

Board of Directors Meeting
of
The Kerrisdale Community Centre Society (KCCS)
Wednesday, 23 May 2018 at 7:00 pm

MINUTES

Present: Robert Lockhart (chair), Kathleen Bigsby, David Eaton, Michael Tjaya, Fred Jay, Jumy Ogunsola, Marie-Noelle Savoie, Kathy McKay, Humaira Akhtar, Anne Monahan, Arjan Grewal, Morag Pansegrau

Regrets: Keith Stoner, Melissa Woo, Duncan Ainslie, Oscar Bisnar, Melina Hung, Keiko Honda, Daniel Conrad

Commissioner: Casey Crawford

Staff: Susan Mele

Recorder: Alison Verghese

1. Call to order and Announcements

The meeting was called to order at 7:00 pm

1.2 APPROVAL OF AGENDA

Additional item: 5.6 Increase in Aerobic and Personal Trainer Fees – Morag

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

2. STANDING ITEMS

2.1 Commissioner's Report – Casey Crawford

The April 16 Park Board Liaison report was circulated in the agenda package prior to the meeting. Casey gave a verbal report of the April 30 meeting, with highlights noted as follows:

- PB voted to continue the shared Real Estate Facilities Management (REFM) services model with the city to provide facilities management services to the PB facilities, including Community Centres. Next step will be to engage with CCAs, perhaps through the APG, to determine implementation and expectations in relation to facility maintenance work.
- For information only: There are two projects in our neighbourhood:
 - i. a development application for a hotel on the top of the space beside the Honolulu Cafe and;
 - ii. a development application at Crofton Manor.

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)

Item 3.8 Recreation Supervisor's report

- Item 4 **Maple Grove:** Date correction for the opening is June 16, not 23
- Item 3 **Heritage Fair:** Approximately 400 people (120 children plus their parents/grandparents) participated. About 20 community people came to the afternoon sessions. Logistics were fine, everything ran smoothly and was well received.
- Item 7 **W Boulevard Welcoming Garden:** Times and dates for the workshops are Tuesday, May 29 and Saturday, June 9, both from 1:30 - 3:30 pm.

MOTION: Moved by Fred and seconded to approve the Recreation Supervisor's report as amended. **CARRIED**

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOTION: Moved by Michael and seconded to approve the consent agenda, excluding item 3.8 as presented.
CARRIED

5.2 Summer Research Student – Robert

We were successful in receiving the Canada Summer Jobs federal grant for ten Summer Daycamps leaders and one student for a research project on behalf of the Society. The rationale for requesting a budget for the summer research student is because this position does not generate any revenue and will need to supplement the basic rate of \$12.65 to create a competitive wage for hiring a suitable candidate.

The Executive has provided supporting documents detailing the approved summer jobs contribution amount and a report outlining the concept of the position was reviewed by the Board in January.

MOTION: Moved by Kathleen and seconded that the Board approve, as recommended by the Executive Committee, an expenditure of up to \$5,819 to supplement the cost of hiring a summer research student.

CARRIED

5.3 All Candidates Meeting at Kerrisdale – Robert

The Board was asked to decide:

1. If we should hold an all candidates meeting at Kerrisdale in the fall?
2. If the decision is yes, "*which meeting was more critical for us as an operating society*"; Park Board, Councillors or Mayor?

- **Marpole-Oakridge:** is planning a combined PB and council candidates meeting early September
- **Dunbar:** usually works with the Dunbar Residents Association and is holding a councillors meeting
- **Kitsilano:** we are not sure about
- **Kerrisdale** traditionally holds PB candidates but this is up for decision tonight.

Following discussions, there was consensus to hold a meeting and the priority was to determine who controls the money and therefore the power. Casey will follow up on the percentage of the budget allocated to PB.

MOTION 1: Moved by Kathleen and seconded to sponsor an all-candidates meeting at the Kerrisdale Community Centre for the fall elections. **CARRIED**

MOTION 2: Moved by Arjan and seconded that we hold a councillor's candidate meeting at Kerrisdale. **CARRIED**

There will be a lot of work planning and coordinating this meeting in a shortened timeframe. The Executive will decide on the date after meeting with the APG. The election has moved from November to October 20.

Jumy arrived at the meeting 7:20 pm

5.4 Rental Rate Changes – Robert

The Rental committee put together a report comparing our rental rates with those of other community centres. It found that two rooms in the Seniors Centre were under cost and others required minor price adjustments. Apart from these changes, our rental rates are very competitive with other sites.

MOTION: Moved by Kathleen and seconded that the Board approve, as recommended by the Rental Committee, the following rental rate changes: Room 217 from \$29.50/hour to \$30/hr; Senior Craft Room from \$50.50/hr to \$55.00/hr; Senior South Room from \$50.50/hr to \$55/hr. **CARRIED**

These rates include GST and will be effective from September 1, 2018.

Marie-Noelle arrived at the meeting 7:29 pm

5.5 Re-approval of CIBC Designated Signatories – Robert

Further to the motion passed by the Board in April, please refer to the two-page document from CIBC Wood Gundy dated May 4, 2018 as presented in the May Board package.

