

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 27 June 2018 at 7:00 pm

MINUTES

Present: Robert Lockhart (chair), Kathleen Bigsby, David Eaton, Michael Tjaya, Duncan Ainslie, Fred Jay, Daniel Conrad, Oscar Bisnar, Melina Hung, Jumy Ogunsola, Marie-Noelle Savoie, Kathy McKay, Keith Stoner, Melissa Woo, Humaira Akhtar, Anne Monahan, Arjan Grewal, Morag Pansegrau

Regrets: Keiko Honda

Guest: Charlotte Arday

Commissioner: 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 introduced Charlotte Arday, our Summer Research student.

1.1 Approval of Agenda

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

2. STANDING ITEMS

2.1 Commissioner's Report – Casey Crawford

The May and June Park Board Liaison reports were included in the Board package for review. Casey provided verbal highlights of the June 18 meeting, specifically on the Langara Golf Course drainage system upgrade, which is currently awaiting a response from the city for the \$3m project to go ahead.

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 3.2 Community Engagement Committee

A question was raised about why the CEC is discussing the Film Series when the initiative sits with the Program Committee. Daniel clarified that the CEC is involved only to generate more participation and publicity that is supportive of the program.

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

4.2 Item 3.4 Program Committee

Susan flagged that staff cannot make motions on the Society's behalf, as noted on page 18, item 4d of the package. After a brief discussion, Morag recognised the typo and made a motion to correct the error.

MOTION: Moved by Morag and seconded to approve the Program Committee minutes with the modification that the mover at Item 4d was Daniel Conrad. **CARRIED**

Reminder | Important content in the BCRPA report: Robert urged committee chairs to investigate what ideas they might be able to further delve into or act upon from the number of good ideas presented in this year's BCRPA report that was included in the consent agenda.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOTION: Moved by Kathleen and seconded to approve the consent agenda, excluding items 3.2 and 3.4 as presented. **CARRIED**

Jumy arrived at 7:26 pm

5.2 Summer Research Student – Robert/Kathleen

- The email motion passed by a substantial majority of the Board (June 19) was included in the agenda package as confirmation that we are retaining our summer research student, Charlotte Arday.
- Kathleen provided an update on Charlotte's first project, to find **alternatives to Roberts Rules to manage our meeting procedures**. An extensive online research resulted in some alternatives, but not enough to cover the needs of our Board, Committees or Annual General Meetings.
- Instead, an outline of meeting procedures has been crafted in a draft policy document that was circulated in the agenda package for feedback. Kathleen and Charlotte fielded questions and took notes resulting from a lengthy discussion on the following topics:
 1. A quorum for Meetings of Committees
 2. Approval of Minutes
 3. Rules of Discussion/Debate and Decorum

MOTION: Moved by Daniel and seconded that the Board approves Charlotte Arday continue on her project as outlined. **CARRIED**

Charlotte left the meeting at 7:48 pm

5.3 Finance Committee TOR – Michael

The Finance Committee terms of reference was last reviewed in August 2009. Some changes include a broadening of the mandate to capture greater scope, and the accountant's title was changed from "Bookkeeper" to "Accounting Manager".

MOTION: Moved by Melina and seconded to approve the proposed revisions to the Finance Committee terms of reference as presented. **CARRIED**

Note: The Executive and Building Maintenance are two committees that have TOR's that are more than 5-yrs old.

6. ITEMS FOR DISCUSSION

6.1 Finance Monthly Reports (ending April 30, 2018) – Michael

- Aerobics is underperforming; revenue from the seniors' programs is up compared to last year.
- Overall, our performance year-to-date is looking quite good but the month appears low because of the timing of the report. (The summer camp revenue has not been processed and will boost the revenue even higher once incorporated). Our current surplus of \$147,289 is also lower than in 2017 (\$204,219).

