

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, January 22, 2020 at 6:00 pm for dinner | Seniors Craft room

MINUTES

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

1. Call to order and Announcements

Directors arrived at 6:00 pm to a light dinner of sushi and sandwiches catered by the Society. The meeting was called to order at 6:20 pm. Robert welcomed everyone back for the new year.

1.1 APPROVAL OF AGENDA

Additional item 6.7: Thank you to the Board - Robert

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

2. STANDING ITEMS

2.1 Commissioner's Report - John Irwin

Due to a change in John's teaching schedule, he will not be able to attend the next three Board meetings. He plans to email the Board regarding any items on the Park Board agenda that will affect Kerrisdale Community Centre. John is back in April and can be contacted at john.irwin@vancouver.ca for any enquiries.

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)

None.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOTION: Moved by Marie-Noelle and seconded to accept the consent agenda as presented. **CARRIED**

5.2 2020 AGM Notice & Agenda – David

The public notice of our 77th AGM from the Secretary along with the AGM agenda were presented for information in the Board package. The major difference this year, compared to the past few years, is that we do not have any by law or constitutional amendments to be passed.

MOTION: Moved by David E. and seconded to adopt the public notice as presented. **CARRIED**

Alison will post the signed notice no later than 14 days before the AGM.

5.3 KCCS Personal Trainers Wages request increase for Barry Petkau – Keith

MOTION: Moved by Keith and seconded to approve the wage increase for Barry Petkau as proposed in the Program Committee minutes of December 4, 2019. **CARRIED**

Both Robert and Keith, chair of the Program Committee, noted that contractor wage changes up to 5% are in the purview of the Program Committee and do not require board approval.

5.4 KCCS Personal Trainers Wages request increase for Ed Fong – Keith

MOTION: Moved by Keith and seconded to approve the wage increase for Ed Fong as proposed in the Program Committee minutes of December 4, 2019. **CARRIED**

5.5 Members Room Use Policy revision – Kathleen

Following the November 2019 Board recommendation, the Members Room Use policy was returned to the Executive Committee for further scrutiny. Changes, led by Kathleen, include renaming the policy to **Casual Use of Community Centre Rooms**, and the word "members" was replaced by "patrons." Additionally, the penalty for abusing the policy was changed to comply with the mandate of the new Joint Operating Agreement.

MOTION: Moved by Kathleen and seconded to adopt the revised policy as presented. **CARRIED**

5.6 Parks and Recreation Committee Terms of Reference (TOR) revision – David E.

The proposed revision to the Parks and Recreation Committee terms of reference was presented in the package for review.

- Established in 1993, the committee had fallen inactive after merging with the Building Maintenance Committee. Renamed as the Parks Committee, the document has been regenerated and updated to create a formal approach to addressing concerns related to parks in our catchment.
- The rationale and benefits of relaunching a standing committee with a dedicated Board member were discussed. Robert called for a show of hand for any interest, and none was received.

MOTION: Moved by David and seconded to adopt the proposed revisions to the old Parks and Recreation Committee terms of reference; now renamed as Parks Committee as presented. **CARRIED**

Anne arrived at 6:50 pm.

5.7 Christmas Party Committee - Kathy/Robert

Robert expressed his thanks to Austin Su, Seniors Programmer, for the exceptional work he did in planning the Christmas Party. The solicitation of merchants in the Kerrisdale area for donations to make up prizes for the raffle was carried out by Jim Hall, Kathy and Robert.

- **Recommended for next year:** Enlarge the font on the printed name tags as they were too small to read.

MOTION: Moved by Kathy and seconded to dissolve the ad-hoc Christmas Party committee. **CARRIED**

5.8 Food Services Worker – Robert

The Finance Committee presented data for the proposed increase in Food Services Worker hours to replace Jack Tse, who retired after 9-years in the kitchen in December 2019. The job will be reclassified to become two Park Board staff auxiliary positions (14.5 and 14 hours) and will increase our labour costs from 20 to 28.5 hours. The additional hours will assist Betty and alleviate the time when she is on her own between 6:00 - 9:00 am.

- The Finance Committee has recommended that we support this restructuring and absorb the additional cost of service to our Seniors Centre operation at approximately \$11,000 per year. We did a price increase last July and will not be adjusting prices just yet.
- The position will be changed from the Society paid Kitchen Assistant to two auxiliary Group 1 Food Services Worker positions.
- Kerrisdale will be the only centre in the recreation system that has this Food Services Worker position. Ian confirmed that there will be no issues in reducing auxiliary hours, if need be. Austin Su and Ian Broadbent will conduct the hiring process.

MOTION: Moved by Fred and seconded to approve the hiring of two Food Service Kitchen Workers as proposed.

