

**MINUTES OF THE BOARD OF DIRECTORS  
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY  
HELD ON WEDNESDAY, JANUARY 24, 2007 AT 7:30PM**

**Present:** Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Matthew Brunt, Kris Dattani, Bill Harris, Katy Hughes, Emmanuel Nicolas, Wayne Reid, Irene Ronnie, Benny Wong, Angel Xu Lin

**Regrets:** Susan Ronalds, Gene Wrankmore

**Absent:** Maura Laverty, Fazil Mihlar

**Staff:** Stew Jordan

**Guest:** Jim Hall

**Recorder:** Patricia McCuaig

**1. CALL TO ORDER**

Susan Duffy called the meeting to order at 7:30 pm.

Susan welcomed Jim Hall, Program Committee member, who is working on Earth Day.

**2. AGENDA:**

#9 Replace Maple Grove Pool Report with division of staff duties; Maple Grove Pool Report will be February 28.

MOVED by Bill Harris that the agenda be approved.

**3. MINUTES**

Correction: #7 third paragraph: delete the last sentence: *The Society's constitution should include ownership of the buildings.*

MOVED by Wayne Reid, seconded by Onno Bakhoven, that the minutes of the November 29, 2006, Board Meeting be accepted, as amended. CARRIED.

**4. BUSINESS ARISING FROM THE MINUTES:**

One of the Poppy Fund boxes was returned with the money intact.

**5. CORRESPONDENCE:** Susan Duffy circulated a letter from Susan Ronalds expressing thanks for her 6 years on the Board.

**6. STRATEGIES 2006-2008: Strategy #3: We will continue to foster a sense of community and we will make extra effort communicating with those having language barriers and the hard to reach.**

- Evaluate present language programmes/activities relative to adults & children  
There may have been information from the Needs Assessment. The ARKS (Arbutus Ridge Kerrisdale Shaughnessy) visioning ideas are aligned with this. Look at past activities at KCC.

- Solicit suggestions for new ideas with respect to programmes:  
An advertisement was placed in the last flyer, which can be repeated, to consider people who have English as a Second language. People with poor English language skills do not feel like expressing their ideas. People need to be comfortable to allow feedback. Staff are hired to speak different languages. We need to make known that staff can communicate in languages other than English; e.g. a sign at the front desk stating “we can serve you in \_\_\_\_ languages”. People can put anything in written form and receive replies. The Program Committee can discuss an event on cultural coaching of cultural awareness. People may not join because they may be afraid they won’t be understood. Volunteering (e.g. coffee bar) can help people improve their language skills. We want to encourage other cultures to bring people here. We may want to put up small displays about the community centre and have a special event. An event and displays could recognize other cultures (e.g. Dragon dance, food, costumes). Sign language may need to be considered. The role could be to point out to all cultures that we have a great deal of similarities and once people understand the similarities and then understand uniqueness.
- Identify difficulties and problems that exist  
We want to get people out of their homes to come to the community centre.

These ideas will be taken to the Strategic Planning Committee for further discussion.

**7. CORE SERVICE REVIEW TASK FORCE: Update**

Benny Wong, Kathleen Bigsby, Susan Duffy and Bill Harris met Jan. 20, 2007 to review the document. Kathleen is drafting a response.

**8. EXECUTIVE COMMITTEE REPORT: Kathleen Bigsby reported on the Executive Committee meeting of January 17, 2007.**

#1 KCCS Insurance: The Executive is concerned about the BCRPA requirement for fitness instructors and Kathleen will discuss this with Susan Mundick.

#3.1 APG Olympic Involvement Meeting: Discussions were held on how community centres can be part of the Vancouver Olympics: e.g. start events 18 months before; the torch can travel to each community centre; teams which arrive several months ahead of the Games may want to use the community centres; sites are needed to train the large number of volunteers; help find host families for athletes’ families. Ideas will be brought to the Program Committee. Susan Duffy will try to get the video shown at the meeting. The idea is to foster a way to be proud of the Olympics. Notes from the meeting will be brought to the community centres. KCCS may want an Olympic Committee to coordinate a variety things.

#4 HRSDC Summer Work Experience Program: APG is concerned about the changes in this federal program funding. Some of the community centres which have more at-risk youth are putting a lot of effort to try to change the new funding guidelines. APG is looking for other funding. KCCS will lose the \$25,000 grant.

#5 Volunteer of the Year: KCCS has been asked by the Park Board to nominate a volunteer who has contributed to the community and the community centre.

#6 Nominations Committee. Board Members are encouraged to ask potential Board

Members to come to an information session on Feb. 15. A Boot Camp for Board Members may be held in April. There are 4 vacancies for 2-year terms and 1 vacancy for a one-year term and 4 applications so far.

#8 Point Grey Track Project: They have received enough funding to proceed.

#10.1 New security cameras are being purchased.

MOVED by Kathleen Bigsby, seconded by Bill Harris, to accept the Executive Committee report. CARRIED

**9. RECREATION SUPERVISOR'S REPORT: Staff Division of Duties**

Stew circulated and reviewed the Staff program areas of responsibility, which allow duties to match the staff areas of expertise.

**10. OTHER BUSINESS: none**

**11. FINANCE COMMITTEE:** Benny Wong reported on the Audited Financial Statements of August 31, 2006, the Finance Committee meetings Dec. 5, 2006 and Jan. 2, 2007 and the Financial Statements of Nov. 30, 2006.

11.1 Audited Financial statements: Net income was \$144,389 for 2006 and \$125,567 for 2005. The Auditor's report includes the following statements:

*Our responsibility is to express an opinion on these financial statements based on our audit.*

*In our opinion these financial statements present fairly, in all material respects, the financial position of the Society as at August 31, 2006 and the results of its operations and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.*

MOVED by Benny Wong, seconded by Kathleen Bigsby, to accept the audited financial statements. CARRIED

11.2 Nov. 30 Income Statement: Total Revenue year-to-date is \$171,095 and budget is \$172,500. Overhead Expenses are \$117,343 and budget is \$128,625. Net from Operations is 53,752 and budget is 43,875. Statements will now be presented to the Board 2 months later.

MOVED by Benny Wong, seconded by Kathleen Bigsby, to accept the November 2006 Financial statements and the Committee minutes. CARRIED

**12. STANDING COMMITTEE REPORTS:**

12.1 **SENIORS COUNCIL** Irene Ronnie reported on the Seniors Council Meetings of Dec. 11, 2008 and Jan. 8 2007.

The Council election will be held Feb. 1. The bus logo has not been done yet. The quotes for the drapes were higher than budgeted. Robbie Burns Day is tomorrow. The problem with clearing snow from the sidewalk has been settled. The hot water tank started leaking. 200 people attended the 2 New Year's dinners. Mind Matters had a lecture from the Royal Bank on credit card fraud.

MOVED by Irene Ronnie, seconded by Kris Dattani to accept the Seniors Council report.  
CARRIED

**12.2 PROGRAM COMMITTEE:** Emmanuel Nicolas reported on the Program Committee of January 10, 2007.

- # 4 Adventures of the Mind: Feb. 13 is Bramwell Tovey with 36 people registered.  
Gordon Price will speak on History of Vancouver.
- #5 The Fall season was successful.
- #6 Earth Day: Jim Hall is working hard for the Program Committee. Dave Mowatt may be speaking.
- #7 Active Communities: the Program Committee would like some guidance on the whole document.

MOVED by Emmanuel Nicolas, seconded by Matthew Brunt, to accept the Program Committee report. CARRIED

**12.3 PROMOTIONS AND COMMUNICATIONS COMMITTEE:** Kris Dattani reported on the Promotions & Communications Committee meeting of January 3, 2007.

- #7 Seniors Discount Policy: This is an issue for the Seniors Council and staff.
- #8 Dunbar Independent Brochure: The Committee wants to look at a separate brochure again to show progress. More research needs to be done before proceeding; including a review of postal codes of registrants. The Program committee also wants to discuss this issue and this will be added to the agenda of a joint meeting.
- #11 Registration Day: more discussion is needed regarding on-line registration.

Motions should come to the Board, not in Committee minutes.

