

**Meeting of the Board of Directors  
of the Kerrisdale Community Centre Society (KCCS)  
Wednesday, January 28th, 2015 at 7:30 p.m.**

**MINUTES**

**Present:** Kathleen Bigsby (Chair), Oscar Bisnar, Barb Mikulec, David Eaton, Alexander Cherkezoff, Anita Fashler, Fred Jay, Keiko Honda, Mary Anne Davies, Ron Stromberg  
**Regrets:** Onno Bakhoven, Don Munton, Robert Lockhart, Bill Harris, Donald Wong  
**Staff:** Susan Mele  
**Guest:** Commissioner Casey Crawford  
**Recorder:** Alison Verghese

**1. CALL TO ORDER AND APPROVAL OF AGENDA**

The meeting was called to order at 7:31 p.m.

MOVED by David, and seconded, that the agenda be approved as amended. CARRIED.

Additional: 6.3. Seniors Forum

**2. CORRESPONDENCE/ANNOUNCEMENTS**

**2.1 Introduction of Commissioner Casey Crawford**

Kathleen introduced our newly appointed PB Commissioner, Casey Crawford and in turn, the members of the board introduced themselves around the table. Barb presented Casey with a KCCS cap as a welcome gift.

Casey gave a brief background of himself. His first introduction to public life was about 10 years ago here at KCC with a chance meeting with Suzanne Anton. He has long been acquainted with the Centre as his parents went to the local high schools and his children to Quilchena Elementary.

As our Park Board liaison, he will present or submit a report to keep our board informed of the highlights of Park Board meetings. This will be tabled in our monthly agenda. Casey fielded a number of questions from the board on the handout he presented (see attached).

Kathleen will take Casey on a tour of the centre in the next week of two so he can get a fuller understanding of the operations and structure of the centre.

**2.2 FOI request: OneCard**

Background:

- In January 2014, the City said they would respond in 60 days to our FOI request asking for access to documents (correspondence, budgets and financials) related to the cost of implementing the OneCard.
- In March 2014, they did not meet their deadline and said they needed 30 more days
- The City charged us \$420 for the documents but then returned our cheque because they weren't going to provide us any information. They said that everything we needed to know was in a PowerPoint presentation from the Park Board
- We sent the cheque back to the City because we wanted to see the documents not just a high level summary in a slide presentation. The City sent us back our cheque
- In July 2014, we filed a complaint with the Privacy Commissioner

- In October 2014, an Investigator was appointed

The attached email to Kathleen dated 19 January 2015 was received from our lawyer, highlighting the conversation she had with the investigator from the Privacy Commissioner's office. This is the level of response to our request for what ought to be public information. We have advised the Privacy Commission investigator that the documents provided are not adequate. We will wait to see what happens and may need to go to a public inquiry. Note: Privacy information is a Provincial law.

### **2.3 HRSDC grant application – As a matter of information**

Refer to email from Thomas Soulliere to Terry Walton and Daisy Chin, dated 21 January 2015.

The application form has a question on it that should be two questions: e.g., *Are there unionized employees at the worksite and is this a union employer?* For us, the answer is YES to one and NO to the other but only one answer is possible online. KCCS will submit a hand written application giving further details so we can answer truthfully.

Also worth noting is that CUPE is grieving CCA day camp employees' positions and saying they should be Group 1 positions. The PB's position, luckily, corresponds with ours that camp leaders are instructors and therefore not covered by the CUPE agreement.

### **2.4 Card from Camille Schroenn**

Was circulated to board members.

## **3. APPROVAL OF MINUTES OF THE BOARD MEETING, WEDNESDAY, NOVEMBER 26, 2014**

MOVED by Colin, and seconded, that the minutes be approved as presented. CARRIED.

## **4. BUSINESS ARISING FROM THE MINUTES**

### **4.1 Play Palace Update - Kathleen**

- Kathleen had a phone meeting with Darren Peterson on Friday, 23 January
- PB does not wish to share the ownership of the equipment with us
- Darren was reluctant to put anything in writing but will confirm the cost and revenue sharing agreement for the next 12 months.
- Kathleen was particularly annoyed at being told KCCS must agree immediately in order to have the new equipment here in time for the Play Palace opening in May when we had raised the matter in the fall.
- Kathleen did not agree to anything
- Darren was advised that the Society's interests weren't being recognised by the staff at the Arena. We were particularly unhappy at being left out of the celebrations for the 65th Anniversary of the Arena.

### **4.2 Audited Financial Report - Ali**

- The audit went smoothly
- The Balance Sheet shows Cash and Investments doing really well and continuing to mature
- The contingent liabilities is a reserve pool and will continue to increase until they resolve
- Statement of Operations shows that our revenue and expense categories performed better than last year.
- Overall our revenue is higher and expenses are lower, which suggests that our programs are performing well. Preschool program enrolment has dipped 3% as a result of a new provincial legislation and regulation changes for how many hours children under 5 years can be in unlicensed recreation care. Susan Mele and the Program Committee will continue to monitor these figures

- The notes that accompany the financial statement are a mandatory requirement. Note #2 was adjusted by Ali and the Auditors to correctly reflect the “ongoing concern” situation with the Park Board

MOVED by Ali and seconded to adopt the Audited Financial Statements as presented. CARRIED.

