

**Board of Directors Meeting**  
**of the**  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday, 26 January 2022 at 7:00 pm | Zoom online**

**MINUTES**

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

**1. Call to order and Welcome**

The online meeting called to order at 7:01 pm. Kathy welcomed everyone to the first Board meeting of 2022.

**1.1 APPROVAL OF AGENDA**

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

**2. STANDING ITEMS**

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

John welcomed everyone back from the holidays and highlighted Park Board activities from the past month:

- The damage from the January 7 king tides and storm caused extensive damage to English Bay, the southern shore of Stanley Park, Kits beach, and around the pool. The Kits Showboat flooded, resulting in equipment loss to the club and Jericho Pier was damaged. Staff will assess and review the damage and seek public consultation for innovations to rebuild for a projected sea-level rise of 50cm by 2050.
- PB passed a motion for the Co-Management of Parklands exploration with the Musqueam, Squamish and Tsleil-Wathuth nations, which may have an effect on Kerrisdale in the future.
- PB discussed the Community Centre renewal process at the APG and noted how the recent coastal damage could impact the City's Capital Plan without the funding assistance from provincial and federal grants governments.
- The Alcohol in Parks Pilot report was released and identified maintenance, litter, waste, recycling management and signage as areas for improvement. PB will vote on February 7 to decide on extension and next steps this year, given the lessons learned from the key findings in 2021.
- Following last summer's deadly heatwave, PB has been working closely with the COV to increase citywide tree canopy, especially in the downtown east side. In addition, Communities for Climate Hope (CC4CH) will liaise with community centre representatives to align CCAs with the City's Climate Emergency Plan and Sustainability on climate change.

John also noted that Park Board's acknowledgment of Kerrisdale for hosting a Covid-19 Vaccination Clinic. He is very impressed by all the hard work volunteers and staff have done to serve our seniors and community. Click on the link to access January 24 PB Minutes online:

[https://parkboardmeetings.vancouver.ca/2022/20220124/MINUTES\\_PB-20220124-Board.pdf](https://parkboardmeetings.vancouver.ca/2022/20220124/MINUTES_PB-20220124-Board.pdf)

There were no questions for John. He left the meeting at 7:13 pm.

Keiko and Joyce arrived online at 7:05 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)**

Not discussed

**5. ITEMS FOR DECISION**

**5.1 Approve the Consent Agenda – Chair**

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

**5.2 2020-21 Audited Financial Statement**

Kathleen apologized for the very late delivery of this report that the auditors signed off late last night. The Finance Committee will follow up on the process to ask how we expect the Board to approve an 18-page report they have had very little time to review.

The general overview is that we are actually in better financial shape than expected. The comparable between 2021 and 2020 was summarised thoroughly with highlights as follows:

- **Assets** were up \$300K last year, due partly to increased program activity and performance of our investments in exchange-traded funds.
- **Net Assets:** we bought some equipment this year, primarily for the Seniors' Kitchen. Revenue was under expenses, but nothing noteworthy to report.
- **Statement of Operations:** program activities brought in \$580K, slightly over half the revenue of 2020, even though we were closed for about four months in 2020.
- **Revenue:** We received about half the income of the last fiscal year. It included the forgivable portion of the \$60K loan (i.e., \$20K) borrowed from the federal government under the Canada Emergency Business Account loan and Wage subsidies that we were entitled to apply for our permanent staff. As a result, revenue was about \$20K less than last year.
- **Rental revenue** was up from 2020 due to rent paid by the VCH for the Vaccination Clinic.

The Board thanked Kathleen for her comprehensive presentation of the AFS and fielding questions and comments throughout the document.

**MOTION:** Moved by David and seconded for the Board to accept the presentation of the Audited Financial Statements dated August 31, 2021, to the AGM as presented. **CARRIED**

**MOTION:** Moved by Kathleen and seconded that the Board of Directors recommend to the membership that it approve Tompkins Wazny LLP as the Society's Auditors for 2021-22. **CARRIED**

**5.3 COV Covid-19 Mandatory Vaccination Policy – Kathy/Kathleen**

Included in the package were some of the working documents outlining the activities leading up to the rollout of our new mandatory vaccination policy.

- The Board passed a proposed motion by electronic vote (11 in favour, 1 abstention and 4 directors did not vote) to adopt the City of Vancouver's Mandatory Vaccination Policy as its own. It covers all employees/volunteers age 12 and over and members of the Board of Directors. Additionally, the COV Third Party Mandatory Vaccination Policy for all KCCS contractors/instructors and affiliated groups is subject to satisfactory additional indemnification from the COV to cover any anticipated compliance challenges.
- We will not be using the Contractor Acknowledge Form PB developed for our contractors in the package.

