

**Board of Directors Meeting**  
of the  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday, 23 August 2017 at 7:00pm**

**MINUTES**

**Present:** Kathleen Bigsby, (Chair), Robert Lockhart, Michael Tjaya, Don Munton, David Eaton, Humaira Akhtar, Arjan Grewal, Melissa Woo, Melina Hung, Alex Cherkezoff, Morag Pansegrau, Fred Jay  
**Regrets:** Keiko Honda, Hamza Kamal, Oscar Bisnar, Duncan Ainslie, Anne Monahan, Daniel Conrad, Casey Crawford  
**Staff:** Susan Mele  
**Recorder:** Alison Verghese

**1. Call to order and Welcome**

The meeting was called to order at 7:00 pm

Kathleen circulated a sign-up sheet for volunteers to enlist for our upcoming three events in September.

**1.1 APPROVAL OF AGENDA**

**MOVED** by Melina and seconded, that the Agenda be adopted as presented. **CARRIED**

**2. STANDING ITEMS**

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

- This is the 5th consecutive Board meeting that our liaison commissioner has missed. The Board expressed its concern at this lack of opportunity to receive information and ask questions.
- A discrepancy was highlighted between what Donnie Rosa, (Director of Recreation) said and what appears in the Commissioner's report, with regard to CCAs receiving special treatment. It was noted that in the July report, Park Board will provide Strathcona special provisions for extra funding for the Leisure Access Programs subsidies. Robert asked if this could be included in Strathcona's Appendices.
- Also noted is our support for the increase of DCL rates for developers but opposition to the proposed reduction of DCL revenue allocation to parks from 41% to 18%.

**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)**

Item 3.5 Summary of Strategic Planning Workshop

- Humaira reported that the second page of her report was missing from the package. Humaira will recirculate the summary by email. Alison will include the second page the package for the records.
- Don noted that a strategic plan process could benefit the Needs Assessment committee and will follow up with Humaira.

**MOTION:** Moved by David and seconded, that the Strategic Planning Workshop report be approved as amended. **CARRIED**

**5. ITEMS FOR DECISION**

**5.1 Approve the Consent Agenda**

**MOTION:** Moved by Alex and seconded, that the Consent Agenda be adopted with the exclusion of Item 3.5 as presented. **CARRIED**

**5.2 General Budget review - Michael**

Michael presented the proposed budget for 2017-18. It was discussed and reviewed by the Board with the following comments and adjustments:

- Based on the current proposal, the overall overhead expenses will increase 11%.
- **Board Development** (\$14.5K) and **Community Needs Assessment** (\$6.4K) committees did not submit a budget request. It was recommended that they receive the same as last year.
- Unspent **Archiving & Digitizing** is a restricted fund and will roll over to a new fiscal year until the job is completed.
- **Building Maintenance** - up 483%. The objective is to improve the overall appearance of the building and may be contingent on how the JOA will play out.
- **Youth** - up 88% from \$5,320 to \$10K
- **Program** - budget needs its own category and not have its expenses be part of individual overhead expenses.
- **Executive** committee have projected for an increased cost in **Secretarial services**, up 21%. It will cover a variety of contingency issues that may develop as a result of the JOA discussions.
- **Staff costs** - up 13% based on current projections plus an estimate of 2.4% CUPE increase. However, this cost will increase substantially, around 25% if we sign the JOA. Note: amend CUPE to 1.5%.
- **Website renewal project** (\$25K), requested by the **Executive** committee is inaccurately labelled. The budget is for the **Communication committee** and the **Communications & Promotions** budget of \$4.5K
- **Miscellaneous Expenses** - is the budget for the **Rental** committee (\$300). Michael will follow up on what the \$1,651 was spent on for Sep/16-Jun/17.
- **Capital Purchases** - questions raised for Michael:
  - i. why has it been cut to \$68K (down 49%) and what was the \$135,650 in 2016-17 approved for?
  - ii. piano tuning & repairs are not capital purchases. Refer to **Program** committee budget.
  - iii. where is the budget for vehicle maintenance and insurance listed?  
Michael to follow up on what the approved budget in 2016/17 for \$134,650 was for.
- **Community Engagement** - budget requires further clarification on the following:
  - \$2,200 Playbook
  - \$1,500 Playbook publications
  - \$1,500 Projects
  - the portion designated for the Opera Zone needs to be reviewed
- A request for assistance in understanding the principles of budgeting was raised by Alex, who is a member of the CEC.

**MOTION:** Moved by Robert and seconded to remove the proposed **CEC budget**, pending further clarification. **CARRIED**

- **Restricted Funds** - allocated for Legal (\$10K) and Media (\$13K) funds. After a brief discussion, it was recommended that the Finance committee provide further clarification and return for next month.