### **4.3 Committee Goals Update**

#### **4.3.1 Finance Committee**

The Finance Committee had set three goals for 2013-14:

(1). Explore alternatives to our investment portfolio, namely with Vancity and HSBC. However, the Committee had to continue with our investment portfolio at RBC because the other banks were more aggressive and not consistent with our investment policy.

(2). Set up a preauthorised direct deposit for our instructors and staff. The board had approved working with HSBC after exploring a number of other major banks. It’s a work in progress and hopefully will be fully implemented (with the hiccups ironed out) by this summer.

(3). Improve the usefulness of our financial reports to directors and programs. Last May, Ali was able to lend assistance to the program committee to generate some graphs, program revenue and analysis for how their programs were tracking. As a result, Susan has done a lot of work with these analyses. If any other committee feels the need to examine their programs, finance committee is there to avail this service.

Consensus from the Board is that the Finance Committee has achieved their goals.

#### **4.3.2 Program Committee**

Keiko updated the board on the objectives from the 2013-14 goals to affirm that all the goals had been met. There was no other comment; everyone was satisfied with the committees’ achievements.

Casey noted that there is a report coming out on Tuesday, of the Annual Recurring Events in the city. Therefore, any new events that we would like to put on their calendar, on an annual basis should be submitted to the PB. An application needs to be written with high-level description, requesting resources, permits and the like as per Keiko’s enquiry about a week long light up along the park for the Cherry Blossom Festival. Program committee needs to act on this urgently to meet this deadline.

#### **4.3.3 Youth Committee** (sub-committee of the Program Committee)

Keiko read out the committee goals for 2013-14 and noted the committee has only been in operation for 10 months. The following benchmarks were listed as this year’s achievements:

- forming the committee, made up of 5 youth representatives (Grades 9-12)
- setting up a Facebook Account “Kerrisdale CC Youth Committee”
- holding the inaugural Youth Volunteers Fair and Open House at the centre

In conclusion, the Youth Committee needs to meet again to discuss how to move forward on its main objective of creating youth programs and events in the community centre.

#### **4.3.4 Rentals Committee**

Colin reported there was a 5% increase in rental income in the 2013-14 fiscal year. We have no capacity for additional rents (except Sundays) as programming takes first priority for any space available. The only rooms we can rent are the ones that have no programs scheduled. Nonetheless, rentals earned about \$35K for the Society this year.

## **5. COMMITTEE UPDATES (Including time for brief questions) \*\***

### **5.1 Executive Committee** (Refer to January 14<sup>th</sup>, 2015 Minutes, page 8)

- **Seismic Assessment Issues:**

David highlighted the ongoing issue of the gym being designated the “go-to area” for an emergency situation. He noted that the engineer, in his report, stated that the two end walls are masonry construction and would not stand up in a moderate earthquake.

Kathleen has sent letters and the Seismic Report from our structural engineers to the Park Board, the City Planners and the Emergency Services and to date has had no acknowledgement from anyone. We wish our concern to be acknowledged and addressed, but don't want to lose the space. Casey acknowledged this issue and we trust will flag it because the building is a PB facility.

- **Park Board misinformation on KCC programs and services:**

Kathleen noted that Park Board updates published in the Courier today were again inaccurate for Kerrisdale. This is highly frustrating considering we had complained about misinformation about our operating hours over Christmas.

In response to the Christmas error, the West-side Manger, PB Recreation Services, Daisy Chin assured us in an email; dated January 2<sup>nd</sup> that their communications department would liaise directly with Susan to check for accurate information in the future.

- **Program Revenue Analysis (Refer to pages 15 to 17)**

Susan gave a brief report on the graph handouts prepared by the Park Board that shows how the different Community Centres programs and programmers track in comparison to each other. It is important to note that these stats only reflect participation numbers that have been captured on the Safari program and do not include “drop ins”. (That means formal registration where you have to enter your name into a program).

In Kerrisdale, we have many social and lifestyle programs and workshops that are free with membership and therefore are not captured in this data. The fitness room and programs like mah-jong, bingo, billiards, weekend movies etc. are not included. These data don't reflect accurately the activities that happen in our centre.

Susan will follow up with some questions from Kathleen on these numbers and stressed that Safari has its limitations but that these graphs do give a break down of numbers of programs that we offer by category. We think the charts should be labelled to identify what the numbers actually reflect.

- **Auxiliary maintenance (Refer to page 11)**

Oscar highlighted we are one of the busiest centres in the city, yet our auxiliary maintenance budget in 2011 had been cut from 40hrs to 25hrs because of a matrix Park Board uses for allocating staff they employ per centre. We are in jeopardy of losing our part time staff and compromising the standard of maintenance in our centre because the matrix doesn't account for the amount of people passing through and using the centre or the long hours of operation on a daily basis.

We believe the matrix needs to be tweaked to have the right elements in them to make them useful. Currently we have 3 full timers and 1 half time employees working very hard everyday on a limited budget, in a very busy community centre.

