

**Board of Directors Meeting**  
**of the**  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday, 24 August 2016 at 7:30pm**

**MINUTES**

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

**1. Call to order and Welcome**

The meeting was called to order at 7:30 pm

**1.2 APPROVAL OF AGENDA of August 24, 2016**

The Chair moved decision Item 5.6 to be the second item for decision and added two items at the request of members as follows:

- 6.3 Board Development Committee (BDC) Fall Training – Duncan
- 6.4 Kerrisdale Days – Robert

**MOVED** by Alex and seconded, that the Agenda be adopted as amended. **CARRIED**

2. Items for Information (under the Consent Agenda) were circulated by emailed prior to the meeting.

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

**3.1** Item 2.16 Committee Goals update as at 2016-08-24. Robert noted that the Arena and Pool's committee goals were listed in their June 30 minutes, found on page 27 in the package.

Alison will amend the 2016-17 Committee Goals to include the Arena and Pool Committee's objectives as listed.

**4. STANDING ITEMS**

**4.1 Commissioner's Report – Casey Crawford**

There were no reports or discussions. Casey did not attend the meeting.

**5. ITEMS FOR DECISION**

**5.1 Approve Consent Agenda – Motion to adopt Item 2 as presented**

**MOVED** by Alex and seconded to accept the Consent Agenda of August 24 with amendments to Item 2.16.  
**CARRIED**

**5.2 Review Society Budget 2016/17**

Angel presented the proposed budget for 2016/17, fielded questions from the floor and clarified that the 2<sup>nd</sup> and 3<sup>rd</sup> columns contained comparative and estimated actual figures from 2015/16. For the most part, the budget is consistent with last year except for the following:

- Replace "lobby play areas" with "activity wall panels" under capital purchases for Program Committee

- Building Maintenance budget remains at \$12k and includes: Repair and maintenance, sound system equipment and portable movie screen that are listed as separate line items. Note that insurance for the van is no longer under this budget and has its own line item of \$2,400 in 2016/17
- Unspent Archiving & Digitizing budget will roll over to 2016/17. Note that "J. Dier" is to be deleted
- Seniors Council budget is a new line item for 2016/17. Note change "Committee" to "Council"
- Board Development budget is under Annual Conference and has decreased \$2.5k on last year
- A motion to amend the brochures & printing budget was raised and discussed:

**MOVED** by Robert and seconded to adjust the budget for the brochures and printing costs from \$87, 485 to \$81k. **CARRIED** (1 opposed)

**MOVED** by Angel and seconded to accept the proposed budget for 2016/17 as amended. **CARRIED**

Following the adoption of the amended budget for next year, all committees were urged to exercise prudence and critically explore areas where costs can be contained. We need to reduce or work smarter with current practices in an effort to reduce expenditure or increase revenue by 5-10%. Both Ali and Angel will be working on a project to realign the budget so that all committees are responsible for their fiscal budgets. We are heading into some difficult financial times ahead with the impending ActiveNet fees. Cost control and an increase in our program fees cannot be avoided.

**MOVED** by Robert and seconded that each committee develop a proposed strategy for reducing its budgeted expenditure and/or increase revenue by 5% and report back to the Board in November. **CARRIED**

Angel will send out the Master Budget working document to the Board. She left the meeting at 8:20pm.

### 5.3 Revised Youth Committee TOR

Oscar commented on the revitalisation of the Youth Committee over the past 12 months and the need to revise the terms of reference to reflect its current goals. This version succinctly outlines the scope of accountabilities and specific responsibilities and is in alignment with the Society's mandate to ensure that the Committee's decisions support financially sustainable operations.

**MOVED** by Oscar and seconded to approve the revised terms of reference for the Youth Committee. **CARRIED**

### 5.4 Rental Policy: Use of KCC Facilities by External Groups

Robert reported that over the past three years, the Rentals Committee has been under performing, only meeting once or twice that has resulted in rental revenues to drop from \$35K to \$25k. There has been no critical review, analysis for rental scenarios, targets or data to draw from. This new policy will enable the committee to have a working structure to take on additional tasks, other than reviewing rental fees. They will be able to market our rentals spaces more effectively and potentially bring in a significant source of revenue moving forward.

It was highlighted that our new Programmer, Hardeep Bassram formerly managed the rental facilities at West Point Grey. External facilities that included Aberthau Mansion, gymnasiums, pool and other additional facilities brought in an annual revenue of \$250k. We look forward to learning from Hardeep's experience to reinvigorate our Rentals Committee.

**MOVED** by Robert and seconded to accept the Rental Policy: Use of KCC Facility by External Groups as presented. **CARRIED.**

### 5.5 Revised Rental Committee TOR

- The revised terms of reference have been modified slightly since June

- It was reviewed by both the Rentals and Executive committees
- It requires one more Director on the committee
- It that has been set a revenue goal of \$35k that does not include rent from Play Palace.