CARRIED

Break from 7:12 - 7:26 pm

6. ITEMS FOR DISCUSSION

6.1 Monthly Finance Reports for November 2019 – Robert

The financial statements for the first quarter of operations were presented with the following highlights:

- **Statement of Operations:** Net program revenue was \$148,859 up \$6,458 from 2018, and total revenue is down \$10,064 compared to last year.
- **Total overhead expenses** were up \$7,759 due mainly to higher costs of secretarial services (approved increase in hours) and to a higher Youth Committee budget (up \$2,142) as noted in the Finance Committee minutes.

6.2 2018-19 Audited Financial Statements – Robert

Copies of the auditor's report were circulated for the Board's information and will be presented at the AGM on February 19 for approval by the members. Robert noted highlights, and overall, we had a very sound year with retained earnings at \$2.987m, up \$87K over the last fiscal year.

The Finance Committee thanked Ali Mahidiyar, our Accounting Manager, for his work over the year that resulted in no negative comments from the auditors. We will be recommending to retain Manning Elliott LLP as our financial auditors this coming fiscal year.

6.3 Board Nominations Process – Humaira

There will be ten vacant positions (nine x 2-yr and one x 1-yr) to fill at this year's AGM.

- To date, the Nominating Committee has confirmed that four incumbent directors will stay on to contest their positions, and we have six applicants pending interviews with Kathy and Humaira in the next two weeks. A total of 22 people signed up with expressed interest for more information from the two lobby promotions in December and January. Not everyone replied to our follow up emails.
- Humaira has approached the Vancouver District Parent Advisory Council and existing Board members for help in recruiting new volunteers.
- The Nominating Committee called for two existing Board members to assist with orientation for the new directors. Humaira will be on leave shortly after the AGM.
- Robert thanked Humaira, Kathy, Edward and David M for all the great work they have done so far.

6.4 Canada Summer Jobs Grant – Robert

Ian reported that there is a delay in this year's application process for the Canada Summer Jobs grant. Information regarding 2020 is not yet available at this point. We are proposing to hire a student to assist in the Wayfinding project, in addition to the Summer Day camp staff. David E. will create a draft proposal before the due date.

6.5 2020 BCRPA Symposium from April 29 - May- 1 – Robert

The program agenda has not been released for this year's conference in Victoria. Following comments last year about the value we are getting out of these conferences, it was suggested that we follow a new protocol:

- Eligible directors interested in attending will be required to research the theme of the conference and present their reason(s) for attending. Humaira and Kathy have expressed interest.
- Alison will continue to check the BCRPA website for details and notify the Board as soon as it is released.
- Early bird ends March 26, 2020.

6.6 Attendance at Board Meetings – Robert

Regular attendance at Board of Directors meetings and participation on at least two Board committees is an expectation of all Society Directors. Some of the comments and concerns from extended discussions follows:

- The challenge is to maintain a committed and active Board to carry out the work of the Society. In past years, we have issued warning letters to members who were about to breach of the Society's by-laws:

Should a Director be absent without just excuse from three consecutive meetings of the Board of Directors or from five meetings between annual meetings, the Board of Directors may terminate the Director's membership on the Board by a three-quarters' vote of the Directors. (Consolidated By-laws (2019; 24) of the Kerrisdale Community Centre Society) should the Board decide to take this step.

- We need committed and talented individuals as we are running a \$2.35m operation. Directors have a responsibility to keep our business on track in a timely manner, and therefore need to meet each month.
- Do we have too many committees that we are trying to run? Perhaps we need to investigate the amount of work we are asking board members to do through the committee process.
- We could get more community members on our Board Committees to take the pressure off Board members.
- The value of using a consent agenda format and the related responsibilities of Directors to read the board package prior to every meeting were discussed.
- Members were in favour of having more opportunities to debate and hold open discussions on topics that affect the policies and operations of the Society. Greater participation from the entire Board was also encouraged as was inviting a guest speaker on occasions to make the meetings more interesting.
- 6 pm dinner meeting is one approach, and there were indications tonight that this may be a viable option for at least the next couple of months. The Board will continue to brainstorm ideas to overcome the challenges of non-attendance, with perhaps some fresh ideas from our new directors.

6.6 Farewell departing Board members – Robert

Robert took the opportunity to thank Keith, Marie-Noelle and Melissa plus Jummy and Alexis (in absentia) who are retiring from the Board. They were given a round of applause.

7. Pending Items

Not discussed.

8. Reminder – Committee Chairs and Centre Staff

Should have submitted 2018-19 Annual Reports that were due on January 17, 2020.

9. Adjournment: There being no further discussion, the meeting adjourned at 8:20 pm

NEXT MEETING: February 26, 2020 at 6:00 pm - starting with dinner

UPCOMING MEETINGS AND EVENTS:

Rental Committee	Dec 2019 & Jan 2020 emails	Community Engagement Cmt	Wed 12 Feb - 6:00 pm
Program Committee	Wed 05 Feb - 6:00 pm	Finance Committee	Wed 12 Feb - 6:00 pm
Seniors Council	Mon 10 Feb - 1:00 pm	Executive Committee	Wed 12 Feb - 7:30 pm
Park Board	Mon 10 & 24 Feb		
Family Day	Mon 17 Feb		

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____