

**Board of Directors Meeting**  
of the  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday, 28 September, 2016 at 7:30pm**

**MINUTES**

**Present:** Robert Lockhart (Chair), David Eaton, Don Munton, Angel Chan, Melina Hung, Humaira Akhtar, Oscar Bisnar (late arrival), Alex Cherkezoff, Fred Jay, Anne Monahan, Keiko Honda, Barb Mikulec (early departure)  
**Regrets:** Morag Pansegrau, Duncan Ainslie, Kathleen Bigsby, Casey Crawford, Avalon Bourne  
**Absent:** Jennae Gedeon  
**Staff:** Susan Mele  
**Recorder:** Alison Verghese

**1. Call to order and Welcome**

The meeting was called to order at 7:30 pm.

- Robert reported that Kathleen, Oscar and Casey are attending a Park Board meeting to discuss the JOA. This recently scheduled meeting has also affected three other CCAs who had Board meetings tonight.
- Robert has agreed to chair tonight's meeting.

**1.1 APPROVAL OF AGENDA of August 24, 2015**

**MOVED** by Alex and seconded, that the agenda be adopted as presented. **CARRIED**

**2.** Items for Information (under the Consent Agenda) were circulated by emailed prior to the meeting.

**3. MATTERS arising from the Minutes/Reports (Items removed from Consent Agenda)**

3.1 Item 2.7 Program Minutes of 2016-09-07

Barb queried the clash of dates for the Program Committee meeting and Christmas Party. Don advised that this will be discussed at the next Program meeting.

3.2 Item 2.4 Community Engagement Minutes of 2016-09-01

**Item 1 CEC TOR:**

- Concern was raised about the Committee's suggested minor change to the revised TOR under Membership: *"The Committee shall have no fewer than four members, including KCCS directors and interested members of the Society"*.
- The sentence as written, contravenes the revised TOR that was ratified last month. The CEC Membership cannot operate as a Board Committee with less than four KCCS directors.

Keiko will take this back to the committee to reassess the wording at their next meeting.

**Item 2 Opera Zone:**

There was also concern raised in regards the action plan to pay Jane Perrett an honorarium of \$750 for her monthly free performances. It was recommended that the committee reassess the minutes to reflect the exact reasons for the payment:

- If we are paying for a service, we are obligated to pay liabilities like CPP, income tax and insurance
- If we are paying for cost recovery, we should be invoiced for the expenses incurred
- If we are paying for an honorarium, we should pay the same fee as per Cross Roads Café speakers

- The CEC has previously been required to address similar concerns with UBC student interns on CPP and Worksafe BC.

After a lengthy discussion, the Board was prompted to consider:

- Drafting a policy to provide guidelines to define honorariums, gifts and service contracts to volunteers
- The caveat in issuing honorariums as a gift arbitrarily and without a method to determine criteria could raise potential problems. \$750 is a large amount “as a gift” and we have many volunteers in the Centre, especially seniors, who give their time over long periods and also incur travel plus other expenses without compensation
- How will the Program Committee move forward with the Opera Series?

The Opera Series has proven its success and continues to be popular at the Centre. It is without doubt, a credit to Jane and other performers for their hard work and talent. Keiko confirmed that Jane did not request the money but the CEC wanted to give her something as a gesture of appreciation, especially as she drives roundtrip from Abbotsford at each performance. The original agreement when the opera series was mounted was 100% no cost to the Society.

It was recommended we give Jane Perrett a small honorarium as a gift and the rest would be a cheque for reimbursed expenses. CEC will follow up.

#### **4. STANDING ITEMS**

##### **4.1 Commissioner’s Report – Casey Crawford**

Park Board Liaison Reports for September were circulated in the Board package without further discussion. Casey did not attend our Board meeting due to PB’s JOA meeting.

#### **5. ITEMS FOR DECISION**

##### **5.1 Approve Consent Agenda – Motion to adopt Item 2 as presented**

**MOVED** by Alex and seconded to accept the Consent Agenda excluding item 2.4 Community Engagement Minutes of 2016-09-01. **CARRIED**

##### **5.2 KCCS Expense Policy and Procedure – Motion to approve draft policy**

Robert commented on the need to create a policy for Directors, employees and others working on behalf of the Society in reporting expenses incurred while conducting Society business activities. The two-page document is quite straight forward and there was no further discussion.

**MOVED** by Angel and seconded to adopt the KCCS Expense Policy and Procedure document as presented. **CARRIED**

##### **5.3 Committee appointments – Motion to approve appointment of Board committee members**

With the recent resignations of two Directors and new community members expressing interest to volunteer on our Board Committees, the following appointments require approval from the Board:

##### **Rentals: Requires 3 Directors^**

- ^Kathleen has expressed her interest in replacing Bill Harris if numbers are insufficient
- ^Duncan Ainslie and Dave Anderson (community member) have expressed interest to join. Dave is a retired Sleep Country executive.
- ^Barb Mikulec has asked tonight to opt out of this committee.

##### **Communications: Requires 4 Directors^**

- ^Morag Pansegrau, ^Jennae Gedeon and Jumy Ogunsola (community member) have expressed interest. More Board members are needed.

#### **Community Engagement (CEC): Requires 4 Directors^**

- ^Keiko Honda, ^Fred Jay, ^Avalon Bourne are current Board members
- Colin Booth is a current community member
- ^Alex Cherkezoff and Kevin Wong (community member) have expressed interest. Kevin has an accountancy background and teaches mah-jong at the centre on Wednesday mornings as a volunteer.

