



MOCA Board minutes Sept 22, 2016

MOCA Board of Directors Meeting – Minutes
Thursday, Sept 22 2016 - (Upper Lounge) – 7:00 pm

Members Present:

Lorna Brown; Mike Burdick; Christine Snow; Corinne Kempen; Norm Zottenberg; Steve Tan
Albert Leung

Members Regrets: Henry Liao

Members Absent: Alfred Lai

Park Board Representative: Tony Syskakis (CRS)

Call to Order: Mike Burdick call the meeting to order at 7:08PM

Lorna moved to approve the agenda second by Albert. All in favor and the motion carried.

Albert moved to approve the minutes, second by Christine. All in favor and the motion carried.

JOA Summary Review and discuss JOA summary dated September 10

Mike share discussion with the board on “Summary of key terms in Draft2 JOA” Talk about issues we may have.

- Membership is clearly defined, one don't have to have a membership to take a program.
- We have to have a plan to spend our retain earnings by the end of first year into the JOA. This doest meant we have to spend it all, just a reasonable plan. Basically Park Board cannot mandate us how to spend our retain earnings.
- Using Active Net fee. Although we are not paying it now, we will start paying 1% in using Active Net. There is a 2.1% in using credit card through Active Net. Then there will be a Community Centre Investment fund. Each CCA will return 2% of their prior year gross revenue to Park Board. Our question is who is adjudicating it, what are they going to use it for, when are they going to use it. It is a bit nebulous, it is not spell out clearly in the proposed JOA. It stated clearly it's managed by the Park Board. (Norm raised the question of “Is gross revenue reasonable?”

Mike outline six points that he, Christine and Albert has questions about and need clarification.



MOCA Board minutes Sept 22, 2016

1. Licensed child care will meet standards set by Park Board, CoV and any other relevant standard. Obvious MOCC currently does not meet the standard due to the age of the building. We would want the current variance in the appendix.
2. Staffing level. No appropriate method to establish the staffing needs. We need to know what are we entitle.
3. Need to clarify the requirements of insurance for employees and contractors.
4. Method to raise transaction & subscription fee, what criterion.
5. Who runs the community Investment fund and who decide what to spend? That needs to be spell out.
6. The proposed JOV suggest get together twice a year discuss issues and planning. Should we separate the CCAs in several groups of similar size or type?

Possible fee increase after the JOA is rectified

A committee is form to look at possible fee increase and report back to the board in October. The following members had agreed or are required to join to review the possible of increase fee. (Andy Yuen, Christine Snow, Steve Tan, Henry Liao and Albert Leung)
We will try to compare similar site within the city and we should be looking at specific program which can tolerate the adjustments earlier.

Open Community Centre on Sunday

We talk about the cost of opening Sunday, it is mostly on cost. Tony shared the cost in running the Sunday shift. It is possible to run may be the gym only, may be an indoor soccer, basketball drop-in. It is costing us \$30 per person hour, we have to look at return on investment on those cost. Mike and Tony will discuss and review further to look at how the open Sunday can work.

Social Media

There is a need to reach out and share what we have on social media. Steve Tan volunteer to take up this project and Corinne will involve in the development of the look.

Others from Tony:

Status of the \$10,000 fund to allow those who cannot afford to pay full programming cost to participate. Tony do not have the final figure to report but he was sure we are far from reaching the \$10,000 limit and there are more people utilizing this program than last year.

Credit Card: Visa is still charging us fee for Karen, who is not with us any more, plus we need to issue credit card for Anntuaneth and Andrea. The board is in agreement to issue the credit card to both programmers.



MOCA Board minutes, 18, Oct, 2016

MOCA Board of Directors Meeting – Minutes
Tuesday, Oct 18 2016 - (Upper Lounge) – 7:00 pm

Members Present:

Lorna Brown; Andy Yuan; Mike Burdick; Henry Liao; Christine Snow; Corinne Kempen; Steve Tan; Albert Leung

Members Absent: Alfred Lai; Norm Zottenberg

Park Board Representative: Tony Syskakis (CRS)

Quick Update from Senior Committee, Lorna

Transport was not quite successful, trying a new drop-in and attendance is sporadic. Knitting is helping socially, seniors are helping each other. Sheila and Lorna had been reaching out to the South Vancouver Neighborhood house to see if we can help each other. Compare to the minutes from last year we have come along real well. Senior lunch is up to 24 seats and if we move to the other room capacity can improve

Call to Order: Mike Burdick call the meeting to order at 7:01PM

Lorna moved to approve the agenda second by Corinne. All in favor and the motion carried.

Albert moved to approve the minutes, second by Steve. All in favor and the motion carried.

Added one more agenda item, review fee increase.

Report on programming committee – Mike

Met on first Tuesday of the month. We are struggling a bit last year and this year on the role of the committee. Since programmers do all the programs and the committee come up with an idea once in a while. Seems like the committee is not very effective. Instead, we group ourselves in certain programs/events like the Marpole Festival.

JOA – Update status and comment on what's going on with all the the meeting. Discuss one of the most talk about item – all CCA will have to contribute 2% of prior year's revenue. General the group is not negative about the program. Mike directs the board to prepare for the contribution next year. We are waiting for more information before we can make our decision.



MOCA Board minutes, 18, Oct, 2016

Mike suggest to send a email from the board to Park Board GM requesting a commitment date of the public consultation.

Plan on having a special board meeting to review the whole JOA. Tony is offering to provide the board with context of the JOA.

Renewal Update – Lots of comments, no action yet and we need to know when is it going to take place. Hopefully by next board meeting we are going to know better.

Approval of AGM Agenda – Albert provided a draft copy of Agenda for Nov 15 AGM, Mike moved to accept the agenda as is, and was second by Christine. All in favor, the motion carried.

Social Media - Corinne provided a demonstration on the future of our social medial, it will start with Face book. Corinne look at our profile and see what can be improved. We had some nice pictures and some very positive review already. Picture gallery and phone number are added. The next step proposed by Steve was to have a basic information to let people know what we intent to do. What the post can help the center. There will be a time line and minimum structure. There will be media production and schedule plan ahead of time.

Tony felt that we can pick events plan at the program committee level ahead of time, a well established plan. We can also use it for communication. It also depends on who will be support by our site.

In Steve and Corinne's opinion, the next step is to have a content calendar and a posting process, and process in response. Mike suggest to have Tony as the person being able to response. We are going to come up with a uniform response which led to further contact with staff.

Corinne will set up a Google drive to have content input from staffs and board members.

Corinne and Steve can come up with a guideline by Nov 1.

Winter brochure: Corinne review the cost of the new brochure \$1,425.6 plus tax. She will provide Lena with Cover and post card design.

The board approves the continuation of provide work to Design Ko and since the winter brochure is in the budget, no motion is required.

We will continue using brochure and post card with the same printing quantity and same distribution pattern.



MOCA Board minutes, 18, Oct, 2016

Review financial result. Tony provides Henry with a pre-audit P&L state for reference. Henry still have not receive an audited P&L but his estimate is slightly below or equal to last year. Despite of the drop in sales we still can be close to last year. Henry suggests a meeting with the auditor prior to the AGM. A tentative date is November 14. Henry will work contact the auditors to confirm meeting date.

With the preliminary number Tony can start working on the budget and giving staffs a target.

Meeting with BIA: Met with Claudia LaRoy, administrator of the Marpole BIA. Went through the idea of discounts and perks MOCA members can obtain such as advance sales notification. She was quite open to the idea, she will take it to the next BIA meeting as an agenda item and will get back to us.

Christine suggests a potential to work with all Community Centers and make the affinity program bigger and have more benefit to the members.

Review Program revenue increase.

Albert report on status of the price adjustment study. The team met and come up a list of data which is good to have and we sent the data to Tony. Tony will do some test run and see what need to be done to extract data. Mike suggest we do not go in to heavy data extraction before we ask other CC offering similar program and see what are their fee schedule.

Volunteers Recognition: There is a list of ex-board members who should have their pictures and name on the wall to recognize their long service. Norm raised the question and Mike is asking the board for their opinion. One possibility is to recognize them at the AGM or there are different ways. Mike will contact Norm and work out a schedule to recognize these volunteers.

Others from Tony:

Wire Ring Project

Artists in the field house are looking at a grant from the government for a ring of life project. The grant is to expand the current rings they built to extend further. They would like the board to support the grant and if the grant is successful, they would like MOCA to support an in kind value of \$2,000 such as space for work shop and such. No actual cash.

This is preliminary information to see if the board is interested in support the group both in writing and in kind,



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MOCA Board of Directors Meeting – Minutes
Tuesday, Nov. 15, 2016 – (Upper Lounge) – 8:00pm

Members Present:

Lorna Brown; Mike Burdick; Corinne Kempen; Albert Leung; Henry Liao; Christine Snow; Steve Tan; Andy Yuan; Norm Zottenberg

Members Absent: N/A

Park board Representative: N/A

Call to Order: Mike Burdick called the meeting to order at 7:57pm.

Lorna moved to approve the agenda second by Christine. All in favor and the motion carried.

Albert moved to approve the minutes, second by Steve. All in favor and the motion carried.

1. Swearing-in of Board Members – Sarah

Board members gathered to swear-in. Every member and Sarah added the year and signed the declaration. Sarah collected the documents.

2. Election of Officer – Mike

Albert moved to nominate Mike to be MOCA President again. All in favor and the motion carried.

Mike moved to nominate Albert to be Vice President again. All in favor and the motion carried

The terms for each board member were determined by a random draw.

Serving one year are Mike Burdick; Corinne Kempen; Albert Leung; Norman Zottenberg

Serving two years are Lorna Brown; Henry Liao; Christine Snow; Steve Tan; Andy Yuen

At the end of the term directors can seek for re-election again.

Mike moved to nominate Christine to be secretary this year. All in favor, the motion carried.

Mike moved to nominate Henry to be treasurer this year. All in favor, the motion carried.

3. Program Committee Report – Mike

The board is working on a social media endeavor.



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Work is being started on the annual Marpole festival as well, starting with sponsorship packages. Mike remarks that we started too late last year, and that we should aim to refine the sponsorship packages by December.

If anyone has a desire to be part of the program committee, they can join freely.

4. Senior Committee Report – Lorna

Lorna has already given an update during the Annual General Meeting.

5. Social Media Update – Corinne/Steve

Corinne and Steve were asked previously to put together guidelines for centre staffs and board members. The guidelines were circulated on paper within the group. It lists out our goals and challenges, such as a type of voice, and rules regarding last-minute posting. They are open to new suggestions and ideas.

Albert suggested that the guidelines be circulated by email. Corinne and Steve agreed. Any further decisions and discussion can be done through email.

Corinne announced that the Facebook page is ready to go. However, there are a few tasks which must be completed beforehand.

We need to talk with staff to approve the calendar (we are aiming to put 3-6 months of content on the site). We need to talk to Deborah and Andrea because they oversee organization of the program brochure, and we need to confirm the brochure deadline and cover file.

Corinne was asked to send an email and bring calendar to a meeting. We hope to have the social media site up by Christmas.

Corinne stated that there is a lot of workload and time involved.

Steve will be in charge of the content calendar. It was restated that the guidelines are important so that the board could be more collaborative.

The board suggested the idea that social media could be a better way to connect to the community about the renewal and to implement pressure.

Corinne would like to use this as support for renewal. We would like to gain 75% autonomy. Before, social media was used for awareness, now it will have more specific things, and leave a trail of sorts that will be good to track. It would also be nice to have consultations on the schedule.

Corinne asked if we should review weekly reports that she has been getting through email.

Christine said it would be nice to track analytics, but we don't need to do monthly – just couple times a year. We can create reports, but it would not be prioritized to be forever.



Corinne suggested timing the reports with program meetings. She will email others about the reports.

6. Overview of financials – Henry

Henry has already reviewed finances during the AGM.

Mike asked if we need to have a motion in December to find out how much of the 40% of net income we could allocate.

Henry replied saying we did not spend 40% last year.

Mike said that the money will carry over, then, and we can add it to the assistance package. He suggested purchasing a stage and storing it in the pool house.

Norm asked about the Leisure Access Program (LAC) and Mike responded that we will be adding more to LAC.

7. JOA Involvement and Update – Mike

Mike summarized the movement: 15-16 community centres are meeting as a group independent of the Park Board. They had a meeting on the same day as our AGM to establish a path going forward. They made recommendations for Park Board to come off their timetable and delay things, but the Park Board will not likely do so. We have decided to stay away because we are currently focused on the renewal.

Albert added that Kerrisdale will mention JOA on their website, and the sixteen are hiring a publicist to meet with media. It seems that one source of conflict is that Strathcona never got paid \$300-400 and never heard from Park Board. However, we will be abstaining.

Norm added that Park Board wants JOA to be done by Spring 2017. It seems unfair that the communities took a long time to put together an agreement, but the city does not understand and rewrote it. There have been statements in which centres would be taken away if people did not sign the JOA. Trust is a big issue.

8. Staff Dinner, what to do this year – Albert

We have hosted a staff dinner last year, but only half a dozen of staff came. \$400 were spent.

Ideas were thrown around on how we could show appreciation other than inviting them to dinner. One idea is that we could give each staff a gift card, whether it be VISA or to an establishment, cash, or movie tickets. It would be \$10 max according to contract, but Albert will double check. We will definitely have a special MOCA card signed by all of us.

