



Minutes

Board of Directors Meeting Mount Pleasant Community Centre Association

Date: Tuesday, February 12th, 2021

Time: 7:10 PM

Location: WebEx

Present: Rod H., President

Anita R., Past President

Meghan M., Treasurer

Suman C., Secretary

Thomas F., Executive At Large

Margery D., Board Member

Clare B., Board Member

Michael D., Board Member

Claire W., Board Member

David C., Board Member

Joanna F., Board Member

Maja J., Board Member

Steve Q., Board Member

Staff: Brenda T., Community Recreation Supervisor

Kate R., Child Care Manager

Guests:

Absent: Jim B., Board Member

Recorder: Gary C., Administrative Assistant

Regrets: Bianca C., Board Member

John I., Park Board Commissioner

I **Call to Order:** at 7:12 PM by presiding officer Rod H.

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

II **Acceptance of Agenda**

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

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

CARRIED

III **Board Meeting Minutes from January 19th, 2021**

Moved by: Anita R. / Seconded by: Jo F.

THAT the amended Board meeting minutes of January 19th, 2021 are adopted.

CARRIED

IV **Park Board Commissioner's Report**

- No report.

V **Financials**

- There was a meeting last to work on the process for authorizing and making online payments for contract instructors and vendors. It is worked out and there are two signers, out of the five, that will receive the email for signatures using DocuSign. Cathy will release the payments once the signatures have been received. Meghan and Anita will be back up signers. Cathy will need to have bill payment permissions changed and Suman will be provided signing authority.
- Reserves, are surplus at the end of the year, are allocated at a Board meeting where the funds would be spent. The auditor has suggested to be careful with longer term items as opposed to shorter term items being carried over. Outdoor Pool Replacement funds, totalling \$111,262, will need to have a timeline developed once Park Board plans are finalized. The Our House Replacement Capital Improvement has been fixed based on depreciation of the capital improvements that has been made in the past. The Community Enhance fund,

totalling \$50k, doesn't have a trail as to how the reserve came about. Once this has been clarified, the Board can decide to reallocate the funds.

- In 2019, the Board allocated contingency plan fund in case there is any kind of disaster. When everything changed last year with COVID, the Board did know that the funds was available, but it didn't need to be used. A Childcare bursary was created to follow the terms of the COV grant. Two families have expressed need for the bursary. A system needs to be created to account for the amount and how to handle top ups.
- From 2019 to 2020, there were discussions outdoor improvements need because of decaying structures in the 3 Corners area. \$89k set been aside for the replacement.
- The balance sheet shows the Association in a strong position; stronger than the previous year. The account receivable are much higher and interest rates down, hence the lower interest payments. The Association is \$210k higher than last year. Accounts payable, other than payroll liabilities, are lower due fewer program expenses. Auto payments are in effect to ensure that payments aren't missed during COVID. Income is \$818205, expenses \$572,266, leaving a surplus of \$245,938 for the first 4 months of the fiscal year.
- Rod clarifies that the Community Enhance Fund was created in 2008 to provide funds to furnish the new building. Anita notes that DocuSign may not be required for the signature process.
- **Moved by: Meghan M. / Seconded by: Anita R.**
THAT the Board accepts the Treasurer's Report and financial statements for the September 1, 2020 to December 1, 2020 is accepted as presented. Comments will be followed up on, specifically on the authorizing system and reallocation of funds under Community Enhancement.

CARRIED

VI Committee Reports

A. Pool Committee

- The Pool Committee is waiting to set up the Canada helps account, which is currently in process. Wording has been created the account. Park Board has hired someone to facilitate the public consultation on pool design. The facilitator, Leila Todd, is the some individual that spearheaded the community consultation back in 2018, and she is familiar with the aquatic strategy. Cathy will inform Kate of the account number where the deposits are being made.

B. Park Committee

- Meghan sent around some contact information for group that promotes outdoor spaces. The group, St. George Rainway Group, has been active and they have a strong interest in daylighting Brewery Creek and acknowledging the St. George Rainway as a former creek that fed into False Creek. TD has \$2000 for 3 events that stresses environmental and sustainable topics. Priority is given to groups that are not mainstream or disenfranchised. Meghan has not heard back from the group yet, but wanted to share it. Anita will find out more information to share with the Board.

