

**Board of Directors Meeting  
of the Kerrisdale Community Centre Society (KCCS)  
Wednesday, 27 May 2015 at 7:30pm**

**MINUTES**

**Present:** Kathleen Bigsby (Chair), Robert Lockhart, David Eaton, Ali Cheung, Alex Cherkezoff, Bill Harris, Don Munton, Fred Jay, Mary Anne Davies, Melina Hung, Terry Kong, Humaira Akhtar, Keiko Honda, Oscar Bisnar, Barb Mikulec, Colin Booth, Ron Stromberg

**Absent:** Donald Wong

**Commissioner:** Casey Crawford

**Staff:** Susan Mele

**Recorder:** Alison Verghese

**1. Call to order and approval of Agenda**

The meeting was called to order at 7:31pm

Additional Item: 5.4 Building and Maintenance Committee - shortage of members

Additional Item: 5.5 Ron Stromberg resigns from the Board

Additional Item: 5.6 Respectful Workplace Policy

Additional Item: 5.7 Announcement of Award

MOVED by Bill and seconded, to accept that the agenda as amended. CARRIED.

**2. APPROVAL OF CONSENT AGENDA of 27 May 2015**

The Program Committee minutes of May 8<sup>th</sup> has been withdrawn from the Consent Agenda, as there is an internal disagreement about the content of the minutes. The Chair would like to draw the Board's attention to a document in the Board binder that outlines the protocol for approving electronic minutes. Alison will send out a copy to anyone who does not have one.

MOVED by Alex and seconded, that the Consent Agenda be accepted as amended. CARRIED.

**3. MATTERS arising from the Minutes/Reports**

**3.1 Seniors Kitchen Maintenance Agreement** (*Seniors' Council Minutes of May 11, Item 6.1*)

After a number of refrigeration problems this year, the Seniors Council have voted to adopt a professional maintenance program to minimize equipment breakdown and extend the equipment life of the one new and two old fridges in the seniors kitchen.

MOVED by Mary Anne and seconded, that the Board accepts a 1-year agreement with Enviro Tech to carry out three scheduled maintenance visits at an cost of \$648 plus tax, payable in three instalments to service all three refrigerators in the seniors' kitchen. CARRIED.

**3.2 PB Recreation Services Operating Budget 2015** (*Executive Minutes of May 13, Item 3.2*)

The presentation provides some background to the changes made to the amount of maintenance hours that PB is willing to provide us this year. We expected an industry standard formula for funding or a standard way of calculating costs but we received a comparison across community centres. Kathleen responded to Daisy Chin with her disappointment.

Oscar reported that Sunset and False Creek were able to claw back some of the funding they lost from their maintenance budget. Susan was not aware of this, and knows that other centres are phasing in the cutbacks. Susan will follow up on this information.

### **3.3 Directors and Officers Liability Insurance** *(Executive Minutes of May 13, Item 5.2)*

Last year, the Society upgraded its D&O insurance from \$1m to \$2m with Berkley Insurance Company (BIC) who gave us a very good rate. However, this year we are up for renewal, which requires that individual members disclose past litigation, bankruptcy proceedings, actions or suits. The underwriter has confirmed that this question will not be taken out and is not negotiable. Our policy expired on May 24 and we have a one-month extension.

Different options were discussed and the consensus of the Board was to go with our previous insurer, Intact, whose policy vetted the organization's liability and not the individuals'.

Robert will follow up with Shaw Sabey and if the premiums are comparable then we will insure with Intact.

### **3.4 Correction to Item 4.3 of last month's Board Minutes**

Don wished to clarify and amend the motion raised under Item 4.3 in the Board minutes of April 22nd to read:

MOVED by Don and seconded, that a needs assessment need not be required to ascertain which language is most prevalent here. The Chinese community is a very substantial group and translation of a generic list of programs in this language is required. CARRIED unanimously.

## **4. Old Business**

### **4.1 Recognition plaque for outstanding service – Program Committee Chair**

Barb confirmed that the award is for long serving instructors and KCCS staff only. A sub-committee made up of Terry and Don will write the parameters for this ad-hoc award, to be inserted as a subset in the Awards and Honours Policy. The Board expects to see the terms of reference by August this year.

### **4.2 Society Bulletin Board – Susan**

The Board agreed to install a Society bulletin board in the centre. A number of options were discussed and the consensus is to have it located where the current white board is, opposite the front desk.

Content ideas for the Society's Bulletin board includes:

- the President's message, Minutes in the interim (until Wordpress goes live online)
- photos of the current Board, photos and write up of events and awards etc
- promotions, communications, activities, presentations, announcements etc

As the newly reinstated Promotion & Communications committee is currently in hiatus, Colin and David from the Building and Maintenance committee will manage this project with Melina joining to oversee the implementation. The bulletin board must be maintained and kept up-to-date and is not an ad-hoc activity. Colin suggested that a second board currently in the Seniors' Centre mirror the one in the main reception.

