

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 27 January 2016 at 7:30pm

MINUTES

Present: Kathleen Bigsby (Chair), Oscar Bisnar, David Eaton, Alex Cherkezoff, Mary Anne Davies, Melina Hung, Keiko Honda, Humaira Akhtar, Morag Pansegrau, Robert Lockhart, Barb Mikulec, Fred Jay, Don Munton, Bill Harris

Regrets: Gordon Grant, Colin Booth, Bob Smith

Staff: Susan Mele

Commissioner: Casey Crawford

Recorder: Alison Verghese

1. Call to order and Welcome

The meeting was called to order at 7:30 pm

1.01 Resignation and Recognition Announcements

This is our last meeting with Mary Anne, as she will be stepping down as Chair of the Seniors Council. We are also losing Colin Booth, who has decided to spend his time on the Seniors Council, which he hopes to be elected on February 4th. Bob Smith has found that his health condition will not allow him to continue with the responsibilities he had taken on and has unfortunately had to resign. Kathleen thanked Colin and Bob in absentia and Mary Anne for their service to the Society.

Kathleen also thanked everyone involved in organising the “Explore Neighbourhood Empowerment” forum on Sunday, January 24 with special thanks to:

- Robert who lined up the two supporting speakers, Dr David Ley and Larry Bengé, and acted as MC
- Fred and Jackie Jay who handled the registration table, ably backed by Mary Anne and her clip board
- Don who became our unofficial photographer
- Alison who volunteered to do the video taping plus all the logistical work in pulling the event together
- Oscar, Mary Anne, David and Melina who met guests and got them seated, answered questions etc.
- Alison’s 11-year old daughter, Bella for getting Jim Diers’ PowerPoint presentation to work
- Centre staff, especially with an extra person on to set up within a very tight timeframe
- Oscar thanked Kathleen for her excellent job in carrying the responsibility of the event on her shoulders.

An estimated 175 people in attended, including two City Councillors, Adrienne Carr and George Affleck. The consensus was that it was very positively received and as a result, need to think about what sort of follow up we would like to do, if any?

Michael Geller said he would write an article in the Vancouver Courier about it and there were radio interviews conducted with Jim Diers on Roundhouse Radio with Kirk LaPointe and CKNW prior to the event. The Board applauded Kathleen for leading a very successful event.

1.02 APPROVAL OF AGENDA of November 25, 2015

Remove Item 1.01 Student Architect and replaced with announcements

Moved by Bill and seconded, that the Agenda be adopted as amended. **MOTION CARRIED.**

2. Items for Information (listed under the Consent Agenda) were accessible via Box.com prior to the meeting. A 'thank you' card from Norm Funk was circulated acknowledging the flowers received from the Board to acknowledge his father's death.

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

Item 2.05 Program Committee Minutes of January 6

Alex expressed concerns that our programs seemed to have flat lined over the past few years. Observed through his own past experience on the Program committee, he noted the apparent lack of creativity. He asked the committee to address the following question at their next meeting and respond to the Board:

- "What are the ingredients necessary for creativity to occur and produce additional programs and/or alter the existing ones? More committee members, members with different backgrounds, use of consultants, additional budget items?"

Item 2.01 Board Minutes of November 25, Item 5.1 Changes to BC Societies Act 2015

Don attended the Vantage Point workshop and clarified that Bull Housser, not Lawson Lundell, facilitated it. Alison will amend the minutes to replace Lawson Lundell with Bull Housser.

Item 5.2 Community Needs Assessment Committee

Don clarified that reports had not come from this committee in April because it was formed in May.

Item 2.02 Executive Minutes of January 13, Item 3.1 CRS's Report

Don asked if there were any internal candidates for the Centre Programmer's position as he was under the impression there were. Susan confirmed that an EOI went out but there was no interest. She confirmed that there is an internal candidate for the pool position only.

Item 2.11 2015-16 Committee Goals – Progress Report

Humaira noted that the Board Development Committee report was not included in the progress report. Alison thought the submission was for the 2014-15 Annual Report and will follow up.

MOVED by Robert and seconded, that Items 2.01, 2.02 and 2.05 removed from the Consent Agenda be adopted as amended and/or discussed. **MOTION CARRIED.**

Noted: *Don requested clarification on the changed title names of the agenda columns. Alison responded that this month's Agenda package was uploaded to a cloud server because of a computer glitch with Word. Page numbers were replaced with YES or NO that referenced to an attachment uploaded to Box.com. Don cautioned that anyone who signed up would likely endure heavy marketing from the company.*

To avoid this problem moving forward, Alison will only send "links or URL's" directly to folders and documents on Box.com via email and will no longer share files from within the company's website. This should prevent the company from capturing your emails to solicit business.

4.01 Motion to approve the Consent Agenda

MOVED by Alex and seconded, that the Consent Agenda (excluding Items 2.01, 2.02, 2.05 and 2.11) of January 27, 2016 be adopted as presented. **MOTION CARRIED.**

4.02 Request for Play Palace subsidy

Refer to letter from Julie Engleson who was granted a discount at the Play Palace last year.

MOVED by Robert and seconded that we give a discount of 10% to the families living with autism for a Play Palace event on May 1st, 2016. **CARRIED.**

Kathleen will notify Julie and also ask her how many people will attend because the Board is interested.

