

**Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 27 September 2017 at 7:00pm**

MINUTES

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

1. Call to order and Welcome

The meeting was called to order at 7:04 pm

1.1 APPROVAL OF AGENDA

Additional item

6.4 Proposed appendices to the JOA - Kathleen

6.5 Setting up and transferring funds - Michael

6.6 Tango instructor for seniors - Daniel

MOVED by Robert and seconded, that the Agenda be adopted as amended. **CARRIED**

2. STANDING ITEMS

2.1 Commissioner's Report

The Park Board did not meet August and the September meeting reports are not yet available. Casey Crawford could not attend tonight due to a scheduling conflict and Michael Wiebe plans to attend in his place.

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)

Note: Alison will resend the Summary of Strategic Planning workshop and distribute hardcopies of the second page on request.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

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

5.2 Revised Budget - Michael

Michael presented the revised budget and noted the following changes from last month:

- the new format breaks down the **overhead expenses** into individual Board committees.
- the general revenue projection for 2017-18 was revised down by \$47,800. This was based on the average performance over the past 2-yrs (current fiscal and previous).
- the CEC budget was reduced from \$9,275 to \$6,475
- an additional \$35K for dishwasher replacement under Capital Purchases - Seniors

After lengthy a discussion, it was recommended that Michael action the follow adjustments in the budget:

- a. **Miscellaneous Revenue:** revert back to \$10,000 as the \$26,298 donation this year was an anomaly
- b. **Capital Purchases - Seniors:** miscalculated from \$34,650 to \$44,650.
- c. Move **BCRPA Conference** out of Executive Board Operating Expenses to Board Development (*under comment*)
- d. Exercise Room equipment maintenance is not captured under any line item. It was agreed that \$6,000 be included in the **Program** budget, under **Repair & Maintenance**.

MOTION: Moved by Duncan and seconded to accept the 2017-18 fiscal year budget with the inclusion of the adjustments noted above. **CARRIED**

Note: Alex raised the question of why we don't invest in a marketing strategy for all committees, noting that 1% of the rentals projected revenue was allocated for marketing (\$300). This will be tabled for the Executive to explore moving forward.

Oscar arrived 7:14pm

Commissioner Michael Wiebe arrived 7:17pm

Kathleen introduced Michael Wiebe, chair of the Park Board to the Board, and in turn, members of the Board introduced themselves.

5.3 Meeting Schedule for 2018

MOTION: Moved by Humaira and seconded to accept the meeting schedule for 2018 as presented. **CARRIED**

5.4 New Community Member - Don

Morag and Don met with Corry-Ann Neilands, who works at Crofton Manor. She showed great interest in participating in the Program committee and will be an ideal candidate to replace Sarah Joy until February 2018.

MOTION: Moved by Don and seconded to appoint Corry-Ann Neilands as a community member on the Program committee. **CARRIED**

Alison will send an e-copy of Corry-Ann's CV to the Board for information.

5.5 Appoint Volunteer of the Year Committee

Morag Pansegrau, Oscar Bisnar and Melina Hung agreed to form the ad-hoc committee this year. They will be responsible for finding nominees for the award and make a recommendation for Board approval in November.

MOTION: Moved by Daniel and seconded to appoint the 2017 Volunteer of the Year committee. **CARRIED**

Alison will send the terms of reference and other relevant paperwork to the committee members.

5.6 Decide meeting start time

MOTION: Moved by Daniel and seconded to maintain the 7pm start for KCCS Board monthly meetings. **CARRIED**

6. ITEMS FOR DISCUSSION

6.1 Finance Committee Minutes and Reports and - Michael

6.1.1 Journal entry transfers

- There was a request from our Accounting Manager to transfer our interest and donations funds from retained earnings to a restricted fund. The adjustment will align the books before the start of the new year and be signed off by the auditors.

- The new journal will comprise donations and grants from fiscal 2008 to present and cumulative interest earned up to 31 August 2017. The 10-year time period has been selected in consideration of workload issues and possible software incompatibility as we cannot guarantee the information is available to us.
- This will not include grants and donations that have a specific targeted purpose.

MOTION: Moved by Duncan and seconded to approve a single common fund that includes investment earnings, donations and grants that are not purpose directed. **CARRIED**

6.1.2 Vending Machine

Ali Mahdiyar and Michael will follow up the outstanding revenue from the vending machine. There was no reason why the payments stopped and this had not happened before. Donnie Rosa, Director of Recreation said in an August 22 note that the money should come in by the end of the calendar year.

This glitch was not an isolated incident as it has apparently happened to all community centres. Michael Wiebe will follow up.

6.1.3 July 2017 financial statement

- Year-to-date comparisons show that July revenue has dropped 27% and program costs rose 22%.
- Don noted that at this month's Program committee's quarterly review of the summer programs, the results showed a marked increase in both the number of programs delivered and participation over 2016. The drop in the July figures may be due to a lag time in the system for payments received.

6.2 General Meeting of the Membership - September 19

Duncan reported on the led up and results of the General Meeting of Members on September 19. There were lengthy discussions, concerns and questions with notable highlights as follows:

- A total of 496 ballots were cast, resulting in 15 votes (3%) to approve and 481 votes (97%) to reject the Park Board's proposed JOA of April 10, 2017. Advanced polls opened between 10-4:30pm and 7-8:30pm.
- Approximately 75 members attended a brief PowerPoint presentation from 7:30pm in the auditorium.
- This result would not have been possible without the many members of the board (and friends) who volunteered and staff who were equally supportive throughout the day and evening, issuing duplicate membership cards for those who had forgotten to bring theirs and renewing those that were due.
- Duncan ensured due diligence throughout the entire process. An audit was conducted of votes cast and ballots distributed under the scrutiny of two former PB chairs, who certified the results.
- Most voters were well informed on the purpose of the meeting and came with their cards in hand ready to vote. Those that weren't as informed were given a two-page handout to read.
- There was some media recognition of the event with the results reported in the Courier online, City Hall Watch on Twitter and circulated by email, next day.

