

**Board of Directors Meeting**  
**of the**  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday, 24 October 2018 at 7:00 pm**

**MINUTES**

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

**Regrets:** Keiko Honda, Marie-Noelle Savoie, Melissa Woo, Fred Jay, Shannon Brown, Bernard Lee, Maegan Montemayor, Casey Crawford

**Staff:** Susan Mele

**Guest:** Jim Hall (Community Member of Program Committee)

**Recorder:** Alison Verghese

**1. Call to order and Announcements**

The meeting was called to order at 6:59 pm. Robert introduced Jim Hall, our long-standing Program Committee community member and who was also on the subcommittee with Michael to develop the proposed program fee changes at item 5.8.

**1.2 APPROVAL OF AGENDA**

Modified as:

- Add 6.6: Community Info session for electoral reform referendum - Kathleen
- Add 6.7: Upgrade on East Boulevard - David
- Remove attachment at Item 5.2 in the Board package and replace with the handout circulated.

**MOTION:** Moved by Arjan and seconded to approve the agenda as modified with additional items. **CARRIED**

**2. STANDING ITEMS**

*NOTE: The following three Summer program reports were emailed out as a supplement to the board package, before the meeting.*

**2.1 Summer Daycamps** - Shannon Brown

Susan responded to a question from the floor and questions sent in from Marie-Noelle. After discussions, the following list of improvements will be recommended for next years program:

- We will try to run the program during the last week of summer with fewer participants and employing staff that can extend their work hours to cover the additional week.
- Parents of pre-registered day campers will be sent an electronic information package before the commencement of each camp. Waivers and other forms can be filled out at home and checked off before sign-in on the first day to reduce questions and delays. Susan noted that this process usually occurs during the Spring and Winter camps. The more common practice during the summer is for patrons to download the forms off our website or pick them up from the front desk at the centre.
- Parents of 10-year old children will be informed ahead of time of the protocol by which they can move up from Safari (6-10 yrs.) to Youth Adventure (11+ yrs.) camp. This opportunity is offered on the proviso there is space available and if the child's level of development is more socially compatible with older kids.
- We will continue to promote our Summer Daycamps at Maple Grove and other surrounding elementary schools in June, before the end of the school year.

**2.2 Play Palace** – Maegan Montemayor

A Director commented on the misleading financial reporting of the Play Palace, specifically on the equipment costs that should have come out of capital expenditure and not Park Board operational costs.

### **2.3 Maple Grove Pool – Bernard Lee**

There was no further discussion on the report.

### **2.4 APG Meeting Notes of October 4 – Oscar**

There was no further discussion on the report.

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 3.5 Program Committee minutes re Item 3F - Susan**

Clarification was sought about when the \$5 drop-in fee for the Opera Zone would come into effect. Morag confirmed that it would be immediate from November. Drop-in fees will be collected through the front desk, and a "drop-in" button will be added to the program. The Program Committee minutes were approved by consensus.

### **5. ITEMS FOR DECISION**

#### **5.1 Approve the Consent Agenda**

**MOTION:** Moved by Humaira and seconded to approve the consent agenda, minus item 3.5 as presented.

**CARRIED**

#### **5.2 Heritage Fair (HF) - Review after three years – Duncan**

The Rentals Committee's recommendation was circulated at the meeting as a supplement to the report in the board package. Duncan reported on the recent review of the Heritage Fair, which came about following an audit on organisations that received reduced rates or rooms at no cost. There were lengthy discussions and comments for and against the continuation of the event to be hosted at Kerrisdale.

##### FOR:

- Some benefits go beyond the 130 students, their exhibits and their families who attend the daylong event on a Saturday in May. The event attracts people from all over the city and neighbouring centres to our centre.

##### AGAINST:

- We have hosted the Heritage Fair for the past 3-years, costing the Society about \$6,000 in total in lost program revenue and staff costs; including advertising space in our program brochure.
- We cancel programs to accommodate the Heritage Fair, each year displacing approximately 150 residents who are regular patrons of this facility.
- Hosting the HF violates the Rentals Committee's Scope of Accountabilities that states that we are "to encourage the use of available KCC facilities by our community, and uphold in practice the provisions of the Use of KCC Facilities by External Groups Policy." This policy states in its purpose that the use of facilities by external groups is to be encouraged for groups from the Kerrisdale community. It also states that KCCS programs will always have precedence and that space will not be committed to an external group on an on-going basis that limits programming flexibility.
- The HF serves all of Vancouver and not just our community. We have two secondary schools within walking distance of our centre that could host this event at their facilities. Keiko had previously advised that several other venues are interested in hosting this event.

