

MEETING OF THE BOARD OF DIRECTORS

of the Kerrisdale Community Centre Society

Wednesday, January, 22, 2014

7:30 p.m.

M I N U T E S

Present: Robert Lockhart (Chair), Bill Harris, Barb Mikulec, Ron Stromberg, Aaron Law, Don Munton, Onno Bakhoven, Alison Verghese, Kathleen Bigsby, Colin Booth, Keiko Honda, David Eaton

Staff: Susan Mele

Guests: Ali Cheung

Regrets: Oscar Bisnar (regrets), Donald Wong (absent), Fred Jay (regrets), Vincent Law (absent), Irene Ronnie (absent), Sam Yau (absent), Laura Suarez Acuzar (regrets)

Recorder: Camille Schroenn

1. CALL TO ORDER AND APPROVAL OF AGENDA

- The meeting was called to order at 7:30 p.m.

MOVED by Bill, and seconded, that the agenda be approved as presented.
CARRIED.

2. CORRESPONDENCE/ANNOUNCEMENTS

- A card was received from Colleen Schaufele thanking the Society for the "top-up" in pay.

3. APPROVAL OF MINUTES OF BOARD MEETING WEDNESDAY, NOVEMBER 27, 2013

Amendments:

- Under 6.2 Committee Goals: change the last bullet to read: "JOA Committee – goals remain the same. Goals 1-4 have been met; work is in progress on goal 5."

It was noted that there was some inconsistency in the reporting of committee goals. Note should be made to provide clearer guidelines for the reporting of these goals next year.

MOVED by Bill, and seconded, that the minutes be approved as amended.
CARRIED.

Kathleen arrived at 7:42 p.m.

Colin Booth arrived at 7:45 p.m.

4. BUSINESS ARISING FROM THE MINUTES

Volunteer of the Year Award: Susan Duffy was awarded the "Volunteer of the Year Award" at a dinner held in her honour last week. She was presented with a plaque and a corsage.

Fulbright Foundation: A plaque will be erected in the Kerrisdale Community Garden in appreciation of the grant from the Fulbright Foundation. Don will obtain a cost estimate for the plaque and approve this estimate before ordering it.

Movie Shoot: The movie shoot has been approved and will be shot in the Seniors' Centre on February 18th. Some KCCS members will work as extras in the movie.

5. COMMITTEE UPDATES

Executive Committee

Robert, Keiko and possibly Barb will meet with Gail Sparrow to discuss her interest in a position on the KCCS Board of Directors.

The committee reviewed the Oath of Office for KCCS and made some changes. It received the approval of the Board. Camille will prepare this oath for use at the AGM, February 19, 2014.

Finance Committee

Aaron presented the final audit report (below). There have been no changes from the last meeting. Sidhu, Straker and Associates have been selected to act as the Society's auditors for the fiscal period 1 September, 2013 – 31 August, 2014.

Final Audited Report

MOVED by Aaron, and seconded, that the Board approve the auditor's report for the fiscal year ended August 31, 2013. CARRIED.

It was felt that the paragraph on page 9 of the report, under #2 was not readily understood. Note should be made that in future years the auditors have these statements reviewed before including them in the final audit report.

This is Aaron's last board meeting as he will not be running in the election at the AGM on February 19th. Robert thanked Aaron for his years of service. Aaron offered to be available to provide advice in the future.

Program Committee

- At the Program Committee on January 15th a motion was passed that the Christmas Skate (subsidized) should take place annually in the afternoon. There was a discussion on which committee is responsible for this event.

MOVED by Barb, and seconded, that the discussion of the subsidized skate on December 25th be reviewed at the Pool and Arena Committee to be forwarded to the board by March, 2014. CARRIED.

Susan stressed that she would ensure that she was kept apprised of the events at the Arena in the future. She will forward our concerns to Bruce and Darren.

- Chinese New Year Festival, February 15th. Directors should e-mail Keiko by February 4th to reserve a seat for this event.
- Keiko requires assistance in introducing the speaker, Michael Knuckler, on January 23rd. Susan will try to arrange for someone to handle this.
- The KCCS will produce the spring brochure which will include a message from the president. Robert will advise Susan as to the number of pages he requires for his message.

Youth Committee

Keiko invited members of the Board to the meeting of the Youth Committee on Monday, January 27th at 6:00 p.m.

Consensus was reached that the programs developed by the Youth Committee do not have to be profitable initially. They can be implemented on a trial basis and assessed at a future date.

Seniors' Council

Irene is resigning from the Seniors' Council after many years working with the KCCS and will be moving into St. Vincent's Langara Residential Care home. The board will send flowers and a card when she has settled in.

The Seniors' Council AGM will take place on February 6th. There are 4 vacancies on the Council.

The kitchen has been very hot and Tony has adjusted the air conditioning system to the winter cycle to correct this.

6. OTHER BUSINESS

6.1 AGM Update

The following directors confirmed that they would be standing for election at the AGM on February 19, 2014: Bill Harris, David Eaton, Don Munton, Fred Jay, Kathleen Bigsby and Keiko Honda. Arron will ask Samuel Yau if he intends to run.

Colin has 3 possible candidates for positions on the Board.

The AGM will be held in the South Room with a lecture style set-up: front table and row seating. Refreshments will be provided by the kitchen staff.

Camille will post the notice of the AGM around the centre as soon as possible.

Camille will send a request for a community notice to the Courier on January 31st.

Susan will ensure that it is posted on the reader board and the video screen closer to the date of the meeting.

BREAK 8:31 p.m. to 8:42 p.m.

Barb left the meeting at 8:38 p.m.

Colin left the meeting at 8:43 p.m.

6.2 KCCS Bullying and Harassment Policy (final draft)

Directors reviewed the revised policy. Bill thanked Robert for preparing the document.

MOVED by Bill, and seconded, that the board approve the KCCS Bullying and Harassment Policy. CARRIED.

6.3 Volunteer of the Year Award

Susan Duffy was presented with a plaque and a corsage at a dinner in her honour.

7. RECREATION SUPERVISOR'S REPORT

- Susan thanked the Society for the great Christmas party. Susan has received great feedback.
- There were fewer than normal Christmas day-camps as Christmas and New Years were both mid-week. Although there were fewer day camps those that ran were really well attended.
- The floor in the seniors' dining room has been resurfaced.
- City maintenance people have refurbished some of the windows of the Auditorium wing at the KCC.
- Some shrubbery along the walk-way to the library has been removed and the area seeded. This is a cost-cutting measure by the City; we should monitor that the replacement lawns are properly maintained.

- Olympic events will be shown on the TVs in the games rooms. Due to time differences, most event presentations will be recordings.



IN CAMERA FROM 8:55 P.M. TO 9:36 P.M.

ADJOURNMENT

MOVED by Bill, and seconded, that the meeting be adjourned. CARRIED.

The meeting adjourned at 9:37 p.m.

NEXT MEETING: Wednesday, March 26, 2014 at 7:30 p.m.

UPCOMING EVENTS:

Program Committee.....	February 5, 2014
Executive Committee.....	February 12, 2014
Annual General Meeting.....	February 19, 2014
Park Board Meeting	February 3, 2014

MEETING OF THE BOARD OF DIRECTORS

Of the Kerrisdale Community Centre Society (KCCS)

Wednesday, March 26, 2014, 7:30 p.m.

MINUTES

Present: Robert Lockhart (Chair), Bill Harris, Don Munton, Alexander Cherkezoff, Anita Fashler, Kathleen Bigsby, Alison Verghese, Donald Wong, Keiko Honda, Oscar Bisnar, Barb Mikulec, Fred Jay, Ron Stromberg, Ali Cheung, David Eaton, Onno Bakhoven
Staff: Jennifer Takai
Guests: Daisy Chin
Regrets: Colin Booth, Gail Sparrow
Recorder: Camille Schroenn

1. CALL TO ORDER AND APPROVAL OF AGENDA

The meeting was called to order at 7:30 p.m.

MOVED by Bill, and seconded, that the agenda be approved as presented. CARRIED.

2. SWEARING IN OF DIRECTORS – DAISY CHIN

Daisy Chin swore in David Eaton and Kathleen Bigsby as directors.

3. CORRESPONDENCE/ANNOUNCEMENTS

A card was received from Susan Duffy thanking the KCCS for the 2013 Volunteer of the Year Award. Camille will arrange for the framing of the picture to be hung in the hallway to the Seniors' Centre.

A letter was received from the Bumblebee Preschool requesting a donation or gift certificate for their Silent Auction.

MOVED by Fred, and seconded, that the KCCS makes a donation of a gift certificate to the Bumblebee Preschool, as previously provided, for programs at the Kerrisdale Community Centre. CARRIED.

4. APPROVAL OF MINUTES OF THE BOARD MEETING WEDNESDAY, JANUARY 22, 2014

Amendments:

- Page 3, item 5.3 – change the date of the AGM to read “February 19th.”
- Page 3, item 5.4 - change the date for the Program Committee to January 15th.

MOVED by Bill, and seconded, that the minutes be approved as amended. CARRIED.

5. BUSINESS ARISING FROM THE MINUTES

Robert introduced the 4 new board members: Alexander Cherkezoff, Ali Cheung, Anita Fashler and Gail Sparrow. Unfortunately, Gail Sparrow was unable to attend. Daisy Chin, Park Board, handled the swearing-in of returning Board members who were not present at the AGM: David Eaton and Kathleen Bigsby.

