

**Board of Directors Meeting**  
**of the**  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday, 25 October 2017 at 7:00pm**

**MINUTES**

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

**1. Call to order and Welcome**

The meeting was called to order at 7:00 pm

**1.1 APPROVAL OF AGENDA**

Additional items

1.3 Consultation for the Arbutus Greenway - Kathleen

6.5 Front entrance (W. Boulevard)- David

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

**1.2 2017-10-19 VanPlay CCA Dialogue** - Invitation from Donnie Rosa

Kathleen drew the Board's attention to the November 8 meeting from 6:30-8:30pm. Unfortunately, there is a finance and executive meeting scheduled at the same time so the onus falls upon Directors who are not at these meetings to attend for Kerrisdale.

**1.3 Consultation for the Arbutus Greenway**

A flyer was circulated regarding the consultation for the Arbutus Greenway to be held at Point Grey Secondary School and here in the Centre at the end of October.

**2. STANDING ITEMS**

**Commissioner's Report** – Casey

Casey gave a verbal report, noting major highlights from the past two months. The liaison reports for September and October were not available and will be circulated as soon as they are completed by staff.

- The JOA was the biggest issue for Commissioners with two separate meetings held at PB on October 2 and 23.
- Staff have recommended a new seniors centre be built next to the Sunset CC. PB will buy the land and funding will come from the city, provincial and federal governments. There's been no commitment yet as the dispute re Sunset CC claiming 50% ownership of the community centre requires resolution.
- Citywide Development Cost Levy (DCL) review on July 24: the CoV has changed the DCL sharing system with a funding decrease from 41% to 18%. This is a massive change to the PB's capital planning, as they were expecting to receive \$551m that has been cut back to \$180m over the next 10 years for new park acquisition and development. PB is objecting to this change and have written to the Mayor and Councils.

**JOA - summary**

- **Sept 12:** PB received a letter from 12 CCAs outlining their outstanding concerns re the JOA.
- **Sept 18:** PB commissioners were provided with an update and asked staff to address outstanding concerns. Only 2 CCAs have signed the JOA.

- **Mid Sept:** Memo from Donnie Rosa, to clarify the expectations of the October 2 meeting.
- **Sept 25:** Letter from staff to CCAs regarding some new clauses to be added to Appendix C
- **Sept 27:** Letter from staff to CCAs re: beneficial changes in the appendices
- **Oct 2:** Malcolm Bromley provided a brief report. As at Sept 30, 6 CCAs had signed and 5 CCAs voted to approve, subject to completion of satisfactory appendices.
- **Oct 16:** PB received a response from 10 CCAs outlining their response to the Sept 27 staff letter, suggesting several options to resolve the issues.
- **Oct 17:** PB received a response from city legal who had been dealing with lawyers representing WECCA and Mt Pleasant.
- **Oct 23:** PB received a letter from Killarney, Hasting and us re: two issues changes to the body of the JOA, which is essential for CCAs to finalise the appendices. This was debated and approved unanimously at the PB meeting.
- **Oct 24:** letter from Donnie Rosa to CCAs outlining next steps. The letter assured that one provision from another CC is available to all. Don will send a note to Casey and Donnie to clarify questions about contradictions with appendices and JOA.

**Noted:** The letter from our lawyer was not received by PB - Kathleen will follow up.

## 2.2 2017 Summer Daycamps Report - Shannon

An overview of the 2017 Summer Daycamps report that was presented by Shannon:

- Shannon thanked Morag who sat on the hiring committee along with Jen Moum (returning Manager) and herself. Three staff returned and six new leaders were hired, including one Mandarin speaker who was helpful in overcoming any language barriers for parents and children. This resource needs to be included in the recommendations for 2018.
- We had four special needs children over spring break but none in the summer. PB usually provide inclusion camps over the summer because they have the facilities to support these children.
- Safari camp registrations were at 98.9% capacity (475/480) and Youth Adventure camps 99% (158/160). 26 children used the Before care and 29 After care services. Our overall profit was just over \$45K.
- The leaders did a fantastic job and we hope for their return next year. We are considering a wage increase to stay competitive in the market.
- Shannon was commended for another successful summer season and left the meeting at 7:35pm.

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)

### Item 3.3 Program Committee Minutes of September 6

- Strike out the sentence at FILM on page 17: "*Susan will head a focus group that will meet on Sundays*".
- The committee will clarify and take note.

**MOTION:** Moved by Don and seconded that the Program Minutes of Sept 6 be amended as discussed. **CARRIED**

## 5. ITEMS FOR DECISION

### 5.1 Approve the Consent Agenda

**MOTION:** Moved by Robert and seconded, that the Consent Agenda be adopted excluding Item 3.3 as presented. **CARRIED**

### 5.2 Volunteer of the Year Award - Morag

- Marilyn Muckle has been the conductor of the Kerrisdale Seniors choir for over 27-yrs. She has never been paid but gets a small honorarium from the members. Prior to this, she sang in the Keynotes choir.
- It will be her choice to attend the Christmas dinner or Seniors lunch to receive her award. We will invite her to both.
- Recommended for 2018: The two other nominees put forward and the group of volunteers who assist with the lunches will be passed on to next year's committee for consideration.

- Morag will send Marilyn's bio to Alison.
- Kathleen will send a formal letter to Marilyn Muckle.