Susan will take steps to replace the whiteboard with a corkboard and move the current information and leaflet holders to another location.

## **8:24 – 8:40 BREAK**

## 5. New Business

### 5.1 Committee Goals for 2015-16 – Drafts for Review

The goals act as a guide to direct what committees will be planning to work on in the coming months. Comments were made about the need for measurable outcomes for Goals #2 in Finance and #4 in Programs. November is when the progress reports are due for all committees.

Melina commended the committee goals and suggested we take it even further by setting up organisation goals. It would give the guidelines and direction to the committees as they formulate their goals. The Chair agreed and recommended we bring back the last set of Society Goals and review them for currency and relevance in June.

Alex suggested that we engage with Vantage Point to run a workshop for KCC to help us to set up goals that are measurable for our committees. Kathleen will look into this.

#### 5.1.1 Youth Committee:

Fred reported there are talks taking place to appoint a Musqueam representative to the Board who has an interest in Youth programming. However, there is no certainty as to when this will take place as Fred is still investigating. Melina will now join the Youth committee with two additional community members Moin and George, to take an active role. Erik and Shannon are the staff liaisons on the committee. Erik is well connected with a network of youth and should play a key role in injecting momentum into this committee.

Oscar will call the first meeting in the next two weeks. Susan will arrange for staff presence.

### 5.2 Status report from Needs Assessment Committee – Don

The new committee met for the first time on Monday evening. They do not have terms of reference to work from. There was a general discussion about what the 2005 needs assessment report that covered:

- cultural regional trends
- demographic summary of the community
- community telephone survey
- current customer survey – targets users
- focus group discussions – *(Kathleen recommended to drop this because it didn't work)*

The committee discussed a work plan and decided that the various alternatives would be explored as ways of assessing needs. Goals set so far:

1. Look at the 2005 report and garnish what is relevant
2. Meet over the summer and a report back to the board in the late fall.

The committee will meet again next week with Robert leading the discussion.

### 5.3 KCCS Summer Barbeque July 15, 2015 – call for a Planning Committee and Host

Kathleen sent an email out calling for volunteers and a host for this event. We need 3 board members and Susan is the staff liaison. There are well-established files available for someone to easily organise the event.

Bill volunteered to host the BBQ at his house. If in case of rain, it will be held at the Seniors Centre. Kathleen will call on members for help arranging the BBQ.

### 5.4 Building and Maintenance Committee – shortage of members

David reported the committee is down to two board members with the loss of Donald and Ron and is looking activity for other members. Kathleen will join in on the Building and Maintenance committee until we get someone else.

#### **5.5 Ron Stromberg resigns from the Board**

Ron is resigning his seat to relocate to Winnipeg. He thanked everyone for their contribution to his enjoyment of his time here. The Chair thanked Ron for his years of service. Barb added that she valued his contribution to the committees he served. Ron to provide Alison with a forwarding address.

#### **5.6 Respectful Workplace Policy (came in approx. 18mths ago)**

The Chair has been asked to bring the attention of the Board to the KCCS Respectful Workplace Policy. It sets out guidelines for how Centre staff, clients, Board and Committee members, and Society staff are to be treated. If you don't have a copy in your binder, please email Alison and she will send you a copy.

NOTE: Alison will send out the current list of policies and terms of reference documents in your Board binders. If you don't have and the document up-to-date, she will send you what you require.

#### **5.7 Announcement of Award**

Fred announced that Janet Chung from the VSB Settlement Workers In Schools (SWIS) Program has presented Kerrisdale Community Centre Society with a recognition plaque for Outstanding Community Ally. The Chair of the Program Committee, Barb, presented the plaque to Kathleen, President of our Society.

Keiko spoke of her involvement with Janet though the Community Engagement Committee. Projects such as last year's successful Young Emerging Artists Series at the Seniors Centre and the Chinese New Year celebrations, held over the past 5 years at KCC, has become a signature event on our calendar.

Susan reported that partnering with Janet started about 6 years ago, when she approached the centre to develop a variety of workshops for parents of new immigrant families to help them assimilate into Canadian schools and communities. Further information on the SWIS program projects can be found on the KCC Playbook [www.kccplaybook.org](http://www.kccplaybook.org)

The plaque will go on our new Society bulletin board.

### **(6) Commissioners Report – Casey Crawford**

Casey asked for questions or comments on the April report. He then briefed the board on the controversial art installation at Plateau Park that made headline news and a Zipline in Queen Elizabeth Park that has been approved by the Park Board.