5.1 Executive Committee

The Sing Tao Newspaper has submitted a request to install a rack in the foyer of the Kerrisdale Community Centre (KCC) for the distribution of their newspaper. Fred will confirm with the editor that the newspaper proposed for distribution at the KCC is a free newspaper. It was pointed out that Sing Tao is available in the Library.

A point to note is that the KCCS Publications policy stipulates that a maximum of 6 newspapers be distributed at the KCC. If the board agrees to allow this paper place in the foyer then one other paper will have to be removed.

Minutes of January 8, 2014.

Amendment: Item #9 – Replace the second sentence “The revenue value.....” with “The value of the gift card spent at the Kerrisdale Community Centre is retained by the Society.”

Minutes of February 12, 2014

The Park Board will be responsible for the cost of repairing the roof of the Seniors' Centre in the fall.

Minutes of March 12, 2014:

The Kerrisdale Business Association recently offered to pay for WIFI set-up at the KCC so that we could offer viewing of the TED Conference to our community. Due to technical difficulties we were unable to arrange for the set-up within the time frame available. Robert will check with KBA to learn if the offer to help pay for the set-up still stands.

5.2 Finance Committee

Minutes of February 12, 2014

#2 clarification: “The Committee agreed that it will be helpful for all committees to direct their financial information requests to Finance Committee in the future.” The Finance committee will clarify the meaning of this at its next meeting.

#3. Request that Norm identify skating revenue as a separate item under “Result of Operations” in the financial statements.

#4. Amendment: Reword the first sentence to read “Currently the summer program coordinators pay admission fees to events and facilities outside the Centre and are reimbursed for these payments by cheque.” Camille will make the corrections to these minutes.

5.3 Program Committee

The Program Committee was asked to report on the reasons for the drop in revenues at the KCC. At the Program Committee of February 5, 2014 Jessica was asked to arrange for detailed analysis of revenues for the years 2012, 2013 and 2014 which should include details of total membership, seniors, seniors' discount,

children and youth and adult and seniors. In addition, she was also requested to provide the annual gross revenues for the last 10 years.
Susan will follow-up on this item. Camille will forward this to Program Committee members upon receipt.

Minutes of January 15, 2014

Amendments:

#4.4 The last sentence ... an adult supervisor/guider. Remove the word guider.

#5.3 – Wristbands: The current policy of leaving a number of wristbands on the reception counter for pickup encourages abuse of the system. Ien will send a note to Susan to discontinue this practice.

5.4 Seniors' Council

The new Chair of the Seniors' Council is Mary Anne Davies and as such she will be appointed to the board of directors. The Co-chair is Anne Monahan.

5.5 Pool and Arena Committee

Children's birthday parties:

There is a question surrounding the revenues from birthday parties held at the Arena and who should be receiving these revenues. Is the Park Board renting or are they charging admission to use the space? The Society expects that KCCS should receive the revenue from birthday parties if the space is being rented (i.e., fees greater than cost of entry for the number of participants is being charged).

Arena staff have been asked to develop orientation procedures for parents holding/attending birthday parties at the Arena. Parents are responsible for the supervision of the children attending and no child should enter the arena without a parent present. This item will go back to the Program Committee for consideration.

Free/subsidized Christmas Skate: Coordination of free/subsidized skates during the Christmas break was discussed; further discussion is required.

Break – 8:43 to 8:55 p.m.

Board members posed for the annual photograph to be posted on the web.

6. OTHER BUSINESS

6.1 Election of Executive

The Executive Committee proposed a slate for 2014-15 Executive Committee membership. David Eaton called for nominations from the floor for each position on the Executive Committee. The following were elected by acclamation:

President	Kathleen Bigsby
Vice-President	Barb Mikulec
Vice-President	Oscar Bisnar
Treasurer	Ali Cheung
Secretary	David Eaton

Robert Lockhart will assume the role of Past President.

6.2 Committee Membership

The Executive Committee presented a draft list of committees members (2014-2015) for approval.

MOVED by Barb, and seconded, that we accept the committee structure as outlined and that each committee choose its chair at the first meeting. CARRIED.

Camille will work with each committee to develop a schedule of dates for the first meetings of these committees.

6.3 BCRPA – Attendance

The BCRPA Symposium will be held in Kelowna April 23-25th. Robert and Erik Price (staff) will attend and report back to the board.

7. RECREATION SUPERVISOR'S REPORT

Jennifer Takai introduced herself to the board. Jennifer has moved from her position as pool programmer to seniors' programmer, sharing the position with Pam Andrews, in the Seniors' Centre.

The report on the spring registrations will go to the Finance Committee next month. More people are using on-line registrations and this is alleviating the pressure on the front desk staff. Currently the policy stipulates a 60-40 split in registrations (on-line/in person). Any revisions to this policy should be done through the Program Committee.

Jessica Yee has been seconded to work on the fall election. It is assumed that Erik will fill the temporary Programmer's position. However, the position will have to be posted if there are any other expressions of interest. The Park Board will pay Erik's salary.

Jessica will advise the board of her replacement on the Community Engagement Committee.

Jennifer will ask Susan Mele to provide the board with a copy of the Park Board budget for the Kerrisdale Community Centre.

Jennifer Takai left the meeting at 9:17 p.m.

Robert passed the chairing of the meeting to Kathleen.

8. IN CAMERA 9:20 P.M. – 10:00 P.M.

9. ADJOURNMENT

Next Meeting: April 23, 2014 at 7:30 p.m.

MEETING OF THE BOARD OF DIRECTORS

of the

Kerrisdale Community Centre Society (KCCS)

April 23, 2014, 7:30 p.m.

MINUTES

Present: Kathleen Bigsby (Chair), Ali Cheung, Onno Bakhoven, Colin Booth, Ron Stromberg, Don Munton, Bill Harris, Mary Anne Davies, Anita Fashler, David Eaton, Oscar Bisnar, Keiko Honda, Alexander Cherkezoff, Fred Jay

Staff: Susan Mele

Regrets: Barb Mikulec, Gail Sparrow, Robert Lockhart, Alison Verghese (absent), Donald Wong (absent)

Recorder: Camille Schroenn

1. CALL TO ORDER AND APPROVAL OF AGENDA

The meeting was called to order at 7:36 p.m.

Kathleen introduced Mary Anne Davies, the new chair of the Seniors' Council, who gave an overview of her background and experience.

MOVED by Oscar, and seconded, that Mary Anne Davies is appointed to the Board. CARRIED.

MOVED by Bill, and seconded, that the agenda be approved as presented. CARRIED.

2. CORRESPONDENCE/ANNOUNCEMENTS

- Letter from Joyce Murray congratulating KCCS on receiving funding under the Canada Summer Jobs Program for the 2011-2012 Project Year.
- Letter from Marie Fung, Dry Grad Committee, Magee Secondary School requesting donations for a Dry Grad Memories Celebration, to be held on June 13, 2014. Our charitable policy states that we only donate gift certificates.

MOVED BY Oscar, and seconded, that the KCCS give a \$25 gift certificate towards the Magee Dry Grad Celebration. CARRIED.

3. APPROVAL OF MINUTES OF THE BOARD MEETING

WEDNESDAY, MARCH 26, 2014

Amendments:

- #5 "Easton" should be spelled "Eaton"
- #5 First paragraph - "swearing in of new Board members" should read "swearing in of returning Board members"
- Item 5.5 – first paragraph – remove the ? mark after revenues.

Am Fung
KB

- Item 6.2 – first line – should read “committee members” not “committees”.

MOVED by Bill and seconded, that the minutes be approved. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES

A gift certificate for \$25 was donated to the Bumblebee Preschool for their silent auction.

Item 5.2 Finance Committee

There were some requests for financial information (e.g. breakdown of costs or generation of reports of past revenues) that were directly directed to the programmers. In the future, the Finance Committee wishes these queries to be directed to the Finance Committee.

Starting in May 2014 the revenue from skating will be shown separately in the financial statements.

Item #5.3: Susan has provided Kathleen with the revenue analysis as requested. Camille will forward these figures to all Program Committee members.

The current system of monitoring wristbands is unsatisfactory. A number of directors have noticed that wristbands are still being left on the reception counter without due oversight. Camille will add this item to the Executive Committee Agenda for May 14, 2014.

Item 5.5: This item which deals with the request for Arena staff to develop an orientation procedure for parents holding/attending birthday parties at the Arena will go back to the Program Committee on May 7, 2014 for further consideration.

Item 6.2: Camille will compile a schedule of dates for the KCCS Committee meetings.

4.1 Executive Committee

Item #4.3: Commissioner Loke’s motion re WiFi in parks has been referred back to the Park Board staff and to date there has been no resolution.

Item #5.1 – change wording from “is prepared to act” to “is prepared to continue to act”.

Item #6 – bullet #6 explanation: Shift pick allows auxiliary staff to pick their shift contingent on their hours of service. This is allowed for under the collective agreement.

4.2 Community Garden Committee

Item #3: Correct the spelling of “acclimation”. It should read “acclamation”.

It was noted that the Garden Committee has not developed its terms of reference (TOR). Keiko will draft the TOR for the Garden Committee.

#4 – third bullet: Explanation of NSG – neighbourhood small grants.

#7 – correction “approved” should read “approval”.

Herb garden: we may wish to consider applying for a neighbourhood matching fund for the herb garden.

