

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 24 May 2017 at 7:30pm

MINUTES

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

1. Call to order and Welcome

The meeting was called to order at 7:31 pm

1.1 APPROVAL OF AGENDA

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

2. STANDING ITEMS

2.1 Commissioner's Report – Casey Crawford

The Board remarked that on the lack of report and absence of our commissioner for the third consecutive month. It was recommended that Kathleen send Casey a note in the hope that we will see him in June.

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 3.5 to 3.5.4 Finance Minutes and Reports - Don

- It was recommended that the financial analysis reports be removed from the consent agenda and in future, be submitted as a monthly standing discussion item.
- The financial analysis reports will now be presented at the end of each quarter and not on a monthly basis. The Finance committee will revert back to the former practice of providing a simplified summary and analysis of operations, together with their monthly minutes. This process will reduce the amount of paperwork and provide the Board an easier format in understanding the Society's financial standings.
- An amendment to the Finance committee minutes on page 12 at Item 2 (iii) was raised by Michael to read as follows: Staff Costs for Group 1 was over-budget by \$10,864, up 24% from the same period last year. ~~"because of retroactive adjustments for prior year were recorded in the current fiscal"~~. Ali and Lee will clarify next month.

MOVED by Don and seconded to adopt the Finance committee minutes and reports as amended. **CARRIED.**

4.2 Item 3.8 Seniors Council Minutes - Don

- **Addendum** to 3(a): It was Fred's belief that the Opera Zone would go back to the Community Engagement committee if the Seniors Council didn't want to take it on. However, Don clarified that at the May 3 Program meeting members agreed that if the Seniors Council voted not to accept the Opera Zone as a Seniors Council program, it's management would go back to the Program and not the Community Engagement Committee.

- The Seniors Council is waiting for more information before making a decision at their June meeting.

MOVED by Don and seconded to adopt the Seniors Council minutes with the above addendum. **CARRIED**

4.3 Item 3.13 Committee Goals for 2017-18 - Alex

- Only 4 out of the 11 Board committees made the May deadline for submitting upcoming goals for the year ahead. Alex commented on the poor response however, Kathleen noted the following caveats:
 - **Board Development Committee:** doesn't have a full complement of members and has not met yet
 - **Building Maintenance:** has a meeting scheduled and this top of their agenda
 - **Communications Committee:** has not met yet
 - **Kerrisdale Community Garden:** did submit a goal but missed the deadline for this month
 - **Seniors' Council:** is working towards developing its goals, a new concept for it, with Morag's help
 - **Executive Committee:** was not listed but is now expected to produce its goals
- A review of the CEC goals for 2017-18 by one of its members showed a virtual repeat of last years' goals. The Board was reminded about the importance of setting measureable goals that specifically align with their terms of reference. It was recommended that the CEC goals be pulled for further revision.

MOVED by David and seconded to accept the current table of committee goals excluding the CEC. **CARRIED**

Kathleen will send out the Vantage Point workshop notes from last year to assist those committee chairs who require assistance in writing measureable goals.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOVED by Robert and seconded, that the Consent Agenda be adopted with the exclusion of Items 3.5 to 3.5.4, Item 3.8 and Item 3.13 as presented. **CARRIED**

5.2 New community member to join the Youth Committee

Suzanne's bio was reviewed by the Youth Committee. Her daughter is currently a member of the youth group and she has also been recruited by Melina to help in the senior's survey.

MOVED by Melina and seconded to appoint Suzanne Noetzel to the Youth Committee as a community member. **CARRIED**

Kathleen noted that the Society has had more community members serving on Board committees this year than we've had in last 10 years combined.

5.3 Use of Facilities by External Groups Policy - Motion to adopt revision to policy

Following on from last month's discussion, Robert presented the proposed changes to the existing policy for approval and discussion:

- the Executive concluded that where someone gets their finances or funding is not a factor in applying for subsidized rental space; so long as all the criteria in Item 6 of the policy are met.
- we have added "individuals" to "groups" wherever used in Items 2 and 6 of the policy.
- we have added an additional criterion that is applied to users not based in Kerrisdale: that "the group or individual is using the space to provide an activity that benefits the Kerrisdale community".
- reference to the Program Participation policy has been removed. This policy is written for Board members and Staff so it is not relevant to third party or external groups.

