

**Board of Directors Meeting**  
**of the**  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday, 23 November 2016 at 7:30pm**

**MINUTES**

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

**1. Call to order and Welcome**

The meeting was called to order at 7:29 pm

**1.1 APPROVAL OF AGENDA of November 23, 2016**

- Withdraw Item 5.2 – Pool and Arena TOR requires more work and will be resubmitted in January
- Additional Item 5.5 – Artist in Residence fund
- Additional Item 5.6 – Change of Society's bank accounts

**MOVED** by Robert and seconded, that the Agenda be adopted as amended. **CARRIED**

**1.2 Play Palace Report 2016**

Maegan presented a brief overview and fielded questions on the 2016 Play Palace report, which was circulated by email to members prior to the meeting.

- The overall revenue was down on 2015 but up on 2014.
- The Society's private parties were consistent at 74% capacity, booking 137/186.
- There was a BC safety requirement to have two staff on the floor for the inflatables. To offset staff costs, PA1 instead of PA2 staff were hired in the evenings.
- Overall, expenses were consistent with previous years except for licenses, which were lower this year.

Maegan will implement the following suggestions next year:

- Staff to track weather conditions for next season so that data captured between attendance and weather can be correlated. This follows Maegan's comment that the draw of the Play Palace is weather driven and that parents generally prefer their children play outside on a sunny day, then be indoors.
- Instruct staff to ensure that parents and guardians are aware that they are responsible for supervising their child at all times. As per previous discussions from an incident that occurred a couple of years ago, problems mostly happen at parties. Maegan will track down the current orientation material prescribed and follow up with a reminder/notation on the program booking and or receipt.

Maegan left the meeting at 7:48 pm

**2. STANDING ITEMS**

**2.1 Commissioner's Report – Casey Crawford**

Casey provided a brief summation of the November Liaison report that was circulated by email prior to the meeting. Following questions from the floor, there was a lengthy discussion about the current JOA negotiations.

- PB will present the final draft JOA in a public forum on December 12. A second look, for the public's input and feedback will take place in a special meeting on January 25, 2017
- Casey will follow up on the policy requiring patrons to identify their residency and provide some names of individuals who lobbied for this policy. The Board would like more information regarding why it is needed and when is it required? Details may also be found in the November 14 PB minutes.
- Casey confirmed that PB Commissioners were advised by legal counsel to exercise their fiduciary duty to show the public their neutrality in the negotiation process. Commissioners are only involved as listeners. CCA's have voiced concerns that some Commissioners have sided strongly with the staff proposals, as had the mediator.
- The process in renegotiating the JOA has spanned over 20 years with many board members and staff dealing with it and moving on without an outcome. PB now view they are closer than ever before to a resolution but CCAs are frustrated and concerned with the current process that, in the guise of consulting, has left them feeling dictated to and threatened with eviction if they don't agree.
- A city-wide consensus document compiled by 15 CCAs was sent to all Commissioners from Kathleen. The majority of community centres in Vancouver agree that PB don't understand how CCAs operate and pulling this agreement together was a massive exercise in getting so many people together over the past 2-months. Casey acknowledged that he had not read the document.
- The G6 still has an injunction in place. PB cannot end the JOA for those associations without going to court.

Oscar thanked Casey for his candor in meeting the challenge of this hot topic head on. It concluded in a very valuable and informative open dialogue for all. Kathleen will send Casey some historical information about KCCS and keep him in the loop on our correspondence with the city moving forward.

Duncan arrived 8:23 pm

Casey left the meeting at 8:33 pm

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

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

4.1 Items 3.2 and 3.3 Board Development Committee

Barb queried the number of members on this committee and whether it was too small to function effectively. The chair of the BDC was not available to comment. Kathleen noted that the Board and most committees have only one more meeting before the AGM. The Board committee structure will be discussed in January.

**MOVED** by David and seconded to adopted Items 3.2 and 3.3 as presented. **CARRIED**

5. **ITEMS FOR DECISION**

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

**MOVED** by Don and seconded that the Consent Agenda be adopted excluding 3.1 and 3.2. **CARRIED**

5.2 **Pool and Arena TOR** – motion to adopt revised TOR has been withdrawn until January.

5.3 **Honoraria Policy** – motion to adopt new Honoraria policy

There were some serious concerns regarding the use of honoraria as an alternative way of payment that could potentially put the Society in violation of CRA regulations. Robert explained the reasons why it was necessary to

develop this new policy, the process of when it would be utilised and establishes the Finance committee as the body that will determine the dollar value if an honorarium is applied.

**MOVED** by Robert and seconded to adopt the new Honoraria Policy as presented. **CARRIED**

#### **5.4 Revised Signing Authority Policy – motion to adopt amendments**

While researching the honoraria policy, the Executive committee discovered an error in the Signing Authority policy which the Board passed in March. The intent of the motion is to make stipend agreements separate from the hiring of employees and contractors. It is also our fiduciary duty to maintain a transparent paper trail that is compliant with CRA and consistent with our own honoraria and gift policies.

**MOVED** by Robert and seconded to adopt the amendments as proposed. **CARRIED**

#### **5.5 Artist in Residence fund**

The Artist in Residence project, which is already underway, had a \$12k budget that was approved last year but was inadvertently left out of the 2016-17 budget. This budget comprises \$7k received from Park Board and \$5k from KCCS. The Society's contribution is made up of \$4k from the Pool & Arena Committee and \$1k top approved in last year's budget.

**MOVED** by Angel and seconded to amend the 2017 budget to include \$12k for the Artist in Residence project in the Pool and Arena Committee budget; this had been previously approved by the Board but inadvertently omitted in the budget. **CARRIED**

#### **5.6 Change of Society's Bank Accounts**

After a number of mishaps with HSBC, our Accountant undertook some research and found that RBC would provide the Society with better rates for our credit cards, lower fees for managing our bank accounts, and hopefully, more efficient customer service. The request to switch banks was presented and approved by the Finance Committee in November.

**MOVED** by Angel and seconded to approve the change of Society's bank account from HSBC to RBC and to include the following directors as the bank signatories of the new RBC bank accounts: Kathleen Bigsby, Oscar Bisnar, Robert Lockhart, Barb Mikulec and Don Munton. **CARRIED**

### **6. ITEMS FOR DISCUSSION – none**

**BREAK** 8:55 pm – 9:11 pm

Hardeep and Barb left the meeting at 9:10 pm

In-camera Meeting: 9:11 pm – 10:01 pm

### **ADJOURNMENT**

The meeting adjourned at 10:01 pm

**NEXT MEETING:** January 18, 2017 at 7:30 pm

### **UPCOMING MEETINGS AND EVENTS:**

Youth Committee	Monday	12 December 2016 – 7:00 pm
Seniors Council	Monday	12 December 2016 – 1:00 pm
Executive Committee	Wednesday	14 December 2016 – 7:30 pm
Executive Committee	Wednesday	11 January 2017 – 7:30 pm
Finance Committee	Wednesday	11 January 2017 – 6:00 pm
Board Meeting	Wednesday	18 January 2017 – 7:30 pm