4.3 Finance Committee

KCCS signing officers are required for the 2014-2015 fiscal period. Ali will bring this item to the Executive Committee on May 14, 2014.

Following up on a motion passed at a board meeting on June 26, 2013 Ali will investigate the possibility of direct bank deposits for instructors and contractors.

4.4 Program Committee

Item 5 b): Parents will receive a registration receipt to submit with their income tax return. Susan will take this item to the next Finance Committee.

4.5 Seniors' Council

Sixty percent of members on the Seniors' Council are new members (this change has occurred within the last 6 months). The Volunteers' Tea will be held tomorrow, April 24th.

An increase in the price of the senior's lunches was discussed. Currently the Society subsidizes the lunches to the tune of \$3,800 each month. This will come back to the Board for an in-depth discussion, and approval by the Board is required before any change is made.

Minutes of April 12, 2014 – Budget.

With respect to the statement that “There was no park board money allocated for operating the centre”, the Park Board does not pay operating costs for community centres except for some staff salaries and building maintenance. The Society pays most of the operating costs of the entire community centre, including the Seniors' Centre. The Society also pays the entire cost of the salaries for part-time staff who work the front desk and the salaries of the food services coordinator, the cook helper, and the dishwasher (group 1).

Break 8:30 p.m. to 8:42 p.m.

New business from Community Engagement

Art Shines For Love – A Newcomer-powered Fundraiser for the Kits House Redevelopment is a community building initiative organized by the VSB SWIS Program: Byng Project 3B, Canada Youth Arts Development Foundation and Kitsilano Neighbourhood House (Kits House) with the support of MOSAIC. The event is to take place on Friday, May 23rd, 2014 from 5:00-9:00pm at the Auditorium of Lord Byng Secondary School at 3939 West 16th Ave. KCCS was approached by the VSB SWISS Program to host an art exhibition for student artists prior to the event. The School Board will be responsible for putting up the displays and for their removal.

Moved by Keiko and seconded, that the KCCS approve the free use of the seniors lobby space to showcase a youth art exhibit in support of the VSB-SWISS program on Saturday, May 17th. CARRIED.

5. OTHER BUSINESS

5.1 Directory Review

Directors reviewed the draft KCCS Directory. Directors should submit any corrections to Camille by end of day, April 24th.

5.2 Committee Goal Setting

Each committee's first item of business should be to set substantive goals for the current year. Camille will send each chair a copy of last year's goal setting document, which can be used as a reference.

5.3 Ad-hoc Committee – Board Binder Update

An ad-hoc committee was set to handle the revision of the KCCS Constitution and By-laws. The committee members will be Oscar, Robert and perhaps Susan Duffy. Oscar will contact Susan in this regard. Our solicitor will be asked to review the changes before the committee proceeds. Camille will provide Oscar with soft copies of the constitution and by-laws. Any changes should be presented to the Board in November, confirmed by the Board in January and submitted to the AGM in February 2015 for final approval from members.

In addition the committee will review all committee Terms of Reference and KCCS policies to ensure that they are current and in compliance with the new Society's Act. The new Society's Act should go to the G6 for discussion.

5.4 Board Basics Workshop

Three directors will be registered for the Board Basics workshop: Alexander Cherkezof, Alison Verghese and Ali Cheung.

6. RECREATION SUPERVISOR'S REPORT

The Recreation Supervisor positions at Kerrisdale, Hillcrest, Kensington, Roundhouse and Sunset will be posted for a two week period. Kerrisdale will have two people on the selection panel.

Susan Mele left the meeting at 9:05 p.m.

7. IN CAMERA: 9:10 P.M. – 9:55 P.M.

8. ADJOURNMENT

The meeting adjourned at 10:00 p.m.

Kathleen Boggs

Next Meeting: May 28, 2014 at 7:30 p.m.

UPCOMING EVENTS:

Program Committee	May 7, 2014
Executive Committee	May 14, 2014
Board Meeting.....	May 28, 2014
Park Board Meeting	May 12 and May 26, 2014

MEETING OF THE BOARD OF DIRECTORS
of the Kerrisdale Community Centre Society (KCCS)
MAY 28, 2014


MINUTES

Present: Oscar Bisnar (Chair), Robert Lockhart, Alexander Cherkezoff, Barb Mikulec, Fred Jay, Ali Cheung, Ron Stromberg, Don Munton, Onno Bakhoven, Mary Anne Davies, David Eaton, Anita Fashler, Bill Harris, Alison Verghese, Donald Wong

Staff: Susan Mele

Regrets: Kathleen Bigsby, Colin Booth, Keiko Honda (absent), Gail Sparrow (absent)

Recorder: Camille Schroenn



1. CALL TO ORDER AND APPROVAL OF AGENDA

The meeting was called to order at 7:30 p.m.

Amendments:

- Add #5.9 Discussion of CRS Position
- MOVED by Bill, and seconded, that the agenda be approved as amended. CARRIED.

2. CORRESPONDENCE/ANNOUNCEMENTS

- A card for Colleen Proudfoot's retirement was circulated for directors' signatures.
- A letter was received from BCRPA congratulating the KCCS on our successful application for a subsidy. The BCRPA will send a cheque for \$300 shortly.

3. APPROVAL OF MINUTES OF THE BOARD MEETING

WEDNESDAY, APRIL 23, 2014

Amendments:

- #6 Should read "Susan Mele left the meeting at 9:05 p.m." (change of time from 8:05 p.m.).
- In-Camera times should read "9:10 p.m. – 9:55 p.m."

MOVED by Barb, and seconded, that the minutes of the Board Meeting of April 23, 2014 be approved as amended. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Executive Committee

- #5.2 Delete "Until just recently the G12 presidents were unaware that"

4.2 Finance Committee

Everything is on budget and the margins for programs are relatively consistent.

KCCS Purchasing Card: There was a general discussion on the proposed KCCS purchasing card that would be issued to select staff for KCCS purchases. These cards are currently used at some of the other community centres. There was a report that one community centre was experiencing some difficulty auditing the use of these cards. Don will validate this information and forward this information to Kathleen. This proposal was tabled until the Executive has had a chance to vet this.

4.3 Garden Committee

There is the possibility that the Canadian Pacific Railways could take over the land currently used by the Kerrisdale Community garden.

The Garden Committee will be redrafting their Terms of Reference with a view to possibly changing the committee's status from an "ad hoc" committee to a "standing committee".

4.4 Program Committee

BC Gaming Grant: It was reported that in the past the KCCS has not been eligible to apply for these grants due to the fact that we have more than 50% of our previous fiscal year's operating expenses on hand in the form of unrestricted cash and investments. Susan will investigate the KCCS's current eligibility to apply for this grant.

4.5 Seniors' Council

Seniors' Lunches: Next week the Seniors' Council will be proposing an increase in the charge for lunches served in the seniors' centre (probably between 15-20%). This is covered under #5.7.

5. OTHER BUSINESS

5.1 Committee Goals

Corrections:

- Community Garden Committee– goal #4: change "it's" to its.
- Program Committee – renumber the goals.

In future, committees should ensure that they set goals that have benchmarks and defined objectives. Committees will be asked to provide a report of achievements of these goals later in the year.

5.2 Committee Schedules

Amendment:

- Finance Committee schedule: add times of meeting 6:15 – 7:15 p.m.

5.3 BCRPA – Robert

A report of the BCRPA Symposium 2014, prepared by Robert Lockhart and Erik Price, was distributed. The emphasis of the symposium was on leadership. There was also a discussion on management issues when dealing with generation Z (young staff who work mainly on computers and who think differently from the older generation). Oscar thanked Robert and Erik for a report well done.

5.4 Seismic Assessment

In February 2014 Colin Booth approached CWMM Consulting Engineers Ltd. with a request to submit a proposal for the inspection and seismic assessment of the KCCS gymnasium. This proposal has been received. The proposed fee for this assessment is \$3,200.

David will meet with a George Strazicich of CWMM on May 29th to put together another cost estimate to cover remedial work that was not done after the previous Gale Sayer report (done in 1994) and a seismic assessment. It should be noted that any work done should conform to the 2014 Vancouver Building Bylaw,

expected to be adopted by the City in July 1, 2014.

The Park Board is asking for ideas and input on the development of the next 4-year Capital Plan. The KCCS will put forward the seismic upgrade of the gymnasium as one of our capital projects. It's most likely that the report on the gymnasium will not be available in time for the capital plan submission and will have to follow later.

Other capital projects that could be put forward by the KCCS are:

- Kerrisdale Arena: CWMM conducted a structural assessment of the arena in 2010.
- Kerrisdale Pool – CWMM conducted a seismic assessment of the Kerrisdale Pool in 2010. If the pool were to be replaced at today's costs the figure would likely be around 4 – 4 ½ million dollars with extra costs incurred for removal of the old pool.
- Renewal of the KCC facility. Note should be made that we have some critical issues (e.g. seniors' centre roof) and other safety related issues.

One suggestion was that rather than giving a dollar figure in our submission we should provide the Park Board with the rationale supporting our submission. Our focus should be on health and safety.

David and Robert will work together to put together an overall strategy for the KCC facilities.

MOVED by David, and seconded that KCCS hire CWMM Consulting Engineers Ltd. (George Strazicich PEng.) to carry out an inspection and seismic assessment of the gymnasium, as per letter dated February 12, 2014. CARRIED.

