

MEETING OF THE BOARD OF DIRECTORS

of the

Kerrisdale Community Centre Society (KCCS)

June 25, 2014, 7:30 p.m.

MINUTES

Present: Kathleen Bigsby (Chair), Ron Stromberg, Alexander Cherkezoff, Ali Cheung, Mary Anne Davies, Onno Bakhoven, Barb Mikulec, Don Munton, Anita Fashler, Oscar Bisnar, Keiko Honda, Alison Verghese, David Eaton, Fred Jay

Staff: Susan Mele

Regrets: Robert Lockhart, Colin Booth, Bill Harris, Gail Sparrow

Recorder: Camille Schroenn

1. CALL TO ORDER AND APPROVAL OF AGENDA

The meeting was called to order at 7:33 p.m.

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

2. CORRESPONDENCE/ANNOUNCEMENTS

Card from Colleen Proudfoot thanking the board for the generous gift certificate presented to her on her retirement from the KCC.

3. APPROVAL OF MINUTES OF THE BOARD MEETING, WEDNESDAY, MAY 28, 2014

MOVED by Barb, and seconded, that the minutes be approved as presented.
CARRIED.

4. BUSINESS ARISING FROM THE MINUTES

Don complimented Susan on her prompt attention to his request to display advertising material for the KCC tennis program at Elm Park.

No signage has been posted in the weight room regarding the dropping of weights on to the floor mats. Susan will ensure that signs are posted in the near future.

4.1 Committee Updates

Executive Committee

- The KCCS has sent in its proposals for inclusion in the Capital Plan. To date we have not received a formal response, only an informal one from Park Board staff shortly after the submission deadline, stating that the report is likely to go to Council and Park Board the week of June 27, 2014 (minutes from these meetings have not been published at last inquiry)

- Barb commended the KCC programming staff for their diligence in putting on the day-camps during the school strike. The camps have been fully booked every day.

Finance Committee

There were no questions arising from the Finance Committee minutes.

Program Committee

- The Open House on September 20th will be a youth run affair and will be run jointly with Volunteer Fair.
- The purchase of a larger projection screen was discussed. This would be used not only for movie nights for seniors but for community events as well.
- Crossroads Café: On June 19th Anita introduced Jayne Seagrave who presented “A Complete Guide to BC Campgrounds”. The presentation was entertaining and well received.
- Aboriginal Day: Barb, Robert and Keiko attended this event.
- Item 4 d) Vancouver Foundation Grants: Keiko will follow up on the complete requirements of this grant i.e. could these funds be used to assist youth 19+?

Seniors’ Council

- The raising of the flag ceremony will be held on July 1st at 1:00 p.m. Hot dogs will be served at 12:00 noon.
- Betty’s assistant, Leslie, will be leaving the KCC. The advertisement for this position will run in *The Post* and *The Sun* on June 28 – July 5th. The selection process will commence the week of July 18th. The selection panel will consist of Mary Anne Davis, Anne Monahan or Kathleen Bigsby. Betty will advise Kathleen on the timing of the interviews.
- COSCO: further discussion is required to ascertain if we would like to become a member of this organization.
- Monach: Barbara Mumford takes care of this publication. It would be helpful if we could provide Barbara with software to assist in the layout of the publication. Mention was made that additional care should be taken in proofreading before printing.

4.2 CRS Position Update

Last week Oscar, Kathleen and David attended at City Hall for interviews with candidates for the CRS position at the KCC. Daisy Chin has confirmed that Susan Mele has won the competition and is now the CRS for the Kerrisdale Community Centre. Congratulations to Susan.

Fred Jay arrived at 8:00 p.m.

4.3 Purchasing Cards

The proposed policy, originally submitted to the Board Meeting in May was sent back to Executive for further review. The Board reviewed the amended policy, which incorporated all recommended changes. These changes will ~~alleviate~~ avoid some of the problems experienced by one community centre and ensure adequate oversight. The policy will be reviewed in 6 months.

Note should be made that the Park Board have indicated that they may issue Park Board credit cards to staff to be used for Park Board purchases.

