

**Board of Directors Meeting  
of the  
Kerrisdale Community Centre Society (KCCS)  
Wednesday, 25 April 2018 at 7:00 pm**

**MINUTES**

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

**1. Call to order and Announcements**

The meeting was called to order at 7:01 pm

Robert gave a special welcome to Marie-Noelle who is attending her first Board meeting.

**1.2 APPROVAL OF AGENDA**

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

**2. STANDING ITEMS**

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

Casey sent his apologies for a conflict in his scheduling tonight.

**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 3.5 Program Committee minutes of April 4

- Concern was raised that the level of staff monitoring in the unsupervised fitness room is not as consistent as reported in the minutes. Susan will follow up with staff to ensure that routine monitoring is carried out every 30 minutes, throughout the day and not just mornings.
- Oscar noted that he will continue to lead the Ukulele Sing-Along until September if another volunteer is not found.

**MOTION:** Moved by David and seconded to approve the program minutes as presented. **CARRIED**

**4.2** Item 3.2 Community Engagement Committee (CEC) minutes of April 11

- A question was raised about where the \$26K referenced by Colin as possible funding for the Kerrisdale Contemporary Arts Lab (K-CAL) series. Robert noted that except for dedicated donations and fund raising the Seniors Centre has no unbudgeted source of funding. Keiko confirmed that no in-depth discussions took place at the meeting and will follow up with Colin in May.
- Keiko clarified why the "*CEC acts as the gatekeeper and does due diligence*" for the Seed Saver Club. CEC has cultivated a collaborative working relationship with Village Vancouver for the past couple of years and aims to build on this relationship to deliver effective programs for our community.

**MOTION:** Moved by Daniel and seconded to approve the CEC minutes as presented. **CARRIED**

**5. ITEMS FOR DECISION**

**5.1 Approve the Consent Agenda**

**MOTION:** Moved by Melina and seconded to approve the consent agenda, excluding Items 3.2 and 3.5, as presented. **CARRIED**

## **5.2 Motion to appoint CIBC signing officers – Michael**

KCCS uses RBC for day-to-day banking and GIC investments and CIBC to invest surplus cash into ETF's. As is the usual practice, we will require two signing officers to sign and authorise documents for the Society.

**MOTION:** Moved by Michael and seconded that the Board appoints Robert Lockhart, Michael Tjaya, Kathleen Bigsby and Oscar Bisnar as signing officers on the CIBC investment account. **CARRIED**

## **5.3 KCCS Directory 2018-19 – Chair**

- Remove Kathy from the Program Committee and add Arjan to the Seniors' Council.

**MOTION:** Moved by Fred and seconded to approve the committee appointments and community members for the 2018-19 KCCS Directory as amended. **CARRIED**

## **5.4 Nominating Committee (NC) 2018-19 – Robert**

The NC went through a review process last year, and it was decided it would be beneficial to appoint the chair and identify eligible committee members earlier than the scheduled October selection. At the last Executive meeting, Robert appointed Duncan, chair of the NC and tonight will call for volunteers to strike a committee.

**MOTION 1:** Moved by David and seconded to approve Duncan Ainslie as chair of the Nominating Committee for 2018-19. **CARRIED**

**MOTION 2:** Moved by Daniel and seconded to appoint Jumy Ogunsola and David Eaton to the Nominating Committee for 2018-19. **CARRIED**

Duncan arrived at the meeting at 7.19 pm

## **6. ITEMS FOR DISCUSSION**

### **6.1 Finance Monthly Reports (ending February 28, 2018) – Michael**

The current surplus of \$91,925 is fairly good but a lot less than last year's exceptional \$163K. There are two programs that have been identified as noticeably weaker this year:

- (1) Aerobics - this program is typically hard to predict but the numbers have definitely dropped.
- (2) Preschool Programs (At My Pace) – one popular instructor has stop teaching since winter.

