSISTANCE FROM THE PLANNING AND DEVELOPMENT COMMITTEE FOR A DEDICATED STAFF PERSON AND WE REFER TO THE FINANCE COMMITTEE AND EXECUTIVE COMMITTEE TO ANSWER THE QUESTIONS RE: STAFFING ISSUES.

Oliver Conway/Ingrid Kolsteren

CARRIED

Discussion on the web page being an additional page on the Britannia website. Board members would like an explanation of the statement on funding coming from the present Britannia budget as they were told this was possible for the position.

Britannia Centre Renewal Process Draft Terms of Reference 2015 was circulated for discussion purposes. This will be discussed with the City, School, Park Board and Library staff. We will be looking at positions and responsibilities to the project.

We are considering a presentation to the new Park Board. The presentation would include why we are getting redeveloped and what are the needs of the site for information purposes. Discussion on the makeup of such a meeting.

Board liaisons need to be updated on what is happening at Britannia. Liaison appointment is on the agenda this evening. We should consider extending an invitation to the Park Board chair and others that may be interested in a meeting to discuss the renewal process at Britannia.

**D) Financial Services Review** – A briefing note was circulated to the Board. The finance services evaluation was contracted by Britannia in 2010 to be done by Glass House Society. There are recommendations in the report that have not been given consideration to date. It was felt that staff should select some priorities and come back to the Board with recommendations. We need to give some thought to this report. It was requested that Natalie let Finance Committee know what has been adopted in the report and to what degree. A meeting of the Finance Committee should receive a copy of the report earmarked with what has been completed and what the next steps might be. Finance staff are key in this process. We should let people know that recommendations are being acted on and the results of these actions.

**MOTION:** THAT THE BRITANNIA BOARD OF MANAGEMENT DIRECT THE EXECUTIVE DIRECTOR TO FOLLOW UP ON THE REPORT BY THE CONSULTING WITH THE FINANCE COMMITTEE AND STAFF TO PRIORITIZE ACTIONS THAT IMPROVE BRITANNIA'S FINANCIAL SERVICES. THE INTENT IS TO HAVE THESE ACTIONS ACCOMPLISHED IN 2015. FINANCE WILL LOOK AT THE REPORT IN DEPTH, WITH AN UPDATE ON WHAT HAS BEEN ACTED ON TO DATE. THE UPDATE SHOULD INCLUDE FIGURES.

Craig Ollenberger/David Parent

CARRIED

1 opposed.

We need to keep this as an Agenda item at the Board so we are updated.

**MOTION:** TO EXTEND THE MEETING UNTIL 9:30 PM

Ray Gallagher/Susanne Dahlin

CARRIED

#### E) LIAISONS

The list of currently elected Council, Park Board, School board members was circulated, as well as the Library Board members. Please let Brenda Coombs know who you would like to liaison with and we will update the list. Once the updates have been received a new list will be circulated.

Discussion on the role of the Board member in contacting liaisons was discussed. Gwen presented examples of when you would contact, update and that she and the Executive Director will assist in preparation for any meetings or contact with the elected Council or Board. With the capital plan issues Planning and Development members would ensure your liaison was updated.

#### 4. OLD BUSINESS

- a) **Britannia budget update** – as there was no Finance Committee meeting in December there has not been any changes to the budget. More information will be forwarded to Finance Committee about Arts and Culture and Youth Services.
- b) **Carving Pavilion** – Britannia is going to end up in a deficit of \$60,000 to \$70,000. We are obligated to pay the contractors. City will pay upon occupancy. Britannia needs to pay Kindred, Joe Wye, the Architect and a small contractor. Request that we look up the Board minutes on the project with the wording on the original motion.

**MOTION:** THAT WE PAY PROGRESS BILLING NO. 4 IN THE AMOUNT OF \$90,896.94 TO KINDRED AND THE OUTSTANDING INVOICE TO JOE Y WAI ARCHITECT OF \$2,455.00 AND TO GHIL CONSULTANTS \$2866.24 AND TO PAY PROGRESS CLAIM NO. 5 \$34,225.24. TO KINDRED.

Craig Ollenberger/Susanne Dahlin

CARRIED

One Abstention

The Board discussed the project and the over expenditure and agreed that we need to review the project and have a report back

**MOTION:** TO HAVE THE EXECUTIVE COMMITTEE INVESTIGATE WHAT HAPPENED ON THE CARVING PAVILION PROJECT AND WHY WE ARE OVER BUDGET AND REPORT BACK TO THE BOARD.

Craig Ollenberg/John Flipse

CARRIED

Art on the door of the pavilion is going ahead with School Board funding.

