

**Board of Directors Meeting**  
**of the**  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday, 28 March 2018 at 7:00 pm**

**MINUTES**

**Present:** Kathleen Bigsby, (Chair), Robert Lockhart, David Eaton, Duncan Ainslie, Oscar Bisnar, Arjan Grewal, Melina Hung, Keith Stoner, Jumy Ogunsola, Kathy McKay, Melissa Woo  
**Regrets:** Humaira Akhtar, Marie-Noelle Savoie, Michael Tjaya, Anne Monahan, Fred Jay, Keiko Honda, Daniel Conrad, Morag Pansegrau, Casey Crawford  
**Staff:** Susan Mele  
**Recorder:** Alison Verghese

**1. Call to order and Announcements**

The meeting was called to order at 7:04 pm and the chair noted that we have several regrets tonight.

We had a request from a Board member who could not attend, for a phone in hook up this evening. Several methods were investigated by Alison and Susan prior to the meeting, and due to technical glitches, it was found that the MacBook version operating system, inbuilt camera and mic were not compatible with Skype, Facetime or Google Hang Outs.

**1.1 APPROVAL OF AGENDA**

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

**2. STANDING ITEMS**

**2.1 Commissioner's Report** – Casey Crawford

Casey had a PB conflicting meeting, including a tour of the new Killarney Seniors Centre tonight. Kathleen suggested that if you have any questions regarding his reports, please send him a note.

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

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

**4.1 Item 3.3.1 KCCS Cost Control Measures: (for information only)**

Robert noted a graph missing in the report submitted in the Board package. He will resend Alison a revised version to circulate and replace.

**5. ITEMS FOR DECISION**

**5.1 Approve the Consent Agenda**

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

**5.2 Outstanding JOA items** – Chair

Kathleen reiterated that our Board passed a motion at the Special Board meeting on February 14 to accept the JOA on the proviso we get satisfactory resolution of the following three items:

1. Mutual Release
2. Operations of the Seniors lunch program
3. Outstanding Invoice (not related to the JOA but a barrier to signing)

Additionally, members at the AGM on February 21, passed a motion that if the outstanding issues could be resolved to the satisfaction of the Board the Board could accept the two outstanding JOA issues provided a 60% majority of Board members present voted for acceptance.

The Board had reviewed all the material at hand to vote on the two outstanding JOA items and were reminded that by accepting the Mutual Release, we are signalling that we are no longer pursuing the litigation we started in 2013. The required number to carry the motion will be seven votes.

**MOTION 1:** Moved by Robert and seconded to approve the Mutual Release as presented in February. **CARRIED**

**MOTION 2:** Moved by Robert and seconded to approve the wording of Appendix C Clause 2 as presented. **CARRIED**

- The wording of Appendix C, Clause 2 will protect our license agreement for operation of a food service and will no longer be at risk as we are providing a service to a unique client base. We have also eliminated the probability of conflict with businesses in our neighbourhood.
- On the signing of the JOA, the Seniors' Lunch service will become a program. Registered members must be 55 years or older to participate. A program member may invite a guest, so long as the guest is over 55 years of age. There will be no drop-ins for this program.

Kathleen will advise PB that the Board has accepted the content of the JOA as presented to us. However, we are ineligible to sign the JOA until the outstanding invoice has been dealt with.

Kathleen thanked the Board for their incredible patience over the last year, and in achieving something approaching a fair joint operating agreement for our community.

### **5.3 Election of Officers 2018-19 – Past President**

As past president, Kathleen chaired the election of officers and called three times for nominations and volunteers from the floor for the following positions:

- **Treasurer:** Robert nominated **Michael Tjaya**
- **Secretary:** **David Eaton** volunteered
- **Vice President:** David nominated **Duncan Ainslie**
- **Vice President:** Duncan nominated **Oscar Bisnar**
- **President:** David nominated **Robert Lockhart**

All positions were filled by acclamation. Kathleen congratulated the appointees and announced that the Executive has decided to implement a rotating guest position on the Executive committee. Members at large would be invited with the goal of developing Board member understanding of the Executive decision-making process. This will be a way to ensure that the Society is building a future experienced executive board.

Robert thanked Kathleen for all the hard work she has done on behalf of the Society and community since becoming President in 2013-14.

