

**Board of Directors Meeting**  
of the  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday, 26 October 2016 at 7:30pm**

**MINUTES**

**Present:** Kathleen Bigsby (Chair), Robert Lockhart, David Eaton, Don Munton, Angel Chan, Oscar Bisnar, Melina Hung, Humaira Akhtar, Alex Cherkezoff, Duncan Ainslie, Anne Monahan, Morag Pansegrau, Keiko Honda, Barb Mikulec, Fred Jay  
**Regrets:** Avalon Bourne, Jennae Gedeon (absent)  
**Staff:** Susan Mele, Bernard Lee, Shannon Brown  
**Commissioner:** Casey Crawford  
**Recorder:** Alison Verghese

**1. Call to order and Welcome**

The meeting was called to order at 7:27 pm

**1.1** A Thank You card from the organisers of the World Thrombosis Day event at UBC was circulated in recognition of our participation at their exhibition booths.

**1.2 APPROVAL OF AGENDA of October 26, 2016**

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

**1.3 Maple Grove Pool Seasonal Report 2016**

Bernard presented a brief overview of the Maple Grove Pool seasonal report, which was circulated by email to members prior to the meeting.

- **Admissions:** Compared to 2015, there was a drop in admissions (children 14% and adults 15%) due to poor weather. The pool was closed 15 days due to rain and a number of overcast days resulted in low attendance. Southwest Marine Drive construction was also a major factor causing inconvenience for drivers and those on public transport.
- **Society sponsored events:** Three of the four “Music in the Park” and “Maple Grove Day” on July 24 went ahead and were well attended by pool patrons and our local community.

Bernard left the meeting at 7:34 pm

**1.4 Summer Day Camps Report 2016**

Shannon presented an overview of summer day camp activities in the report that was circulated to members prior to the meeting.

- **Staff:** There were a total of 10 day camp staff (5 returning leaders and the 5 new hires, including Gen Moum, as our new day camp manager. Three leaders spoke Mandarin and wages were subsidized by Service Canada’s federal grant.
- **Duration:** There were 8 weeks of camp: July 4 – August 26, 2016 @\$165/week
- **Registrations:** - Summer Safaris (6-10yrs) 90% full (433 registrants out of 480)  
- Youth Adventure (11yrs +) 88% full (169 registrants out of 190)
- **LAC:** 5 subsidies were requested and approved with a maximum of 50% off the price

Don commented on the healthy surplus generated this year and proposed options for either increasing staff wages to retain and attract quality staff or reduce our day camp fees to make them more competitive. Don will take this to the Program Committee for further discussion.

Robert thanked Shannon and the team for running one of our major programs in the year, so successfully. Shannon left the meeting at 7:40pm

2. Items for Information (under the Consent Agenda) were circulated by emailed prior to the meeting.

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

#### 3.1 2.4 Executive Committee 2016-10-12

Barb requested an update on the outside mural at item 3.2. Robert replied that this is now a non-issue as Telus is not interested. **MOVED** by Robert and seconded to accept the October 12 minutes of the Executive Committee as presented. **CARRIED**

#### 3.2 2.7 Rentals Committee 2016-10-04

Barb asked if the Rentals Committee is able to function in accordance with the terms of reference as they have a shortfall of Board members. Kathleen will make up the third Board member when appointed tonight and will look for a new member to fill the unexpected resignation last month. **MOVED** by Alex and seconded to accept the October 4 minutes of the Rental Committee as presented. **CARRIED**

#### 3.3 2.9 Youth Committee 2016-10-04

Barb noted the shortfall of members in the Youth Committee with the minutes showing only 2 Board members and one staff liaison. Oscar responded that regrets were accidentally omitted and will follow up with the status of the other members moving forward. **MOVED** by Duncan and seconded to accept the October 4 minutes of the Youth Committee as presented. **CARRIED**

### 4. STANDING ITEMS

#### 4.1 Commissioner's Report – Casey Crawford

Casey apologised for not providing a report for October as the second meeting for the month was just held on Monday night. He noted the busy times ahead and gave a brief verbal summary:

- Update on Seniors Strategy: one of the Commissioners put through a motion to have staff investigate more facilities for seniors' fitness in parks such as Tisdall Park and South Memorial.
- Garden maintenance: David asked if any of the commissioners were aware that the number of gardeners assigned at Van Dusen have dropped from 9 to 7. He also advised of our ongoing struggles to maintain basic garden maintenance at our centre due to the lack of gardeners and hours to complete the seasonal tasks. Casey will pass this information to Commission Coupar.