#### **Board Liaison to the Seniors' Council: Requires 2 Directors^**

- ^Morag Pansegrau is a current Board member
- ^Fred Jay has expressed interest to fill the vacancy created by Bill's resignation

#### **Nominations: Requires 3 Directors^**

- ^Don Munton, ^Morag Pansegrau and ^Keiko Honda are willing to form the ad-hoc committee.

**MOVED** by Don and seconded to table Committee appointments for ratification in October. **CARRIED**

Barb left the meeting at 8:11 pm

**5.4 Community Engagement Committee proposal** – Motion to approve free room rental for External Group Keiko fielded questions and elaborated on the rationale for Village Vancouver (VV), a non profit seed saving organisation to receive a waiver for room rental fees at KCC. It was noted that:

- There are 4 or 5 other community centres in Vancouver that host this group regularly. They all offer free space.
- VV is a transition movement in Vancouver that promotes awareness in organic seeds. Seeds are donated to members and other local community gardens. The group hosts educational and resource workshops that are tailored to the needs and interest of the local participants. We could be hosting 3 or more workshops a year to reflect the demands of the seasons.
- The goal at the end of the day is to form a Seed Saving Club for Kerrisdale members but there was concern raised about having the name "Kerrisdale" associated with the Seed Saving Club, before its establishment. Keiko noted this for future advertising.
- Robert referenced the new Rental Policy for External Groups to ensure that VV complies with the criteria to receive a waiver. The group has been in discussion with Hardeep regarding room availability.
- The workshops are open to the public, free of charge. Participants do not have to be members of KCCS.
- Robert noted that we should be capturing data or at the very least documenting attendees' name, phone and email addresses so they can be notified of future KCC promotions and events.
- It was noted that Kerrisdale's Thunderbird Minor Hockey has a standing rental agreement with KCCS. The group must hold an annual membership with the Society to qualify for a waiver in room rental fees.
- To gauge the level of community interest in this initiative, a trial workshop was held at the centre on Sunday, September 25. Over twenty participants registered and showed up for the two free Seed Saving sessions (1-4:30pm) that was advertised in our program brochure. It is hoped that this group will become the founding members of the "Kerrisdale" Seed Saving Club.

**MOVED** by Don and seconded that KCCS will provide free room rental for two sessions of the Seed Saving Club Workshops on October 23 plus one other session, with subsequent review on further requests. **CARRIED**

CEC will follow up on the challenges of capturing participants' information at each event and designate a person(s) responsible for this task.

**5.5 Annual Christmas Party** – Call for volunteers to form ad-hoc committee: NOTE change of date.

Melina, Angel and Shannon have kindly volunteered to form the Planning Committee for the annual KCC Christmas Party, which has been moved forward to be held on the first Wednesday in December.

## 6. ITEMS FOR DISCUSSION

**6.1 Board meeting format** – Consent Agenda review responses were provided for review (tabled at the June and August meetings)

**MOVED** by David and seconded to approve the process of the consent agenda format as currently presented.  
**CARRIED**

**6.2 Draft minutes 2 weeks following Board meeting**

Everyone agreed in the value of receiving the draft minutes two weeks following the Board meeting.

**6.3 Special General Meeting** – Approval of the membership is needed for changes to our constitution and bylaws to meet the requirements of the new Societies Act

- Once the new Act comes into effect in November 2016, there may be aspects of our rules that are contrary to the provisions of the new Act. For example, quorum required for an AGM.
- If our rules are not in compliance of the new Act, the default will fall to the Societies Act.
- Don commented that the lawyer from the workshop he attended last year, strongly recommended to change our bylaws and constitution before the Act comes into effect.
- We are looking at a potential special general meeting in November to ratify the changes to meet the Societies Act and require 14-days notice to the public.

**6.4 Playground toys for sharing**

Susan confirmed the playground in question belongs to the Park Board and not ours, so is a non issue for us.

Noted: Humaira announced that action plans are still pending from the **Building Maintenance** and **CEC** committees re: 2005 NA recommendations. A summary report to wrap up on findings is due in October.

Oscar arrived at the meeting 8:50 pm

**BREAK** 8:49 pm – 9:06 pm

## 7. Pending Items

7.4 The Seniors Council Minutes of September 12 was circulated separately from the Board package as an item of information. It was not included in the consent agenda and requires approval in October.

Susan Mele left the meeting at 9:09 pm

In-camera Meeting: 9:09 pm – 9:59 pm

**ADJOURNMENT** – The meeting adjourned at **9:59** pm.

**NEXT MEETING:** November 23, 2016 at 7:30 pm

### UPCOMING MEETINGS AND EVENTS:

<b>Rental Committee</b>	Tuesday, 4 October 2016 – 7:00 pm	<b>Park Board</b>	Monday, 3 & 24 October 2016 – 7pm
<b>Youth Committee</b>	Tuesday, 4 October 2016 – 7:00 pm	<b>World Thrombosis Day</b>	Thursday, 13 October 2016
<b>Program Committee</b>	Wednesday, 5 October 2016 – 7:30 pm		
<b>Seniors Council</b>	Monday, 10 October 2016 – 1:00 pm		
<b>Board Development</b>	Wednesday, 12 October 2016 – 5:00 pm		
<b>Community Engagement</b>	Wednesday, 12 October 2016 – 6:00 pm		
<b>Finance Committee</b>	Wednesday, 12 October 2016 – 6:00 pm		
<b>Executive Committee</b>	Wednesday, 12 October 2016 – 7:30 pm		
<b>Board Meeting</b>	Wednesday, 26 October 2016 – 7:30 pm		