

# MEETING OF THE BOARD OF DIRECTORS

of the

Kerrisdale Community Centre Society (KCCS)

April 23, 2014, 7:30 p.m.

## MINUTES

- Present:** Kathleen Bigsby (Chair), Ali Cheung, Onno Bakhoven, Colin Booth, Ron Stromberg, Don Munton, Bill Harris, Mary Anne Davies, Anita Fashler, David Eaton, Oscar Bisnar, Keiko Honda, Alexander Cherkezoff, Fred Jay
- Staff:** Susan Mele
- Regrets:** Barb Mikulec, Gail Sparrow, Robert Lockhart, Alison Verghese (absent), Donald Wong (absent)
- Recorder:** Camille Schroenn

### 1. CALL TO ORDER AND APPROVAL OF AGENDA

The meeting was called to order at 7:36 p.m.

Kathleen introduced Mary Anne Davies, the new chair of the Seniors' Council, who gave an overview of her background and experience.

MOVED by Oscar, and seconded, that Mary Anne Davies is appointed to the Board. CARRIED.

MOVED by Bill, and seconded, that the agenda be approved as presented. CARRIED.

### 2. CORRESPONDENCE/ANNOUNCEMENTS

- Letter from Joyce Murray congratulating KCCS on receiving funding under the Canada Summer Jobs Program for the 2011-2012 Project Year.
- Letter from Marie Fung, Dry Grad Committee, Magee Secondary School requesting donations for a Dry Grad Memories Celebration, to be held on June 13, 2014. Our charitable policy states that we only donate gift certificates.

MOVED BY Oscar, and seconded, that the KCCS give a \$25 gift certificate towards the Magee Dry Grad Celebration. CARRIED.

### 3. APPROVAL OF MINUTES OF THE BOARD MEETING WEDNESDAY, MARCH 26, 2014

Amendments:

- #5 "Easton" should be spelled "Eaton"
- #5 First paragraph - ...."swearing in of new Board members" should read "swearing in of returning Board members"
- Item 5.5 – first paragraph – remove the ? mark after revenues.

- Item 6.2 – first line – should read “committee members” not “committees”.

MOVED by Bill and seconded, that the minutes be approved. CARRIED.

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

A gift certificate for \$25 was donated to the Bumblebee Preschool for their silent auction.

##### **Item 5.2 Finance Committee**

There were some requests for financial information (e.g. breakdown of costs or generation of reports of past revenues) that were directly directed to the programmers. In the future, the Finance Committee wishes these queries to be directed to the Finance Committee-

Starting in May 2014 the revenue from skating will be shown separately in the financial statements.

**Item #5.3:** Susan has provided Kathleen with the revenue analysis as requested. Camille will forward these figures to all Program Committee members.

The current system of monitoring wristbands is unsatisfactory. A number of directors have noticed that wristbands are still being left on the reception counter without due oversight. Camille will add this item to the Executive Committee Agenda for May 14, 2014.

**Item 5.5:** This item which deals with the request for Arena staff to develop an orientation procedure for parents holding/attending birthday parties at the Arena will go back to the Program Committee on May 7, 2014 for further consideration.

**Item 6.2: Camille will compile a schedule of dates for the KCCS Committee meetings.**

##### **4.1 Executive Committee**

Item #4.3: Commissioner Loke’s motion re WiFi in parks has been referred back to the Park Board staff and to date there has been no resolution.

Item #5.1 – change wording from “is prepared to act” to “is prepared to continue to act”.

Item #6 – bullet #6 explanation: Shift pick allows auxiliary staff to pick their shift contingent on their hours of service. This is allowed for under the collective agreement.

#### **4.2 Community Garden Committee**

Item #3: Correct the spelling of “acclimation”. It should read “acclamation”.

It was noted that the Garden Committee has not developed its terms of reference (TOR). Keiko will draft the TOR for the Garden Committee.

#4 – third bullet: Explanation of NSG – neighbourhood small grants.

#7 – correction “approved” should read “approval”.

Herb garden: we may wish to consider applying for a neighbourhood matching fund for the herb garden.

