

**Board of Directors Meeting**  
**of the**  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday, 24 April 2019 at 7:00 pm**

**MINUTES**

**Present:** Robert Lockhart (chair), David Eaton, Fred Jay, Morag Pansegrau, Humaira Akhtar, Kathy McKay, Keith Stoner, Edward Quan, Mike Wu, Alexis Loriot, David Mordant, Duncan Ainslie, Jumy Ogunsola, Keiko Honda, Marie-Noelle Savoie, Anne Monahan  
**Regrets:** Kathleen Bigsby, Oscar Bisnar, Melissa Woo  
**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.

**1.1 APPROVAL OF AGENDA**

**5.10 Approve the Consent Agenda** - Robert

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

**2. STANDING ITEMS**

**2.1 Commissioner's Report** - John Irwin

John was reminded of the three outstanding questions from our January Board meeting. He will follow up on these at our next meeting.

Update on items impacting our local community:

- **VanPlay** is in motion as a planning process to implement a 25-year strategic plan for recreation (excluding golf). Swimming will be under **VanSplash**, a separate planning process. John intends to put forward a motion to modify the policy to have some bike paths go to, and some bike paths go through parks.
- **Arbutus Corridor:** Council is doing a shore to shore greenway plan; however, the Arbutus Corridor has not officially transitioned into a greenway so it is still considered a transportation corridor.
- **Climate Change Response report:** may impact our active transportation and how transit would affect the way people move between community centres and beaches etc.
- **Artificial turf:** There has been some back and forth over artificial turf at Churchill Secondary and health issue concerns from using crushed up rubber as a substrate underneath the artificial turf. In New York, they are using a cork and coconut fibre material as an alternative. There may also be a release of microplastics from irrigation run-off as the turf needs an excessive amount of water to maintain its lifespan.

**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 3.7 Program Minutes of April 3**

Fred requested an amendment to item 2 to strike out "*in lieu of one Opera Zone performance next season.*" to; "**with** one Opera Zone Performance next season".

**MOTION:** Moved by Humaira and seconded to accept the Program Committee minutes as modified. **CARRIED**

**5. ITEMS FOR DECISION**

**5.10 Approve the Consent Agenda**

**MOTION:** Moved by Kathy and seconded to approve the consent agenda minus item 3.7 as presented. **CARRIED**

### **5.1 New Program Ideas - Keith/Anne**

Keith noted that the Program Committee discussed this topic at their last meeting. A composite list of suggested new programs and workshops, many of which were extracted from the 29-page report from Charlotte Arday and input from each committee member, was circulated in the Board package for review.

Since November 2018, approximately thirty (30) new programs/workshops across all age groups have been implemented by our programmers. They will continue to refer to the document as a resource to offer the widest possible range of activities each season. These are highlighted on the inside cover of our seasonal brochure for easy reference.

Following lengthy discussions, additional program ideas were put forward for consideration:

- Increase singing opportunities: Karaoke and Group Singing Lessons
- Seniors Only: Exercise Classes and UBC's Changing Ageing Plus (offered in Dunbar but not here).

Keith and Anne will bring this back to their respective Committees for consideration. The Seniors' Council will take a second look at the 29-page report next month to provide a summary of recommendations.

### **5.2 Java Music Group – Robert**

Elder loneliness and social isolation challenges were initially raised at Board level in January this year. The Executive Committee has met with the developers of the program and have researched and discussed at length the implications of implementing a pilot project here at our centre. The results of these offline and committee discussions were provided for review in the Board package.

At their last meeting, the executive made a recommendation to support the program on the condition we can identify a steering committee to drive the pilot project. Some of the other challenges are:

- do we want to do this and what are the responsibilities of the Society and of the JAVA Group?
- the majority of their program participants are from Assisted Living Homes across Canada and the US. David E. spoke to this on a personal level as his mother is in a nursing home where the Java Music program has been in operation for the past two years. About eight members are participating in the program, and it is well received.
- There is a lot of work involved to roll out this pilot project, and there are many pros and cons in dealing with people's lives. The Java Group will support and sponsor us, at no cost for participants or the centre.

