



# Report of the President

2013 was a year of challenges and improvements at Sunset Community Centre. It was a year of changes and a time for reflection. Progress in some areas of our operations and maintained the status quo in others. In short, another normal year.

The challenges centred around the dispute we've had with the direction of the Vancouver Board of Parks and Recreation is taking in updating the current Joint Operating Agreement (JOA). Your Board of Directors believe that any changes to the JOA are wasteful, misguided and a damaging change to the unique manner in which Vancouver Community Centres operate, especially in light of the number of ongoing violations of this agreement.

It was with great reluctance that we joined with 5 other Community Associations and initiated legal action to have these violations, and their effect on our operations, be determined by the Courts. This action is likely to be heard within the next 12 - 18 months. Until that time, we will continue to manage the Centre with our Park Board Partners in the cooperative manner that we are all used to. This should ensure that Sunset's patrons will continue to enjoy the benefits of a world class recreation and cultural system. I would especially like to acknowledge the patience and professional way in which the Centre Staff and Volunteers have conducted themselves during this particularly challenging time. Well done everyone.

In December of 2012 we "rolled out" our new Strategic Plan. This was developed to guide us in our actions as we sought to make changes to our operations to improve the service delivery of programs. The changes we've made so far have been all been extremely successful. We are currently working on making changes to our Board Governance by refining each director's roles and responsibilities and by providing focus for additional changes. We look forward to implementing these changes in Board Structure and to other changes yet to come.

Your Association is also involved in Community activities outside of jointly operating Sunset. The South Hill Festival will be on May 24th and we will be participating in this event for our 4th year. We hope to have some exciting news about the Master Plan to the old Sunset Community Centre site and surrounding park space (400 block East 51st Avenue.) Additionally, planning for Canada Day has just started and we are making a few changes to this

always popular family event.

Information about our Preschool, Out of School Care, Youth and other programs can be found elsewhere in this report.

"Our Vision is a Healthy Community where Diverse Cultures thrive. Everyone belongs, and feels welcome to Play, Create and Succeed in Their Own Way."



# Treasurer's Report

The Sunset Community Association (SCA) experienced a similar year to previous years in its financial operations. Our revenues declined marginally and our expenses increased marginally but neither of these results could be considered significant. In the new centre our financial results from year to year seem to be falling within a predictable range.

The decline in revenues was, as always, the result of a number of offsetting factors. Despite increases in centre revenues from the fitness centre, vending and other, lower donations and grants, and fewer rentals and special events revenues resulted in an overall decline of nearly \$ 8,000 from the previous year. Moberly revenues were up in the areas of children's programs and rentals but grants declined significantly. Similarly, centre program revenues declined for a total of just over \$ 20,000 across all categories while preschool revenues increased by almost the same amount. The result of all of these forces is a net decline in total revenue of just over \$ 20,000 from 2012.

As with revenues, the increase in overall expenses can be attributed to a number of causes. Total Centre expenses declined dramatically from 2012 due mostly to a reduction

in Group 1 wages but also to a non-operating decline in amortization. Hospitality expenses also declined as a result of moving our Christmas party to a less expensive venue. However, preschool expenses increased due to negotiated wage increases for our instructors and program expenses increased as a result of wage and benefit increases. Moberly expenses were virtually identical to 2012. Overall, net expenses increased by just over \$ 60,000 from 2012 which the following paragraph will help to further explain.

Events in the year worth noting for their impact on our financial health were primarily due to the ongoing dispute with the Vancouver Board of Parks and Recreation (PB). Uncertainty surrounding our ongoing relationship with the PB again resulted in a reduced expenditure on capital assets and improvements at Sunset as Note 6 in the financial statements explains. Also, in the Board's attempt to maintain community involvement in the delivery of recreational services at your community centre, the inevitable cost of legal consultation and litigation was covered with funds that would preferably have been spent on programs. However, I believe the Board has been prudent in this regard and only spent funds absolutely necessary to protect the community's interests. That this dispute has resulted in these costs is not of our choosing but an unfortunate and necessary response to an attempt by PB to eliminate the SCA. We sincerely hope that we can soon continue to spend money raised at Sunset in more productive ways on much needed programs and improvements at Sunset.

