

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, September 25, 2019 at 7:00 pm | Seniors Craft room

MINUTES

Present: Robert Lockhart (chair), Fred Jay, Humaira Akhtar, Kathy McKay, Mike Wu, Anne Monahan, Kathleen Bigsby, Oscar Bisnar, Keiko Honda, Melissa Woo, Edward Quan, Marie-Noelle Savoie, Morag Pansegrau, David Eaton (arrived 7:08 pm)

Regrets: David Mordant, Keith Stoner, Jumy Ogunsola, Alexis Lorient

Commissioner: John Irwin

Staff: Ian Broadbent, (Shannon Brown, Bernard Lee, Maegan Montemayor left 7:50 pm)

Recorder: Alison Verghese

1. Call to order and Announcements

The meeting was called to order at 7:02 pm.

1.1 APPROVAL OF AGENDA

Agenda items were shuffled around to make use of the projector, before it was removed from the meeting.

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

2. STANDING ITEMS

2.1 Banff Leadership Conference Presentation

Keiko submitted a 2-page report and gave a PowerPoint presentation to describe how staff and the Board could create and co-create a deeper understanding of "**contextual intelligence**" in our community centre.

She described the concept as having a deep understanding of aspects that affect social change, in our daily lives, and our capacity to act effectively in the face of these global complexities. She posed a couple of reflective questions and examples relevant to KCC for:

- How can we create and co-create an innovative centre to spread horizontal exchange between the practice of art and local cultures?
- How can we create a program (and space) that takes a holistic view of global thinking, reflects a common concern for inclusion and equity, and is keenly aware of the imbalances of the post-colonial cultural landscape?

The Opera Zone (started in 2016) and, more recently, the KEEP initiative are examples of demonstrated projects of the "*iceberg model*." However, due to time constraints, we will table this discussion to continue at the October Board meeting.

2.2 Safari & Youth Adventure camps 2019 Report – Shannon

The Summer Daycamp report circulated for review before the meeting. Shannon reported on the highlights and recommendations for 2020, as follows:

- Retain as many 2019 staff for a smooth transition next year. The ratio to students was down from 1:10 to 1:8 because of staff inexperience this year. We will reach out to these leaders again for a full summer placement and hire an extra Mandarin speaker to translate for parents and children.
- Retain the 9th week that was added this year for the first time with 36/40 Safari and 19/20 for Youth Adventure spots filled. There was no change in wage and program rates this year. Suggest an increase in

hourly wage for leaders and a manager to keep competitive with other community centres and the minimum wage rate that will rise to \$14.60 as of June 1.

- Board members noted that net revenue has been trending down since 2016 and program costs have been rising for the same period. Our day camp programs fill up quickly, are competitively priced, and also offer a lot more outings than other community centres. There was a consensus for the Program Committee to review the day camp fees.

2.3 Play Palace Annual Report 2019 – Maegan

The 2019 Play Palace report circulated before the meeting for review. Maegan reported that overall, this year's performance was stronger than last year.

- Gross revenue was up \$7K over 2018 and drop-ins up \$2K. KCCS Private Parties resulted in 124/182 or 68% capacity, up slightly over the past two years. Approximately ten drop-in refunds were processed, and half attributed to noise from the Arena's roof renovation that took place between June to August.
- The weather is a significant driver for the performance of the Play Palace. This spring had more rain than average, driving families indoors, and while summer was not overly hot, it did not impact participation.
- Inflatables are showing signs of wear and tear after only 2-years. The end of the 2020 season will likely replace two units through Park Board's budget. Other miscellaneous items in need of repair or replacement are floor mats, basketball hoop system, foosball/table tennis units and amenities to enhance the preschool area. KCCS funds these through the Pool and Arena Committee budget.

2.4 Maple Grove Pool Seasonal Report 2019 – Bernard

Maple Grove Pool's annual report was circulated before the meeting without the admissions total due to some technical difficulties with the cash register. Bernard presented a manual count of the total for 2019:

Admissions	2016	2017	2018	2019
Adult	11463	14701	14090	10902
Children	14755	18198	16698	10967

- **Admissions:** Were **considerably lower** than previous years with both adult (29%) and children (52%) participation declining compared to last year. Contributing factors may be due to PB now charging admissions for 5-year olds, and the weather. While there were many sunny days, the temperature was not as optimum for families to fully enjoy the amenities. The pool was open from June 15 to September 3, with five days of closure due to poor weather conditions. Regular visits were mostly by local community families and average 5-10 families per day, depending on the temperature. Several local elementary schools also booked in June, and there was a higher number of drop-in groups this year.
- **Society-sponsored events:** 3 of 4 "Music in the Park" Friday performances went ahead this year. Maple Grove Day on July 27 was very well attended with face painting, balloon artist and extra staff brought in to lead games in the pool. Overall, over 200 community members were enjoying the different games and prizes, despite the community police, fire truck and live music not being available this year.
- Maple Grove and our indoor pools are operated solely by Park Board. The Society provides around \$4,000 annually in funding to increase the Kerrisdale resident's pleasure from using these facilities.
- Long-time caretaker, Barb Gibson, left the field house in August. This change compelled REFM to install a new radar security system to ensure the pool had monitoring after hours.

