

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 23 January 2019 at 7:00 pm

MINUTES

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

1. Call to order and Announcements

The meeting was called to order at 7:00 pm. Robert introduced our new Park Board liaison, Commissioner John Irwin to his first meeting with KCCS Board. Everyone introduced themselves by name.

1.1 APPROVAL OF AGENDA

There were requests to modify the agenda with the following additional items:

6.8 Communications Committee update - Kathleen

6.9 Colour Scheme for the building - David

MOTION: Moved by Humaira and seconded to approve the agenda as modified. **CARRIED**

2. STANDING ITEMS

2.1 Commissioner's Report - John Irwin

The Park Board highlights of January 14 were circulated for Board review and questions and comments:

- **Pools:** Robert noted that one of our community members is on the Van Splash Advisory Group. John raised a motion at PB to stop the closer of Byng and Templeton pools, with the goal to increase aquatic facilities in the city. David asked if our ageing pool is on the Capital Plan and John thought it might be along with Mt Pleasant. If not, we would most likely need to wait for the next round of budget allocations in 4 years' time.
- **Use of VSB facilities:** The APG has flagged public access in school facilities in the evenings as a major issue at Kits and Strathcona. These communities are in dire need for extra space as community centres are overcrowded and schools lay empty. John will meet with Donnie Rosa (Director of Recreation) and other commissioners to tackle this issue.
- **Olympic Village Community Centre:** Robert asked if the invitation to form a community volunteer group at this community centre will be treated as an Advisory Group or Association similar to others? John will follow up.

Jumy arrived at 7:08 pm

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)

None.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOTION: Moved by Morag and seconded to approve the consent agenda as presented. **CARRIED**

5.2 Bylaw Modifications - Robert

There were lengthy discussions on the proposed modifications to the current bylaws. Robert explained that after the signing of the new joint operating agreement (JOA), significant changes to the bylaws of the Kerrisdale Community Centre Society (KCCS) are required to achieve compliance with the new agreement.

Additionally, minor edits have been made to wording to remove gender reference, making the document gender neutral as well as correcting the spelling of Past-President, of which there were 3 different versions.

MOTION: Moved by Duncan and seconded to accept the proposed modifications to the bylaws as presented. **CARRIED**

The Bylaws will be posted within the next few days on our notice boards and website. They will also be presented at our AGM as a major component of business.

5.3 AGM Announcement and Agenda – David

The committee reviewed the public notice announcement and agenda for this year's AGM. Following discussions, it was recommended that we include a reminder that valid membership cards are required for entry.

MOTION: Moved by Fred and seconded to adopt the two public notices as modified. **CARRIED**

Note: As recommended by the Finance Committee, we are proposing to change auditors due to several factors, the biggest reason being that they have raised their fees significantly. The Finance Committee obtained a couple of quotes and Manning's came in less than our current auditor and to our advantage, they also have a lot of experience with working in the non-profit sector.

Alison will follow up with David for his signature.

6. ITEMS FOR DISCUSSION

6.1 Monthly Finance Reports (ending November 30, 2018)

Michael reported that both October and November financial statements were reviewed by the Finance Committee with highlights as follows:

- We have a surplus in November of \$8,807. Our revenues are up compared to same period last year, at roughly \$465K. We are tracking not too badly, when you consider we had projected a negative balance for the year in total.
- **Program Revenues:** Overall, these are higher at \$142K compared to \$130K last year. Children's is up and Fitness is down for the first 3 months of the new fiscal year.
- Michael suggested the Finance Committee meet on a quarterly basis, to report on quarterly reports that are more accurate than month-to-month. This will be discussed further at the Finance Committee.
- Miscellaneous revenue is up 10% and are identified as donations, which should have its own line item.
- Susan suggested that our financial reports should be reviewed on a seasonal* rather than quarterly basis as it reflects the programming and instructors contract cycles. (*excludes drop-ins).
- There was a query about why our **Group 1 costs** have gone up so dramatically? Michael responded that as we are invoiced by PB, it could be a quarterly and not monthly bill. He will clarify this query.

6.2 2017-18 Audited Financial Statements

Michael shared highlights of the 2017-18 Audited Financial Statements and fielded questions.

- Overall, a good year for the Society with a total surplus of \$670K, of which \$583K was derived from the legal settlement with Park Board.

- **Contingent Liabilities:** \$0 balance resulting from the legal settlement with Park Board
- **Net Assets:** Up from \$2.2M to \$2.9M
- **Statement of Operations:** Revenue was higher but Program Revenue was down from 2017
- **Expenses:** Expenses are higher than 2017 and will be monitored closely by the Finance Committee to curb the trend of expenses rising faster than the revenue.
- **Investment and Mutual Funds:** This new line item contains our EFT contributions.
- **Best performing programs:** Seniors and Fitness & Exercise room.

The Audited Financial Report will be presented at the AGM as presented.

6.3 Nominations Committee

David reported on the current status of the committee's activities:

- We have three (3) candidates that have applied for four (4) vacant positions.
- We are using social media to entice people to join the KCCS Board and have also organised a "Meet & Greet" on Saturday, February 2nd. We will have a table set up in the main lobby and require Board volunteers on rotation between 10 am to 12 noon. The aim is to put a face on the Board, what the Society does and who we are.
- A sign-up sheet was circulated for volunteers.

Alison will update the candidate bios and will write to those who do not have or needs updating to send in their information.

Note on KCCS Memberships:

You don't have to be a member of KCCS to participate in a program but it is a requirement under the BC Societies Act, which we are registered under, to be a member if you are to participate and vote in the governance of the Society.