Finally, the final revenue over expenses for the year reported in our financial statements is heavily influenced by the recognition in 2013 of outstanding amounts receivable from the PB for the two previous years. Under a contractual agreement, the PB agreed some years ago to reimburse the SCA for 38% of its expense for Group One Wages. In 2010, the SCA, in response to a plea from PB for help with a projected budget deficit, agreed to forego the reimbursement for one year only. Since then, the PB has refused to again honour its contractual obligation. Amounts receivable of \$ 31,336 and \$ 33,453 for 2011 and 2012 respectively were not recognized in the prior years and appear in the Statement of Operations this year along with the accrual of \$ 29,388 for 2013. At the end of 2013, the amount that PB is withholding totals \$ 94,176. The SCA is examining the legal recourse available to collect these funds.

Looking forward, in 2014 your Board will be looking closely at all areas of expenditure with an eye to improving our efficiency and reducing costs in areas where we have significant control. We hope to see the results of those improvements in the financial statements presented at our next AGM.

Yours truly,  
Phil Daum

## Environment, Operations, Rentals (E.O.R.)

The E.O.R. committee reconvened this year with new members and a renewed focus and optimism. Community members and community centre staff comprise the committee. Our goals are to focus on: use of outdoor spaces, to identify capital projects that might need to be approached, and to ensure that our rentals service is of high quality.

We have committed to taking tours of our local parks and identify any issues that need to be flagged to the Park Board to further develop our committee.

Our upcoming focus is assisting with organizing the ever popular Canada Day Event. We are looking forward to a productive 2014 and are always looking for new people to join our committee.

## Board of Directors

President	Ken Thompson
V.P. Chair E.O.R.	Bhalwinder Waraich
V.P. Chair Programs	Cindy Hubbard
Treasurer	Phil Daum
Secretary	Tony Wong
Past President	Karl Gulbransen

### Directors:

Avtar Singh Sandhu, Barb Wormersley, Greg Hubbard, Gurnam S. Ranu, Cst. Hardeep Sahota, Dr. Kala Singh, Manjit Dhillon, Marc Bains

# 2013 Objectives from the Sunset Strategic Plan

The five-year Sunset Strategic Plan was developed jointly with community, staff, volunteers, and members of the Sunset Community Association in 2011 and ratified at the 2012 Annual General Meeting.

Each year, the Association selects up to 5 objectives to target to meet the needs of our community, improve our service delivery, and maintain highest professional conduct of our Association.

For 2013, the Association selected five objectives to focus their efforts for good governance and representation for the Sunset community, to acknowledge the valuable role of volunteers and staff, and to further explore the use of green space to support Sunset programming and the overall community. Progress to date includes:

2013 Association Objectives	Outcomes/Results
Develop recruitment strategies and recognize volunteers and staff.	The Association held its annual Christmas party and provided new "Sunset" t-shirts for all volunteers and staff as a token of our appreciation. The Association worked hard to increase meetings and written communications with all staff and volunteers and foster open sharing of information surrounding the status of the JOA and operations.
Finalize and Implement JOA	The JOA remains in effect until ongoing litigation is resolved. The SCA continues to provide top-quality programming and services, while maintaining a positive, professional relationship with our Parks Board partner. We look forward to a continued "business as usual" operations in 2014.
Facilitate Green Space Planning	We worked with the City of Vancouver to secure planning start date of Spring 2014. We mobilized community interest and identified key community issues at several events, including the South Hill Festival. 2013 and the AGM 2013.
Govern the Association	Significant progress was made relating to Board Governance, management systems implementation, and long term structure.
Communications and Branding Strategy	We are finalizing for the new Sunset website, roll out of new logo, style guide and a programs planning workshop to evolve and further define the Sunset brand.