MOVED by Kris Dattani, seconded by Bill Harris, to accept the Promotions and Communications Committee report. CARRIED

MOVED by Bill Harris that the meeting be adjourned.  
The Meeting adjourned at 9:25 pm

#### **UPCOMING MEETINGS OR EVENTS OF NOTE**

Board Meeting	February 28
AGM	February 21 – 7:30
Joint Meeting – P&C, Comm., Staff	February 21 – 5:30 – 6:30
Earth Day	April 22, 2007

#### **Outstanding Items**

- |  |                        |
|--|------------------------|
| • Terms of Reference – Arena             | S Duffy                |
| • Kitchen Ad Hoc Committee               | Review again Nov. 2006 |
| • Renovation Celebration                 | P&C Committee          |
| • Recruiting Board and Committee Members | P&C Committee          |
| • Youth Committee Terms of Reference     | Gene Wrangmore         |

**MINUTES OF THE BOARD OF DIRECTORS  
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY  
HELD ON WEDNESDAY, FEBRUARY 28, 2007 AT 7:30PM**

**Present:** Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Matthew Brunt, Samuel Fung, Chris Heath, Katy Hughes, Melina Hung, Maura Laverty, Angel Xu Lin, Donna Moroney, Lorne Oakes, Irene Ronnie, Benny Wong,

**Regrets:** Kris Dattani, Bill Harris, Wayne Reid, Gene Wrankmore

**Absent:** Fazil Mihlar

**Guest:** Commissioner Allan de Genova

**Staff:** Stew Jordan, Kelly Beaman, Jennifer Takai

**Recorder:** Patricia McCuaig

**1. CALL TO ORDER**

Susan Duffy called the meeting to order at 7:30 pm.  
Board Members introduced themselves.

**2. SWEARING-IN OF THE NEW BOARD**

Allan de Genova swore in the new Board Members.

**3. AGENDA:** Revised with additions of 9.1 and 9.2

MOVED by Xu Lin that the agenda be approved.

**4. MINUTES**

MOVED by Maura Laverty, seconded by Xu Lin, that the minutes of the January 24, 2007, Board Meeting be accepted. CARRIED.

**5. BUSINESS ARISING FROM THE MINUTES:** none

**6. CORRESPONDENCE:** Susan Duffy circulated a thank you note from Colleen Schaufele for the flowers.

**7. STRATEGIES 2006-2008: Strategy #6: We will begin planning for the replacement of the Pool and Arena.**

Jennifer Takai and Kelly Beaman discussed the Kerrisdale Pool. The City has reviewed all the pools: destination pool (3 tanks), community pool (2 tanks) and neighbourhood pool (1 tank). The KCCS pool (neighbourhood) started as an outdoor pool, with walls and roof added in stages to make the current indoor pool. The KCCS Pool is 51 years old and the roof is over 10 years old. The City is rebuilding the Pools in two phases, with Killarney, Renfrew and Percy Norman pools in the first phase. Kerrisdale is slated in phase two and we hope that the tank lasts to be included in the renovation. The Goals and Strategies Committee is starting to plan the renovations. KCCS is a very busy pool, with most programs trying to fit in 2-3 activities at once. Lessons for children and Aqua-fit are the most popular. The Pool staff consists of: 2 programmers job-sharing, 1 full-time and 2 part-time swim instructors. The Park Board sets the fees. KCCS does not have a hot tub or sauna. Because of plumbing problems, KCCS needs to wait until renovations are completed before requesting a hot tub and sauna.

**8. MAPLE GROVE POOL REPORT**

This outdoor pool is open 10 weeks in the summer and is very popular, mostly with young children. Both patrons from the Kerrisdale community and many from outside the community use this pool. KCCS is responsible for operating this pool under the indoor system, as a community-based facility. This works very well as customers see the same staff and the community centre is able to respond to the wishes of the community. The Park Board operates the concessions.

The biggest problem is the old washrooms, particularly on a busy day when 1000 people may be using the pool. Sewage pipes become blocked and all facilities have to close. KCCS continues to request that Maple Grove Pool be included into the Capital Plan so that washroom and change room facilities can be built. Al de Genova will look into provincial funding for infrastructure for the washrooms. Because of the great corporate response to repair the devastation of Stanley Park, funds may be available from sponsorship opportunities.

Another recommendation is installation of an irrigation system for the grass. A sprinkler system has been submitted to *New and Non-Recurring expenses*. Recommendations from the Report include funding to improve the deck, which is sinking and uneven and can cause tripping problems. Equipment for picnics and birthday parties (e.g. barbeque, tent, tables, chairs) would support the facility and provide good customer service. Cotton candy and popcorn machines may be free with purchase of product (Harland Fairbanks) for special events.

KCCS is aiming to market Kerrisdale as a summer destination community with Maple Grove Pool and the Play Palace in the Arena.

The Board commended Kelly and Jennifer on a well-written report.

The Goals and Strategies Committee are working on the following:

- access all current information regarding the status of facilities in Vancouver – i.e. Needs Assessments for Rinks & Pools
- meet with the Planning Department staff to discuss specific issues to KCC's future
- examine options to the current physical design; explore heat exchangers for more economical operation;
- engage Park Board commissioners
- engage Federal and Provincial politicians
- access Federal and Provincial Grant money leveraging our yearly membership fees
- examine Public Private Partnerships (PPP); where the pool could be built and operated by a private company for a few years and then revert to the City; longer; looking at rinks; potential;

**9. OTHER BUSINESS:**

9.1 BC Parks & Recreation Conference, June 6–9, 2007 at Sun Peaks Resort. Staff may not be able to attend because it coincides with KCC Registration Day. Board members are encouraged to attend. Susan Duffy will confirm KCCS has paid membership fees. A van will take Board Members and staff and KCCS will pay hotel expenses. Maura Laverty, Chris Heath and Matthew Brunt will attend.

9.2 The Association Presidents' Group is planning a Boot Camp for late April. This is good training for Board Members.

**10. STANDING COMMITTEE REPORTS:**

10.1 **SENIORS COUNCIL** Irene Ronnie reported on the Seniors Council Meeting of Feb. 12, 2007.

About 90 people attended the Gilbert and Sullivan event last night. The Council had their election and is looking for a person to fill one vacancy. The Robbie Burns event went quite well with 100 people attending. The meals have good attendance with people enjoying the socialization and Irene playing the piano. They have purchased new bingo balls and are waiting for another quote for the drapes. The bus Logo will be done in March. The St. Patrick's Day party is sold-out. Several trips and theatre outings are planned.

MOVED by Irene Ronnie, seconded by Kathleen Bigsby to accept the Seniors Council report. CARRIED

## **10.2 PROGRAM AND PROMOTIONS AND COMMUNICATIONS**

**COMMITTEES:** Susan Duffy reported on the Special Meeting Feb. 21, 2007.

Both Committees and staff attended. The discussion included Board structure, investigating an independent brochure, like Dunbar, and using the ARKS Survey and KCCS Needs Assessment rather than ask customers to complete a survey.

The Promotions and Communications Committee will look into encouraging on-line registration after the first 2 days of in-person registration.

MOVED by Katy Hughes, seconded by Xu Lin, to accept the Program and Promotions and Communications Committee report. CARRIED

MOVED by Irene Ronnie that the meeting be adjourned.  
The Meeting adjourned at 9:00 pm

### **UPCOMING MEETINGS OR EVENTS OF NOTE**

Earth Day	April 22, 2007
Registration Days	March 24, June 9
Risk Management Workshop	March 31
Board Member Boot Camp	April 28 (tentative)
Maple Grove Registration	June 1
BC Parks & Recreation Conference	June 6-9
Vancouver Community Association Conference	October 2007

### **Outstanding Items**

• Terms of Reference – Arena	S Duffy
• Kitchen Ad Hoc Committee	Review again by Seniors Council Mar. 2007
• Renovation Celebration	P&C Committee
• Recruit Board & Committee Members	P&C Committee
• Youth Committee Terms of Reference	Gene Wrangmore



**MINUTES OF THE BOARD OF DIRECTORS  
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY  
HELD ON WEDNESDAY, MARCH 28, 2007 AT 7:30PM**

**Present:** Susan Duffy, Chair, Onno Bakhoven, Samuel Fung, Bill Harris, Katy Hughes, Melina Hung, Maura Laverty, Xu Lin, Donna Moroney, Wayne Reid, Irene Ronnie, Benny Wong, Gene Wrangmore

**Regrets:** Kathleen Bigsby, Matthew Brunt

**Absent:** Kris Dattani, Chris Heath, Fazil Mihar, Lorne Oakes

**Staff:** Stew Jordan, Susan Mele

**Recorder:** Patricia McCuaig

**1. CALL TO ORDER**

Susan Duffy called the meeting to order at 7:30 pm.

**2. AGENDA:**

MOVED by Bill Harris that the agenda be approved.

**3. MINUTES**

MOVED by Onno Bakhoven, seconded by Xu Lin, that the minutes of the February 28, 2007, Board Meeting be accepted. CARRIED.

**4. BUSINESS ARISING FROM THE MINUTES:** none

**5. CORRESPONDENCE:** Susan Duffy circulated:

- a thank you letter from Bramwell Tovey, Music Director, Vancouver Symphony
- a notice from James Gill, West Point Grey Community Centre, about a conference April 15 on strategic planning

**6. APPOINTMENT OF BOARD EXECUTIVE AND COMMITTEES**

**PRESIDENT**

MOVED by Bill Harris that Susan Duffy be nominated to the position of President. Susan Duffy accepted and was elected by acclamation to the position of President for the upcoming year.