**MOTION:** Moved by Morag and seconded that the 2017 Volunteer of the Year be Marilyn Iris Muckle. **CARRIED**

### 5.3 Outstanding Service Award - Don

- Don provided a brief overview of this occasional award that recognises paid KCCS/PB staff and instructors. Nominees are recommended by the Program committee for Board approval.
- The title of the award and presentation will require further clarification but, in the meantime, will invite Betty Anderson to the Christmas dinner.
- Kathleen will send a formal letter to Betty Anderson.

**MOTION:** Moved by Don and seconded that Betty Anderson be nominated as our first Outstanding Service Award recipient. **CARRIED**

### 5.4 Investment Policy Statement - Michael

Michael presented the revised Investment policy and fielded questions and concerns:

- It will replace the previous version approved in October 2009. It will provide the framework on how to invest the Society's funds in a prudent manner.
- The Finance committee is authorised and responsible for the undertaking of investments and the reporting of actions to the Board. It was recommended that the results of the investment outcomes be reported on an annual basis by presenting a statement from the bank.
- The investment objectives have been revised. We will be using the CPI as the benchmark compared to portfolio performance (average 2-3%). This shift is necessary as we have been losing purchasing power over the past few years because we have been too conservative.
- The policy is focused on equity investments through a mechanism called exchange traded funds. The exchange traded funds track exchange funds, targeting the major corporations within those exchanges. It tracks the market and does not discriminate between ethical and unethical funds.

**MOTION:** Moved by Michael and seconded to approve the revised Investment policy as proposed. **CARRIED**

**AMENDMENT TO THE MOTION:** Moved by Daniel and seconded to direct the Finance committee to investigate ways of investing in ethical companies or find a broker who specialises in such investments and report back to the Board with its findings. **CARRIED**

Casey left the meeting at 8:21pm

**BREAK** 8:21 pm - 8:30 pm

### 5.5 Nominating Committee (NC) TOR - Duncan

The Nominating Committee's terms of reference has not been revised since 2009. A sub-committee made up of Duncan and Robert was formed to streamline the guidelines for this ad-hoc committee (see minutes from October 11, 2017). After lengthy discussion, it was recommended that some wording needs tidying up and details relating to process be removed from the TOR. This item is to come back to the Board next month.

Keiko left the meeting at 9:00 pm

### 5.6 Election of Directors Policy

Duncan presented a new policy document, proposed to guide the President and Nominating Committee in the annual election of directors, as required under the Society bylaws. There were lengthy discussions over many new aspects that were clarified by the Executive.

**MOTION:** Moved by Anne and seconded to adopt the new Election of Directors policy as presented. **CARRIED**

**AMENDMENT TO THE MOTION:** Moved by Daniel to remove the 30-day requirement for the candidate and supporters. With no seconder, the **MOTION FAILED TO BE RAISED**

### 5.7 Nominating Committee membership

Our bylaws require us to strike a committee not less than 90-days prior to the AGM.

**MOTION:** Moved by and seconded to appoint Robert, Michael, Oscar and Fred to the 2017-18 Nominating Committee. **CARRIED**

## 6. ITEMS FOR DISCUSSION

### 6.1 Finance Committee Minutes and Monthly Reports - Michael

- Robert reported that over the past couple of years, the cost of delivering programs has been brought under better control through a variety of systems. The Finance committee have work very closely with Susan and her team to bring the cost of operating programs down. The centre is seeing revenue on the rise from more participants but the actual instructor costs are not necessarily going up.

### 6.2 Financial Statements

- Part of the summer revenue was recorded prematurely and made the Spring look better than it actually was. Moving forward, rather than looking at when the revenue was received in ActiveNet we will report on the revenue for the activity or program in its entirety. This has probably been a recurring problem for years but was not something Ali Mahdiyar and Michael were aware of, until now.

### 6.3 Nominating Committee procedures

- See above at item 5.5 and 5.6.

### 6.4 Christmas Party Committee

- Kathleen will be seeking two volunteers for this. We've already received enquiries from the caterers.

### 6.5 Front entrance (West Boulevard) - David

- David recently met with four PB staff to discuss ways and means to remedy the dire concrete situation outside the W. Boulevard entrance. Michael, Humaira and David will meet to brainstorm possible ideas on how to enhance it. Daniel and Duncan also volunteered if they are available.
- David will work on proposed drawings and apportion some of the committee's budget to plants, lighting signage and coordinate with PB re: painting the building.
- Most of the work will happen in the spring and there is money assigned to this project from Park Board.

Susan left the meeting at 9:45 pm

In-camera Meeting: 9:45 pm to 9:57 pm

## 9. ADJOURNMENT

The meeting adjourned at 9:57 pm

**NEXT MEETING:** November 22, 2017 at 7:00 pm

### UPCOMING MEETINGS AND EVENTS:

Program Committee Wed 01 Nov – 7:00 pm

Youth Committee Tues 07 Nov – 7:00 pm

Seniors Council Mon 20 Nov – 1:00 pm

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Park Board November: 6, 14, 20, & 21

Community Engagement Wed 08 Nov – 6:00 pm

Finance Committee Wed 08 Nov – 6:00 pm

Executive Committee Wed 08 Nov – 7:30 pm