In May 2014 we will target 3-5 additional Objectives to further the implementation of our Strategic Plan. Focus will be on:

- ⇒ continued improvement of Association governance structures
- ⇒ continued partnership development and support of volunteers;
- ⇒ research to understand the dynamic needs of our community
- ⇒ expanded programming and outreach to better serve Sunset and Moberly patrons

# Program Committee

The Program Committee includes representatives from programmers, the Sunset Community Association and community members. The Committee members work together to develop and deliver key programs and services that best reflect the needs of Sunset and Moberly members and patrons based on neighbourhood demographics, patron requests and Sunset's strategic plan.

In addition to core programming, the Program Committee selects and integrates five key objectives from the community-developed Sunset Strategic Plan to guide their work.

Strategic Objective	Actions in 2013
Explore new partnerships with schools, centres and businesses to create joint programming and shared resources	Partnered with the Vancouver School Board's Engaged and Immigrant Youth program targeting Filipino youth.
Develop programmable arts and recreation for outdoor space	Memorial South Park summer youth programming in North Meadow and Fieldhouse yard.
Seek out a minimum of two new programs per year per facility	<p><b>Preschool:</b> Creative Art and Play, Zumbatomic, Adapted Motor Coordination Fun</p> <p><b>Children:</b> Creative Characters (6-14yrs)</p> <p><b>Adult:</b> Asian Art and Ink Brush Painting, Women's Art Therapy, Line Dancing added another day due to popularity, Filipino Martial Arts, Pilates – added morning classes, Tai Chi: Xinyi Hunyuan, Power Yoga, Intro to Ballet, Contemporary Dance, Hard Core Conditioning, ADHD Workshop, Sunday Zumba</p> <p><b>Older Adult:</b> Monthly Luncheons</p>
Identify and manage resource shortages in program delivery (e.g. alternative marketing)	Programming staff personally delivered flyers to Main Street store fronts up to 15th Avenue. In House feature posters.
Explore options to maximize facility use	<p>Room schedules are outside of each room at Sunset Community Centre. This is a first step in better understanding which spaces and times have capacity.</p> <p>Reviewed and updated the Rental Policy Guidelines to streamline rental process and realize increased benefits and usage.</p>

Tentative 2014 objectives for programs include ways to further understand our membership demographics, a programming review of all core programs and services, planning around green space activities, and implementing standardized planning/budgeting/and reporting structures for more effective administration.

We acknowledge the unique relationship of the Program Committee members, whereby staff and community volunteers work closely together to produce high quality programs for the Sunset and Moberly community members. The Program Committee welcomed several new members in 2013. Volunteers Nicolle Wade and Barb Womersley joined the committee. Staff Members Marina, Tara and Acting Site Supervisor Nav joined. We said farewell to Mawi and Kristen and Doug Newstead.

# Sunset

COMMUNITY ASSOCIATION

## STRATEGIC PLAN 2013-2017

**Our vision** is a healthy community where diverse cultures thrive, everyone belongs, and feels welcome to play, create and succeed in their own way.



Community  
Building,  
Belonging &  
Partnerships

- Increase community involvement and sense of belonging
- Strengthen & expand partnerships and relationships



- 1** Sunset Community Centre  
6810 Main Street (Between 51<sup>st</sup> & 53<sup>rd</sup>)
- 2** Sunset Ice Rink  
390 East 51<sup>st</sup> Avenue (At Prince Edward)
- 3** Moberly Arts & Cultural Centre  
7646 Prince Albert Street (Between 55<sup>th</sup> & 61<sup>st</sup>)



**WHAT'S IN A COMMUNITY CENTRE**  
The Sunset Complex is made up of 3 facilities: the Sunset Community Association and the Y Community Centre, Moberly Arts and Cultural Centre, and the Sunset Ice Rink. We have everything you need for leisure & cultural activities right here in the heart of the community.



