

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday the 28th of August, 2019 at 7:00 pm | Seniors Craft Room
MINUTES

Present: Robert Lockhart (Chair), Kathleen Bigsby, Kathy McKay, David Mordant, Morag Pansegrau, Humaira Akhtar, Fred Jay, David Eaton.

Regrets: Mike Wu, Jumy Ogunsola, Oscar Bisnar, Keiko Honda, Melissa Woo, Marie-Noelle Savoie, Alexis Lorient, Keith Stoner, Edward Quan, Anne Monahan, Commissioner John Irwin

Staff: Susan Mele, Ian Broadbent

Recorder: Kelly Rolland

1. Call to order and Announcements

The meeting was called to order at 7:02 pm. Robert welcomed Ian Broadbent, who will be the interim CSR of Kerrisdale while Susan Mele fulfills her temporary position as Regional Recreation Manager. Robert had also welcomed guest Kelly Rolland as temporary Recorder.

1.1 Approval of Agenda – Chair

MOTION: To approve the Agenda of August 28th, 2019

Moved by Fred and seconded to accept the agenda as presented - **CARRIED**

2. STANDING ITEMS

2.1 Commissioner's Report

John Irwin was absent and not able to provide his report in advance.

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

4. Matters arising from the Consent Agenda (*anything removed from the Consent Agenda*)

None reported

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOTION: Moved by Humaira and seconded to approve the Consent Agenda - **CARRIED**

5.2 Executive Elections

Fulfillment of two vacant Vice President positions had been discussed; Kathleen nominated Kathy McKay and David Mordant nominated Humaira Akhtar. No other nomination was received. Both Humaira and Kathy were elected by acclamation.

MOTION: Moved by David and seconded for Kathy McKay to fill one of the vacant Vice President positions - **CARRIED**

MOTION: Moved by Fred and seconded for Humaira Akhtar to fill one of the vacant Vice President positions - **CARRIED**

5.3 Interim Executive Position

Robert read Mike Wu's letter of gratitude of having held the interim position on the Executive team and Mike had expressed interest in extending his term. Robert surveyed the interest of other members of the Board to fill the next 6-month term as an interim executive member. Suggested by the Board that Fred Jay or Morag Pansegrau consider this position, however, they had declined. No further discussion ensued.

MOTION: Moved by Fred and seconded for Mike Wu to fill the interim Executive position for a second 6-month term - **CARRIED**

5.4 New Community Member

With reference to the attached resume, Robert briefly outlined the Executive's recommendation to appoint Rochelle de la Giroday to the Program Committee as a community member until the February 2020 annual general meeting of the Society.

MOTION: Moved by Kathy and seconded to appoint Rochelle de la Giroday to the Program Committee as a community member - **CARRIED**

5.5 Consolidated Budget for 2019-20

Robert had expressed thanks to the Finance Committee, in particular, David Mordant and Ali for their efforts and contributions to the project. David Mordant highlighted the following findings:

- Current financial year budgeted for a loss of \$86,000 from operations.
- Likely the year will end with retained earnings of approximately \$150,000.
- The budget for 2019-20 is projected to be breakeven (potential loss of \$5,000).
- Miscellaneous revenue is budgeted at \$50,000 based on actuals for 2018-19.
- Administrative Assistant services will rise as a result of changes in job duties (\$33,000 to \$52,000) and merging digitizing and archiving (\$5,000) into this account.
- Additional to operations, capital expenditures are projected to be \$115,500.

David Mordant requested feedback on the proposed budget from the Board:

- David Eaton requested further details of the **Building Maintenance** capital purchase budget (\$7,000) as this did not reflect the committee's budget request (purchases of senior curtains, bike rack at pool door entry, and cabinets in room 109). Robert had suggested that \$12,500 (see Building Maintenance Committee meeting minutes - page 6 of Board package) be the revised figure of the Capital Purchase for Building Maintenance modifying the current \$7,000 figure as stated. Establishing the new figure of \$12,500 (in total) resulting in adding \$5,500 to the total Capital Budget items.

- Kathleen questioned the **Community Needs Assessment** Committee line item of \$500 which, David M. clarified, was a rollover of last year. Kathleen requested that that line item be removed as the Needs Assessment Committee has completed its work and no longer exists.