**MOTION:** Moved by Duncan and seconded that based on the recommendation of the Rentals Committee, notice will be given to the organisers of the Heritage Fair that we will not be hosting the event in 2019. **(In favour 8 | Opposed 4 | Abstained 2) - CARRIED**

Duncan will notify the organisers of the Heritage Fair of the Board's decision.

### **5.3 Training Courses for Staff and Board Members policy – Duncan**

This relates to a goal established by the Executive Committee to review policy documents that are more than 5-years old. There was previous two separate Training Course policies, one for Board Members and one for Staff that are now consolidated into one new revised policy. Notable changes are as follows:

- Approved training fee payments have been revised from \$250 to \$850 to reflect current prices
- The Society will now cover 100% of costs (up from 50%) for Staff and Board Members
- There is an option of costs being paid up front by the Society rather than being reimbursed later.

**MOTION 1:** Moved by David and seconded to adopt the newly revised policy as presented. **CARRIED**

**MOTION 2:** Moved by Kathleen and seconded to rescind the old Training Course policies for Board Members (2009) and Staff (2011) in place of newly revised policy presented above. **CARRIED**

### **5.4 Directors Errors and Omissions Insurance Policy – Robert**

Kathleen did the primary work on this out-dated policy (approved in May 2008). It went back to the Executive Committee for additional modifications and is now presented for approval.

- The old policy is very descriptive and does not provide any structure for its scope or purpose. The document does not follow our standard policy format, and the coverage of \$1m is grossly insufficient.
- Oscar asked what the rationale was for not putting a figure in the new policy? The Scope and Limits of the policy state that we must have "adequate" insurance in force at all times. If we leave a fixed value in this policy, and there are changes, we would have to come back to the Board for policy changes. Therefore, the Executive agreed to leave the value opened ended.
- The purpose of the policy is made much clearer in the revised document. Additionally, it is noted that we will be abiding by the requirements of the new JOA, Indemnity Agreement and Societies Act.

**MOTION 1:** Moved by Kathy and seconded to adopt the revised document as presented. **CARRIED**

**MOTION 2:** Moved by Humaira and seconded to rescind the 2008 Directors and Officers Errors and Omissions Liability Insurance policy. **CARRIED**

### **5.5 Shaughnessy Cardiac Alumni Members Society (SCAMS) – Robert/Susan**

Susan provided some background on SCAMS' resolution to dissolve their society and the donate remaining operational funds to our Cardiofit program. A formal letter was received from them on October 2 and circulated in the board package to confirm the restricted use and purpose of the \$9,500 donation.

**MOTION:** Moved by Daniel and seconded to authorise our Accounting Manager to set up a dedicated fund for the Cardiofit program to manage and track the funds. **CARRIED**

### **5.6 Volunteer of the Year Committee – Robert**

At last month's board meeting, we accepted the nomination of Brendan McCracken as our Volunteer of the Year and authorised Melina to ask Brendan for his acceptance, which he did.

- Robert thanked the committee members; Melina, Arjan and Kathy for finding a superb candidate this year, who has been integral in helping the kitchen run so efficiently for over a decade.
- Melina noted that the nominations came from Anne and Susan and was grateful them for making the committee's job so easy.

**MOTION:** Moved by David and seconded to dissolve the ad-hoc committee. **CARRIED**

Break 7:56 pm - 8:11 pm

### **5.7 Donate pre-2000 KCCS files to the CoV Archives – Robert**

A partial contribution of original hard copy Society documents have been scanned, digitized and packed, ready to be sent to the Vancouver Archives for preservation. There is a formal process that requires our Board to approve the permanent donation of these documents.

- We have six banker boxes containing original Board, Committees and AGM minutes, annual reports, audited financial statements and scrapbooks etc., dating from the 1940's to 1999.
- All documents have been scanned and digitized by Alison and co-workers. The files have been logged and uploaded on cloud storage and backed up on external hard-drives. Electronic copies of all Board and AGM Minutes, Annual Reports, Audited Financial Statements are publicly available on our website.

