

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 27 March 2019 at 7:00 pm

MINUTES

Present: Robert Lockhart (chair), Kathleen Bigsby, Oscar Bisnar, David Eaton, Melissa Woo, Fred Jay, Morag Pansegrau, Humaira Akhtar, Kathy McKay, Keith Stoner, Edward Quan, Mike Wu, Alexis Lorient, David Mordant

Regrets: Duncan Ainslie, Jumy Ogunsola, Keiko Honda, Marie-Noelle Savoie, Anne Monahan

Absent: Commissioner John Irwin

Staff: Susan Mele

Guests: Diana Guenther, Erica Mark, Jessica Land

Recorder: Alison Verghese

1. Call to order and Announcements

The meeting was called to order at 7:00 pm. Robert introduced our four new Directors: Mike Wu, Edward Quan and David Mordant, who has worked on committees as a community member for the past two years. Alexis Lorient was also acknowledged in absentia.

Robert welcomed guest presenter Diana Guenther, who lead a 30-minute presentation on the value, costs and benefits of a Youth Worker in Vancouver. Jessica Land and Erica Mark (Recreation Services Coordinator for Community Youth Development), were also present to answer questions and contributed to the discussions. A summary of the presentation has been recorded as a separate document.

Robert thanked the delegates from Park Board for their presentation that ended at 7:31 pm.

1.1 APPROVAL OF AGENDA

There was a request to add an item:

6.7 Fitness Centre - Humaira

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

2. STANDING ITEMS

2.1 Commissioner's Report

There was no discussion. Commissioner John Irwin was not present.

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 3:10 Seniors Council Minutes

Susan clarified that the incident raised in the minutes occurred between two patrons at the Seniors Centre, and confirmed there is a code of conduct on public display in the Centre.

4.2 Item 3.12 President's Report

Robert elaborated on his report on the newly proposed 41 B-line transport modifications along 41st Ave to UBC. The Board selected **Monday, April 15** as the preferred date for an evening meeting with the Park Board/City Engineering, KCCS and community centre affiliates to discuss impacts of proposed changes on the accessibility of the Arena property.

Susan and Robert will compile a list of current and potential users of the Arena and surrounding site, for example, the Skating and Thunderbird Clubs, rental groups, users of the track and field, the soccer club and Jim Hall's ARKS group, etc., to be invited to attend the meeting, along with members of the KCCS Board.

4.3 Item 3.13 Recreation Supervisor's Report

Susan was asked to elaborate on her report regarding the 4-day **Women Deliver 2019 Global Conference** that will be held at the Convention Centre, downtown. More than 6,000 delegates, including Justin Trudeau and his wife, will be in attendance and Park Board have asked community centres to spread the message by live-streaming the conference, (similar to TED Talks/Olympics) to reach more people in a "living room style" event, across Vancouver.

4.4 Item 3.1 Board Minutes of January 23

It was noted that Commissioner John Irwin did not follow up on our queries regarding Kerrisdale's pool replacement, use of VSB facilities and the potential for a community association at the Olympic Village Community Centre.

The items above, which were removed from the consent agenda were approved by consensus en masse.

Alexis arrived at 7:38 pm.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

There was consensus to approve the consent agenda minus items 3.1, 3:10, 3:12 and 3:13. **CARRIED**

5.2 Election of Officers 2019-2020 - Past President

As our current past president, Kathleen chaired the election of officers and called three times for nominations for the following five (5) Executive positions, as per our bylaw's clause 32:

- **President:** David nominated **Robert Lockhart**, and he accepted
- **Vice President:** David nominated **Oscar Bisnar**, and he accepted
- **Vice President:** Robert nominated **Duncan Ainslie** in absentia who had agreed by email to accept the position
- **Secretary:** Humaira nominated **David Eaton**, and he accepted
- **Treasurer:** Robert nominated **David Mordant**, and he accepted

All five positions were filled by acclamation. Kathleen and the Board congratulated the appointees with a round of applause.