## Responsive and Innovative Arts & Recreation Programs

## Strong Leadership & Administration of Resources for our Community

● Develop arts and recreation programs that reflect needs of Sunset community

● Maximize use of outdoor areas and green space

● Govern Association with effective and transparent policies and procedures

● Improve and maintain facilities and infrastructure

● Develop communications and fundraising strategies

### CENTRE?

Facilities jointly operated by the Vancouver Parks Board: Sunset Cultural Centre, and Sunset to indulge in arts, recreation, your neighbourhood.



### SINCE 1953...

the Sunset Community Association has been led by a committed group of volunteers dedicated to providing arts and recreation services for all our community members. We moved from the old centre in 2007, into our beautiful new building designed by local architect Bing Thom.

### FAMILIES & FRIENDS

Our staff, volunteers, youth and elders live and work in South Vancouver and strive to make the Sunset facilities a fun, safe and welcoming space. Volunteers are key to the success of our community and we encourage you to join us to make Sunset a healthy and vibrant community. Be a part of your Sunset!

### WOULD YOU LIKE TO GET INVOLVED?

CALL 604-718-6505

EMAIL [sunsetcc@vancouver.ca](mailto:sunsetcc@vancouver.ca)

### VISIT US ONLINE

[www.mysunset.net](http://www.mysunset.net)

# Centre Programmers

## 2013 Highlights

- Annual **Jump Start to Fitness Event** was held on January 5th. It included free demos, refreshments, free admission to the fitness centre and raffle prizes. **Approximately 250 were in attendance throughout the day.**
- Activities were planned for **Statutory Holidays** and included birthday parties, playgym, open gym, and an interactive art connection with “Something Collective” the Moberly Artists in Residence.
- **Summer Preschool Daycamp (ages 3 - 5)** was a big success. It was full with an average of 15-17 children registering every week. Each week had a different theme. Parents were asking for the preschool camp to be longer for the next year. 2013 had a two hour camp. Parents requested it be changed to three hours or at least two and a half hours.
- Four **Program Assistants IIs** were hired: Jari Deutsch, Eddy Uechi, Jenny Thayer, and Lexine Atrill.
- **Diwali**, held on Sunday October 26 was successful. **Approximately 150 people attended this event.** They were primarily families with children who likely lived within the area. Next year we will make an effort and reach out more to families on the west side of Vancouver who may want to learn more about the culture and holidays of the South Asian Community. Some west side families attended and they had positive comments. Educational material and displays informed what the significance of Diwali is. Diya making, dance and cooking demonstrations proved very popular. **Many thanks to Suki Grewhal and the South Asian Family Association and to Lorrie Wager of the ACE Team.** Recommendations include housing the entire event in the gym making it more accessible for everyone participating and attending.
- There was an increase in dance and art programs for preschool and children this Fall term. Both proved to be very popular.
- We are pleased to welcome Tara Nazemi who has replaced Mawi Bagon as **Program Assistant III.**

## 2013 Goals

- **Brochure Distribution Update:** update delivery areas, postal walks, and postal routes.
- **Strategic Plan:** begin to implement.
- **Playgym Purchases/Re-structuring Program**  
New playgym equipment (climber, tunnel, books) and re-structure program to include more interactive lay - parachute games, stories, and songs
- **Staff In-service:** scheduled for February
- **South Regional Programmers Committee:**
- Continue to work with **Langara Student, Lexine Atrill,** 14 weeks internship.
- **Sunset Website:** update.
- **In-house Advertising:** continue with photos and posters in hallways
- **Criminal Record Checks:** all instructors updated



Diwali



Carpet Bowling

## 2013 Goals Attained

- **Brochure Distribution** – The postal walks and mail out numbers for the Sunset brochure were reviewed and remained generally the same. However, the number of regular brochure drop offs and drop off locations were increased to include Langara and local businesses further down Main Street as well as on Fraser Street.
- **Strategic Plan** – Highlights of Goals and Objectives
- **Strategic Direction: Responsive and Innovative Arts and Recreation Programs**

### *Recruit, attract and recognize volunteers and staff*

Spring 2013 - an Association Page was added to the brochure highlighting how to get involved in Committees.