Following lengthy discussions, it was recommended that the Seniors' Council meet with Kristine and Clayton from JAVA Music Group. They have an imposing number of resources, but for us, the critical element is our ability to form a dedicated and committed steering committee, which Kathleen has volunteered to find. Robert will invite the principals of the JAVA Music Group to attend the next Seniors Council meeting.

John Irwin arrived at 7:32 pm and was introduced by Robert as our assigned Park Board Commissioner.

### **5.3 New Policy Proposal: Solicitating Donations to KCC and KCCS Policy - Robert**

The need for this policy was flagged by Robert when he discovered that some Kerrisdale area merchants and organisations were being solicited more than once for donations towards last year's Christmas party.

- Donations are in-kind contributions; a variety of gifts toward raffle prizes, coffee, food such as cookies and cakes etc. including TD Bank offering space in front of their bank on Kerrisdale Days. We get value from these exchanges, and the policy defines a level of respect and boundaries for both parties.
- A dedicated database will be established and monitored by our Administrative Assistant. Members of the Board of Directors, Board Committees and KCC Staff tasked to canvas for donations will be able to look up

who has already contributed within the calendar year. For instance, London Drugs and Shoppers have a corporate policy that will not allow more than one donation per organisation per year.

- However, merchants such as Starbucks, for example, are an exception to the rule because they often provide us with beverage donations in exchange for rental space for staff meetings. Merchants of this calibre will require pre-authorisation from the President before being approached more than once. Additional wording to the policy at A2 was proposed: *Merchants and organizations who have already donated within the current calendar year will not be approached in the same year unless an exception has been established.*

**MOTION:** Moved by Humaira and seconded to adopt the new policy as amended at A2. **CARRIED**

This new policy will be reviewed by the Board next April to determine the effectiveness of the new rules.

#### **5.4 KCC radio communication capability – Keiko**

A 14-page report from Vancouver Emergency Community Telecommunications Organization (VECTOR) was circulated for the Board's review of recommended options to upgrade our current radio communication system.

- The current system that is stored in a cabinet in the Seniors' reception was purchased about 10-years ago by the Society of the day to facilitate a City of Vancouver (CoV) initiative to establish emergency radio communication and response capability with the city.
- Today, as part of our initiative to support the Kerrisdale Earthquake Emergency Preparedness (KEEP) program, we believe that creating an all-encompassing disaster hub with radio communication capability will be an invaluable entity for the KEEP group to have. We have local shortwave radio operators nearby, who participated in the process of evaluating the VECTOR system, and in the event of an emergency, would be integral in the use and value of this system.
- VECTOR has a relationship with the CoV, as an independent Society, to provide the shortwave radio communication system across the city. They are a volunteer group that supports the emergency response initiative of the CoV.

**MOTION 1:** Moved by Keiko and seconded to support the creation of an all-encompassing disaster hub with radio communication capability, KCCS approves to finance the estimated amount of \$3,780 (incl. tax and delivery) for a complete set of new equipment in a VECTOR Next Generation Grab and Go Kit that will run on 12V power sources without an inverter, built by VECTOR. **CARRIED**

**MOTION 2:** Moved by Keiko and seconded to support the upgrade of the shortwave radio system for use in the event of a major emergency and in coordination with the KEEP volunteer group that has been established in the Kerrisdale area. **CARRIED**

#### **5.5 Neighbourhood Matching Fund (NMF) - "All In This Together Hub" - Keiko**

We are supporting the Kerrisdale community "in-kind" by facilitating partnerships with grassroots community groups, including but not limited to KEEP and VECTOR. We are contributing financially (in the range of \$10-\$15K) towards purchase items such as the grab and go radio, the shipping container itself, and stocking it with essential contents, and similar to Dunbar, installing an energy supply both in solar and battery technology.

- We will mirror the same process that the Dunbar Community Centre Association (DCCA) has concerning security and access to the container. DCCA contributed \$20K to the set-up of their community's DEEP hub.
- The location of the shipping container was discussed as the west end corner of our car park was ruled out. Alternative sites were brainstormed and it was suggested that the southwest corner of Centennial Park at 43rd and Yew could work because there is a concrete slab there for the shipping container to sit on.
- We will be applying through the Community Engagement Committee for the CoV's Neighbourhood Matching Fund for \$10K. John Irwin will take this back to PB as an enquiry for contribution funding.