David will notify George that he has been hired to conduct the assessment of the gymnasium.

Robert and David will work on the application to the Park Board's Capital Plan before the deadline (David to draft the submission and provide to Robert for review/additions)

5.5 Governance Statement

This document summarizes and outlines the KCCS's practice of ensuring that investments are financially sound.

MOVED by Ali, and seconded, that the KCCS approves the Governance Statement (with grammatical corrections). CARRIED.

5.6 KCCS Barbeque Committee

Date of barbecue: July 16, 2014.

Venue: Kathleen Bigsby's home.

Oscar asked for volunteers to serve on this committee. The following have volunteered:

- Bill..... Drinks.

- Anita..... Research of "The Butler Did It" and "the food truck" and provide Oscar with the details by Thursday, May 29th.
- Alison

Additional volunteers are required to serve on this committee.

5.7 Seniors' Centre Lunches – Increase in Price

The 6-month figures already show a \$4,000 deficit from budget for seniors' centre meals. We require a more detailed explanation of the cause of this deficit. Mary Anne will work with Susan to produce a report over the past 3 years which will include; the budget and deficit on an annual basis, costs and the # of meals served (full means vs. sandwiches). This will be submitted to the Finance Committee for review in June during the budget preparation.

It was felt that we should not wait too long to increase the charge for meals. It would be preferable to have smaller increases more often than wait too long and be forced to implement a larger increase.

5.8 Swearing-in: Gail Sparrow and Mary Anne Davies

Robert handled the swearing in of Mary Anne Davies as a director of the KCCS. Gail Sparrow was not present to be sworn in.

Gail has missed more than 3 board meetings. Robert or Kathleen will speak with Gail.

There is a possibility that Gail may be able to assist in building bridges with Aboriginal youth or to help host an event showcasing aboriginal culture.

5.9 Discussion of CRS Position.

Susan's position was posted, and closed on April 2nd. The Park Board has begun a screening process and will then short-list. It is possible that the Park Board and the Kerrisdale Community Centre Society will begin interviewing short listed applicants in early June.

Daisy Chin has contacted Robert Lockhart regarding the format, interview process and timing. Kathleen has advised Robert to proceed. Kathleen will choose the interview panel. Barb volunteered to participate on this panel.

6. RECREATION SUPERVISOR'S REPORT

- Kristi organized a one-day camp in response to the school strike. The KCC will put on another one-day camp next Friday, June 6th. The number of children in the camp is restricted by the number of staff available - one staff member is required to be on duty for each 10 children attending. Don passed on his thanks and congratulations to Kristi on providing these camps.
- Erik was the successful candidate for the acting recreation programmer position (during Jessica's secondment).
- Summer registrations started last week, on-line registrations on Friday. Our on-line numbers are improving.
- The Magee Pancake Breakfast held last Saturday, May 24th was a great success. Magee will be making a donation to the KCCS.
- Colleen Proudfoot has retired and staff will be taking her out for dinner at Minerva's restaurant in Kerrisdale. Directors are welcome to attend and should

RSVP to Susan or in person to staff at the front desk. Camille will purchase a gift certificate to Pier 1 for Colleen (the amount will be dictated by past practices – detail obtained from Norm).

- Inclement Weather Policy: Staff are working on a policy that would assist in determining staffing/closures for the Maple Grove Pool during inclement weather. The policy will be linked to time as well as to the weather. Susan will bring a draft of this policy to the Executive Meeting on June 11th.
- Tennis courts: There is still no signage on the Elm Park tennis courts advertising KCCS responsibility for the tennis lessons. It would be advisable to post a sign at all times when the courts are being used by the KCCS. Susan will follow-up on this.
- Mats in weight room: No signage has been posted requesting members not to drop weights on to the mats in the weight room. Susan will follow-up on this.

Susan left the meeting at 9:10 pm.

BREAK

7. IN CAMERA 9:25 P.M. TO 10:00 P.M.

8. ADJOURNMENT: THE MEETING ADJOURNED AT 10:05 P.M.

Handwritten signature: K. Miller 6/11/14

UPCOMING EVENTS:

Program CommitteeJune 4, 2014
Executive Committee.....June 11, 2014
Board Meeting.....June 25, 2014
Park Board Meetings.....June 9 and 23, 2014

MEETING OF THE BOARD OF DIRECTORS

of the

Kerrisdale Community Centre Society (KCCS)

June 25, 2014, 7:30 p.m.

MINUTES

Present: Kathleen Bigsby (Chair), Ron Stromberg, Alexander Cherkezoff, Ali Cheung, Mary Anne Davies, Onno Bakhoven, Barb Mikulec, Don Munton, Anita Fashler, Oscar Bisnar, Keiko Honda, Alison Verghese, David Eaton, Fred Jay
Staff: Susan Mele
Regrets: Robert Lockhart, Colin Booth, Bill Harris, Gail Sparrow
Recorder: Camille Schroenn

1. CALL TO ORDER AND APPROVAL OF AGENDA

The meeting was called to order at 7:33 p.m.

MOVED by Onno, and seconded, that the agenda be approved as presented.
CARRIED.

2. CORRESPONDENCE/ANNOUNCEMENTS

Card from Colleen Proudfoot thanking the board for the generous gift certificate presented to her on her retirement from the KCC.

3. APPROVAL OF MINUTES OF THE BOARD MEETING, WEDNESDAY, MAY 28, 2014

MOVED by Barb, and seconded, that the minutes be approved as presented.
CARRIED.

4. BUSINESS ARISING FROM THE MINUTES

Don complimented Susan on her prompt attention to his request to display advertising material for the KCC tennis program at Elm Park.

No signage has been posted in the weight room regarding the dropping of weights on to the floor mats. Susan will ensure that signs are posted in the near future.

4.1 Committee Updates

Executive Committee

- The KCCS has sent in its proposals for inclusion in the Capital Plan. To date we have not received a formal response, only an informal one from Park Board staff shortly after the submission deadline, stating that the report is likely to go to Council and Park Board the week of June 27, 2014 (minutes from these meetings have not been published at last inquiry)

- Barb commended the KCC programming staff for their diligence in putting on the day-camps during the school strike. The camps have been fully booked every day.

Finance Committee

There were no questions arising from the Finance Committee minutes.

Program Committee

- The Open House on September 20th will be a youth run affair and will be run jointly with Volunteer Fair.
- The purchase of a larger projection screen was discussed. This would be used not only for movie nights for seniors but for community events as well.
- Crossroads Café: On June 19th Anita introduced Jayne Seagrave who presented "A Complete Guide to BC Campgrounds". The presentation was entertaining and well received.
- Aboriginal Day: Barb, Robert and Keiko attended this event.
- Item 4 d) Vancouver Foundation Grants: Keiko will follow up on the complete requirements of this grant i.e. could these funds be used to assist youth 19+?

Seniors' Council

- The raising of the flag ceremony will be held on July 1st at 1:00 p.m. Hot dogs will be served at 12:00 noon.
- Betty's assistant, Leslie, will be leaving the KCC. The advertisement for this position will run in *The Post* and *The Sun* on June 28 – July 5th. The selection process will commence the week of July 18th. The selection panel will consist of Mary Anne Davis, Anne Monahan or Kathleen Bigsby. Betty will advise Kathleen on the timing of the interviews.
- COSCO: further discussion is required to ascertain if we would like to become a member of this organization.
- Monach: Barbara Mumford takes care of this publication. It would be helpful if we could provide Barbara with software to assist in the layout of the publication. Mention was made that additional care should be taken in proofreading before printing.

4.2 CRS Position Update

Last week Oscar, Kathleen and David attended at City Hall for interviews with candidates for the CRS position at the KCC. Daisy Chin has confirmed that Susan Mele has won the competition and is now the CRS for the Kerrisdale Community Centre. Congratulations to Susan.

Fred Jay arrived at 8:00 p.m.

4.3 Purchasing Cards

The proposed policy, originally submitted to the Board Meeting in May was sent back to Executive for further review. The Board reviewed the amended policy, which incorporated all recommended changes. These changes will ~~alleviate~~ avoid some of the problems experienced by one community centre and ensure adequate oversight. The policy will be reviewed in 6 months.

Note should be made that the Park Board have indicated that they may issue Park Board credit cards to staff to be used for Park Board purchases.

MOVED by Fred, and seconded, to issue KCCS credit cards (issued to selected full-time permanent staff of KCC) for the purposes of making purchases on behalf of the Society compliant with the proposed and drafted policies, procedures and agreement. CARRIED.

Negative vote to be registered: Don Munton

4.4 Seniors' Lunches – Proposed Meal Price Increase

The Seniors' Council proposed an increase in the price of meals in the Seniors' Centre (between 25-50 cents per meal) effective September 1st. A survey taken of seniors shows that most would accept this increase. It should be noted the top-up for these meals is a policy issue and not a budget issue (i.e. this is a subsidy and not a deficit on the balance sheet)

MOVED by Mary Anne, and seconded, that we accept these increases effective September 1 to be included in the August Monach. This policy will be reviewed after we have 6-month actuals. (March 2015). CARRIED.

Kathleen and Ali will develop a policy framework with regard to meal subsidies to present to the board in August.

4.5 Seismic Assessments

David – has not heard from the engineers regarding to the seismic assessment. David will follow up on this.

4.6 KCCS Barbeque

Camille provided an invitation list for approval by the Board. Kathleen will phone Mike Moscovich to emphasize that we would really like him to attend.