**VICE PRESIDENT**

MOVED by Benny Wong that Bill Harris be nominated to the position of Vice President. Bill Harris accepted and was elected by acclamation to the position of Vice President for the upcoming year.

### **TREASURER**

MOVED by Bill Harris that Benny Wong be nominated to the position of Treasurer. Benny Wong accepted and was elected by acclamation to the position of Treasurer for the upcoming year.

### **SECRETARY**

MOVED by Bill Harris that Maura Laverty be nominated to the position of Secretary. Maura Laverty accepted and was elected by acclamation to the position of Secretary for the upcoming year.

### **MEMBER AT LARGE**

MOVED by Bill Harris that Gene Wrangmore be nominated to the position of Member at Large. Gene Wrangmore accepted and was elected by acclamation to the position of Member at Large for the upcoming year.

### **Appointment of Senior's Council Representative:**

MOVED by Bill Harris that Irene Ronnie be appointed to the Board as the Seniors' Representative.

### **Appointment of Board Solicitor:**

MOVED by Bill Harris that Phil Riddell be appointed as the Board Solicitor.

### **STANDING and AD HOC COMMITTEE ASSIGNMENTS**

Susan Duffy and Stew Jordan are ex-officio members of all committees. Board members were asked to give changes in the Board Directory to Patricia McCuaig in the next few days.

## **7. STRATEGIES 2006-2008: Strategy #1: To Provide a Sense of Safety and Security to Customers while Enjoying the KCC Facilities and Premises.**

Susan Mele reported that the Committee felt that KCC is meeting this strategy successfully. Susan circulated a list of highlights of what KCC is doing to make participants feel safe and secure:

Outside, exterior:

- Maintain and monitor lighting that they are working; side walks in good order; exits clearly marked
- On request, staff walk people to their cars; not advertised so as not to alarm people; need to review;

Inside:

- security cameras; walk around buildings; emergency buzzers
- all instructors have Criminal Record Check and current certifications
- Signage; including Board strategies
- Equipment: repaired; no risk of injury
- Staff: keep trained; in-services; including maintenance staff;
- Emergency if sprinkler system started: call Tony
- Staff fire drills
- Procedures with difficult people, bomb threats

8. **EXECUTIVE COMMITTEE REPORT:** Susan Duffy reported on the Executive Meeting of March 21, 2007.  
The topics for the conference were selected. The Committees were chosen. Onno Bakhoven is our Volunteer of the Year.

MOVED by Onno Bakhoven, seconded by Donna Moroney, to accept the Executive Committee Report. CARRIED

9. **RECREATION SUPERVISOR'S REPORT**

Board Members are requested to have patience with the four new staff.

10. **OTHER BUSINESS:**

10.1 Board Member Boot Camp April 28. Volunteer Vancouver is leading this valuable workshop and new Board Members are encouraged to attend. Further information will be sent.

10.2 Play Palace

- The Arena was empty from April to August each year; the Play Palace was a creative use of the space; it is a joint program with the Park Board; it has proven to be very successful; revenue from private rentals goes to KCCS while daily revenue goes to the Park Board
- At the start, the total cost of the equipment was \$60,000 (split 50% between KCCS and the Park Board) following a 4-5 year business plan; Manabu Koshimura, Arena Programmer, has developed an updated plan which the Finance Committee will review
- 2 major items (slide and obstacle course) are not repairable and replacements have been ordered, which will cost about \$21,000; the KCCS Board did not approve the funds for the equipment purchase before it was ordered; this years budgeted amount was \$8,000 and Manabu is asking the KCCS Board for an extra \$6,000; each partner (KCCS and the Park Board) will give \$14,000
- The Park Board has agreed to pay its share, but did not specify a specific monetary amount or the timeline when it will pay; KCCS needs to pay the total up-front
- The equipment was ordered in advance of approval of the Board because of the close timeline to opening and the staff did not want to delay the opening to be able to continue with the service
- Last year the Park Board and KCCS each made \$7,000 profit

MOVED by Bill Harris, seconded by Katy Hughes, to increase the contribution of the KCCS Board for an additional \$6,000 to replace Play Palace equipment. CARRIED with 1 abstention

MOVED by Maura Laverty, seconded by Bill Harris, that KCCS will pay the up-front capital costs, which represents the Park Board share of equipment ordered for the Play Palace. CARRIED, with 1 opposed and 2 abstentions

- KCCS is taking a certain amount of financial risk to ensure the Play Palace will open on time; the Treasurer wants confirmation that the Park Board will pay
- In the future, KCCS will consider whether to enter into a joint venture of this type with the Park Board

#### 10.3 Exercise Room Passes and Policy

Susan has passes for Board and Committee Members. Members are referred to the Program Participation Policy.

11. **FINANCIAL COMMITTEE REPORT:** Benny Wong reported on the Financial Committee meeting March 8, 2007 and the financial statements of Jan. 31, 2007. The January statements showed that we are a little ahead of budget by about \$10,000. Financial statements will now be submitted to the Board at the end of session (Dec., March, June and August), rather than monthly. Board Members can request monthly statements from Benny.

MOVED by Benny Wong, seconded by Wayne Reid, to accept the Financial Committee Report. CARRIED

#### 12. **STANDING COMMITTEE REPORTS:**

- 12.1 **SENIORS COUNCIL** Irene Ronnie reported on the Seniors Council Meeting of March 12, 2007. The Council is now complete with the addition of Bernie Percy, the new sunshine Lady. The Council recommends an increase in coffee bar costs as of May 1: coffee and pastry to \$.75 and refill to \$.40.

MOVED by Irene Ronnie, seconded by Maura Laverty, to accept the Seniors Council report. CARRIED

- 12.2 **PROGRAM COMMITTEE:** Bill Harris reported on the meeting of Mar. 14, 2007. Bramwell Tovey's evening was very interesting.

MOVED by Bill Harris, seconded by Xu Lin, to accept the Program Committee report. CARRIED

- 12.3 **PROMOTIONS AND COMMUNICATIONS COMMITTEE:** Gene Wrankmore reported on the meeting of March 7, 2007. The Committee has had very enthusiastic brainstorming, but is pulling back on the survey and the brochure to concentrate on Renovations Celebrations and Give-aways. Gene welcomed Samuel, Melina and Donna to the Committee this year. Registration went wonderfully well. The Committee will look into prizes for on-line registration.

MOVED by Gene Wrankmore, seconded by Bill Harris, to accept the Promotions and Communications Committee report. CARRIED

MOVED by Gene Wrankmore that the meeting be adjourned.  
The Meeting adjourned at 9:20 pm

#### **UPCOMING MEETINGS OR EVENTS OF NOTE**

Earth Day	April 22, 2007
Registration Days	June 9
Board Member Boot Camp	April 28
Maple Grove Pool Registration	June 1
BC Parks & Recreation Conference	June 6-9
Vancouver Community Association Conference	October 2007

#### **Outstanding Items**

Terms of Reference – Arena	S Duffy
Kitchen Ad Hoc Committee	Review again by Seniors Council Mar. 2007
Renovation Celebration	P&C Committee
Recruit Board & Committee Members	P&C Committee
Youth Committee Terms of Reference	Gene Wrankmore

**MINUTES OF THE BOARD OF DIRECTORS  
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY  
HELD ON WEDNESDAY, APRIL 25, 2007 AT 7:30PM**

**Present:** Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Bill Harris, Katy Hughes, Melina Hung, Chris Heath, Lorne Oakes, Maura Laverty, Xu Lin, Donna Moroney, Wayne Reid, Irene Ronnie, Gene Wrankmore

**Regrets:** Samuel Fung, Matthew Brunt, Benny Wong

**Absent:** Kris Dattani, Fazil Mihlar

**Staff:** Stew Jordan

**Recorder:** Patricia McCuaig

**1. CALL TO ORDER**

Susan Duffy called the meeting to order at 7:30 pm.

**2. AGENDA:**

MOVED by Bill Harris that the agenda be approved.

**3. MINUTES**

Remove Kitchen Ad Hoc Committee Review and Youth Committee Terms of Reference from Outstanding Items.

MOVED by Donna Moroney, seconded by Bill Harris, that the minutes of the March 28, 2007, Board Meeting be accepted. CARRIED.