6.2 Signing of JOA – Robert

The JOA was signed on **June 21, 2018** at our lawyer's office by Oscar and Robert. Actions now required as a follow up to the signing of the JOA are currently in progress:

- **Membership fees:** On direction from Robert staff was instructed by Susan Mele to immediately stop charging membership fees. We are working on appropriate wording for the Fall brochure and ActiveNet online registration system, where we will have an "opt-out" clause for membership. Wording of this clause is under review.
- **President's Report:** Robert will report to the membership in the Fall brochure that the JOA has been signed, the financial issue has been settled, and there is no longer a charge for membership.
- **Financial Impact:** We have started to address the significant financial impact the new JOA will have on our bottom line. With a looming \$300+K deficit forecast, a sub-committee of the Program and Finance

Committees have been struck to review and manage program fees across the board. Parallel to this, we need to be diligent in **controlling costs**. We have set ourselves a 2-year timeframe to return to sustainable operations and a balanced budget.

- **Content Insurance:** We have started to engage with our insurance broker for a quote to insure our contents. Work to update our inventory of physical assets is underway.

6.3 KCCS Budget for 2018-19 – Michael

Our fiscal year is from September 1 to August 31 and typically, the Board approves the budget in September. Last year the budget was approved in October. Michael will be circulating to committee chairs a budget template (Excel spreadsheet) that was created by our Accounting Manager, Ali Mahdiyari for 2018-19 budget requests.

Committee chairs should submit their proposed budget to Michael by the end of August. It will be presented to the Finance committee and ratified by the Board in September. Contact Michael if there are any questions about the template or other budget related questions.

Question: re what other CCAs are doing to cope with their deficit. The APG may be one venue to discuss revenue and cost control approaches. Some other CCAs built their membership fees into programs. The impact on Kerrisdale from lost membership revenue is greater than at most other centres.

BREAK 8:28 pm - 8:41 pm

Casey left the meeting at 8:30 pm

6.4 Free and Subsidized Programming – Robert

Documenting the actual cost for running activities that are free and subsidized has been a project Robert and the Seniors' Council have been working on for the past 6-weeks. There are about 30 free or subsidized activities that occur in the Seniors Centre each season costing \$12-15K per year; the greatest cost is from staff time in setting up and taking down the rooms. Additionally, there are disbursement costs associated with some of these programs:

- **Snooker/Games Room** spends upwards of \$1,500 every 5-years to replace the felt, cues, sticks etc., or about \$300 per year that we need to accumulate.
- **Social Recreation Program:** has a large group of drop-in activities relating to seniors, such as Mah-jong, Weekend Movies, Chess, Ping Pong etc.
- **Opera Zone Program** cost last year tallied up to \$1,600 for performers fees, snacks, and sundries
- **The Lunch Program** is a separate entity on its own with a Board approved subsidy.

Addressing these activities would be a very small component of the bigger picture but it draws the participants of those activities into the process of dealing with the bigger problem. We have identified four new categories of

New Programming:

1. **The Lunch Program:** for participants 55 years+ proposing to cost \$10 per year
2. **Snooker/Games Room Program:** proposing a \$10-20 annual program fee
3. **Opera Zone Program:** proposing a \$10 fee for the year
4. **Social Recreation Program:** same cost as the Games Room Program, the majority of these activities are for the seniors.

Susan will be working on a participation card to record patron participation in these programs.

6.5 Loss of Seniors' Programmer – Susan

Jennifer Takai has accepted the full-time Programmer's position for the new Seniors' Centre at Killarney.

- An initial call for interest saw no applications from current Park Board staff so the position will be posted externally. Austin Su will assist with the role while Jen transitions out; she will be working 2 days here and 3 days in Killarney until the position is filled. A representative from the Seniors' Council will be asked to sit on the interview panel.

- **A farewell tea** will be organised in the afternoon of **Tuesday, August 7** for Jen that will be advertised in the Monarch. Susan will notify Board members as soon as more details become available.

6.6 All Candidates Meeting at Kerrisdale – Kathleen

At the last board meeting, we decided to invite council candidates here for a public meeting. The date is set for **September 20 in the Auditorium**. There is a group of community centre associations, including Kerrisdale, meeting to develop questions to candidates and city-wide advertising 2-3 weeks before the election and coordinated through the APG. It is still early days as candidates have not been selected. Tabled for August agenda.

