

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 27 April 2016 at 7:30pm

MINUTES

Present: Kathleen Bigsby (Chair), Robert Lockhart, Oscar Bisnar, David Eaton, Keiko Honda, Barb Mikulec, Fred Jay, Angel Chan, Jennae Gedeon, Melina Hung, Bill Harris, Duncan Ainslie
Regrets: Morag Pansegrau, Don Munton, Alex Cherkezoff, Humaira Akhtar, Avalon Bourne, Sarah Wall-Lobo, Anne Monahan
Staff: Susan Mele
Commissioner: Casey Crawford
Recorder: Alison Verghese

1. Call to Order and Announcements

The meeting was called to order at 7:30 pm

Announcements:

- Four directors are away in Whistler attending the annual BCRPA Conference
- Board meetings will continue to be recorded for the sole purpose of the recording secretary to capture information such as names, dates and numbers accurately. The recordings will be deleted by Alison after the minutes have been approved.

1.1 Motion to approval Agenda

MOTION: Moved by David and seconded to accept the Agenda as presented. **CARRIED**

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

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

3.1 Item 2.2 2016-04-13 Executive Committee Minutes

- *Item 5.5 Process to review Constitution & Bylaws for Society Act*
Barb requested that all changes in this process be approved by the Board. Kathleen advised the usual practise is for the Board to approve any changes before they go to the AGM. Robert reported that we are in the process of talking to a lawyer to identify a process for the review.
- *Item 5.8 Review of spending limits on Society credit cards*
Barb requested the recommendation of the Executive to go through the Finance Committee for input. Robert responded with a brief background on use of the Society's credit cards and noted that the suggestion to increase the credit card limits came from Norm via email.

MOTION: Moved by Barb and seconded that the motion will not be enacted until the Finance committee reviews this and makes its decision. (4 IN FAVOUR/6 OPPOSED) **MOTION FAILED**

MOTION: Moved by David and seconded to accept the Executive minutes of April 13, 2016 as presented. **CARRIED**

4. STANDING ITEMS

4.1 Commissioner's Report

Casey gave a brief summation of his report and added that Kerrisdale Farmers Market has been cancelled due to low participation.

There was also discussion on the upcoming JOA Revitalization meeting at the Pacific Coliseum on April 30.

- Board members wished to know what the intended outcome was of this 5-hour meeting. An agenda was due to be released today but has not arrived.
- Casey confirmed his and other Commissioners' attendance as observers and will be briefed with more information tomorrow. David requested if Casey could let us know what his role will be on Saturday.

5. ITEMS FOR DECISION

5.1 Approve Consent Agenda - Motion to approve the Consent Agenda

MOTION: Moved by Melina and seconded to accept the Consent Agenda, excluding Item 2.2. **CARRIED**

5.2 Revised Terms of Reference (TOR) – Motion to adopt Communications Committee TOR

There was some initial confusion with this committee being associated with the former Promotions and Communications committee that became dormant about 10 years ago. Following discussions, it was recommended that the draft be revised to incorporate:

- the scope of accountabilities could be more directional rather than task orientated
- propose a set of guidelines for effectiveness, efficiency and consistency e.g., logo format and use
- identify the role in communicating. What is the objective?

Kathleen requested that further comments should email to her to fine-tune the draft. Melina and Keiko have offered to provide feedback. Alison will send the Promotions and Communications TOR to Fred.

5.3 Revised Terms of Reference (TOR) – Motion to adopt Community Needs Assessment Committee TOR

MOTION: Moved by Melina and seconded that the revised terms of reference for the Community Needs Assessment Committee be accepted. **CARRIED**

5.4 2016-17 Committee Assignments Revised – Motion to approve changes

Kathleen advised that changes to committee assignments has caused a shortage in the Rental and Pool & Arena committees. Barb volunteered to join the Rentals committee.

MOTION: Moved by David and seconded to accept the revised committee choices for 2016-17. **CARRIED**

Alison will redo the table to list the members by surname first.

