

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, August 24, 2022 at 7:00 pm | Zoom online

MINUTES

Present: Kathy McKay (chair), Joshua Yoon, Dorothy Chang, Miran Aziz, Humaira Akhtar, Morag Pansegrau, Edward Quan (arrived at 7:35 pm), Kevin Pohlmann, Rafid Haq, Kathleen Bigsby, Oscar Bisnar, Wendy Ma, Richard Dopson (arrived 8 pm)

Regret: Keiko Honda

Absent: Mani Bala, Claire Cheung, Jonathan Cheung, Joyce Fung, Fred Jay, John Irwin

Staff: Ian Broadbent

Recorder: Alison Verghese

1. Call to order and Welcome

Kathy called the Zoom meeting to order at 7:05 pm. She waited a few minutes for John Irwin and Richard Dopson to arrive. After welcoming all those present, Kathy extended a special welcome to Richard Dopson, the new Seniors Council Chair, and acknowledged Alison's return.

1.1 APPROVAL OF AGENDA

The draft agenda was modified as follows:

- Kathleen asked to move item 6.1 KCCS Financial Reports to the consent agenda.
- Humaira asked to remove item 6.5 SC external signage on the building and noted that discussions would initially occur at the upcoming Building Maintenance Committee meeting next week.

MOTION: Moved Miran by and seconded to approve the agenda as amended. **CARRIED**

2. STANDING ITEMS

2.1 PB Commissioner's Report - John Irwin

John did not attend the meeting.

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)

None discussed.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda – Chair

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

5.2 Appointment of Seniors Council Chair to the KCCS Board – Kathy

Richard Dopson was elected Chair of the Seniors Council and, as such, will be appointed to the Board in absentia.

MOTION: Moved by Humaira and seconded to appoint Richard Dopson to the Board of Directors. **CARRIED**

5.3 All Candidates Meeting for PB Commissioners – Kathy

We are hosting an All Candidates Meeting on October 3 for Park Board Commissioners. Similar meetings were held in 2018 in the auditorium for Councillors for the municipal elections and in 2019 for the federal election. Therefore, the community is familiar with our engagement.

- Kathy called for the formation of an ad-hoc committee to plan and organise the event along with Alison. Kevin and Miran volunteered. Kathy will circulate past documents to everyone for the information. Kathleen noted that there is a lot of material for the committee to start with. They will need to consider the questions they want the candidates to answer and how many we can comfortably accommodate before invitations are sent out.
- As Chair of the Youth Committee, Joshua will also be involved because our youth volunteers usually assist on the night with tasks such as; setting up tables and chairs, running microphones and ushering people. He will add it to the Youth Committee agenda for discussion.
- Other Board members will be asked to participate and assist on the night of the event. In addition, we will need a timekeeper and others to collect and sort questions from the audience.
- Our responsibility will be to promote the event, as noted in the fall brochure and postcard drops in the Kerrisdale catchment. We will also promote the event on our bulletin boards, e-newsletter and social media closer to the date.
- Vancouver Community Centres are essential in being the centre of their communities and have hosted these events for the past 50 years. Hastings Community Centre and one other will also be hosting a similar event.

6. ITEMS FOR DISCUSSION

6.1 Board Summer Social Report – Kathleen

The report circulated in the Board package is intended as a planning document for next year's planning committee. Kathleen asked for further suggestions for improvements and to email her in the next week before the report gets filed.

6.2 Kerrisdale Days (September 10) – Kathy

We have permission to once again set up our booth outside of TD Bank on Saturday, September 10, from 9:30 am to about 1:30 – 2 pm, weather pending. The events have been subdued over the past 2-years, but the Kerrisdale Business Association (KBA) hopes to expand it back to what it was pre-Covid this year.

- Ian will ask the programmers to see if we can develop a theme.
- We learned from the Spring event that most people accessed the program brochure online.
- We will look at ordering name badges and possibly caps or shirts so volunteers can look uniform.

6.3 General Budget Review – Kathleen/Edward

Kathleen presented the proposed 2022-23 consolidated budget circulated in the Board package before the meeting. There were extended discussions and comments noted as follows:

Revenue

- 95% of our revenue in any year comes from program fees. The rest comes from rentals, investment interest and miscellaneous sources such as donations and gifts.
- We also receive two significant contributions from Park Board:
 - the facility, including utilities, maintenance and the full-time professional staff (CRS, Programmers, Office Manager and Mechanical Technician.