MOVED by Robert and seconded to accept the amendments in the Use of Facilities by External Groups policy as presented. **CARRIED**

- 5.4 Appoint Organizing Committee for KCCS Board Barbecue** - BBQ is scheduled for July 19
- Kathleen gave a brief overview of this fun and exciting annual event for the new Board members.
 - Following some prompting Arjan, Melissa and Kathleen will join Duncan to form the ad-hoc committee this year. Susan will contribute some ideas.
 - The Board will consider a motion in August on a proposal to shift the barbecue from July to August next year.

6. ITEMS FOR DISCUSSION

6.1 Invitation to VanPlay from PB - May 29

- Keiko, Robert and Humaira will attend on behalf of the Society.

6.2 Board meeting start time (proposal to reschedule the time from 7:30 to 7:00 pm) - Robert

Each Board member was asked to state their preference for the Board start time and it was noted that:

- 8 members chose either start time and 3 chose a 7:00 pm start.
- there may be some challenges for David and Melissa (this summer) to attend an earlier start because of full time work commitments.

MOVED by Don and seconded that we move the board meeting start time to 7pm in June. **CARRIED**

We will trial a 7pm start next month and table to June for reassessment. Morag, the requestor of the 7:00 start time, has asked that we trial the earlier start time in August instead as she will not be here in June.

BREAK 8:26 pm - 8:38 pm

6.3 Implications of proposed new JOA - Robert & Don

- The Board received a marked up and final version of the JOA plus cover letter from PB on April 28.
- We prepared a **comparison overview** showing the estimated impact of the financial implications on our bottom line under the status quo versus projections under the provisions of the new JOA (refer to page 17 of the Board package).
- There are still many "unknowns" in regard to the proposed **system wide programs** and it's hard to judge the impact on our financial situation and operations. The city can offer up to five (5) programs each session, at any centre and we are uncertain if these programs will displace our existing ones. PB will decide on the program fees, instructor's qualifications and CCAs are responsible for appropriate scheduling, administration and advertising.
- **PB double dips are included in the ActiveNet 1% gross revenue fee** for example, a \$75 program will cost us 75c transaction fee. If the patron pulls out of the program, we have to pay another transaction fee for the refund. We are charged for both credits and debits.
- **Our net income** in the 1st year is estimated at \$76K but will certainly need to look at adjustments in the 2nd and 3rd year to meet contingency costs, especially when we are down to \$33K in the third year. We will need to increase our program fees to offset some of these additional expenses and change the way we do business. We may not be able to provide all the free services that we now offer our members and will seek a legal option on this.
- **Other concerns** will be discussed in-camera.

6.4 Procedures to Guide Board Committee Operations - Kathleen

This proposed new policy articulates practises that have been in place for some time and outlines the expectations of and procedures for our Board Committees' operations.

- The Board reviewed the specific of the new draft and proposed the following amendments:
 - (i) 2nd line: remove "(see list below)"

(ii) 2nd last line: "of its **annual measurable goals** at the first meeting following the AGM and report on **the achievement of those goals** before the next AGM.

MOVED by Alex and seconded to approve the policy with amendments as outlined above. **CARRIED**.

Alison will submit a clean copy of the approved document at the June Board meeting.

Susan left the meeting at 9:13 pm

In-camera Meeting: 9:14 pm to 10:03 pm

9. ADJOURNMENT

The meeting adjourned at 10:03 pm

NEXT MEETING: June 28, 2017 at 7:00 pm

UPCOMING MEETINGS AND EVENTS:

Program Committee	Wed 07 June – 7:00 pm	Finance Committee	Wed 14 June – 6:00 pm
Seniors Council	Mon 12 June – 1:00 pm	Executive Committee	Wed 14 June – 7:30 pm
Community Engagement	Wed 14 June – 6:00 pm	Youth Committee	Mon 26 June – 7:00
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Park Board	Mon 5 & 26 June 2017		