5.5 Support for Donald Wong's Canada 150 project proposal

MOTION: Moved by Barb and seconded that the Board support the Canada 150 project proposal as outlined in the draft letter on the proviso the Society provide copies and not originals of the historical materials. **CARRIED**

Kathleen will make the necessary changes to the draft letter.

BREAK: 8:28pm – 8:40pm

Casey left the meeting at 8:30pm

6. ITEMS FOR DISCUSSION

6.1 Permaculture Garden for KCCS

The former PB Planner, Jason Hsieh, has left his position and has not been replaced. We have had no communication with PB and therefore negotiations on the License Agreement have not progressed. This project is at a stalemate until PB provides a liaison in this department.

Robert followed up with Keiko on two items carried over from last month. Keiko provided a verbal response:

1. Identify budget and other cash resources
 - Keiko advised that Neighbourhood matching NMF/NSG has not been applied for.
 - Community Amenities Fund (CAC) Grant will be applied for mid-May.
 - Other funding sources are expected to be generated by fund raising and volunteer hours.
 - Keiko is open to take direction from the Board.

Robert recommended that we table the Permaculture Garden until the Community Engagement Committee can obtain the CAC grant or some other solid funding that will match the equivalent revenue the Society is being asked to provide.

2. Process used to hire the gardener
 - Keiko advised there was no formal hiring process undertaken for the gardener assigned to the Permaculture Garden. He was chosen under the grant proposal as a volunteer.
 - Following Board approval of \$5,000 for expenses and the hiring of a gardener, Keiko drew up a contract to satisfy the request of the Executive because the gardener had to be a contractor, not a volunteer receiving an honorarium.
 - Keiko confirmed that no one has been hired for the garden.

6.2 Importance of setting measurable committee goals

All committees are requested to produce no less than two measurable/achievable goals that match the committee's terms of reference and meet the Society's mission and goals in time for the May Board meeting.

6.3 Needs Assessment update

Melina reported on the Community Needs Assessment (CNA) work over the past fortnight and touched on highlights from Don Munton's report, which was circulated at the meeting:

- Lead by Humaira, the CNA undertook their first "pilot" project at the Play Palace where KCCS offered free entry from 5-7pm on April 18. The CNA team successfully captured over 60 surveys.
- Over 100 surveys were done on Kerrisdale Days on April 23 at the KCCS Booth
- These pilot surveys are helping the committee hone their skills leading up to the major "exit survey" in June. Overall, the public reaction to the interviewers has been quite positive.

6.4 Kerrisdale Days: April 23

Robert noted the success of Kerrisdale Days that provided a steady stream of passers-by in front of CIBC:

- Our primary objective was to continue with the survey. The public were very willing to stop and talk to our Board members, and 104 surveys were taken.
- Austin Su replaced Robert blowing up balloons most of the day.

6.5 Celebrating Norm's 15 years at Kerrisdale CC Society

Norm's last day is this Friday, April 29. We need a couple of volunteers to help plan a farewell luncheon on Sunday, May 15. Anyone interested is to send a note to Kathleen.

6.6 Board BBQ Organizing Committee

The annual KCCS Board BBQ will be held on July 20 to thank the full-time staff at the centre. We need an organising committee 2 or 3 people on the panel. Alex has volunteered his house for the venue.

7. PENDING ITEMS

7.1 Community Engagement Minutes – June and October 2015 not yet submitted

8. IN-CAMERA MEETING

In-camera Meeting: Not required

9. ADJOURNMENT: The meeting adjourned at 9:20 pm.

NEXT MEETING: May 25, 2016 at 7:30pm.

UPCOMING EVENTS:

Program Committee	Wednesday, 04 May 2016 – 7:00 pm
Executive Committee	Wednesday, 11 May 2016 – 7:30 pm
Board Meeting	Wednesday, 24 May 2016 – 7:30 pm
Park Board Meeting	Monday, 2, 16 & 30 May 2016