

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 24 January 2018 at 7:00pm

MINUTES

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

1. Call to order and Welcome

The meeting was called to order at 7:00 pm. Kathleen welcomed everyone back for the first meeting of 2018 and introduced Jennifer who is standing in for Susan Mele tonight.

1.1 APPROVAL OF AGENDA

MOVED by Melissa and seconded, that the Agenda be adopted as present. **CARRIED**

2. STANDING ITEMS

2.1 Commissioner's Report – Casey Crawford

Casey did come to the meeting, nor did he submit any reports this month.

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)

Robert confirmed that the three Rental committee goals for 2017-18 are incorrect. Alison will correct these.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOTION: Moved by Duncan and seconded that the consent agenda be approved as presented. **CARRIED**

5.2 Bylaw changes – Robert

The changes proposed in November to the bylaws amendments were reviewed again. It was recommended after discussions that the four bylaws proposed for change would be individually ratified.

- **MOTION 1:** Moved by Melissa and seconded to present the changes to bylaw #15 to the 2018 AGM as presented. **CARRIED**
- **MOTION 2:** Moved by David and seconded to present the changes to bylaw #37 to the 2018 AGM as presented. **CARRIED**
- **MOTION 3:** Moved by Morag and seconded to present the changes to bylaw #45 to the 2018 AGM as presented. **CARRIED**
- **MOTION 4:** was moved by Robert and seconded to be adopted as presented. However, following lengthy discussions that included the rationale for change, the following key points were highlighted to mitigate concerns over changing the Rules of Order:
 - (i) The recommendation was brought forward by Don Munton, to the Executive following his attendance at a Vantage Point workshop facilitated by Michael Blatchford (a lawyer specialising in representing Societies).
 - (ii) We are removing the reference to Robert's Rules from our bylaws and replacing it with relevant policies of

the Board as the guiding rule because Robert's Rules have become so complicated and convoluted. We currently have some meeting policies in place (refer to list in November's Board package) and the rest will be developed as soon as possible by the Executive.

(iii) Participants or members will be able to resolve any issue at a meeting and be in compliance with the bylaw, using the following order of authority; (a) the majority vote of 50 plus 1, (b) the Board polices (which are pending) and (d) the vote of the membership. These new rules of order will apply to all meetings held by members of the Society.

(iv) An amendment to improve wording to bylaw 55 was recommended as follows: Relevant policies of the Board of Directors will be the authority for all matters of meeting procedure not specifically covered by these bylaws.

- **AMENDMENT TO MOTION 4:** Moved by Daniel and seconded to amend the motion on bylaw #55 to include the relevant policies of the Board of Directors, including established precedence, to be the authority for rules of order. **AMENDMENT FAILED** (5 in favour/7 opposed and 2 abstained).
- The tabled motion was revisited and tweaked slightly:
- **MOTION 4:** Moved by Robert and seconded to adopt bylaw #55 with the minor wording change to be presented to the 2018 AGM. **CARRIED** (7 in favour/5 opposed and 2 abstained)

Notice of the four proposed bylaw changes will be signed by the Secretary and posted by Alison on the Society's internal bulletin boards, website and circulated at the AGM for approval.

5.3 Draft AGM Notice of Meeting – David

After discussions, it was suggested that an inclusion or update of the JOA be listed as Item 6: JOA negotiation update.

MOTION: Moved by Melina and seconded to include the additional item on the Notice of Meeting as amended.

CARRIED

6. ITEMS FOR DISCUSSION

6.1 Finance Monthly Reports (ending October 31 and November 30, 2017) – Michael

Michael presented highlights from the October and November reports and fielded questions from the floor:

- November statement: Cost of programs have risen about 10% compared to last year. Revenue is down slightly. Programs that underperformed were: youth, adults, seniors and skate lessons.
 - **Skate Lessons:** The higher expense was due to a retroactive adjustment to the cashier's wage rates. Skate lessons are also significantly lower than 2016.
 - **Seniors:** Jen addressed the discrepancies and believes that it may be due to the timing of invoicing and payments. We will need to wait for the December reports to see if the figures level out.
 - **Adults:** The Finance committee will follow up with Hardeep re adult programs for feedback.
- **Revenue Sharing:** Prior to 2015 the rate for instructors was 80/20. Our margins should now improve with a 60/40 split for all new instructors. Existing instructors are on 70/30. Some long-term instructors (mostly from the Seniors Centre) on the 80/20 left when contracts were renewed. Jen has now successfully renegotiated most of the existing contracts on a 70/30 split.