5. ITEMS FOR DISCUSSION

5.01 Financial Status

It is now time to undertake a critical review of all program fees for implementation of any changes in the fall. Program participation rates have dropped in certain programs while our overheads are the same or rising. Thoughts and concerns arising from the Board's discussion included:

- We need to do a thorough cost analysis on every program to make them economically viable. Across the board increases is not what we are looking at. In some places we may consciously not charge cost recovery price; e.g., the seniors' lunch program. There will be many different elements involved in this analysis.
- Compare our fees with other community centres –an analysis will give us some information for making adjustments
- Casey noted that other community centres look at their program fees annually so that there isn't a huge jump.
- We anticipate extra costs that we have to take into account: e.g., 1% ActiveNet fees on everything.
- We need to keep in mind the community and needs assessment.
- Our costs are going up and our fees aren't.
- Some of the information we received from MNP could be used. We need financial comparisons over the years and the quarterly report is what is required.
- We may need to consider hiring a student over the summer to work with the finance committee. With the same people doing all the work, we need extra volunteers for this project.

The Executive will recommend strategies on how to approach this important task in February. The changes must be approved in June Board meeting for inclusion in the fall brochure.

5.02 Community Needs Assessment

After examining all the key elements from the needs assessment a decade ago, Don talked to a number of people who were involved in the exercise and found there wasn't much follow up on the recommendations. If this exercise is going to be a useful one and if the committee can feel the work they are doing will have some impact, the committee wants a commitment from the Board for a thorough, systematic follow up to review the recommendations and perhaps come up with some better ideas. The report is not the end of the process but the beginning.

- Any actions the committee identifies should involve staff so there is a commitment to its implementation. The staff should be involved in making recommendations.
- Incorporate some of Jim Diers' recommendations and look at what the community can offer rather than just what they need. Identify our focus groups as assets and ask them what they can offer.
- Committees can help each other and not work in silos. There can be a Needs Assessment and Program Committee cooperative working relationship.
- Surveys – traditional would cost approximately \$20k but Terry came up with other ideas that were more cost effective. There are other ways to look at this.
- The demographic analysis done 10 years ago has not changed that much. The census data suggest that the population isn't changing a great deal. This raises a critical question: why are our patrons dropping? Robert sees it as a communication challenge because the demographics haven't changed but the individuals have. We have to do some creative promotions and marketing.
- Oscar asked if we can pull in data and reports from ActiveNet to identify our users. Humaira suggested we should hold a "vision workshop" and invite our community in to tell us what they want. Robert

cautioned that focus groups were held 10 years ago and attracted the poorest response of people involved.

Kathleen suggested the committee present three strategic proposals to come back to the Board for a decision that will move us forward.

5.03 1hr Vantage Point Workshop – Mark Friesen

We need to start the new board year with committee goals that are measurable. Mark Friesen will facilitate this complimentary course to supplement the less than satisfactory workshop in November.

MOVED by Melina and seconded that we hold the 1-hour workshop at 6pm, starting with dinner on March 23, 2016. **MOTION CARRIED.**

5.04 Staff Award Guidelines – Program Committee follow up on Item 4.4: Nov 25, 2015 Board Minutes.

We currently have an annual award for volunteers, but not one to recognise staff and instructors. Following the motion to approve the Staff Award Guidelines, the Board has asked for further clarification on the criteria.

The Program committee is to tighten up the guidelines for ratification at the March Board meeting.

5.05 Jim Diers event (24 January)

About 175 people attended the event with three outstanding speakers to “Explore Neighbourhood Empowerment”. The feedback was very positive and we know that a lot of people missed the event that said they were going to come. We should promote the audio/visual footage post event as much as possible. Kathleen will ask the presenters if we can use their material on our website.

Suggestions for next steps:

- Provide leadership training in local neighbourhood groups.
- Reach out to community to ask what they want to tap into our needs assessment

5.06 New Societies Act

We need to strike a small committee to review our constitution and by-laws for compliance with new Societies’ Act. It was recommended that we engage a law student with special interest in this area of law. Kathleen asked for volunteers but got no response.

Kathleen asked if Board members know of anyone who is studying law who might be able to help us. Fred will ask his daughter who is doing her internship at UBC.

5.07 Follow-up Public Skate cancellation and addressing decline in skating lessons

Barb reported that the Arena & Pool Committee met on January 18. There were discussions about modified skating lessons so that shift picks would be more attractive for the centre. Robert recommended that we have four hours of multi-aged lessons scheduled before the public skate, instead of the two hours that’s currently scheduled. Packaging the skate lessons in a larger package will give the senior instructors more incentive to come to our facility to complete their lessons in a shorter timeframe.

The Committee didn’t get concurrence or agreement from Grant re the modified lessons at the meeting. The Board asks that Susan monitor the situation on our behalf.

6. STANDING ITEMS

6.1 Commissioner's Report – Casey Crawford

Casey gave a quick summation on the two reports for December and January with highlights on:

- Syrian Refugee do not want to live in Vancouver because of the high cost of living. Only 3 students have been accepted by the VSB. They are more likely to relocate to Burnaby or Surrey
- Mapping for all community centres including ours to find accessible resources is a long-term project PB has undertaken. David asked how we could participate in this process. Casey will get back to David about this.

Casey and Susan left the meeting at 9:28 pm

Keiko and Barb left the meeting at 9:30pm

BREAK 9:28 pm – 9:37 pm

In-camera Meeting: 9:37 pm – 10:04 pm

ADJOURNMENT

The meeting adjourned at **10:04** pm.

NEXT MEETING: February 24, 2016 at 7:30 pm

UPCOMING EVENTS:

Program Committee	Wednesday, 03 February 2016 – 4:00 pm
Executive Committee	Wednesday, 10 February 2016 – 7:30 pm
KCCS AGM	Wednesday, 17 February 2016 – 7:30 pm
Board Meeting	Wednesday, 24 February 2016 – 7:30 pm
Park Board Meeting	Monday, 1 and 22 February 2016