9. Board Dinner – Albert



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It will be a small reception where we invite key people, such as Deborah and Tony, but not all PAs.

Board members will be paying for their own meal.

Albert will communicate through email to get approval and move along.

10. Other

a. Renewal – disappointing

We should share our renewal presentation prepared a while ago with our city manager Sadhu Johnston. We do not want to wait until spring, even though city's priority is JOA, not the renewal. It seems that Sadhu Johnson is nervous to spend a large sum on consultation, but he does not need to. If we are not moving to the new site, we could just talk to stakeholders and have an easy consultation.

b. Service awards and volunteer of the year

Volunteer would like their pictures on the wall. Karen told Tony, and Tony told Mike that the policy was that the board cannot finalize who will be determined. Therefore, we do not have a policy at all.

We suggested a plaque with years of service, and pictures of volunteers. If someone served more than five years on the Board, then they should be recognized for it.

Norm will bring this up at the next board meeting so that we can establish a policy.

Lorna motion to adjourn the meeting, second by Albert. Meeting adjourn at 8:45pm.

Recording Person: Lina Kim

President: 

MOCA Board minutes, Nov. 15, 2016

Next Board Meeting: December 19, 2016 7:00pm



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MOCA Board of Directors Meeting – Minutes
Wednesday, Dec. 14, 2016 – (Dublin Crossing) – 5:30pm

Members Present:

Mike Burdick; Corinne Kempen; Albert Leung; Henry Liao; Christine Snow; Steve Tan; Norm Zottenberg

Members Regrets: Lorna Brown; Andy Yuen

Members Absent: N/A

Park Board Representative: Sarah Kirby-Yung; Tony Syskakis (CRS)

Call to Order: Mike Burdick called the meeting to order at 5:30pm.

Albert moved to approve the agenda second by Norm. All in favor and the motion carried.

Christine moved to approve the minutes, second by Corinne. All in favor and the motion carried.

1. Highlight of last programming meeting – Mike

Mike announced that the June festival packages are set and we are now ready to focus on attaining sponsors.

Social media is moving along well, and that the program committee will take the lead to organize it.

Tony will reorganize forms for pre-school.

We have asked Deborah and Andrea for list of volunteers, and Tony further asked for the scope of the volunteers. We would like to recognize them and have a list by next week, if possible.

Ron's Walking Club has an issue – because the club is off-site, they need to have volunteer that will accept responsibility to call and get hold of paramedics if something were to happen. Sam is willing to volunteer, but not be responsible. If there is no volunteer, then the club cannot operate with the Community Centre and Parks Board. Tony stated that some members would at least have to sign papers to be volunteers. Parks Board is insistent that there be some coverage on insurance and volunteers.



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One solution could be that they would have to be independent from the centre, although they can meet on-site since the centre is a public space. This means that they do not have to pay fees, but that they then would not have coffee and other refreshments.

2. Service award, Volunteer of the year – Norm

Tony will send over volunteer lists, and mentioned that he went over old AGM minutes as research. The old minutes indicated certificates and pictures, but Parks Board does not do those traditions anymore.

We may therefore not have a need for certificates, but the main issue is that it is difficult to be equal when giving out awards.

3. Budget update – Albert

The budget not ready yet, as there is too much workload with staffs. On MOCA side, there are non-programming-related budgets that Henry will help with and finish quickly. We are also willing to hear more suggestions and items so that we can budget for them. Some suggestions were website design, LAP, and equipment. Other suggestions can be sent to Henry for consideration.

Tony mentioned that the programming team is currently looking at the numbers. There was a proposal to have a meeting with Tony. We can continue further discussions about the finalized budget in the January meeting.

4. Membership drive – Albert

We discussed whether we should send out emails to existing patrons, and if there are benefits to being a member.

Claudia has not responded yet, but we would like quick action because we want to prevent inactivity within members. Offering tangible benefits, like benefits package to members, was suggested.

We discussed the importance of having members: they allow us to track the effectiveness of what we are doing, allow us to engage with the community, and provide us with a better way to get feedback. This would be a beneficial move for all of us, because we need to be united if we want to discuss the new community centre.

The aim would be to set up a booth with food in the lobby like in every year to carry out surveys.

Tony can help us develop the membership program, and add membership fees onto it.



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We, led by Steve and Corinne, can also use social media to get a better idea for and from them and transmit information to them, starting in the new year.

5. Patron survey on programs offer, service level, and prices – Albert

Christine will be taking responsibility on survey design and other ideas, using SurveyMonkey. Corinne is willing to help, using MailChimp.

Recommendation for membership package will be discussed in February.

Tony announced that Langara students will be starting a 4-month internship in January. They will be setting up tables in the neighbourhood and talking to people and getting feedback, using easy-to-fill surveys asking what they like to see, what would entice them to be a member, and if geography is an issue, especially for those further away from the centre.

6. JOA Meeting

There will be a meeting on the JOA on December 21 to get MOCA Board members to speed and how the issue is related to Marpole.

We can discuss whether to be separate in the future.

7. Motion for signing authorization at Van City Credit Union

Albert motioned cheque signing authorization at Van City Credit Union. Second by Mike. Effective immediately the following directors are authorized to sign cheques at Van City Credit union on behalf of Marpole-Oakridge Community Association. Lorna Brown, Mike Burdick, Corinne Kemper, Albert Leung, Henry Liao and Norman Zottenberg.

There are rental contracts in folders need to be signed. If there is any confusion with the documents, putting off signing and giving them to Tony is recommended.

8. Breakfast with Santa

Mike attended Breakfast with Santa the weekend prior, and congratulated Deborah, staff and volunteers for the successful event, even though 24 people could not show up due to the snow.

Steve took photos and will pass them around.



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MOCA Board of Directors Meeting – Minutes
Tuesday, Jan. 17, 2016 – (MOCC Social Room) – 7:00pm

Members Present:

Lorna Brown; Corinne Kempen; Albert Leung; Katelyn Ling; Henry Liao; Christine Snow; Steve Tan; Andy Yuen; Norm Zottenberg

Members Regrets: Mike Burdick

Members Absent: N/A

Park Board Representative: Tony Syskakis (CRS)

Call to Order: Albert Leung called the meeting to order at 7:05pm.

Norm moved to approve the agenda second by Lorna. All in favor and the motion carried.

Christine moved to approve the minutes, second by Corinne. All in favor and the motion carried.

1. Introduce new member, potential new board member – Albert

Albert introduced a new member, Katelyn Ling. She has a Bachelor's in UBC Global Resource Systems, and is an alumna of Churchill Secondary. She has been involved in key development, youth leadership, and connecting communities to food resources. She is excited to be working back in her neighbourhood.

2. Update on Service Award, Volunteer of the year status – Tony

Tony confirmed dates, and plaques are made and ready for pick-up. Emails are ready to be sent out. It would be good to share pictures of the awards on social media.

3. JOA – Albert

A new email was sent out today, 3pm on the day of this meeting. The Parks Board has done a major concession.

Tony noticed three changes:

- There are a number changes in the latest released JOV,
- Small letter "input" to capital letter "Input", with redefinitions in the glossary



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- Changes to implementation of core programs; there will not be any core programs in the first year

Albert noticed another change: the effective date has been changed from June to Sept. 2017, which is good considering our year end is in August, and our budget will not be affected by it. The insurance cost was left as it was.

Norm attended a Parks Board meeting the Monday previous, and stated that commissioners have not been part of the process, have not been informed very well, and do not understand clearly. A problem could occur from commissioners not understanding what is going on.

Tony mentioned that there is a lawsuit of 300 million dollars in the air, and there has been a lot of confidentiality around it. There has been a big push from associations, claiming they own half of the buildings, so those involved are being very cautious about which changes are good and not. There have been so many changes that commissioners do not know of the details, even though they know the direction.

The discussion around lease agreement has been strict, but Norm added that property is not ours, but the community's.

Nonetheless, the case is close to being solved and we are optimistic about it.

For clarification, Norm added that people have wanted to have the JOA for years, because community centres and associations are separate entities, and there have not been enough beneficial interactions between them.

Christine agreed, saying that the resolution of this conflict could lead to having the same membership benefits for all centres.

Albert concluded that MOCA do not have a position yet until the board have a chance to review all the changes and a final version is ready for us.

The question of whether MOCA is willing to pay join WECA and the rest of the CCA to pay \$1000 each to have a legal opinion for the JOA was raised.

Christine stated that one benefit would be that we may be able to find differences in legal terms. Albert continued, saying that we have gained a reprieve, and we can look at the JOA again. The wording has changed, so we could go back and re-tweak it.

Corinne asked if there is a time we must pay the \$1000, and Albert and Christine replied that they are still figuring things out and that we should just wait for a final agreement.

Henry brought up the idea that JOA covers all the community centres, so we will still gain benefits, even though we do not pay. However, we should contribute as part of moral conscience.



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Tony stated that reactions are not very positive from supervisors, and that there is very little interest in the current JOA process.

Norm added that there is vested interest to move JOA to a direction they want to agree with. Everyone will be meeting soon to discuss the latest version.

4. JOA insurance requirement status – Henry/Albert

Henry announced that JOA needs us to gain insurance for volunteers and others. However, insurance brokers have said they cannot add the City of Vancouver and/or Parks Board as an additional covered party.

Before we sign the JOA we have to tell the Parks Board that we cannot obtain the required insurance.

Tony brought up the idea that there may be issues with terminology, and that we should request clarification from the -Parks Board.

They want employer's insurance, not liability, and aims to become self-sufficient.

Norm will ask at the meeting where the rest stand on the insurance.

5. Budget status, non program item send to Henry, status – Albert

Professional development for staffing was discussed. Tony prepared a budget for professional development at a conference in Kelowna. It will be around \$1000 per person for the hotel, administration, etc. The trip would be a good opportunity to understand how others work together.

We are now waiting for permissions and forms from the Parks Board for Park Board staffs.

6. Preschool fee increase per recommended by Program committee – Albert

Tony stated that monthly fees are \$217, with a \$56 deposit/supply fund. He compared MOCC's preschool prices to others in the city, and found that ours is relatively cheaper. In the Program committee meeting, there was a vote to increase rates by 5%.

Albert added that most of the cost goes to labour, because wages are going up, and the City recommends a certain amount for their employees.



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Albert moved to have a 5% increase in fees, second by Henry. All in favor and the motion carried. The motion will be effective in February, and be implemented for the year starting September 2017 and ending June 2018. Monthly fees will be \$227, and deposit fees \$59.

7. Room Rental Rate review and decision – Albert/Tony

Tony began by saying that rentals are booked until June, but the employment of staff is currently in debate. He compared hours and staffing requirements of other community centres. - The staff from the community centres responded that they have a 2-hour minimum on staffing, and bookings are done on the same minimum for the location and staff.

The problem arises with payment of staff. The possible solutions discussed were:

- 1) Implementing a minimum 2-hour requirement for bookings (even if people want only one hour)
- 2) Increase booking fees from \$19/hr to \$21-25/hr so that \$4 could be used as a buffer for staff who may stay overtime

A suggestion was made to increase the fees to \$25/hr, and implement a 2-hour minimum. Staff would give a breakdown if people were to ask. To meet labour laws and service people properly, increasing fees would be a must. Registered non-profit associations will still be receiving a 40% discount from the room rate, but not the labour rate.

The motion would be implemented in April and be reviewed for September. As for long-term contractors, the rates will be raised once their contracts with MOCC expire.

A motion was made by Norm to increase staff rental rate to \$25/hr and implement a 2-hour minimum for the room and staff combined, second by Albert. All in favour and the motion carried.

8. Motion to allocate portion of 2015-16 surplus for meaningful spending – Albert/Henry

Henry noted that we spent less than half the allocation the previous year, so we could use the surplus for a community-based project, where people can make proposals and apply for grants.

Christine suggested a grant program for creative ideas which could benefit the community.

We could reach out via social media, such as Facebook, and MOCC's website. We would be allocating an amount and providing criteria for applicants to follow.

Other possible ideas are projects which fall in line with MOCA's areas of interests, such as:

- Art projects, involving green themes



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- Summer projects for children
- Bursaries and scholarships
- Beautifying boulevards
- Bringing communities together through block parties
- Music
- Food
- Culture and ethnic subsets
- Festivals
- Mercy planning, such as preparation for earthquakes
- A challenging project aiming to celebrate Canada's 150th anniversary

Tony will think of other areas of interests.

A motion to allocate 40% (\$24000) of our surplus from 2015-2016 was made by Henry, second by Lorna. All in favour and the motion carried.

Other discussions were had regarding the purchase of a stage, and the replacement of long tables, which will be covered by the budget.

The capital budget has not been completed, but the list must be made by August.

9. Membership Survey status

Corinne and Christine will have finished the survey after Tony's suggestions. The link will be put up on Facebook, and people would just go online to do the survey.

Christine recommended that the survey be translated to avoid bias in the sample. 55% of community members' first languages are not English, and possible languages would be simplified and traditional Chinese (taken up by Albert and Andy), Tagalog (taken up by Lina and Lorna), etc.

As for motivation, we could possibly not have prizes as to ensure that responders keep their anonymity. However, a possible choice could be to make two separate pools for those who want and do not want a chance to win a prize.