Michael Wiebe chimed in on the discussion and congratulated the Society and its members for the huge turnout. It showed that the community is actively involved in the process and engaged in the issues that affect them. None of the other centres have come close to what Kerrisdale has achieved in this respect.

- He reported that PB commissioners get more letters from people in Kerrisdale than any other centre but on the other hand, also get more letters of complaint about Kerrisdale and their campaign against some of the work that has been done. Kathleen is aware of this and has asked Michael to provide her with some details (without mentioning names).
- The number one calls to 311 and letters received in the city are about the seniors' lunch program. Michael gave assurance that the Park Board is 100% committed to the program. They have never once stated that funding would be removed or compromised from the program.

- Michael asked for feedback from the Board about the information that was disseminated to the members so that he can communicate this back to the Board of Commissioner about exactly what the direction was, in regard to the seniors' lunch program.
- Kathleen reiterated that "no one on the Board has ever said that Park Board or the proposed new agreement would take the seniors' lunch program away." We have clearly communicated to PB and our members that the concern is about the license to operate the Seniors' kitchen. We have proactively sought legal opinion to revise the appendices to ensure that the program continues to target the seniors as it currently stands. The Society **will not** be removing its subsidy for the lunch program but needs to stay in compliance or risk losing our license.
 - Anne Monahan, chair of the Seniors Council also vouched for the integrity of the Society but was remised at not removing a negative comment about PB in the seniors' lunch survey. She knows of one particular senior who keeps spreading misinformation and at each and every opportunity, Anne has told her "that's not going to happen."
 - The lunch program is integral to the community and the fear of change has worried a number of seniors because they care very deeply about it.

MOTION: Moved by Duncan and seconded that members of the Executive destroy all September 19 ballots between the dates of October 26 and October 31. **MOTION FAILED**

Note: It was recommended that we do not destroy the ballots in the interim. They are to remain securely stored in the Board office under lock and key, until further notice.

Fred arrived 7:49pm

6.3 Nominating Committee - Chair

The names of eight eligible Board members were called to consider serving on the ad-hoc committee, which needs to be struck no less than 90 days prior to the AGM. Alison will send out the terms of reference and anyone interested is to be in touch with Kathleen.

6.4 Proposed Appendices to the JOA - update

Michael Wiebe spoke to this and fielded a number of questions from the floor:

- The JOA process will continue through to September 30. There will be a status update October 2 on who has and hasn't signed. A full report will be presented to the commissioners on October 23, where the public will be invited to speak. Commissioners will listen and finalise their decision at this public forum. Staff cannot issue termination letters to CCAs. It has to come from elected officials that represent community.
- The JOA approved on April 10 cannot be altered. It can be reviewed after 10-years, at the time of renewal. The appendices cannot contradict the JOA and carries equal weight as the JOA. If there is a conflict in the JOA, the appendices will prevail.
- The Board questioned why this process has dragged out all year and said it would have been beneficial if discussions had opened up earlier. We have had an absent PB liaison for the past five consecutive Board meeting and were surprised to learn that liaisons should be listening to their community centres, reporting and directing staff to do what was needed to be done to ensure that the concerns of the CCAs were heard.
- The appendices can be adjusted if the situation changes. They address the issues of each and every individual community centre and board. PB will continue to work on the appendices until we are satisfied and have them vetted by our lawyers. There are mechanisms on every concern, for example, CCAs cannot use retained earnings for legal issues but can now use income generated revenue to fund a law suit if needed.

- Donnie Rosa has spent the last four days working on drafting new appendices to address the six concerns that were signed by 12 CCAs to PB commissioners on September 12. Michael reported, "*a new clause has just been added in the appendices. If you like something from another centre and is not included in your document, you can have it added, or delete what you don't want. It's a working document that ensures that every community centre is on a level playing field and treated with the same respect.*"
- Robert thanked Michael Wiebe for his candour and interaction with the Board and welcomes him back anytime.

Keiko left the meeting at 8:30pm

6.5 Kathleen will send Ali Mahdiyari a note re: Capital purchases.

6.6 Tango Instructor

Daniel will take this to the Seniors Council for further discussions.

BREAK 9:08pm - 9:15pm

Hardeep and Michael left the meeting at 9:15pm

In-camera Meeting: 9:15pm to 9:50pm

9. ADJOURNMENT

The meeting adjourned at 9:50pm

NEXT MEETING: October 25, 2017 at 7:00pm

UPCOMING MEETINGS AND EVENTS:

Youth Committee	Tues 03 October – 7:00 pm
Program Committee	Wed 04 October – 7:00 pm
Seniors Council	Mon 09 Oct – 1:00 pm
Finance Committee	Wed 11 Oct – 6:00 pm
Executive Committee	Wed 11 Oct – 7:30 pm
Community Engagement	Wed 11 Oct – 6:00 pm
Building Maintenance	Wed 23 Oct
Rental Committee	Wed 23 Oct
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Park Board	Mon 2, 23 Oct 2017