- When Kathleen became president, we were deeply involved in litigation against the city for non-compliance with the JOA and the related eviction notice.
- The resulting injunction from the court case gave us the opportunity and time to battle on. Kathleen has led these efforts on behalf of both the Society and other community centre associations. The work has taken us through negotiations, mediation, consultation and most recently, back to negotiation.
- The outcome is an operating agreement we think we can live with. While leading these efforts Kathleen, also led the Board in delivering centre programs and services to the members of the Kerrisdale community. Over this time, programs have changed, the makeup of our instructors has changed, some of the programming staff have changed but with Kathleen's leadership we continue to have an excellent relationship with centre staff and we continue to deliver the programs and services the community wants and needs.

Kathleen was presented with fresh flowers, a card and a hearty round of applause.

#### **5.4 Committee assignments 2018-19 – Chair**

The committee assignments for the coming year were presented to the Board in a draft format as there are a couple of positions pending confirmation. It was also noted that:

- The Board Development committee will not be activated for the first 6-months as we need to focus on a new pricing structure should we be allowed to sign the JOA.
- The Communications committee will be instituted this year with a strong slate of volunteers.
- The Community Needs Assessment Committee (CNAC) requires former members who served on the committee to complete the task of analysing the data that was collected and producing a final report to the Board.

**MOTION:** Moved by Arjan and seconded to approve the Committee structure as presented. **CARRIED**

#### **5.5 Approve transfer to KCCS Legal Fund – Michael**

Background: Over the last few years, we have had to establish a legal fund in order to pay for legal bills associated with the dispute with PB. About a month ago, this money was depleted and we would like to transfer money from retained earnings to the legal fund to allow us to continue to deal with some residual legal bills pertaining to the JOA.

**MOTION:** Moved by Robert and seconded to approve the transfer of \$25K from unrestricted surplus to KCCS legal funds. **CARRIED**

#### **5.6 Sound System in Seniors Wing – Chair**

David confirmed that All Star Pacific has won the bid and PB will be installing the new sound system in the Seniors Wing. There were questions and concerns about the implementation of the process:

- As all installations that are fixed to the building are conducted by city staff, there may be challenges with this particular installation as city staff may not be trained in installing equipment of this calibre. All Star Pacific may require their staff to oversee the installation and in which case, we need both parties to meet to appraise the scope of work and cost involved.
- Would the installation costs be an additional to the Society or done gratis by the city because the equipment will become their property? We need to prepare a query to the city, via Susan Mele, as to how they would like to proceed with the installation of this equipment.
- The three rooms slated for this upgrade, which will include a microphone system that will provide amplification and music will be: The Seniors' Multipurpose, South and Craft rooms. There is a microphone system that already exists in the Multipurpose room, but this is old and inefficient. David will follow up with the cost of extra wireless microphones to enhance our Board meetings.

**MOTION:** Moved by David and seconded to approve an expenditure of up to \$22K for the installation of a sound system in the three rooms in the Seniors Wing. **CARRIED**

### **6. ITEMS FOR DISCUSSION**

#### **6.1 Finance Monthly Reports (ending December 2017) – Robert**

Robert commented that Program revenue relative to last year is very similar.

#### **6.2 Deferred POS payments – Robert**

As a follow up to last month's discussions, the Finance committee identified that some of the revenue coming in on the Point of Sale (POS) system was being credited forward and not accrued in the current season. It mostly affected revenue that was associated with "drop-in" fees. We may be able to control this by adjusting our accounting and wait to see if this can be rectified internally before calling for a meeting with ActiveNet.

#### **6.3 Community Need Assessment Committee (CNAC) – Chair**

Refer to Item 5.4 above.

#### **6.4 Special Information session – Robert**

The Seniors' Council has asked for a special information meeting to update seniors on the current status of the JOA. In Anne's absence, it was suggested that a Board representative can either go to their next Seniors' Council meeting or ask them to call a general meeting of seniors. Robert will follow up with Anne.

#### **6.5 Neighbourhood Matching Fund (NMF) – David**

We have confirmation that we received the NMF. David will propose the Building Maintenance committee get together on April 16 to discuss goals and tasks. It is anticipated that there will be quite a lot of work to do.