6.7 CoV percentage of budget allocated to PB / Van Splash & Van Play – Casey

As part of the discussion relating to planning our all candidates meeting, we asked Casey to provide the percentage of budget allocated to PB from the City of Vancouver:

- PB generates \$42m in revenue, which is approximately 34.5% of its budget
- The City provides \$80.4m or approximately 65.5% to PB each year
- Development Cost Levies (DCL) allocated funding to Park Board in 2017 was 41% and will be reduced to 18% from 2018 onwards.

There were additional questions from the floor regarding Capital Planning for CCAs and PB funding trends allocated by the CoV. Casey will respond next month with the trend for funding from the CoV.

6.8 Increase in labour costs related to staffing in skate lessons – Susan

Following up on concerns raised in last month's finance report, Susan provided an explanation for the \$9K increase in skate lesson wages this year at \$37,491 compared to \$28,143 last year:

- the difference is in the number of hours and associated Group 1 costs, particularly in 2017 when we did not have enough staff, Maegan Montemayor, the Arena programmer, stepped in as a skate lesson instructor and covered around 80-hrs worth of lessons. Susan calculated that over the past 4-years, the average annual wage paid to skate lesson instructors is around \$40K. Therefore, 2018 is in line with previous years and 2017 was under.
- in 2018, there was a change from 3 to 4 sets of lessons and this resulted in increased administrative costs for scheduling, planning, report cards etc.
- there was also a 2% collective agreement increase.

Robert commented that our skate lesson program barely covers its costs and is more like a community service than a big revenue generating activity. It has historically provided a valuable service to our community for decades.

6.9 Volunteer of the Year Awards – Robert

The Board usually appoints an ad-hoc committee, made up of three Board members to go through the selection process to identify an individual or group of individuals who have been outstanding volunteers in the community. The committee is responsible for finding nominees for the award and make a recommendation to the Board for approval in November.

The chair will call on Board members to volunteer at a later date.

Melissa left the meeting at 8:59 pm

6.10 Kerrisdale Days - September 8 – Robert

We are hoping for good weather on **Saturday, September 8** when we will have a **Youth based theme** to promote youth activities at the centre. Anne suggested we could also combine this event with the Seniors' garage sale or use the event to advertise the garage sale.

We will once again call for Board and Community member to volunteer 1-2 hours to meet and greet locals on the street.

6.11 Summer Cooling Station – Susan/Robert

Kerrisdale is one of seven community centres that are designated as Summer "Cooling Centres". Activation of this procedure was emailed to Centre Recreational Managers on June 15 from Daisy Chin; Association representatives at some centre reacted with immediate concern because of the lack of consultation. Their concern was a potential repeat of the past need to cancel programs and lack of supplies because of overcrowding and safety issues as has happened downtown when some centres were used for winter warming.

We have many seniors that do not have air conditioning when there is a high-temperature weather warning and they usually come into the centre to stay cool. We are not expecting any of the issues as experienced at other centres.

6.12 System-wide Planning – Robert

The second System-wide Planning meeting is on tomorrow evening, which Robert will be attending. The agenda has been included in the Board package for information.

7. PENDING ITEMS

Not discussed.

Susan left the meeting at 9:16 pm

8. IN-CAMERA MEETING: 9:16 pm to 9:47 pm

9. ADJOURNMENT

The meeting adjourned at 9:47 pm

NEXT MEETING: August 22, 2018 at 7 pm.

UPCOMING MEETINGS AND EVENTS:

Executive Committee Wed Jul 11 - 7:30 pm
Executive Committee Wed Aug 8 - 7:30 pm
Finance Committee Wed Aug 8 - 6:00 pm
Seniors Council Mon Jul 12 - 1:00 pm
Program Committee Wed Sept 5 - 7:00 pm
CEC Wed Sept 12 - 5:00 pm

Park Board Mon July 9, 23 2018

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____