



Minutes

Board of Directors Meeting Mount Pleasant Community Centre Association

Date: Tuesday, November 20th, 2018

Time: 6:30 PM

Location: Multipurpose Room 1, Mount Pleasant Library

Present: Anita R., President
Christopher R., Past President
Gary R., Vice President
David F., Treasurer
Margery D., Secretary
Thomas F., Member At Large
Michael D., Board Member
Rod H., Board Member
Jim B., Board Member
Rebecca D., Board Member
Claire W., Board Member
David C., Board Member

Staff: Jennifer T., Community Recreation Supervisor

Guests:

Absent:

Recorder: Gary C., Administrative Assistant

Regrets: Joanna F., Board Member
Maja J., Board Member
Valentina P., Board Member
Meghan M., Board Member

I **Call to Order:** at 6:35 PM by presiding officer Anita Romaniuk.

II **Acceptance of Agenda**

Gary would like to add Board Room – 529 Garage and insurance for child care under New Business.

Moved by: Gary / Seconded by: Jim

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

CARRIED

III **Approval of Minutes from October 16th, 2018**

Moved by: Margery / Seconded by: Thomas

THAT the Board meeting minutes of the October 16th, 2018 are adopted.

CARRIED

IV **Park Board Commissioner's Report**

- No report.
- John Irwin will be the Park Board Commissioner liaison for Mount Pleasant Community Centre.

V **Financials**

- The budget that was approved in June was based on values from April 2018. Since that time, there were numerous meetings to review the budget and an updated budget was brought forward in September. The amended budget that was presented in September needs to be approved. Every 4 months, the Treasurer will provide an update and the information presented will be considered as accepted as opposed to approved. A copy of the approved budget will need to be provided to Park Board and posted on the website as part of the JOA. Park Board wants the budget approved, which contains Group 1 funding, to ensure that the staffing levels remain the same.

Moved by: David / Seconded by: Gary

THAT the amended 2018-2019 budget developed in September is adopted.

CARRIED

- There will be a meeting held to discuss retained earnings and the Auditors Finding Letter with Chelsey and Cathy on Friday.

VI Committee Reports

A. Childcare Committee

- The government will be subsidizing wages of ECEs at \$1/hr, retroactive to September 2018. Funds will be paid in January 2019 and there will be another \$1/hr increase in 2020, bringing the total for \$2/hr subsidy for ECEs.
- There have been some minor repairs to the sandbox and deck at the Our House Playground.
- The benefits provider for the childcare has changed. The old provider was Pacific Blue Cross, but it will be changing to Sun Life Assurance on December 1, 2018. Costs have increased by 20% for Pacific Blue Cross, which is why a different provider was sourced. Sun Life provided the best rates for coverage similar to the old plan.
- It's been a challenge in recruitment and retention of staff. Bursaries may be a worthwhile consideration for the Board to provide to staff to complete their infant/toddler training. Wages may be adjusted again to help with the high cost of living in Vancouver. It has been recommended by other Board members that focus may need to be directed at work culture and staff development.
- The Board has approved a 5 year strategic plan and the Childcare Committee will be presenting the plan to staff. This would be a good opportunity to have staff provide their feedback.

B. Pool Committee

- The Vancouver Society for Promotion of Outdoor Pools is having their AGM on November 29th at 6:30PM at the Maizal Real Mexican Food restaurant. Membership for VSPOP is \$5 for individual, \$10 for family and \$25 for organization.
- A criteria has been put forward by the consultants for composing the Committee for VanSplash. The Committee Consultants will be meeting with Park Board in striking the committee consisting of 20 volunteers with a diverse cross section of the population. The Park Board Commissioners will review the list and participate in selection of individuals for the committee. Park Board staff have said that they want the process to be inclusive. Margery recommends members of the Board to apply if they are interested. Applications will be circulated to the Board when it is out.

C. Community Outreach Committee

- No Report. Next Board meeting, there will be a committee selection/sign up.
- Margery nominates Thomas to chair the committee, Rod seconds. Thomas will consider this.

D. Park Committee

- No report.

E. Program Committee

- Access to Board emails is still pending, but the website is almost done. It should be launching some time in December.
- The length of the RISE program is being reviewed. It currently runs for 6 months from January to June, but when staff started to build partnerships and shape the program, it was challenging as the program would be nearing the end already. There have been interviews for RISE leaders, but the preference is to have the same leader as before. There will be an update provided in the next meeting.
- Reminder that the MPCCA Christmas Party is being held on December 2nd at 6PM. Cathy is going to confirm tax receipts for those who wish to donate cash instead of warm clothing. Board members attend for free to the event, but guests will be \$20. RSVP at the front office or to Jen.
- Artist in the Community selection process has started and there are 3 artists that have been shortlisted. These 3 that have been shortlisted will be interviewed. Ny and Anita are involved with the process and Maja has provided some feedback as well.

