

**Board of Directors Meeting**  
**of the**  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday, 26 September 2018 at 7:00 pm**

**MINUTES**

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

**1. Call to order and Announcements**

The meeting was called to order at 7:00 pm. A Thank You card from Jennifer Takai was circulated at the meeting.

**1.2 APPROVAL OF AGENDA**

Add Item 6.6 Ethical Funds - Daniel

Remove Item 5.3 Heritage Fair will be moved to October as Keiko is not present - Duncan

The agenda was approved by consensus with the above modifications. **CARRIED**

**2. STANDING ITEMS**

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

There was only one Park Board meeting in September and none in August. Casey highlighted some local issues from the GM's monthly report, which was not included in the package:

- Oakridge Centre redevelopment has commenced its first phase.
- Japanese beetles have been a significant concern, arriving in the False Creek area. It's invasive enough that PB will be employing four full-time staff to work on this challenge for two months in the Spring.

**2.2 APG Minutes of July 5 at Roundhouse Community Centre– Chair**

There was no discussion on the official minutes.

**2.3 APG Notes of September 6 at Mt Pleasant Community Centre – Chair**

There was no discussion on Kathleen's notes.

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

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

**4.1** Item 3.3 Community Engagement Committee (CEC) Minutes

Morag asked for an amendment to the action on item 3 in the Community Engagement minutes because the Film series is run under the Program Committee. The current text reads: "Daniel will program for another series." The correction will be: "Daniel will discuss with the Program Committee a proposal to run another film series."

**MOTION:** Moved by Anne and seconded to approve the CEC minutes as amended. **CARRIED**

**5. ITEMS FOR DECISION**

**5.1 Approve the Consent Agenda**

**MOTION:** Moved by Kathy and seconded to approve the consent agenda, minus item 3.3 as presented. **CARRIED**

## 5.2 Revised budget for 2018-19 – Michael

The revised budget was circulated in the Board package for review; receipt of previously outstanding committee budgets for Youth, Seniors and CEC completed the budget. Michael noted key areas as follows:

- **Finance:** Has seen a significant increase in expenses due to new PB operating and ActiveNet fees that came into effect on signing the new JOA.
- **Youth:** There is an increase in the Youth Leader's hours and launch of a new Youth Night's program.
- **Capital Purchases:** Up \$25K for a new photocopier budgeted under Executive Capital Purchase.
- **Seniors:** Capital purchases was reduced as there was a budget to replace the dishwasher last year.
- Overall, there is a net loss of revenue from membership fees of **\$81K** and a forecast deficit of **\$228,274** when including capital expenditures.

**MOTION:** Moved by Duncan and seconded to approve the proposed budget for 2018-19 as presented. **CARRIED**

## 5.3 Heritage Fair – Duncan

Tabled to October.

## 5.4 Meeting Procedures Policy – Robert

As a follow up to last month's meeting, a new revised **clause 3D: Electronic Approval of Minutes** was brought forward by the Executive Committee as a recommendation for Board approval.

**MOTION:** Moved by Daniel and seconded to approve the proposed wording of clause 3D as presented. **CARRIED**

Robert thanked Melina for her help in assisting the Executive Committee to complete this task.

## 5.5 Electronic Approval of Committee Minutes Protocols – Robert

Following the approval of the motion under 5.4, the Electronic Approval of Committee Minutes protocols that were developed in 2013 will no longer be applicable.

**MOTION:** Moved by Melina and seconded to rescind the Electronic Approval of Committee Minutes Protocols as presented. **CARRIED**

## 5.6 Retained Earnings Statement – Robert

As an outcome of signing the new operating agreement, all CCAs must publish a statement as to their intended plans for retained earnings. A draft statement was presented to the Board for consideration. Under the guiding documents in the implementation manual the statement must be reviewed annually and appear on our website, next to our financial statements.

**MOTION:** Moved by Melina and seconded to accept the statement for publication as presented. **CARRIED**

## 5.7 Research Programs at Other Facilities – Robert

To maintain viability and meet the needs of our community, we must continue to update our programming on an ongoing basis to meet the needs of our local target market. As part of the Summer Research project, Charlotte Arday produced a 29-page report on a plethora of programs for different age groups at other community centres, neighbour house and other public service organisations across North America. The full report in soft copy has links to relevant websites for easy access to program details.

Next Steps:

- Hand the report over to Susan and the Programmers, the Program Committee and the Seniors Council to investigate programs to determine if there are programs worth considering.
- Merge the consolidated data from the 2016 statistics, which Kathleen has been reviewing for the Needs Assessment report, to identify our community by targeted demographic groups, e.g., younger seniors.

**MOTION:** Moved by Duncan and seconded that the Seniors Council and Program Committee review the report and provide some broad direction for the Board to consider at the January 2019 meeting. **CARRIED**

Jumy arrived at 7:41 pm

### **5.8 Meeting Schedule for 2019 – Robert**

The proposed meeting schedule for 2019 was brought forward from the Executive Committee with one primary change. That the 2019 Christmas Party be held on the first Tuesday in December to avoid a recurring conflict with Program Committee meetings that are held on the first Wednesday of each month.