Anita expressed the concern that we could run over budget due to the high cost of rentals (equipment, cutlery, glasses etc.). However, there is some flexibility and the budget could be increased. Kegs of beer will be purchased

instead of bottles. Alison will purchase the wine. Camille will send out invitations, monitor RSVPs and provide Anita with the numbers by next week.

Kathleen and Oscar will purchase the gifts for directors who have stepped down within the year and Camille will prepare the certificates.

5. OTHER BUSINESS

5.1 Daytime Birthday Parties at the Play Palace

At their last meeting the Arena and Pool Committee recommended the following:

To ensure safety in the Play Palace the following best practices are recommended:

1. Staff will attempt to greet parents upon arrival (when possible) to state that a parent must be on the Play Palace floor when children are present ('play palace' defined as the area surround).
2. Announcements will be made twice on the PA to stress this responsibility.
3. Walk-through are done daily by supervisors.
4. Spot checks are done regularly by staff to ensure the procedures are being followed.
5. Staff members have orientation and sign off on all procedures.
6. Staff will look into establishing performance evaluation of staff members.

5.2 Volunteer of the Year Awards Committee

A committee was stuck to recommend a volunteer of the year to be presented to the board meeting in November 2014. The committee members are: Barb, Alison and Anita.

BREAK

The board presented Susan with a bouquet of flowers, a helium balloon and a card to congratulate her on winning the CRS position. The board is thrilled to have Susan stay on in this position.

6. RECREATION SUPERVISOR'S REPORT

- Anti-spam legislation comes into effect July 1, and we must ensure that we have members' consent before we send out electronic promotion/messages to them. Susan will work with Kristiina to ensure that this is done.
- The full-day, mandatory, cross-city day-camp training session was most successful. Kristi Douglas is on this committee.
- The repairs to the roof of the Seniors' Centre have commenced and the work is causing some disruption in the parking lot. This work should be complete within 2 weeks. The ant nests, discovered in the roof during the

repairs, have been dealt with. Susan will ask Tony to advise workmen to remove cones in the parking area when they finish work in the afternoons so that patrons can use the parking spaces in the evening.

- Mats in the exercise room: Susan will ensure that a notice is posted to advise patrons not to drop weights on the mats.
- Maple Grove Day– Sun. July 13th. Maple Grove opened on June 21st.
- The day-camps that were put on during the school strike have gone very well. The KCC added 4 camps last week, which were completely full. The regular day-camps start next week.
- WIFI: no decision as been made regarding the installation of WIFI at the KCC. Camille will add this to the agenda for the Executive Meeting in August.
- Pool Programmer Position: Now that Susan has been appointed as permanent CRS the Pool Programmer position will be posted (Denise Yeh currently fills this in an acting capacity).

7. IN CAMERA

8. ADJOURNMENT

The meeting was adjourned at 9:35 p.m.

UPCOMING EVENTS:

Program Committee September 3, 2014
Executive Committee August 13, 2014
Board Meeting..... August 27, 2014
Park Board Meetings..... July 7, 2014; July 21, 2014 & September 15, 2014



MEETING OF THE BOARD OF DIRECTORS

of the Kerrisdale Community Centre Society (KCCS)

August 27, 2014, 7:30 p.m.

MINUTES

Present: Kathleen Bigsby (Chair), Robert Lockhart, Barb Mikulec, Ron Stromberg, Fred Jay, Bill Harris, Onno Bakhoven, Alexander Cherkezoff, Anita Fashler, Ali Cheung, Alison Verghese, Colin Booth, David Eaton, Mary Anne Davies

Staff: Erik Price

Regrets: Don Munton (absent), Donald Wong (absent), Gail Sparrow (absent), Keiko Honda (absent), Oscar Bisnar (regrets)

Recorder: Camille Schroenn

1. CALL TO ORDER AND APPROVAL OF AGENDA

The meeting was called to order at 7:35 p.m.

MOVED by Barb, and seconded, that the agenda be approved as presented.
CARRIED.

2. CORRESPONDENCE/ANNOUNCEMENTS

A card was received from Susan Mele thanking the KCCS board for all the support the board has shown her and also for the lovely flowers congratulating her on her appointment to the position as Recreation Supervisor at the KCCS.

3. APPROVAL OF MINUTES OF THE BOARD MEETING

WEDNESDAY, JUNE 25, 2014

Various small spelling and grammatical errors were corrected.

MOVED by Colin, and seconded, that the minutes be approved as amended.
CARRIED.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Executive Committee

- Under #6 Supervisor's Report, first bullet, change "Mary Anne" to "Leslie Bruce".
- Gail Sparrow has not attended any board meetings since her election as a director at the AGM on February 19, 2014.

MOVED by Robert, and seconded, that as she has been absent for the March, April, May, June, and August meetings of the Board of Directors without just excuse, Gail Sparrow be removed from the Board of

Directors of the Kerrisdale Community Centre Society effective
27 August 2014. CARRIED UNANIMOUSLY

4.2 Community Engagement Committee

There was no report from the committee.

4.3 Finance Committee (June 11, 2014)

Ali reviewed the Electronic Funds Transfer Policy with those present.

4.4 Finance Committee (August 13, 2014)

- Figures for the pre-school and children's programs are still low. Susan is working with Norm to prepare an analysis of expense and revenue figures for these programs for the past 3 years. This is expected in September.
- Summer day-camp revenues will be reported in August. Maybe September?

4.5 Policy Framework – Meal Subsidies

MOVED by Robert, and seconded, that a third clause be added to the KCCS Subsidy Policy (last revised April 2008); this clause will read as follows: The Kerrisdale Community Centre Society will pay up to 25% of the total amount budgeted each fiscal year for operating the Seniors' Centre Lunch Program. CARRIED UNANIMOUSLY

There has been a drop in the number of meals served on a monthly basis. Susan will prepare an analysis of these figures in the fall. It was suggested that we may need to adapt the lunch menu to suit changes in the demographics of the KCCS membership. We could possibly include more Asian menu choices.

4.6 Seismic Assessment – David

Submission to the City of Vancouver's Capital Plan:

Kathleen urged directors to attend one of the two City's open houses to provide input on our submission to the Capital Plan. The open houses will be held as follows:

- Thursday, August 28, 2014 from 3-7 p.m. at the Hillcrest Community Centre.
- Thursday, September 4, 2014 from 11 a.m. – 4 p.m. at the Vancouver Public Library.

Barb will attend the open house on August 28th.

George Strazich of CWMM Consulting Engineering will provide the seismic assessment report of the KCCS gymnasium by September 3rd in time for the City's open house on September 4th. David will distribute this report to all board members.

KCCS Barbecue: Anita will prepare a complete report for the board meeting on September 24, 2014. Kathleen thanked Anita for handling all the logistics for the barbecue. David thanked Kathleen for hosting the barbecue.

5. OTHER BUSINESS

5.1 Budget 2014/2015 – Ali

The budget for 2014/2015 included committees' budget proposals based on last year's actuals. The bank charge for the automatic payroll system was not included. The figure for this service (\$2,000 p.a.) will be included in "Total Credit Card/BankCharges" to bring the total to \$69,000.

Ali will provide all directors with a copy of the previous year's budget (2013/2014). It was noted that the Board would like to see the budget presented with previous year(s) as comparables.

MOVED by Ali, and seconded, to have the 2014/2015 budget approved.
CARRIED

5.2 EFT Management Policy – Ali

The Finance Committee reviewed a number of proposals for this service and decided on the HSBS proposal as the most suited to the KCCS's needs. A draft management policy was included in the board package. Signoff for payments will have to be done by Wednesdays at 5:00 p.m. in order to have the deposits in instructors' accounts by Friday. Individual cheques will be cut for special circumstances and for contractors hired on a one-time basis.

MOVED by Ali, and seconded, to have the EFT/Direct Deposit policy approved.
CARRIED.

6. RECREATION SUPERVISOR'S REPORT - ERIK

- Maggie Vasicek, program assistant III, special events and administrative duties, starts within the next few weeks until the end of December.
- Program assistant II interviews were held last Monday – waiting to hear back on results.
- A staff in-service workshop will be held in the multipurpose room on Sunday, August 31st, 5:00 – 9:00 p.m.
- A Zumba party will be held on Friday, September 5, 2014 from 5:30 – 7:30 p.m.
- The Kerrisdale Business Association (KBA) will host a movie in Elm Park on Friday, September 5th and another movie on Saturday,

September 6th. Erik will ask the KBA for posters to advertise these movies in the Centre.

- Youth volunteer orientation – September 6, 2014.
- The interactive brochure has received over 3,700 hits.
- The pool is currently closed for annual maintenance. It will reopen on Monday, September 15th.
- Summer daycamps (6-12 year olds) are planned in anticipation of continuing school strikes. The first week is fully booked.
- The end of season pool party was well attended.
- Wednesday, August 27th was the last day of Play Palace. Erik will request a report on the Play Palace for the Board Meeting on September 24th.
- The Antique Show is scheduled for the weekend of August 30/31st after which staff will prepare the rink for the fall/winter.
- The Maple Grove pool closes on September 1st.

Erik left the meeting at 8:36 p.m.

BREAK



7. IN CAMERA 8:49 P.M. TO 9:32 P.M.

8. ADJOURNMENT

MOVED by Robert, and seconded, that the meeting be adjourned. CARRIED.
The meeting was adjourned at 9:33 p.m.

