

MEETING OF THE BOARD OF DIRECTORS

of the Kerrisdale Community Centre Society (KCCS)

OCTOBER 22, 2014, 7:30 p.m.

MINUTES

Present: Kathleen Bigsby (Chair), Ali Cheung, Alison Verghese, Barb Mikulec, Bill Harris, Colin Booth, David Eaton, Fred Jay, Keiko Honda, Oscar Bisnar, Robert Lockhart, Ron Stromberg, Mary Anne Davies
Staff: Kristi Douglas, Denise Yeh, Grant Matsuda
Regrets: Don Munton, Donald Wong (absent), Anita Fashler, Onno Bakhoven
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. CORRESPONDENCE/ANNOUNCEMENTS

Alison has been selected as the successful applicant for the position of Administrative Assistant and has, therefore, resigned as a director of the KCCS.

3. APPROVAL OF THE MINUTES OF THE BOARD MEETING

WEDNESDAY, SEPTEMBER 24, 2014

Amendment: Note that Oscar Bisnar was in attendance at this meeting.

MOVED by Robert, and seconded, that the minutes of September 24 2014 be approved as amended. CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4.1 Maple Grove Report – Denise Yeh

Denise gave a verbal report (the report was included in the board package).

Denise confirmed that lifeguards are able to respond to any first aid requirements in the park. Kathleen requested that the washrooms at the Maple Grove Pool be upgraded. Denise will follow up with the Park Board to request that this is done. In addition, Jen will check to see if the washroom upgrade was included in the City's 5-year plan.

Revenue was up this year, although attendance was a little lower.

4.2 Play Palace Report – Grant Matsuda

Grants reviewed the report with those present. Points to note are:

- Private parties are the society's responsibility with revenues going to them. This year the private parties were booked to 81-82% of capacity.
- Names on BCSA permits and licenses were changed to: Vancouver Board of Parks and Recreation – Kerrisdale Community Centre Society (Kerrisdale Play Palace).
- The cash-handling policy has been changed and is now stricter. One cashier is on duty throughout the day. This helps ensure that the information given out during the day is consistent.
- Fees and charges increased by 5% this year with a further increase of 5% planned for 2015 (prices haven't increased in the last 7 years although staff wages have increased by 14%).
- The Park Board will draft a Memorandum of Understanding with the Society regarding shared costs, revenues and operational decision-making etc. This is still in the initial stages and to date the Park Board has not contacted Kathleen in this regard. Grant will follow-up with the Park Board regarding this.
- We need to purchase 4 new inflatables for delivery in 2015 (cost approx. \$50,000). However, the cost-sharing agreement between the Park Board and the KCCS will have to be finalized before the KCCS can commit to this expense. The KCCS 2014-15 budget has not allowed for this item. There is some urgency to this purchase as the equipment will have to be ordered fairly soon – they are built to order and delivery will take 2 months. Note was made that the replacement of the equipment was strongly suggested by the BC Safety Authority.
- There was a request to have the percentage of revenues and expenses for Park Board and KCCS reported side by side. Grant will provide this detail in future reports.
- Options for making KCCS parties more attractive and increasing revenues were discussed. These private parties can accommodate up to 100 children. Park Board public parties during the day are based on 20 children max. attending. Kristi will assist the Board to survey those who booked private parties in 2014 to assess the needs of patrons. Advertising Vancouver-wide could be an option.
- The society is not responsible for rentals at the Arena.

MOVED by Barb, and seconded, that all fees and charges of the Play Palace be increased in 2015 by 5%. MOTION TABLED.

MOVED by Robert, and seconded, that we table the motion on a fee increase until after research is completed on costs at other facilities and on the needs of clients. CARRIED. To be revisited in November.

Camille will add this item to the board meeting agenda in November.

Grant and Jennifer left the meeting at 8:05 p.m.

Executive Committee

- Kitchen Herb Garden: the Seniors' Council will revisit this item.
- All Candidates Meetings: Kathleen presented the worksheet and discussed the requirements/duties with directors. The following tasks were assigned.
 - Moderator: Robert Lockhart
 - Keiko will greet candidates
 - Bill will provide general support.
 - Mary Anne will sort questions.
 - Camille will track on RSVP.
- Staff to attend to deal with emergencies are Randy Chan on October 27th and David Bai on November 2nd.
- Approximately 150-200 people are expected to attend each event, which will be held in the auditorium.
- Media relations: Trevor Boudreau will deal with the media.
- Safety: First aid attendants will be available.
- All directors should arrive by 6:30 p.m. and ensure that they wear their nametags.
- Kathleen will liaise with the local police about the possibility of casually popping in to the events. The Arbutus Corridor and the pipeline issues may be contentious at the Council All Candidates Meeting.

