

# MEETING OF THE BOARD OF DIRECTORS

Of the Kerrisdale Community Centre Society (KCCS)

Wednesday, March 26, 2014, 7:30 p.m.

## MINUTES

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

**Staff:** Jennifer Takai

**Guests:** Daisy Chin

**Regrets:** Colin Booth, Gail Sparrow

**Recorder:** Camille Schroenn

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

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

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

### 2. SWEARING IN OF DIRECTORS – DAISY CHIN

Daisy Chin swore in David Eaton and Kathleen Bigsby as directors.

### 3. CORRESPONDENCE/ANNOUNCEMENTS

A card was received from Susan Duffy thanking the KCCS for the 2013 Volunteer of the Year Award. Camille will arrange for the framing of the picture to be hung in the hallway to the Seniors' Centre.

A letter was received from the Bumblebee Preschool requesting a donation or gift certificate for their Silent Auction.

MOVED by Fred, and seconded, that the KCCS makes a donation of a gift certificate to the Bumblebee Preschool, as previously provided, for programs at the Kerrisdale Community Centre. CARRIED.

### 4. APPROVAL OF MINUTES OF THE BOARD MEETING WEDNESDAY, JANUARY 22, 2014

Amendments:

- Page 3, item 5.3 – change the date of the AGM to read “February 19<sup>th</sup>.”
- Page 3, item 5.4 - change the date for the Program Committee to January 15<sup>th</sup>.

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

### 5. BUSINESS ARISING FROM THE MINUTES

Robert introduced the 4 new board members: Alexander Cherkezoff, Ali Cheung, Anita Fashler and Gail Sparrow. Unfortunately, Gail Sparrow was unable to attend. Daisy Chin, Park Board, handled the swearing-in of returning Board members who were not present at the AGM: David Eaton and Kathleen Bigsby.

## 5.1 Executive Committee

The Sing Tao Newspaper has submitted a request to install a rack in the foyer of the Kerrisdale Community Centre (KCC) for the distribution of their newspaper. Fred will confirm with the editor that the newspaper proposed for distribution at the KCC is a free newspaper. It was pointed out that Sing Tao is available in the Library.

A point to note is that the KCCS Publications policy stipulates that a maximum of 6 newspapers be distributed at the KCC. If the board agrees to allow this paper place in the foyer then one other paper will have to be removed.

Minutes of January 8, 2014.

Amendment: Item #9 – Replace the second sentence “The revenue value.....” with “The value of the gift card spent at the Kerrisdale Community Centre is retained by the Society. “

Minutes of February 12, 2014

The Park Board will be responsible for the cost of repairing the roof of the Seniors’ Centre in the fall.

Minutes of March 12, 2014:

The Kerrisdale Business Association recently offered to pay for WIFI set-up at the KCC so that we could offer viewing of the TED Conference to our community. Due to technical difficulties we were unable to arrange for the set-up within the time frame available. Robert will check with KBA to learn if the offer to help pay for the set-up still stands.

## 5.2 Finance Committee

Minutes of February 12, 2014

#2 clarification: “The Committee agreed that it will be helpful for all committees to direct their financial information requests to Finance Committee in the future.” The Finance committee will clarify the meaning of this at its next meeting.

#3. Request that Norm identify skating revenue as a separate item under “Result of Operations” in the financial statements.

#4. Amendment: Reword the first sentence to read “Currently the summer program coordinators pay admission fees to events and facilities outside the Centre and are reimbursed for these payments by cheque.” Camille will make the corrections to these minutes.

## 5.3 Program Committee

The Program Committee was asked to report on the reasons for the drop in revenues at the KCC. At the Program Committee of February 5, 2014 Jessica was asked to arrange for detailed analysis of revenues for the years 2012, 2013 and 2014 which should include details of total membership, seniors, seniors’ discount,

children and youth and adult and seniors. In addition, she was also requested to provide the annual gross revenues for the last 10 years.  
Susan will follow-up on this item. Camille will forward this to Program Committee members upon receipt.

Minutes of January 15, 2014

Amendments:

#4.4 The last sentence ... an adult supervisor/guider. Remove the word guider.

#5.3 – Wristbands: The current policy of leaving a number of wristbands on the reception counter for pickup encourages abuse of the system. Jen will send a note to Susan to discontinue this practice.

#### **5.4 Seniors' Council**

The new Chair of the Seniors' Council is Mary Anne Davies and as such she will be appointed to the board of directors. The Co-chair is Anne Monahan.

#### **5.5 Pool and Arena Committee**

Children's birthday parties:

There is a question surrounding the revenues from birthday parties held at the Arena and who should be receiving these revenues. Is the Park Board renting or are they charging admission to use the space? The Society expects that KCCS should receive the revenue from birthday parties if the space is being rented (i.e., fees greater than cost of entry for the number of participants is being charged).

Arena staff have been asked to develop orientation procedures for parents holding/attending birthday parties at the Arena. Parents are responsible for the supervision of the children attending and no child should enter the arena without a parent present. This item will go back to the Program Committee for consideration.

**Free/subsidized Christmas Skate:** Coordination of free/subsidized skates during the Christmas break was discussed; further discussion is required.

**Break – 8:43 to 8:55 p.m.**

Board members posed for the annual photograph to be posted on the web.

### **6. OTHER BUSINESS**

#### **6.1 Election of Executive**

The Executive Committee proposed a slate for 2014-15 Executive Committee membership. David Eaton called for nominations from the floor for each position on the Executive Committee. The following were elected by acclamation:

President	Kathleen Bigsby
Vice-President	Barb Mikulec
Vice-President	Oscar Bisnar
Treasurer	Ali Cheung
Secretary	David Eaton

Robert Lockhart will assume the role of Past President.

## **6.2 Committee Membership**

The Executive Committee presented a draft list of committees members (2014-2015) for approval.

MOVED by Barb, and seconded, that we accept the committee structure as outlined and that each committee choose its chair at the first meeting. CARRIED.

Camille will work with each committee to develop a schedule of dates for the first meetings of these committees.

## **6.3 BCRPA – Attendance**

The BCRPA Symposium will be held in Kelowna April 23-25<sup>th</sup>. Robert and Erik Price (staff) will attend and report back to the board.

## **7. RECREATION SUPERVISOR'S REPORT**

Jennifer Takai introduced herself to the board. Jennifer has moved from her position as pool programmer to seniors' programmer, sharing the position with Pam Andrews, in the Seniors' Centre.

The report on the spring registrations will go to the Finance Committee next month. More people are using on-line registrations and this is alleviating the pressure on the front desk staff. Currently the policy stipulates a 60-40 split in registrations (on-line/in person). Any revisions to this policy should be done through the Program Committee.

Jessica Yee has been seconded to work on the fall election. It is assumed that Erik will fill the temporary Programmer's position. However, the position will have to be posted if there are any other expressions of interest. The Park Board will pay Erik's salary.

Jessica will advise the board of her replacement on the Community Engagement Committee.

Jennifer will ask Susan Mele to provide the board with a copy of the Park Board budget for the Kerrisdale Community Centre.

Jennifer Takai left the meeting at 9:17 p.m.

Robert passed the chairing of the meeting to Kathleen.

## **8. IN CAMERA 9:20 P.M. – 10:00 P.M.**

## **9. ADJOURNMENT**

**Next Meeting: April 23, 2014 at 7:30 p.m.**