**MOTION:** Moved by Don and seconded to remove the **restricted funds** from the operating budget, pending further clarification. **CARRIED**

- **Budget Proposal for fiscal 2017-18** - we are passing this budget as if business will continue as it has operating under the existing 1979 JOA. It is difficult to budget and plan accurately with the uncertainty of the new JOA.

**MOTION:** Moved by Alex and seconded that the proposed 2017-18 budget be approved, with the exception of those budgets items that were removed for further clarification. **CARRIED**

Michael to tweak the categories under the budget that reflects the committee's requests as per last year. The Program committee budget needs to be listed with sub headers, listing the components of its budget.

## 6. ITEMS FOR DISCUSSION

### 6.1 Finance Reports and Committee Minutes - Michael

- The Investment policy review is a work in progress and he is working closely with David Mordant.
- Update on the minutes, Item 6 (on page 20): We received a note from Donnie Rosa, Director of Recreation confirming that our share of the revenue from the vending machines will be paid retroactively and that all monies will be paid by the end of the year. There was no explanation why the payments had stopped but it will now be reinstated. We agreed to have the terms of the revenue sharing for vending machines spelled out in an Appendix to the new JOA.
- Our program revenue is strong this year, up by \$200K and has been attributed this to the following:
  - Programmers are efficient in adding additional classes that attract more participants
  - Program Committee/Programmers have been evaluating programs after each quarter. These reviews have enabled new programs and trends to be identified and implemented.
  - Finance committee in recent years have been monitoring the cost structure of programs to ensure they are sustainable.
- It was noted that Seniors Kitchen sales (year-to-date) are down, wages are increasing, but the expenses have dropped considerably due to lower supplier costs.

**BREAK** 8:15 pm - 8:23 pm

A card from Melina and Open House flyer was circulated. Kathleen will chase up the sign-up sheet with those people who are away.

### 6.2 G3 JOA Concerns - Don

There was a lengthy discussion on the 1-page brief that will act as the framework for our September 19 meeting:

- We will highlight the net benefits of the proposed agreement but the negatives outweigh the positives.
- The top three challenges will include: Membership, Finance and Management. We need to mention PB's lack of commitment towards CCA sustainability and interference in the Society's internal governance.
- Kathleen first wrote to PB in June and twice subsequently requesting evidence that justifies their claim that we owe them \$966K. We have given them until the end of the August to respond.
- In the interest of keeping the handout succinct and clear for people to understand, Don has done a masterful job in containing our top issues to 1-page.

### 6.3 General Meeting of the Membership - Sept 19

The objective in holding this meeting is to ask KCCS members to vote to accept or reject the proposed JOA:

- The Notice of Meeting must be out by August 20 (bulletin boards, social media, Courier and via email).
- Notify people what this meeting is for and provide background information.
- Attending members with a current "green" membership card are eligible to vote. We will stamp or punch their cards to prevent people from voting twice.
- The winning margin is 50% plus one of ballots received. The result will be binding on the Board.
- We will have a secret ballot in a sealed box
- We will request other CCA presidents and/or a retired commissioner to attend as scrutineers.
- Our membership year expires at the end of August. Anyone registering for a fall program will automatically become a member. Fall is our biggest season and will expect 3-4K members.

**Motion:** Moved by Fred and seconded that the Board recommends to the membership that they **reject** the Park Board proposal of April 2017. **CARRIED**

**Motion:** Moved by Morag and seconded that the Board of Directors agree to hold the General Meeting of Members on Tuesday, September 19, 2017. **CARRIED UNANIMOUSLY**

**Motion:** Moved by Don and seconded that the Executive committee be responsible for changing the wording on the ballot in accordance with the discussion tonight. **CARRIED**

**6.4 Volunteer of the Year**

Tabled for next month's meeting.

Susan Mele left the meeting at 9:23 pm

**7. Pending Items**

Not discussed.

**8. In-camera meeting: 9:25 pm to 9:39 pm**

**9. ADJOURNMENT**

The meeting adjourned at 9:39 pm

**NEXT MEETING:** September 27, 2017 at 7:00 pm

**UPCOMING MEETINGS AND EVENTS:**

Youth Committee	Tues 22 Aug – 7:00 pm
Program Committee	Wed 06 Sept – 7:00 pm
Seniors Council	Mon 11 Sept – 1:00 pm
Finance Committee	Wed 13 Sept – 6:00 pm
Executive Committee	Wed 13 Sept – 7:30 pm
Community Engagement	Wed 13 Sept – 6:00 pm
--	
Park Board	(No meeting in August) Mon 18 Sept 2017