

**MEETING OF THE BOARD OF DIRECTORS**  
**of the Kerrisdale Community Centre Society (KCCS)**  
**MAY 28, 2014**

**MINUTES**

**Present:** Oscar Bisnar (Chair), Robert Lockhart, Alexander Cherkezoﬀ, Barb Mikulec, Fred Jay, Ali Cheung, Ron Stromberg, Don Munton, Onno Bakhoven, Mary Anne Davies, David Eaton, Anita Fashler, Bill Harris, Alison Verghese, Donald Wong

**Staff:** Susan Mele

**Regrets:** Kathleen Bigsby, Colin Booth, Keiko Honda (absent), Gail Sparrow (absent)

**Recorder:** Camille Schroenn

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

The meeting was called to order at 7:30 p.m.

Amendments:

- Add #5.9 Discussion of CRS Position

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

**2. CORRESPONDENCE/ANNOUNCEMENTS**

- A card for Colleen Proudfoot's retirement was circulated for directors' signatures.
- A letter was received from BCRPA congratulating the KCCS on our successful application for a subsidy. The BCRPA will send a cheque for \$300 shortly.

**3. APPROVAL OF MINUTES OF THE BOARD MEETING  
WEDNESDAY, APRIL 23, 2014**

Amendments:

- #6 Should read "Susan Mele left the meeting at **9:05 p.m.**" (change of time from 8:05 p.m.).
- In-Camera times should read "9:10 p.m. – 9:55 p.m."

MOVED by Barb, and seconded, that the minutes of the Board Meeting of April 23, 2014 be approved as amended. CARRIED.

**4. BUSINESS ARISING FROM THE MINUTES**

**4.1 Executive Committee**

- #5.2 Delete "Until just recently the G12 presidents were unaware that"

**4.2 Finance Committee**

Everything is on budget and the margins for programs are relatively consistent.

KCCS Purchasing Card: There was a general discussion on the proposed KCCS purchasing card that would be issued to select staff for KCCS purchases. These cards are currently used at some of the other community centres. There was a report that one community centre was experiencing some difficulty auditing the use of these cards. Don will validate this information and forward this information to Kathleen. This proposal was tabled until the Executive has had a chance to vet this.

#### **4.3 Garden Committee**

There is the possibility that the Canadian Pacific Railways could take over the land currently used by the Kerrisdale Community garden.

The Garden Committee will be redrafting their Terms of Reference with a view to possibly changing the committee's status from an "ad hoc" committee to a "standing committee".

#### **4.4 Program Committee**

BC Gaming Grant: It was reported that in the past the KCCS has not been eligible to apply for these grants due to the fact that we have more than 50% of our previous fiscal year's operating expenses on hand in the form of unrestricted cash and investments. Susan will investigate the KCCS's current eligibility to apply for this grant.

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

Seniors' Lunches: Next week the Seniors' Council will be proposing an increase in the charge for lunches served in the seniors' centre (probably between 15-20%). This is covered under #5.7.

### **5. OTHER BUSINESS**

#### **5.1 Committee Goals**

Corrections:

- Community Garden Committee- goal #4: change "it's" to its.
- Program Committee – renumber the goals.

In future, committees should ensure that they set goals that have benchmarks and defined objectives. Committees will be asked to provide a report of achievements of these goals later in the year.

#### **5.2 Committee Schedules**

Amendment:

- Finance Committee schedule: add times of meeting 6:15 – 7:15 p.m.

#### **5.3 BCRPA – Robert**

A report of the BCRPA Symposium 2014, prepared by Robert Lockhart and Erik Price, was distributed. The emphasis of the symposium was on leadership. There was also a discussion on management issues when dealing with generation Z (young staff who work mainly on computers and who think differently from the older generation). Oscar thanked Robert and Erik for a report well done.

#### **5.4 Seismic Assessment**

In February 2014 Colin Booth approached CWMM Consulting Engineers Ltd. with a request to submit a proposal for the inspection and seismic assessment of the KCCS gymnasium. This proposal has been received. The proposed fee for this assessment is \$3,200.

David will meet with a George Strazicich of CWMM on May 29<sup>th</sup> to put together another cost estimate to cover remedial work that was not done after the previous Gale Sayer report (done in 1994) and a seismic assessment. It should be noted that any work done should conform to the 2014 Vancouver Building Bylaw,

expected to be adopted by the City in July 1, 2014.

The Park Board is asking for ideas and input on the development of the next 4-year Capital Plan. The KCCS will put forward the seismic upgrade of the gymnasium as one of our capital projects. It's most likely that the report on the gymnasium will not be available in time for the capital plan submission and will have to follow later.

Other capital projects that could be put forward by the KCCS are:

- Kerrisdale Arena: CWMM conducted a structural assessment of the arena in 2010.
- Kerrisdale Pool – CWMM conducted a seismic assessment of the Kerrisdale Pool in 2010. If the pool were to be replaced at today's costs the figure would likely be around 4 – 4 ½ million dollars with extra costs incurred for removal of the old pool.
- Renewal of the KCC facility. Note should be made that we have some critical issues (e.g. seniors' centre roof) and other safety related issues.