MOVED by Fred, and seconded, to issue KCCS credit cards (issued to selected full-time permanent staff of KCC) for the purposes of making purchases on behalf of the Society compliant with the proposed and drafted policies, procedures and agreement. CARRIED.

Negative vote to be registered: Don Munton

4.4 Seniors' Lunches – Proposed Meal Price Increase

The Seniors' Council proposed an increase in the price of meals in the Seniors' Centre (between 25-50 cents per meal) effective September 1st. A survey taken of seniors shows that most would accept this increase. It should be noted the top-up for these meals is a policy issue and not a budget issue (i.e. this is a subsidy and not a deficit on the balance sheet)

MOVED by Mary Anne, and seconded, that we accept these increases effective September 1 to be included in the August Monach. This policy will be reviewed after we have 6-month actuals. (March 2015). CARRIED.

Kathleen and Ali will develop a policy framework with regard to meal subsidies to present to the board in August.

4.5 Seismic Assessments

David – has not heard from the engineers regarding to the seismic assessment. David will follow up on this.

4.6 KCCS Barbeque

Camille provided an invitation list for approval by the Board. Kathleen will phone Mike Moscovich to emphasize that we would really like him to attend.

Anita expressed the concern that we could run over budget due to the high cost of rentals (equipment, cutlery, glasses etc.). However, there is some flexibility and the budget could be increased. Kegs of beer will be purchased

instead of bottles. Alison will purchase the wine. Camille will send out invitations, monitor RSVPs and provide Anita with the numbers by next week.

Kathleen and Oscar will purchase the gifts for directors who have stepped down within the year and Camille will prepare the certificates.

5. OTHER BUSINESS

5.1 Daytime Birthday Parties at the Play Palace

At their last meeting the Arena and Pool Committee recommended the following:

To ensure safety in the Play Palace the following best practices are recommended:

1. Staff will attempt to greet parents upon arrival (when possible) to state that a parent must be on the Play Palace floor when children are present ('play palace' defined as the area surround).
2. Announcements will be made twice on the PA to stress this responsibility.
3. Walk-through are done daily by supervisors.
4. Spot checks are done regularly by staff to ensure the procedures are being followed.
5. Staff members have orientation and sign off on all procedures.
6. Staff will look into establishing performance evaluation of staff members.

5.2 Volunteer of the Year Awards Committee

A committee was stuck to recommend a volunteer of the year to be presented to the board meeting in November 2014. The committee members are: Barb, Alison and Anita.

BREAK

The board presented Susan with a bouquet of flowers, a helium balloon and a card to congratulate her on winning the CRS position. The board is thrilled to have Susan stay on in this position.

6. RECREATION SUPERVISOR'S REPORT

- Anti-spam legislation comes into effect July 1, and we must ensure that we have members' consent before we send out electronic promotion/messages to them. Susan will work with Kristiina to ensure that this is done.
- The full-day, mandatory, cross-city day-camp training session was most successful. Kristi Douglas is on this committee.
- The repairs to the roof of the Seniors' Centre have commenced and the work is causing some disruption in the parking lot. This work should be complete within 2 weeks. The ant nests, discovered in the roof during the

repairs, have been dealt with. Susan will ask Tony to advise workmen to remove cones in the parking area when they finish work in the afternoons so that patrons can use the parking spaces in the evening.

- Mats in the exercise room: Susan will ensure that a notice is posted to advise patrons not to drop weights on the mats.
- Maple Grove Day- Sun. July 13th. Maple Grove opened on June 21st.
- The day-camps that were put on during the school strike have gone very well. The KCC added 4 camps last week, which were completely full. The regular day-camps start next week.
- WIFI: no decision as been made regarding the installation of WIFI at the KCC. Camille will add this to the agenda for the Executive Meeting in August.
- Pool Programmer Position: Now that Susan has been appointed as permanent CRS the Pool Programmer position will be posted (Denise Yeh currently fills this in an acting capacity).

7. IN CAMERA

8. ADJOURNMENT

The meeting was adjourned at 9:35 p.m.

UPCOMING EVENTS:

Program CommitteeSeptember 3, 2014
Executive Committee August 13, 2014
Board Meeting..... August 27, 2014
Park Board Meetings..... July 7, 2014; July 21, 2014 & September 15, 2014