

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 22 August 2018 at 7:00 pm

MINUTES

Present: Robert Lockhart (chair), Kathleen Bigsby, David Eaton, Michael Tjaya, Duncan Ainslie, Oscar Bisnar, Melina Hung, Jumy Ogunsola, Kathy McKay, Keith Stoner, Humaira Akhtar, Anne Monahan, Arjan Grewal
Regrets: Melissa Woo, Marie-Noelle Savoie, Fred Jay, Daniel Conrad, Keiko Honda, Morag Pansegrau, Casey Crawford, Susan Mele
Staff: Lee Tarrant
Recorder: Alison Verghese

1. Call to order and Announcements

The meeting was called to order at 7:02 pm. Robert welcomed everyone back from summer holidays and acknowledged Fred who is at home, sick.

1.2 APPROVAL OF AGENDA

Michael asked to move the budget item from discussion (item 6.2) to decision (item 5.8).

MOTION: MOVED by Oscar and seconded, that the agenda be adopted as amended. **CARRIED**

2. STANDING ITEMS

2.1 Commissioner's Report – Casey Crawford

- The July Park Board Liaison report arrived late and was circulated at the meeting.
- Casey could not make tonight's meeting and sent his response to last month's query. What portion of PB finance is funded by the city and what portion is funded by PB fees? *Answer: 38% funded by PB fees and will now be 48% for 2018-19.*
- Robert will write to Casey to ask for the budget in dollar amounts from the city. PB fees are expected to cover a significantly higher portion of the budget. Why has PB funding been cut?

2.2 APG Minutes – Chair

The APG minutes of May 3 at Trout Lake CC are in the consent agenda. Any questions here or related to the City-Wide Planning meeting should be directed to Robert. Minutes or notes still have not been released from June.

3. Items for Information (under the Consent Agenda) were circulated by email prior to 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

MOTION: MOVED by Kathleen and seconded to approve the consent agenda, as presented. **CARRIED**

5.2 Executive Committee revised TOR – Robert

The current terms of reference from 2012 and the proposed revised document were included in the package for comparison. There were no further question or discussion. This process was done successfully by email.

MOTION: MOVED by Kathleen and seconded that the proposed changes to the Executives Committee terms of reference be adopted as presented. **CARRIED**

5.3 All Candidates meeting budget and progress (Sept 20) – Robert

- The auditorium is booked and there are no conflicting dates from other community centres. The number of council member candidates currently stands at 38.
- Promotion: KCC website, social media, Society bulletin and reader boards, eNewsletter and KBA
- Advertising: joint advertising with other CCAs and list the dates of all the other venues and meets
- We need about 10 volunteers for this date. A This meeting needs to be well staffed and we won't have a Board meeting before this date. Kathleen will email a sign-up sheet and connect with the Youth Committee for extra volunteers.
- Candidates will be given 3-mins to respond to a set question, plus questions from the floor.

MOTION: MOVED by Kathleen and seconded to approve budget of \$2.5K for promotion and administration costs related to the City Council candidates meeting set for September 20th, 2018 as recommended by the Executive Committee. **CARRIED**

5.4 KCCS Meeting Procedures Policy – Kathleen

- Charlotte Arday and Kathleen led the research and draft proposal of the new Meeting Procedures policy. It has also been fine-tuned by the Executive Committee.
- The Scope and Purposes of this policy applies to Board committees, Board of Directors and meetings of members.

MOTION: MOVED by Kathy and seconded to approve the Meeting Procedures policy as presented.

- Melina reported that the Youth Committee approves their minutes through Google Docs and there was discussion around this.

AMENDMENT TO THE MOTION: MOVED by Melina and seconded to approve the Meeting Procedures policy excluding Clause 3D. **CARRIED**

The Executive Committee is to revise clause 3D and present it to the Board for approval

5.5 Electronic Approval of Committee Minutes – Robert

It was agreed to table this item until next month. We were actually looking at rescinding this document, but will be contingent to the rewording of clause 3d in the above new policy.

MOTION: MOVED by Kathleen and seconded to table this item for further review. **CARRIED**

5.6 Delegation of Duties – Robert

All the duties that are listed have not changed since the signing of the new agreement. It demonstrates the level of cooperation in running this centre and shows how PB does a great deal of work on behalf of the Society. It's a documentation of the relationship and commits PB to do certain things on behalf of the Society. Informally, this has been the relationship for decades and this document simply formalizes it.

MOTION: MOVED by Duncan and seconded to approve the Delegation of Duties document as presented. **CARRIED**

5.7 Property Insurance – Robert

- Property insurance is considered very low risk. Robert asked Susan if she could recall any historical claims of community centre associations for losses, anywhere in the city, and she could not.
- Two quotes were obtained by Robert for content insurance on our property assets valued at \$1.5m:
 1. Shaw Sabey: quoted \$6K with \$1K deductible or a few hundred dollars less if we increased our deductible to \$5K. There is no cap but they would not reduce our coverage below \$1.5m.
 2. Cooperators: quoted \$2,300 (\$5K deductible) or \$2,482 (\$1K deductible). It was noted that our building is quite segmented with three distinct areas that are separated with fire walls.