The possible launch date would be March 1st, before April 2nd or 3rd, the end of internship for Langara students. Curtis could do a kickoff in a couple of sites, such as the library, Safeway, etc. There would be electronic versions and fliers which ask them to check out the survey at MOCC's website. Corinne would be willing to make the flier.

10. Coromandel request sponsorship & Diamond sponsorship water – Albert



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Coromandel wants to put their name on the existing ReMax tent, but we would have to refuse because ReMax is our long-term partner, who has previously provided a tent for years. The board agree we cannot accommodate Coromandel in the tent request. However, we could offer to give out bags and/or inexpensive water bottles with their logo, one or two colours maximum. The total would be around \$500.

There are no design changes for sponsorship packages brochure.

Albert stated that fliers/brochures were sent out very late last year, which hampered our chances. This year, it would be best to have it no later than March.

Marketing-wise, we would like to expose ourselves to as much prospects as we can, and then try to hustle.

11. Other

1) JOA

Mike would like to be involved in the JOA with every board member and the decision of contributing the legal opinion fee of \$1000. There have been many material changes and questions about when the other community centres are looking to form a commitment. Checking the email and contacting them directly is one action we could take.

Norm stated that a legal opinion has already been done, or is to come. It would be nice to know the details of the case; we would prefer to be careful.

2) Brochures vs. Postcards

In last week's Programs Committee meeting, Tony and others discussed mailing out brochures and postcards, and the pros and cons of each, how they would affect timelines, etc. They are now figuring out what to do next.

Trout Lake, for example, has 80% of their information distributed online, so we could possibly follow them. We would have to talk to printers about numbers and mailing.

Tony can do the numbers, he is just looking for direction.

Corinne suggested that we could be saving money and effort if choosing postcards, and Tony added that we could reach apartments.

Albert suggested that we could cut down the normal brochure route down by 50% or 75%, and if it does not turn out to be a failure, it would be a good indicator.



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More and more people are going online, and that would allow us to have better online space to feature things better.

Corinne said that this month's goal is to get a quote for the website, and that one benefit of using the website is that we have more control and do not need to contact Kristina

Tony added that the brochure could be made interactive.

Lorna motioned to adjourn the meeting, second by Albert. All in favour. Meeting adjourned at 9:13pm.

Recording Person: Nina Kim

President: 

MOCA Board minutes, January 17, 2017

Next Board Meeting: February 14, 2017, 7:00pm



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MOCA Board of Directors Meeting – Minutes
Tuesday, Feb. 21, 2017 – (MOCC Social Room) – 7:00pm

Members Present:

Lorna Brown; Mike Burdick; Corinne Kempen; Albert Leung; Katelyn Ling; Christine Snow; Steve Tan; Norm Zottenberg

Members Regrets: Henry Liao; Andy Yuen

Members Absent: N/A

Park Board Representative: Tony Syskakis (CRS)

Call to Order: Mike called the meeting to order at 7:02pm.

Mike added two items to the agenda: **16. Website update – Corinne**, and **17. Preschool \$100 – Tony**.

Albert moved to approve the agenda second by Lorna. All in favor and the motion carried.

Christine moved to approve the minutes, second by Lorna. All in favor and the motion carried.

The next meeting will be moved to Monday, March 13.

- 1. JOA: Update and expectation of Board Members – Mike //**
- 2. JOA: Timeline and our duties and expectations – Mike/Albert //**
- 3. JOA: Paying for JOA legal advice – Mike**

Mike announced that MOCA is not involved and that Sarah and Malcolm are aware that we are not taking part. We are aiming to be open-minded and reasonable to the process.

Tony added that this process has been the same from 1979 all the way to today. He expects that there may be future wordsmithing.

The next meeting will take place on March 3 (Sarah will be in India) and we predict that there will be a divide between community centres.

Corinne asked a question if a middle ground could be established between each of the centres and their problems, such as conflicts between high vs low income centres.

Mike responded saying that Dunbar is not willing to pool in, but it is controversial, as they are using the community's money, not their own.

Albert concluded that there will not be major changes and that the board will eventually have to sign off and make a decision. He really urged to have a meeting, after receiving the final draft, and walk through in detail with everyone.



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Norm added that commissioners want to do the right thing, but the City is not taking actions, nor are they gracious. No one will sign because this is a termination clause, and a contract may not be a solution. He talked with one or two city lawyers and asked them about rights, and due to the New Societies Act, there is an inability to tax.

Christine said that we are not a charity, but a society, and that we may not be taxed under CRA regulations.

Either way, if the proposal passes, then there is a 3-month period before we need to sign. June 1, 2017 is the effective date, and Sept. 1, 2017 is the implementation date. There is not much to do as of now, and it may be dangerous to get a legal opinion.

Christine suggested on having an immediate campaign to talk about values and community centres/associations, to gently remind people that this is a community and to raise awareness. People start to forget the importance of associations and take them for granted, which is an arising problem.

The media would love to hear different input of what is going on, and we could contact a journalist at Courier. We would not bring up JOA, but clarify the difference between Centres and Associations, and the importance of the latter. Topics could be about the association, what we are doing, why, whether we are doing the right thing, where we see ourselves, and whether we should continue. Most importantly, it would be beneficial to have the average person be aware of what an association is.

Mike mentioned that it may be difficult to spend money for a generic CCA message, because we may not agree with it.

The Parks Board does not plan to run all the Associations. However, the contracts must have a start date and an end date, which is 15 years for our case. That does not mean that there has to be an end, as contracts can be renewed in the future. If there is a breach, the contract could be ended.

We would like to draw in as much of community as possible and make them feel that they belong and attached to this place. Ultimately, we want to give back to the community. Awareness of who we are and what we do is important.

4. JOA: JOA Appendices – Tony

Tony announced that they were changes to the JOA appendices, but the last were made back in December, and Tony has not heard back. Some of the changes were daycare and preschool use, and the change from maps to a list of rooms. Another change was changing from generative revenue to collective revenue, meaning that it did not encompass grants and sponsorships.



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Mike added that our appendices are straightforward, because we do not share revenue from parking or other.

Tony is open to listening to possible changes that could be made. The item will be tabled to the next meeting – we will ensure everything is all right and have a vote.

5. Update: Meeting City General Manager Feb 28 – Mike

Albert and Mike will be meeting Sandhu Johnston at 1pm.

Summary of past events:

In June 2016, Sarah announced the community centre will stay at the current location. What the building would like land the amenities/programs offered would be the subject of consultations. They were supposed to have been accomplished by the end of the year, but they did not happen. Sarah went to a meeting with Malcolm to visit Johnston, but he seemed rather unconvinced with location, and wants consultations to discuss other possibilities.

In November, Sandhu hired a consultant and public consultations are expected to happen in early 2017, and reports will be made in Spring 2017 for options.

Sarah has been told that what has been going on is unacceptable, since we have already put in a lot of effort. It is unacceptable that the City is spending more money on this case when a decision has already been made. Malcolm agreed, and will facilitate a meeting, but it did not happen before the end of 2016.

Now the meeting has been moved to Feb 28. We have city documents and surveys, and we would like to convince them that they should not move the site to Granville. The City's argument is that the centre is aiming to be closer to the populations further south or closer to Cambie, while YMCA is open for those in the upper end.

Mike stated that if the City gets Fraser River Park, they may put the new centre there. Otherwise, the City would like to buy the area where the buses currently are stationed and put it there.

Norm said that the City Manager can step in and do whatever he/she wants. This is problematic, especially because he/she is hired by the Bound Regime.

Tony mentioned that one problem is that Parks Board is within City Hall, and Parks Board gives out money depending on capital money received from City Hall.

In 2013, the Marpole plan was signed, but nothing has happened since. There was \$10 million that they were willing to give to Marpole, but the allocation was changed by Penny, and the money has evaporated. The City agrees with Marpole, and they have never disagreed to give money to people for community centres. Referenda for community centres are usually positive.

Mike concluded with a statement that we hope to get more information at the Feb 28 meeting.



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6. Budget: Status and follow up; Surplus funding item list; 2017 capital list – Tony/Albert

Tony has made a spreadsheet of what to purchase with the 40% reserved or capital replacement, and Henry will coordinate and finish. The surplus funds are approximately \$40 000 and the capital \$11 000. The capital budget line as of now is non-existent, so we must decide how much to allocate. (Capital: Capital purchase, but not necessarily replacements.)

If we divide \$11 000 by 4, then only \$2700 will be used from the surplus, rather than spending \$11 000 all at once.

Tony asked whether the website fits into the capital or surplus.

Albert added the consideration of Music in the Park. If we run it for free, it will be taking from the budget here and there. We could potentially debate it and make the event run two more times to get its worth.

Norm considered that \$2000 could be spent for Music in the Park, or we can throw it to next year as well.

Christine asked if we get rebates on taxes, and as non-profit, we do get a partial rebate on GST.

Mike concluded with the suggestion of moving this item to the Program Committee and coming up with a new list. We need to have discussions about these programs and would preferably like to put them on the list, which will be redefined and brought up at the next board meeting.

7. Survey: Membership Survey Status – Christine

The surveys have been translated, and Corinne has prepared links for the website, which Albert will take over. They will discuss converting the headings, buttons and others independently. Corinne will take the translated copies and work on them over the weekend, as well as adapt a flyer for Facebook.

Christine stated that 4 people have filled out the survey so far. It is the first time the survey has been translated, so it will be interesting to see results.

8. Membership: Membership Incentive report – Christine

Christine wrote and sent a report on membership options back in December.

She looked into money generated from activities to fund member activities, financial incentives, as well as Societies Act 3 memberships, and found that in the latter, there is no legislative requirement.



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She would like us to consider what our value is and where the community sees us going, and went through Strategic Plan from 2012, but they talked mostly about enhancing relationships with businesses.

She looked at every community centre, and found that finding financial information was difficult.

The topic of value vs money came up, and we questioned if membership was worth it, if it costs more to attract members. Membership revenue is small to begin with.

She then looked at non-financial incentives, free classes, meet and greets, free things, networking, cross-promotion (with business communities), and others.

She suggested the idea of joining other groups and sharing their benefits to our members, such as getting discounts on dental and health benefit programs. In order for us to accomplish this as a non-profit, however, benefits will be for MOCA members and contractual employees. If we want to extend the benefits to other members, then we must spend \$2500.

One possible partner is the Marpole Business Association, and doing a cross-promotion with them for \$100/year. It would allow us to expand our reach and the partnership could lead to an affinity program. If we become members, then we could take a step further to offer discounts. The issue is that we can attend our events, but we are not permitted to vote.

The membership program's aim is to engage community. If we can maintain good relations with our existing members and they find things fun, then they could be good ambassadors and provide valuable feedback. The important points are level of engagement and how much we appreciate them.

However, we can only promise what we can develop, so we should start small, because it is quite expensive to deliver a program. We need to be careful, and rely on strategic plans, consultations, and updating our plan.

Recommendations are:

- a) Continue to maintain free membership. A two-phase membership development will be implemented, where we focus on what we have now, and talk to our members, by hosting meet-and-greets. Benefits could be networking for new members, free things, infinity programs, annual membership development, increased communication with other members, etc. Any method in which we can show that their effort is being appreciated is welcome.
- b) Support community engagement and membership development to invite new members. If we really want to reach the community and provide a value, we need to make a two-way street.

Albert suggested that the AGM could be made an attraction, with a speaker. Then an election could be held with members only.

Christine said that it may be necessary to form a subcommittee to take action on membership. The subcommittee could be open to others, such as a Marpole Business member, staff, at least one member from the board, and non-board members, which we could get from advertising on



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Facebook stating that we are looking for people interested in reaching out to the community and providing advice to the board.

Christine and Corinne volunteered to take part in this committee. Mike is currently occupied, but he is willing to be linkage for the business group.

Lorna suggested that we recruit young parents and children from preschool and daycare, because they are mostly likely looking to community centres to support their parenting, and we could provide opportunities for them to network within themselves.

Mike agreed and said that we could take fliers and talk to parents, or walk in with an iPad to get them to take surveys, such as when Parent Tot Gyms are happening.

For contacting members, we will be using Mail Chimp. If the member asks to unsubscribe, Mail Chimp could change the setting so that they do not get an email. In the future we could clean up the list of members, sent by Tony.

Christine, Albert and Corinne will work on Mail Chimp. Mike will contact Claudia. Christine will discuss with Corinne on who could sit on the committee.

9. Social Media: Process, participation, vetting, etc. – Steve

Social media was talked about in the Program Committee meeting.

What needs to be done is collect events by reaching out to Tony about what is going on, prep posts with photo, call to action, and link. The post must then be sent to the Board and once Steve gets 2-4 approvals determining if the information is correct, he will set up the schedule to post. However, waiting for approvals should not delay posting.

Steve mentioned that his goal is to set up a calendar, but he has not yet reached others about it. He welcomes any items to put on the calendar.

Lorna suggested that we should keep Johnston accountable online.

Creating an Instagram account was suggested – it would be a good idea to have the youth involved, but we must ensure that the content is appropriate. The other option is to create a hashtag – we do not own it so any content is allowed.

Corinne suggested that we could use the Instagram account to give out free stuff for taking pictures, using a hashtag, sharing, commenting, etc. Steve suggested having a post of the month.

Instagram ties with Facebook well, so it could be our next step. However, Facebook is priority.