**4. BUSINESS ARISING FROM THE MINUTES:** none

**5. CORRESPONDENCE:** see #9.2 ARKS

**6. STRATEGIES 2006-2008: Strategy #5. We will continue to ensure financial accountability is maintained while balancing our social responsibility.**

- Increase efficiency by reducing the number of board reports:  
The financial statements will be presented to the Board four times per year, not every month. Other months will have financial highlights and full statements are available for Board Members on request. Assuming all Board Members read the pre-circulated Board package before Board meetings, Committee Chairs will just answer questions. Consideration will be taken to sending the minutes by email.
- Investigate thoroughly the Safari Data Base to extract more information:  
The Park Board has invested in software to aim for efficiency. This is a recreation program, which was installed on a "need to know" basis, and there may be more possibilities. Information needs to flow from one software package to another.

How much more use can be made of Safari in its present form? What additions are needed? Do we need to get a Safari specialist, outside the Park Board? The Association Presidents' Group could survey other community centres to see if they have taken this direction. New staff needs to be familiar with Safari first. Safari involves transactional delivery. Can we take data and dump into another system? We cannot use as a research tool because it is a current program with no history. Can we use data as a market information tool? The program does not keep records year over year. We want an analysis on how to move data, which may be may be too complex.

- Identify programs/areas that can be subsidized:  
We maintain balancing our social responsibilities. We look at programs to try to see what programs expect to break even and then bring social responsibility back into balance.
- Identify programs/areas that will take what the market can bear  
Ask staff for suggestions on how we can be more efficient.

**7. EXECUTIVE COMMITTEE REPORT:** Bill Harris reported on the meeting of April 18, 2007.

- #4 Criterion Pictures: legislation requires KCC to obtain a license to play music and show movies. There are severe penalties for non-compliance. The Park Board has worked with Criterion Pictures to reduce the price and get a blanket license rather than \$75 each time.
- #6 Seniors Centre Purchases: The industrial mixer in the kitchen was repaired for \$75.

MOVED by Kathleen Bigsby, seconded by Bill Harris, to accept the Executive Committee report. CARRIED

**8. RECREATION SUPERVISOR'S REPORT**

Jennifer Takai and Kelly Beaman are now responsible for the Youth Advisory Committee. Stew will continue to invite programmers to Board meetings with Jody Gunderson attending next month.

**9. OTHER BUSINESS:**

- 9.1 Board Member Boot Camp April 28: cancelled due to low registration and will be tried again in November.
- 9.2 Arbutus Shaughnessy Kerrisdale Friendship Society (ASK): is re-locating to Pearson Hospital. The Health Authority, City of Vancouver, foundations and a variety of others, fund this adult day care. KCC has always had a very close relationship with ASK.

MOVED by Bill Harris, seconded by Kathleen Bigsby, to give a \$500 donation to ASK. AMENDED by Wayne Reid, seconded by Gene Wrangmore, to give \$2,000. CARRIED

- 9.3 Staff training: The Board pays for an annual training session. This year Stew is researching the topic of leadership and teamwork, to be held on Sunday June 24.

MOVED by Wayne Reid, seconded by Bill Harris, to approve up to \$1800 for a staff training session. CARRIED

**10. FINANCIAL COMMITTEE REPORT:** Onno Bakhoven reported on the meeting of April 19, 2007.

Membership revenue is less than last year, which may be due to the loss of the Kerrisdale Soccer Association memberships. Previously, the Soccer Association tied their membership to KCC membership and KCC was involved in their administrative work, meeting rooms, photocopying and storage. The Board would like to know how many members we have with a breakdown of the number of members in each age category.

MOVED by Onno Bakhoven, seconded by Gene Wrangmore, to accept the Financial Committee minutes. CARRIED

**11. STANDING COMMITTEE REPORTS:**

- 11.1 **SENIORS COUNCIL** Irene Ronnie reported on the meeting of April 16, 2007. The Seniors Council is buying a T.V. The bus now has the logo, name and phone number on the side. New drapes are being purchased next week. A member is celebrating his 100th birthday.

MOVED by Irene Ronnie, seconded by Bill Harris, to accept the Seniors Council minutes. CARRIED

- 11.2 **PROGRAM COMMITTEE:** Bill Harris reported on the meeting of April 11/07. The Al Gore movie had over 60 people attending.

MOVED by Bill Harris, seconded by Lorne Oakes, to accept the Program Committee report. CARRIED

- 11.3 **PROMOTIONS AND COMMUNICATIONS COMMITTEE:** Gene Wrangmore reported on the meeting of April 4, 2007  
#5 Kerrisdale Days Preparations: The Board table is cancelled due to few volunteers and staff commitments. The correct name is Kerrisdale Carnival Days, not Kerrisdale Days.  
#4 Renovation Celebration: a separate committee will be formed.

MOVED by Gene Wrangmore, seconded by Wayne, to accept the Promotions and Communications Committee report. CARRIED



## 12. NEW BUSINESS

- 12.1 **LABOUR DISPUTE:** Labour disruption may force a closure of the community centre in the future and the Board needs to develop contingency plan for some operations, e.g. cheque writing.
- 12.2 **ARKS COMMUNITY VISION:** The Board would like to get the results of the survey and possibly a presentation to the Board to help with our planning. Susan Duffy will request information on the current status.
- 12.3 **COMMUNITY POLICING:** Maura Lavery has received the report and will request an Executive Summary.

MOVED by Bill Harris that the meeting be adjourned.  
The Meeting adjourned at 8:50 pm

### UPCOMING MEETINGS OR EVENTS OF NOTE

Registration Days	June 9
Maple Grove Pool Registration	June 1
BC Parks & Recreation Conference	June 6-9
Vancouver Community Association Conference	October 2007

### Outstanding Items

Terms of Reference – Arena	S Duffy
Renovation Celebration	Ad Hoc Committee
Recruit Board & Committee Members	P&C Committee

**Kerrisdale Community Centre Society  
Strategies 2006 – 2008  
Board Document**

**4. We will continue to improve our program information and overall communications with the public.**

- encourage good communication between front office staff and the general public
- ensure the internet is accessible and easy to use
- increase our community partners and advertising of their benefits
- profile programs/contractors in the Rec Guide on a rotating basis
- employ P&C to expand their role
- investigate a low cost phone survey/mail drop

**MINUTES OF THE BOARD OF DIRECTORS  
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY  
HELD ON WEDNESDAY, May 30, 2007 AT 7:30pm**

**Present:** Kathleen Bigsby, Chair, Onno Bakhoven, Matthew Brunt, Kris Dattani, Samuel Fung, Bill Harris, Chris Heath, Katy Hughes, Melina Hung, Xu Lin, Lorne Oakes, Wayne Reid, Irene Ronnie, Benny Wong

**Regrets:** Susan Duffy, Donna Moroney, Gene Wrankmore

**Absent:** Fazil Mihlar, Maura Laverty

**Staff:** Stew Jordan, Jody Gunderson

**Recorder:** Patricia McCuaig

**1. CALL TO ORDER**

Kathleen Bigsby called the meeting to order at 7:30 pm. Susan Duffy is away on vacation.

**2. AGENDA:** change: Financial to Finance Committee

MOVED by Wayne Reid that the agenda be approved.

**3. MINUTES:** corrections:

#6: delete repeat wording "may be"

#10: Finance Committee, not Financial Committee

MOVED by Bill Harris, seconded by Melina Hung, that the minutes of the April 25, 2007, Board Meeting be accepted, as corrected. CARRIED.

**4. BUSINESS ARISING FROM THE MINUTES:**

#10: Finance Committee: breakdown of members by age category will be discussed in the Finance Committee Report

#12.1 Labour dispute: The Recreation Supervisor's Report (item #8) will include an update

**5. CORRESPONDENCE:**

Kathleen circulated thank you notes from Kristi Douglas, for her wedding gift, and Maple Grove Elementary School Parent Advisory Council, for the donation to their fundraiser.

**6. STRATEGIES 2006-2008: Strategy #4. We will continue to improve our program information and overall communications with the public.**

- encourage good communication between front office staff and the general public:
  - staff name tags will include first names only and may also recognize languages spoken
  - looking at increased signage
  - front office staff can get more information at staff meetings
  - staff will be invited to committee meetings
- ensure the internet is accessible and easy to use:
  - looking at improving the use of the internet

- Susan Mele is responsible for answering internet questions
- increase our community partners and advertising of their benefits
- profile programs/contractors in the Rec. Guide on a rotating basis
- employ P&C Committee to expand their role
  - investigate a low-cost phone survey;
  - perhaps handouts and prizes to people in line
- mail drop

**7. EXECUTIVE COMMITTEE REPORT:** Bill Harris reported on the meeting of May 23, 2007.

#1: Park Board Corporate Sponsorship Policy: provides guidelines on sponsorship for naming buildings and rooms outside and inside. Consultation with Park Board is required. The naming of Telus Science World prompted the policies. The Park Board policies are similar to the City's policy on naming city properties, with slight differences about inside naming. Corporate names cannot be put on the outside of a city owned building. A thank you plaque (e.g. tv) is not affected.