Improvements requested for 2020 season:

- a. Maple Grove Head Lifeguard from 16 hrs to 5 days a week, 6 hrs a day for a broader range of coverage.
- b. During Maple Grove Day, increase the number of volunteers to include additional stations for prizes.
- c. The city is keen on fixing our cash-only system and challenges experienced with our cash register this year. The installation of a PCI compliance system on-site has been proposed but not yet decided.
- d. Schedule one additional lifeguard over July weekends, eliminate pm shifts and August weekdays.

- e. A 6' x 8' deco that was successfully tested at Hillcrest and Templeton pools this year also trialled at Maple Grove. However, the new print technology failed to adhere to the concrete bottom and only lasted two weeks. We may try it again next year, but only if the problem is solved.
- f. Ongoing issues with washroom cleanliness were discussed as there were many complaints about how dirty the old washrooms were during the middle of the day. Ian will follow up with Park Board's Task Force specifically dedicated to beaches and outdoor pools.

Robert thanked the three programmers for presenting their reports in person. They left the meeting at 7:50 pm.

2.5 Commissioner's Report - John

Commissioner Irwin apologized for his absence in August. He highlighted and responded to recent PB activities:

- Following the discovery of lead traces in the soil at both Trillian Park and Van Tech, John moved a motion at Park Board against synthetic turf playing fields in parks and school board land on September 16. After the motion failed, staff were recommended to remove the crumb rubber from the sites that included Kits High and Andy Livingstone Park. Staff were also directed to explore drainage systems that will prevent the existing contaminants from entering into local waterways. Robert shared further insight into the nearby Water Treatment Plant at Trillian Park that John will take back to Park Board. EPA studies advise that children should not eat on the artificial turf and should shower after playing on these fields.
- There will be a **VanPlay** meeting on October 9, focussing on the next phase of reporting in terms of:
 - equity, to deal with the imbalanced numbers of parks and facilities of the east/west sides
 - cycling paths going to and not through parks, excepting for some major parks
- Staff will present the next milestone **VanSplash** report concurrently with the advisory group's final recommendations at a public meeting on October 28. John noted that at the July 30 meeting, the advisory group proposed that Lord Byng pool be closed 5-years after Kitsilano Community Centre gets a destination pool. This statement was made, even though a motion was passed to leave closure off. John is a staunch defender of Byng and warned that this process could set a precedent for Templeton, Britannia and Kerrisdale if small pools are not protected from closures.
- John will put in an enquiry on the seismic safety of community centres, systemwide. He has concerns about emergency preparedness in case of an earthquake and is aware of the two seismic reports completed by the Society on our gymnasium.
- Creekside Community Recreation Advisory Committee had its first introductory meeting on September 16. John will make a recommendation to Daisy Chin to have some of our Board members speak to this advisory group. It may help them transition, in time, to a not for profit community centre association.
- Jim Hall, chair of ARKS, has been liaising with Daisy Chin about CAC funding that could go towards the planning process in the redevelopment of a new community centre in Kerrisdale. It is noted that it is not worthwhile for us to proceed without establishing cooperative process with PB. John agreed to get some response on this matter, as it is now an integral part of our strategic plans.

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 President's Report - Humaira

Item 1: There was concern raised about the approved new location of the shipping container on the westside of the children's playground as being an "eyesore." Robert reported that discussions and a subsequent walk-about with city staff was made, but consultation with the local community was not.

4.2 Item 3.13 Society-Staff Mix & Mingle Report - Morag

Clarification was sort for the number of PB staff attending this event. Robert confirmed that numbers were on par with last year, and of the 21 people that attended, there were equal representation for the Board of Directors 10/18 and senior staff 10/10. One community member also attended.

MOTION: Moved by Kathleen and seconded to approve Items 3.10 and 3.13 as presented. **CARRIED**

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOTION: Moved by Kathleen and seconded to approve the consent agenda minus Items 3.10 and 3.13 as presented. **CARRIED**

5.2 Conflict of Interest Policy – Kathleen

The Executive Committee recommended the revised draft of the Conflict of Interest Policies after reviewing the changes Kathleen made to Item 3 at the August Board meeting. There was concern raised over the word "may" in Item 3e with a request for rewording. Kathleen reiterated that the same clause was discussed last month and subsequently deliberately written as presented.