UPCOMING EVENTS

Program Committee	September 3, 2014
Executive Committee	September 10, 2014
Board Meeting	September 24, 2014
Park Board Meetings	September 15 and 29, 2014

MEETING OF THE BOARD OF DIRECTORS

of the Kerrisdale Community Centre Society (KCCS)

September 24, 2014

MINUTES

Present: Kathleen Bigsby (Chair), Onno Bakhoven, Colin Booth, Fred Jay, Alexander Cherkezoff, Robert Lockhart, Alison Verghese, Mary Anne Davies, Barb Mikulec, Ali Cheung, Donald Wong, Oscar Bisnar
Staff: Kristi Douglas
Regrets: Anita Fashler, David Eaton, Ron Stromberg, Don Munton, Keiko Honda, Bill Harris (absent), Oscar Bisnar
Recorder: Camille Schroenn

1. CALL TO ORDER AND APPROVAL OF AGENDA

The meeting was called to order at 7:36 p.m.

MOVED by Colin, and seconded, that the agenda be approved as presented.
CARRIED.

2. CORRESPONDENCE/ANNOUNCEMENTS

There was no correspondence

3. APPROVAL OF MINUTES OF THE BOARD MEETING AUGUST 27, 2014.

MOVED by Fred and seconded, that the minutes be approved as presented.
CARRIED.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Executive Committee

The Seismic Assessment: The report indicates that the KCC gymnasium is not structurally sound. This report has been sent to both the City and the Park Board. Camille will send the Seismic Assessment to all board members.

Administrative Assistant Position: The advertisement for the position of administrative assistant to the KCCS has been placed in the Courier. It is anticipated that the replacement for Camille will be in place by mid-October.

The Nomination Committee will be set at the board meeting on October 22nd. Camille will provide Kathleen with the names of directors who may be running for a new term.

4.2 Community Engagement

The Playbook has been nominated as one of the five best on-line magazines. An association that surveyed all on-line magazines sponsored this. Only 5 magazines were nominated.

Kerrisdale Playbook: 10 copies of the Playbook were published within the budget set by the committee for this purpose.

4.3 Finance Committee

- Society Credit Card: To date there have been no purchases to be monitored.
- Direct Deposit: Norm and Lee are still working through the implementation process.

4.4 Program Committee

Youth Fair: The response to the fair was very good (about 100 people). There were 15 tables presenting youth with volunteering opportunities. It was noted that most of the presenters were from the non-profit sector and that there was no representation from local business. Kristi will note this for consideration for next year's youth fair.

4.5 Rentals Committee,

The rentals committee recommended that rents be increased

MOVED by Colin, and seconded, that the center's room rentals be increased by 5% as from January 1, 2015. CARRIED.

4.6 Seniors' Council

- The Seniors' Council is very short of space to store book donations. Mary Anne will develop a proposal to bring to the board at their meeting in October.
- Volunteer, Felicidad Rulli, has died and the Seniors' Council has received a donation in her honour. This will be used to purchase a new coffee maker for the Seniors' Centre. A plaque will be erected to that effect.
- The puzzle table has been fixed and it appears to be very popular.

5. OTHER BUSINESS

5.1 Volunteer of the Year (VOR)

Barb, Alison and Anita met with Mary Anne to come up with a possible candidate for the Volunteer of the Year Award. The VOY committee recommended two ladies jointly: Bernie Percy and Mary.

The committee will prepare bios for both these candidates for submission to Kathleen before presenting to the next board meeting on October 22nd. In addition, the committee will give some thought as to the presentation of this award. The possibility of inviting the media to this event was discussed.

5.2 WIFI

Following the installation of WIFI by Shaw at the Kensington Community Centre the Park Board removed the connection at the centre and changed the locks on the doors. Shaw may apply to the CRCT regarding this issue. The KCCS will not proceed with the installation of WIFI until a decision has been received. Colin will follow up with Shaw.

5.3 Program Committee Terms of Reference

The Program Committee will provide an updated version of their Terms of Reference at the board meeting on October 22nd.

5.4 Draft Meeting Schedule 2015

The draft meeting schedule was amended: The Executive meeting, originally scheduled for Wednesday, November 11, 2015 will be moved to Tuesday, November 10, 2015.

MOVED by Robert, and seconded, that the meeting schedule be approved as amended. CARRIED.

5.5 KCCS Barbecue Report

The written report, provided by Anita, was reviewed.

6. RECREATION SUPERVISOR'S REPORT

- The Program Assistant III has been hired and has started hours. Maggie Vasicek will be working 14 hours per week until the end of December and will oversee birthday parties and special events.
- Three part-time Program Assistant II have been hired. Aileen Neale (who has been working as the daycamp manager), Lexine Atrill (from Douglas Park) and Krista Adams (who also works at the KCC front desk) – all have started their hours.
- Kristi and 41 staff attended an in-service workshop. Kristi received very positive feedback.
- Volunteer Fair. Over 100 people attended. Kristi received very positive feedback from presenting organizations.
- The pool is back up and running. Patrons have been most satisfied with the temperature of the water.

6.1 Day Camp Report

Daycamps: The daycamps were very successful. These camps both helped parents through a difficult time and brought in additional income to the KCCS.

Kristi reviewed the Summer Safaris Daycamp 2014 Report with those present. Six of the 8 weeks were completely booked (average of 67 children per week). Kristi thanked Aileen Neale for all her work with the camps this summer.

The following will be undertaken:

- Develop a training manual/resource binder for daycamp volunteers.
Kristi will work with other community centres to pool ideas and systems for daycamps (the Daycamp Managers' meeting in May would be a good opportunity).
- Open up registration for the daycamps in the spring.
- Courtesy reminder phone calls to parents of children attending daycamps will continue.

Kathleen will speak with Trevor Bondreau regarding the possible media relations value of these daycamps.

Fred and Robert congratulated Kristi and the staff on doing such a fine job.

At 8:35 a.m. Aileen was introduced to the board members. It was suggested that it might be helpful to the children if the same camp leaders were used in following years. One of the benefits of the camps is that they help children who do not speak English to improve their language skills. No electronics are permitted in the camp.

Because of a lack of available space to increase the number of daycamps offered in the future the possibility of staggering the start and end times of the camps was discussed. Kristi will brainstorm ideas around increasing capacity.

Kristi left the meeting at 8:45 p.m.

BREAK 8:45 p.m. to 9:00 p.m.

7. IN CAMERA: 9:00 – 9:41 P.M.

8. ADJOURNMENT

The meeting adjourned at 9:42 p.m.

UPCOMING EVENTS

Program Committee.....	October 1, 2014
Executive Committee.....	October 8, 2014
Board Meeting.....	October 22, 2014
Park Board Meetings	October 27, 2014




MEETING OF THE BOARD OF DIRECTORS

of the Kerrisdale Community Centre Society (KCCS)

OCTOBER 22, 2014, 7:30 p.m.

MINUTES

Present: Kathleen Bigsby (Chair), Ali Cheung, Alison Verghese, Barb Mikulec, Bill Harris, Colin Booth, David Eaton, Fred Jay, Keiko Honda, Oscar Bisnar, Robert Lockhart, Ron Stromberg, Mary Anne Davies
Staff: Kristi Douglas, Denise Yeh, Grant Matsuda
Regrets: Don Munton, Donald Wong (absent), Anita Fashler, Onno Bakhoven
Recorder: Camille Schroenn



1. CALL TO ORDER AND APPROVAL OF AGENDA

The meeting was called to order at 7:30 p.m.

MOVED by Bill, and seconded, that the agenda be approved as presented.
CARRIED.

2. CORRESPONDENCE/ANNOUNCEMENTS

Alison has been selected as the successful applicant for the position of Administrative Assistant and has, therefore, resigned as a director of the KCCS.

3. APPROVAL OF THE MINUTES OF THE BOARD MEETING WEDNESDAY, SEPTEMBER 24, 2014

Amendment: Note that Oscar Bisnar was in attendance at this meeting.

MOVED by Robert, and seconded, that the minutes of September 24 2014 be approved as amended. CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4.1 Maple Grove Report - Denise Yeh

Denise gave a verbal report (the report was included in the board package).

Denise confirmed that lifeguards are able to respond to any first aid requirements in the park. Kathleen requested that the washrooms at the Maple Grove Pool be upgraded. Denise will follow up with the Park Board to request that this is done. In addition, Jen will check to see if the washroom upgrade was included in the City's 5-year plan.

Revenue was up this year, although attendance was a little lower.