MOVED by Bill Harris, seconded by Lorne Oakes, to accept the Executive Committee report. CARRIED

**8. RECREATION SUPERVISOR'S REPORT:**

- 8.1 Jody Gunderson is the newest programmer; she is a graduate of UBC and has been with the Park Board since 1999 starting at Killarney Community Centre and also working at Dunbar Community Centre; her program areas are fitness, health and wellness; after a family break, she has returned to the Park Board by job sharing with Patti Turko three days a week (Tuesday, Thursday, Friday); she is responsible for adult programs: sports, health and wellness, exercise program, fitness.
- 8.2 Staff training workshop is June 24 evening: Board Members are encouraged to attend and notify Stew if you want to attend.
- 8.3 Potential labour disruption: A strike vote has been taken by the City's inside workers and an outside workers strike vote will be taken shortly. Strike notice can be served up to 90 days after the vote. There is a potential for rotating strikes. The union must give 72 hours strike notice. KCC cannot operate during a strike. The Society has a refund policy that covers a strike situation.
- 8.4 One of the cooks is very ill.

**9. OTHER BUSINESS:**

9.1 Barbeque July 25, 2007

Committee: Samuel Fung, Wayne Reid, Bill Harris, Kris Dattani, staff Jennifer Takai and Kelly Beaman; there is a budget for shopping; location will be at the home of Kathleen Bigsby or Susan Duffy; all program staff are invited as guests

9.2 Vancouver Police Department

Information is included in the Board Package. The Community Policing Station is located at 45<sup>th</sup> and East Boulevard and police talk regularly with Stew about conditions in the neighborhood.

**10. FINANCE COMMITTEE REPORT:** Benny Wong reported on the meeting of May 15, 2007 and financial statements of March 31, 2007.

10.1 Membership numbers: families: 1,770 (1,819 last year); adult: 2,228 (increased this year); children 2,580 (decreased by 895 this year); seniors 1488 (increased); decrease in visitors. Membership revenue as of March 31 was \$6,145 less than last year; 895 fewer children probably caused this drop. When the Soccer Association membership ended, there were about 1,000 children involved. There are fewer children in the area. The Safari program has not separated children and adult members. Further updates will be given to the Board.

10.2 Income Statement for 7 months ended March 31

- Revenue: program fees are up over budget; Net Program Revenue is about \$308,000, about \$33,00 ahead; Total General Revenue is about \$133,000, versus about \$121,000 last year; Overall Total Revenue is about \$442,000 (versus about \$396,000) ahead by \$45,732
- Expenses: Overhead Expense: a few items are over budget; Fundraising Expense are the Entertainment Books KCC sells and will probably meet budget; the Christmas dinner is only once a year and will meet budget over the year; Credit Card and Bank charges are about 10% higher than budgeted and further decreases in credit card charges have been negotiated. Total Overhead: about \$277,000, under budget by about \$22,000
- Net from Operations: about \$164,000, about \$68,000 ahead of budget
- Capital Purchases: budgeted quite high; spending these funds takes time for staff to research; may not buy as much as planned
- Overall situation: we are in very good shape; overhead expenses are lower than budgeted; looks good now and will catch up over the year
- Play Palace cash flow is not reflected in the financial statements

MOVED by Benny Wong, seconded by Wayne Reid, to accept the Finance Committee report. CARRIED

10.3 Liability Insurance: Board Members are asked to complete the Schedule on the length of time served as a Board Member and occupation

**11. STANDING COMMITTEE REPORTS:**

11.1 **SENIORS COUNCIL:** Irene Ronnie reported on the meeting of May 14, 2007. They are very happy with the new television, which was purchased from London Drugs at a very good price; the drapes are coming in a couple of weeks; they are negotiating for a piano; there is a staff shortage in the kitchen

MOVED by Irene Ronnie, seconded by Bill Harris, to accept the Seniors Council minutes. CARRIED

**11.2 PROGRAM COMMITTEE:** Bill Harris reported on the meeting of May 9, 2007.

#4: Summer Camps: KCC did get the grant. For a number of years most community centres have used the HSDC grants to employ students in the summer to subsidize the summer day camp program. Earlier this year the federal government gave notice that it was changing the grant to focus on high risk youth and rural programs, but the grant has been reinstated with the same criteria as in the past. Most of the community centres applied for the grant anyway, and some centres received more money than they applied for (usually community centres on the east side). Next year there will be a new grant program likely focused on high risk youth. KCC raised the fees for day camps and the extra funds will be used to get better equipment and training leaders.

The BCRPA convention program has sessions discussing some of the items in the Program Committee minutes; e.g. Adventures of the Mind.

MOVED by Bill Harris, seconded by Onno Bakhoven, to accept the Program Committee report. CARRIED

**11.3 PROMOTIONS AND COMMUNICATIONS COMMITTEE:** Wayne Reid reported on the meeting of May 2, 2007.

#5 Kerrisdale Days Aug. 24-25. The sign-up sheet was circulated for Board Members to volunteer. It is important for new members to get involved and volunteer at the Board table. There will be a jellybean guess. Donna offered to provide her lap-top to view the KCC web site, using Starbucks' wireless connection. Erik's report was not available.

#4a Web Site: many people are getting information from the KCC web site

#4c Play Palace: the new Obstacle Course equipment had holes and needs repairs

#6: New/Other Business: questions were posed for the P & C committee to discuss

MOVED by Wayne Reid, seconded by Xu Lin, to accept the Promotions and Communications Committee report. CARRIED

MOVED by Bill Harris that the meeting be adjourned.

The Meeting adjourned at 9:00 pm

**UPCOMING MEETINGS OR EVENTS OF NOTE**

Registration Days	June 9
Maple Grove Pool Registration	June 1
BC Parks & Recreation Conference	June 6-9
Kerrisdale Days	August 24-25
Vancouver Community Association Conference	October 2007

**Outstanding Items**

Terms of Reference – Arena	S Duffy
Renovation Celebration	Ad Hoc Committee
Recruit Board & Committee Members	P&C Committee

**MINUTES OF THE BOARD OF DIRECTORS  
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY  
HELD ON WEDNESDAY, JUNE 27, 2007 AT 7:30pm**

**Present:** Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Kris Dattani, Samuel Fung, Bill Harris, Chris Heath, Katy Hughes, Melina Hung, Maura Lavery, Fazil Mihlar, Lorne Oakes, Wayne Reid, Irene Ronnie, Benny Wong, Gene Wrangmore

**Regrets:** Xu Lin, Donna Moroney

**Absent:** Matthew Brunt

**Staff:** Stew Jordan, Susan Mele

**Recorder:** Patricia McCuaig

**1. CALL TO ORDER**

Susan Duffy called the meeting to order at 7:35 pm.

**2. AGENDA:**

Addition: 9 In Camera

MOVED by Bill Harris that the agenda be approved.

**3. MINUTES:** corrections:

#10.2: change: "about \$33,00 ahead;" to "about \$33,000 ahead;"

MOVED by Wayne Reid, seconded by Chris Heath, that the minutes of the May 30, 2007, Board Meeting be accepted, as corrected. CARRIED.

**4. BUSINESS ARISING FROM THE MINUTES:** none

**5. CORRESPONDENCE:**

Susan Duffy circulated thank you notes from Avalon Recovery Society for help with their Yard Sale and Arbutus Shaughnessy Kerrisdale Friendship Society for our \$2000 donation.

**6. EXECUTIVE COMMITTEE REPORT:** Kathleen Bigsby reported on the meeting of June 20, 2007.

#1 ARKS CityPlan: taxpayers are members for the Annual General Meetings

#2 Summer Festival: staff will be with Board members at the table

#3 Committee Chairs: Board Members are reminded that Bylaw 24 states that Board members who are absent from 3 consecutive meetings or from 5 meetings in one year shall by  $\frac{3}{4}$  vote cease to be a Board Member.

#4 Community Olympic Activities Committee Meeting: Melina will be attending the meeting June 28, 2007.

#5 Barbeque: the Barbeque will be held July 25<sup>th</sup> at Kathleen Bigsby's. Samuel Fung is chairing the committee.

MOVED by Kathleen Bigsby, seconded by Bill Harris, to accept the Executive Committee report. CARRIED

**7. RECREATION SUPERVISOR'S REPORT: EMERGENCY SOCIAL SERVICES**

Stew Jordan circulated a Power Point Presentation "Introduction to Emergency Social Services" by Janine Aussem, Emergency Social Services Co-ordinator, City of Vancouver. This is a City program which recognizes the social service component (food, clothing, shelter) for the first 72 hours after a disaster. In an emergency, the City Disaster Team is the primary responder and makes the first call. The role of KCC is as an emergency shelter, with the Seniors Centre as the reception centre. Each community centre develops volunteers to help and some community centres have active service teams. KCC has had a volunteer committee for 9 years which meets monthly. Wayne Reid is the Board liaison to the Committee. The Board has given funds to the Committee in the past and will now be added to the list of Committees to draft budgets and submit to the Treasurer. The Committee is on call one month a year province-wide.

