

**Board of Directors Meeting**  
**of the**  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday | November 27, 2019 at 7:00 pm | Seniors Craft room**

**MINUTES**

**Present:** Robert Lockhart (chair), David Eaton, Humaira Akhtar, Kathleen Bigsby, Edward Quan, Kathy McKay, Keiko Honda, Oscar Bisnar, Marie-Noelle Savoie, Morag Pansegrau, David Mordant  
**Regrets:** Jumy Ogunsola, Mike Wu, Keith Stoner, Fred Jay, Alexis Lorient, Melissa Woo, Anne Monahan  
**Commissioner:** John Irwin  
**Staff:** Ian Broadbent  
**Recorder:** Alison Verghese

**1. Call to order and Announcements**

The meeting was called to order at 7:02 pm. Robert announced that this is the last Board meeting for 2019.

**1.1 APPROVAL OF AGENDA**

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

**2. STANDING ITEMS**

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

**VANSPLASH:**

- John advised that there has been an extension to the minimum time that Templeton and Lord Byng pools will remain operational from five years to 10 years (ca. 2040), following Britannia and Connaught pools becoming fully operational.
- PB will fund a new outdoor pool at Mt Pleasant Park as per upgrade report dated October 20, 2010.
- John clarified that Kerrisdale's Pool is in the queue as per the proposed VanSplash: Vancouver Aquatic Strategy, and renewal of our pool is tied in with the centre's renewal.

**SEISMIC SAFETY & CENTRE RENEWAL:**

Seismic assessments of the Kerrisdale Arena and Gymnasium were commissioned by the Society in 2010 and 2014 respectively for their structural safety. Letters of concern were sent to the City's Emergency Planning Coordinator in 2014 and then to Malcolm Bromley in 2016 following the City's requests to identify Kerrisdale Community Centre as one of 25 'Disaster Support Hub' in Vancouver to serve as a go-to destination in the event of an earthquake or other natural disasters. There has been no response from the City to date.

- We continue to have serious concerns for the safety of our community as the gym will not withstand a moderate earthquake. David E. will send John Irwin a copy of the reports from the consulting engineers.
- We asked John to follow up with staff about the seismic profile of our facility. Except for a gymnasium roof replacement in 1992, there was no mention of our notice to them.
- Robert reported that the APG is in discussion to establish a set of criteria by which centres would be selected for renewal. The aim is to have a couple of community centres recognized in this process, and be recommended by 2021 so it can go to the next capital plan proposal for 2022-25. Kerrisdale will need to look at how they stand compared to the other centres. This is the process being proposed to the APG and will be done in cooperation with PB Planning.
- Marpole-Oakridge Community Centre is currently under renewal.

John left the meeting at 7:15 pm.

**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 3.5 Executive Committee minutes of November 13**

Humaira raised some concerns regarding the KEEP initiative, and why we do not provide direct leadership. Robert clarified that community members operate KEEP for the community, and KCCS acts as a sponsor. Any member of the board can participate and have their say as independent citizens and noted that two of our directors are currently active members of KEEP.

There has been a lot of effort to find a suitable location for KEEP's shipping container that is reasonably safe from a major earthquake or other disasters that do not create additional risks such as locating it next to the playground. If there is a broad base rejection after neighbourhood consultations, a task which is assigned to the intern, then it would be reasonable that it may have to come back to the Society for assistance.

**MOTION:** Moved by Marie-Noelle and seconded to approve item 3.5 as presented. **CARRIED**

##### **4.2 Item 3.7 Program Committee minutes of November 06**

Oscar sought clarification at item 3d, reaching out to the board for feedback regarding intergenerational programs. Robert suggested that the Program Committee should set up a subcommittee and liaise with the other committees on an as needs basis.

**MOTION:** Moved by Kathy and seconded to accept item 3.7 as presented. **CARRIED**

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

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

**MOTION:** Moved by Kathleen and seconded to accept the consent agenda, except for 3.5 and 3.7, as presented. **CARRIED**

##### **5.2 Member Room Use Policy Revision – Kathy/Robert**

The proposed changes to the Member Room Use Policy (February 2008) were presented in the board package for approval. There was a concern raised around the use of the term "membership" in the revised policy that could be in breach of criteria under the new agreement, where we cannot give preference to one person over another.

**MOTION:** Moved by Kathleen and seconded to table the policy for further scrutiny by the Executive. **CARRIED**

##### **5.3 Gift and Donation Policy Revision – Humaira**

The Gift and Donation Policy was formerly known as the Charitable Donations Policy (Nov 2003). The change of name was recommended by our previous treasurer, Michael Tjaya, last September. Following discussions, it was agreed to table the policy for further review by the Executive.

**MOTION:** Moved by Kathleen and seconded to table the policy for further review by the Executive. **CARRIED**

Alison will present all future documents showing the track changes on the old policy, and a clean copy of the proposed revision, to help define where and what the differences are.

##### **5.4 Building Maintenance Terms of Reference (TOR) Revision – David E.**

The proposed revision, dated November 2019, is the second change this year to the previous 2009 Building Maintenance TOR. On closer scrutiny of the document by the chair of the Building Maintenance Committee, it was recommended that the maintenance of Parks be removed, and an independent Parks Committee, be struck in the new year to oversee Parks in our catchment area, under its terms of reference.

**MOTION:** Moved by David Eaton and seconded for the board to accept the policy as presented. **CARRIED**

## 5.5 Police Record Check (PRC) subsidy – Robert

After the motion passed by the Program Committee in September, Robert presented the rationale that prompted a cost structure change in the way the society currently pays for PRCs at the centre.

