

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 26 February 2020 at 6:00 pm for dinner | Seniors Multipurpose room

MINUTES

Present: Robert Lockhart (chair), Kathleen Bigsby, David Eaton, Fred Jay, Kathy McKay, Edward Quan, Keiko Honda, Oscar Bisnar, Mike Wu, David Mordant, Anne Monahan, Morag Pansegrau, Mani Bala, Dorothy Chang, Joshua Yoon, Emma Vinnitsky, Adam Dipinto, Val Themens

Regrets: Humaira Akhtar, Commissioner John Irwin

Staff: Ian Broadbent

Recorder: Alison Verghese

1. Call to order and Welcome

Directors arrived at 6:00pm to a catered dinner of sushi and sandwiches. Robert called the meeting to order at 6:21 pm and welcomed all, especially new directors who were elected at last week's AGM. He provided a brief background of the consent agenda model we have adopted over the past few years.

1.1 APPROVAL OF AGENDA

An additional item was requested for the Building Maintenance Committee's summer design student budget - David E.

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

2. STANDING ITEMS

2.1 PB Commissioner's Report – John Irwin

No report was submitted. Robert explained the PB Commissioner's role at our Board meetings and the conflict in his teaching schedule this term, which has made him unable to attend our meetings.

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 David M. and seconded to accept the consent agenda as presented. **CARRIED**

5.2 Action on strategic direction – Robert

In 2016, the society conducted a needs assessment survey of what residents of Kerrisdale wanted to see happen at the community centre. This subsequently led to a strategic plan which identified programming areas that require urgent attention. The Executive Committee chose three priorities from this report, which Humaira and Kathy researched and documented in a proposal for the Board to review and approve (see agenda package).

Highlights from discussions directed at the Program Committee and Seniors Council are as follows:

- It is recommended that the Program Committee form a subcommittee and reach out to other committees, if necessary, for input to address the three priority areas. This can be done in a similar way to the 2018 pricing reviews, which was undertaken in coordination with the Finance Committee. Examples such as:
 - i. resolve the timing issue for the Youth/Seniors technology program. Work with the Youth

- Committee to see if this could be scheduled on the weekends?
- ii. do we have enough variety of programs to address physically active seniors 65+ years? It was noted that we have many seniors working out in our gym daily from 6am-3pm.
 - It was strongly recommended that everyone review the 27-page research report that a summer student (Charlotte) compiled in 2017. There is a long list of example programs, which we do not have, from different community centres across the country. Alison will resend this document to Directors.
 - Additionally, it was noted that isolated seniors are a demographic group that we still need to address. The advisory group led by Kathleen is continuing to research this area.

MOTION: Moved by David and seconded to adopt the strategic direction recommendations as presented for the Program Committee and Seniors Council to implement. **CARRIED**

5.3 Expense Reimbursement Policy proposed revisions – Kathleen

Substantial modifications, as presented in the agenda package, were made to the current (2016) Expense Reimbursement policy. Changes in the revised policy are based on provincial and federal government guidelines, and related documents from the City of Vancouver and another municipality.

MOTION: Moved by Kathleen and seconded to approve the proposed revisions to the Expense Reimbursement policy as presented. **CARRIED**

5.4 Centenarian in our fitness centre – Kathleen

We have a special news worthy story that features our Exercise Room and a regular attendee who will be turning 100-years of age in April. Kathleen presented the rationale for a proposal to promote active exercise in our senior population and to celebrate this remarkable centenarian's birthday.

- As an exercise participant at the Kerrisdale fitness centre since it was built in 1995, she has agreed to the proposal and is keen to be our "poster child" to encourage other seniors 70+ years that it's never too late to start. We will also promote other seniors' programs like Changing Ageing and similar programs available at the centre that offer the health benefits of exercise to this demographics (around 11% of patrons).
- \$3,500 is required to retain the services of a PR agency to write the story, a photographer, and birthday cake.

MOTION: Moved by Kathleen and seconded to approve the requested budget of \$3,500 for this public relation project. **CARRIED** (1 OPPOSED and 1 ABSTAINED)

Morag arrived at 6:45 pm.

5.5 Nominations Committee – Robert

The members of the 2019-20 Nominations Committee (Humaira, Kathy, David M. and Edward) were thanked by Robert for the great job they did in recruiting such a talented, diverse group of people to join the KCCS Board. The team called for a second round of applause for Humaira (in absentia) who performed her duty as chair, over and above all expectations to ensure that the job was successfully completed.

MOTION: Moved by Morag and seconded to dissolve the 2019-20 Nominations committee. **CARRIED**

5.6 Request for additional budget for the Summer Design Student - Robert

Included in our Canada Summer Jobs grant application this year was a request for a graphic design student to assist the Building Maintenance Committee's wayfinding project. As the grant would only pay minimum wage, we need to top up funds to supplement a wage of \$22-24 per hour for six weeks, plus additional software and licensing costs and computer rental.