#### **4. PARTNERS REPORTS**

- A) **Park Board Report** – report circulated at the meeting. Peter highlighted areas.
- Started the new year with a pool closure and maintenance.
  - Program registration off to good start
  - Britannia received over 27 submissions for 2015 art exhibitions. There is a new wave of young artists in the neighbourhood.
  - Planning for favourites in Arts such as Stone Soup, East Feast, Artful Sundays and part of the Eastside Cultural Crawl.
  - Swim and Fitness Centre registrations up 8%
  - Pool attendance up over last year
  - Did a 2014 review
  - YOUUnique Youth conference taking place at Britannia January 24
  - Fall skating lessons up 4%.
  - The ice was full booked during prime time hours
  - Inner city skate a great success
  - Events being planned for family day
  - Currently we have 4 and 6 month passes, we are going with a 1, 3 and 12 month pass.
  - Children sport and fitness – very successful last year.
  - Looking for soccer coaches

Forshadowing – after consultation with Lori and Ellen there was overlap between the two. Lori has passed some of the arts programs to Ellen' portfolio these are workload and servicing issues.

There was a discussion on budget and should we continue with the programs as they are presently reported, for year to year comparison.

**B) Britannia Secondary** – report circulated at the meeting.

Geoff reported that the school year is approaching the halfway mark.

We have a new SLO Officer Constable Kevin Parkinson for the next six months.

Geoff reported on a visitor that will be coming from Japan; if you have areas that you would like him to visit let Geoff know.

Bruins invitational is happening thanks to Mike, Mitra for their work on this event.

Streetfront Street 2Peak Kilimanjaro Trip is going ahead over the March break.

Dr. Ali Cloth is continuing a study on attendance, motivation and mental health resources. She is also applying for a grant to continue work on motivational techniques regarding attendance.

Britannia PAC has agreed to help three students in the Queer Straight Alliance club to travel to Saskatchewan to present at a conference regarding VSB policies for transgender youth and associated issues.

We allocated funds to the Grandview Woodland Food Connection to help with the work with students. BRITE Brit Engagement Program.

We have applied for a grant for an August activity for Grade 8 students to bond and train around leadership.

The Board stated their support of the three students from the Queer Straight Alliance Club to travel to Saskatchewan to present at a conference regarding VSB policies for transgender youth and associated issues.

The students should consider coming to the Board with a request and we would certainly entertain. Geoff will let them know that the Board is in support and they should consider making a presentation.

**C) Community Education** – Jennifer Ju has signed a 4 month contract to play volleyball overseas.

41<sup>st</sup> Bruins Invitational booklet was circulated at the meeting.

Mike stated that the Community Education is providing \$200 per student for the three students from the Queer Straight Alliance Club to travel to Saskatchewan and PAC \$300 per student for the three students to attend the conference in Saskatchewan.

MOTION: TO EXTEND THE MEETING BY ½ HR. TO 10:00 PM

Susanne Dhalin/David Parent

CARRIED

## 5) **Committee Reports**

- a) Executive – no report
- b) Finance – no report
- c) Board Development – under retreat
- d) Arts and Culture – no report
- e) Program Committee – no report
- f) Seniors Committee – no report
- g) Youth Matter – no report

## 8. **Administration Report**

a) **Executive Director** – report circulated with Board package. The Board requested that Astorino 's report be circulated with Board package.

b) **Manager of Administration** – Finance no statements – cash control event, this will come to Executive. Vacancies part time pool cashier, Activity Coordinator and child care vacancies being posted. Casual accounting clerk we are pretty sure that will be converted to a Regular Part Time position. REFM City (Rink and Facilities management) looks like a takeover of buildings and the rink will not be included in VSB scope of work and the pool shortly after.

Discussion on how this will create changes on our sites and what will those changes be and the issue of the agreements.

Ad Hoc Committee was formed to look at the maintenance issues – Craig Ollenberger, Natalie Bailey, Cynthia Low, and Oliver Cooper  
Craig will organize the call of the first meeting.

c) **Child Care** – Sabine still unable to work due to illness. Grandview has some issues and Lorraine has been a big help.

## 9. **Other**

Appreciation – the Christmas party was a fantastic event.  
Appreciation to Natalie for dealing with the issues tonight

Announce – Aboriginal, NDP and others take back our coast on Sunday 1:00 pm Jan 18<sup>th</sup> Aboriginal Friendship Centre.

MOTION: TO ADJOURN 9:53 P.M.

# MINUTES – BOARD

# Britannia

Ingrid Kolsteren/Oliver Conway

CARRIED