A Link was added to website inviting the community to get involved.

### *Seek out a minimum of two new programs per year per facility*

*Parent and Tot Movement was added for pre schoolers and their parents during the daytime during the week.*

*In an effort to encourage the growing Filipino culture to come to Sunset Community Centre, Arnis Maharlika was offered for ages 12 years to adults.*

Planning for the Winter 2014 season included the introduction of the following programs: **Muay Thai Kickboxing** (taught by Michael Lin), **Insanity** (taught by one of Canada's only certified instructors), and **Meditation**.

- **Playgym Purchases/Re-structuring, Staff In-service, Criminal Record Checks, Langara Student**

## Additional Goals Attained

- Started quarterly Fitness Committee Meetings to increase community input.
- Increased the number of Fitness Programs.
- Divided and outlined programming areas with the addition of Marina Ribatto.
- Improved Room Utilization: shuffled classes to accommodate popular ones (Zumba, Line Dancing, Tai Chi).

## 2013 Goals Tabled

- Sunset Website & In-house Advertising

## 2014 Goals

- Increase Adult Programming
- Increase Older Adult Programming
- Increase Room Usage during the daytime on weekdays
- Fitness
  - Implement replacement process for fitness equipment
  - Increase the value for fitness centre users
  - Clarify Fitness Centre Attendant's role



Line Dancing with Hanna



Canada Day

# Preschool and Out of School Care Report

## 2013 Highlights

- New equipment; bicycles, puppet theatre, Couch for school age children purchased with equipment grant, \$2000 from Ministry of Children and Families Development (MCFD)
- Civic Grant \$21262 from City of Vancouver to keep the fees below city average, to support the ESL needs and program enhancement
- Full enrolment in Preschool and OSC which resulted in maximum Operating Funding, a total of \$44,288 from MCFD
- Consistent staff that are fully qualified and continue to develop professionally
- On-site professional development (Reggio approach to teaching young children) was planned for the whole team. It inspired all staff and a collaborative effort by staff from both programs was apparent in both classrooms.
- Successful implantation of planned curriculum activities along with the basic concepts of getting ready for Kindergarten following themes were explored: Self-awareness, Health and Nutrition, Senses, Family/Community, Weather/Seasons, Sea Life, Farm Animals, Space and many fun activities to enrich both programs.
- More natural and environmentally friendly art materials such as wood, rocks, recycled paper, were used for art projects. Regular nature walks, and outdoor play was part of the daily routines. Earthquake and fire drills were practiced throughout the year.
- Families participated in the following special events: sports day, pot luck, field trips, cultural celebrations, graduation, year-end parties, lending library, color days, cooking days and show and tell days
- Sponsored 12 ECE students from various colleges: Langara, VCC, Burnaby Continuing Education as well as work experience provided to 5 students to enter the ECE program
- Registration for next school year began in March and is going well. Thanks to the Board of Directors, front office and centre staff for their help and support.

## Goals for 2014

- Complete playground storage and classroom floors
- Provide consistent space for OSC during spring break
- Create school age children's playground
- Gym availability for preschool afternoon classes and school age children
- Explore funding options for school age children to add music/sports programming
- Continue team building and on-site workshops for Professional Development.

