



# Minutes

## Board of Directors Meeting Mount Pleasant Community Centre Association

**Date:** Tuesday, January 19<sup>th</sup>, 2021

**Time:** 7:10 PM

**Location:** WebEx

**Present:** Rod H., President  
Anita R., Past President  
Meghan M., Treasurer  
Thomas F., Executive At Large  
Margery D., Board Member  
Clare B., Board Member  
Michael D., Board Member  
Suman C., Board Member  
Claire W., Board Member  
Bianca C., Board Member  
Steve Q., Board Member

**Staff:** Brenda T., Community Recreation Supervisor  
Kate R., Child Care Manager

**Guests:** John I., Park Board Commissioner

**Absent:** Jim B., Board Member  
Joanna F., Board Member

**Recorder:** Gary C., Administrative Assistant

**Regrets:** Maja J., Board Member  
David C., Board Member

### I **Call to Order:** at 7:17 PM by presiding officer Rod H.

Rod reminds everybody to maintain respectful communication: practice politeness, courteous and kindness, listen graciously, avoid negatively, don't over criticize, treat people equally, be emotionally empathetic, value others' opinions.

Thank you to Meghan and Thomas for arranging the gifts for Association staff and Board members.

### II **Acceptance of Agenda**

**Moved by: Thomas F./ Seconded by: Michael D.**

THAT the Board accepts the agenda for today's meeting.

**CARRIED**

### III **Board Meeting Minutes from December 15<sup>th</sup>, 2020**

Amendment: Margery was not in attendance at the previous Board meeting.

**Moved by: Margery D./ Seconded by: Thomas F.**

THAT the amended Board meeting minutes of December 15<sup>th</sup>, 2020 are adopted.

**CARRIED**

### IV **Park Board Commissioner's Report**

- A climate and sustainability report has been received from city staff. They have proposed City carbon pollution charge that will be placed on newer and more expensive vehicles. The funds will go towards green initiatives aiming to lower carbon pollution. The GM has a presentation on red bin for dog waste. Commissioner Irwin asked about another dog off leash in the area of Mount Pleasant and staff stated that it would be under consideration. There is some tension at Strathcona Park; David Eby announced that the funding for the housing wouldn't happen until April. For the interim, washrooms, showers and a warming tent have been installed for the park. There is a move to make the size of the encampment smaller to make some space for the neighbours.
- The playground structure at Beaconsfield Park has been taken down last fall and the replacement is supposed to be built by next summer. Parents are asking why it is taking a year; Suman can forward an inquiry to either Dave Hutch, Director of Planning, or Commissioner Irwin.

- Blue Flag Study – After receiving information that program didn't match a reconciliation approach and other elements, Dave Demers made a motion to withdraw. Staff raised concerns that Vancouver Coastal Health can shut down a beach and swimmers may misinterpret the blue flag as a sign that the beach is open. The program has been shelved for the future.
- Plaza Park at 7<sup>th</sup> and Main – No reports from staff yet, but it may be out in the near future.

## V Financials

- The first fiscal period financials, for September to December, are expected for the February Board meeting. There have been some updates on outdated accounts and some items for the Pool Committee that would see supplementation to their spending authorization. The Youth Group has a request for the Board, which will be highlighted later.
- At the AGM, Gary Wozny advised that the description for the Childcare Bursary Fund is a bit as far as how it would be perceived by potential funders for special projects. Meghan is putting forward a motion to strengthen the wording for the fund.

**Moved by: Meghan M./ Seconded by: Anita R.**

Motion to clarify the intent and purpose of the March 26, 2020 Motion creating a Child Care Bursary fund: The Child Care Bursary Fund is to provide families in financial need with a subsidy on child care registration fees in situations where these families may not be eligible for other available funding, are waiting to receive funding and/or require additional support on top of funding already received. The Bursary in the amount of \$63,000 as stated in the March 26 minutes was established as a Restricted Account.

### **CARRIED**

- One family has stepped forward and applied for support from the Bursary fund. It is expected that there will be additional families coming forward in the next few months. Families would have a meeting with staff and an application to fill out. A notice of assessment is required, previous statements and information on the application is used to process applications.
- There was discussion that the bursary will need to be topped up from time to time with the funds likely coming out of retained earnings. One of the reasons for the creation for the bursary was to accommodate the City's request to have a fund in a separate account for the surplus from the infant and toddler program. The City of Vancouver identified that they would only continue providing the grant if the surplus are reallocated and going back to the kids. A new application has been submitted for this year, Kate will update the Board if she has another discussion with the City and the information that comes from it.
- Retained earnings declaration will need to be submitted to Park Board. The Association will need to submit a plan for the funds that are sitting as unrestricted. The declaration is due at the end of the year, December 31<sup>st</sup>, but there hasn't been an impetus to have it done. Park Board would like to see that the funds are placed back into the community. Previously, the Board had stated that the excess would go into a contingency fund. This year, for the interim, the plan is to use it for the 3 corners playground replacement. If the funds aren't spent for this year for the playground, then it would go back to reserved funds.
- There are some items in the restricted accounts that the Executive will need to look at and determine if the funds need to be reallocated if the funds are no longer needed for their intended purpose.