One suggestion was that rather than giving a dollar figure in our submission we should provide the Park Board with the rationale supporting our submission. Our focus should be on health and safety.

David and Robert will work together to put together an overall strategy for the KCC facilities.

MOVED by David, and seconded that KCCS hire CWMM Consulting Engineers Ltd. (George Strazicich PEng.) to carry out an inspection and seismic assessment of the gymnasium, as per letter dated February 12,2014. CARRIED.

David will notify George that he has been hired to conduct the assessment of the gymnasium.

Robert and David will work on the application to the Park Board's Capital Plan before the deadline (David to draft the submission and provide to Robert for review/additions)

## **5.5 Governance Statement**

This document summarizes and outlines the KCCS's practice of ensuring that investments are financially sound.

MOVED by Ali, and seconded, that the KCCS approves the Governance Statement (with grammatical corrections). CARRIED.

## **5.6 KCCS Barbeque Committee**

Date of barbecue: July 16, 2014.

Venue: Kathleen Bigsby's home.

Oscar asked for volunteers to serve on this committee. The following have volunteered:

- Bill ..... Drinks.

- Anita..... Research of “The Butler Did It” and “the food truck” and provide Oscar with the details by Thursday, May 29<sup>th</sup>.
- Alison

Additional volunteers are required to serve on this committee.

### **5.7 Seniors’ Centre Lunches – Increase in Price**

The 6-month figures already show a \$4,000 deficit from budget for seniors’ centre meals. We require a more detailed explanation of the cause of this deficit. Mary Anne will work with Susan to produce a report over the past 3 years which will include; the budget and deficit on an annual basis, costs and the # of meals served (full means vs. sandwiches). This will be submitted to the Finance Committee for review in June during the budget preparation.

It was felt that we should not wait too long to increase the charge for meals. It would be preferable to have smaller increases more often than wait too long and be forced to implement a larger increase.

### **5.8 Swearing-in: Gail Sparrow and Mary Anne Davies**

Robert handled the swearing in of Mary Anne Davies as a director of the KCCS. Gail Sparrow was not present to be sworn in.

Gail has missed more than 3 board meetings. Robert or Kathleen will speak with Gail.

There is a possibility that Gail may be able to assist in building bridges with Aboriginal youth or to help host an event showcasing aboriginal culture.

### **5.9 Discussion of CRS Position.**

Susan’s position was posted, and closed on April 2<sup>nd</sup>. The Park Board has begun a screening process and will then short-list. It is possible that the Park Board and the Kerrisdale Community Centre Society will begin interviewing short listed applicants in early June.

Daisy Chin has contacted Robert Lockhart regarding the format, interview process and timing. Kathleen has advised Robert to proceed. Kathleen will choose the interview panel. Barb volunteered to participate on this panel.

## **6. RECREATION SUPERVISOR’S REPORT**

- Kristi organized a one-day camp in response to the school strike. The KCC will put on another one-day camp next Friday, June 6<sup>th</sup>. The number of children in the camp is restricted by the number of staff available - one staff members is required to be on duty for each 10 children attending. Don passed on his thanks and congratulations to Kristi on providing these camps.
- Erik was the successful candidate for the acting recreation programmer position (during Jessica’s secondment).
- Summer registrations started last week, on-line registrations on Friday. Our on-line numbers are improving.
- The Magee Pancake Breakfast held last Saturday, May 24<sup>th</sup> was a great success. Magee will be making a donation to the KCCS.
- Colleen Proudfoot has retired and staff will be taking her out for dinner at Minerva’s restaurant in Kerrisdale. Directors are welcome to attend and should

RSVP to Susan or in person to staff at the front desk. Camille will purchase a gift certificate to Pier 1 for Colleen (the amount will be dictated by past practices – detail obtained from Norm).

- Inclement Weather Policy: Staff are working on a policy that would assist in determining staffing/closures for the Maple Grove Pool during inclement weather. The policy will be linked to time as well as to the weather. Susan will bring a draft of this policy to the Executive Meeting on June 11<sup>th</sup>.
- Tennis courts: There is still no signage on the Elm Park tennis courts advertising KCCS responsibility for the tennis lessons. It would be advisable to post a sign at all times when the courts are being used by the KCCS. Susan will follow-up on this.
- Mats in weight room: No signage has been posted requesting members not to drop weights on to the mats in the weight room. Susan will follow-up on this.

Susan left the meeting at 9:10 pm.

**BREAK**

**7. IN CAMERA 9:25 P.M. TO 10:00 P.M.**

**8. ADJOURNMENT: THE MEETING ADJOURNED AT 10:05 P.M.**

**UPCOMING EVENTS:**

Program Committee..... June 4, 2014  
Executive Committee..... June 11, 2014  
Board Meeting ..... June 25, 2014  
Park Board Meetings ..... June 9 and 23, 2014