MOTION: Moved by Humaira and seconded to accept the revised policy as presented. **CARRIED (2 DESCENTS)**

5.3 Cheque Signatories – Robert

The Executive Committee recommends adding to the list of cheque signatories, newly elected Vice Presidents, Humaira and Kathy, to ensure we have adequate signatories to conduct society business.

MOTION: Moved by Kathleen and seconded to approve Kathy and Humaira as additional signatories. **CARRIED**

5.4 Volunteer of the Year Award – Robert

Fred agreed to join Anne to form the Volunteer of the Year ad-hoc committee. They will report back to the Board in October with a recommendation(s) for this prestigious award.

MOTION: Moved by Kathy and seconded to appoint Anne and Fred to the Volunteer of the Year ad-hoc committee. **CARRIED**

Break from 8:23 pm to 8:35 pm

6. ITEMS FOR DISCUSSION

6.1 KEEP - VECTOR Short Wave Radio – Keiko

A motion was passed at the April Board meeting to provide \$3,780 of funding to the production of a mobile, battery-powered, portable shortwave radio system that could be stored in the container. VECTOR, a community-based volunteer group that provides shortwave communications for the City of Vancouver, are ready to demonstrate a prototype of the design for the Board to review. Oscar, Kathy, Humaira, Mike, Robert and possibly Morag will attend on Sunday, October 27 at 2 pm and Keiko plus any other members are welcome to participate on October 20 from 1-4 pm.

6.2 Financial Statements – July Reports

Highlights from the July financial statements were reported by Robert, in David Mordant's absence:

- With one month left until the end of the fiscal year, we are tracking to have quite a successful year, even though we made project losses because of the changes with our relationship with Park Board. Our revenue sources are good and have had some success in controlling operational costs, but we need to watch food costs in the kitchen, as they are still on an upward trend. The next step will be to increase programming revenues.
- As an outcome of the strategic planning process, we are programming at 85% of capacity, which leaves us opportunities to increase our program offerings, if we target the right programs to attract a broader audience.
- Net revenue has dropped compared to last year, and some of this can be attributed directly with losses in specific revenue sources (membership), and increased costs that are associated with the JOA.
- Net Program revenue is on par with last year (\$686K Vs \$681K). Net costs and gross revenue also show similar operational achievements to a year ago. Excess revenue over expenses* (\$89,468 Vs \$157,039) has dropped. **(includes ActiveNet cost plus the PB contribution are accruing on a monthly basis).*
- There were concerns raised about the reporting of the 2% ActiveNet fees, which does not have a dedicated line item. Robert will bring this for discussion to the next Finance Committee meeting.

6.3 Renewal of KCC membership – Robert

The Board was reminded to renew their annual membership, effective September 1, 2019. This year's card is green. It is mandatory that all Directors and committee members are Society members. We will ask this question again next month.

6.4 All Candidates Meeting - Vancouver Granville – Robert

- Tuesday, October 8, has been the date selected from 7:30-9:45 pm. Alison has confirmed all 6 candidates.
- Advertising will be in the Courier, on all social media platforms and in-house on the bulletin and reader boards.
- Robert will open the proceedings and Edward will be the moderator.

Kathleen, Kathy, Humaira and Edward make up the Planning Committee and will meet with Alison on Saturday.

6.5 Board Nominations - Recruiting drive: table in lobby – Robert

- Kathy and Edward volunteered to join Humaira (chair) and David M. on the Nominations Committee.
- Marketing plans for the 2020-21 nominations recruitment drive was discussed. Robert requested Ian to identify high occupancy times (e.g., Meg's class) during the week or weekend when it would be optimum for the Board to conduct their recruiting drive in the lobby, early November and January. Alison will send out a sign-up sheet once the dates are set.
- There was consensus to develop a new customized sign board to promote the Board. Mike and Marie-Noelle will assist David E. to develop a triangular sign with our new logo.

6.6 2020 Meeting Schedule – Robert

The annual KCCS Summer party used to be held in July, but we decided two years ago that not enough people were attending, so it was shifted to August and found fewer people came. After a short discussion, it was agreed to move the event back to the third Wednesday in July 2020.

7. Pending Items

Not discussed.

8. ADJOURNMENT

Robert read the note from Frances Lasser expressing her gratitude for the card and gift certificates from the Society, in recognition for the tremendous work she did to develop our Strategic Plan. She said that she would look forward to seeing us roll out the recommendations.

There being no further business, the meeting adjourned at 9:28 pm.

9. NEXT MEETING: October 23, 2019

UPCOMING MEETINGS AND EVENTS:

Program	Wed October 2 - 6:00 pm	CEC	Wed October 9 - 6:00 pm
Communications	Tues XX Oct - 7:30 pm	Executive	Wed October 9 - 7:00 pm
Seniors Council	Mon October 14 - 1:00 pm	Finance	TBA
Park Board	September 30 and 9, 22, October 28 2019		

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____