## VI Committee Reports

### A. Pool Committee

- Park Board has put in the budget for the planning and design of the Mount Pleasant Pool replacement project. The Pool Committee is looking forward to see what role it will play in the development phases. The Pool Committee now has a working budget for events. The Committee hopes to be very involved with Park Board and getting the word out to the community on updates for the project. Traditionally, the biggest and most successful outreach has been through events, so alternate avenues will need to be considered with COVID. Please send through any suggestions or interest in participation.
- Rod suggested at the Executive Committee meeting for the Pool Committee to create a Canada Helps account to help fund the replacement of the pool. The "Replace Mount Pleasant Pool Fund" registered on Canada Helps would publicize the replacement project Canada wide. Next steps is to determine the wording for the fundraising campaign. Kate setup a bursary fund through Canada Helps and it is fairly easy to setup a second fund under the MPCCA umbrella. Most information is there; Kate can connect with Margery to help setup the account. The Board will need to provide approval to establish the Canada Helps account for the Pool

Committee and for the funds to go to one of the general accounts; Cathy will keep a ledger on the amounts.

**Moved by: Margery D./ Seconded by: Anita R.**

THAT the Board establish a Replace Mount Pleasant Pool Fund with Canada Helps under the umbrella of the Childcare's Canada Helps account.

**CARRIED**

B. Park Committee

- No report.

C. Community Outreach Committee

- Thomas has been in touch with Michael Dennis regarding getting clearance on utilizing his photo by the Dude. Michael was gleeful and excited for the photo to be posted on the website. Claire has approved the usage of her family's photo by the Dude as well. Meghan and Claire have been working with merchants, while Thomas continues to locate local photos of people in the community. The directory on the website has been shaped and the next step is the actual design.

D. Program Committee

- The youth have been busy with Youth Inspire, making gift bags for seniors in the community. New programs are coming in February and other existing programs are very popular. There is a request for funds to purchase a new Nintendo Switch console. 4 players can play at one time and the controllers are connected wireless, which allows youth to play together while maintaining physical distance. The Nintendo Switch console with games and controllers come to a total of \$737.90. Some money in fundraising that the youth raised themselves that can be utilized for this purchase. The Program Committee recommends that the portion of the funds be authorized to purchase the Nintendo Switch.

**Moved by: Anita R./ Seconded by: Thomas F.**

THAT the Board authorizes that the portion of the Youth Funds, raised by the youth, be used to purchase the Nintendo Switch.

**CARRIED**

- Some program instructors have postponed the start of their programs as they are not comfortable facilities classes with the pandemic situation. Ny would like to host a Valentine's Day event where families will be asked to submit their artwork to be posted on social media. Nataly's youth will be putting together craft kits for the event.
- Lorelei is working on completing the Indigenous Art Project and it is awaiting the last piece from Crystal. The last piece should be completed by the end of January. Both Lorelei and Angela arranged for food distribution during the holidays and they would like to continue with this offering to the community.

It has been difficult to complete the project as there hasn't been any working sessions between Michael and Andrew. There have been ongoing discussions with the website designer to finalize the details. There is a new version of the website, but there are still refinements that need to be completed. Kristiina has been working off on quotes on how many hours she needs to complete the changes or requests. She ran out of hours that she has currently been budgeted previously. The next steps, she is asking for an additional 20 hours at \$40/hr to get the website to launch with some of the other requests/bug fixes. Other changes can be done after the launch of the website. A WebEx can be created to help facilitate a working session with Kristiina. She will be providing access for staff and Board members to make edits, once the website has been launched.

**Moved by: Anita R./ Seconded by: Thomas F.**

THAT the Board approves up to \$1000 for Kristiina's additional hours and necessary plugins to make the website run more efficient.

**CARRIED**

E. Childcare Committee

- Childcare was closed between Christmas and New Year, it was much appreciated by staff. Management is hopeful that it can happen again next year. Numbers are consistent at 3 Corners and there is no change in staffing. There are 15 new registrations for Preschool since January. Preschool has been affected by low registration, but the numbers are going up again. On February 1<sup>st</sup>, the new preschool program begins with 12 children registered. The program is going to be an exclusively outdoor program and Kate will report more on it once the program has had a chance to begin. Winter Day Camps went well, but registration was lower, as expected. There weren't any out trips, but the kids did get to make their way to the community centre to utilize the gymnasium.