**MOTION:** Moved by David and seconded to authorise Board approval to permanently donate original hard copy Society documents, as listed under the summary of contents, to the Vancouver Archives. **CARRIED**

Note: A second phase is underway to scan, digitize, log and box selective correspondence, building, construction and renovation related documents and plans to be donated to the Vancouver Archives.

### **5.8 Program fee changes (Spring session) – Michael**

A brief verbal summary of the work phases undertaken by the Finance/Program Subcommittee was outlined:

- Phase 1: Request for programmers to supply a list of high demand programs. Around 50 were received.
- Phase 2: Exclude all free and revenue shared programs from the list of 21 selected programs.
- Phase 3: Programs and fees were compared against four nearby community centres, using Winter 2018 brochures to capture fees and Spring 2018 brochures to compare programs. The result of this exercise saw Kerrisdale with the lowest prices on 65% of programs reviewed. We also found that these program costs had not increased in many years. Some programs were not comparable.
- Final Phase: The subcommittee deemed that 4 of the 21 programs will not be subject to fee increases because when compared to other centres, they were already the highest. Instead, a recommendation has been made for programmers to generate more classes to meet the high demand.
- A detailed summary, including a total projected revenue increase of \$28K (excluding drop-ins) was provided in this report. Calculations of increased revenue from the proposed fee changes assumed the same level of program participation as last fiscal year.

**MOTION 1:** Moved by Michael and seconded to adopt the new program fee changes as proposed, starting in the Spring 2019 session. **CARRIED**

*Note: We will continue to review our program fees and cost analysis on an on-going basis. These two processes should overlap, to fully understand how elastic how our program and services are in capturing the funds that we need to balance our budget.*

Given the large number of programs being offered at the Kerrisdale Community Centre, and to stay on top of inflationary pressures, the subcommittee is proposing that Programmers be permitted to increase program fees to a maximum of 5% in any given calendar year, without Board approval in advance, on the proviso that these changes are reported to the Program Committee at the start of each season.

**MOTION 2:** Moved by Michael and seconded to permit the programmers to increase selected program fees up to a maximum of 5% in any given calendar year without Board's approval in advance, as long as the changes are reported to the program committee at the start of each season. **CARRIED**

- There was concern re Designation of Duties policy; giving the staff authority to work on the Society's behalf. Michael noted checks and balances in place; that the Programmers must provide the price adjustment before the commencement of the new season and the Program Committee reviews and approves the final draft of the Program brochure before going to print.

- In recent years, the programmers have negotiated a reduced profit share with some instructors, in some cases dropping it from 80 to 60-70%. Wages and inflationary pressures have impacted our margins.
- the rationale is to authorise the Programmers who are on the front line, acting on our behalf and have direct knowledge of the program performance.
- Even with the increases, we are still below the average in costs of programs at local community centres. Daniel asked if the prices could be tracked as a curved financial report. Our programs are categorised in groups so it would be necessary to drill down further to extract the data on a program by program basis. It may be possible to extract it out of ActiveNet and Michael will follow up with Ali Mahdiyar. The time to do this work may however be cost prohibitive.

**MOTION 3:** Moved by Robert and seconded to dissolve the subcommittee with thanks to Michael, Jim and Fred. CARRIED

Jim praised Michael for the phenomenal amount of work that was involved in compiling the report and recommendations. Morag thanked the subcommittee on behalf of the Program Committee.

## 6. ITEMS FOR DISCUSSION

### 6.1 Monthly Finance Reports (ending August 31, 2018) – Michael

A summary of highlights for the end of the fiscal year was noted as follows:

- Liabilities: contingent liabilities dropped from \$922K to zero following the JOA settlement
- Equity: unrestricted net assets increased from \$1.24m to \$1.99m
- A surplus of \$109,365 for the year was substantially less than last year's \$242K
- Program fee revenues went up slightly. Cost of programs accelerated faster than growth in program revenues resulting in reduced net margins
- Total revenue dropped by \$100K. In addition, a portion of this revenue was identified as gifts (\$40K in donations) which should not be relied on.