Finance Committee

- Staff credit cards: There have been no issues identified relating to the use of these cards.
- Direct payroll for instructors: This has not yet been implemented – it is a work in progress.
- Financial audit for the August 31, 2014 is currently been done. A draft statement will be available in November. Some numbers may change as the audit progresses.
Note was made that the interest projected to be earned is potentially lower than previous years. Ali will look into this.

Program Committee

KCC website upgrade: Kristiina Oinonen (KCCS website designer) recommended that we upgrade the KCC website to an interactive one which would change the functionality of the system and make it more responsive. The cost of this upgrade is \$3000. Kristiina will provide technical support and would be willing to provide training for staff and directors if necessary. We will proceed with this upgrade, which will be paid out of the Program Committee budget.

Seniors' Council

- The Seniors' Council wishes to purchase new tables and chairs. Mary Anne will meet with Jennifer to develop an estimate of costs.

- Book storage: Dollar amounts still need to be defined.

BREAK

5. OTHER BUSINESS

5.1 By-Law Amendment

Robert and Oscar provided edits to the KCCS Constitution and By-laws. The amendments must be approved by November in preparation for final approval at the AGM on 18 February 2015. These will have to be posted at least 14 days prior to the AGM. After approval the changes will need to be filed with the BC Registry Services

Clause 2 d) will be left in. Ali will draft wording that is more inline with our investment policy.

Clauses 34 and 35: Ali to ensure that the wording is consistent.

Constitution #6 – this clause is unalterable and should not be changed. The constitution will come back to the next November Board Meeting.

In addition other policies in the board binder will be streamlined. These changes will only require board approval.

Kathleen will find out where the KCCS official seal is located.

5.2 Committee Goals Update

The chairs of committee will be asked to provide committee goals updates for the Executive/Board Meetings in November.

5.3 Christmas Party Committee

The Christmas Party Committee members are: Colin, Anita and Bill.

5.4 Nominations Committee

The Nomination Committee members are: Fred (chair), Alex and Don Munton. The committee should refer to the Terms of Reference in the board binder.

5.5 Volunteer of the Year Award (VOY) – Barb

Changes to the Volunteer of the Year Award policy has been reviewed by the Executive. The suggested changes to the policy reflect that this award has changed from being a Park Board Volunteer of the Year award to a KCCS Volunteer of the Year award. Kathleen requested that the word “recipient” be changed to “recipient(s)”. The Terms of Reference will also have to be modified to reflect these changes.

MOVED by Barb, and seconded, that we change the wording of the policy in the board binder, section 3. CARRIED

The VOY Committee, Barb, Alison and Anita, jointly nominated Bernie Percy and Mary Dopson for this award. The wording of Mary Dopson’s profile was changed to reflect that she is “1 of 9 members of the Seniors’ Council”.

MOVED by Barb and seconded, that Bernie and Mary Dopson be nominated as recipients of the Volunteer of the Year award. CARRIED.

6. RECREATION SUPERVISOR’S REPORT

- Advance polling: the City has produced pamphlets to advertise advance polling. The KCC gymnasium will be one location for this polling. Erik has prepared a modified fitness schedule to accommodate this – each teacher will lose 2 classes. Kristi will continue to monitor this.
- KCC Halloween Carnival – Saturday, October 25th.
- Norm is off work due to a back injury. We have been able to maintain function in his absence.
- Susan will return to the KCC in mid-November. Kristi thanked all for their patience in Susan’s absence.
- All Candidates Meetings: staff will provide support for this event. Robert has produced posters which advertise these events at various community centres. Kristi will investigate the possibility of obtaining the Youth Committee’s assistance to get these posters displayed in the schools. This would expose the youth to civic activities from an educational point of view. Alison will post the pamphlet at her daughter’s school.

Erik will post the 2 Kerrisdale All Candidates meetings on Facebook.
Kathleen will send PDFs of the posters to Keiko.

7. IN CAMERA 9:35 P.M. TO 9:45 P.M.

8. ADJOURNMENT

The meeting adjourned at 9:45 p.m.

UPCOMING EVENTS

Program Committee	November 5, 2014
Executive Committee	November 12, 2014
Board Meeting	November 26, 2014
Park Board Meetings	November 24, 2014