## Challenges

- No proper storage for the playground equipment
- Hard floors
- Noise level in classroom 1
- Room availability for school age children during 2<sup>nd</sup> week of spring break



# Sunset Ice Rink

## 2013 Goals Set/Achieved

### Sunset Rink - Staff Team:

The Sunset Rink has faced many challenges this past year. From staff departures to new scheduling changes, our team has worked together to ensure the success of our programs. Our Head Skate Instructor, Sherrise Wong has left our team after 10 years to pursue her career in teaching. Her amazing on-ice leadership and rapport with parents and children will be missed.

Congratulations to Shannon Ellis, Head Instructor, who is off on a mat leave to spend time with her newborn and is expected to return this coming August. With these departures, programs continued to run seamlessly as new cashiers and Head Instructors were added to our team. New staff members include: Jo-Anne Gammie (Head Cashier); Galya Goede (Head Instructor); and Leeza Woo (Head Instructor).

A big thanks to our awesome group of Skate Instructors who continually demonstrate the **True Sport** passion for the children they teach.



**Vancouver Park Board – OneCard!** To date, Sunset has issued 539 OneCards since September 1<sup>st</sup> of last year.

**SN – PB Skating Lesson:** This year we offered one ten week set that ran from Oct-December. At the end of the set we had a **“Bring a Friend”** to the last the day of lessons. All the new children (**60+ new participants**) enjoyed playing games, doing relay races, drawing pictures on the ice and playing hockey. The new children were assessed so they could register for the start of the 2014 Winter Lessons.

**Tuesday – Adult Co-ed Fun Hockey:** Participants have increased as more adults, who don’t have all the gear to play adult ice hockey, prefer the fast paced “shinny” game that went from two games at each end to an additional game being added to centre ice. Here is what the mix of players had to say:

- ⇒ “I love this session because I can’t find this anywhere else in the city.”,
- ⇒ “You can be any level and find the right game here.”,
- ⇒ “It’s fun, fast and exciting.”, “I will be coming every week.”

## 2014/15 Objectives:

- Spring will be offering a brand new Power Skating program on Thursday evenings.
- Shift Pick. Auxiliary Staff Scheduling System. Fall 2014.
- New - Pro Sound - Music System. Minor sport and Ice rental groups can connect their mp3/CD and iPhone/iPod players. Sunset Skating Club donated \$3000 towards this new system.
- New - PB Online - Birthday Party Package. Sunset Rink, Warm Room
- PB Website updates: New online PB class titles and lesson descriptions

**A special thanks to the Sunset U.M.W.’s and Community Centre Staff team for all their continued support throughout the year.**



# Moberly Arts and Cultural Centre

## Goals for 2013

### Community arts development

⇒ *Outcome: Ongoing with school and community workshops, garden development, seniors program development, artist in residence programming, community partnerships and collaborations*

### Increase community arts engagement

⇒ *Outcome: Ongoing see above.*

### Increase opportunities for artists and artist groups

⇒ *Outcome: MACC continues to support artists and artist groups in their professional development through partnerships, collaboration, facilitation and administration of projects and events.*

### Work with Centre programmer to increase arts programming at Sunset CC

⇒ *Outcome: Programmer Marina Ribatto continues to work on increasing preschool & children's arts program participation at SCC*



Reconciliation Art Project. Melanie Schambach.  
Canada Day

## 2013 Highlights

### MACC produced through collaboration and partnerships 6 major productions including:

- James & Jamesy Touring Launch,
- Vancouver Inter-cultural Orchestra Fundraiser,
- Interplay Dance,
- LINK Community Dance,
- Big Band Jazz Festival,
- Adapted Musical Theatre's "Our Man in Kitsilano",
- Vancouver Biennale School Production with Maggie Winston.



### Arts & Health Project:

Seniors Dance comes to MACC and becomes a successful program with 30 consistent participants



Artist Run School Workshop brought over 420 students from 3 schools: Henderson; Moberly; & Trudeau.





Artists in Residence: Melanie Schmabach (above); Lorie Wiedenhhammer, Environmental Artist in Residence; and Polymer Dance.