Expenses

- 42% are program costs (instructors and program supplies)
- 32% are Group 1 staff (front desk staff, cashiers, building supervisors, Program Assistants)
- 8% Society operations: Admin Assistant, operations fees, insurance, program subsidies and office supplies. Insurance has practically doubled in the past couple of years. This part of the budget has grown.

- 7% financial component (bank, audit, ActiveNet fees, Accountant)
- 5% are communications (e-newsletter, social media, printing. Communications Assistant etc.)
- 4% Capital expenditures
- 1% Committee expenses

FY 2022-23 Estimated Revenues: \$769,796; estimated overhead costs: \$1,042,569 + estimated capital expenses: \$70,780 = a **projected deficit of \$343,552**

Action Plan for 2022-23

The objective for this budget will be **REVENUE GENERATION**. The Finance Committee sees this as a transition year for our patronage. It is not a time to cut back but to drive further growth in our attendance.

- The pandemic has drastically shifted people's perception of security, comfort level and behaviour patterns.
- Before Covid, we always broke even or better but over the past three years, we have incurred losses which we covered from our contingency fund.
- Our ongoing challenges are twofold:
 - Encourage people to return to the Centre for programs; and provide more programs.
 - Ian noted that pre-Covid, we offered over 700 programs per season and are now hovering around 450-500 programs. Centre Programmers are working to recruit new instructors to offer new programs and more classes.
 - Exercise Classes: Our group fitness classes led by an instructor are suffering greater enrolment losses than everything else. Aerobics instructors, in general, are hard to find, and during Covid, they were unable to get certified, so drawing new instructors here is a challenge.

Assumptions for 2022-23

- The Finance Committee estimates that the actual revenue could be higher than estimated and that actual costs may be contained or, in some cases, reduced. However, we will be monitoring quite tightly and may need to amend the budget in January if our assumptions prove incorrect.
- We ask all committees to actively review activities to identify those not covering costs and take steps to change their situation for the winter.
- The Program Committee knows the programs that have a good audience and will review those that are marginal. It does an excellent job in managing their funds and is efficient with their purchasing. It will be their responsibility to identify and expand our programs to attract a new audience, instructors, session times and fees. Please bring forward any new suggestions to the Program Chair.
- Park Board has not officially announced that they will be waiving the operations fees again, but we expect that we will not be charged.
- Group 1 estimates provided by Ian are top-end estimates and assumes that all employees are paid at the maximum step wage. Realistically, this number should come down.

MOTION: Moved by Edward and seconded to adopt the 2022-23 fiscal year budget as proposed by the Finance Committee. **CARRIED**

Kathy thanked Kathleen and Edward for their detailed reporting.

6.4 Volunteer of the Year – Kathy

We were hoping to discuss this with Richard Dopson, the new chair of the Seniors Council, but he was experiencing technical difficulties online. Kathy will send more information about the recruitment process and ask for two people to join this ad-hoc committee. The last recipient was in 2019 and was invited and recognised at our annual Christmas Party.

6.5 KCCS Directory 2022-23 – Alison

The draft KCCS Directory was circulated in the Board package for review. Please email Alison to provide information missing from the directory or edits before distribution and printing at the end of the month.

6.6 Seniors Lunch Program increase – Richard

As Richard was having technical difficulties with Zoom, Edward spoke as the Board representative to the Seniors Council and noted:

- The Seniors Lunch program has not had a price increase since pre-Covid. This is not a significant increase, but it shows support for the Council to work with Board. It was recommended that a 10-meal card increase from \$70 to \$75, Daily meals from \$7.50 to \$8, and Special lunches increase from \$9 to \$10.
- The Board can accept the motion that was seconded and passed at the Seniors Council meeting on July 14 and can be effective from October 1. The program brochure will have the old prices listed.

MOTION: Moved by Oscar and seconded that the Board approved the budget increase for the Seniors Lunch program from October 1, pending approval of the minutes from the Seniors Council. **CARRIED**

7. Pending Items

None discussed.

8. Adjournment

Humaira called an adjournment, and without further discussion, the meeting adjourned at 8:42 pm.

9. NEXT MEETING: Wednesday | September 28, 2022 at 7:00 pm in person, Seniors Multi-purpose Room

UPCOMING MEETINGS AND EVENTS:

Communications	Mon 22 Aug - 7:00 pm	Finance	Tue 13 Sept - 7:00 pm
Building Maintenance	Wed 28 Aug - 5:00 pm	CEC	Wed 14 Sept - 7:00 pm
Youth	Tue 6 Sept - 6:45 pm	Executive	Wed 14 Sept - 7:00 pm
Program	Wed 7 Sept - 6:30 pm		

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____