

**Board of Directors Meeting**  
**of the**  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday, 24 March 2021 at 7:00 pm | Via Zoom online**

**MINUTES**

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

**1. Call to order and Welcome**

The online meeting was called to order at 7:02 pm.

- Welcome to Paula Parman, who is joining as the Recording Secretary for a few months.
- Congratulations to Ian Broadbent for accepting the position as the Community Recreation Supervisor for the Kerrisdale Community Centre.
- Some sad news, Daisy Chin, who was the Director of Recreation for the City of Vancouver has passed away this past week. We will miss her smile and strong support for community centre associations.

**1.1 APPROVAL OF AGENDA**

No changes noted.

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

**2. STANDING ITEMS**

**2.1 Commissioner's Report - John Irwin**

John talked of his sadness in losing Daisy Chin, who was a great person to work with on a Board level. She will be greatly missed.

- Major park issues:
  - The Park Board passed the motion by Commissioner Demers on low-intensity turf maintenance. This motion will save financial resources that can be deployed elsewhere but also add ecological resilience. This is where the Park Board will continue to defer altering mowing regimes on certain appropriate turf surfaces so that it won't be everywhere. This will be tracked and will cut down the CO2 emissions from equipment, as not all of the equipment is electrical.
  - A new temporary bike path will be implemented on Park Drive in Stanley Park which should allow for more parking and better access to some of the Park partners. This data will be brought forward to support the full process that will happen towards the end of the year where the Park Board will decide on how they can reduce automobile traffic in Stanley Park.
  - Queen Elizabeth Park: there is a Master Plan of an Expression of Interest being circulated to redesign the park. Metro Vancouver will be repairing the reservoir in the park during the redesigning of the park. A motion was passed to advise the COV Planning team of concerns to protect the views of Queen Elizabeth Park. Some Park Board Commissioners expressed their concerns about losing potential housing there.
  - The Park Board managed to raise \$74k in donations for the Burn Fund despite the Stanley Park train event being cancelled. A 50/50 raffle and a full-length train ride video were put together to support the Burn Fund.

John left the meeting at 7:11 pm.

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

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

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

None presented.

**5. ITEMS FOR DECISION**

**5.1 Approve the Consent Agenda – Chair**

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

**5.2 Election of Officers 2021-2022 – Past President**

Robert Lockhart announced that he will be stepping down as President.

- Kathleen Bigsby, Past-President, called for nominations for each position. Kathleen asked for nominations from the floor in addition to the slate proposed by the Executive.
  - **President:** Kathleen asked those present if there were any nominations for President of the Society for 2021-2022.
    - Kathy McKay was nominated for the position by Robert Lockhart. No other nominations were brought forth.
    - It was declared that Kathy McKay was acclaimed as President for the upcoming year.
  - **Vice President:** Humaira Akhtar was nominated for the position of Vice President by David Eaton and Morag Pansegrau was nominated for the position by Robert Lockhart. No other nominations were brought forth.
    - It was declared that Humaira and Morag were acclaimed as Vice Presidents for the upcoming year.
  - **Secretary:** David Eaton was nominated for the position. No other nominations were brought forth.
    - It was declared that David Eaton would be the Secretary for the upcoming year.
  - **Treasurer:** Kathleen Bigsby was nominated for the position by Robert Lockhart. No other nominations were brought forth.
    - David Eaton declared that Kathleen Bigsby would be Treasurer for the upcoming year.

Congratulations to the new Directors.

**5.3 New board candidate – Robert**

- A new candidate, Joyce Fung, was brought forward for consideration of the Board.
- Joyce's resume was circulated prior to the meeting. Joyce has a strong financial background.
- A suggestion was brought for discussion to have Joyce shadow the Treasurer. At this time, Joyce has expressed that she would like to understand the operations of the Finance Committee and the Board as a whole before making any further commitments.

**MOTION:** Moved by Kathy McKay and seconded to appoint Joyce as a Director for a term ending at the AGM in February 2022. **CARRIED**

Joyce will be contacted to notify her that she has been successfully appointed as a Director for a term ending at the AGM in February 2022.

**5.4 Appointment of Seniors Council Chair as Director – Robert**

- A discussion was made and comments on how many Directors should be sitting on the Seniors Council.

- It was noted that the Terms of Reference of the Seniors Council call for two members of the Board to sit on the Seniors Council.

**MOTION:** Moved by Oscar Bisnar and seconded to appoint Anne Monahan, current Seniors Council chair, as a Director for a term up to a time where the Seniors Council can have their AGM and confirm the current chair or elect a new chair. **CARRIED**

#### **5.5 Appointment of interim Executive Director – Robert**

- In the last couple of years, the Kerrisdale CC Society has had 6-month term positions for a Board Director to experience work on the Executive Committee. The purpose of this appointment is to develop the interests and skill sets of the Director on non-executive Directors.
- Mike Wu previously held the position for a two-term period and most recently, Dorothy was interning for two six-month periods.
- These positions are held for a period of 6 months to give as many Directors the opportunity to sit in an Executive seat with full voting privilege and to learn more in-depth protocols of the Society and the work of the Community Centre.
- The Board members were asked for interest in being the interim Executive Director.
- There was no interest expressed by Directors.
- Since there was no interest from other Directors, and since Dorothy had expressed interest in continuing in this role, a proposal was made to appoint Dorothy to a further 6-month term as the interim Executive Director.