#### **6.1 JOA Negotiations**

Oscar asked Casey about the letter to Kathleen from Malcolm, dated May 12 regarding the Notice of Non-Renewal on the JOA. He requested an explanation on how this will advance good relationships in the future with Park Board.

##### Casey's View on JOA Negotiations

- Casey acknowledges that legal action has been going on for some time and the break down in resetting the situation stems from not getting the G6 to the table to negotiate the terms PB has to offer. He thinks KCC is distracted by the legal case and not focussed on negotiations despite the fact our lawyers are saying ““please don't concern yourself with the notice of non-renewal””.
- the Commissioners' focus since being elected last November, has been to get the G6 back to the negotiating table. There had been three mediated negotiation sessions set up and Casey thought

that the CCAs cancelled all three. In fact the CCAs cancelled two because they weren't ready and PB cancelled one.

- Casey reiterated, "that the negotiations will happen at the negotiating table" and not outside with Vince Ready as mediator. There will also be no pre-discussion except at the negotiating table.
- Keith Jacobson (Killarney CCA and Chair of the G6) has met with Malcolm to discuss the expectations and guidelines of negotiation protocols that commissioners endorsed. They are also trying to set up a date with Mr. Ready but he is booked up until June.
- The Commissioner's expectation is that the new JOA for the G6 and G12 is completed before the court case is held.
- Casey said it's the claims of ownership that distinguish the G6 from other CCAs. Robert claimed that ownership is part of the injunction and not part of the JOA. Casey confirmed going forward; it is now part of the new JOA negotiations. If the G6 don't want to maintain some percentage of ownership, it needs to be resolved before negotiating with the G12 because they don't have a claim of ownership. PB wants to negotiate one JOA.
- The Commissioners are confused why meetings aren't happening and only find out why after the fact.
- Don raised the option of a relationship like the one Collingwood Neighborhood House has with the City. CNH offers the same sort of programs as most community centres, but has no relationship with the Park Board.

#### KCCS View on JOA Negotiations

- The G6 presented Malcolm with a full proposal on April 23
- The only thing that's saving us from termination is the injunction
- We are trying our best to prepare on volunteer time while the PB/City have dedicated staff
- We have been striving for negotiations since late April. We realise that Mr. Ready is tied up and busy. We have been actively pursuing an opportunity to get into mediation.
- We are ready to proceed with negotiations and reset the relationship in good faith. We need PB's JOA proposal.

#### **6.2 ActiveNet**

Kerrisdale and other CCAs had taken offence at the lack of consultation about ActiveNet".

Casey's opinion on this matter:

- He has heard other centres complaining about ActiveNet and said PB staff have felt it goes back to the lack of discussion on the JOA and concerns over ownership
- the focus has been allowing the West End CC the opportunity to test the system
- Commissioners were told they would be in violation of the CRA guidelines
- there has been four Commissioners that have heard from various CC's re: concerns with ActiveNet.

We are saying:

- PB will be in violation of the injunction if they change the status quo and enforce the implementation of ActiveNet at our centre without proper consultation and discussion.
- If Malcolm is willing to postpone the implementation ActiveNet until January 2016, it would give us an opportunity to engage in critical discussions.
- the PCI requirements focus on the handling of money and the security of online transactions, not with diverting one legal entity's revenues through another one
- Kathleen will send Casey a list of our concerns on ActiveNet. We have sent our concerns to Malcolm and have had no reply.

The Commissioners want to actively be involved in discussions on the JOA and are as frustrated that they have kept silent up until now or asked to leave the room for In-camera meetings. He would gladly take our concerns back to the Park Board and can guarantee that no one there expects the CCAs to be evicted. The Commissioners had expected this to have been completed over 3 months ago and confirmed Malcolm can make no agreement without it being signed off by the Commissioners.

A number of members voiced their appreciation for Casey's frankness in wanting to engage with the Board and provide us some insights of things that are happening. Casey agreed it's a difficult discussion and understands Kathleen's determination to make a break through.

**(7) Pending:** – not discussed

**7.1 Draft terms of reference for Promotions and Communication Committee** – to await findings of the Needs Assessment Committee

**7.2 Draft terms of reference for the Board Development Committee**

**8. In-camera Meeting** – not discussed

#### **Adjournment**

The meeting adjourned at 10:10pm.

MOVED by Bill that there be no further business.

**NEXT MEETING: 24 June 2015**

#### **UPCOMING EVENTS:**

Program Committee	Wednesday, 3 June 2015
Executive Committee	Wednesday, 10 June 2015
Board Meeting	Wednesday, 24 June 2015
Park Board Meetings	Monday, 8 & 22 June 2015