10. Festival: Update and request volunteers from the board – Mike

The first meeting with Festival Committee was held last week. The staff are experienced and a timeline has been established. We are ahead of last year, because we already have



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sponsorship packaged ready. Diamond sponsors have been sold, even though they have not yet paid out the \$6000.

If any member knows of a business interested in becoming sponsors, let Albert and Mike know. The Festival Committee, which meets only from February to March, also needs more volunteers. If interested, contact Mike.

11. Brochure: Spring brochure/Postcards route and next step – Tony

Both brochures and postcard are being printed, and the web version of the brochure has been uploaded online for public view.

Tony said that they will be mailed within the next few days through Canada Post.

Registration starts on the second Tuesday of March for spring and summer.

June 7 is when September planning starts. If any members have ideas, send them to the Program Committee, before the 2nd week of June.

In regards to the brochure, there is a one-year contract with Lina and it would be beneficial to contact her about what she needs from us. Corinne will have items ready for the next board meeting to talk about.

12. JOA: JOA Appendices – Tony

13. Safety: Hand dryers, Sharp objects containment – Tony

In regards to environment, funds were allocated to hand dryers, and the centre received two of them. Hand towels are no longer supplied, and the dispensers will be replaced after using all the hand towels. Tony stated that towels cost them thousands per year, so the change would save the centre money.

In regards to safety, sharp objects must be carefully dealt with.

Recently, Creekside, a former heating site, made headlines for a child having found a needle. A possible solution is to equip every community centre with sharp object containers.

As for Marpole, someone had previously gotten pricked, so there are needles existing in the site as well. Another example is a needle found by a child in the playground.

The sharp containers could be placed in washrooms. People are divided against the decision, because while people can be safe, one could think that we are inviting drug users. Regardless, this is a safety step for staff and children. The question is whether the containers will arrive soon.

As for staff, contracts have been negotiated and staff received a raise schedule (1.5, 1.5, 2, and 2). The previous agreement expired at the end of 2015, discussions took place in 2016 for a new agreement.



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In Jan. 2017, the first 1.5 was calculated and this Friday, there will be a retroactive cheque. Unfortunately, an invoice for the difference for 1.5% has come as well, which comes up to around \$1100 for the year. Auxiliary staff (staff without a fixed schedule) were allowed to work up to 8 hours a day, up to 40 hours a week.

The other change is access to fitness centres, which has been changed. Staff are not allowed to use fitness centers for free; they must buy passes.

14. Security: Property damage and glass door damage – Tony

At 2 in the morning, an alarm went on, and Tony checked for any security, and found that nothing was open. After the long weekend, it was confirmed that the doors were in tact, but it seems that there was vandalism on the outer window of the preschool, and therefore there was a need to clean it up and repair it.

A warning was made to keep eyes open for more vandalism. Other issues are two boys climbing on and off a fieldhouse roof, but that is more mischief than vandalism.

15. Staffing: Hiring process for the new Cashier/Receptionist – Tony

A new Cashier/Receptionist has been hired, by the name of Marie. She has been part of the Parks Board for 6 years, and has experience in other fields for 30 years.

To adjust for this change, Tony has been reducing the number of hours or eliminating shifts, but he is still making sure that everyone gets at least one shift.

16. Pre-school \$100 – Tony

A staff member requested a cheque the day before the meeting for professional development. It is not in the budget, and therefore we must take funds from somewhere.

She is allowed \$400 from Sept. to June. She took one course previously, and now she is taking a second course at SFU, worth \$300. She gets max. 20 sick days – she spends and uses her Pro-D time, but she does not take sick days.

Lorna asked if the course is necessary for her certification and stated that a contract is a contract as well.

Albert added that she likes to work independently, but she should understand that she is part of staff and aim to co-operate and consult with her supervisor.

It was concluded that Tony ask the staff member if the course is necessary, and if it is, whether we could trust her to continue working at MOCC, and how we could get the funds without exceeding the usual budget for next year.

Kitchen – Tony



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Tony had a meeting the day of about the kitchen and future possibilities with it. He was told that we cannot cook fresh from raw food, but we can reheat. If we wanted to cook, we would be required to get a permit.

There are two options for cleaning dishes and pans, if we want to maintain a sanitized environment: dishwashing and handwashing.

If handwashing:

- We would get the recommended 3 sinks for a cleaning station
- We would need handwashing sinks, food-handling protocol, and certifications
 - Then we would start the process to get permitted

If dishwashing:

- We would need to get a permit
 - However, we might not be able to get it
- The dishwasher would cost \$5000
- Considering the building may not last for a long time, it may not be worth it

To cook food,we would need a grease trap (\$5000-10000 investment) and a dishwasher while going through the permit process. Even this would not guarantee we would get a permit permitting us to cook.

Food we can currently make:

- Low-risk and safe items
 - Baked goods (therefore baking is allowed)
 - Peanut butter and jelly sandwiches

Food we cannot make:

- Ham and cheese sandwiches
- Lasagne
- Fried food (due to it causing grease in the air)

Until we get a permit, or a hand washing sink, we should not be doing anything food-related. However, this would mean we need to get a quote for a hand washing sink. More research should be done.

As for now, we will be feigning partial ignorance on events already scheduled. The issue lies in that the Health Officer cannot change rules for community centres so our food programs will have to become commercial if we charge a fee. Exceptions to these rules are private events, such as a birthday party where people are invited, and which are not registered by the centre.

Tony stated that we have 3 planned events where we use food: socials, youth baking, and a kimbap session the day after this meeting.



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17. Update website – Corinne

Corinne is working on the website, sent two additional proposal requests, and got in contact with Christina and Cynthia, who are excited and willing to send proposals.

18. Board Member: Motion to appoint Katelyn Ling as Board member for a term of two years – Mike

Albert move to nominate Katelyn Ling as Board member for a term of two years, second Mike. All in favour and the motion carried.

19. Education: To send delegates to attend BCRPA Symposium in April 5-7, in Kelowna – Albert

Mike stated that there is \$3000 of budgeted money for two people to fly to Kelowna.

Albert stated that the symposium will be educational and good for networking. Lorna added that this is worthwhile and attendees will be aware of what others are doing and the projects which happen, especially within the host city.

The deadline for the discount early bird price is March 3.

Tony stated that two staff members showed interest – Anntuaneth and Debroah – and are currently getting permission.

Steve motioned to adjourn the meeting, second by Albert. All in favour. Meeting adjourned at 9:20pm.

Recording Person: Lina Kim

President: 

MOCA Board minutes, February 21, 2017

Next Board Meeting: March 13, 2017, 7:00pm



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MOCA Board of Directors Meeting – Minutes
Monday, Mar. 13, 2017 – (MOCC Social Room) – 7:00pm

Members Present:

Lorna Brown; Mike Burdick; Corinne Kempen; Albert Leung; Katelyn Ling; Christine Snow

Members Regrets: Henry Liao; Steve Tan; Andy Yuen; Norm Zottenberg

Members Absent: N/A

Park Board Representative: Tony Syskakis (CRS)

Call to Order: Mike called the meeting to order at 7:03pm.

Albert moved to approve the agenda second by Katelyn. All in favor and the motion carried.

Christine moved to approve the minutes, second by Albert. All in favor and the motion carried.

1. Renewal Issues: Report on meeting City Manager regarding renewal, CCA money and next steps – Mike

Mike and Albert presented to Johnston on Feb 28 that we do not understand why there should still be consultations to move the centre. Johnston stated that he must form a report to give to City Council so that they can receive funding (\$20-40 millions) for future building construction.

Mike proposed to them about holding consultations about amenities and programs, as well as the location.

The current location is settled, and the consultations will be done to provide justifications on why it should stay as is.

It is expected that consultations will begin before end of March. Mike will represent Marpole on the steering committee.

Christine suggested that data be re-evaluated to update population numbers for the MOCA booklets.

We will check with them again in two weeks.

Update

Donnie congratulated Albert and Mike for making a good presentation. She has been convinced, and is excited to confirm the current location. March 31 is the deadline she and her team would absolutely like to meet.



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2. JOA: MOCA's position in JOA legal review; "To join or not to join" – Mike

The West End hired a lawyer and sent a copy of the results to Parks Board. Parks Board hired a lawyer themselves and had a different interpretation.

The decision now is whether to join the agreement. Some points mentioned by the sixteen centres are good, but others are controversial.

Albert made a motion of not joining Kerrisdale and the group of fourteen in endorsing the legal review.

Albert moved to not join, second by Lorna. All in favour and the motion carried.

Mike will send an email to Kathleen about the motion passing and not joining.

3. Festival: Status update – Mike

Timeline is good, staff are organized, and diamond sponsor (\$6000) has been secured. They are bringing 500 bottles of water. The sponsorship packages are done and sponsors are being contacted.

Mike invited members to the Festival Committee, meeting on 2nd Tuesdays of the month.

4. Programming Update: Music Program, Fitness and Adult – Albert

Staff has done well in not using too much money in expenses, but income will be low. We need to find something quickly to replace it by aiming to compress the music program, such as making space for other programs or reducing hours of instructors.

Fitness: Tony stated that there has been a drop of enrolment in yoga. We wonder whether it is due to less interest, more competition, the instructor, etc. A program survey for program participants would be valuable to know how we could improve.

Tony stated that Kerrisdale is in the process of how to find out about this topic, and they have surveyed participants asking questions about programs that they are already part of. It would be good to imitate this model to get people's interest and market well. They are also contacting those who have asked for refunds and people who have previously participated but no longer participating, and asked for the reason as to why. They have received up to 850 responses, from talking to people, calling them, and surveying people at an event.

Phoning is recommended, because, on the phone, there are no personal connections, so there are better results given about reasons of why they dropped the program.

Email is not allowed because people have not given permission to be part of research.

Tony will stay in contact with Christine to send out MailChimp surveys to the MOCC email list.



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5. Financial Status: 5 months P & L –Albert

Enrollment in preschool and children programming is very strong, at \$11k and \$15k in 2016, compared to \$7k and \$12k in 2014 and 2015. The trend settles in January, but there has been growth overall.

Facility has brought in a revenue of \$34k, compared to \$28k in 2015, and it appears the revenue is back to where it is with new contracts in place. Overall programming revenue and overall revenue are comparable to before.

There were also decreases such as the drop to \$19k from \$16k for music, from 2014 to 2015; there was a 15% drop. This trend continues in January 2017.

Fitness and wellness are quite low compared to prior years, and the trend has continued into January 2017. Revenue is half of what it has been in.

Overall expenses have been lower as well, by \$18k or 12%. It may be due to timing. It looks like by January 2017, the expenses are comparable, but still lower than before.

Consensus: positive. We are saving money through decreasing expense, but the programs have gotten smaller.

We are looking at why some programs have been unpopular. If music classes go down, but they are able to be replaced, then a difference in the bottom line would be apparent. We must try to mitigate our losses.

6. Training: Training fund extended to MOCC Park Board Employees – Albert

We previously agreed that the day care employee could get the training fund from next year's budget. She is content even if it means a cut from her allocation next time.

Mike suggested bringing in something for the other staff, such as a course, to enhance employment.

Tony suggested a full-time training session (4 hours) once a year. The first half would be somewhat of a presentation by a third party, and the second half would be us, or a third party that is presenting something strategic for us, such as customer service. Early September has usually been the date, and it is a good time for us because we have the funds and allocate them to the right people. We also offered free food, which was positive.

Lorna mentioned an annual recreation event run by BCRPA.

Christine suggested that since there is such a culturally diverse community, it would be nice to have multicultural events and reconciliation and communication between one another.



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7. Strategic Alliance: Neighbourhood House meeting update – Albert

The neighbourhood house on 70th and Hudson, is currently being rebuilt after a flood, and is expected to be ready for the second quarter of 2018. There is enough space planned out for them that they are considering adding a daycare. It would be especially good for the community because the location can cater to those living south of 70th.

They have space so we could implement more of our programming at that location. Anntuaneth has already talked to Zara about extending some of the youth programs. They have a new kitchen so seniors could hold events there. Having a partnership would be beneficial, but one problem is determining whether our programs will become theirs, which would not be favourable.

The positive aspect is that they enjoy partnerships, and a partnership would allow them to get funds and grants and use our space for events as well. For example, they previously allowed the centre's seniors to use their buses.

We could potentially ask them about becoming a member of our potential membership and engagement committee. Contacting the CEO of all of BC, Bev, would be the next step to do.

8. Brochure: Propose offer 1 year (3 brochure) contract to current vendor – Corinne

Corinne has contacted Lena Ko, who has worked on the last three brochures, and the process has been going smoothly. Her English has been a bit of a barrier, but things are improving. She is looking to sign a one-year contract. This would allow the process to be easier. We are insistent on paying her on time.

The brochure release schedule is tentative. Corinne would like a list of deadlines to follow. Tony stated that the centre does three cycles a year – January/February; June/July; November.

9. Website: Website redesign proposals and web hosting options – Corinne

Christina, who originally designed the site and is currently doing maintenance, sent a contract/invoice for us to sign up for another year for hosting the site. She has signed us up for hosting, and a \$2 mark-up per month. It can run email accounts and domain names.

We have until the end of the month to terminate or not. We may still have to pay for hosting, which comes to \$88.20 per year. This fee does not include technical support.