MOTION: Moved by David E. and seconded to approve a \$3,500 budget towards salary top up and expenses for a graphic design student to develop a wayfinding tool for the centre, for six weeks during the summer of 2020.

CARRIED

Anne arrived: 6:55 pm

6. ITEMS FOR DISCUSSION

6.1 Finance Monthly Reports for December 2019 – David M.

The financial accounts for December 2019 were examined and accepted by the Finance Committee and included in the agenda package. David M. provided the highlights as follows:

- Members equity remains unchanged at \$3m for the fourth month of this financial year.
- Our operating statement shows a deficit of \$3,203 compared to the same period last year. The Finance Committee is taking active steps to identify the reasons why our costs are exceeding operating revenue:
 - a) Our circumstances have changed, and we have not increased our revenue to account for the additional annual expenses loaded on us by Park Board (\$150-160k), which equates to about \$13k a month.
 - b) An investigation is being conducted by Lee Tarrant on approximately 800 programs over the past 10 years to analyse the cost of programs and our gross margin. It is suspected that we have not kept our prices in line with inflation and the rising cost of our suppliers.
- An annual 1-2% across the board increase over the next 4-5 years was discussed in order to increase revenue, and stay within the margin of the cost of living. We also have to remain relatively competitive with other west side centres. Annual increases of our program fees have not been implemented for many years. We have however, managed program increases on a case by case basis.

Kathy arrived at 7:05pm

Break 7:10 : 7:25 pm

6.2 Attendance at Board meetings - Robert

Due to declining Board attendance last year, Robert explained the rationale for trialling the Board meeting start time from 7pm to 6pm for the past two months. However, as we now have a new Board, this schedule may need some adjustment as some members have indicated an inability to start at 6pm. The recently introduced dinner format (6pm start) was discussed; this format will continue for another month.

6.3 Orientation for new Board members – Robert

After surveying the new directors to determine an appropriate date and time, Josh, Emma, Adam and Mani will meet with Kathleen and Robert on Thursday March 5, at 7:00 pm in the Board office for an orientation. A separate orientation will be organised for Val later in the month.

6.4 Board Committee Structure and Operation – Robert

All directors are requested to submit their preferred committee choices before March 6. Alison will send out the template and supporting documents for completion and return in time for the Executive Committee to review and include in the March Board meeting for approval.

Voting of office bearers (president, two vice presidents, secretary and treasurer) will take place next month. Calls for interest in sitting on the Executive was expressed to directors that have served for at least one year. Directors can also participate in the Executive as a monthly guest member or in an interim position for a 6 months appointment. These positions are open to new and existing directors. Mike served two terms as an interim Executive member last year and shared his experience. This is a great opportunity for Board members to learn the deeper operations of the Society. It is also a renewal exercise for future succession.

Mani volunteered to attend as a guest in March and Dorothy is interested in the 6-months interim position until August.

6.5 BCRPA Symposium from April 29 - May 1 – Robert

The 2020 British Columbia Recreation Parks Association (BCRPA) Symposium will be held in Victoria. It is open to board members who have served more than a year, and PB programmers. Each year the Society sends up to four delegates and as a change this year, Robert asked that a rationale be submitted to the Executive Committee for why you think it is worthwhile for you to attend this year's conference. After the conference, a combined summary report, including contributions from all KCC attendees, must be presented to the Board, discussing what was learnt and how it could be adapted to our centre.

6.6 Stars of Vancouver 2020 Awards

Alison reminded the Board to vote online for the Vancouver Courier's Stars of Vancouver competition. We want to regain our Best Community Centre in Vancouver status. Anyone voting must make selections in a minimum of 25 categories to have the ballot accepted. Competition closes 11:58 pm tomorrow night.

Keiko left the meeting at 7:49pm

6.7 Painting of the building – David E.

The Building Maintenance Committee has been working with the Park Board to paint the external east wall with four large murals that will represent the four colours of our new logo. Funding for this project has not been established. In regard to painting the exterior of the centre, the challenges for David E. have been to get an exact paint match with the new Logo colours and correlating the painting on two different building styles of the Seniors Centre built in 1986 and the Main Centre built in the 1950's. There will also be improved signage on the building and reader board. The completion date is expected to be the end of summer.

7. Pending Items

8. The meeting adjourned at 8:03 pm

NEXT MEETING: March 25, 2020 at 6:00 pm (dinner start).

UPCOMING MEETINGS AND EVENTS:

Program Committee	Wed 04 Mar - 6:00 pm	Finance Committee	Wed 11 Mar - 6:00 pm
Seniors Council	Mon 09 Mar - 1:00 pm	Executive Committee	Wed 11 Mar - 7:00 pm
CEC	Wed 11 Mar - 6:00 pm		
Park Board	Mon 9 & 30 Mar 2020		

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____