

**Board of Directors Meeting  
of the  
Kerrisdale Community Centre Society (KCCS)  
Wednesday, October 23, 2019 at 7:00 pm | Seniors Craft room**

**MINUTES**

**Present:** Robert Lockhart (chair), David Eaton, Fred Jay, Humaira Akhtar, Anne Monahan, Mike Wu, Oscar Bisnar, Melissa Woo, Alexis Loriot, Marie-Noelle Savoie, Morag Pansegrau, David Mordant, Keith Stoner, Jumy Ogunsola (arrived 7:40 pm)

**Regrets:** Kathleen Bigsby, Edward Quan, Kathy McKay, Keiko Honda

**Park Board** Ian Broadbent (A/CRS), Commissioner John Irwin (left the meeting at 7:15 pm)

**Recorder:** Alison Verghese

**1. Call to order and Announcements**

The meeting was called to order at 7:00 pm.

**1.1 APPROVAL OF AGENDA**

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

**2. STANDING ITEMS**

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

A special meeting was held at PB on October 28 to discuss the proposed VanSplash: Vancouver Aquatics Strategy. The 84-page report is available online at [https://parkboardmeetings.vancouver.ca/2019/20191028/REPORT-VanSplash Vancouver Aquatics Strategy-APPENDIXA-ProposedStrategy-20191028.pdf](https://parkboardmeetings.vancouver.ca/2019/20191028/REPORT-VanSplash%20Vancouver%20Aquatics%20Strategy-APPENDIXA-ProposedStrategy-20191028.pdf)

- Reference to **Kerrisdale pool** is on page 33 and shows that it is one of the earliest Vancouver pools, build in 1955 and renovated in 1996.
- Reference to the renewal of Kerrisdale's pool appears on page 58 and states:  
*"9. Replace Kerrisdale Pool with a new medium-scale pool as part of a future Community Centre and/or arena renewal to take advantage of co-location synergies, including energy savings, operational efficiencies, and the community interest in larger facilities offering a diverse range of amenities and services in one location."*
- Reference to the timeline of the renewal plan on page 69, is somewhat ambiguous and puts Kerrisdale pool in line with the community centre renewal in the upcoming 10-year Capital Strategic Outlook (2021-2030) and 4-year Capital Plan (est. \$45m pool only). If this is correct, it would be advantageous for Kerrisdale. John will seek clarification for the specifics and exact timeline. On a related matter, Robert noted that discussions at the systemwide planning presented the **VanPlay report** with the scheduled renewal of one new community centre every 2-years. John will clarify if this recommendation has been accepted by PB and the City and where Kerrisdale's redevelopment is projected in its Capital Plan.
- **Maple Grove Outdoor Pool:** built in 1994 is also in the report for a proposed \$2.6K upgrade (sun/wind protection, spray features, change rooms, plumbing and fence. David Eaton has drafted a letter highlighting the poor conditions of the amenities, including the Field House. He will copy Danica Djurkovic, Director, Facilities Planning & Development and John Irwin in the letter.
- **Byng Pool** has had some improved language around process for its community, but there is still a 5-year life span placed on it (after Kits is completed), which John will try to remove.
- David Eaton also raised critical concerns about the **seismic safety** of our gymnasium and arena in terms of emergency preparedness. John will submit an enquiry to PB.

**Noted:** The meeting continued with a quorum present while several directors renewed their annual membership.

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

#### **4. MATTERS arising from the Consent Agenda (Items removed from Consent Agenda)**

##### **4.1 Item 3.7 Seniors Council minutes of October 7 - Alison**

The Seniors Council minutes of September 23 was incorrectly submitted as the October 7 minutes. Hardcopies of the latter were subsequently circulated at the meeting for review.

**MOTION:** Moved by Morag and seconded to accept the Seniors Council minutes of October 7. **CARRIED**

#### **5. ITEMS FOR DECISION**

##### **5.1 Approve the Consent Agenda**

A request by Alison for the addition of the Seniors Council minutes of September 23 to the consent agenda was approved by consensus.

##### **5.2 Electronic Funds Transfer (EFT) Management Policy – David Mordant**

The current (Aug 2014) and revised policies were presented in the package for review. Robert spoke to the process of automatic payments for staff and people on regular biweekly and monthly payments. Minor updates to the policy included the removal of personal names and changing the title of Accountant to Accounting Manager.