JOA may have brought up hosting all the websites on the same City server, but there have not been further clarifications for it.

Corinne has offered four options, and we have decided to sign the contract, but terminate at the end. It would be helpful to be transparent with Christina because we would eventually like to administrate the website ourselves and make our direction clear to her.



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Corinne has received three website proposals from last year, and she will make a compare-and-contract chart for the next meeting. She has also circulated Face book data with a new format, which members agreed upon.

10. Social Media: Facebook, Instagram longer term plan – Steve

N/A

11. Membership Recruitment and Engagement – Albert

Corinne, Christine and Katelyn expressed interest in working together to form the Membership Committee. Albert asked them to start forming a committee, and gave permission to get other people to recruit members.

Corinne suggested it may be a good idea to talk to Steve, because he oversees social media.

12. Programs Survey: Update – Christine

The English, and the two Chinese language surveys have been posted last Saturday. They are up on the site, and everything is ready to go.

An event for membership would be a way to entice participation and free prizes. The intern will be spending two hours on Wednesday and Friday, at VanCity at Granville and at Oakridge just to do surveys. He is currently trying to get permission at Oakridge Centre, and consulting Marine Gateway. Marpole Library allowed a box for people to put their surveys in, Oakridge Library was more open to having him inside the building.

13. Planning: Strategic plan for the next 5 years – Mike

The MOCA board at the time of 2012 put together a plan and we discussed if we were interested in continuing such an exercise.

Christine was interested in creating one this year, so we could put things into priorities, especially with the new centre.

Mike said that we would a facilitator who could help with the creation, and determine costs, find facts, bring community, staff, etc. Mike will be sending out the strategic planning documents to everyone.

The next action item will be which resources we could use.

14. Senior: Senior Lunches Preparation plan – Lorna

Since we are no longer allowed to use the kitchen, we have to look at other options, such as compostable dinnerware, catered lunch, etc. Then the board would look into subsidizing.



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We could ask other facilities on how much it would cost for the space and move the event there, but the point of the lunch was to have it at the centre, so that would not be a viable option.

Tony mentioned that handling hot food still counts, meaning that catering may not be an option either. He is currently working on getting a handwashing sink, and then we would be able to get a limited permit for events such as lunches, cooking classes, community kitchen, and others. However, that only grants us 14 events a year. As another option, there are other permits, like one that could allow us events 2-4 times a week, for 30 people max.

The seniors could also host a private event, and the regulations will not be enforced.

15. Updates: Security, Artist in Community, other – Tony

We are interested in applying for the Artist in Communities grants.

Lisa Prescott (in charge of East Side Community Centres) and Peter Fox (supervisor at Hillcrest) have recently filled different positions, leading to three vacant supervisor positions in the next year. There are now internal and external postings looking to hire people.

Deborah is looking forward to retiring, and we will lose Andrea in June as far as we know.

Anntuaneth was head-hunted to West End Community Centre, due to her experience at Britannia but she personally rejected the offer. However, there have recently been six open supervisor positions, and staff have been applying to them.

Mike motioned to adjourn the meeting, second by Albert. All in favour. Meeting adjourned at 9:00pm.

Recording Person: Lina Kim

President:  _____

MOCA Board minutes, March 13, 2017

Next Board Meeting: April 18, 2017, 7:00pm



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MOCA Board of Directors Meeting – Minutes
Monday, Apr. 18, 2017 – (MOCC Social Room) – 7:00pm

Members Present:

Lorna Brown; Mike Burdick; Corinne Kempen; Albert Leung; Henry Liao; Katelyn Ling; Andy Yuen; Norm Zottenberg

Members Regrets: Steve Tan

Members Absent: N/A

Park Board Representative: Tony Syskakis (CRS)

Call to Order: Mike called the meeting to order at 7:08pm.

Albert moved to approve the agenda, second by Lorna. Mike and Corinne made additions to the agenda. All in favor and the motion carried.

Albert moved to approve the minutes, second by Andy. All in favor and the motion carried.

1. JOA: Sarah-Kirby Young's Report – Mike

Mike received a letter from Sarah-Kirby Young right before the meeting, and she reported an update that the Parks Board adopted the JOA, with 6 in favour, and 1 abstaining.

The CCA's perspective now is to have an extension of 10 years, with a 5-year renewal, which people could easily opt in and opt out of.

We have now moved onto a new JOA, with a long-standing partnership, and allowance for local voices in communities.

The Parks Board is committed to the JOA and ensures that they will fulfill their responsibilities.

The final JOA will be amended by the end of April, with signing deadline to by Sept. 30.

2. Renewal: Consultation Meeting Update – Mike

Mike stated that he recently got in contact to discuss the renewal, which was planned to happen on May 9, but Kathryn Sansack (the City Planner) decided to move it to next fall, which Mike disagreed with.

Then, Mike received a phone call from Doug Shearer to have a meeting about the consultation, and the meeting was done on Apr. 18.



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Regardless, Tony and Mike met up with the Head Planner for Parks Board, and he stated that it is high-priority, and the General Manager and City Manager are working towards the same goal.

The conclusion seems to be that the money is allocated, and that there is no hold-up for funding.

Mike had also received an aggressive timeline of two pages from Doug Shearer:

- They will be holding a town hall meeting to start and involve the community
- They originally had end dates on items 3, 4, 5 on the timeline. The best guess is mid-2018.
- There will be a consultation to discuss where to locate the center, but it is certain that it will stay in the same location

Other updates are that Granville is still in discussion, but the City of Vancouver is interested in building the Civic Centre in the area where BMO and Salvation Army are. The Centre will include the library, and perhaps support the performing arts.

The other possible location to put a facility in is Laurier Annex property on Ash and 67th-69th. However, the area runs into co-ops and VSB property, which is problematic.

There were rumours that the area will be sold to a business for building an apartment, but that has been denied by Lil Ronald, the lead planner for Marpole.

The first meeting will be in June and everyone will be informed afterwards.

In conclusion, the positive things are that we have things in writing, the consultation money is already budgeted, and there will be a new building.

3. JOA: Ready of all CCA on end April, signing deadline, end Sept. Need to designate meeting on JOA – Albert

Christine, who was involved in the JOA process, has resigned from MOCA due to personal reasons, and will be returning to Newfoundland. She thanks and appreciates the board.

Mike went to JOA meetings with Norm and Albert, and the conclusion was receiving Sarah's email (detailed above in Item 1).

There are currently no board meetings in August, but Albert voiced that he would like to have one to discuss just the JOA, voice our opinion, and decide whether to sign or not.

The confirmed date for the August meeting is Tuesday the 15th, from 6pm-9pm. Gluten-free food will be provided.

The final schedule for the JOA will be out at the end of April. As soon as Mike, Albert and Norm receive it, it will be sent out to everyone. It is advised to contact Norm and Albert to gain access to every single document, and ask about the JOA and its history to understand all of it.



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One note to take is that the appendices are fluid, so they can change within the term. The JOA can't change, but the addendum can. Even still, they have passed on the JOA, and nothing is negotiable. We can register our displeasure with some parts, but everything is done. Our choices now are to clarify and decide to sign or not to sign..

Updates from insurance: Insurance people cannot do it, as they cannot cover the city because it is too big. The same response was given by numerous CCAs as well.

We could give the insurance companies the terms as for them to perhaps give us a quote. We would need to see what the parameters are.

4. Festival: Status update – need for board members to man table – Mike

We need board members to help (set-up, take-down, other jobs from 11am-3pm), and survey people on the day of. Otherwise, helping for clean-up would be good as well.

The centre is currently trying to get bankers' friends for volunteers.

Last year, the staffs were out all day, but the youth volunteers got tired during the day and left early. Tony stated that if there are enough volunteers for four hours of the actual festival this year, then having multiple shift starts and ends would be possible. If not, there is no choice for volunteers to work long shifts.

We are manning our community table and we would like to give out MOCA tote bags in return for surveys.

As for the logo for the tote bag, Corinne applied for the Canada 150 website, but has not yet heard back. The alternative logo is through City Cultural Partners department, but we are not related to indigenous communities, so we are not allowed to use their logo. We could use the 9 diamonds, but Corinne does not have a vector. The choices are to vector (risky) or make her own logo (safer).

If we do not have anything by Friday, we will make a decision.

MOSkillz is coming up, and there will be people from there performing at the festival. The fundraising is happening, and we are already collecting some money.

We have decided not to do the silent auction this year, and instead a 50/50 draw. Last year, a lot of people did not bid on silent auction and profits were not great.

5. Programming Update: Program committee last meeting update – Mike

There was recently a financial review of programs, revealing ups and downs, and Debra keenly aware. The music department is down, even though attendance is full.

For those who are not part of Programming Committee, if you have feedback/input about workshops and activities, give them to staff ASAP, because they would need time to get it online, do research, find instructors, etc.



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The staffs are currently planning for fall programming, and if there are ideas between now and the end of May, they can act on it, but it cannot be guaranteed due to needing to find instructors. Get hold of Debra or Tony for any suggestions.

Some ideas are running groups, travel logs, beer appreciation, etc. Thinking outside of the box is recommended. It is always good if everyone can appreciate the programs.

If we had a kitchen, Greek cooking would work. Otherwise, we could get a person from Denmark to have a workshop on sourdough and growing one's own culture, without cooking. The idea has been passed onto Debra and this workshop has been already happening in different community centres.

We could serve alcohol, but we would need a \$25 permit from the Liquor Store, as long as we can provide them with a legitimate purpose. For one-off events, it should be easy to attain one. Alcohol: a \$25 permit from liquor store. How much you're charging. For one-offs, it is easy.

6. Financial Status: 6 months P & L – Albert

Albert sent an email to everyone regarding revenue and finances.

Preschool is divided into two sections – wages for regular preschool employees, and wages for contractors for drop-in programs.

Revenue wise, we are behind compared to last year. However, the last two years were some of the best; there were much as a \$60 000 surpluses.

We also receive CCOF (Child Care Operating Fund) from the government for preschool. There was a reclassification issue, not betterment. Albert signed Daycare's CCOF.

Tony has done well in controlling the cost; we have under spent \$11 000, which is a lot more under spending than last year's.

We will continue to review finances every month. Albert is open to recommendations for improvements.

Compared to last year, we are under by \$6000 due to the music and martial arts department not doing so well.

Some possible causes for the lower revenue in music are:

- More competition with other local studios
- Change in number of kids in neighbourhood (Welcome to Kindergarten programs were moved to schools, and some reported low enrollment)
- The trend is going down.
- Demand issue, not supply

To solve this issue, possible solutions are to:

- Book one less room, such as letting people use the MOCC office for music



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- Cut back on music classes, because we are offering too many sessions for piano, even though we are only 60% full
 - If we start overflowing, then we will move to more rooms

7. Training: Request Tony to develop more details in offering training to MOCC staffs. What, When, Where and estimate Cost – Albert

Tony has discussed training for Parks Board staff and found that the limitations are that:

- In-house training will be allowed, like customer service
 - Customer service is priority as the front-line person is responsible for getting the community engaged, learning what people like or dislike, or what could be done to bolster our effort with the surveys
- Sending someone to do their masters will not be allowed
- The goals of the training should be group gain, not personal gain

Tony and Albert have the criteria, and the training session will be held in September for what staff could find useful.

8. Brochure: Motion to approve 1 year (3 brochures) contract to current vendor – Corinne

Corinne will be keeping in contact with Lena for the next three brochures (fall, winter, spring/summer). Through this way she knows that she is working with us. Corinne has already been able to provide her with two of the deadlines.

Lena is now charging a \$60/hr on-site visit charge. We can double check with this new change and decide if it is worth paying her if we need it. It is much easier to talk to her in person however, due to the language barrier, so we may be wasting money over the phone if we did not allow her to be on-site.

Corinne moved to approve Lena Ko to be designer for the next 3 brochures with her flat rate, second by Andy. All in favour and the motion carried.

9. Web Site: Motion to approve Website redesign and web hosting – Corinne

Corinne summarized that the current website is outdated; it is well-functioning, but has not evolved well.

She asked Lena Ko, who comes up with concept and strategy, and her partner Ann Beatty, who implements the website, if they could do web design, and they started working on designs immediately. Lena also provided summarized proposals and quoted on fewer pages.

Corinne also reached out to another designer who does periodic updates – Christiina Oinonen. From Corinne's experience, she stated that Christiina does not put a lot of feelings into her work and her interface can be quite frustrating.



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She also approached Cynthia who submitted a proposal for brochure design. Both Cynthia and Christina have discussed outlines, such as the categories of pages we need, and pricing as of now, and will discuss more after signing.

Currently, the website has four pages, sections, 30 sub-pages and sub-sections. An ideal website would have a CMS interface, some elements allowed to be editable, and some locked. This allows for flexibility to create new pages and allows MOCC to do the hosting.

Corinne went through breakdown and comparisons of base cost, hourly rate, costs for extra pages, vacation dates that would put things on hold, etc.