### 5. ITEMS FOR DECISION

#### 5.1 Approve Consent Agenda – Motion to adopt Item 2 as presented

**MOVED** by Don and seconded to accept the Consent Agenda excluding items 2.4, 2.7 and 2.9. **CARRIED**

#### 5.2 Committee appointments – tabled from September

- a. Rentals Committee: Duncan Ainslie, Dave Anderson (community member), Kathleen Bigsby.
- b. Community Engagement Committee: Alex Cherkezoff and Kevin Wong (community member)
- c. Board liaison to the Seniors Council: Fred Jay
- d. Nominating Committee: Don Munton, Keiko Honda, and Morag Pansegrau. This committee must be appointed at the October Board meeting to comply with Section 42 of the Society's By-laws. Members of the Nominating Committee must have terms through to 2018.

The Communications Committee (4 Board vacancies) will not be appointed until the new Board is elected. In the meantime, Jumy Ogunsola (community member) will assist the Executive with the responsibilities of this committee.

**MOVED** by Robert and seconded that the proposed committee appointments set out above be approved as presented. **CARRIED**

### **5.3 Society Constitution and bylaw amendments** – draft distributed to Board members October 21

- The new Societies Act comes into effect on November 26
- If the Society doesn't adopt the amendments by November 26, votes at the February 2017 AGM would be supported by a two-third majority and not three-quarters as we currently have (for one cycle). We will also be able to hold the AGM with a quorum of 3 as per the new Societies Act whereas our current bylaw requires 15.
- BC Registry Services did not accept our application to amend bylaw clauses 34 and 35 that was adopted at the 2015 AGM because of an error in our official name. For future reference, our registered name is "The Kerrisdale Community Centre Society".
- The Board found the guide to the major changes very helpful, especially with the coloured fonts that clearly identified the changes. We will post these annotated documents, along with a clean copy for our members, on the bulletin boards, two weeks prior to the AGM.

**MOVED** by Robert and seconded to retain our constitution and bylaws until our AGM in February. **CARRIED**

**MOVED** by Robert and seconded to approve the proposed changes to the Society's constitution and bylaws as amended. **CARRIED**

## **6. ITEMS FOR DISCUSSION**

### **6.1 2016-17 Master Budget** – update

Angel presented a revised version of the 2016-17 master budget that was approved in August and noted:

- 1<sup>st</sup> change: the last column now contains actual and not estimated figures for the 2015-16 fiscal year.
- 2<sup>nd</sup> change: the list of overhead expenses is now in alphabetical order to make it easier to read.
- 3<sup>rd</sup> change: the suspension on the CEC budget has been lifted as their revised terms of reference has been approved and outstanding minutes from 2015 have been submitted.
- 4<sup>th</sup> change: Archiving & Digitizing budget was reduced from \$20k to \$16k in an effort to reduce costs.

**MOVED** by Angel and seconded to approve the revised Master Budget for 2016-17 last updated September 27, 2016 as presented. **CARRIED**

Robert thanked Angel for undertaking a major task and spending many hours with our Accountant, coordinating the financial statements to align with the various committees. As a result, committees can track their budget and be responsible for their areas of responsibility from a financial perspective.

### **6.2 Volunteer of the Year Award** – Barb

The committee has recommended David Anthony, our volunteer Pickle Ball instructor, as the 2016 KCCS Volunteer of the Year. David was chosen because of his selfless dedication and passion to encourage newcomers to the sport at our centre. He is also a champion fellow and gold medallist for BC in Pickle Ball.

**MOVED** by Barb and seconded to nominate David Anthony as the KCCS Volunteer of the Year for 2016. **CARRIED**

Casey left the meeting at 8:27pm

Noted: Kathleen commented on the number of missing minutes this month and urged committees to submit minutes in a timely manner. Minutes are very important for the Board's function; without them, there is no way to know what committees are doing.

**BREAK** 8:30 pm – 8:41 pm

Susan left the meeting at 8:32 pm

In-camera Meeting: 8:41 pm – 9:37 pm

**ADJOURNMENT**

The meeting adjourned at 9:37 pm

**NEXT MEETING:** November 23, 2016 at 7:30 pm

**UPCOMING MEETINGS AND EVENTS:**

|                            |           |                             |
|----------------------------|-----------|-----------------------------|
| Community Engagement       | Wednesday | 2 November 2016 – 6:00 pm   |
| Program Committee          | Wednesday | 2 November 2016 – 7:00 pm   |
| Youth Committee            | Monday    | 7 November 2016 – 7:00 pm   |
| Board Development Cmt      | Wednesday | 9 November 2016 – 5:00 pm   |
| Finance Committee          | Wednesday | 9 November 2016 – 6:00 pm   |
| Executive Committee        | Wednesday | 9 November 2016 – 7:30 pm   |
| Seniors Council            | Monday    | 14 November 2016 – 1:00 pm  |
| Board Meeting              | Wednesday | 23 November 2016 – 7:30 pm  |
| Community Needs Assessment | (tba)     |                             |
| --                         |           |                             |
| Park Board Committee       | Monday    | 14 & 28 November 2016 – 7pm |