Robert reported that the Executive Committee has been experiencing a lack of renewal for several years. Last year, the committee initiated a process of inviting members-at-large to attend as a guest to develop board member's understanding of the executive decision-making process. We will continue rotating guest positions on the Executive Committee this year to facilitate building a future experienced Executive.

Additionally, the Executive members have agreed to implement a new initiative for two directors to serve as an interim executive for half a year each, April to September and October to February 2020. These directors will participate in the process and become comfortable in the environment of working on the Executive Board.

MOTION: Moved by Kathleen and seconded that the Board create a Member-at-Large position on the Executive Committee to run for 6-months from April to September and again from October to February. The Member-at-Large position is voluntary and will be filled for the 2019-20 Board year. **CARRIED**

Robert sought expressions of interest at the break. Mike Wu accepted the 6-months trial from April to September.

5.3 Approval of Bank Signing authorities – Robert

Our current bank signing authorities are Oscar, David Eaton, Duncan, Melina Hung and Kathleen. We need to provide another director with signing authority and cancel signing authority for Melina Hung who retired from the Board in February.

MOTION: Moved by Kathleen and seconded to remove Melina Hung from bank signing authority and add David Mordant as a director with signing authority. **CARRIED**

5.4 Committee Assignments 2019-2020 - Robert

The committee assignments for 2019-20 as recommended by the Executives was presented for Board approval.

MOTION 1: Moved by Fred and seconded to adopt the committee assignments as presented. **CARRIED**

Additionally, the names of the Community Members assigned to Board committees were presented as follows:

Program:	Jim Hall
Community Engagement:	Colin Booth
Rentals:	Dave Anderson
Youth:	Johnson Li, Joshua Yoon, Jennae Gedeon, Suzi Noetzel

MOTION 2: Moved by Oscar and seconded to approve the Community Members to their assigned committees. **CARRIED**

Break 8:06 pm - 8:20 pm

It was noted at the break that Edward has two committees that conflict in meeting times and the Kerrisdale Community Garden is one Board member short of its quota to comply with its terms of reference.

MOTION 3: Moved by Kathleen and seconded to take Edward Quan off CEC and to add Keith Stoner on the Kerrisdale Community Garden. **CARRIED**

Note: We are one Board Representative short on the Seniors Council and will revisit this at the April Board.

5.5 Policy Renewal: Board and Committee Member Duties – Kathleen

The existing policy that was approved by the Board in 2008 was reviewed by the Executive Committee as part of its goal to update all policies that are older than five years. This policy has been renamed, **Duties and Expectations of KCCS Board and Committee Members**. Both the old and new policies were presented in the Board package.

- Oscar questioned the use of the phrase "*of which the member has knowledge*," in B1e of the proposed policy, as a requirement in a Board Members expectation to be proactive. The phrase was debated and put to the vote to amend.

MOTION 1: Moved by David and seconded to delete the phrase "*of which the member has knowledge*." **MOTION FAILED**

MOTION 2: Moved by Kathleen and seconded to replace the Board and Committee Member Duties from August 2008 with the Duties and Expectations of KCCS Board and Community Members Policy drafted in February 2019. **CARRIED**

5.6 Seniors Lunch Pricing - Robert

The Seniors Council, which is a sub-committee of the Board, has recommended a price change to the meals. A summarized report was presented in the Board package, along with a covering memo. The driver for the Society has been to subsidize the lunch program to approximately 25% of costs, while keeping the budget for the subsidy in the \$50K range.

Over the past few years, as shown in Schedule 1, there is a deficit in the costs relative to fees that are charged for the lunches. The \$50K range was maintained throughout 2015-17, but in 2018, the subsidy costs rose to \$59K, or 27% of costs. A proposal for price changes was presented in Schedule 2, showing costs for a range of goods from a cup of coffee to the price of a full meal.