- The Administrative Assistant, Vera, will be coming back from her maternity leave on February 1<sup>st</sup>. Lindy is going on leave on the first week of February, she is expecting her child in March. Staff will be hosting a party before she goes and welcoming Vera back.
- Kate has been in contract with some structure developers on the 3 Corners Playground structure replacement. A committee consisting of staff and parents is being formed for the project.
- A Canada Summer Jobs Grant application is being submitted for the Summer Day Camps. There is a request for 4 staff at minimum wage at \$15.20 in June to cover the 8 weeks of their employment.

**F. Executive Committee**

- Items have been covered in previous reports. The minutes will be uploaded again onto Google Docs.

## **VII Staff Reports**

**A. Kate**

- Kate thanks the Board for getting the gift cards for staff, in lieu of a holiday party. The staff were happy and appreciated the kind gesture from the Board. Next month, there is the renewal of the Childcare Operating Funding that is due at the end of February. The 2021-2022 proposed fee structure is almost complete, along with a few other updates that are coming during this time of the year.
- Kate is expecting at the end of July, but there were discussions on plans to cover for the year. All are on board with hiring within and allowing that opportunity for development for current staff. Kate will be speaking to both Becky and Kelly to gauge their interest. Backfill will be required if they are interested, which will provide opportunities for other staff. The Board congratulates Kate on her new addition to her family.

**B. Brenda**

- There is staff change in the fitness centres; Chris Podlecki is going to Creekside as a centre programmer. Brenda is hoping to get an update today on who will be supporting the fitness centre.
- Elections Canada has reached out to Park Board facilities on space for federal election, which they expect will be called into for spring that can take place anytime from April to June. Elections Canada is looking for multiple days, possibly Saturday, Sunday and Monday as election day. They are also looking for 4 other days for advance polling. They are interested in the gymnasium and another room for their COVID protocols, possibly another polling area. There will be a good portion of time and space taken, which they will compensate the centre for. The staff would like to hear back by March, so they can plan accordingly. Meghan would like to add that Heritage Hall is available for advance polling as well. Brenda can forward the details and suggestion from Meghan to Elections Canada. The Board may look at hosting an all candidates meeting again. The meeting may have to be held virtually and Anita can help with the planning of it.
- There is going to be an updated VanPlay document that will be shared with the Board when it becomes available. Supervisors will be using it for their work and performance plan for the year. It can be a document for the Board to shape direction and future planning. It will be a good document to rely on as it is a 25 plan for the Park Board.

**C. President's Report**

- Rod is working on the masks for staff. The logo is tricky to produce in one solid colour as it has tints. There will be a lot of details missing or look different if printed on the masks. Rod is working with the vendor to try and have it done. Hopefully, there will be a sample available afterwards.
- Board attendance – Jim is unavailable to attend, but receives update from Rod. Jo Fraser has not been in attendance since the onset of COVID. The Board will need to determine the next steps to take. Rod will talk to Joanna to see if there are challenges with attending. In most bylaws, the Board can inquire if there are barriers in attending or by virtue of a member not attending 3 meetings, then the member can be asked to be stepped down. Members are asked to provide regrets if they are unable to attend. In MPCCA's bylaws, it is up to the Board if it chooses to remove the member. Joanna has been a long standing member of the Board and Rod would like to see if there is a reason she hasn't been in attendance. It can be included in the email to remind members to submit regrets if they aren't able to attend.
- Cathy Hudson, the bookkeeper, will be emailing members for any missing information of members to be entered into a form for registration of Board of Directors for the Association.
- The Childcare Committee would like to have a performance review for Kate, and Suman has agreed to help develop the document. Two Board members, two staff and two parents will participate in the review.

- Strategic Plan and Goals – Traction hasn't been received for the goals and plans for the Association. The Board should revisit this again. A facilitator, like Vantage Point, may be hired to help with the process.

#### **VIII New Business**

- Board Elections – A VP and/or Secretary is needed to be elected to the Executive Committee. Bianca has expressed interest in being a part of the Program Committee. Bianca works as an accountant and is happy to provide her knowledge and experience where it is needed. Meghan welcomes Bianca to her meetings with Cathy. Rod would like to call on Suman to be elected as Secretary. Suman accepts the position as Secretary with the caveat that there be a push for more strategic direction.
- The Board would like to look at alternates and thanking the Park Board staff at the centre, in lieu of the holiday party. Possibly, there could be a pick up take out for each of the staff. Brenda would like to connect with senior staff first to see what staff would appreciate and would be easiest. Brenda will report back.

#### **Adjournment**

Meeting adjourned at 9:17pm. Next Board meeting to be scheduled on February 16<sup>th</sup>, 2021 at 7:10pm.

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