

**Board of Directors Meeting**  
**of the**  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday, 25 August 2021 at 7:00 pm | Via Zoom online**

**MINUTES**

**Present:** Kathy McKay (chair), Kathleen Bigsby, David Eaton, Humaira Akhtar, Oscar Bisnar, Morag Pansegrau, Mani Bala, Joshua Yoon, Joyce Fung, Keiko Honda (arrived 7:52 pm)  
**Regrets:** Fred Jay, Anne Monahan, Dorothy Chang, Robert Lockhart, Edward Quan, Jonathan Cheung, Adam Dipinto, Emma Vinnitsky  
**Staff:** Ian Broadbent  
**Commissioner:** John Irwin  
**Recorder:** Alison Verghese

**1. Call to order and Welcome**

Kathy called the online meeting to order at 7:12 pm.

**1.1 APPROVAL OF AGENDA**

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

**2. STANDING ITEMS**

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

John provided a brief report on Park Board activities over the summer and fielded questions:

- Residential School System and First Nations Children: John put forward a motion to fund an Aboriginal Healing and Cultural Centre in CRAB Park. It passed unanimously and will be incorporated in the City's 2022-25 capital budget. Staff will also look for funding from other levels of government for this project.
- Seniors: Another Park Commissioner put forward a motion for seniors' safety in a climate emergency for the vulnerable and isolated impacted by this year's heatwaves.
- Stanley Park: Organisers of the Vancouver Triathlon have cancelled the run portion of the race through the park this year following a string of coyote attacks. Staff and Commissioners are working with academics and a team of conservation officers to address the coyote problem. John advocated for 40 animal-proof waste bins to hopefully improve the situation.  
- The temporary bike lane is in place.
- Masks: PB's policy on masking will be reverting back to the previous regulations where masks are required, except while engaged in physical activity and other caveats noted by Ian.

John left the meeting at 7:21 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)**

David and Humaira elaborated on the Building Maintenance minutes of July 12 with an update on the exterior lighting. The winning quote for the contract came in under our \$13K budget at \$8,242 (inclusive of labour, material and hazardous waste removal) from Houle Electrical.

Four lights will be mounted on the roof to shine down on the mural panels and to prevent birds from perching on top of the lights, a bird deterrence or spikes will be installed at an additional cost. Work is expected to be completed end of October.

## 5. ITEMS FOR DECISION

### 5.1 Approve the Consent Agenda – Chair

**MOTION:** Moved by David and seconded to accept the consent agenda, excluding the Building Maintenance Committee minutes of July 12 as presented. **CARRIED**

### 5.2 Board BBQ on September 22 – Kathy

After a survey of the Directors by the BBQ Committee, Kathy announced the KCCS Board BBQ cancelled. Half the Board were not comfortable in attending in person. We needed a minimum of 20 people in attendance to make the catering cost-effective.

### 5.3 New Community Member application – Joshua

New candidate, Juno Yoon's impressive CV was circulated in the Board package prior to the meeting. Joshua spoke to his strengths and expressed how his experience in IT and customer service could support and innovate our technology workshops. Juno is a local who went to Point Grey Secondary. He wants to help the community and use his skills to improve and expand our future tech workshops and programs for all ages.

**MOTION:** Moved by Josh and seconded to approve Juno Yoon as a Community Member on the Youth Committee. **CARRIED**

### 5.4 2021-22 KCCS Operating Budget – Kathleen

The 2021-22 budget was presented in the Board package for review and approval as the fiscal year ends on August 31. Kathleen fielded questions and provided some highlights from the projected budget:

- We are projecting a significant excess of expenses over revenue and have been quite conservative in the projected revenue. At the time of preparing the budget, we were expecting to be fully operational by September but are not sure as we are closing back up again due to the current rise in infection rates.
- The Finance Committee has committed to reviewing our financial position at the end of December with the potential to reassess the budget if conditions change.
- We have miscellaneous revenue coming in as federal wage subsidies that will continue for the next two months and the Group 1 projection of \$465K will be adjusted to the hours of operation.
- Capital Purchases of \$66K from the Building Maintenance, Program and Seniors Committees are tallied together by our Accounting Manager this year.