- The Seniors Lunch, Opera Zone and Recreation stamp cards are program fees and not a membership fee as patrons can opt in or out as a member.
- Membership criteria have been revised in our bylaws and the proposal will be presented at the AGM. We need a minimum of fifteen (15) members to form a quorum. Membership is free, and can be obtained from staff at the front desk.
- Some associations are charging their members a fee to vote at their meetings. We opted not to charge for our society memberships because we want as many members as possible.

6.4 Membership Renewal for Directors – Robert

As a new process, commencing the first Board meeting of the new operating year, the chair will survey all directors to ensure they are registered members of the Society. This will include Seniors Council members because they are directly involved in the governance of the Society.

- This will be actioned as a reoccurring agenda item at the September Board meeting.

Break 8:03 pm - 8:18 pm

John left the meeting at 8:08 pm

Jumy left the meeting at 8:10 pm

Oscar left the meeting at 8:15 pm

Fred left the meeting at 8:18 pm

6.5 Solicitation of Neighbourhood Businesses – Robert

We need a method to better manage and monitor the process of soliciting gifts or contributions from our neighbourhood businesses over the course of a calendar year. Most merchants are generous at giving donations but not more than once a year, and some find it frustrating to be asked for donations by different people from

the same organisation.

If you are planning on soliciting to fund raise for your committee or event, it needs to be channelled through a central location to record who has donated in that calendar year. Staff also asks for donations or in-kind agreements to provide products or services in exchange for free rent (for example, coffee donated by Starbucks on Canada Day in exchange for meeting space).

Action steps:

1. Amend the Donations Policy or write a new Board Policy.
2. Created a central repository to capture who has made contribution throughout the year.

- **6.6 New Horizons Seniors Grant - Robert**

A new funding proposal "*Better Together: Improving Social Inclusion Among Seniors*" from the Java Group, was included in the board package for review and discussion.

- This is a new grant opportunity designed to support programs that address seniors' isolation and loneliness and fits in well with our own initiatives to identify ways of drawing seniors into the centre.
- We have already been doing some work through the Community Engagement Committee to activate this significantly increasing area of need in our community.
- We first learnt of the Java Music Club when the founders of the program came and presented its proposal to the Executive Committee in January.
- The Executives took it upon themselves to act on some very tight deadlines and submitted a letter of interest in support of this 3-year, \$0.5 - 5M funding program. The Java Group would provide technical knowledge and experience in support of the grant.
- They have also offered to implement a pilot program at Kerrisdale, independent of what happens with the grant application. We have the option of implementing this program here with their full support, at no cost to us.

- **6.7 LAC Access to Fitness Room – Kathleen**

The Park Board wishes to make access to fitness rooms throughout the city, free of charge to Leisure Access Pass (LAP) holders, or people verified as "low income." They are implementing them in Park Board facilities but the question here is how does it work with association operated fitness rooms inside community centres?

- **18,000 LAPs were issued in 2018:** roughly 14,000 were used and 3,600 were not used.
- **LAP Fitness room usage across Vancouver in 2018:** Britannia 2,200 / Douglas Park 9 / False Creek 11 Hastings 1 / Kerrisdale 28 / Killarney 260 / Thunderbird 4 and West Pt Grey 7.
- **LAC holders in Kerrisdale Get:** 50% off program registration / 50% off skating lessons / free public skate
- Currently there is no subsidy for LAC patrons at the Kerrisdale fitness room.

We have asked PB, if they are willing to implement a reimbursement policy if we accept this LAP initiative and will wait and see as they have not yet responded.

- **6.8 Communications Committee - Kathleen**

The committee will be sending out a series of questions to the Board to gather input and feedback so that we understand what instructions to give the developer. This will include reviewing our current logo, and website for content, design, mechanics, security, usage and more.

- The committee has quite a lot of ground work to do. Every page on our current website needs to be reviewed and classified for keeping or discarding.
- Redoing the website is estimated at a minimum \$15K. The whole website needs to be restructured. It's important for the Society to have a website that looks modern, professional, functional and easy to navigate. Our programs are running at roughly 80% capacity and therefore have an opportunity to generate income via this medium.
- We will be refining the request for proposal (RFP), as recommended by the consultant.

6.9 Colour Scheme for the building - David

Park Board has confirmed that the building will be painted in 2020.

- The current colours of light and dark beige have not changed for the past 50-60 years and are very dated and not representative of the direction we want to go.
- As a trial, the eastern facade of the building on the West Boulevard entrance will be painted first. David presented a choice of 3 possible colours, with results to be provided to the Building Maintenance Committee.

10. ADJOURNMENT

The meeting adjourned at 9:13 pm

NEXT MEETING: March 27, 2019 at 7:00 pm.

UPCOMING MEETINGS AND EVENTS:

Youth Committee	Tues 05 Feb - 7:00 pm	Finance Committee	Wed 13 Feb - 6:00 pm
Youth Committee	Tues 12 Mar - 7:00 pm	Finance Committee	Wed 13 Mar - 6:00 pm
Program Committee	Wed 06 Feb - 7:00 pm	Executive Committee	Wed 13 Feb - 7:30 pm
Program Committee	Wed 06 Mar - 6:00 pm	Executive Committee	Wed 13 Mar - 7:30 pm
Communications	Mon 11 Feb - 7:30 pm	Seniors Council	Mon 11 Mar - 12:45 pm
Communications	Wed 06 Mar - 7:30 pm		

Park Board Mon 25 Feb and Mon 11 Mar, 2019

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____