- On October 25, there was a meeting with all the CCAs and a presentation was held discussing the capital plan, 360 planning, demographics, and trends. 360 programming is about getting everybody involved, regardless of their barriers. It looks at who is not using our facilities or participating in our program and figuring out how to get those people involved. This was a good time to do a refresh and look at the needs and gaps assessment.

Moved by: Mike / Seconded by: Gary

A Resolution to initiate comprehensive Mt. Pleasant Community needs and gaps assessments, in two parts:

1. As it has been several years since any comprehensive assessment of how the Mount Pleasant Community Centre is performing to meet the needs of the Mount Pleasant community, be it resolved that the Board of Directors of the Mount Pleasant Community Centre Association create a multi-phase initiative to conduct and carry out assessments designed to uncover how well Mt Pleasant Community Centre is performing to meet the needs and wishes of the Mount Pleasant community it services.

2. As a first step in this process, be it resolved that the Mount Pleasant Community Centre Board of Directors adopt the recommendations for conducting a 360 Programming review of how Mount Pleasant Community Centre is performing to meet the needs of the Middle Years age groups using the MDI (Middle Years Development Instrument) and other data referenced in the 360 Degree Programming document presented at the JOA City Wide Meeting held Oct. 25, 2018.

AMENDED

During the JOA, there were some suggestions from Park Board to look at how current and new business will be conducted. Some sites such as Kitsilano and Douglas Park have gone to an outside agency. It would good to try and invite Jessica Land, Manager of Recreation Services, to a Program Committee meeting to introduce the concept and see what would be the best practices. There are concerns regarding the lack of resources to commit to such a project. There may be some resources from a graduate or practicum program at a post-secondary school. An alternative is to use retained earnings for this strategic planning. It is recommended by the Board that the Program Committee be responsible for creating the initial plan using the specific model. Another motion will be presented at a later date with rough idea of how much resources are needed.

Through discussions, the initial motion has been amended:

Moved by: David / Seconded by: Gary

BE IT RESOLVED that the Mount Pleasant Community Centre Association Board examines the feasibility of a needs and gaps assessment with details to be determined upon recommendations from the Program Committee.

CARRIED

F. Executive Committee

- Meet and greet with the new Park Board Commissioners will be held at Killarney Community Centre at 6pm on Thursday December 6th. Anita and Gary will be attending.
- Designation of Retained Earnings will be discussed on Friday's meeting. This is a requirement of the JOA that the Board must give Park Board an idea of what the Board's plans are for the retained earnings. Childcare playground and building, funds set aside for catastrophe, pool replacement fund were all suggested. More details to be provided at the next Board meeting.
- A GoFundMe account has been created and it has been advertised through social media and the MPBIA. For those who wish to obtain a tax receipt, it is suggested that donations go through chimp.net.

VII Staff Report

- Mount Pleasant has been chosen for an internal safety audit. The audit looks for gaps in procedures, emergency evacuations, training and safety for staff. This is a 5 month process and Jen will provide an update along the way.
- There is a new water foundation on the main floor by the washrooms.

VIII President's Report

- VanPlay meeting will be held at 6pm at Killarney Community Centre. An invitation has been sent to all Board Members. The meeting is a report back on what their findings and future plans. Margery and Anita will be attending the meeting.
- Insurance for directors and officers needs to be renewed. There is a slight increase in the fee and the policy has changed to include an abuse exclusion:

ABUSE

Except with respect to Claims for Employment Practices Wrongful Acts, this policy shall not apply to Claims Based Upon:

- 1. Abuse committed or alleged to have been committed by an insured, including the transmission of disease arising out of any act of Abuse;
- 2. the Insured's practices of Employee hiring, acceptance of volunteer workers or supervision or retention of any person alleged to have committed Abuse; or
- 3. The actual or alleged knowledge or the failure to report by the Insured, the alleged Abuse to the appropriate authorities.

The Board has decided that the slight increase in premiums is OK. The provider remains the same, Intact. Anita will process the payment.

IX New Business

A. Reviewing and signing off on payroll, bank statements and journal entries

- The auditor recommends that the bank reconciliation, statements, and payroll be reviewed and authorized on a regular basis. Jen has no issue with reviewing payroll, but the bank reconciliation and statements should fall under the Association's responsibility. The reconciliation and statements will be discussed in Friday's meeting with Cathy, Chelsey, David and Anita.

B. Meeting Room 1 – 529 Garage

- Gary has observed that the Meeting Room 1 is not being utilized much by the 529 Garage. Darwyn and Jen have met with Cst. Rob Brunt regarding the usage of the room. The storage in the parkade has been cleared and Cst Rob Brunt has moved much of the items to the storage from the meeting room. Moving forward, youth volunteers will be trained in the program and there will be set hours for the public to come by. When the meeting room is not being used by the 529 program, it will be available to be utilized by the centre. There is no timeline for the transition, but the Board thanks Jen and Darwyn for looking into this.

X Adjournment

- Meeting adjourned at 8:50pm. Next Board meeting to be scheduled on December 18th, 2018 at 6:30pm.

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