



# Minutes

## Board of Directors Meeting Mount Pleasant Community Centre Association

**Date:** Tuesday, May 17, 2016

**Time:** 6:30 PM

**Location:** Multipurpose Room 1, Mount Pleasant Library

**Present:** Christopher Richardson, President  
Rod Hashimoto, Treasurer  
Gary Richmond, Secretary  
Thomas Fahey, Executive At Large  
Jim Bennett, Member At Large  
Rojina Farrokhnejad, Member At Large  
Alex Burton, Member At Large  
Margery Duda, Executive At Large

**Regrets:** Anita Romaniuk, Vice President  
Magdalena Blasiak, Member At Large  
Michael Dubelko, Member At Large  
Joanna Fraser, Member At Large  
Petra Pelsma, Member At Large  
David Fielding, Member At Large  
Kim Hempler, Childcare Coordinator  
Darwyn Hermann, Recreation Programmer II  
Casey Crawford, Park Board Commissioner

**Staff:** Wes Uyeyama, Supervisor of Recreation Services  
Gary Cho, Administrative Assistant

**Guests:**

**Absent:**

- I **Call to Order:** at 6:40 PM by presiding officer Christopher Richardson.
- II **Acceptance of Agenda:** Reviewed.
- III **Approval of Minutes:** Reviewed. Amendment requested to include motion approved from in-camera meeting on April 19th, 2016. A copy of the minutes will be distributed. If there is an in-camera meeting, the minutes will be kept separate, but it will be noted in the Board meeting minutes. The in-camera meeting minutes would then be approved in the following Board meeting in an in-camera meeting and then the decision to be make it public can be decided.
- IV **Park Board Commissioner Report**
  - A. Casey sends his regrets.

## V Financial Report:

- A. The finance treasurer would like to recommend to the Childcare Committee to look into their own software registration. It is suggested to consult with Cathy Hudson on the cash management software.
- B. The Executive Committee would like to request that the bookkeeper has access to online banking to allow for payments with Work Safe, CRA, GST and payroll. Penalties are heavy for late payments, and this would aid in ensuring payments are promptly paid out. If it works well, other areas can be looked at as well. Cathy would also like the option to put stop payment on cheques through the online banking, which would be half the fees of what it costs now.  
**Motion: THAT the Board approves the opening of a VanCity Business Online Plus account to authorize the executive and Catherine Hudson (bookkeeper) to put stop payments on cheques and also, to process the following government payments: Worksafe, Payroll deduction and GST using the electronic means.**  
**Moved by: Rod/ Seconded by: Gary – CARRIED UNANIMOUSLY**
- C. A request from childcare participant requested a reissue on a cheque that was 7 years ago. The amount was between \$600 and \$700. The request was turned down as the books have been closed and may affect taxes filed by the centre.
- D. Revenue for memberships/ rentals is down compared to last year, community sports are down as well, but that may be attributed to a timing issue. The revenue for seniors is continuing to increase.
- E. The other discrepancies with the dollar amounts can be attributed to the delay in processing cheques and credit card payments through the city. The average delay is about 3 weeks or more. It is recommended that the child care look into having their own software to take over all the registration.
- F. The GL, Zoe Quarter Memorial Fund, has \$81.93 that will be moved to a 3 corners/Our House petty cash. The GL will then be closed.

## VI Committee Reports:

- A. Pool Committee
  - 1) A letter was sent to Park Board in March, but a response from Park Board Commissioners was never received. A follow up email was sent and responses were received from Stuart, Erin and Casey.
  - 2) Summer time is the perfect time for the public to be engaged. The pool committee would like to finish up the campaign. Thomas has suggested some options/ideas to raise awareness.
  - 3) Capital plan was created by the previous Park Board Commissioners and there were mentions on funds that could be allocated in the Capital for a pool.
- B. Childcare Committee
  - 1) There are 154 licensed spaces. Services are provided to 273 children, 242 families. We have 31 staff and substitutes. Currently, the project gross revenue for 2015/2016 is \$1,370,669; which is 66% of the Association's project gross revenue of \$2,080,969.
  - 2) Minor Capital Funding Grant, a total of \$4000 for furniture and landscaping. The landscaping is for the issue around the playground adjacent to the Our House building. There is a lack of tree hedge along the fence. \$2000 is allocated from the Ministry for this, which must be spent in next few months.
  - 3) Three summer students have been approved by the Canada Summer Grants Program. Total approval is \$11,000.