**MOTION:** Moved by Keiko and seconded to support our NMF application, entitled "All in this together hub," KCCS approve the site location for the installation of a disaster support hub shipping container (8ft x 20ft) to be located at the SW corner of Centennial Park. **CARRIED**

Robert thank Keiko for her hard work and efforts in putting this all together.

Break 8:08 pm - 8:19 pm

Susan left the meeting at 8:19 pm

#### **5.6 2019-20 Nominating Committee – Robert**

Our bylaws instruct that the President appoint the Chair of the Nominating Committee. Robert called for eligible volunteers in an email, and Humaira and David M. volunteered. Robert suggested that Humaira be chair because she has more in-depth knowledge of the processes and work of the centre and the society. She also has experience serving on a previous nominating committee.

- It would be ideal to start our advertising campaign to "Join the Board" in the summer but definitely in the fall for new directors. Holding the "Meet & Greet the Board of Directors" event in the lobby in January proved to be a success and we will repeat this set up again in October or November.
- David M. will be a member of the Nominating Committee, and we will need a third person to participate before the fall. Alison will provide Humaira with the hand-over package before the end of summer.

**MOTION:** Moved by Robert and seconded to appoint Humaira as chair of the Nominating Committee. **CARRIED**

#### **5.7 Purchase of Ricoh photocopier – Robert**

A spreadsheet of photocopier comparisons was included in the Board package for review. Lee Tarrant and Susan obtained quotes from three different suppliers (Ricoh, Canon and Xerox) and compared all the variables.

- The Ricoh has all the features and functions of the other two and came in at a slightly better price. It was the recommended option, with a service plan, for \$9,739. A budget of \$10K was dedicated to replacing our current 10-year old photocopier, which has been showing signs of failure and breaking down too often.
- Another cost saving factor noted is that Ricoh has a city contract. The machine's software will be able to mirror the current set up and plug into the city network.

**MOTION:** Moved by Robert and seconded to purchase option #2 the Ricoh 1M C6000 as recommended by Susan and Lee Tarrant. **CARRIED**

#### **5.8 Birthday Leader Junior wages – Keith**

At the April 3rd meeting of the Program Committee, a motion was passed to recommend the Board increase our Birthday Leader Junior wages from \$13 to \$14 per hour. The rationale being that as of June 1st this year, the minimum wage will rise from \$12.65 to \$13.85. We are currently paying our junior leaders \$13 per hour, which will put them under the minimum salary if we do not review their salaries.

**MOTION:** Moved by Keith and seconded that the Board approve the increase of our Birthday Leader Junior wages to \$14 per hour commencing June 1st, 2019. **CARRIED**

#### **5.9 Communications Committee Budget Increase – Duncan**

Since the spring of 2018, the revived Communications Committee has actively pursued its primary goal of reviewing and replacing the KCCS website. Details of the extensive work involved, pre and post Request for Proposal (RFP) was provided in a handout that was circulated at the meeting. Marie-Noelle spoke to the report in support of the Communications Committee's request for a budget increase above their 2018/19 authorized amount of \$25K.

- RFPs were offered to four bidders in March. Three applied; one did not fulfill the criteria and was made ineligible. The two company's under consideration had significantly different prices of \$25,440K and

\$47,880K. After subsequent meetings with both companies and references checked, the committee chose Trackstar because the cost of the second bid could not be justified.

- We are currently paying \$5K per season to produce our program brochure. Trackstar has proposed to provide us with a user-friendly template for the brochure that should be quick and easy for staff to use. The cost savings will allow us to explore the option of hiring a professional photographer and support staff to help our programmers put the brochure together each season.
- If we respond quickly, Trackstar could start in three to four months and provide us with new website options. They will produce a brand guide; do a brand refresh to the logo that gives us high impact for low costs; training for staff and other incidentals along the way.
- The Communications Committee seeks an additional \$10K to cover unforeseen expenses and has some flexibility to carry this project to completion. These additional funds would also allow the committee to ask Trackstar to proceed with enquiring if a possible ActiveNet integration with our website is possible.
- It was recommended that we set hard milestone in the contract for deliverables. The vendor will need to demonstrate the delivery of the service before any payment is made and provide us with any specific software codes for future access.