Following a lengthy discussion, there was consensus for the Executive to complete the task and make the final decision on insuring the Society's property assets. Robert will have a sit-down discussion with the Cooperator's agent for a clearer understanding of what we are buying.

Note: Robert also contacted Daniel Conrad's lead who turned out to be primarily interested in coverage for the film business.

Break 8:05 pm - 8:15pm

5.8 KCCS Budget for 2018-19 – Michael

A motion to approve the 2018-19 draft budget was considered; however, following discussions it became clear that revisions and follow ups are required in the following areas:

- The level of detail was lacking in some committee requests. For example, Michael was able to speak to Anne and has allocated the same budget as 2017-18. This money, year to date has not been spent. Some committees have not used the new template that would show these details.
- CEC and Youth Committees did not submit their budgets. Robert proposed that if a committee did not submit a budget with a cost breakdown, their budget is zero.
- The projected revenue is a concern as it maybe too optimistic at 6% increase.
- Michael will rework the budget proposal and correspond with committee chairs to provide a complete budget using the template. This will come back to the Board for approval in September.

Off topic discussions noted:

Michael provided a quick update on the Finance/Program ad-hoc committee's review of our program fee structure. Our program fees will be compared against Dunbar, Kitsilano and Marpole-Oakridge and a report with comparative prices will be presented to the Programmers for feedback. 24 programs have been identified as "high demand with waitlists". Oscar suggested that we should compare ourselves against similar sized community centres, such as Killarney or Hastings rather than ones located near to us.

Keiko had a follow up question regarding our capital investments. Since Michael's report on ethical investment, we have stayed to what we know because the ethical companies charge higher fees. Keiko requested that we should be up to date on this as a principle.

6. ITEMS FOR DISCUSSION

6.1 Finance Monthly Reports (ending June 30, 2018) – Michael

- Compared to last year, Program revenue is down \$8K. Pre-school and Aerobics are still under performing.
- Since signing the new JOA, contingent liabilities was reduced to reflect payment the Group 1 invoice. Any excess will be transferred to operations in July.
- Aerobics drop in enrolments could be attributed to the loss of adult participation. The 2016 census data for residents [25-45yrs] in our area is down on 2011 and down further on 2005. A declining adult population, strong children's and seniors' demographics appears to be the current trend here.
- We have been investing \$75,000 per quarter in the two EFT's as approved by the Finance Committee.

6.2 Free and Subsidized Programming – Robert

The free and subsidized programs will be reduced from four to three programs: Lunch, Opera Zone and Social Recreation which will includes table tennis, snooker and the Youth Room for adults.

- Robert has been working with Susan to develop a new punch card "S- L-O" for the three categories above.
- Patrons who don't want to be members can purchase an SLO punch card that will start September 1st.
- How can we continue to recognise seniors who are 90-years and over, when we use to give them free memberships? There is now nothing exclusive when all memberships are free.

- Lee noted there are about 140 seniors in this group. Following a brief discussion, the Board decided that we would let them choose one activity for free from the SLO punch card.

Keiko left at 8:46pm

6.3 Mix & Mingle Social Event (Sept 5) – Kathleen

Everyone should have received an invitation today. The venue is at the centre, room 109 from 4:30 to 6:30 pm. Arjan, Duncan and Kathleen have volunteered to help set up from 4 pm. This is not a formal event and everyone was asked to wear their name tags.

Alison will follow up with Duncan re: inviting the new Librarian downstairs.

6.4 Volunteer of the Year Award – Robert

- We ran this past the Board last meeting and if we are going to have a Volunteer of the Year this year, we need to know names by the November Board meeting.
- Melina, Arjan and Kathy volunteered to form the ad-hoc committee. Melina invited the Board to assist by putting forward any suggestions. Jen Takai is also a good resource for nominations from the Seniors area.
- Alison will forward past information for the committee for consideration.

6.5 Kerrisdale Days - September 8– Robert

A sign-up sheet was circulated during the break and a number of board members volunteered. We now have adequate Board coverage and will seek youth participation through our new Youth Leader, Nataly Kaufman and Oscar. Susan will have posters displayed.

Lee left the meeting at 9:02 pm

In-camera Meeting: Not held

9. ADJOURNMENT

The meeting adjourned at 9:02 pm

NEXT MEETING: 7:00 pm - September 26, 2018.

UPCOMING MEETINGS AND EVENTS:

Youth Committee	Tue 28 Aug - 7:00 pm	CEC	Wed 12 Sept - 5:00 pm	
Youth Committee	Tues 04 Sept - 7:00 pm	Finance Committee	Wed 12 Sept - 6:00 pm	
Program Committee	Wed 05 Sept - 7:00 pm	Executive Committee	Wed 12 Sept - 7:30 pm	
Seniors Council	Mon 10 Sept - 1:00 pm	Communications	Mon 17 Sept - 7:00 pm	*

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Park Board Mon 23 July & Sept 2018

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____