#### **6.6 2018-19 Committee Goals Setting – Chair**

The first task of the newly appointed committees is to "**Set Goals**" for the coming year. Included in the Board package is a handout from Vantage Point that outlines some **useful guidelines for goals.**

- We expect each committee to provide 2 or 3 goals that are achievable, specific, and measurable.
- Each committee is expected to report on these goals in September, to track the progress made and eventually provide the results as part of the annual report that is presented to the membership at the AGM.

#### **6.7 Summer Board get together – Duncan**

Duncan provided some background on the rationale of the Summer Board get together and outlined a proposed new concept for two events, instead of one, to be tried this year:

1. A "**Pot Luck**" event for board members (and partners) on Wednesday, **August 15.** We will require an ad-hoc committee to organise this event.
2. A "**Meet & Mingle**" event for permanent staff and board members on Wednesday, **September 5.** This is designed allow senior staff to meet Board members and to encourage more staff to attend as the summer date was a challenge.

This proposal is still fluid so please contact Duncan if you have any further ideas or comments.

#### **6.8 Seed Saver Workshop Report – Kathy**

The third and last Seed Savers Club workshop that was approved by the Board for free rental space in 2016 was held on March 3. A summary report indicating reasonable community participation was provided.

There are concerns about ongoing free events, especially considering the revenue/deficit challenges that will impact the Society's programming revenue if we are allowed to sign the JOA.

#### **6.9 Request for free room rental – Keiko**

Kathy spoke to this in Keiko's absence and requested free room rental for Urban food security and ecology activities initiated by the Community Engagement Committee (CEC).

- Robert outlined the usual process and procedure for external groups applying for free and subsidised rental space at our centre. However, there appears to be a loophole when free and/or subsidised rental space is generated internally, by the CEC, which acts as the intervener for the external group.
- After lengthy discussions, it was recommended that any event that is not a program, needs to go through the process of completing the online room rentals application form (Appendix A). If the external group doesn't meet the criteria for a room rental subsidy, and the CEC intervenes, *there must be a report generated, to show how the event has benefited our community.* For example, it was noted that the third Seed Saver workshop report that was written by Kathy McKay did in fact show community value was provided.
- We don't have any information to make a decision tonight on the CEC's request and needs to come back to the Board next month. Refer to Use of KCC Facilities by External Groups Policy.

#### **6.10 Kerrisdale Days: Saturday, April 28 – Chair**

Each year in April, the Society participates in the KBA sponsored **Kerrisdale Carnival Days** that features the Little League parade, horse & carriage ride, sidewalk sales and entertainment down 41st Avenue. We require

volunteers to man our booth from 10-1pm. Set up is at 9:30 am outside TD Bank (on the corner of Yew) and shifts are usually 1 or 2-hr blocks. Alison will send out a volunteer sign-up sheet.

- The suggested focus for April 28 will be the "**Fitness Room**". It should be relatively easy to promote, with a series of photos and caption: "the best equipment and is the best deal in town"!
- The suggested focus for September 8 will be "**Youth Activities**" that will coincide with the beginning of the school term.
- Past themes have been: Taekwondo demonstrations, the "Arena Rocks" History Project at the Arena and we even conducted a community needs assessment survey one time.

**6.11 Play Palace Event: Wed April 18 – Chair**

The **Play Palace Community Night** is a **free event** from 5-7pm. It is an annual event sponsored by the Society to promote the facility for families with children 12 years and under. Please talk it up with your neighbours and friends as the perfect fun-filled private birthday party venue over the spring and summer.

**BREAK** 8:24 pm - 8:35 pm

**7. Pending Items**

Susan left the meeting at 8:35 pm

**8. In-camera Meeting:** 8:35 pm to 9:28 pm

**9. ADJOURNMENT**

The meeting adjourned at 9:28 pm

**NEXT MEETING:** April 25, 2018 at 7:00 pm

**UPCOMING MEETINGS AND EVENTS:**

Youth Committee	Tues 03 April - 7:00 pm
Program Committee	Wed 04 April - 7:00 pm
Seniors Council	Mon 09 April - 1:00 pm
CEC	Wed 11 April - 5:00 pm
Finance Committee	Wed 11 April - 6:00 pm
Executive Committee	Wed 11 April - 7:00 pm

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Park Board                      Mon 16, 30 April 2018

*These minutes were approved by the Board of Directors.*

SIGNED BY CHAIR OR SECRETARY \_\_\_\_\_ INITIALS \_\_\_\_\_