C. Community Outreach Committee

- No report. Mike was hoping to work further with Lorelei on the Senior outreach. There are quite a bit of movement around entire realm of seniors tech help. Nothing new to report, but Mike did receive an email from Telus that they have a grant program that helps to provide tech help to seniors.
- The development of the Family Services section of the website has been on hold.

D. Program Committee

- The artist group is still working on the details and looking at a few different facilities, with Mount Pleasant CC as a possible site. A few items need details to be worked on, such as insurance, liability and whether COVID restrictions will still be in place. The group is looking at the level of funding, and depending on grant approval, they would have sister sites to look at hosting another piece of the project. The group is asking for support with no commitment of money at this time.

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

THAT the Board supports the art installation concept, pending more information on the budget, exact location, other details and insuring sufficient liability insurance is in place.

CARRIED

E. Childcare Committee

- Kate will be going on maternity leave and a small hiring committee has been constructed to find a replacement.
- There was a COVID exposure over the last weekend and didn't result in anything shut down, other than the 3 to 5 room being understaff. The cohorts were in place, parents were receptive and staff were happy. There wasn't any transmissions at the centre.
- The Board will need to approve the 2021-2022 budget to apply for funding from the government. Kate has proposed, with support from the Childcare Committee, a 2% fee increase and 2% for staff wages. The fee increase is manageable for parents and is in place with inflation. The Childcare Committee is comfortable with the drafted budget. There are no issues expected for the 2% increase. The CCOF application is due at the end of this week.

Moved by: David C. / Seconded by: Claire W.

THAT the Board adopts the proposed 2021-2022 Childcare Budget as set out in the materials.

CARRIED

F. Executive Committee

- Suman is now the Secretary and will be receiving signing authority.

Moved by: Meghan M. / Seconded by: Claire W.

THAT the Board approves the appointment of Suman Corcoran to Secretary and takes membership on the Executive Committee, effective January 19th, 2021.

CARRIED

VII Staff Reports

A. Kate

- Details covered in the materials and Childcare Committee report.

B. Brenda

- The Valentine's Day Art Pick Up event and Family Day Scavenger Hunt went very smooth. The flow of the scavenger hunt was similar to the Halloween event. There will be more details provided at the next Program Committee.
- Kristiina continues to work on content for the website. Brenda will be providing details for the Board pages before the launch. There will be a meeting held with the subcommittee at the end of February to look at the site to point out anything that needs to be fixed before launch.
- The soup kitchen has been very successful with 23 cups of soup going out today. Staff are putting together a plan for the long term sustainability of the program. The soup is prepared 7 days a week, but may not be feasible with programs start to ramp up.
- Lorelei has been away for personal reasons until the end of February. Angela is being provided some additional hours to help. If Lorelei will be away for a longer period, then Brenda will backfill with existing staff.
- The regular part time position for a cashier receptionist has gone up and interviews are being held tomorrow. One candidate is Josephine and another has filled in some shifts. The third candidate hasn't worked at the centre previously.
- The fitness centre will be expanding hours on March 1st earlier. Registration is still required, but the sessions will be increasing from 7 sessions to 9 sessions, Monday to Friday.

C. President's Report

- The Instagram and Facebook accounts are posted on the agenda. Please follow MPCCA on Facebook and Instagram!
- The masks have arrived and Rod will work with Brenda to arrange for pick up. Each Board member is allotted one mask.
- APG - There was a presentation from the City from the Social Policy department. The City has been planning for social space and exploring current limitations. There is a strategic plan in development that will work in tandem with VanPlay. Rod will send out the minutes from the meeting once they are approved.

VIII **New Business**

A. **Cheque Signing**

- Jo hasn't been at the centre since COVID and won't be able to be at the centre until the pandemic is over. Margery has mentioned that she can be a signer once the pandemic is over.

IX **Adjournment**

Meeting adjourned at 8:22pm. Next Board meeting to be scheduled on March 16th, 2021 at 7:10pm.

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