

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 27 January 2021 at 7:00 pm | Via Zoom online

MINUTES

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

1. Call to order and Welcome

The online meeting was called to order at 7:04 pm.

1.1 APPROVAL OF AGENDA

Additional items requested:

- 6.3 Youth Supervisor for the Youth Committee - Oscar & Joshua
- 6.4 Summer Jobs Grant - Robert

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

2. STANDING ITEMS

2.1 Commissioner's Report – John Irwin

John wished everyone a belated happy new year and gave a brief summary of PB activities in January.

- Information from the Sustainability Department on the climate emergency response was received for the Green Operations and Climate Change Adaptation Strategy. It was very informative and is available on the CoV website for those interested. Additionally, the Dog Waste pilot program is underway with red bins allocated. The Sustainability department is also researching other ways of disposing of the waste.
- Kitsilano CC Heat Pump: The community centre did a heat exchange with the arena and managed to lower their heating costs and carbon emissions. David E. wanted to know more about this initiative, how it started, why Kits was chosen and who paid for it. John will make enquiries and get back to us.
- John confirmed that he will attend our AGM on February 17.

John left the meeting at 7:15 pm.

3. Items for Information (under the Consent Agenda) were circulated by email before the meeting.

4. MATTERS arising from the Minutes/Reports (Items removed from Consent Agenda)

None.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda – Chair

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

5.2 Audited Financials 2019-20 – Robert

Both the 1-page Statement of Financial Position and 15-page Audited Financial Report to August 31, 2020 that

was prepared by our auditors were circulated before the meeting for review and to verify that our financial affairs are in order for a non-profit. **MOTION:** Moved by Robert and seconded to accept the audited financials as presented. **CARRIED**

Robert and David M. will sign and send the document to the auditors to have the audit finalized.

- Robert clarified that one of our liabilities listed as "Due to Other Community Centre Societies" is money we are holding for other community centres for the Association President's Group (APG) Meeting Fund. For more than a decade, we have provided financial services to the APG.
- Our current auditors, Manning Elliot LLP has quoted us \$12,500 for next year's audit, which is a significant increase from this year's \$8,500. Our Accounting Manager has asked why the price has gone up especially as we have had 6-months of non-operations and our books are presented in good order. They stated the work required was more than they had estimated. As a result, we are in the process of looking for another two quotes and hope to have a recommendation for the AGM decided at the next Executive Committee meeting.

5.3 Proposed 2020-21 Master Budget – Robert

The proposed master budget presented in the agenda package is based on a 25-30% probable revenue, compared to normal operations that were approved by the Board.

- All Committees were asked to identify their core essential expenditures for the year based on this estimate. It has been tweaked several times and, as presented, can be used as a guiding document for the next 6-months, up to August 31. If major issues arise, they can be brought to the Board for refinement.
- We are currently running at a deficit and expect the year to run a loss of ~\$125K.

MOTION: Moved by Morag and seconded to accept the proposed 2020-21 Master Budget as presented. **CARRIED**

5.4 AGM Announcement & Agenda – Robert

The two documents proposed in the agenda package were discussed and will move forward for distribution. Alison will resend the AGM Notice to David E. to sign after removing the name of the auditor.

Robert did a quick summary of this year's AGM process and fielded questions:

- All participants attending the AGM need to be members of the Society. Lee Tarrant has taken steps to renew the membership of all directors, community members and staff. She has also pre-registered everyone on ActiveNet, where they will receive the e-package and Zoom log in details, the week prior.
- We will accept "a show of hands" on screen, for all voting items.
- We will run an online poll if more than 9 candidates are on the ballot. David Mordant and Mike Wu will not be standing for re-election. Robert is expecting a decision by acclamation as low attendance at the centre has resulted in limited opportunity to promote director's positions.
- Kathleen and David E. are the only executives eligible to give a verbal report on the nomination process. Unless we have other candidates on the ballot incumbents will not be required to deliver short speeches introducing themselves.
- Our former Centre Recreation Supervisor, Susan Mele and now Manager of Recreation has been asked to conduct the swearing-in of new directors.

5.5 2019-20 KCCS Annual Report – Robert

Prior to this meeting, the final draft of the 2019-20 Annual Report was circulated for review. The Chairs of each committee were asked to check the content of their committee report for accuracy and any last-minute changes. The Annual Report will be distributed electronically to all pre-registered attendees this year. It was noted that as the Finance Committee did not meet for 8-months, the financial information summarised in the Treasurer's Report will be sufficient.

5.6 KCC Year 3 Operations Fee – Robert

There were discussions and comments on the formal document from the Park Board that was included in the agenda package for our 2020 Operations Fee payment for Year 3 of the JOA term. Robert provided clarification as follows:

- The calculation is based on our financials for the past two fiscal years (2019-Yr2 @1% and 2020-Yr3 @2%) and has been presented to us as an invoice for payment. Unless there is disagreement under the terms of the JOA or the Society can prove financial hardship due to Covid related circumstances, payment would be expected.
- There has been previous dialogue through the APG about the Operations fee. During Year 3, the operating fee was to remain at the designated amount of 2%. Year 4 is waived because of Covid and Year 5 will be negotiated. This is based on the formula developed for the JOA unless CCAs can claim financial stress, which is not the situation at Kerrisdale.
- Funds that are generated from the Operations Fee are designated for community centre development. It cannot go into the City's or PB's general revenue bucket. Park Board is required to report on how these funds are spent.