- February 18 is the firm date set by the City for this policy to take effect. From February 4 up until this date, everyone will have to have been cleared for work by either being fully or partially vaccinated with a 60-day grace period to become fully immunized.
- Kathy and Ian sent emails notifying all of those mentioned above of the new compliance. Ian will also handle all email and personal complaints and objections. However, if it concerns the Board's decision, he will direct it to Kathy.
- There will be an accommodation process for exemptions, typically those on medical grounds and based on medical information, which the City is still establishing. Technically, an instructor can teach with this exemption, and the centre will discreetly implement added safety controls and protections like additional Plexi-shields, increased distancing, air circulation etc. However, should classes be held in a smaller space, a discussion may need to be negotiated and readjusted with the instructor.
- PB is not allowed to reveal any individual's vaccination status or disclose anyone's medical information. We would only use the term cleared or uncleared for work. A member reported that one religion is legally exempt, but Ian has not come across this yet and will look into it further.
- The next step will be for staff to follow up with the contacts to set up a time to verify their vaccination status. Starting tomorrow, Ian will lead the process to follow up with corporate contractors because it involves more paperwork. We have now until February to check everyone's vaccination status.

Kathy thanked Ian for all the work he has done to get us to where we are in this process in such a short time.

#### **5.4 Signing Authority Policy – Kathleen**

The current Signing Authority Policy was last approved in 2016 and therefore came up for renewal by the Finance Committee to ensure it is in keeping with the purpose and scope after 5-years. Both versions (current and revised) were included in the package for review.

**MOTION:** Moved by Kathleen and seconded to approve the revised Signing Authority Policy as presented. **CARRIED**

#### **5.5 Communications Committee TOR – Kathleen**

The original document was developed in 2016 and has come up for review at the 5-yr mark. The changes are more in wording to make it concise and straightforward. Essentially, it sets out what the Communications Committee is responsible for and its primary responsibility and accountabilities.

**MOTION:** Moved by Kathleen and seconded to approve the revised Communications Committee Terms of Reference as presented. **CARRIED**

#### **5.6 AGM Agenda & Notice – Kathy/David**

The final documents presented were reviewed for distribution.

- Kathleen proposed a wording change on the agenda at Item 7, in light of the earlier motion to include Tompkins Wozny LLP as the recommended auditors.
- The membership and pre-registration process to attend the AGM were updated to reflect the online meeting.
- Alison will make the edits as discussed and send David a clean copy of the Notice to officially sign.

#### **5.7 Next scheduled Board Meeting – Kathy**

Last year, the Board agreed to drop the February meeting after the AGM. Kathy posted the question for feedback, and after a brief discussion, there was consensus to retain the 2022 Meeting Schedule and meet on February 23 to get the new Board activated as soon as possible.

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

#### **6.1 Nominations Committee Update – Kathy**

The Committee has been conducting interviews, and the momentum is picking up with two new applications received today. We promoted the Board recruitment in the program brochure, website, and eNewsletter and from feedback, the signboards in the centre appears to be the most effective.

- Incumbents and new candidates are to provide or update their bios and photos, which will display on our website and the bulletin boards in the centre.
- If an election is to take place online, it will be via Zoom Polls.

**6.2 CCA Board Development Workshop (APG facilitated) – Kathleen**

The Board Development workshop has been postponed till May 14 because of the current PHO limitations on gatherings and events.

**6.3 JOA Operations Fees - Yr 4 - Kathleen**

The report in the board package was included for information. It shows the calculation of our annual operations fee payment to Park Board for Year 4 of the JOA term. Based on our audited statement for the fiscal year ending August 31, 2020, it accounts for the first 4 months of Yr 3 @2% charge on revenue (September 1, to December 31, 2019) = \$8,303.65; and the next 8 months covers Yr 4 @2% charge on revenue (January to August, 2020) = \$16,607.30. The total Operations Fee payment plus GST for 2021 is \$24,810.95

**7. Pending Items**

None discussed.

**8. Adjournment**

Kathy acknowledged our retiring director Emma who could not make tonight's meeting tonight and former directors Robert, Adam and Val who have resigned due to personal circumstances within the past year.

Oscar called a motion to adjourn the meeting at 8:34 pm.

**9. NEXT MEETING:** Wednesday | February 23, 2022, at 7:00 pm online (Zoom)

**UPCOMING MEETINGS AND EVENTS:**

Youth	Tue 1 Feb - 7:00 pm
Communications	Tue 7 Feb - 7:00 pm
Program	Wed 2 Feb - 6:30 pm
Finance	Tue 8 Feb - 7:00 pm
Executive	Wed 9 Feb - 7:30 pm

APG	Thur 10 Feb
Park Board	Mon 7 & 28 Feb

*The Board approved these minutes of the meeting.*

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