**MOTION:** Moved by Kathleen and seconded to accept the proposed fiscal 2021-22 budget as presented. **CARRIED**

Kathleen thanked everyone and hopes that revenues will be higher and expenses lower than forecasted.

Keiko noted that CEC's budget was not included in the proposed 2021-22 budget. Kathleen sent the first draft back asking for it to be submitted on the preferred template for Ali. Kathleen will check her emails to see if she received the final request on July 10.

## 6. ITEMS FOR DISCUSSION

### 6.1 Finance Monthly Reports for the period ending June 2021 (covering Spring session) – Kathleen

Any questions about the June financials will need to be postponed as the statements were not available for Kathleen to report on. She was experiencing computer issues and had called into the meeting but was able to field some general questions about our online programming, which will shut down on August 31.

- Some of our instructors were employed, which helped them maintain contact with their students. Only a couple of instructors wanted to continue online. Most preferred in-person instructions and found the online experience remote and not nearly as satisfying as face-to-face. Only one instructor preferred online and she was teaching one-on-one.
- We did meet the needs of almost 500 people who participated in our online programming from September 2020 and August 2021.

- Natalia Ramirez and formerly Melissa Woo were hired as our online administrative support staff as we had no support from the centre programmers. The KCCS online program was not an initiative approved by Park Board or the City.

**6.2 2021-22 KCCS Meeting Structure – Kathy**

Kathy will send an email out tomorrow to gauge Director's opinion about meeting under a hybrid model.

- Ian reported that there will be a meeting with Park Board tomorrow to discuss how the vaccination passports are to be rolled out on site and how they can be managed. We will have a lot of work ahead of us leading up to the September 13 implementation as we may have people registered for fall programs that have not met the vaccination requirements.
- Masks are now required in the centre but not while undertaking physical activity. The 2m social distancing requirement has not been reinstated yet. Any changes to the safety guidelines for distancing measures will be announced by the PHO on September 7. Ian is assuming that the majority of our fall programming (80-90%) will remain unchanged but the seniors’ lunch, room capacity and singing or song-based programs may be impacted.
- Previous one-way directional traffic may be required again if we have to verify everyone coming into the building. Access into the building may be restricted to one entry door to funnel people into the building through one location but we do not know all the details yet and will need time to plan the logistics.
- High touchpoint cleaning requirements are no longer mandatory under the safety guidelines. However, we have decided to continue the practice of hourly cleaning and at the end of the day here at Kerrisdale.

**6.3 KBA Kerrisdale Days - Saturday, Sept 11 – Kathy**

The Kerrisdale Business Association (KBA) will go ahead with its annual Kerrisdale Days event this year, albeit more low-key than usual. There will be a movie night in Elm Park on Friday and limited sidewalk sales on Saturday. As recommended by the executive, we want to signal that we are back in business.

Kathy will send an email out with a schedule for volunteers to sign up for 1 to 2 hours on our booth in front of TD Bank. Kathleen, Kathy and Mani expressed interest to sign up, to begin with. David regrets that he will be away.

**7. PENDING ITEMS**

- 7.1** Kathy reminded members of the Community Garden, Parks, Rentals and Seniors Council to submit their 2021-22 committee goals for the September meeting.
- 7.2** Kathy will be in touch with a few committees about to Communities for Climate Hope initiative.

**8. ADJOURNMENT:** The meeting adjourned at 8:11 pm

**9. NEXT MEETING:** Wednesday | September 22, 2021 at 7:00 pm online.

**UPCOMING MEETINGS AND EVENTS:**

|                |                      |            |                       |
|----------------|----------------------|------------|-----------------------|
| Program        | Wed 1 Sept - 6:30 pm | Finance    | Tue 14 Sept - 7:00 pm |
| Executive      | Wed 8 Sept - 7:30 pm | Youth      | Tue 14 Sept - 7:00 pm |
| Communications | Mon 6 Sept - 7:00 pm |            |                       |
| APG            | Thur 9 Sept          | Park Board | Mon 20 Sept           |

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

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