#### **4.3 Finance Committee**

KCCS signing officers are required for the 2014-2015 fiscal period. Ali will bring this item to the Executive Committee on May 14, 2014.

Following up on a motion passed at a board meeting on June 26, 2013 Ali will investigate the possibility of direct bank deposits for instructors and contractors.

#### **4.4 Program Committee**

Item 5 b): Parents will receive a registration receipt to submit with their income tax return. Susan will take this item to the next Finance Committee.

#### **4.5 Seniors' Council**

Sixty percent of members on the Seniors' Council are new members (this change has occurred within the last 6 months). The Volunteers' Tea will be held tomorrow, April 24<sup>th</sup>.

An increase in the price of the senior's lunches was discussed. Currently the Society subsidizes the lunches to the tune of \$3,800 each month. This will come back to the Board for an in-depth discussion, and approval by the Board is required before any change is made.

#### **Minutes of April 12, 2014 – Budget.**

With respect to the statement that “There was no park board money allocated for operating the centre”, the Park Board does not pay operating costs for community centres except for some staff salaries and building maintenance. The Society pays most of the operating costs of the entire community centre, including the Seniors' Centre. The Society also pays the entire cost of the salaries for part-time staff who work the front desk and the salaries of the food services coordinator, the cook helper, and the dishwasher (group 1).

**Break 8:30 p.m. to 8:42 p.m.**

**New business from Community Engagement**

Art Shines For Love – A Newcomer-powered Fundraiser for the Kits House Redevelopment is a community building initiative organized by the VSB SWIS Program: Byng Project 3B, Canada Youth Arts Development Foundation and Kitsilano Neighbourhood House (Kits House) with the support of MOSAIC. The event is to take place on Friday, May 23<sup>rd</sup>, 2014 from 5:00-9:00pm at the Auditorium of Lord Byng Secondary School at 3939 West 16<sup>th</sup> Ave. KCCS was approached by the VSB SWISS Program to host an art exhibition for student artists prior to the event. The School Board will be responsible for putting up the displays and for their removal.

Moved by Keiko and seconded, that the KCCS approve the free use of the seniors lobby space to showcase a youth art exhibit in support of the VSB-SWISS program on Saturday, May 17<sup>th</sup>. CARRIED.

**5. OTHER BUSINESS**

**5.1 Directory Review**

Directors reviewed the draft KCCS Directory. Directors should submit any corrections to Camille by end of day, April 24<sup>th</sup>.

**5.2 Committee Goal Setting**

Each committee's first item of business should be to set substantive goals for the current year. Camille will send each chair a copy of last year's goal setting document, which can be used as a reference.

**5.3 Ad-hoc Committee – Board Binder Update**

An ad-hoc committee was set to handle the revision of the KCCS Constitution and By-laws. The committee members will be Oscar, Robert and perhaps Susan Duffy. Oscar will contact Susan in this regard. Our solicitor will be asked to review the changes before the committee proceeds. Camille will provide Oscar with soft copies of the constitution and by-laws. Any changes should be presented to the Board in November, confirmed by the Board in January and submitted to the AGM in February 2015 for final approval from members.

In addition the committee will review all committee Terms of Reference and KCCS policies to ensure that they are current and in compliance with the new Society's Act. The new Society's Act should go to the G6 for discussion.

**5.4 Board Basics Workshop**

Three directors will be registered for the Board Basics workshop: Alexander Cherkezof, Alison Verghese and Ali Cheung.

**6. RECREATION SUPERVISOR'S REPORT**

The Recreation Supervisor positions at Kerrisdale, Hillcrest, Kensington, Roundhouse and Sunset will be posted for a two week period. Kerrisdale will have two people on the selection panel.

Susan Mele left the meeting at 9:05 p.m.

**7. IN CAMERA: 9:10 P.M. - 9:55 P.M.**

**8. ADJOURNMENT**

The meeting adjourned at 10:00 p.m.

**Next Meeting: May 28, 2014 at 7:30 p.m.**

**UPCOMING EVENTS:**

Program Committee .....	May 7, 2014
Executive Committee .....	May 14, 2014
Board Meeting.....	May 28, 2014
Park Board Meeting .....	May 12 and May 26, 2014

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