Casey will look into this and get back to us about this as an enquiry.

## **BREAK**

Casey Crawford left the meeting at 8:34pm

## **5.2 Finance Committee (Refer to Minutes, page 18) Should this be “Agenda package”?**

Ali reported there isn't anything out of the ordinary to report. Credit card use is continuing to be monitored and still going through some teething problems with the bank. They have lost paperwork and we have had to resubmit. It was noted that the Kitchen staff still uses petty cash and submits an expenses claim because they cannot use credit card everywhere.

### **5.3 Program Committee** (Refer to Minutes, page 20)

The report was accepted as presented. No questions.

### **5.4 Seniors' Council** (Refer to Minutes, page 23)

- **Seniors' Council AGM**

Mary Anne reported that they have 1 new applicant and have 2 vacancies for the Seniors Council. The AGM will take place on February 5<sup>th</sup> and she asked Board members to put a word out for new recruits for the Council.

- **Irene Ronnie update**

Colin gave the board an update on Irene Ronnie's progress. Since her operation; she's confined to a wheelchair and has moved to Blenheim Lodge, #225-3263 Blenheim Street (at 16<sup>th</sup>), Vancouver V6L2X7. She's not very happy with the new place she's moved into and has applied for a single room that she hopes will be available soon. Irene would like visitors but her hours are restricted; please contact Colin for details.

### **5.5 Pool and Arena Committee** (Refer to Minutes, page 25)

Barb reported on the order and purchase of new 4 pieces of new inflatable equipment costing \$20k for the Play Palace. The barriers and mats are being replaced with a sturdier product costing \$10k. The Park Board and the Society will meet to determine the cost sharing of the Play Palace equipment.

Robert suggested commemorating the last 65 years of the Arena by hiring an artist- in- residence to create an installation wall with a series of plaques mounted on a movable wall in case the building was renovated. The committee has begun to gather some memorabilia together. Robert found a video on YouTube of the building, which Susan will arrange to play on our interior monitors. We have \$4k of unused funds budgeted for Special events.

A MOTION was raised, MOVED by Fred and seconded that we pursue an installation portraying the history of the Kerrisdale Arena. CARRIED.

### **5.6 Nominations Committee Update** (Refer to page 26)

Fred reported 9 positions for 2year terms and 1 position for 1year term (10 people in total) to be elected at the AGM on Wednesday, 18 February. An Information Briefing Session for candidates has been organised for 7pm, February 3<sup>rd</sup>, 2015.

## **6. OTHER BUSINESS**

### **6.1 AGM and Annual Report Update**

David Eaton has signed the Public Notices (AGM Notice and Constitution and By-Law amendments). They will to be enlarged and posted around the centre, website and Playbook 14 days prior to the AGM by Alison. We are not going to put an ad in the Courier this year. Two new AGM signs have been produced with removable vinyl dates for reuse each year.

Annual Reports are now overdue. Every committee must submit a report, even if no meetings were held.

### **6.2 Board Development Workshop Update**

Eleven different centres, half the community centre in the City' are sending a total of 51 board member to the Workshop. It's a great opportunity for education and development for new and experienced directors

and a chance for people to exchange ideas in this workshop specifically designed for Community Centre Associations Boards.

### **6.3 Seniors Forum**

Barb was excited to inform the board of a Seniors Forum on Friday, February 6<sup>th</sup> in Burnaby. Seniors Advocate, Isobel MacKenzie will make a keynote address to the 430 people who have already signed up. The forum is called System Change for Seniors Care with funding from BCGSEU from 8:30am to 4pm with lunch for \$25.

Barb is helping with registration and will report back to the Board on some of the sessions delivering:

- Affordable Housing
- Seniors Centres
- Home support
- Residential care
- Transportation, inequality and poverty

## **7. RECREATION SUPERVISOR'S REPORT**

This being Susan's first meeting back in Kerrisdale, she thanked everyone for the Christmas Party and is happy to be back to report: (Refer to Executive Committee Minutes, January 14<sup>th</sup>. 2015)

- Shannon Brown has agreed to transfer from West Point Grey to take over Kristi's position. She has already been introduced to staff in the Centre. Barb and David were impressed and Susan enjoyed working with her at WPG.
- Jessica Yee has left and Erik will continue to act in her position
- Pam Andrews is retiring end of February
- We will plan Kristi's farewell end of March, after we farewell Pam
- Winter registration is going well
- Barb congratulated Susan on implementing the 2 logos on the new nametags. Oscar gave the heads-up on the nametag to the other CCA's and the one he spoke to said it was too late.

Susan left at 9:14pm

## **8. IN CAMERA 9:14pm – 9:50pm**

## **9. ADJOURNMENT**

There was no other business and the meeting adjourned at 9:50 p.m.

Next meeting: March 25<sup>th</sup>, 2015

## **UPCOMING EVENTS**

Annual General Meeting	February 18, 2015
Program Committee	March 4, 2015
Executive Committee	March 11, 2015
Board Meeting	March 25, 2015
Park Board Meetings	February 2 & 16, 2015 / March 2 & 23, 2015