

**Board of Directors Meeting**  
**of the**  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday, 28 October 2020 at 7:00 pm | Via Zoom online**

**MINUTES**

**Present:** Robert Lockhart (chair), Kathleen Bigsby, David Eaton, Humaira Akhtar, Kathy McKay, Keiko Honda, Oscar Bisnar, David Mordant, Morag Pansegrau, Mani Bala, Joshua Yoon, Emma Vinnitsky, Adam Dipinto, Dorothy Chang, Edward Quan, Anne Monahan  
**Absent:** Fred Jay, Mike Wu, Val Themens, John Irwin  
**Staff:** Ian Broadbent  
**Recorder:** Alison Verghese

**1. Call to order and Welcome**

The online meeting was called to order at 7:03 pm. Robert asked for the Board's general perception of Zoom meetings compared to in-person and the response was favourable.

**1.1 APPROVAL OF AGENDA**

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

**2. STANDING ITEMS**

**2.1 Commissioner's Report**

John Irwin was absent from the meeting and did not submit a report.

**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 discussed.

**5. ITEMS FOR DECISION**

**5.1 Approve the Consent Agenda – Chair**

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

**5.2 6-Month Committee Appointments – Robert**

**5.2.1 Dorothy Chang:** has reached the end of her 6-month term on the Executive. Robert called for anyone else who might be interested and as there were none. Dorothy agreed to continue for the balance of the year.

**MOTION:** Moved by Kathleen and seconded to appoint Dorothy for a second round on the Executive Committee until the end of the Board year. **CARRIED**

**5.2.2 Rochelle De La Giroday:** did not have the opportunity to contribute or participate in any Program Committee activities because of COVID. Robert contacted Rochelle and she has agreed to continue to serve.

**MOTION:** Moved by Morag and seconded to extend Rochelle's appointment as a community member to the Program Committee until the end of the Board year. **CARRIED**

**5.2.3 Three (3) young candidates:** Joshua spoke to all three candidates for seats as community members of the Youth Committee. All except one have contributed to a variety of volunteer activities, with two directly involved in Kerrisdale events. They are all well known to Joshua and they each have exceptional resumes and will bring energy and vitality to the Youth Committee.

**MOTION:** Moved by Joshua and seconded to appoint Claire Cheung as a community member to the Youth Committee. **CARRIED**

**MOTION:** Moved by Joshua and seconded to appoint Kira Yoon as a community member to the Youth Committee. **CARRIED**

**MOTION:** Moved by Joshua and seconded to appoint Rafid Haq as a community member to the Youth Committee. **CARRIED**

### **5.3 Community Engagement Committee (CEC) Google Doc – Emma**

A draft mock-up of a new CEC initiative was circulated in the Board package for review and discussion.

- The purpose of the Google Docs project is to provide a variety of resources to help people cope better during the Covid pandemic. It targets people who do not have access to social media.
- Members of the CEC and Board are invited to co-create the content with links to in-person and virtual events and activities happening in Vancouver. This includes suggested clubs and groups to join, Apps to download etc. that can benefit the mental and physical health of people of all ages. It is not intended to overlap with the Society sponsored Playbook, which is a storytelling website that focuses on creative artists in our community.
- The CEC will have further discussions on the marketing, liability and fine tune the disclaimer for the project. The Society agreed that it will not be endorsing the content of the Google Docs project.

**MOTION:** Moved by Anne and seconded to approve the Google Docs project as outlined by the CEC. **CARRIED**

Keiko will send the Google Docs access link to the Board for suggestions. Emma will send out the final version to the Board before it launches.

### **5.4 Committee Meetings for rest of 2020 – Robert**

To set staff schedules for attendance at committee meetings, Robert requested that all committee chairs send Ian, with a copy to Alison, all scheduled meetings till the end of January 2021. The deadline is November 6 for responses.

Note: There will be no Board meeting in December and the Executive meeting for December will be tentative.

## **6. ITEMS FOR DISCUSSION**

### **6.1 Finance Monthly Reports for the period ending 31 August 2020 – David M.**

The report was circulated in the Board package for review. David M. highlighted the summary as follows:

- Members equity declined by \$58K for the year. This aligned with the bottom line loss for the 2019/2020 financial year. Effectively, we were at a break even for the first 6-months of operations and the last 6-months of closure resulted in an average loss of \$8.5K per month.
- Best performing programs were the Childrens, Adults, Fitness and Exercise Room contributing around 75% of total revenue. The senior's kitchen, however, made a loss of \$63K or \$5K a month.
- David M. concluded that considering what we went through, we held well to be at a \$52K loss.

**MOTION:** Moved by David M. and seconded to accept the accounts as presented and provide the Finance Committee authority to move to an audit stage with our Auditor for fiscal 2019-20. **CARRIED**

It was noted that the Association President's Group (APG) is developing a strategy on behalf of all community centres, to approach Park Board to dialogue with regard to the 2% operating fee.

### **6.2 2020-21 Budgets Development – David M.**

Circulated for review were two projected budget models created by Ali Mahdiyari, based on 50% and 25% revenue of our actual 2018-19 revenue. The Finance Committee made a request for guidance from the Board about what factors will be affecting us for the next year and which alternate model of potential revenue should be used to build our budget for 2020-21.

Factors to consider:

- There are a number of overhead expenses that are fixed costs, such as accounting and secretarial services and kitchen staffing, that have to be factored in no matter what the revenue is.
- Committee budgets must be modified to meet revenue limitations.
- Modest participation in our fall in-person programs has demonstrated people's unwillingness to venture out. There was support to act conservatively and be cautiously optimistic as we are uncertain what the challenges will be in the next 6 months.