- The Program Committee became aware in June that Kerrisdale was the only community centre covering PRC costs for instructors. Whereas, other centres contributed mostly to cost of PCR checks for their staff and volunteers.
- A PRC is an essential requirement for anyone working in the vulnerable sector and needs to be obtained before the commencement of work. All original records are held and managed by PB staff at Hillcrest Community Centre. Most PRCs last for 5-years and are valid for all community centres across the City at a cost ranging from \$65-\$125.
- We will continue to pay for the full cost of PRCs for our staff, volunteers and board but will reduce the subsidy reimbursed to instructors in the new year. We are paying the tab for the benefit of other centres.

**MOTION:** Moved by Morag and seconded that the board supports the recommendation of the Program Committee to amend the society's reimbursement to instructors only for the cost of PRCs from 100% to 50%, starting on January 01, 2020. **CARRIED**

Break 7:56 pm : 8:12 pm

Note: A Thank You card from Fred's wife, Jackie was circulated, in acknowledgment for the lovely flowers that were sent from the society. She is recovering slowly and steadily.

## 6. ITEMS FOR DISCUSSION

### 6.1 Finance – September 30, 2019 / Audit of 2018-10 Financials – David Mordant

Figures for the first month of the new fiscal year show a good start with a surplus of \$21K compared to \$24K last year. However, David reported concerns over our previous financial year's retained earnings. He noted that even though on paper, we see a margin of \$120K, these funds were made up of miscellaneous income derived from interest, donations and gifts totalling approximately \$126K.

- The bottom line is, to prevent further loss, we need to focus on fees, programs and participation at our centre. Suggestions that programs bordering on low enrolments should be replaced by programs that are trending or attract a different clientele.
- Program schedules are displayed outside each room, and it is easy to see where the gaps in room use are throughout the week. Room usage and class size can be measured for capacity, and we may need to analyze these again. We are roughly at 85% capacity in room usage, so there are opportunities for growth.
- The financial audits for fiscal 2018-19 are underway.

### 6.2 System Change - The case for cultivating community resilience

Keiko presented a brief overview of the concept of "system change" and methodologies the Community Engagement Committee has been trialling to "cultivate community resilience." Examples such as the KEEP initiative, Emergency Preparedness and the recent Arts Unite workshop on November 17 were discussed.

The presentation was followed by a group exercise to evoke ideas and feedback around system change thinking and discover missing elements or "blind spots" to generate system change. Comments included:

- A rethink of the recent workshop title "*how do artists build community resilience*," as this may have excluded people who do not consider themselves "artists" from attending. The event aimed to bring artists' knowledge forward in the community and develop a framework to understand the link between art and resilience.
- Broaden the body of knowledge to include the humanities, science, technology and other interdisciplinary fields to create social innovation for all.

- There is a lack of perceived need/knowledge and even apathy in our community of seriously damaging earthquakes. Visual presentations that were shown at the Arts Unite workshop contained powerful images of before and after a disaster and may motivate people into action through "shock value." Keiko will share some videos as discussed to upload on the internal monitors in the main and seniors' lobbies.
- KEEP is now Working with Neighbourhood Watch. Pat Docking (KEEP Coordinator) has an agreement with the Neighbourhood Watch to publish a quarterly (one page) newsletter about KEEP and earthquake awareness and will talk to the APG to highlight the "lack of the perceived needs."

### 6.3 Board Nominations Process

Humaira reported on the highlights of the successful recruitment drive in the main lobby on November 16:

- The new triangular signs were very eye-catching and effective in bringing attention to the society. Both signs remain in the Seniors and Main receptions.
- Fifteen people left their names and contact details on a sign-up sheet for more information about volunteering on the board, and one (1) application was received.
- The next scheduled promotion is on January 11, on the same day as our Open House, and will be seeking volunteer support from the board again.
- Alison has provided Humaira (Chair of the NC) access to *kerrisdalecommunitycentre@gmail.com*, our other Society email account to correspond with the public.
- The ad-hoc committee made up of Edward, Kathy, David M and Humaira will meet on December 09.

### 6.4 KCCS annual Christmas Party – Robert

Kathy and Robert met with Austin Su (Planning Coordinator) to discuss the tasks required for the December 3 event.

- **Caterers:** *The Butler Did It* as per last year will be providing the food and drinks for us again.
- **Donations:** Coordination of the solicitation of local businesses was undertaken with the help of Jim Hall. Our campaigners talked with store managers and left letters at various stores when the boss was not available. We hope for a high level of business support as we have had in past years.
- Anne withdrew from the team due to family issues.

### 7. Pending Items - none to discuss.

### 8. ADJOURNMENT

The meeting adjourned at 9:11 pm

### 9. NEXT MEETING: January 22, 2020 - Dinner meeting starting at 6 pm. (Sushi or sandwiches).

#### UPCOMING MEETINGS AND EVENTS:

Finance Committee	Tues Jan 07 - 6:00 pm	Seniors Council	Mon 20 Jan - 1:00 pm
Executive Committee	Tues Jan 07 - 7:30 pm	Communications Committee	Tues 12 Dec
Program Committee	Wed Dec 04 - 6:00 pm	Youth Committee	Tues Jan 07 - 6:00 pm
Program Committee	Wed Jan 08 - 6:00 pm		

Park Board                      Mon 2 & 9 Dec | 20 Jan

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

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