Base cost

- Christina: More than 50% when signing, over \$1000 at the start
- Cynthia: \$4500 plus GST
- Lena: \$3500 plus GST, 50% when signing, 50% at launch

Hourly Rate

- Cynthia: \$75/hour

Vacation Dates

- Cynthia: No in-person meetings
- Christina: 2 weeks off in May, July, and August
- Lena: frequently in South Korea

Turnaround

- Cynthia: 4 months
- Lena 7 weeks

Interface

- Christina: Specific interface that may not be compatible with Wordpress
- Cynthia: Custom and template Wordpress
- Lena: Custom and template Wordpress

Experience

- Cynthia: 20 years of experience in design
- Ann: 3-4 years

Project Workflow

- Christina: 1-2 images first, then working through them and using them to create more pages, wit 3 rounds of approval
- Cynthia: 1-2 images first, then working through them and using them to create more pages, wit 3 rounds of approval
- Lena: Unlimited revisions in the 7-week timeline, then signing off on designs and getting started on interactive elements

Training/Tech Support

- Christina: No training, \$120 flat rate
- Cynthia: PDF guide that would be included, 2 weeks of free tech support, everything else would be \$75/hour
- Lena and Anne: 1 month \$20 discounted rate for tech support, PDF guide, and video



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Corinne is more favourable towards Lena, due to having worked with her for the brochure. However, trust is more important than enjoyment. Regardless, Lena has been very responsive with the proposals, and has been thorough in explaining technical details.

Tony would rather prefer in-person meetings and go through the creative process together. He also recommended we go through their current design styles and navigation and see which works best.

Corinne is willing to circulate her PowerPoint, their portfolio, web links, live websites, etc. so that the Board can make an informed decision.

In terms of graphics, both Cynthia and Ann had functional websites, though Ann's are a bit prettier. However, none of the websites have the scope that we need.

It seems that Lena and Ann know what we want judging from the proposal process, but Cynthia knows how community centres work. All in all, it is difficult to decide based on their own portfolio, and it may be better instead to rely on the proposals.

Meanwhile, we should plan to extract all of our data and plan an exit strategy with Christiina.

On May 3, via email Corinne moved to award the web design contract to Lena Ko and Ann Beatty. We received response from 6 board members (Albert, Andy, Corinne, Katelyn, Mike and Steve) to offer the contract to Lena/Ann team. The motion carried and the MOCA web design contract was awarded to Lena/Ann Team

10. Social Media: Facebook update – Steve

N/A

11. Programs Survey: Status update – Christine

We will see how much work Christine has done, and Corinne can set up Mail chimp. We are expecting a 5-question survey for the festival.

12. Planning: 5 years strategic plan development organization status – Mike

We may discuss this item perhaps in the fall, after everything has been sorted out.

13. Membership: Membership Recruitment committee update – Katelyn

Katelyn stated that her obstacles were how to reach out to the community and get more members, and also needing more members on the committee. The Membership Committee aims to develop a strategy in developing interest in the community centre.



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We need more interested people for bigger projects like the renewal, so that they could reform the Renewal Committee and be a liaison to the planning department. This is the perfect time to inform and get people interested in the renewal, as well as using the website, Facebook and Mail chimp to engage the community, such as posting the renewal consultation, timeline, and confirmed action on social media. We could advertise using a banner in the lobby as well.

Renewal should also be re-defined, because we are essentially building a new community centre, not a renewal, which is more comprehensible to the general public.

With the membership committee, it would allow for a steady stream of members for MOCA, and give more perspectives to MOCA. This would be a recruitment-only committee, consisting of members who are social. The committee is planning to call organizations to get people interested in joining. It would be at least a 6 month commitment.

14. Senior: Senior Lunches and other update – Lorna

Drop-in programs are not that great, but there have been at least 25 people for lunches. Lorna is working with Andrea on programming for the next brochure. She also announced that they did not get the New Horizons grant, which did not allow funding for transport and it was expected that we not get the grant as there were 5000 others who also applied.

Tony has sent an Excel sheet in an email prior, and stated that there are 5000 senior visits a week. There is vibrant participation for physical activities, like aerobic, but not necessarily for the social programs.

15. City Councillor: Input for meeting with George Affleck, Apr. 27 – Mike

Mike received an email from George Affleck, the liaison councillor for Marpole, and he wanted to reach out to MOCA for a meeting on Apr. 27. This seems like a good opportunity to get to know someone in the Vision party.

If members have any input or ideas, they can email Mike.

16. MOCC: Input from MOCC – Tony

Tony will be going on vacation to Hawaii for 10 days starting April 28.

The centre is expected to be painted in the open area. Painters have currently finished repainting the floors downstairs during the winter, and the lobby, offices and far end of the hallway near the east entrance are done.

The next would be the main hall downstairs. For the summer, the back hall downstairs and upstairs will be repainted.

Tony found the BCRPA fun, and learned about a survey system that is geo-synched with the survey takers so that their locations could be collected and analyzed. With this, one can build a



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database of participants across cities and not allow the same IP address to survey twice to avoid skewing data.

Tony also called the MP office and has not received a word yet. However, there is still hope that they could get funding.

Hiring for Summer Camps are open, and the centre is looking for 19+ year students who can work 9-11 weeks full-time, with fair wage.

Now that it is April, it would be good to think about next year's preschool contracts, and other changes. By the next meeting, Albert will present to the board.

17. Other

Rene from Totem Park (54th & Ash) dining said that there are 3 garden boxes reserved for MOCC, but one has not been touched, and the other two have not been maintained. The boxes are visible to many, and there is a waiting list of gardeners who would like access. Tony will ask Aunty and the environmental youth group if they would like the boxes.

Albert stated that he will send a renewal proposal to Mike for Debra.

It would be nice to have a space for the platinum sponsor on a physical banner for festival. The banner will be reusable, but the date and the sponsor will be in vinyl so that they can be changed each year.

This will be depending on the banner company. Until now, MOCC has used canvas banners, with vinyl dates that could be easily peeled off and put on.

Otherwise, it may be easier to make a new banner for the festival each year.

Albert announced that the bank changed the way we do our payroll. Now, they draw money out and put it on our behalf on payroll automatically, but they charge about 20-30 cents per transaction.

On April 20, Albert moved via email to donate \$200 worth of programming to Ideal Mini, a local preschool in Marpole for fund raising. Steve, Katelyn, Mike, Norman, and Lorna are in favor of the purchase, the motion carried

On April 24, Albert moved via email to purchase 500 give away tote bag with MOCA logo and Canada 150 logo. At a cost of \$800 plus GST, PST. Steve, Corine, Henry, Katelyn, Mike, Norman and Lorna are in favor of the donation, the motion carried.

Norm motioned to adjourn the meeting, second by Lorna. All in favour. Meeting adjourned at 9:09pm.



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Recording Person: Lina Kim

President: 

MOCA Board minutes, April 18, 2017

Next Board Meeting: May 16, 2017, 7:00pm



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MOCA Board of Directors Meeting – Minutes
Tuesday, May 16, 2017 – MOCC Social Room – 7:00pm

Members Present:

Lorna Brown; Mike Burdick; Albert Leung; Katelyn Ling; Steven Tan; Andy Yuen; Norm Zottenberg

Members Regrets: Corinne Kempen; Henry Liao

Members Absent:

Park Board Representative: Tony Syskakis (CRS)

Call to Order: Mike called the meeting to order at 7:00pm.

Katelyn moved to approve the agenda, second by Lorna. All in favor and the motion carried.

Albert moved to approve the minutes, second by Katelyn. All in favor and the motion carried.

1. JOA: We all have the latest JOA, next step – Mike

Everyone has received the final JOA electronically.

Albert, Norm and Mike have sat together to look for any possible issues, and found that there is an insurance issue and there is another issue in appendices. The proposed solution is to have an additional policy for \$900. The proposed policy was sent to Park Board for review and comment. The next issue is our preschool meeting current Park Board and City's specifications. Our Day Care and Preschool are currently licensed, they were licensed a long time ago and they meet specification at the time they were licensed.

Mike will be sending an email to Donnie to make additional wordings to the appendices. The signing deadline is Sep 30th, 2017

Norm suggested that we wait until the renewal public consultation starts before signing the JOA. Mike had reached out to Donnie Rosa (Director of Recreation) and Mike Shearer about the public consultation and Doug sent a schedule confirming that the renewal public consultation will happen. Donnie said that she had signed off the \$75,000 for the renewal public consultation process, outlined a schedule, and hired consultants to make this happen.

Ideally the JOA should be signed as soon as it is approved by the board and items mentioned above are resolved, however Norm has a different opinion. It was agreed that we work on the outstanding items and get ourselves ready. The final decision on when to sign JOA can be determine at a later meeting.

Norm suggested he talk to people at Mount Pleasant, and keep our ears open.



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The current possible locations for a centre according to City of Vancouver:

- Current location
- Park near 63rd and Arbutus greenway
- David Lloyd George school / Ash Park

To discuss the JOA, we should make the agenda for the June meeting (right after the festival) the bare minimum and dedicate the rest of the meeting to the JOA. We could consult a lawyer, but we have decided that it is unnecessary and costly. It is recommended to send questions to Albert so that we can verify everyone had read over the document and feels comfortable talking about it.

2. Festival: Status update, still need help in staffing – Mike

The festival committee has been faring well so far.

Mike still needs volunteers from the board to do surveys, set-up and clean-up. Steve will be walking around to take pictures. The set-up will start at 8:15am. If board members could be there at 9:00am, it would be ideal.

The event is 4 hours so it would be ideal to have 2 people per session.

This year, the tents will be pop-ups, which are easier to set up.

3. Programming Update: Programming committee last meeting update – Mike

Mike stated that enrollment had further decline in some of the music programs and some of the fitness programs like martial arts. Meanwhile, Bennie's classes are always full. We have therefore trimmed the expenses. More will be reported in Albert's financial update later.

The net is positive, but expenses and earnings are decreasing.

The first event of Music in the Park will be in July.

Debra stated that it seems that the Marpole library is competing with us, by providing similar services such as story time, English language adult programs, technology programs, etc. They are expanding their audiences and programs, and they are using their internal staff and getting grants to provide their programs for free. The daycares in the area are taking advantage of the free programs, therefore competing with us during the day.

This competition is due a change in the last 8-9 years, such as more funding given to libraries. The libraries also have the advantage of not having to go through the Parks Board.



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The change also comes from bubble wrap mentality, also having occurred in the last few years. Schools have been implementing more health care and programs after school. Our hope is that those children who enjoy those programs could join us at the centre in the future.

4. Financial Status: 7 months P & L – Albert

Albert sent out a copy of finances. The current revenue is \$18 000 higher than last year-to-date

As for fitness, we are \$3800 or \$3900 higher in revenue. However, that is due to the fact that Bonnie was not doing well last year, and therefore we lost an instructor we could not replace.

Special Events: We started seeing festival revenue already, more compared to last year, and administration and facility revenue are up by \$4000. We are \$21 000 above last years.

Music, martial arts, and pre-school, however, were over-spent (over \$1500 for pre-school), but revenue-wise we got \$3100 more from pre-school and its programs. This year, there were new items such as advertising for AGM, credit card charges, etc.

We are under spending in More Sports, but we will be spending more later. Andrea's pay has also been under spent, and therefore she has been paid less.

The Leisure Access Program (LAP) overspent by \$6100, and Tony said that it is due to opening more subsidies for people in need. It is not necessarily negative, however, as people who need the funds are receiving it. We are the 2nd highest provider after Strathcona.

Tony also discussed reasons for lower revenue. In the winter time, there was plenty of snow, leading to people not coming to the center for month to a month and a half.

However, we are currently doing well now in the spring time. For spring registration, from March 1st to now, we recorded \$150 000 in revenue. Last year, in the same months we earned \$91 000, meaning we earned \$60 000 more this year. This could be due to people registering early for summer, but so far this year, we've only cancelled 2 classes.

5. Financial Issues: Action Camp Grant – Albert

Every year, we get around \$20 000 from grants, so that we can bring children out for field trips. This year, we did not get it because we could not send it on time due to the grant funding agency's computer glitches. It seems that this year, more than 3 or 4 other associations did not get the grant, or received lesser than usual. For example, West Point Grey did not get their \$50 000, Hastings received \$10 000 instead of the usual \$25 000, and other non-profit in south Vancouver have not gotten anything. Tony knows at least 6 organizations who have not received anything.



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If our programs are full, we may almost be breaking even. If not, we estimate about a \$5,000-\$7,000 negative impact. We will not be having profit, but we have enough surpluses from last year.

6. Senior: Committee update – Lorna

Lorna summarized what is available for seniors:

- South Vancouver Seniors Club
- Champagne Heights Centre
- Killarney Seniors Centre
- Seniors Arts
- Sunset Community Association
- South Vancouver Neighbourhood house

The above organizations provide services for seniors, and Lorna is considering working with them.

Lorna decided not to apply for the New Horizons grant because the people behind it wanted stiff commitment and an hour long digital file is involved. Out of all of that, she said she would like to get on board. The concern with New Horizons is that the program we want to have cannot have already started, which Lorna does not agree with, since a program should start first before knowing if it would be successful.

We need to consider our organization joining the South Vancouver Seniors Club.

Albert stated that we do not have to host file to do a New Horizons grant.

7. Membership: Need to update membership and issue new Membership card – Albert

Previously at the festival, we offered a draw for an iPad and got tons of members. We will be continuing this process this year.

One rule, for future purposes, is that we are not allowed to offer to members something that we will not be allowing to offer to the public; this would infringe on equality. We will not be offering programming discounts for members. The membership instead will be to allow people to have a stronger voice and have a chance to participate in the governance of MOCA. Currently we have about 150 active members in the system..