We have exceeded the authorized expenditure on the subsidy and in response, propose a revised price structure for the lunch program as outlined in Schedule 2. The projected forecast is to bring the subsidy back down to the \$52K range, assuming that ratio of costs and sales volume stay relatively the same. If we are to adhere to a strict \$50K budget, the price increase would be significantly more. Our efforts over the years are to keep meal prices as low as possible.

MOTION: Moved by Kathleen and seconded that we accept the proposed prices as outlined in Schedule 2, to be effective June 1st, 2019. **CARRIED**

There was additional discussion on the cost of doing business in this industry, and how much basic food costs have increased over the past few years. We will start to experiment with other menus options, in line with the Canada Food Guide. Our kitchen staff will trial alternative menus from other community centres and monitor the feedback. There will be an evaluation survey targeting people in adult programs 55-yrs plus, to gauge their response to our lunch program. In the past, we have only surveyed patrons who used the seniors' lunch program. However, this time it will be interesting to get some new feedback from people who do not.

5.7 Motion on Hiring Youth Worker – Oscar/Melissa

Following the Park Board presentation on Youth Workers' value, cost and benefits across the city, the Board engaged in a lengthy discussion on the pros and cons of hiring a youth worker for Kerrisdale.

- Oscar reiterated on how our pre-teens and youth have been underserved and are just as vulnerable and vital as our seniors.
- Susan confirmed that the 17 community centres that have youth workers are all Park Board employees and not Group 1. There is only one Group 1 funded Youth Worker that is paid in full by a CCA.
- The Society currently pays for front desk Group 1 staff and our programmers are paid by PB. The youth worker position is equivalent to a programmer, so should the Society pay this cost it would be a significant divergence from current practice.
- Kerrisdale is second on PB's list to be assigned a youth worker, but we don't know how long this is going to take. The only centres in Vancouver without a youth worker are West Point Grey, Kitsilano and Kerrisdale.
- Three options were put forward for consideration and comments:
 - i) Authorise funding for a Youth Worker;
 - ii) Park this idea on the back burner and bring it back some months later;
 - iii) Write to Donnie Rosa, PB Director of Recreation and request a Youth Worker be assigned to us.
- Additionally, we will investigate the costs and benefits of a second part-time Youth Leader to supplement what our current one day a week Youth Leader, Nataly Kaufman is doing.

MOTION: Moved by Kathleen and seconded that the Board send a letter to Donnie Rosa requesting the urgent appointment of a full-time Youth Worker, in line with other centres, for Kerrisdale. **CARRIED**

Susan will provide the Board with a centre by centre summary report of the income and expenditure of a Youth Worker across Vancouver.

6. ITEMS FOR DISCUSSION

6.1 Monthly Finance Reports (ending January 31, 2019)

Robert chaired the last Finance Committee meeting and provided highlights from the reports in the board package:

- Program sales are below budget. The volume of sales and costs are not as high as forecasted and net program revenue for year-to-date compared to 2018 are approximately the same.

- Total overhead expenses compared to 2018 are similar at \$64,700.
- Revenue over expenses compared to 2018 are approximately \$5K higher.
- Pre-school sales is lower, and net revenue is slightly higher, which demonstrates some cost controls.
- Children's, Youth, Adults and Aerobics programs are all showing slightly higher total sales.
- Fitness Room sales and net revenue were lower than in 2018. Susan noted that there may have been some mis-recording as some revenue from use of passes was allocated to the wrong account. This has since been adjusted by our Accounting Manager.
- Overall, overheads are being controlled, and revenue from programs are generally quite good.

6.2 Orientation for New Board Members – Robert

The purpose of the orientation is to give our four (4) new Directors some background information about the functioning of the Society, history and operations of the centre. Alison will correspond via email with the four directors and provide some options of dates and times to meet with an executive committee member for the orientation.