Jim left the meeting at 8:45 pm

Arjan left the meeting at 8:46 pm

### 6.2 Christmas Party ad-hoc Committee – Robert

There was a brief discussion on the clash of dates between the Christmas Party and the Program Committee's monthly meeting on Wednesday, December 5.

**MOTION:** Moved by Morag and seconded to change the date of the Christmas Party to Tuesday, December 4 to accommodate the Program Committee meeting. CARRIED

Each year, an ad-hoc committee is formed for Board volunteers to work with staff to plan the Christmas Party event. Kathy and Melina volunteered to work with Austin Su who will take over from Shannon Brown, who has been the liaison for the past three years. Morag and Alison offered to help if additional help is required.

### 6.3 Committee Goals update – Robert

Committee chairs were reminded to submit a mid-year report on the status of their 2018-19 goals progress. The update will also serve as the draft version for the committee's annual report to be presented at the 2019 AGM. Alison will send out the monitoring template, to be returned by November 23, before the next Board meeting.

### 6.4 APG Meetings – Robert

As a follow up to Oscar's APG meeting notes, Robert extended an open invitation for Board members to attend monthly Association President's Group (APG) meetings. It is an excellent opportunity for Board members to gain a broader perspective of how community centre associations operate city-wide and participate alongside a member of the executive, who will be attending these meetings.

We need a succession plan for the good of the Society and to expand the body of knowledge. The next meeting is on November 8 at Kitsilano CC. David volunteered to attend together with Oscar.

**6.5 Dunbar Earthquake and Emergency Preparedness (DEEP) – Oscar**

Oscar attended the Dunbar Earthquake and Emergency Preparation (DEEP) workshop on October 20 and presented an overview and proposal for Kerrisdale to develop a similar program (suggested acronym KEEP).

- Suggested tasks and requirements would include and not limited to:
  - Identify the location of hazardous materials like gasoline and propane tanks by creating a neighbourhood map.
  - drafting an inventory list of all residence and those needing help like the elderly and children
  - identifying and/or recruiting community members with skills and specialised equipment like chainsaws
  - identifying and/or recruiting organisations with resources in assisted living and disability providers
  - stockpiling supplies and resources, over and above what the community centre provides. Dunbar CC has a secured container full of these kinds of resources near their tennis courts.
- Kathleen asked if this initiative is supported by the City and noted that about 10-years ago, we had a similar Neighbourhood Emergency Preparedness Program (NEPP) involving local volunteers. The program operated very well but was disbanded by the City which wanted only central control.
- Following discussions, there was consensus to broaden the start-up and hold an open meeting for interested community members to attend. Susan will invite Ann Pacey, Vancouver Earthquake Preparedness Coordinator and Jackie Kloosterboer, Emergency Planning Coordinator & Emergency Social Services Director for the CoV.
- Kathleen will lead this project and Susan will organise a date for the meeting to be held in the auditorium.

**6.6 Community Information session on BC electoral reform - Kathleen**

Kathleen proposed to hold a public meeting at the centre and provide an information session with speakers, for and against proportional representation. The date and time of the meeting would be advertised in the Courier.

**MOTION:** Moved by Kathleen and seconded that the Board approve a budget of \$1,500 to organise a meeting for the BC Electoral Reform Referendum. **CARRIED**

**6.7 Update on East Boulevard - David**

Park Board has planned to install a park bench in front of the Inukshuk at the cost of \$5K. There were discussions about a proposed legacy donation which David will clarify.

**9. ADJOURNMENT**

The meeting adjourned at 9:22 pm

**NEXT MEETING:** November 28, 2018.

**UPCOMING MEETINGS AND EVENTS:**

Pool and Arena	Wed 24 Oct	Program Committee	Wed 07 Nov - 7:00 pm
Christmas Planning	Fri 02 Nov - 10:00 am	CEC	Wed 14 Nov - 5:00 pm
Seniors Council	Mon 05 Nov - 12:45 pm	Finance Committee	Wed 14 Nov - 6:00 pm
Youth Committee	Tues 06 Nov - 7:00 pm	Executive Committee	Wed 14 Nov - 7:30 pm
Electoral Reform Information Session	Tues 20 Nov - 7:00 pm		
Park Board	Mon 5*, 19 Nov 2018 (*Inaugural)		

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

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