4.2 Play Palace Report – Grant Matsuda

Grants reviewed the report with those present. Points to note are:

- Private parties are the society's responsibility with revenues going to them. This year the private parties were booked to 81-82% of capacity.
- Names on BCSA permits and licenses were changed to: Vancouver Board of Parks and Recreation – Kerrisdale Community Centre Society (Kerrisdale Play Palace).
- The cash-handling policy has been changed and is now stricter. One cashier is on duty throughout the day. This helps ensure that the information given out during the day is consistent.
- Fees and charges increased by 5% this year with a further increase of 5% planned for 2015 (prices haven't increased in the last 7 years although staff wages have increased by 14%).
- The Park Board will draft a Memorandum of Understanding with the Society regarding shared costs, revenues and operational decision-making etc. This is still in the initial stages and to date the Park Board has not contacted Kathleen in this regard. Grant will follow-up with the Park Board regarding this.
- We need to purchase 4 new inflatables for delivery in 2015 (cost approx. \$50,000). However, the cost-sharing agreement between the Park Board and the KCCS will have to be finalized before the KCCS can commit to this expense. The KCCS 2014-15 budget has not allowed for this item. There is some urgency to this purchase as the equipment will have to be ordered fairly soon – they are built to order and delivery will take 2 months. Note was made that the replacement of the equipment was strongly suggested by the BC Safety Authority.
- There was a request to have the percentage of revenues and expenses for Park Board and KCCS reported side by side. Grant will provide this detail in future reports.
- Options for making KCCS parties more attractive and increasing revenues were discussed. These private parties can accommodate up to 100 children. Park Board public parties during the day are based on 20 children max. attending. Kristi will assist the Board to survey those who booked private parties in 2014 to assess the needs of patrons. Advertising Vancouver-wide could be an option.
- The society is not responsible for rentals at the Arena.

MOVED by Barb, and seconded, that all fees and charges of the Play Palace be increased in 2015 by 5%. MOTION TABLED.

MOVED by Robert, and seconded, that we table the motion on a fee increase until after research is completed on costs at other facilities and on the needs of clients. CARRIED. To be revisited in November.

Camille will add this item to the board meeting agenda in November.

Grant and Jennifer left the meeting at 8:05 p.m.

Executive Committee

- Kitchen Herb Garden: the Seniors' Council will revisit this item.
- All Candidates Meetings: Kathleen presented the worksheet and discussed the requirements/duties with directors. The following tasks were assigned.
 - Moderator: Robert Lockhart
 - Keiko will greet candidates
 - Bill will provide general support.
 - Mary Anne will sort questions.
 - Camille will track on RSVP.
- Staff to attend to deal with emergencies are Randy Chan on October 27th and David Bai on November 2nd.
- Approximately 150-200 people are expected to attend each event, which will be held in the auditorium.
- Media relations: Trevor Boudreau will deal with the media.
- Safety: First aid attendants will be available.
- All directors should arrive by 6:30 p.m. and ensure that they wear their nametags.
- Kathleen will liaise with the local police about the possibility of casually popping in to the events. The Arbutus Corridor and the pipeline issues may be contentious at the Council All Candidates Meeting.

Finance Committee

- Staff credit cards: There have been no issues identified relating to the use of these cards.
- Direct payroll for instructors: This has not yet been implemented – it is a work in progress.
- Financial audit for the August 31, 2014 is currently been done. A draft statement will be available in November. Some numbers may change as the audit progresses.
Note was made that the interest projected to be earned is potentially lower than previous years. Ali will look into this.

Program Committee

KCC website upgrade: Kristiina Oinonen (KCCS website designer) recommended that we upgrade the KCC website to an interactive one which would change the functionality of the system and make it more responsive. The cost of this upgrade is \$3000. Kristiina will provide technical support and would be willing to provide training for staff and directors if necessary. We will proceed with this upgrade, which will be paid out of the Program Committee budget.

Seniors' Council

- The Seniors' Council wishes to purchase new tables and chairs. Mary Anne will meet with Jennifer to develop an estimate of costs.

- Book storage: Dollar amounts still need to be defined.

BREAK

5. OTHER BUSINESS

5.1 By-Law Amendment

Robert and Oscar provided edits to the KCCS Constitution and By-laws. The amendments must be approved by November in preparation for final approval at the AGM on 18 February 2015. These will have to be posted at least 14 days prior to the AGM. After approval the changes will need to be filed with the BC Registry Services

Clause 2 d) will be left in. Ali will draft wording that is more inline with our investment policy.

Clauses 34 and 35: Ali to ensure that the wording is consistent.

Constitution #6 – this clause is unalterable and should not be changed.
The constitution will come back to the next November Board Meeting.

In addition other policies in the board binder will be streamlined. These changes will only require board approval.

Kathleen will find out where the KCCS official seal is located.

5.2 Committee Goals Update

The chairs of committee will be asked to provide committee goals updates for the Executive/Board Meetings in November.

5.3 Christmas Party Committee

The Christmas Party Committee members are: Colin, Anita and Bill.

5.4 Nominations Committee

The Nomination Committee members are: Fred (chair), Alex and Don Munton. The committee should refer to the Terms of Reference in the board binder.

5.5 Volunteer of the Year Award (VOY) – Barb

Changes to the Volunteer of the Year Award policy has been reviewed by the Executive. The suggested changes to the policy reflect that this award has changed from being a Park Board Volunteer of the Year award to a KCCS Volunteer of the Year award. Kathleen requested that the word “recipient” be changed to “recipient(s)”. The Terms of Reference will also have to be modified to reflect these changes.

MOVED by Barb, and seconded, that we change the wording of the policy in the board binder, section 3. CARRIED

The VOY Committee, Barb, Alison and Anita, jointly nominated Bernie Percy and Mary Dopson for this award. The wording of Mary Dopson's profile was changed to reflect that she is "1 of 9 members of the Seniors' Council".

MOVED by Barb and seconded, that Bernie and Mary Dopson be nominated as recipients of the Volunteer of the Year award. CARRIED.

6. RECREATION SUPERVISOR'S REPORT

- Advance polling: the City has produced pamphlets to advertise advance polling. The KCC gymnasium will be one location for this polling. Erik has prepared a modified fitness schedule to accommodate this – each teacher will lose 2 classes. Kristi will continue to monitor this.
- KCC Halloween Carnival – Saturday, October 25th.
- Norm is off work due to a back injury. We have been able to maintain function in his absence.
- Susan will return to the KCC in mid-November. Kristi thanked all for their patience in Susan's absence.
- All Candidates Meetings: staff will provide support for this event. Robert has produced posters which advertise these events at various community centres. Kristi will investigate the possibility of obtaining the Youth Committee's assistance to get these posters displayed in the schools. This would expose the youth to civic activities from an educational point of view. Alison will post the pamphlet at her daughter's school.

Erik will post the 2 Kerrisdale All Candidates meetings on Facebook.
Kathleen will send PDFs of the posters to Keiko.

7. IN CAMERA 9:35 P.M. TO 9:45 P.M.

8. ADJOURNMENT

The meeting adjourned at 9:45 p.m.

Kathleen Engen

UPCOMING EVENTS

Program Committee.....	November 5, 2014
Executive Committee.....	November 12, 2014
Board Meeting.....	November 26, 2014
Park Board Meetings	November 24, 2014

**Meeting of the Board of Directors
of the Kerrisdale Community Centre Society (KCCS)
Wednesday, November 26, 2014, 7:30 p.m.**

KB

M I N U T E S

Present: Kathleen Bigsby (Chair), Robert Lockhart, Oscar Bisnar, Barb Mikulec, David Eaton, Alexander Cherkezoff, Anita Fashler, Bill Harris, Donald Wong, Fred Jay, Keiko Honda, Mary Anne Davies, Ron Stromberg
Regrets: Colin Booth, Don Munton, Ali Cheung, Onno Bakhoven
Staff: Kristi Douglas
Recorder: Alison Verghese

1. CALL TO ORDER AND APPROVAL OF AGENDA

The meeting was called to order at 7:30 p.m.

MOVED by Bill, and seconded, that the agenda be approved as presented. CARRIED.

Noted: Fred requested that the motion he raised last month and which was not dealt with be included in the In-camera Board Meeting Agenda for January 2015.

Noted: Comments on the time allocation for agenda items were raised stating that 6 minutes to discuss 4.1 the Committee Goals were insufficient. The Chair agreed to split the updates to 3 or 4 committees and will continue with the remaining committees in January.

2. CORRESPONDENCE/ANNOUNCEMENTS

Kathleen announced that tonight was Camille Schroenn's last official call of duty at KCCS. She thanked her on behalf of the Board for her professional and excellent service of not quite two years, in which the Society had gone through some of the most tumultuous and arduous times.

3. APPROVAL OF MINUTES OF THE BOARD MEETING, Wednesday, October 22, 2014

Amendment: Note that Onno Bakhoven was not present at this meeting.

MOVED by Robert, and seconded, that the minutes be approved as amended. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES

Play Palace draft Agreement with Park Board

Robert is concerned that as we don't have a formal agreement in place and no action has been taken up by city staff to develop a draft agreement, that Park Board could just go ahead and purchase the equipment in January without our input. With this concern, the question arose as to what action we should take if this is going to happen?

- Lack of transparency regarding the urgent replacement of Play Palace equipment. It is not yet clear who is to pay the \$50k and if we are to contribute?

- Lack of consultation and agreement moving forward on the joint operations of the Play Palace.
- Lack of respect and participation in the 65th Anniversary celebrations of the Arena.

The newly elected Park Board Commissioners will be sworn in on Monday, December 1st and we are scheduled to meet with the new commissioner, second week in December. Kathleen will speak to the new Chair on the above issues involving the Park Board.

4.1 Committee Goals update

Arena and Pool

Based on the current objectives of this committee, points 1 and 3 were of particular concern to the Society. These are based on the following reasons:

- Current budget allocated for advertising/marketing “special events” has not been fully utilized
- KCC was completely left out of the celebration of the 65th Anniversary of the Arena. The Arena was built by community subscription and was initially owned and operated by the society for over 10 years.
- We need to increase the number of board members on the committee and they need to take a more pro-active approach in promoting the Arena’s operations and programming sides. In particular, Play Palace and Skating programs.