For the citizens group, people joined because of a sense of voice. Emails were directly sent to the members. Once word gets out, then there should not be a problem in recruitment. The largest AGM was 3 years ago, when the renewal coalition happened. People do care, but something needs to spark and affect them directly.

8. Membership: Membership Recruitment committee update - Katelyn



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At the festival, we will hand out flyers to get people's attention about issues and attaining membership. Even if they do not want to be a member, but they would like to be informed, we can send emails to inform them, and an option to opt out will be available.

If people want to register, they would have to let us know sometime in June to August for the next fiscal year starting in September.

Katelyn stated the focus should be on renewal and issues within the committee to get people's attention. She also brainstormed using a Face book page, posting, and advertising to see if people want to join.

Albert stated that there are three steps to recruitment:

1. Advertising, spreading the news of new members required
2. Consultation
3. Enrollment

An information sheet must be made, including the history of the centre's building, to get people's attention.

9. Pearson: YMCA Update – Mike

Last week, we learn that the YMCA will withdraw from building at Pearson Dogwood. The YMCA has a charter of no going into debt, may have to sell the current building before going into the new one. One concern about the withdraw is who will be running the therapeutic pool.

Mike will be going to City Hall to speak for 5 minutes and discussions on why the general public should entrust the development will be done.

10. Contract: Pre-school employees contract – Albert

Supervisor and staff are doing excellent jobs in preschool. Every year we go through and analyze terms and conditions. This year, Albert is suggesting a wage increase for pre-school staff to be in line with wage increase rate of The City of Vancouver's employees. The motion was already previously made and members agreed with the suggestion.

Albert will work with Tony as soon as possible.

11. VanPlay: Representation on Public Consultation – Albert

We received an email from Donnie about VanPlay, a long-term project aiming to meet the requirements of the public. The Parks Board consultations are just beginning.

They are currently planning to have a collaboration meeting with all CCAs on the 29th, but more details are needed. The Parks Board will have this meeting to get more feedback as well.



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Mike, Norm and Albert will attend the consultation, all board members are welcome to join.

12. Community: Red Fox Healthy Living Society – Albert

Red Fox Healthy Living Society is currently situated in Vancouver, the north side, and Surrey. They are currently standing for 20 years. The organization is currently looking to apply for a new grant, to expand where to hold their services and allow them to engage with Aboriginal youth in the area. Their operational model is to allow people the access to places they live nearby.

They have asked us to partner with them, and Tony believes that if the partnership can get people to come to the center, then it would be beneficial. They have a good reputation in the community. Through this relationship, we would be empowering them and helping out, not dominating.

They will be providing us with a request for support. Once received, we will need to make a motion,

13. MOCC: Kitchen sink; input from MOCC – Tony

Tony has been requesting city plumbers and carpenters for quotes so that they can get an environment for lead. He has also made a request to get environment services to do a review for lead.

We should have a quote relatively soon, and we have already received one from a plumber. We are currently satisfied with the previous plumbing job.

As for cooking, we cannot cook until we get the sink, and then we will get a health review for a possible permit after the sink is changed.

Tony is currently trying to get the pool house cleared out. There are 3 quotes getting people to come in. The goal is to clear out as much as we can, use bleach, pest control, and turn the house into a proper storage area and limit what we put in there.

The services he contacted and provided quotes for are:

- 1-800-JUNK: \$1700-2000 dollars
- Dunbar Rubbish: around the price of the previous service
- \$800 for bin and have the staff clean out the pool house (however, cheaper as it may be, it is not worth it)

The gym floor is being refinished during closure in Dec. 2017. It will be cured when we reopen on Jan. 2nd.

As for events in which food is involved, there will be fewer of them this year. We are currently in the process of getting special permits.

We are only allowed a dozen events per year, but with 2 per season, Breakfast with Santa, and others, we would already be maxing out.



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The second model is that we take the senior lunches and have one of the senior members involved running a private function. Since it is not a MOCC program, there would be no support, advertising. This private group will have to manage money, purchases and expenses all on their own.

Agenda for the programs will be ready next month. We can take the program to the seniors and have everyone get their input and understand what to do. The final goal is to be happy and move forward with it.

Mike motioned to adjourn the meeting, second by Lorna. All in favour. Meeting adjourned at 8:41pm.

Recording Person: Lina Kim

President: 

MOCA Board minutes, May 16, 2017

Next Board Meeting: June 20, 2017, 7:00pm



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MOCA Board of Directors Meeting – Minutes
Tuesday, June 15, 2017 – MOCC Social Room – 7:00pm

Members Present:

Lorna Brown; Mike Burdick; Albert Leung; Katelyn Ling; Steven Tan; Andy Yuen; Corinne Kempen; Henry Liao

Members Regrets: N/A

Members Absent: Norm Zottenberg

Park Board Representative: Tony Syskakis (CRS)

Call to Order: Mike called the meeting to order at 7:08pm.

Katelyn moved to approve the agenda, second by Lorna. All in favor and the motion carried.

Albert moved to approve the minutes, second by Corinne. All in favor and the motion carried.

1. Introduction: Introduce potential new board member Aimee Claire – Mike

Mike met Aimee at a charity, and invited her to come as a guest for this meeting.

2. JOA: Discuss issues or concerns which may affect us from JOA – Mike

Albert work with an insurance broker and resolved the JOA insurance issue. Our preschool facility is non compliance to Park Board and City current standard. Yet our preschool is licensed a long time ago and the status will be grandfather in until we moved out or terminate our operation. We want to make sure this situation is disclosed to Park Board. It is mutually agree the disclosure will be add on to the appendix of the JOA.

We have two choices: sign or not sign. If we sign, we continue what we usually do, which will not be difficult because we are in good terms with the city and we are already practicing over 90% of the terms and conditions in JOA, and if we do not sign, we will be gone and a new organization will be taking over. Since there are missions that we have not yet finished, such as rebuilding, we should sign.

Parks Board owns this building, but it belongs to the community. The community expects us to do the right things, and work well with Parks Board staff to run programs and events that the community would like.

3. JOA: Vote on acceptance of JOA – Mike



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Henry and Albert agreed that it is more beneficial to sign the JOA, and they are comfortable with the terms.

Andy states that we should sign it so that we would be stable for the next 15 years, and everyone agreed.

Katelyn and Steve stated that it is better to sign now than later, since there are no advantages to signing later. Corinne does not see the benefits to not sign it, and finds that it is an honest document.

Albert further stated that this document will help us commit to transparency and keep us accountable for our responsibility to let community know what we are doing. This helps us Steve added that it is definitely easy for us to sign because we are already doing most of the items in the agreement.

On top of the advantages listed above, MOCA would also gain more respect from Park Board by signing early. Our goal is to get a new building, and we would like to continue working towards it.

MOCA is a pleasure to work with, and it is shown through the fact that we put more money into the LAC programs than any other ones in the city. We set aside \$10 000 per year for LAC for the community.

Recently, there has been an email from Donnie. Mike asked for an update on the new community centre consultation process in writing, so that there is a clear commitment shown by the City. She said that the City has invested \$75 000 for consultations, looking for a consultant, and hiring people.

Theoretically, by the end of 2018, a building will be designed, and construction will take place from 2019 to 2022.

The above are from the General Manager's report, and we find it fair enough that we will sign it. Norm and Mike had a discussion, and Norm voiced his opinion of signing it, but wanted to wait, because there would be a possibility that the City will take back their promises.

If we delay signing the JOA, then we would not be communicating our needs and desires clearly, and they may take back their agreement on the building.

During Mike and Albert's meeting with the GM of the City of Vancouver Sadhu Johnston, It was clear Mr. Johnston knows what is going on with the JOA and shown his desire to see this process being wrap up as early as possible

Mike moved to accept the new JOA from the City of Vancouver and to sign it immediately, second by Corinne. All in favor and the motion carried.

Everyone will sign a document acknowledging that we accept the decision.



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On Tuesday, June 6th, Mike suggested to Norm that he should sign the agreement as the honoured longest member. However, it seemed that Norm was unhappy with the JOA expiring in 15 years. Regardless, the contract must be delivered by Friday, June 16th, so Mike will be going ahead with signing.

On another note, Mike attended more VanPlay discussions, but those involved in VanPlay discussions seem to be similar to JOA discussions with the same people from JOA meetings.

4. Motion: Update director insurance if JOA accepted – Albert

Albert needs board approval for insurance. He found a broker who will provide employee insurance that the city requires under JOA. With this new insurance, we will be saving \$554 compared to our current insurance broker.

Co-operators, our current insurance broker, are charging us \$1340 for director liability insurance. That is, if we make mistakes, such as unfair hiring processes, employment issues, inequality, etc., we're insured. In order to comply with the JOA, we would have to pay \$864 more, leading to a total of \$2204.

Meanwhile, the new insurance is \$1650, a combination of both, which leads to saving \$554. Albert moved to change our insurance carrier to Special Risk Insurance Managers Ltd., second by Steve. All in favor and the motion carried.

We will put things in writing confirming this insurance will be put in place by the end of June. Mike will keep in contact with Donnie and Sarah about the document being implemented.

5. Website: Brief update on MOCA website – Albert

Corinne summarized that Lena and Ann are confirmed for website development, that Christina has been notified about the timeline regarding backing up and transfers, and that she has created a rough sitemap. Corinne's plans are to get the website team started and designate roles. Mike agreed, saying that Phase 1 is to make a group for the website.

Corinne estimates a 7-week turnaround time for the website, and she will be starting in July, so everything should come together most likely at the end of September.

A 50% deposit needs to be approved by the board, which totals to \$1425. We need a deposit invoice from her and things will continue from there.

Tony added that he would like to spend time on navigation plan and wanted a mock webpage. Corinne said that the website would be for the community centre, and that MOCA would have its own domain name and vanity link.

Corinne will give more thought in July, and we will deal with the matter in the July meeting.

6. Brochure: Fall Brochure status update – Corinne



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Lena is also working on the brochure and postcards, and she will starting working on the website after she is done.

The prints will be sent on July 14 to Lena.

On one page of the brochure, MOCA will post a list of confirmed sponsors, as to create a thank you page like last year.

Corinne will reach out directly to Debra at the end of June or early July for brochures.

7. Membership: New Membership process (All patrons are treated as MOCA member but with an Opt-out option – Albert

Membership is free, and people automatically become members. They will be put on a mailing list and are given an option to opt-out.

Albert moved to make membership an opt-out model, second by Lorna. All in favor and the motion carried.

8. Financial review: Sept-April financial update – Albert

The current revenue is 7% higher than last year around this same time period while our expenses are 4% higher. Our fitness program has been very helpful in terms of revenue. There was a minor issue with aerobics due to the snow, but long-term-wise, we lost the yoga program.

The music program will erode a little less, fortunately, because we have cut back. It will stay down as others come up, so we are therefore offering fewer days of classes.

Tony explained that our camps are filling up earlier this year, and therefore we are getting an earlier realizing of revenue, but the overall cap will be the same at the end of the season. The youth programs have brought in quite a bit of money due to the fact that MoreSports grant is back, and MoreSports registration has gone up.

Annty has done a spectacular job of getting lots of kids in the building even though youth programs do not bring in much money.

The MoreSports programs in spring are now on Saturdays outdoors, instead of spreading to different schools.

There is a set fee, but no one gets turned away, leading to inclusion of children from all sorts of economic classes. There are currently 80 children registered, and there has been an increase in revenue.

Our revenue (Sept to April) is \$413K, compare to last year \$385K. Expenses (Sept to April) were \$276K compare to last year \$265K. Earnings are \$137K this year compare to last year \$120K. However, not all our expenses have been realized yet.



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Overall, if Group 1 is accurate, and the turnaround in billing us is on time, then they will have major effect on us. There should be an increase with Group 1 due to MoreSports and its grant. Also, a problem occurred last year due to Group 1 charging happening late and having paid Group 1 money this year to reflect the contract last year, so the budget seems to revolve more around timing.

9. Senior: Senior Luncheon update – Lorna

A Canada Day event will be happening soon. There are also plans of an Oktoberfest and a Christmas-themed event in November, of which light refreshments and a sing-a-long will occur. Lorna will be discussing with staff to implement future plans into the brochure.

As for luncheons, the seniors expect one per month, but due to cooking restrictions, a suggestion of every other month catered is proposed, and the price difference hopefully would not be too big. This would bring less work for the seniors. However, it might only be a short-term solution.

Further decisions regarding catering in Sept-Dec must be done immediately, within a week and a half. Furthermore, it may be possible to raise the current fees from \$4 to \$5 if need be.

10. Kitchen Sink: Received quote, what to do next – Tony

Tony received a quote on the kitchen sink, which added up to \$2200 including plumbing, carpentry, opening and closing the walls, etc., as well as a quote for a hazmat test.

If we start on the process now, it could be done relatively quickly, perhaps starting at the end of August.

For us, as iterated before, we would need to implement a handwashing sink even though we have enough sink bases to wash the dishes. If not implementing the sink, then we would have a limited permit because we do not have a dishwasher.

Implementing a sink would allow to license our cooking, even though it is not a guarantee. We would start off with programming, which would then bring us revenue to pay for the sink.

The board authorizes Tony to proceed.