There was consensus to work with a 25% revenue model and to review it quarterly if required. The Finance Committee will take a lead on fine-tuning the budget development.

### **6.3 Lunch Program Cost of Operation – Robert/Ian**

The Seniors Centre Food Programming cost analysis created by Austin and Ian from Sept 14-Oct 13 was circulated in the Board package for review and discussion.

- Kitchen expenses, including staff wages, totalled \$28,095. After subtracting the cost of the new dishwasher (\$12,624), our lunch program expenses for the past 5 weeks were \$15.5K. Revenue received was \$5K for the same period, resulting in a loss of \$10.5K. David M. noted that if this trend continues at the same pace, we could potentially see a loss of \$100-120K for the 2020-21 financial year from the dining room.
- Our normal subsidy is around \$50-55K. This negative outcome puts into question a real moral and financial dilemma of whether we continue to subsidize the loss, close the lunch program or something in between? Ian will ask Austin to track both dine-in and take out numbers and include the weather for the next 2-weeks so we can have more content when it is time to review this again.

Some suggestions to boost the program, which is running at around 25% consumption were:

- cancel all dine-ins and double the take outs or extend the hours of operation if people are afraid to come to the centre.
- install plexiglass shields in-between dine-in patrons to increase capacity. The provincial regulations for restaurants permit either distancing space or physical barriers. Our diners are currently seated on either end of 8 ft tables, making it a challenge for them to have a positive social experience.
- approval for Ian to mimic an earlier initiative that was conducted by Betty and Kathleen in April, when the centre was shut down. Have the seniors cashier phone the 500+ patrons to make them aware of the foodservice and ask them questions like, "do you prefer dine-in or take out?" or "what are the barriers that keep you from participating in the program?", for example.
- Robert will respond to Joyce Murray (Quadra MP), who reached out to us requesting how she could help the Kerrisdale seniors. Apart from appealing for grants to support the program, we should seek publicity for the importance of this valued service and/or invite her to lunch for a photo op!

**MOTION:** Moved by Morag and seconded to extend the lunch program till the Christmas break before making any pivotal decisions on this program. **CARRIED**

### **6.4 Seniors Lunch Program (Volunteer Delivery Service) – Robert/Ian**

Ian followed up on the logistics of potential delivery service and is still liaising with the supervisor of the Fleet Vehicle Department. For PB to indemnify volunteer drivers, those drivers must be included in the normal CoV Fleet Services protocol. Required skills are the same as anyone who drives the seniors' bus. The use of volunteer vehicles is completely another issue; Ian is waiting for answers in terms of liability and insurance.

As far as finding potential volunteers, both Anne and Ian believe it would be difficult. The focus will remain on walk-in patrons and it was agreed to table this item for future consideration, once Ian has obtained all the details.

### **6.5 Senior Lunch Punch Cards – Robert**

A summary document detailing unused 10 Meal Punch Cards for the Lunch Program was included in the Board package for review and decision. Current records show a value of \$2.1K for the 300 unused meals. The use of lunch cards was not reactivated in September to limit contact between staff/volunteers and users of the lunch program when the lunch program relaunched. Austin and Ian presented three scenarios as an approach to utilize or refund the remaining unused portions.

**MOTION:** Moved by Kathleen and seconded that we set up a structure to allow people holding meal cards to make a phone registration and that we allow people who want a refund on their meal card, to get one. **CARRIED**

Scenario #1 was adopted. The remaining meals will be treated like a drop-in and there will be no new meal cards sold.

**6.6 Regular Part-Time (RPT) Staff Changes – Robert**

Amy Cheung retired at the beginning of October, after 24-years of service at the Kerrisdale Community Centre.

**MOTION:** Moved by Robert and seconded to send a thank you gift (flowers and card) to Amy. **CARRIED**  
Robert will coordinate with Ian to purchase a gift for Amy.

This vacant position is now being backfilled with auxiliary (Group 1) staff and therefore offers us more scope to determine hours and operational flexibility. Rehiring to fill the position at this time is unlikely due to Covid hiring restrictions; only priority positions are being filled. Nasreen is our remaining RPT on staff.

**6.7 Seniors Garden changes – Robert/ Ian**

The superintendent of horticulture reached out to Ian requesting the removal of all the plants and one dead tree in the garden located southwest of the Seniors multipurpose room. They are concerned about the infestation of perennial weeds, invasive plants and rodent nesting. Heavy equipment will be brought in to clean out the area and allow it to rehabilitate and grass over. This may take a year or more before we can have a say on what to replant.

**MOTION:** Moved by Robert and seconded to concur with the Park Board undertaking the works for the remediation of the senior’s garden. **CARRIED**

**6.8 Membership Fees – David M.**

This was discussed at the October Executive Committee meeting.

**7. Pending Items**

Not discussed

**8. Adjournment**

The meeting adjourned at 9:00 pm. Robert thanked everyone for contributing.

**9. NEXT MEETING: November 25, 2020 (via Zoom)**

**UPCOMING MEETINGS AND EVENTS:**

Program Committee	Wed 4 Nov - 6:30 pm	Executive Committee	Wed 11 Nov - 7:30 pm
Communications	Mon 9, 30 Nov - 7:30 pm	Community Engagement	Thu 12 Nov - 6:00 pm
Youth Committee	Tue 10, 24 Nov - 7:00 pm		
Park Board	Mon 2, 23, 30 November		

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

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