MOTION: Moved by Humaira and seconded to approve the consolidated budget for 2019-2020 as modified for the Community Needs Assessment and Capital Purchase Building Maintenance line items - **CARRIED**

Robert commented that the budget has been completed in compliance with the new Joint Operating Agreement and thanked everyone for their efforts in finalizing it before the start of the next fiscal year.

5.6 Conflict of Interest Policy review_v2 - Kathleen pg. 34

Kathleen had noted that the new policy is considerably longer than the previous version dated June 2005. In drafting the new policy she had surveyed other Associations and related Organizations to capture more detail. Essentially, the document provided defines conflict of interest, scope and limitations (applications to Staff,

Employees, Directors, etc.). Whenever someone is elected or hired they must read, sign and date the Acknowledgement Form which will be kept in their permanent file. Kathleen provided a few examples to the Board and clarified how to document conflicts once declared (ex. captured in Board meeting minutes). Kathleen had opened the table to discussions. Robert had proposed that the first line (page 30) be changed from “sanctioned by a recorded vote” to “minuted record of a Board meeting”. In order to limit the restriction of donations to other Societies and to amend the wording of “using the Society’s resources to benefit another organization” to alternatively read “Using the Society’s resources by an individual Director” to align with past practice allowing resources to be approved by the Executive Committee rather than by the Board as a whole.

David Eaton had requested that further revisions be considered and potentially outsourcing further review to ensure everything is captured correctly.

MOTION: Moved by Kathleen and seconded to approve revised conflict of interest policy as presented - ~~CARRIED~~ **STRUCK for requested further review.**

MOTION: Moved by Robert to amend wording be changed from “sanctioned by a recorded vote” to “minuted record of the Board of Directors” - **NOT VOTED**

MOTION: Moved by Robert to amend the wording of "using the Society's resources to benefit another organization" to alternatively read "Using the Society's resources by an individual Director" - **NOT VOTED**

ACTION: Due to discussion and requested revisions, the Conflict of Interest policy is tabled for the Board meeting in September. Noting to review clause 3.C on page 32 to potentially be excluded after further discussion as per Morag Pansegrau. David Eaton had requested that there be further explanation or presenting examples (background documentation) of all concerns presented in order to streamline September’s Board meeting. Robert had suggested that Marie-Noelle review the document before it is finalized and presented to the Board for approval.

5.7 Building Maintenance TOR - David Eaton pg. 35

The Building Maintenance Committee (David Eaton, Humaira Akhtar and Morag Pansegrau) reviewed the committee Terms of Reference (August 2009) outlining key changes in red on page 35. Susan Mele requested the inclusion of “Parks Board staff to assist the Society to ensure a current and accurate inventory of existing furnishings, equipment and supplies be maintained”. David Eaton also noted that two commas be removed from 1.A on page 35.

MOTION: Moved by Morag and seconded to approve the revised Building Maintenance Terms of Reference as modified - **CARRIED**

5.8 - Strategic Planning

The Strategic Plan Report was distributed electronically and in separate hard copy due to the combined size of the Board package. Robert briefly outlined work done in 2019 by Frances Lasser, Directors, and Society and Park Board staff in preparation of this report.

Robert reported one change, made by the Executive Committee, in Appendix E describing strategic direction; “Action Taken” was modified to state “Potential Actions to Achieve”. The other change noted in Appendix E - 1.1 under Strategic Direction - Potential Action to Achieve was to remove the name of the specific program described. No further discussion ensued.

MOTION: Moved by Kathy and seconded to accept the Strategic Plan Report as written - **CARRIED**

6 ITEMS FOR DISCUSSION

6.1 Finance – May and June Reports - David Mordant pg. 37

David Mordant summarized the results to date of the past 10 months financial: The Society's financial position is very healthy. On Page 40 - Results of Operations, David noted that year-to-date program net income is above budget highlighting that children's, adult, aerobics and fitness are 80% of overall revenue. The unrestricted surplus to June 30, 2019 is \$135,900. David wanted to emphasize that the adopted cost cutting practice has been very successful and moving forward recommended that the Board should focus on soliciting new revenue sources and extending existing programs.

6.2 - Volunteer of the Year Award

Robert reported that September (at the latest) an Ad-hoc committee be appointed to search of a worthy volunteer to acknowledge their contributions to the Society and the Centre.

ACTION: That the discussion be held for September's Board meeting when a larger number of Directors are present.