Stew also thanked Benny Wong and Lorne Oakes for attending the staff education evening.

**8. OTHER BUSINESS:**

8.1 Barbeque July 25, 2007: Samuel Fung will check with Patricia McCuaig and Stew Jordan to develop a list of recipients for the invitations.

8.2 Association Conference: Because the timeline is too tight to organize the speakers and program, this conference for all community centres is postponed from October 2007 to Feb. 2008. The theme is "Embrace the future after 2010". Samuel Fung represents Kerrisdale Community Centre on the planning committee. The conference will be 2 days, with about 150 participants expected. Samuel will report back to the Board.

8.3 BCRPA Conference: Chris Heath reported, with additional comments from Board Members who attended.

About 400 people attended and were given many choices of workshops. One workshop outlined BCRPA's strategy. The workshop on Risk and Insurance provided information that in the last 20 years, 164 government insurers have faced only 35 claims, with the risks mostly to young people. Disclaimers on playgrounds can help.

The Tools and Resources for Active Communities Evaluation measures the effectiveness and success of the Active Community Initiative and is a good guide in understanding what's going on. Nordic walking can be an alternative way for exercise and can be a part of a lifestyle change for Seniors in Kerrisdale. The presenter on Nordic Hiking was pushing her products. Walking with targets is a good idea. Other organizations are working on swimming pools and there will be competition for the large sums of money needed. The huge cost expectations for the pool may need to be put into perspective because an architectural company was a sponsor of the conference. The information gathered at the conference on integrated pool design and the cooperation with various levels of government will help the KCC planning of the pool. Richmond has done a very good job at cultural integration. The presentation on Safety and Security stressed that creating an environment to allow people to come will improve safety, it is not about more police officers. Kamloops has activities to improve the health of city workers.



A presentation on arts programs discussed how to bring culture through art into the community, particularly to the marginalized (e.g. young single mothers) population. One presentation reviewed how to use public spaces to create more spontaneous activities which allows people to take ownership of their community and, therefore, less crime. The Active Aging Consultation Report reviews how to cope with the large number of seniors (the silver tsunami) coming into the general population.

Chris hopes that KCC will use some of the ideas from this conference.

## **9. IN-CAMERA**

- 10. FINANCE COMMITTEE REPORT:** Benny Wong reported on the meeting of June 14, 2007 and financial highlights for April 30, 2007.

Questions about the financial statements are asked at the Committee meetings.

#2 Matters arising: Onno has obtained more information and determined that KCC can change the signing authority as needed.

#3.6 "Norm explained that high cash balances in the Bank of Montreal and the CIBC cannot be avoided if the last week of the month straddles the end of the month date" is related to the transit of money when the banks do not have the money but the amounts are recorded on our books.

MOVED by Benny Wong, seconded by Bill Harris, to accept the Finance Committee report. CARRIED

## **11. STANDING COMMITTEE REPORTS**

- 11.1 SENIORS COUNCIL:** Irene Ronnie reported on the meeting of June 11, 2007. Irene was not at last meeting. The new drapes look nice. The Centre has the new tv and they are purchasing the piano next Thursday. The Volunteer Tea is tomorrow. Preparations are ready for Sunday July 1, with the flag raising at 1:00 pm. The Cook who has been ill will be returning.

MOVED by Irene Ronnie, seconded by Bill Harris, to accept the Seniors Council minutes. CARRIED

- 11.2 PROGRAM COMMITTEE:** Bill Harris reported on the meeting of June 13/07. #2: Summer Registration: is systematic registration, not random

MOVED by Bill Harris, seconded by Kris Dattani, to accept the Program Committee report, as corrected. CARRIED

11.3 **PROMOTIONS AND COMMUNICATIONS COMMITTEE:** Gene Wrankmore reported on the meeting of June 6, 2007.

#3 Publication Policy: the Committee had a good debate on the subject

#4 Summer Festival: The attached page to the P & C Committee minutes is an outline of the activities, to be held in the grass area beside Senior Centre. Members at the Board table are to direct people to the Summer Festival. There is still a shortage of Board volunteers for the Board table outside of Shoppers Drug; but staff will also attend the table so we may not need 2 Board members.

MOVED by Gene Wrankmore, seconded by Wayne Reid, to accept the Promotions and Communications Committee report. CARRIED

MOVED by Gene Wrankmore that the meeting be adjourned.  
The Meeting adjourned at 9:30 pm

#### **UPCOMING MEETINGS OR EVENTS OF NOTE**

Barbeque	July 25
Kerrisdale Days	August 24-25
Vancouver Community Association Conference	February 2008

#### **Outstanding Items**

Terms of Reference – Arena	S Duffy
Renovation Celebration	Ad Hoc Committee
Recruit Board & Committee Members	P&C Committee
ESS Terms of Reference	Wayne Reid and Susan Mele

**MINUTES OF THE BOARD OF DIRECTORS  
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY  
HELD ON WEDNESDAY, SEPTEMBER 26, 2007 AT 7:30pm  
at St. Stephen's United Church**

**Present:** Susan Duffy, Chair, Onno Bakhoven, Kris Dattani, Samuel Fung, Bill Harris, Katy Hughes, Melina Hung, Maura Laverty, Lorne Oakes, Wayne Reid, Irene Ronnie, Benny Wong

**Regrets:** Kathleen Bigsby, Chris Heath, Xu Lin, Donna Moroney, Gene Wrangmore

**Absent:** Matthew Brunt, Fazil Mihlar

**Staff:** Stew Jordan

**Recorder:** Patricia McCuaig

**1. CALL TO ORDER**

Susan Duffy called the meeting to order at 7:30 pm.

**2. AGENDA:**

Addition: 10. Finance Committee

2.1: includes agenda items 7, 8 and 9

MOVED by Benny Wong that the agenda be approved.

**2.1 Strike Status: In-Camera**

Staff meeting:

- Time: when the strike is finished, a staff meeting will be held after the first hour of operation.
- Attending: Susan Duffy, Onno Bakhoven and all Board Members are invited; all programmers, Recreation Facility Clerk and Accountant.
- Agenda:
  - Open first day and gradually phase in programs
  - Managing refunds
  - Status of instructors
  - Brochure and Web site

**3. MINUTES:**

MOVED by Bill Harris, seconded by Onno Bakhoven, that the minutes of the June 27, 2007, Board Meeting be accepted. CARRIED.

**4. BUSINESS ARISING FROM THE MINUTES: none**

**5. CORRESPONDENCE: none**

Susan Duffy is receiving mail and Norm is issuing cheques during the strike.

6. **EXECUTIVE COMMITTEE REPORT:** Susan Duffy reported on the meeting of Sept. 19, 2007.

#3 Getting the Centre Operational: Board Members expressed concern that one day may not be enough time. Crowd control may be needed in the main lobby. Extra staff will be brought in and designated to certain areas. Programmers will be involved with instructors at the beginning. Time-savers may need to be handed-out if there are long line-ups. We do not want to build up expectations. Everyone needs to be informed; e.g. clear signs on the door. The Centre will not be fully operational by day 2. The Seniors kitchen will not be operational right away. We need to be cautious because we do not want to send the wrong message of full operations and we need to manage expectations. Like Registration Day, one or two Board members wearing their identification badges could be circulating among the crowd and giving information. Stew has gone through this process once before and has the experience. The Centre could be fully operational by January, if the strike is finished soon.

MOVED by Bill Harris, seconded by Kris Dattani, to accept the Executive Committee report. CARRIED

7. **SENIORS KITCHEN**

About a month ago, the cook gave her resignation to a senior staff member who was on strike. We would like these two kitchen staff to continue with KCC. The Executive proposes a retention amount (e.g. \$1,000) and possibly extra funds in lieu of benefits. The kitchen staff are Board employees. The kitchen is very important for seniors because of its service value. We want to compensate for lost wages due to the strike and because we could have done a better job to help. There are no conditions with the compensation.

MOVED by Bill Harris, seconded by Irene Ronnie, that Susan Duffy and Onno Bakhoven along with Stew Jordan hold discussions with the kitchen staff regarding their wages and benefits. CARRIED

MOVED by Bill Harris, seconded by Irene Ronnie, to issue a \$1,000 compensation cheque to each of the two kitchen staff. CARRIED

8. **STAFF: PROGRAMMERS**

Changes in staffing may occur with Bob Harris returning to KCC. Future staff planning needs to be considered.