11. Facility: Facility & others update – Tony

Parts of the fitness centre will be closing soon for maintenance. The hot tub will be close next week. The fitness centre will still be running, but there will be a few spot closures the week after to install more things.

There are a few staff going on vacation during the summer, such as Ashley coming back starting next week, but not fully until the end of September. She will be working 20 hours and then go back to her regular hours in September.



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Andrea will be working 7-10 hours a week, and then she will be looking for other positions within Park Board.. She has done a great job, and we would like to send her a letter of thanks to put on her resume. Due to the programming experience she has gained this time, she will be at the top when the next round of candidate hiring happens.

For Music in the Park (first on July 19, the next on Aug 23), the portable PA, as part of the karaoke system, is ready to be in use. There is a good amount of time between both dates, so we would ask musicians to perform for both depending on how the first time goes.

One of the participating musicians have also sent in a PDF that would be useful for future musicians. He will be paid \$400 from the board, and he will show up at the event start time, 6pm, to check the sound so that the music can get ready to be started at 6:30pm, until 8pm. Telus wants to take part in Music in the Park, advertising their fiber optics, recently implemented in the Marpole area. Telus is now allowed to sell, however. First, we would have to discuss what they could possibly sponsor, like balloon art or face painting, then they could notify the board. Debra has the surveys from festival and she will be putting the data in one evening to one Excel sheet or Survey Monkey.

This year, there is no Marpole Day, but rather "Everything Marpole," happening on July 8, 11am-2pm at Marpole village (the line of shops on Granville St. south of 63rd Ave). Last year, MOCA had a table and designated shifts at the event, but there were not many people dropping by. The people organizing Everything Marpole seems to be ambitious but vague, meaning that we do not quite know what will be happening. We could make our presence known, and hand out surveys with totes, but there may not be a huge impact in operation. Furthermore Claudia, from BIA, committed to helping us for certain things, but she has not done them. Therefore we will be observe what is going to happen on that day, and then decide if it is worthwhile doing for next year.

Albert said that on the brochure, we normally have a half page that we do, other than the thank you to sponsors for Marpole Day, but for this year, there is an empty space for the other half of the page. Corinne could possibly enlarge the thank you ad to a full page spread.

Other options are an ActiveNet blurb from Parks Board, an ad promoting VanPlay, an ad advertising our new members, or a ad looking for sponsors for next year.

This time, Tony reported that we sent out fewer brochures by mail, but our registration went up. We will be repeating the distribution of mail this time as well, as it has worked well so far. On June 19, there will be a bylaw training from 6-9pm at Creekside Community Centre. Andy has volunteered to go.

The next AGM will be on Nov 21st, the 3rd Tuesday of November. Some people are up for elections, some are not. By law, people should be notified about the AGM two weeks prior. Lorna motioned to adjourn the meeting, second by Katelyn. All in favor. Meeting adjourned at 8:21pm.



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Recording Person: Lina Kim

President:  _____

MOCA Board minutes, June 15, 2017

Next Board Meeting: July 11, 2017, 7:00pm



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MOCA Board of Directors Meeting – Minutes
Monday, July 17, 2017 – MOCC Social Room – 7:00pm

Members Present:

Lorna Brown; Mike Burdick; Albert Leung; Katelyn Ling; Steven Tan; Andy Yuen; Corinne Kempen; Henry Liao

Members Regrets:N/A

Members Absent: Norm Zottenberg

Park Board Representative: Tony Syskakis (CRS), Sarah Kirby-Young (Parks Board Liaison and Chair)

Call to Order: Mike called the meeting to order at 7:07pm.

Mike added two items on the agenda, the first being a brief seniors report from Lorna, and a brief program report from Mike.

Albert added two items on the agenda as well, the first being about the GIC being moved and getting board approval, and the second being a new membership issue.

Lorna moved to approve the agenda, second by Corinne. All in favor and the motion carried.

Albert moved to approve the minutes, second by Steve. All in favor and the motion carried.

1. Renewal: MOCC Renewal Update – Mike

Albert and Mike have kept in contact with Donnie Rosa, and found that there is currently 20 million dollars in the budget for the renewal. However, for the renewal to be an emerging priority and be considered a valid item in the budget process, public consultation will need to be done, which is supposedly being talked about at the moment.

Donnie says the RFP (request for proposal) is in order, but we are not quite sure if it is open or closed.

In addition, she asked to have one or more board members to be on the steering committee, which works with Parks Board, to know what is going on and be given a chance to put in our input. Since members of the board have good experience in the private sector, we have found it to be a good idea. However, we have not received a copy and the status of the RFP.

We have got a lot at stake, so we would like to be clear about the process. The biggest issue is that we want to be locked in the City Capital budget cycle now, so that we do not have to be caught up in the next budget cycle.



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In 2014, Council agreed with the rebuilding of the community centre in principle, however, public consultation in site location and program demand must be conducted.

Sarah will follow up on the timeline and update.

Public consultation will also clearly identify any gaps between what the city expectation on foot print of the building versus actual demand. Parks Board in the past has laid out what they see as community centres in terms of sq. ft., and we are not sure if that has changed or not.

Sarah described the process that City will usually find information on related buildings, extrapolate the cost of centres and sizes, and determine whether the buildings are being built sufficiently when considering the size of the community and length of time.

Marpole has a population base which is growing, and many of its residents will want places to balance the small spaces they are living in. We will become the second largest community in Vancouver in the next 5 to 10 years, and that is not including Pearson Dogwood and Langara Gardens, which have 11,000 people total. It is important to redefine how people want to look at things so that we do not end up underbuilding.

After the public consultation, REFM will come up with a soft budget by explaining to us the possible parameters, estimations and extrapolation. Parks Board will be going through the budget process.

As for the type of centre we might get, there is a lot of flexibility and it depends on which facilities we would have, so Sarah will get back to us about the different types and other details.

Pearson Dogwood and Langara Gardens Rezoning

On Thursday, July 20, there will be a public hearing for rezoning Pearson Dogwood area. They are planning to construct 10 buildings, with 25 stories. Mike encouraged board members to speak their mind at the public hearing or write an email express pleasure or displeasure about this issue.

Sarah said that City Council proposed a few changes, such as a reduction in both DCF (Development Cooperative Funding) and green space. She worried that people will be living in a city with poor quality of life, with higher prices but without outdoor space.

We could try to recognize the challenges in the city with directed staff, but it would be difficult, because the files for it have not been moved on successfully, and there are very specific needs around transportation. The next action will be taken in January, which is somewhat soon.

2. Music in the Park: The first one is on July 19, we need your participation – Tony

Tony stated that everything is ready to go, except for having to wait on a confirmation on booking vocals. There are now two acts being put on.



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The youth will be selling hot dogs, juice, and popcorn this year. Corinne will be expecting the performers at 5:30.

3. MOCA Website: Update progress on MOCA website – Corinne

Corinne has been waiting to print the fall brochures the previous Friday, and now that the work is done, Lena can get started on the website.

Corinne would like one extra flat design, and will be consulting Lena about it. Lena is including a seven-week timeline, with unlimited revisions within that timeline. After the seven-week mark, she will charge an hourly rate, but it is a fair one, about \$40-50 per hour.

Corinne's plan is to ask for minor changes to the original design that Lena proposed, having both parties understand the sitemap wanted, and meeting with Tony and Debra to discuss the direction the website is going in. Then, after Lena has updated the changes, Corinne would like to review the website again with other members of the board, and then approve to go ahead with the project. The next stage would then be coding, and after that posting content, such as the sitemap and words. Finally, we would receive a test site link. Corinne would like to consult Tony and Debra for the content before showing the website to the rest of the group, to ensure quality.

Corinne also suggested specialized testers who will be using the website and making sure the website is easy to use. Potential testers would be a parent, a young adult, a member of the youth, someone looking from the JOA perspective, and a senior member.

If all goes smoothly, the website will be released sometime in September. Meanwhile, Kristiina will be supporting the current website.

4. Seniors: Senior Catering – Mike

Mike contacted Drew Cooks, a catering company in Marpole, and received the potential amount that the board may need to pay. They had a \$250 minimum. However, they agreed to give a 10% discount and waive the \$250 minimum.

It would be ideal to use a local business, and we could thank these various businesses by putting their names up on the empty wall in the downstairs hallway.

Lorna will be creating a sample menu and determining possible prices. The seniors will be paying \$4 each. There is enough money in the budget that could be contributed to catering.

The next lunch is planned to be in July, another one in August, then Octoberfest with Killarney. We will be aiming for August. Mike and Lorna will continue to communicate.

Albert moved to subsidize catering for luncheons in order to maintain the senior luncheon and be in compliance with health regulations, second by Lorna We will be creating a limitation of the subsidy and go by that limitation. All in favour and the motion carried.



Marpole---Oakridge Community Association

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5. Seniors: Kitchen sink status – Tony

Plumbing cannot be done by the end of July, so Tony has been planning and communicating with the plumbers for the kitchen sink to be completed during the last week of August. Ideally, we would like everything to be completed before September.

6. Liaison Report – Sarah

On July 10, Sarah attended a meeting and they discussed the artwork across Vancouver, such as ones at English Bay, the jellybeans, etc. Independent organizations switch around the art and the members discussed the installation needed.

Sarah also mentioned that they discussed a brand new basketball court mural at Mount Pleasant Park, the first in Vancouver.

There were two festivals last year at the park, with artists from the Mount Pleasant Main St. area. The artists have experience from creating murals in the neighbourhood, so Parks Board will be partnering with them to create the basketball mural.

The project is well-supported by Mount Pleasant CCA and Strathcona CCA.

Sarah will be working with the children from nearby elementary schools, so that the mural will be ready for the festival this year.

Strathcona CCA is facing financial challenges in their neighbourhood, and they will need to fundraise, so Casey Crawford, who is their liaison, and other Parks Board commissioners will be helping them and their LAP.

The last Parks Board meeting will be at the end of July, then it will be summer break. Then, Parks Board will be discussing the budget and the next capital cycle. Sarah will be supporting MOCA with the capital budget, which is done every 4 years (2014 and then 2018).

7. Seniors: Brief Report – Lorna

Lorna brought up the concern that there is no section for seniors on the Facebook group, and hoped that it would be on the website in the future. One senior had an anecdote in which his/her church got into trouble after putting something on a website which they thought was legal and being involved with trolls. The church eventually had to pay \$1000 to a lawyer to sort things out.

The seniors do not quite understand the process of getting an announcement on the Facebook page, what the procedure is, and what is required.

Steve, Albert and Mike will get in contact about that. If there is anything that is not normal, Steve will keep a close eye and discuss to make sure everyone is aware of what is happening. Ultimately, Steve is responsible for the posts, and inquiries will go to him.



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For many of the posts, facts and sentences should be fine, but we must be careful with photos for legalities.

8. Programs: Brief Report – Mike

Mike expressed concern in a senior banner not being put up yet.

He also mentioned that new programs have been added for the fall season and we are hoping that these programs will increase the revenue, and balance out the expenses we lost on music and fitness. However, it should be noted that our overall revenue is higher than last year's same period.

There is also a difference in expenses and the true expenses, because we may have received grants which off-set the amount of expenses.

Regardless of whether we get grants, we believe that we should be able to run the centre solely on our effort in an efficient manner. If we receive any grant it will mean better, newer programs and equipment for the community.

The festival earned up \$6000 over what was costed, and we will be putting that money into a reserve that we could use in the future. The developers and sponsors will go away at one point, so having this reserve, which could grow into \$10 000 to \$15 000 over the years, will be able to off-set the lack of sponsorship in the future.

9. GIC: Motion to Move the GIC – Albert

Our GIC (Guaranteed Investment Certificate) with BMO has matured and was moved to the chequing account. Henry and Albert suggest GIC is a better investment. Albert motioned to invest the \$60,000 in current account to a GIC account in BMO. All in favour, and the motion carried.

10. Membership: New Issue – Albert

Albert has decided on a opt-out function for membership. However, Mailchimp has been a bit of a headache. We need people to sign off, and write down their name, address, and email. We have a lit of people, but now we want membership set up and done in a specific format in Mailchimp. Doing this process will help our emails be sent in the inbox of members, rather than the junk mail, because we will have their first and last names, rather than just their email address.



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11. Others

Fitness Centre

Parts of the fitness centre will be closing soon due to maintenance. The hot tub will close next week. The fitness centre will still be running, but there will be a few spot closures the week after to install more things.

Tony's Availabilities

The supervisor at Kitsilano CC and False Creek CC will retire at the end of the month. The organization will take 3 months to decide whether they want the next supervisor to work at both sites, and they will also hire a new person. There are a few supervisors who have volunteered to help out at the sites and do what the organization needs them to do.

Therefore, Tony will be at Kitsilano CC and at MOCC. He has always been covering this and that, but this time, he will be the actual supervisor for 3-4 months.

He will be available by email and cell phone at all times, and Daisy has promised Mike that this situation will last only for 3-4 months.

Subsidy Policy

The board has decided to open a subsidy policy. We are the second highest subsidy giver after Strathcona, and Tony congratulated the board for being very giving to the community.

Mike motioned to adjourn the meeting, second by Albert All in favour. Meeting adjourned at 8:25pm.

Recording Person: Lina Kim

President: 

MOCA Board minutes, July 17, 2017

Next Board Meeting: September 19, 2017, 7:00pm