MOTION: Moved by Michael and seconded to adopt the October and November Finance reports as presented.

CARRIED

6.2 2016-17 Audited Financial Statement – Michael

The 2016-17 audit was conducted by the same auditors we have worked with for the past few years, Sidhu Straker.

There were no issues with the audit.

- **Fiscal 2017:** shows the Society in a very strong financial position with total cash and GICs up from \$2.8m in 2016 to \$3.2m and net assets also up 11%.
- **Program revenue:** most programs were up with the exception of the seniors' kitchen, skate lessons, special events and Play Palace. The caveat for these programs showing a revenue drop, was that their expenses also dropped. This indicates that the revenue was actually higher.
- **Repairs and maintenance:** there is a large discrepancy (\$10K) between 2017 and 2016 that could be attributed to the bus maintenance being charged to the same budget in 2016. Michael will clarify.

- **Subsidized programs:** Robert reported that one of the goals of the Rentals committee is to look at subsidized rentals to ascertain the amount of lost revenue we are sustaining to run free or subsidized programs. How much does it cost the Society in lost revenue in providing these services? How do we deal with lost revenue and increased costs moving forward? We need to look at the cost control steps we are taking to mitigate lost revenue. This research could be cross pollinated by the Community Needs Assessment Committee to review programs from other centres that meet the needs of the community but are not generating revenue.

6.3 W. Boulevard Sidewalk upgrade – David

The repairs to the sidewalk on W. Boulevard, between 42nd and 43rd Avenue, outside our entrance has been completed. The Neighbourhood Matching grant has been approved in principle but we won't be able to move forward with our plans for further improvements until we know for certain that funding has been approved.

6.4 Canada Summer Jobs Grant – Robert

In addition to our annual application for summer day camp positions this year, we are proposing to apply for an extra position to assist the Board. A draft position description was included in the board package that we could tweak if we get the grant. The student will be directed by one or two members of the executive and be paid the minimum wage from the federal grant plus receive a top up (depending on qualification) and benefits from us. Kathleen will write the submission and send the application off by February 2.

MOTION: Moved by Robert and seconded to approve the job description, for the summer jobs grant as presented.
CARRIED

6.5 Nominating Committee (NC) update – Robert

The NC have completed two interviews, received one new online application today and have by word of mouth of a fourth application coming in. All applicants appear to be current members of the Society and present as strong and positive candidates.

6.6 Policy on Meeting Procedures – Kathleen

As a follow up from our November Board meeting, it was not possible for this task to be completed in such a short period of time. We have slated this job for the summer student who can draw from resources online.

BREAK 8:27 pm - 8:38 pm

6.7 Special Board Meeting scheduled for 14 February at 7:00 pm – Kathleen

Moved in-camera.

Jennifer left the meeting at 8:27 pm
In-camera Meeting: 8:38 pm to 9:37 pm

9. ADJOURNMENT

The meeting adjourned at 9:37 pm

NEXT MEETING: February 28, 2018.

UPCOMING MEETINGS AND EVENTS:

| | | | |
|-----------------------|----------------------------|------------|----------------------|
| Program Committee | Wed 07 February - 7:00 pm | Park Board | Mon 19 February 2018 |
| Seniors Council | Mon 12 February - 1:00 pm | | |
| Special Board Meeting | Wed 14 February - 7:00 pm | | |
| Community Engagement | Wed 14 February - 5:00 pm | | |
| Finance Committee | Wed 14 February - 6:00 pm | | |
| Executive Committee | Sat 17 February - 10:00 am | | |