**MOTION:** Moved by David Mordant and seconded to accept the revised EFT Management policy as presented. **CARRIED**

##### **5.3 Bullying and Harassment Policy – Robert**

The current (Jan 2014) and revised policies were presented in the package for review. The Executive Committee made extensive changes to the current version that now sets out clear guidelines for reporting, investigating and resolving complaints of bullying and harassment to ensure a respectful workplace for everyone. It also encompasses broader compliance with the Society's Vision, Mission and Values.

- Robert outlined some of the significant changes, specifically to the filing of a harassment complaint (under Section 3) that now involves members of the Society's Executive Committee and not just the President.
- Concerns regarding retaliation were also discussed and clarified.

**MOTION:** Moved by David Eaton and seconded to approve the modifications and updates to the Bullying and Harassment Policy as recommended by the Executive Committee presented. **CARRIED**

##### **5.4 Volunteer of the Year Award – Anne**

Anne and Fred stepped forward last month to explore an appropriate recipient for our 2019 Volunteer of the Year. Anne circulated a full-page summary on James Musgrove and elaborated on the rationale for choosing him.

- James had a staggering number of volunteer and fund-raising positions throughout his life in Gibsons/ Sechelt and during his professional career as an investment banker before moving to Vancouver in 2014.
- He served as President of the Queen Elizabeth Tennis Club for many years. He is also musically talented, playing the tenor horn in the Queen's Own Cameron Highlanders, playing the piano, flute as well as sang in two volunteer choirs in Gibsons.
- Anne could not count up the number of hours or duties James volunteers for at the Seniors centre. Officially, he volunteers at the Coffee Bar three times a week but ends up covering for everyone who is ill, on vacation, or who can't make their shift. In short, he is an unsung "Super Volunteer," who goes under the radar each day as an unrecognized hero, always doing something for the benefit of others!

**MOTION 1:** Moved by Anne and seconded that the Board approve James Musgrove as this year's volunteer of the year. **CARRIED**

**MOTION2:** Moved by Mike and seconded to dissolve the volunteer of the Year ad-hoc committee. **CARRIED**

Robert thanked Anne and Fred for their excellent work. Anne will work with Alison to create a bio for distribution.

#### **6. ITEMS FOR DISCUSSION**

##### **6.1 Finance – August 31, 2019 – David Mordant**

A summary report for the 12 months ending August 31, 2019 was submitted in the package. Highlights include:

- An improvement of \$81,439 in our Members Equity was achieved this 2018/19 financial year.

- There was a decrease of \$15,672 in Net Profits from operations compared to last year.
- Overall, we have had very strong revenue for the year and positive earnings over the 12 months. We have taken a lot of effort to control costs and need to increase revenues. There is still room for growth to broaden our range of programming and service by bringing in more people as our facility is being used at ~85% capacity.
- Robert is encouraged by the work the Communications Committee has achieved. With the addition of a Communications Assistant, we should be able to reach targeted groups such as isolated people, youth and other opportunities in the community that we are not attracting.
- The Finance Committee will follow up with creating a single line item for ActiveNet costs and PB contributions, which are currently embedded in the Finance Committee. This concern was raised last month and will be follow up by the Finance Committee, which did not meet in October.
- David M. thanked all on the Finance Committee and Ali Mahdiyar, who did a great job on the budget. There's always almost 100% attendance this year.

Break 7:50 pm : 8:01 pm

## **6.2 Communications Committee – Marie-Noelle**

- Robert recognized Alexis for his service on the Board and the considerable contribution he has made to the Communications Committee. Specifically, his talent and website knowledge has been an enormous asset. The Board gave Alexis a round of applause. We wish him and his family a safe return to France at the end of the year.
- The candidate chosen for the part-time position of Communications Assistant has, unfortunately, for us accepted a fulltime position at UBC. The other three candidates interviewed did not meet the desired experience. However, we are now wiser in knowing what to look for and will revise the ad to included specific programs and software experience.
- The Communications Committee met with TrackStar earlier today for a 2-hr meeting and demonstration of our new website. Some minor tweaks will need to be coded, and overall, they were happy with the results. It is anticipated that the new website will be up and running by the next Board meeting. Marie-Noelle will provide a link for the Board to preview before it goes live.
- David Eaton reported on the Building Maintenance Committee meeting held this morning with Ian and two members from Park Board, one being Darren Peigan, the graphic designer who will create our signage for in and outside the building. Marie-Noelle will double-check that David E. has the final version of the logo, which Kathleen sent. Darren is very keen to start on our project and has invited us to check out Evan's Garden to view his work.
- Robert thanked the members of the Communication Committee for all the different elements they have been working on.