MOVED by Bill Harris, seconded by Wayne Reid, to approve creating a temporary Programmer position for up to 6 months. CARRIED

9. **FINANCE COMMITTEE** Benny Wong reported on the Financial Highlights for July 2007 and the meeting of July 10, 2007.  
Financial Highlights: KCCS was in a good financial position before the strike. Funds will need to be transferred back into the chequing account to cover the estimated \$200,000 to refund the balance of program fees. Next year will be a shorter fiscal year. The federal grant may need to be refunded; we will wait until asked to refund.

MOVED by Benny Wong, seconded by Onno Bakhoven, to approve the Financial Highlights for July and the July 10, 2007 Finance Committee meeting. CARRIED

#### 10. OTHER BUSINESS

- 10.1 Ghost Train: if it is still operating after the strike, then KCCS is still interested
- 10.2 Christmas Party Dec. 12, 2007: Stew will be the staff liaison. Wayne Reid and Bill Harris will be the Board members. The caterers will need to be booked soon and Norm can provide the name from last year.
- 10.3 Nominating Committee: appoint at the next board meeting
- 10.4 January and February 2008 Executive, Board and AGM meeting dates: Susan Duffy will draft
- 10.5 Committee Meetings: wait until operational and members are asked to keep Wednesday evening dates open. Next Board Meeting could be held at the Elks Hall.

MOVED by Benny Wong that the meeting be adjourned.  
The Meeting adjourned at 9:34 pm

#### UPCOMING MEETINGS OR EVENTS OF NOTE

Vancouver Community Association Conference      February 2008

#### Outstanding Items

Terms of Reference – Arena	S Duffy
Renovation Celebration	Ad Hoc Committee
Recruit Board & Committee Members	P&C Committee
ESS Terms of Reference	Wayne Reid and Susan Mele
Christmas Party	December 12, 2007

**MINUTES OF THE BOARD OF DIRECTORS  
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY  
HELD ON WEDNESDAY, OCTOBER 24, 2007 AT 7:30pm**

**Present:** Susan Duffy, Chair, Onno Bakhoven, Matthew Brunt, Kris Dattani, Samuel Fung, Bill Harris, Chris Heath, Katy Hughes, Melina Hung, Xu Lin, Donna Moroney, Wayne Reid, Irene Ronnie, Benny Wong, Gene Wrangmore

**Regrets:** Kathleen Bigsby, Lorne Oakes

**Absent:** Maura Laverty, Fazil Mihlar

**Staff:** Stew Jordan

**Recorder:** Patricia McCuaig

**1. CALL TO ORDER**

Susan Duffy called the meeting to order at 7:30 pm.

**2. AGENDA:**

Additions:

- 8.5 Cultural Harmony Awards
- 8.6 Reader boards
- 8.7 BC Electoral Boundaries commission
- 8.8 Point Grey Track

MOVED by Wayne Reid that the agenda be approved.

**3. MINUTES:** correction:

# 6 Executive Committee Report: last line should be: ...if the strike *is* finished soon.;  
not: .... if the strike *if* finished soon.

MOVED by Bill Harris, seconded by Irene Ronnie, that the minutes of the September 26, 2007 Board Meeting be accepted, as corrected. CARRIED.

**4. BUSINESS ARISING FROM THE MINUTES:** none

**5. CORRESPONDENCE:**

- 5.1 Susan Duffy circulated thank you notes from BC Childhood Cancer Patients Association for our donation and the Avalon Recovery Society for supporting their fund raiser.
- 5.2 Announcement: Kathleen has sunglasses left from the barbeque.

**6. EXECUTIVE COMMITTEE REPORT:** Susan Duffy reported on the meeting of Oct. 17, 2007.

- #1 Operational Status: 2<sup>nd</sup> paragraph: Oct. 22 is the regular Winter brochure, which is now due Oct. 29. The current program brochures were available Wed. Oct. 17, six days after the first day back in operation. Susan Duffy circulated the program brochure. The staff are to be commended on how quickly they produced programs, organized the

instructors and got everything running. The current brochure has almost 300 programs; programs are priced at the drop-in rate.

#2 Seniors Kitchen: the changes to the contract are minor.

MOVED by Bill Harris, seconded by Donna Moroney, to accept the Executive Committee report. CARRIED

7. **RECREATION SUPERVISOR'S REPORT:** Stew Jordan reported.

7.1 In-camera

7.2 Getting the Centre Operational:

It is difficult for front line staff now with the long line-ups from drop-ins because customers pay each time. There is also the added stress of many phone calls. We could not handle registration in the time allotted. Some customers want membership extended. Refunds are only for dates during the strike. Last year's financial picture is still good because the strike was near year-end. Next year we will have a loss because people who went to other sports facilities will be committed there for a length of time. Most people at the Seniors Centre have returned. We will lose mainly in the pool, swim lessons, skating lessons and exercise room. We will not know about the return of customers to our programs until next registration day. Stew receives about 7 major complaints each day. Board members are reminded to re-new memberships now. It is remarkable how quickly the centre got going again. Irene thanked Stew for watering the plants.

8. **OTHER BUSINESS:**

8.1 Nominating Committee: Susan Duffy reviewed the Board Members up for election in 2008: Kathleen Bigsby, Kris Dattani, Bill Harris, Maura Laverty, Fazil Mihlar, empty spot, Lorne Oakes, Wayne Reid, Benny Wong and Angel Lin. Samuel Fung and Kathy Hughes will serve on this committee.

8.2 Next Meeting Dates: Susan Duffy will plan the dates for January and February 2008.

8.3 Christmas Party, Wed. Dec. 12, 2007, 6-10pm: Bill Harris has been in touch with a caterer and will organize the room. Invitations will be sent. Wayne will organize the wine and beer. Staff representatives are Manabu, Kristi and Jody. Bill will verify "serving it right". The Budget is \$4,000 for the caterer and an honorarium to volunteer decorators. Donations of door prizes are welcome.

8.4 Bright Lights Train: KCCS time is Dec. 11, 7-8 pm. Board members are welcome. The price is the same as the Ghost Train: \$4.50 for 450 people.

8.5 City of Vancouver Cultural Harmony Awards: Susan circulated the request for nominations.

8.6 BC Electoral Boundaries Commission: Susan circulated the report

8.7 Reader Boards: The outside sign has been repaired many times and now needs to be replaced. Wayne Reid, Stew Jordan and Lee Tarrant will research and report back to the Board with the price. The lobby reader board will have television screen in the lobby which will tell our patrons where to find their programs.

8.8 Point Grey Track: Gene Wrankmore provided an update. KCCS donated \$5,000. The rubber surface is now on top of the new track and looks great. The organizing group had a few fundraisers and much publicity. The Opening Ceremony is Nov. 16, 2007, 3-5 pm with activities including a kids relay race, 1500 meter race, tee-shirts and cookies. This updating of the track has now led towards re-vitalizing the track at Brockton Oval. The Point Grey track is well lit at night.

**9. FINANCE COMMITTEE REPORT:** Benny Wong reported.

The Finance Committee has not met since the strike started. The accountant will prepare financial statements for Nov. 5, and the finance committee will meet Nov. 8 to review the statements and develop a budget. The budget for the past few years has been balanced or shown a surplus. Benny is proposing a budget deficit this coming year because we should not delay any expenditure and will need to spend funds to bring business back. Committees are asked to provide Benny with a list of purchases and spending estimates, if they are meeting before Thursday Nov. 8; e.g. the Promotions and Communications Committee may want to spend extra. The Committee will present a budget at the November Board meeting where adjustments can be made.

Staff Group 1 costs (about \$300,000) will increase retroactively (3%) and next year (3%). Susan Duffy will research whether KCCS will be required to pay the retroactive wage increase and the signing bonus, in the return to work agreement. KCCS ability to make money was compromised during the strike. There is a large expense related to staff time to make refunds.

MOVED by Benny Wong, seconded by Bill Harris not to adjust the Society's financial statements 3% retroactive from Jan. 2007. CARRIED

MOVED by Benny Wong, seconded by Bill Harris, to accept the Finance Committee report. CARRIED

**10. STANDING COMMITTEE REPORTS**

10.1 **SENIORS COUNCIL:** Irene Ronnie reported on the meeting of October 15, 2007. The Seniors Centre got back to normal very quickly. Many programs continued during the strike. The Monarch will be out the last Wednesday of October for November. The free lunch last Saturday had 80 people attend and the kitchen staff are to be complimented on the excellent lunch.