**MOVED** by Robert and seconded to adopt the revised Rental Committee terms of reference as presented.  
**CARRIED**

**5.6 Revised Community Engagement Committee (CEC) TOR**

Melina led the integration process of bringing two very different versions of the CEC TORs that was presented to the Board in June. An agreement was reached on August 22 that was acceptable to both parties.

**MOVED** by Melina and seconded to adopt the revised Community Engagement terms of reference as presented.  
**CARRIED**

**BREAK** 8:39 pm – 8:50 pm

**6. ITEMS FOR DISCUSSION**

**6.1 Board meeting format** – Consent Agenda Review Responses (tabled at the June meeting)

Due to Board members lack of preparedness, it was agreed to postpone this item till September. In the interest in reducing expenses, members were asked to refer to their June package but out of necessity, Alison will have to print out the documents again. There was also a request to obtain the draft Board minutes two weeks earlier. This will be action immediately.

**6.2 Community Needs Assessment** – responses to the recommendations of 2005 Needs Assessment Cmt Humaira reported that committee “Action Plans” addressing the recommendations of the 2005 Needs Assessment are still outstanding from the **Building Maintenance, Community Engagement and Program Committees**. The CNAC aims to finalize the report and present it to the Board in September.

**6.3 Board Development Committee (BDC) Fall Training** – JOA Consultation Workshop

Duncan presented the rationale for a proposed 3-hour workshop in the fall to address the **JOA Consultation** process. Our Board needs to hold an informed discussion on what actions and options are available to us in regard to the pending JOA final document:

- a. What the components are?
- b. What the implications are?
- c. Posing the question for what actions we would be considering in regard to the package?
  - Accept and sign
  - Reject and wait for something to happen
  - Reject and revert back to our court case

<b>Date</b>	Aimed for October and some have suggested earlier
<b>Participants</b>	Board members, Alison, Susan, Casey and Reps from other CCAs
<b>Agenda</b>	Background and history of the KCCS and JOA. Present one or two different one-page bulleted background documents that would become a matrix for questions
<b>Brainstorm</b>	PB stated objectives/outcomes and how to respond and draw on members of the Executive on new and old processes and what’s important to us
<b>Value</b>	Educating the Directors of the implications of a pending JOA that will emerge from the three sessions in September

Duncan will send out some suggested times for the Board to provide feedback.

#### 6.4 Kerrisdale Days – September 9<sup>th</sup> and 10<sup>th</sup> (Saturday)

The last booth theme centred on our Needs Assessment Surveys and was successfully conducted by volunteers and members of the CNAC. This time, however, we aim to promote our failing taekwondo program and promote “**Martial Arts**” as the theme at our Centre and planned to:

- Have Instructors put on a demonstration
- Promote and give away our Fall brochure featuring “Martial Arts” programs at Kerrisdale CC
- Enlist volunteers to man our booth from 10-2pm.
- Anne, Mary Anne and Melina have volunteered so far.

Robert will send out a schedule asking for more volunteers.

Jennifer and Hardeep left the meeting at 9:15 pm

7. **Pending Items:** Not discussed.

8. **In-camera Meeting:** 9:15 pm – 9:58 pm

9. **ADJOURNMENT**

The meeting adjourned at **9:58** pm.

**NEXT MEETING:** September 28, 2016 at 7:30 pm

#### **UPCOMING EVENTS:**

Program Committee	Wednesday, 07 September 2016 – 7:30 pm
Seniors Council	Monday, 12 September 2016 -
Executive Committee	Wednesday, 14 September 2016 – 7:30 pm
Finance Committee	Wednesday, 14 September 2016 – 6:00 pm
Board Meeting	Wednesday, 28 September 2016 – 7:30 pm
Park Board	Monday, 19 September 2016
Community Engagement	Thursday, 1 September 2016 – 6:00 pm
Board Development Cmt	Wednesday, 07 September 2016 – 5:00 pm
Youth Committee	Wednesday, 07 September 2016 – 7:00 pm
Program Committee	Wednesday, 07 September 2016 – 7:30 pm
Seniors Council	Monday, 12 September 2016 – 1:00 pm
Executive Committee	Wednesday, 14 September 2016 – 7:30 pm
Finance Committee	Wednesday, 14 September 2016 – 6:00 pm
Community Needs Assessment	Monday, 26 September 2016
Board Meeting	Wednesday, 28 September 2016 – 7:30 pm
Rental Committee	Tuesday, 4 October 2016 – 7:00 pm
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Park Board	Monday, 19 September 2016 – 7pm PB (JOA)
Presentation and	
Consultation Sessions	Saturday, 10, 17 and 24 September 10am to 2pm
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Kerrisdale Days	Saturday, 10 September (Volunteer 10am to 2pm)
Arbutus Greenway Update &	
Public Consultation	Thursday, 22 September 2016 – 7:00 pm
World Thrombosis Day	Thursday, 13 October 2016