MOTION: Moved by Fred and seconded to approve the four signing authorities listed on the CIBC Wood Gundy Corporate resolution, dated May 4, 2018 as presented in Board package. **CARRIED**

David Eaton (Secretary), will sign and date the resolution confirming that the motion was passed by the Board.

5.6 Increase in Aerobic and Personal Trainer Fees – Robert

MOTION: Moved by Morag to increase the Aerobic and Personal Trainer fees as detailed in the Program Committee's minutes of May 2nd, 2018. **CARRIED**

Robert noted that financial decisions cannot be made solely by a committee without recommendation to the Board for approval.

6. ITEMS FOR DISCUSSION

6.1 Finance Monthly Reports (ending March 2018) – Michael

- Revenue is up on last year and net income from operations is higher than budgeted. Overall, we are showing strong results, seven months into the fiscal year.
- Skate lessons, Youth, and Aerobic programs are continuing to underperform since the start of the year.
- Revenue for skate lessons are within \$1K of last year, but by comparison, the cost of labour has gone up by about \$10K. Susan and Meaghan are investigating why there has been such a dramatic increase in the labour costs relating to staffing in skate lessons.
- The Fitness program is the most profitable in the centre.
- The Finance Committee is looking at some programs that will be able to bear price increases and Michael will work with the Program Committee to prepare a report that will eventually come to the Board and is still a work in progress.

MOTION: Moved by Michael and seconded to adopt the April Finance reports as presented. **CARRIED**

6.2 Setting Committee Goals – Robert

Committee Goals are set annually from February to February and this year, we will be implementing a new initiative to link them back to the Society's Vision, Mission and Values. It's important to note that these concepts, especially **Our Values**, defines the overall objectives of the Society.

Robert referenced the Rental Committee as an example of how to establish committee goals that link back to the Society's values and encouraged the Board to follow this method. Alison will return any Committee Goals that are not in line with the Society's mission statement for amendment.

6.3 Park Board initiatives with CCA Involvement May 17, 2018 – Robert

The Board reviewed and discussed the three initiatives PB have proposed for CCA involvement:

- 1st: **System-Wide Planning** - invitations have been sent to Presidents of CCAs who have signed the JOA or indicated their intention to sign.
- 2nd: **Van Play: 2019-2022 Capital Plan Stakeholders Meeting** - scheduled for June 12, time (TBA)
- 3rd: **Van Splash** - replace Kerrisdale Pool with a new Community-scale pool

Comments from members of the executive highlighted a level of frustration in responding to these initiatives. It is quite overwhelming and difficult to provide a succinct response, especially as the three very different initiatives come from the same source and target the same body of people who are all volunteers. The requests are convoluted and unclear, with no indications of dates or instructions as to how to submit feedback.

Casey will touch base with Donnie Rosa and get back to us with more information about Van Splash and Van Play.

6.4 Jim Diers on Community Engagement – Robert

Robert gave a brief background on Jim Diers and how we had invited him to speak at a public meeting that filled our auditorium back in January 2016. It was strongly suggested that all Board members register for this Park Board sponsored event, entitled "Building Genuine Community Partnerships", at the Roundhouse Community Centre on Thursday, June 14.

6.5 Free/Subsidized Programming – Robert

A project to document free and subsidised programs occurring throughout the centre has been initiated by Robert and together with Jen Takai and Susan's help, there will be a spreadsheet detailing the cost of delivering these services to analyse:

- staff time to set up and tear down events and workshops
- related disbursements for equipment and day to day and/or occasional costs like, for example, the changing of the snooker tablecloths every 3 to 4 years.

The objective is to meet with representatives of the Seniors Council to review the data and then determine ways that we can continue with these services and get some cost recovery. The ability to continue delivering free and subsidised programs will be challenging in the face of a looming deficit if we don't stabilise our revenue to replace lost dollars and pay for additional costs for operations when the new JOA is signed.

This exercise is in conjunction and parallel to what the Finance and Program Committees are doing with program fees. We do not have to rush into this process and make unforced errors because we are financially sound.

6.6 West Boulevard garden update - David

Light fixtures: David and Susan met with the chief superintendent of lighting last week to discuss upgrades to lighting in front of the building on West Boulevard:

- replace two lights, in front of the door to the centre and auditorium with LED fixtures, under maintenance
- additional fixture to be installed on walkway approaching the building and the possibility of getting some linear lights along the edge of the roof
- obtain quotes for up lighting the trees and providing signage at the end of the sidewalk plus others ideas.

BREAK 8:19 pm - 8:33 pm

Casey and Susan left the meeting at 8:20 pm

8. In-camera Meeting: 8:33 pm to 9:11 pm

9. ADJOURNMENT

The meeting adjourned at 9:11 pm

NEXT MEETING: June 27, 2018.

UPCOMING MEETINGS AND EVENTS:

Program Committee	Wed 03 June - 7:00 pm	Youth Committee	Tue 19 June - 7:00 pm
Seniors Council	Mon 11 June- 1:00 pm	Communication Cmt	Tues 26 June - 7:00 pm
Community Engagement	Wed 13 June - 5:00 pm		
Finance Committee	Wed 13 June - 6:00 pm	Park Board	Mon 4 & 18 June 2018
Executive Committee	Wed 13 June - 7:30 pm		

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____