MOTION: Moved by Kathleen and seconded to accept the Operations Fee payment to the Vancouver Board of Parks and Recreation for Year 3 of the JOA term as presented. **CARRIED**

6. ITEMS FOR DISCUSSION

6.1 Finance Monthly Reports for the period ending Nov 2020 – Robert

- Revenue for the month of November was \$13,721. From Sept 1, total revenue was \$25,798 for all programming, including online programming. By comparison with 2019, we are operating at a small fraction of revenue, less than 25%. Our estimate of revenue was optimistic, based on these three months.
- Net from Operations shows losses of \$4,168 in November and \$12,992 for the year. However, while revenue is down compared to last year, overhead expenses are also significantly lower.
- Specific Programming: revenues for all program areas are quite diminished compared to previous years. Program revenue parallels program registrations and as can be seen in Ian's in-person programming report we are attracting about 300 participants where we previously got 2,000 over a season.
- Online Programming: this is a necessary service that keeps our patrons engaged and our instructors employed but we are providing this service at a cost. It operates outside of the Community Centre, PB staff and the ActiveNet registration system. Expenses incurred include the hiring of staff to perform duties similar to those of a programmer, initial set up costs, reconfiguring our website and ongoing registration system fees.

Overall, our budget projects a loss for the year and current operating financials demonstrate a similar pattern. On the positive side, we are maintaining a presence and broad range of in-person programming, with the help of Ian and centre staff. We are encountering a significant amount of apprehension and concern from patrons who are anxious about being out in public. This condition extends across all community centres city-wide.

6.2 Last meeting of the 2020-21 Board – Robert

An expression of thanks was extended to two retiring Board members this year:

- **David Mordant** started his service with KCCS in 2018 as a Community Member in the Finance, Rental and Pool & Arena Committees. In 2019, he was selected as Treasurer and Chair of the Finance Committee, and he became an Executive Director. He has a broad knowledge of financial and investments matters. We wish David and his family all the best in his retirement.
- **Mike Wu** has been an active member-at-large for a number of Board committees (Community Engagement, Program and Youth) since 2019. Robert reported that Mike has applied for med school. We hope he is on his way to a very deserving and successful career in medicine.

6.3 Youth Supervisor for the Youth Committee – Oscar and Joshua

Prior to the pandemic, the Youth Committee had a direct liaison with Park Board employees who performed as Youth Leaders. Ian clarified that these staff, for example, Keith and Tara, held Group 1 part-time positions which are negotiable with the Society and their hours are based on operational needs.

- The Youth committee now has the requested budget to offer a 15-hrs/week x 28-week position starting late February or early March till August. The primary role of this "Youth Supervisor" is to head our Youth Leaders Program, which had been running successfully for years before Covid hit.
- There are not many volunteer programs like ours available to youth in schools where they not only gain credit for volunteer hours but increase their skills in terms of leadership, organisation and other professional skills. The priority for this committee is now focussed on online programs as an opportunity for youth to brainstorm with one another on how to best serve their community, especially during this difficult time.
- A couple of options were suggested including how to launch the Youth Online program through Webex, which is a platform that has been adopted by PB or connecting with our Communications Committee through which the Society's online programming is coordinated. Joshua will connect with Kathleen and the Youth Committee about the latter option and keep everyone on the Board in the loop about the measure of success of this program.

MOTION: Moved by Joshua and seconded to give financial support to hire a Youth Supervisor to work with the Youth Committee. **CARRIED**

Ian will coordinate with Shannon about this position and put out a call for interest. Joshua will reach out to youth that volunteer in previous years for comment.

6.4 Summer Jobs Grant - Robert

In addition to support for the Summer Day Camp workers for which we apply each year, the Executive Committee recommended applying for an additional position for an online program assistant. Last year we received funding for the extra Way finder's position that did not proceed because of Covid disruptions in the centre. This was later officially transferred to the online program assistant position that was supported through the fall.

MOTION: Moved Robert and seconded to authorize Shannon Brown to add the additional position to this year's Summer Jobs grant application that closes on January 29. **CARRIED**

7. Pending Items

None discussed.

8. Adjournment

The meeting adjourned at 8:22 pm

NEXT MEETING: March 24, 2021 via Zoom online

UPCOMING MEETINGS AND EVENTS:

Communications	Mon 01 & 22 Feb – 7:30 pm	Executive Committee	Wed 10 Feb – 7:30 pm
Program Committee	Wed 03 Feb – 6:30 pm	Executive Committee	Wed 10 Mar – 7:30 pm
Program Committee	Wed 03 Mar – 6:30 pm	BC Family Day	Mon 15 Feb
Youth	Tues 09 & 23 Feb – 7:00 pm	AGM	Wed 17 Feb – 7:30 pm
Youth	Tues 16 Mar – 7:00 pm	Park Board	8 & 22 Feb 8 & 29 Mar

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____