6.3 New Program Ideas

Robert reported on the work that was done by Charlotte Arday, the summer student we hired last year to do some extensive research into program activities in other community centres and community groups across Canada and some places in the US. She created a 29-page report identifying a variety of programs with attached links to websites to review.

At the 2018 September Board meeting, we requested that the Seniors Council and the Program Committee review that report and identify program ideas, concepts or new directions that might be suitable for implementing here. The request was they provide a report to the Board for their suggestions at the January Board meeting. However, this was postponed and will be on the April Board agenda for discussion.

6.4 Committee Goals Setting – Robert

A reminder to all committee to develop some goals at the start of the new Board year. Those committees with new directors should take some time to make them aware of the goal-setting process. Interim reports are due in the fall and the final report of achievements is included in the Annual Report to the membership at the AGM.

6.5 Play Palace Event: Wednesday, April 17 from 5-7 pm – For Information

Susan gave a brief background on the Play Palace and its joint operations between PB and KCCS.

- The Cyclone Taylor Arena operates as an ice rink from September through to March. From April to August the ice is converted to a dry floor, and the space is filled with giant inflatables, bouncy castles, ride-ons etc., to serve families with children under 12-yrs of age. This popular indoor play area is called the Kerrisdale Play Palace and is open during the day for public drop-ins and parties and in the evening for private party bookings.
- To launch the start of the Play Palace season, the Society will once again sponsor "**Kerrisdale Play Palace Community Night**" on Wednesday, April 17 from 5-7pm. It has been advertised in our program brochure, website, social media and staff will be handing out flyers to the kids in our children's programs to take home. The event is free for families with children 0-12 yrs and is opened to the public.

6.6 Kerrisdale Days: Saturday, April 27 - Robert

Twice a year, the Kerrisdale Business Association (KBA) sponsors **Kerrisdale Days** that features horse & carriage rides, sidewalk sales and entertainment down 41st Avenue. In the spring, the event kicks off the opening of Little League with a parade, which starts at the Arena and marches to Elm Park.

- For the last several years we have promoted a theme at our booth on \$1st Ave such as **Youth Activities, Fitness Room** (cancelled due to heavy rain), **Seniors Lunch and Martial Arts** (with Taekwondo demonstrations).

- We require volunteers to work our booth from 10-2pm. The location will again be in front of **TD Bank** (on the corner of Yew Street). Shifts are usually 1 or 2 hr blocks. Alison will send out a sign-up sheet.
- Robert and our PAIII, Derek Linwood will set up the booth from 9:30 am, and the theme will be: **Fitness Room** (to promote our exercise machines, weights and stretch room), plus a fitness trainer or two to promote their expertise.

6.7 Fitness Room - Humaira

Maintenance on some exercise machines was raised as a concern by a Board member. It was suggested a report of break downs, time lags and cost for the repairs as well as feedback from users be done to monitor this issue. Susan will work with the Programmer (Hardeep) to collect this data.

7. Pending Items - not discussed

8. ADJOURNMENT

The meeting adjourned at 9:22 pm.

NEXT MEETING: April 24, 2019 at 7:00 pm.

UPCOMING MEETINGS AND EVENTS:

Building Maintenance	Mon 01 Apr - 5:00 pm	Community Engagement	Wed 10 Apr - 6:00 pm
Youth Committee	Tues 02 Apr - 7:00 pm	Finance Committee	Wed 10 Apr - 6:00 pm
Program Committee	Wed 03 Apr - 6:00 pm	Executive Committee	Wed 10 Apr - 7:30 pm
Communications	Wed 03 Apr - 7:30 pm	Rentals Committee	Mon 15 Apr - 7:00 pm
Seniors Council	Mon 08 Apr - 12:45 pm		
Play Palace Event	Wed 17 Apr - 5-7 pm	Kerrisdale's Carnival Days	Sat 27 Apr - 10-2 pm
Park Board	Mon 1, 15 April, 2019		

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____