MOVED by Irene Ronnie, seconded by Onno Bakhoven, to accept the Seniors Council minutes. CARRIED

MOVED by Gene Wrankmore that the meeting be adjourned.  
The Meeting adjourned at 9:10 pm



### **UPCOMING MEETINGS OR EVENTS OF NOTE**

Point Grey Track Opening Ceremony	Nov. 16, 3-5 pm
Bright Lights	Dec. 11, 7-8 pm
Christmas Party	Dec. 12, 6-10 pm
Vancouver Community Association Conference	February 2008

### **Outstanding Items**

Terms of Reference – Arena	S Duffy
Renovation Celebration	Ad Hoc Committee
Recruit Board & Committee Members	P&C Committee
ESS Terms of Reference	Wayne Reid and Susan Mele

**MINUTES OF THE BOARD OF DIRECTORS  
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY  
HELD ON WEDNESDAY, NOVEMBER 28, 2007 AT 7:30pm**

**Present:** Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Samuel Fung, Bill Harris, Katy Hughes, Melina Hung, Maura Laverty, Xu Lin, Wayne Reid, Irene Ronnie, Gene Wrangmore

**Regrets:** Kris Dattani, Benny Wong

**Absent:** Matthew Brunt, Chris Heath, Fazil Mihlar, Donna Moroney, Lorne Oakes

**Staff:** Stew Jordan

**Recorder:** Patricia McCuaig

**1. CALL TO ORDER**

Susan Duffy called the meeting to order at 7:30 pm.

Susan presented a gift to Xu Lin in appreciation of her Board member participation.

**2. AGENDA:**

MOVED by Bill Harris that the agenda be approved.

**3. MINUTES:**

Renovation Celebration: a toast will be given at the Christmas party and the reference to the Renovation Celebration will be removed from the bottom of the minutes.

MOVED by Bill Harris, seconded by Xu Lin, that the minutes of the October 24, 2007 Board Meeting be accepted. CARRIED.

**4. BUSINESS ARISING FROM THE MINUTES:**

Susan Duffy attended the opening ceremony of the new Point Grey School Track. Four schools participated in a small track meet and the celebration went well.

**5. CORRESPONDENCE:** none

**6. EXECUTIVE COMMITTEE REPORT:** Kathleen Bigsby reported on the meeting of Nov. 21, 2007.

#1 BCRPA Conference April 24-26, 2008: The Board will pay for 6 Board members. Because more than 6 Board members may be interested in attending, Kathleen will develop a set of criteria.

#2 Kitchen Staff contracts have not yet been signed.

#4 Society Staff Wages: Onno will follow-up with the accountant.

#7 Strategic Planning for Board and staff will be held Sat. May 10, 2008. Board members are asked to add this date to the list of 2008 Meeting Dates. A revised list of dates will be provided in the new year.

#10 Group 1 Retroactive Wages Bill: Because KCCS expected an increase, option 4 of paying the bill is the best. We have not received an invoice for the signing bonus.

MOVED by Kathleen Bigsby, seconded by Bill Harris, to accept the Executive Committee report. CARRIED

**7. RECREATION SUPERVISOR'S REPORT:** Stew Jordan reported.

- 7.1 Bob Harris has taken a position at False Creek Community Centre and his position as KCC programmer is posted.
- 7.2 Stew attended a Customer service workshop sponsored by the Park Board.
- 7.3 The next registration will give an idea of how the strike affected KCCS and we should be almost back to normal.
- 7.4 Stew will be away on vacation next week.

**8. OTHER BUSINESS:**

**8.1 Subsidy Policy**

This policy is designed to provide clear guidelines for staff and patrons. The Park Board Leisure Access card is a document that allows for reduced rates with respect to access to facilities and is not directly linked to KCC courses and programs. This policy allows KCCS to prevent financial issues being a barrier to participation. It is flexible enough for staff to apply. Because low-income is difficult to define, patrons can be asked what they can afford to pay, not how much money they make. A form exists which is completed by the party requesting the subsidy - patrons wanting a subsidy are asked to come after registration day. Instructors who are on income splits with the centre are asked to share in the subsidy amount and most agree. Lee keeps track of the amount.

MOVED by Kathleen Bigsby, seconded by Bill Harris, to approve the Subsidy policy as circulated. CARRIED

**8.2 Program Participation Policy**

Susan Duffy reminded Board members that they can receive one free course per year and up to 50% off room rentals, if space is available. They have unlimited use of the exercise room.

**8.3 Nominations Committee: Katy Hughes reported**

The Committee has started to approach Board members who wish to stand again and they are also reaching out to patrons of different ages and different interests to stand for election. Board Members are asked to notify the Nominations Committee if they know people who are interested to allow the Board to be built. Notices will be posted in January. The date to meet prospective board members will be held about 1-2 weeks before the AGM.

**8.4 Community Olympic/Paralympic Activities Committee: Melina Hung reported**

The idea of this Park Board committee is to get many people involved and build excitement in the community. A welcome environment is needed to show appreciation of visitors and competitors. The Olympics is more than just sport and the City wants to create an aura of hospitality and build excitement with volunteers. Associations, not community staff, attend the Committee meetings. Liane

McKenna coordinates the committee. Susan Duffy and Kathleen Bigsby attended a brainstorming session at the beginning of the year where they discussed how to celebrate and the long term benefits. The staff also held a similar session. From these first two sessions, 10 ideas were generated. The Nov. 14 meeting discussed the list of ideas (see circulated minutes). The next session will look at the list again and get a more useful list for all communities. The meetings include much discussion now and will gradually come to a consensus of what to do. Some funds are available. Applications will be sent to VANOC for approval. Melina will continue to inform the Board of the ideas being discussed. Staff will become involved once the Committee generates tangible ideas.

Maura Laverty attended a one-time Ideas Fair sponsored by the City and VANOC, which included community centre Boards, businesses and community groups. This was not connected with the Park Board committee, which Melina attends. It was an opportunity for some groups to express their opinions. VANOC is planning events and trying to include communities.

8.5 BCRPA Conference: Board Members can send their expression of interest to Kathleen by the January Board meeting.

9. **FINANCE COMMITTEE REPORT:** Onno Bakhoven reported on the budget, Financial Committee meeting and financial statements.

9.1 Budget: Expenses are based on \$0 profit and a year-end showing a small surplus in operations. A deficit after capital purchases is estimated. The Reader board is the most expensive Capital purchase.

MOVED by Onno Bakhoven, seconded by Wayne Reid, to approve the Budget 2007-2008 as presented. CARRIED

9.2 Minutes of Finance Committee meeting:

#5 Play Palace: KCCS will invoice the Park Board for 50% of capital expenses.

#7 Summer Program Refunds: all refunds (about 2,000 cheques) have been mailed.

The only complaints about refunds were regarding the cheques made to the child who was registered for programs and parents wanted it in their name.

#8 Audit: A draft will be available by mid-December and presented at the January 2008 Board meeting.

9.3 August 31. 2007 financial statements:

Balance sheet: prepaid revenue \$161,766 are for refunds. The Surplus of \$168,250 will probably be about \$160,000. Supplies are paid and instructors are invoiced later. We set aside too much money for refunds (\$200,00).

MOVED by Onno Bakhoven, seconded by Irene Ronnie, to accept the Finance Committee report. CARRIED

## **10. STANDING COMMITTEE REPORTS**

- 10.1 **PROMOTIONS AND COMMUNICATIONS COMMITTEE:** Gene Wrankmore reported on the meeting of Nov. 7, 2007.  
The Committee recommended renewal of the web site contract.

MOVED by Gene Wrankmore, seconded by Xu Lin, to approve the Promotions and Communications Committee report. CARRIED

- 10.2 **SENIORS COUNCIL:** Irene Ronnie reported on the meeting of Nov. 19, 2007.  
The Seniors Centre has purchased a piano. They were inundated with books at the end of the strike and made \$125 in sales. During the strike the knitters kept on knitting and these items can be purchased for Christmas gifts. They are putting up decorations next week. They had the over 90's Tea last week with about 80 people. Jan. 24 Robbie Burns celebration is going ahead.

MOVED by Irene Ronnie, seconded by Bill Harris, to accept the Seniors Council report. CARRIED

## **11. ANNOUNCEMENTS:**

- 11.1 Meeting Dates: see the yellow page attached to the Board package.
- 11.2 Christmas Party: Board Members are reminded to RSVP to the invitation.
- 11.3 Bright Lights: Board Members can get tickets from Kristi Douglas.

MOVED by Bill Harris that the meeting be adjourned.  
The meeting adjourned at 9:12 pm

## **UPCOMING MEETINGS OR EVENTS OF NOTE**

Bright Lights	Dec. 11, 7-8 pm
Christmas Party	Dec. 12, 6-10 pm
Vancouver Community Association Conference	February 2008
BCRPA	April 24 -26
Strategic Planning	May 10

## **Outstanding Items**

Terms of Reference – Arena	S Duffy
Recruit Board & Committee Members	P&C Committee
ESS Terms of Reference	Wayne Reid and Susan Mele