Neighbourhood Matching Fund to create new garden to be an educational and community food garden with native species



Creative Remix. 5 week summer camp full each week. Partnership with South Asian Family Assn.



Mohinder Sidhu. Local Facilitator for Heartsmart, Food Skill for Families and Arts & Health is honoured as one of the City of Vancouver's Remarkable Women of 2013.

## Goals for 2014

- Continue to develop innovative community engaged arts opportunities for residents
- Complete the Sunset Rink Mural Project and Moberly Garden Project; two community collaborative projects
- Continue to offer artist(s) opportunities for professional development and bring participants to MACC

## Strategic Direction:

### Community Building Belonging and Partnerships

⇒ *Partnerships with not for profit arts groups to exchange rehearsal space for school workshops or presentations.*

### Responsive & Innovative Arts & Recreation Programs

⇒ *collaborations with community groups and artists to include community engaged art projects and workshops*

⇒ *use Artist in residence at MACC for spring/summer outdoor programming*

## Moberly Arts & Cultural Centre

is a community arts centre that provides a place for intercultural connections, & a gathering place for the community to experience the "arts" in its many forms.

At MACC we work on a model of engagement, facilitation, partnership and collaboration and creating and fostering community connections for the betterment of the community as a whole.

We recognize the value of artists in community outreach as catalysts for cultivating rewarding and lasting experiences.

## Community Partnerships

### New Groups:

- Community Tai Ch
- Canadiann Diabetes Association  
Food Skills for Families
- Heartsmart;
- South Asian Women's Health/SVNH
- South Hill Neighbours


# Community Youth Work

## 2013 Goals

- Implement Sunset Youth Staff Change initiative led by Langara Business students of which one, Jade Solacito, was involved at Sunset as a youth

### Short Term Change Plan:

Hold Quarterly Staff Meetings with both adult and youth staff

Implement Uniforms: T- shirts with vintage Sunset logo on back. 

Increase responsibility of Senior staff

Create Sunset Youth Staff Expectations Manual

### Long Term Change Plan

Conduct seasonal staff evaluations based on expectations manual

Hold new hire group orientations

Investigate specialized training & workshops

- Increase gardening production on existing plots at Sunset, Ross and Memorial South parks
- Youth Led Leadership program which fundraises for different charities throughout the year
- Strengthen partnership with Henderson Elementary Inner City School Lead Teacher with programs for grades 3 - 7
- Strengthen [partnership with Mackenzie Elementary in developing linkage to Memorial South park
- Explore partnership with Marine Dr. Best Buy's Community Volunteer program
- Develop partnership with Vancouver Foundation Youth Vital Signs
- Grow Basketball, Girls Sports, and Conditioning programs

## 2013 Outcomes

- Staff meet after programs to debrief issues top of mind
- Sunset Community Centre initiated Orientation, Expectations process
- Performance Reviews underway for Association staff.
- Developing Youth Staff In-service with PA I Gurjit Khara
- Youth Lead Leadership program which fundraises for different charities throughout the year
- Garden space increase with Memorial South for herbs, Sunset CC for vegetables & Ross Park as for fruit trees and pollinators
- Youth In Action in place for one year. Nitish Sharma, gr. 12 J.O., has succeeded in funding for a compost program and outdoors/literacy program
- Chaos Boys and YES Boys' Henderson involve grade 6/7 males selected by Henderson Elementary.
- Mackenzie Partnership moved to Spring 2014 with painting of restored concrete chess board
- Vancouver Foundation Youth Vital Signs partnership underway
- Girls Basketball has been taken up by Langara Athletics

## 2014 Goals

- Systematize youth program
- Emphasis on urban outdoors programming
- Focus on literacy and problem solving skills using scavenger hunts and large scale games. Games facilitated by youth



Summer Escape and Sports Camp staff (left). Ross Park youth gardeners (right).