Keiko arrived at the meeting at 7:23 pm

### **6.2 April 17 meeting with Seniors – Robert**

Kathleen prepared a PowerPoint presentation that outlined the background, development, and issues around the JOA. The focus was on the achievements made by CCAs across the city in modifying the impact of the original approved version since it was released by PB in April 2017. Robert thanked Kathleen for preparing the slides and doing a great job in presenting to over thirty attendees at the seniors' discussion, where numerous questions were raised and answered.

### **6.3 Stars of Vancouver announcement – Robert**

We were voted by readers of the Vancouver Courier BEST Community Centre on the Westside (our 3rd win in the past 4-years). Kerrisdale also won BEST neighborhood in Vancouver. The official release will be published in tomorrow's newspaper.

### **6.4 Kerrisdale Days: Saturday, April 28 – Robert**

Robert has verification from TD Trust Bank that we can once again set up our booth in front of that location on 41st Avenue.

- the purpose of our participation in the event is to raise the profile of the KCCS and community centre.
- inform the public of the benefits of participating in activities and programs at the community centre and to answer questions.
- focus will be on the fitness centre/stretch room and promote the personal trainers that work in our centre. We will have a chart to compare our fee structure against PB and other community centres.

**6.5 Summer Board Potluck - Aug 15 – Duncan**

- The committee has not met and is unsure how many people will be attending the event at Oscar's house. Attendees will be asked to supplement the event with pot-luck contributions of an appetizer, salad or dessert. The budget of \$1K will cover the main course and other sundry expenses.
- The second event, planned as a mixer for staff and Board members, on September 5th will not require as much planning as dinner will not be involved.

**6.6 BCRPA reporting requirements – Robert**

- Four Board members (Robert, Arjan, Humaira, and Keiko) and one staff (Susan) will attend this year’s BC Recreation and Parks Association conference in Vancouver. PB will be paying for Susan to attend.
- One consolidated report from all the attendees will be submitted to the Board, highlighting key ideas that could have some application here at the centre. Alison will send out past reports as examples.

**6.7 Neighbourhood Matching Fund (NMF) – David**

The Building Maintenance Committee met for the first time last Monday to establish goals and timelines.

- The committee accepted the \$8,500 grant that was offered. The money will go mainly to the artist.
- The PB gardener has come up with a plan to refurbish the areas along both sides of the entrance walkway from W Boulevard. A variety of over 450 colourful annuals and perennials, ferns, etc. will form the basis of the garden's design that we can later build upon.
- A flyer has been produced to promote the artist and two workshops for the **West Boulevard Welcoming Garden Ideas Challenge**. This will be handed out on Kerrisdale Days and posted on social media.

**6.8 Community Need Assessment Committee (CNAC) – Kathleen**

We have most of the information and data necessary to consolidate a draft report by June. The aim is to bring it to the Board to discuss the implications of the findings. Melina will assist in synthesising some of the material from the patrons’ survey conducted in the summer of 2016 and Kathleen has been analysing the census data to extract information that may provide insight into needed programs and services for our community.

**7. PENDING ITEMS**

**7.1 2005 Needs Assessment recommendation – Robert**

One of the key findings of the CNAC was a needs assessment report that was generated in 2005. A sub-committee led by Humaira reviewed the recommendations and determined which were still valid but not yet implemented. Various committees were sent a list of needs and tasks for them to respond with an "action plan". Robert asked that these committees forward their responses to the plan to Kathleen and Melina for review.

**BREAK** 7:55 pm - 8:10 pm

Susan left the meeting at 7:56 pm

In-camera Meeting: 8:11 pm to 9:00 pm

**9. ADJOURNMENT**

The meeting adjourned at 9:00 pm

**NEXT MEETING:** May 23, 2018.

**UPCOMING MEETINGS AND EVENTS:**

Youth Committee	Tue 01 May - 7:00 pm	Executive Committee	Wed 09 May - 7:00 pm
Program Committee	Wed 02 May - 7:00 pm	Rentals Committee	Mon 14 May- 10:00 am
CEC	Wed 09 May- 5:00 pm	Seniors Council	Mon 14 May- 1:00 pm
Finance Committee	Wed 09 May - 6:00 pm	Park Board	Mon 14 May 2018

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

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