- Following a brief discussion, there was a suggestion to change the title of the Board BBQ to "Board Summer Party"; we will follow the successful "potluck" format as used this year.

**MOTION:** Moved by Marie-Noelle and seconded to accept the Meeting Schedule for 2019 as amended. **CARRIED**

## **6. ITEMS FOR DISCUSSION**

### **6.1 Monthly Finance Reports (ending July 30, 2018) – Michael**

- Overall, 11-months into the year, we are still in a surplus of \$157K but not as good as last year.
- Cost of programs increased to over \$150K in July, which is well above the monthly average of \$115K. If we are to maintain our margins we need to closely monitor inflationary effects on direct costs (e.g., instructor pay rates, food prices), overhead expenses (staff cost, etc) and adjust program fees accordingly.
- Susan reported that we have not yet received the Federal funding for our Summer Daycamp.
- During an internal audit on ActiveNet reports, the Finance Committee discovered \$8K was categorised in error as Fitness/Exercise Room revenue and should have been Aerobics. Following the adjustment, Aerobics is still down on last year but not as much.
- Our projections for next year show a more significant cost of operations and a small deficit. Our goal is to minimise this deficit over our year to year operation so that within two years we will at least break even.

Break 7:51 pm - 8:09 pm

Casey left the meeting at 7:51 pm

### **6.2 Committee and Staff Changes – Robert**

Personnel in three of our committees have been modified as follows:

#### **YOUTH**

- Melissa noted that Keith was never able to attend a Youth Committee meeting and has formally resigned from this committee.
- Nataly Kaufman is our new Youth Leader. She has a master's in psychology and previously worked at Hastings CC and currently works with the youth at West End CC. She led the recruitment drive for the Youth Leaders program and received 37 applications. There is usually a high attrition rate, so the likelihood of this number dropping down to about 23-25 has been factored in.
- Humaira suggested we hold a Youth Fair and get them to organise a supervised and structured event. There is usually a recurring Youth Week in the first week of May and content would be readily available from the CoV website. Melissa will raise this with the committee and get feedback from the youth.

#### **PROGRAM**

- Corry-Ann Neilands moved out of Vancouver and, therefore, resigned as a community member.

### **6.3 Volunteer of the Year – Melina**

The committee met on September 12 to review potential candidates and their supporting documents. After a brief discussion, all agreed there was one standout nominee who had performed essential volunteer duties at the KCC Seniors centre with dedication and commitment, every day from Monday to Saturday for the past decade.

He helps people in any capacity and helps anyone and everyone who needs assistance. He's a very hard worker, and we are grateful for people like him that allows the lunch to run so smoothly.

**MOTION:** Moved by Melina and seconded to authorise Melina to approach the approved candidate to get his consent to receive the 2018 KCCS Volunteer of the Year award. **CARRIED**

Melina thanked Arjan and Kathy for their hard work and support on the committee.

**6.4 Program Fee Changes – Michael**

As a partial step to closing the gap on the deficit, the sub-committee has identified 22 programs that could potentially absorb a higher fee while remaining competitive with similar programs at Dunbar, Hillcrest, Marpole and Kitsilano community centres.

- The increases vary from 2-3% inflation rate increase to a 50c rise in drop-in fees for sports programs.
- Michael will be attending the Program Committee meeting next week to discuss the details, then pass it through the Finance Committee to calculate what this process might generate in revenue over one fiscal year period. The final step would be a recommendation to the October Board for approval.
- The new fees will not make the deadline for the winter brochure. Changes, once approved, will be implemented in the spring season.

**6.5 Review of KCCS Policies – Robert**

The Executive Committee has identified 13 policies and protocols that are more than five years old. A process to upgrade these documents has commenced (one of the Executive Committee goals).

**6.6 Ethical Funds – Daniel**

Daniel reported that many not-for-profits and societies have invested their money in ethical funds and suggested we identified ethical funds for investments, such as Vancity and Cooperators. Marie-Noelle volunteered to do some investigating with her contacts and bring it back to the Board.

**9. ADJOURNMENT**

The meeting adjourned at 8:58 pm

**NEXT MEETING:** October 24, 2018.

**UPCOMING MEETINGS AND EVENTS:**

Youth Committee	Tue 25 Sept - 7:00 pm	Executive Committee	Wed 10 Oct - 7:30 pm
Program Committee	Wed 03 Oct - 7:00 pm	Communications Cmt	Thur 11 Oct - 7:00 pm
CEC	Wed 10 Oct - 5:00 pm	Rentals Committee	Mon 15 Oct - 10:30 am
Finance Committee	Wed 10 Oct - 6:00 pm	Seniors Council	Mon 15 Oct - 12:45 pm
Park Board	Mon 1, 29 Oct 2018		

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

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