# Program Staff

## Acting Community Recreation Supervisor

Hello, my name is Nav Sidhu and I have been the Acting Community Recreation Supervisor at Sunset since September 2013. The staff and community centre association have been very welcoming. I have been very impressed with everyone's commitment to serving this diverse community.

I arrived at Sunset in late September and was welcomed to the site with the Fall Kick Off Carnival demonstrating what Sunset does very well, special events. Over the next few months we ran various holiday themed events that were high quality and very well attended. The Halloween Haunted House had a line up out the door!

Both the staff and community centre association have been working very hard over the year towards becoming an effective and efficient. We've been reviewing our policies and procedures, what programs and services we offer and how to best support our staff and community. The hard work leading into 2014 will help us have a very successful year.

Finally I'd like to thank the staff and community centre association for all their hard work. We've had new people step into positions with a positive attitude and their commitment to Sunset is very much appreciated.

Looking forward to 2014!

Nav Sidhu



Playgym

## 2013 Accomplishments

- Implemented a customer comment card system that helps drive service delivery
- Developed clear policies and procedures around facility rentals.
- Developed and implemented standard orientation for all new staff so that the customer experience is high quality with any staff person.
- Increased programs for seniors.
- Increased preschool programs.
- Hosted high quality well attended events throughout the year.

## Programming Staff

Community Recreation Supervisor	Navdeep Sidhu
Maintenance Technician II	Jose S. Menjivar
Recreation Programmer	Michele Rideout
Recreation Programmer	Marina Ribatto
Rink Programmer	Jukka Vuorma
Moberly Arts and Cultural Centre Programmer	Lorrie Wager
Preschool and Out of School Care Manager	Paramjeet Munday
Community Youth Worker	Paul Czene
Recreation Facility Clerk	Sandy Lim
Program Assistant & Special Events Coordinator	Tara Nazemi

## GOALS & OBJECTIVES

### Increase community involvement & sense of belonging

- Assess and identify community needs and barriers to participation
- Track current membership and demographic info of community members
- Develop recruitment strategy to attract and recognize volunteers
- Increase language capabilities of staff and instructors to better serve community
- Develop programs to increase community engagement and ownership
- Continue to actively organize, support and participate in community events

### Strengthen & expand partnerships & relationships

- Cultivate and maintain effective working relationships with elected Commissioners & Parks Board staff
- Finalize and implement new Joint Operating Agreement with Parks Board
- Invite government officials to Sunset and Moberly activities, Association meetings, community events
- Invite other Associations to attend our Board meetings & attend others' meetings
- Explore new partnerships with schools, centres & businesses to create joint programming and shared resources

### Develop arts and recreation programs that reflect needs of Sunset community

- Determine programming needs and priorities for core programs
- Assess and identify alternative programming for under-served populations
- Seek out a minimum of two new programs per year per facility
- Identify and manage resource shortages in program delivery
- Explore options to maximize facility use

### Maximize use of outdoor areas and green space

- Facilitate planning dollars through Parks Board for master planning of green spaces around Sunset
- Initiate and expand partnerships and opportunities for eco-initiatives
- Develop programmable arts and recreation activities for outdoor space

### Govern the Association with effective and transparent policies and procedures

- Create and use standardized annual planning, budget and reporting templates
- Define and draft human resource policies for staff and contractors
- Analyze Association structure and operations and define human resources requirements
- Develop orientation package for new Board members
- Identify and support training needs for staff and Board members
- Conduct quarterly and annual review of strategic, operational & financial plans

### Maintain and improve facilities and infrastructure

- Create an inventory of existing infrastructure, a maintenance schedule and a priority list of needed equipment
- Establish regular purchasing schedule through quarterly expenditure review
- Identify and compile budget gaps for maintenance, equipment, and large capital items

### Develop communication and fundraising strategies

- Create a communication/branding strategy for the Sunset Complex
- Create a fundraising strategy to attract revenue and contributions to support the community