**MOTION 1:** Moved by Marie-Noelle and seconded to approve an additional \$10,000 in the Communication Committee's budget, complete the redesign and improvements of the KCCS website. **CARRIED**

**MOTION 2:** Moved by Marie-Noelle and seconded to hire Trackstar as the service provider as proposed in their response to the RFP. **CARRIED**

## **6. ITEMS FOR DISCUSSION**

### **6.1 Finance – February Monthly Reports – David M.**

There were no financial reports submitted this month because our Ali is on leave. Our margin for the first six months to February 28 was \$114K compared to \$77K in 2018. We are doing well, however:

- We need more programs and more participants as we have reached an impasse of curbing our expenses. It is now up to the Program and Communications Committees to expand our target markets.
- EFT investments have only gained marginally, from \$223K to \$225K. This is due to a downturn in the investment markets since September 2018.
- In summary, increasing our volume of programs must be our overall target: if we continue on our current track we should do quite well and not see a negative return as predicted last year.

### **6.2 Vantage Point Succession Workshop – Robert**

Details of Vantage Point's training workshop on **Proactive Succession Planning** was included in the Board package for review. Robert called for interest in attending from non-executive members and Marie-Noelle raised her hand.

- Oscar and Robert have been on the Executive for about 8 years and Kathleen even longer than that. There is a need for Executive renewal to refresh and get new ideas in this relevant committee. Mike has a six-month term and Keith will be the next member-at-large to attend as a guest on May 8.
- The Executive has authorized sending four Board members to this training on May 28 from 9 am to 12 noon and will endeavour to accommodate for Marie-Noelle.

### **6.3 Kerrisdale Days - Saturday, April 27 – Robert**

The sign-up sheet was included in the package for review. We need a couple more volunteers in the afternoon from noon to 2 pm. Robert confirmed that two of our fitness trainers (Barry and Ed) would be attending.

- John Irwin will come from 10:30 am for an hour. Robert will ask Jim Hall if he can assist us in the afternoon.

### **6.4 KCCS Summer Board Party - Aug 21– Robert**

Last year's report was circulated in the package for review. Kathy, Jummy and Marie-Noelle volunteered for this ad-hoc committee. The next step is to find a venue. Alison will send the background material to the ad-hoc committee.

**6.5 KCC Mix and Mingle Social - Sept 4 – Robert**

Tabled till the May Board meeting as we will need to form an ad-hoc committee.

**6.6 Kerrisdale Community – Robert**

David E. proposed an initiative to "discover the heart of Kerrisdale". His proposal included but not limited to:

- Solicit ideas and opinions from the Board and community about what Kerrisdale means to us. What is our heart and what is Kerrisdale all about?
- It is proposed to mount a 4x6 ft dry whiteboard on wheels, as a suggestion board and ask people to contribute questions and ideas in writing or drawings. After a week, a photo will be taken of the board to retain the thoughts that have been expressed.
- The cost would be approximately \$400, and the Board can kick start the initiative by launching the narrative.
- Mike volunteered to help David E. with this project that will contribute vital data towards our marketing, communications and strategic direction. It would also help the website redesign and what it should look like, in addition to reviewing our Mission Statement.

**MOTION:** Moved by David E. and seconded to approve a budget of \$500 from the Communications budget to purchase material for this project. **CARRIED**

Keiko left the meeting at 9:24 pm.

**7. Pending Items**

**7.1 Seniors Council Minutes – Anne**

**MOTION:** Moved by Fred and seconded to approve and include the Seniors Council Minutes of April 8 in this month's consent agenda. **CARRIED**

**8. ADJOURNMENT**

The meeting adjourned at 9:26 pm

**9. NEXT MEETING:** May 22, 2019 at 7:00 pm

**UPCOMING MEETINGS AND EVENTS:**

Program Committee	Wed 01 May - 7:00 pm	Seniors Council	Mon 13 May - 12:45 pm
Youth Committee	Tues 07 May - 7:00 pm	Pool & Arena	Mon 13 May - 4:00 pm
CEC	Wed 08 May - 6:00 pm	Communications	Tues 14 May - 7:30 pm
Executive Committee	Wed 08 May - 7:30 pm	Finance Committee	Wed 15 May - 6:00 pm
Kerrisdale Days	Sat 27 April 10 to 2 pm		
Park Board	Mon 5, 19 May 2019		

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

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