Kathleen will write a letter to Grant, expressing her disappointment in not being invited to the 65th Anniversary celebrations.

Kathleen will draft a letter to Parks Board, Darren Peterson and Susie Hutchinson expressing her displeasure that KCCS were not asked to participate in the celebrations of the 65th Anniversary, considering we have money allocated for this kind of activity.

Building and Maintenance

Anita reported there haven’t been any meetings to date, except for the Seismic Assessment report that was taken on by David.

Kathleen stressed the role of this committee is to look after building deficiencies and ongoing maintenance and that it needs to meet more often. Clearly, this objective has not been met and the Chair should refer to the Terms of Reference and reactivate the committee.

Community Engagement

Alex highlighted one of the most successful outcomes of this committee lies in reference to the committee’s Community Concept; specifically to build local community capacity to assist publically funded local residents-led projects.

The committee has achieved very concrete projects, such as the “Creativity for Women” workshop that was funded by 2014 NSG (Neighbourhood Small Grants). Barb took part in this program and appreciated how the activities were good in broadening our perspective on community. Kathleen commended the committee for reaching different interest groups other than our traditional programming; this supports the Society’s goals.

Community Garden

The committee, now chaired by Anita following Alison's resignation (in October), will revisit the Terms of Reference to move from an ad-hoc to a standing committee in order for it to:

- Take on a more active role in introducing educational programs to the community centre, such as worm and bee farming, for example.
- Apply for the Neighbourhood Matching Grant from Park Board next year
- This committee needs to review its goals and its current non-participation role at the Kerrisdale Community Garden that had been spared from CPR bulldozers this summer. The key event this year was the Summer Camp's visit to the Garden, facilitated by resident gardeners Linda Collins and Hazel Choy. Alison attended and took pictures.

4.2 Play Palace survey and fee increase motion tabled

MOVED by Barb, and seconded, that all fees and charges of the Play Palace be increased in 2015 by 5%. CARRIED.

- Price comparisons with Crash Crawley's (\$267) showed they offer more add-on (incl. pizza or hot dog and a drink) for party rentals, and Play Palace (\$90-\$110) was still considerably cheaper when it came to space rental
- It was accepted to raise all prices by 5% and the increase would not adversely impact admissions (including toddlers) and would offset the rise in wages and expenses over the past few years. The goal is to get more people through the doors, rather than just raise revenue, especially for private parties held during the weekend and weeknights.
- Public party revenues (weekdays 8am-5pm) go to the PB. Private party revenues (weekends and weeknights) go to the Society.
- Emphasis for increased marketing and advertising at the Arena were put forward and favoured, especially as there is a sizeable budget (\$4-5k) allocated to the Pool and Arena Committee for "special events" which is not utilized.
- There's a competitive issue at stake here. We could fund the Park Board staff to do things under our direction and not just leave them to do what's required to advertise the Play Palace under our watch. We are currently using 80% of the space.
- We have all the names of people on a database who have previously used the Play Palace for a private party and need to contact them for feedback.

4.3 Christmas Party Committee update

- The theme for this years' Christmas Party on December 10th, 2014 will be "Latin".
- As a departure from the normal party favours, we will be donating \$300 to a locally run women's recovery group in Kerrisdale. Bill and Anita will present a \$300 cheque next week to AVALON
- To compensate the lack of favours, Kristi has ordered more desserts and chocolate

4.4 By-law Amendments update

The following is the final update in the wording surrounding the Society's Constitution and By-laws that is in line with our investment policy:

Para 2(d). To borrow, raise, provide or otherwise secure funds in such manner as the Society may see fit, with the sanction of a special resolution, where the manner differs from the Board's Investment Policy. The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting. The special

resolution is a resolution of the Society's directors, which requires at least 75% of the votes cast by directors in favor in order to pass.

Para 34. The business of the Society shall be managed by the Directors in such manner as they shall think most expedient, and they may pay all expenses incurred in connection with the conduct of the affairs of the Society, and may appoint from the members such standing and special committees as they may deem expedient, and may exercise all such powers of the Society, as are not prohibited by the Society Act, and may execute funds or other security, whether upon all or any of the Society's real or personal property it may see fit, and sign, execute and deliver the same.

Para 35. The Directors may from time to time at their discretion raise or borrow, provide or otherwise secure any sum, or sums of money, for the purpose of the Society, subject to the provisions of the "Society Act", and may execute funds or other security, whether upon all or any of the Society's real or personal property it may see fit, and sign, execute and deliver the same.

Note: These changes modernize the wording of the original document and allow the board to borrow money. It keeps in place some of the safe guards and special resolution that the original movers were concerned about but still allows the Society the flexibility to borrow money, should it ever become necessary. Ali, who wasn't present at this meeting, did most of the work and is to be credited for her efforts. Alison to post changes to the Constitution and By-laws, in preparation for AGM

Motion was moved by Bill and seconded. CARRIED.

COMMITTEE UPDATES

Executive Committee

- Camille has sent the room usage report to Robert and David but there has been no results yet following this action.
- Concerns about maintaining our email list is to be kept moving forward. Spam Laws requires that people have to opt-in to be on our database so we need to be more proactive in regaining and retaining our numbers.

Finance Committee

Barb reported there are no concerns with the revised goals for Credit Card use, which Ali set up and is working well. The trial has been going for one-month and Norm has done a great job with the efficiency.

Motion to approve the Audited Financial Statement will be presented to the Board again in January with Ali's return, in case of any concerns. Kathleen has requested the board read the report diligently and ask questions or concerns from it then.

Program Committee

- Fred noted that dialogue with the Musqueam is ongoing, but nothing is happening yet.
- Building and Maintenance Committee need to pay attention to Item 5c, reported by Robert again on the state of cleanliness in the gym. Since bringing it to light on November 7th at the Program Committee meeting, it seemed that from this Monday, the floors were actually worse than ever. Anita to follow up.

Seniors' Council

- The herb garden project has been dropped for the second time. Betty believes it would be neither cost effective nor beneficial if it is designed for the kitchen alone.
- A new convection oven has been ordered and paid out from the equipment funds. Purchased locally, it should be installed before Christmas. The old one was over 20 years old and could not be replaced.
- The kitchen walls are still unwashed and timing for cleaning should be scheduled after 2pm when staff is not present. Building and Maintenance committee need to look at this issue and follow up with a solution.

Community Engagement

- Keiko put forward the possibility of installing LED lighting in the Elm Park during the Cherry Blossom Festival. Keiko has a park permit from Park Board and needs to follow up with the Recreational Supervisor for further advice and planning.

5. OTHER BUSINESS

5.1 Nominations Committee update

- Fred, appointed chair of the committee, has so far liaised with Kristi and Alison.
- The sandwich board sign advertising for new directors has been placed in the seniors' centre and a second sign to be ordered by Alison will be placed in the main reception once winter registration is over. Don will be back at approximately the same time.
- Fred to check his email for updates from Alison, confirm a slate of candidates, identify skills set on the board and plan orientation for potential new board members.
- Application packages are available online <http://www.kerrisdalecc.com> and at the front desk.

5.2 Annual Reports due for the AGM: January 2, 2015

Final, if not "draft" reports are due 6pm Friday January 2, 2015 and are to be emailed as per structured template to Alison at kerrisdaleccsociety@gmail.com

5.3 Board Development Workshop: January 31, 2015

This multi-centre, full day workshop with a capacity of 50 people will deliver a 3-hr standard session on board members responsibilities with afternoon breakout sessions on specific topics: strategic planning, succession planning; financial stewardship, and effective board meetings. Alison will meet with Kathleen to discuss registration planning, plus Kristi offered assistance in this capacity if required.

6. RECREATION SUPERVISOR'S REPORT

Kristi reported:

- This is her last board meeting as Susan is back next week, albeit on a part-time basis until she settles back into her full-time role
- Winter brochure is out and so too is the online "interactive brochure". The centre is anticipating capacity registration, beginning Friday December 5th, 2014.
- The centre is also anticipating a big turnout for Sports Day in Canada on Saturday, November 29th, that is sponsored by ParticipACTION.

- "Pop Up City Hall" will be coming to set up in the lobby of KCC on December 13th from 9am -2pm. This pilot project from City Hall hopes to directly improve its relations and service levels with local residents who may have trouble accessing in-person City services. Copies of the budget and capital planning are just some of the information available on the day.
- The elevator has been down for the last week. It's extremely old and parts are rare. Many complaints have come in and people have been encouraged to call 311. Tony has tried to ask for a replacement from City. Librarian delivery books, parents with strollers and seniors are all suffering.
- The chairs in 015 are very old. Furnishings are our responsibility.

All applauded Kristi for doing a good job. Kristi left the meeting at 9:31p.m.

7. IN-CAMERA 9:32 p.m. – 9:55 p.m.

8. ADJOURNMENT

MOVED by Anita, and seconded, that the meeting be adjourned. CARRIED.

The meeting adjourned at 9:31 p.m.

Next meeting: January 28th, 2015

UPCOMING EVENTS

Program Committee	January 7 th , 2015
Executive Committee	January 14 th , 2015
Board Meeting	January 28 th , 2015
Park Board Meeting	December 1 st , 2014 (Inaugural, swearing in of new commissioners)
Park Board Meeting	December 15 th , 2014

Kristi B...