- 4) Retroactive payments were completed on May 6<sup>th</sup>. The increases were implemented as of April 15<sup>th</sup>, 2016.
- 5) Staff will be attending a training event on June 11, 2016. There will be workshops held on emergent curriculum planning.
- 6) Currently, proposals are being accepted from a number of cleaning companies.
- 7) The preschool daycamp has been cancelled due to low enrollment.
- 8) The posting for the Childcare Coordinator position has been posted internally, externally and on Childcare Coordinator. The posting is closing tomorrow; 4 applicants have applied so far. The HR consultant that was used previously will be assisting with this process again.
- 9) One of the participants of the child care is being disruptive and the Ministry is involved with the situation. There may need to be further steps taken to handle this issue.
- 10) One of the parents of the child care is looking at joining the Board and being a part of the Childcare Committee.

#### C. Community Outreach

- 1) A proposal for the Strategic Planning Open House will be submitted by Alex. This event will bring together other organizations in the community. Rather than having an open house and then the strategic planning, the process should be reversed. Someone may need to be hired to put together the event. Target date is October 2016. A budget will need to be allocated to facilitate the event. Roughly \$2000-\$2500 will be needed. The event planner would be paid \$30/hr for a total of 25-30 hours and then the remaining amount will be used for refreshments and other required items. Amanda Gibbs who was the President of the Strathcona CC is recommended as someone who potentially can help with the event as she has done a lot of events and outreach. A motion will be required for the allocation of funds for the organization of the event.

***Motion: THAT the Board approves the allocation of up to \$2500 for the strategic community engagement workshop. No funds will be dispersed until a project plan has been submitted and approved by the Board.***

***Moved by: Alex/ Seconded by: Gary – CARRIED UNANIMOUSLY***

#### D. Park Committee

- 1) Currently in discussion with other park committees, trying to seek some collaboration and sharing information with other community centres.
- 2) We will be welcoming a guest from the St. George Rainway project to do a presentation in June for 10-15 minutes. **The St George Rainway Project** is a community driven initiative that seeks to recall a historic waterway in Mt. Pleasant.

#### E. Executive Committee

- 1) Rod is following up with The Whip on the reservation for the annual Mount Pleasant Holiday party.

#### F. Program Committee

- 1) No meeting.

### VII Staff Report:

- A. Rosa Aravena, our Youth Programmer, applied for the Canada summer grant and will be having 2 leaders for her summer leadership program this year.
- B. Stephanie Chow, our Recreation Programmer, has applied for a Recreation Programmer II position and has interviews this week. She will most likely be promoted to the new position.

- C. The volunteer appreciation event is coming up on June 25<sup>th</sup>, 2016 at 12:30pm. There will be food and lots of volunteers attending.
- D. The new Southeast False Creek docks are now complete; it is a beautiful display at night. The dragon boat festival will be coming up.
- E. Two weeks ago, one of our cashier's brother passed away. \$50 will be contributed to a basket for her.
- F. Darwyn is back from vacation now.

**VIII President's Report:**

- A. We will wait to see what would come from the results of the JOA.
- B. The projectors in the Games room are now working. A suggestion was requested to play the playoff games if the Canucks make it.

**IX New Business:**

- A. JOA
  - 1) Summary of JOA was sent by Alex. The process has been changed, there is a transition from having negotiation meetings to consultation inputs instead, and individuals are able to rsvp to these that have been broken into segments. Everybody has been invited to a meeting at the end of May and a survey will be sent out in June. As a group, there may be opportunities to meet between these input sessions. The Association Presidents Group and the Treasurers group had a meeting once a month to discuss common interests and general issues.

**X Adjournment: *Meeting adjourned at 8:20pm. Next meeting on Tuesday June 21<sup>st</sup>, at 6:30pm.***

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Respectfully submitted by,



Gary Cho  
Administrative Assistant

Adopted by the Board in the meeting of

\_\_\_\_\_,  
(Date of Meeting)

\_\_\_\_\_  
(Signature of Presiding Officer)