**MOTION:** Moved by Robert Lockhart and seconded to elect Dorothy to a further 6-month term as an Interim Executive Director. **CARRIED**

#### **5.6 Committee Assignments 2021-2022 – Robert**

- A couple of committees were strongly desired by some people. Some choices were made to ensure that committees had sufficient representation without an overload of participants.
- At least three of the Board committees will likely not operate until the centre is able to operate normally (Pool & Arena, Rentals, and Seniors Council).
- There was a re-activation of the Board Development Committee. This was done because of the ongoing need to develop skill sets and operational knowledge of Directors.
- The floor was open to the rest of the Directors for discussion and what actions are proposed is to achieve a minimum number of Director representatives on each committee.
- Keiko Honda explained that with Fred's absence, there are currently 2 members on the Community Engagement Committee. The requirements to appoint new community members to a committee include an expression of interest in the committee, a CV, and relevant work-related information.

**MOTION:** Moved by Morag and seconded to approve the committee selections as identified. **CARRIED**

### **6. ITEMS FOR DISCUSSION**

#### **6.1 Finance Monthly Reports for the period ending Dec 2020 (end of fall season) & Jan 2021 – Robert**

A financial report from December and January was circulated for review.

- Robert provided a summary of the Financial Reports as presented.
- The assets at the end of December 2020 are at \$2,992,000, and \$3,048,000 for January 2021. Assets have increased marginally over the one-month period.
- At the end of December 2020, member equity was at \$2,860,000 and the previous year it was \$2,997,000. Member equity was down by \$130,000 from a year ago. This effectively is the cost of not operating for almost a year due to Covid-19.
- In January 2021, member equity was \$2,835,000.

The Statement of Operations was shown, which states the Program Revenue:

- This provides a summary of all program revenues and services.
- For December 2020, Program Revenue showed a loss of \$23,500. YTD the loss was \$34,552.
- For January 2021, Program Revenue picked up: the loss for the month was \$9,900. The loss YTD (from September 2020 to the end of January 2021) was \$24,300.
- The Program Revenues comprise both in-person and online programming. Both of the programming streams have resulted in a loss.
- **Online Revenue** for December 2020 showed a loss of \$6,800; YTD: down \$14,732. For the month of January 2021 online Program Revenue was a loss of \$1,270. The YTD loss to the end of January 2021n was \$14,200.
  - This reflects an improvement of registration for online programming for January 2021.
- **Total Revenue** for December 2020: a loss of \$12,988. YTD total revenues were +\$14,601. January 2021: \$24,600; YTD: \$39,200.
  - This reflects other revenue sources, which were predominantly from Federal Government Loan and from the 75% Wage Subsidy, which is another Federal Government support.
- **Net from Operations** to end of December 2020: a loss of \$56,657. YTD losses were \$69,866. end of January 2021:
  - The end result is that the costs of service delivery outweigh the amount of revenue being generated (limited patron participation due to Covid-19).
  - For example, with online programming, there were significant costs to setting up and delivering the online services that exceeded the amount of revenue coming in.
  - Further discussion of how to lower operational costs while still being able to offer services is needed.
- The floor was open for discussion and comments from the rest of the Board.
- A question was posed to Ian regarding how other community centres were faring with these issues.
  - Ian has stated that most community centres have been reducing staffing to the bare minimum to offset the losses in revenue.
  - Robert shared that through the APG and offline discussions with other centres, it was discovered that other centres (like Kerrisdale) have been operating at about 50% of Covid-restricted levels. For Kerrisdale, this would translate to about 15% of operating levels under normal conditions.
  - Robert shared that another centre was considering taking out an independent loan. This showed the desire to maintain a presence and deliver services to the community.
  - Generally, it appears that everyone is running a notable deficit.
- Robert explained that the conclusion one comes to that the Society must be cautious on what to spend money on. The budget was developed with the notion of operating at a 25% capacity. The Society is currently operating at half that percentage.

#### Summer Day Camps:

- Summer Day Camps are an important service that have always been an important revenue source. In 2021, Summer Day Camps are moving into the dry floor of the Kerrisdale Arena, which will support more registration spaces.

#### **6.2 Committee Goals Setting – Robert**

- A question on how do committees get underway and started up in times of COVID?
- One of the tasks of the committee is to set some goals. An important first task of each committee is to try to establish some goals even during the period of COVID restrictions and limited activity. Committees should strive to address and demonstrate some level of normalcy with how the Society has operated in the past.

#### **6.3 Orientation for New Board Members – Robert**

- The Nominations Committee will be spearheading this Orientation. David, Kathleen, and Dorothy will discuss orienting new board members
- Two new Directors (Jonathan, Joyce) and Val Themens who missed the orientation last year will be invited to participate.

**7 Pending Items**

- Kathy McKay expressed her thanks to Robert Lockhart for his role as the President over the past 3 years.
- Kathy opened up the floor to the other directors to express their sentiments:
  - Several members expressed their gratitude and thanks to Robert for all of his work for the Society and Community at large.

Executive Committee Meeting - Guest Invitations

- David Eaton suggested that there should be an opportunity for Directors to attend as guests during Executive Committee meetings.
- Kathy and Robert expressed and agreed with this program.

Ukulele Group & Kerrisdale Seniors Choir Group Request for Practice Time:

- They are wondering if they will be charged for wanting to practice in the Garden (Centennial Park).
- Ian explained that there is technically a permit required to use Park Board spaces, however, he believes that Centennial Park is not a permitted space.

**8. Adjournment**

The meeting adjourned at 8:15 pm.

**9. NEXT MEETING:** April 28, 2021 at 7:30 pm online.

**UPCOMING MEETINGS AND EVENTS:**

Youth	Tues 29 Mar - 7:00 pm	Program Committee	Wed 07 Apr - 6:30 pm
Youth	Tues 12 Apr - 7:00 pm	Executive Committee	Wed 14 Apr - 7:30 pm
Communications	Mon 05 Apr - 7:30 pm	CEC	Thu 13 May - 6:00 pm
Park Board	Mon 12 & 26 Apr		

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

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