## **6.3 KCCS Board/Staff Christmas Party | Tues, December 3 – Robert**

The Society sponsors this annual event with a dinner to thank our Board, community members, staff, instructors and VIPs for all the work they do over the year. A call for volunteers to assist Austin Su, our PB representative working on the planning process, was extended to Board members. There is a general guideline to follow that has established over the years. Robert thanked Anne for stepping forward and will be asking for more helpers offline.

## **6.4 Proposed Association Presidents Group (APG) Climate Action Plan – Robert**

KCCS is a member of the APG, which comprises of 17 Community Centre Associations (CCAs) across Vancouver. They are a body that works in a unified fashion in dialogue with the Park Board to represent the overall needs of the community centre network.

An initiative the group has identified and would like to pursue is a Climate Action Plan and have provided some documents in the Board package for information. Several people on the APG are very keen to move this forward and have asked Robert to respond to the following question:

- *"As a CCA, do we want to start focussing some of our energy next year on climate-related issues?"*.  
Following thoughts, questions and comments, the Board came to a consensus to support the APG's

Climate Action Plan, and even go one step further and incorporate the philosophy into the principle and policy of everything we do. Robert will respond positively to Kate Perkins, Chair of the APG.

- The APG will focus on initiatives that will more than likely be adopted community centre wide, rather than one-off action plans. A philosophy that could be introduced, for example: Is no waste birthday parties. Additionally, the Board was reminded of an affirmative action we took as a result of one of our balloons found more than 100kms away on a beach on Lummi Island, USA. Shortly after hearing of this incident, the Board unanimously voted to stop using helium-filled balloons.

#### 6.5 Board Nominations Process – Humaira

There are two events lined up for our Board renewal process for the upcoming AGM on February 19, 2020.

1. **Saturday:** November 16, 2019 from 10 am to 1 pm - Main and possibility Seniors Lobbies
2. **Saturday:** January 11, 2020 (time TBD) Open House in the Auditorium
  - Board members have an opportunity to meet and greet our patrons and encourage those with the skills required to "Join the Board." Promotional material and swag will be available to handout.
  - We require 2 Directors per shift. Our primary focus is to set up in the main lobby, and if we get enough volunteers, a second table will be set up in the Seniors. Alison will send out a Sign-Up sheet.

#### 6.6 Board Meeting attendance – Robert

Board meeting attendance was discussed to draw the attention of Directors to the fact that several had, or were on the verge of missing multiple meetings in violation of Society By-law 21. Some reasons why some Directors miss numerous Board meetings were identified and various options to alleviate these challenges were suggested. Further focused discussion of this important topic is needed. Any changes to the By-law would have to be passed by Society members at a General Meeting.

#### 6.7 Committee Goals (progress report) – Robert

Initiated by Oscar when he was President, each committee must review its goals and provide Alison with a concise "Goals Progress Report" to be submitted in the November Board package. Committee's not meeting before November should interact online as this process will help form part of the Annual Report, due in January 2020.

#### 7. Pending Items

Not discussed.

#### 8. ADJOURNMENT

The meeting adjourned at 8:51 pm

#### 9. NEXT MEETING: November 27, 2019.

30-minutes Break-out Session: Keiko continues with her presentation on the Banff Conference. Oscar recommended that an ad hoc committee be formed to shepherd the "Contextual Intelligence" concept.

#### UPCOMING MEETINGS AND EVENTS:

Program Committee	Wed 06 Nov - 6:00 pm	Finance Committee	Wed 13 Nov - 6:00 pm
Communications	Tues 14 Nov - 7:30 pm	Executive Committee	Wed 13 Nov - 7:00 pm
Seniors Council	Mon 11 Nov - 1:00 pm	NC Recruitment Drive	Sat 16 Nov - 10 am to 1 pm
CEC	Wed 13 Nov - 6:00 pm	KCC Christmas Party	Tue 3 Dec - 6 pm to 10 pm

Park Board      October 28 (Special Meeting) and Mon 4 & 18 Nov 2019

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

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