6.3 - KCC Mix and Mingle Social - Sept 4

Robert had provided an update of the sub-committee (inclusive to Robert Lockhart, Alexis Lorient, Edward Quan, David Mordant and Annalize Mordant) which divided tasks and duties to prepare for the upcoming Mix and Mingle social to be hosted on September 4th starting at 5 pm till 7 pm. Robert had proposed purchasing a couple of plants for decor and at the end of the evening utilize as a parting gift for the participants. Roughly 20 people are expected to be in attendance and food to be purchased on that proposed figure.

Program Committee meeting to follow the Mix and Mingle event.

ACTION: Robert will send an invitation to all of the Directors by the end of the week. Susan will consolidate a list of staff to be invited to the event to provide to Robert to distribute invitations.

6.4 Kerrisdale Days - September 7th

An email was distributed detailing the Fall version of Kerrisdale Days; the Executive had recommended to promote music and dance programs/interaction soliciting feedback from the remaining Directors. Robert had requested that 4-6 volunteers be available to attend the event. Should volunteers not be rostered, he had recommended that the Association forgo the opportunity; Humaira Akhtar and David Eaton offered to volunteer (total of 3). Only 3 more volunteers are required.

ACTION: Kathleen recommended that another email be distributed to solicit volunteers indicating that 3 more volunteers are needed. Should KCCS decide to not participate, Susan Mele requested that the Association provide notice to the instructors associated with promoting the dance and music programs as proposed.

6.5 Parks in Catchment Area

David Eaton recommended that a Parks and Recreation ad-hoc committee be struck to develop terms of reference reviewing involvement with adjacent parks within the Kerrisdale catchment. A KCCS Parks and Recreation Committee previously existed to review adjacent parks and decisions in relation to those areas. Discussions ensued referring to Champlain CC's Appendix C example on page 43 from the Joint Operating Agreement which describes the related Association's involvement to have input on decisions made in relation to adjacent parks.

Kathleen clarified that the Needs Assessment report defines the current catchment identifying the parks associated with the KCC. David surveyed interest to those in attendance and asked that at least 3-4 people be a part of the Committee; David's recommendation is that Parks and Recreation Committee tasks not be retained under Building Maintenance Committee (as it currently is) and that more discussions be held throughout the Fall.

6.6 - Kerrisdale Community Survey

David Eaton and Susan Mele had initiated an in-house engagement with users of the Centre; A community engagement hosted in the lobby using whiteboards asking two specific questions for feedback on overall improvements. The initiative will be reintroduced later in the Fall around mid-September to potentially include the proposed logo change or the new paint colour of the building. Once confirmation is received of what questions to be proposed they will present the findings to the Board of the second instance.

6.7 JAVA Music Program - Kathleen

Kathleen provided an update on behalf of the steering committee with regards to the implementation of a JAVA Music Program at Kerrisdale; she stipulated that the committee reviewed various reports to ascertain how to fulfill the needs of the demographic group the program is designed for, as well as reaching out to associated organizations that assist the specific user group. The committee's recommendation is that the JAVA Music program isn't appropriate for the Centre for the following reasons:

- Identifying isolated people would be difficult.
- Attracting isolated people would require additional and currently unavailable resources.
- By personal opinion, the steering committee wouldn't willingly attend the program as a patron as well as promoting it to the public.

Kathleen had proposed that the committee keep researching alternatives to enhance the Centre's community offering and overall inclusivity of the Centre.

ACTION: The Board to distribute thank you cards to the steering committee for their efforts.

Kathleen had distributed the revised logo design for further feedback from the Directors.

8. Adjournment

The meeting adjourned at 8:59 pm.

MOTION: Moved by Morag Pansegrau and seconded to adjourn the meeting.

ACTION: For the Directors to decide upon the nominations committee to be formed by late October, after Thanksgiving which will be discussed at the September Board meeting.

9. NEXT MEETING: September 25, 2019 at 7:00 pm

UPCOMING MEETINGS AND EVENTS:

Youth	Tues Sept 03 - 7:00 pm	Finance	Wed Sept 18 - 6:00 pm
Program	Wed Sept 04 - 7:00 pm	Executive	Wed Sept 18 - 7:00 pm
CEC	Wed Sept 11 - 6:00 pm	Seniors Council	Mon Sept 23 - 1:00 pm
Communications	Thur Sept 19 - 7:30 pm		

Park Board September 16, 26 and 30, 2019

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____