

Board Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 25 January 2023 at 7:00 pm | Hybrid Meeting

MINUTES

Present: Kathy McKay (chair), Kathleen Bigsby, Humaira Akhtar, Kevin Pohlmann, Morag Pansegrau, Dorothy Chang, Keiko Honda, Rafid Haq, Mani Bala, Wendy Ma, Richard Dopson, Oscar Bisnar, Joshua Yeung, and Edward Quan

Staff: Ian Broadbent

Guests: Angela Haer and Eleanor Schaffer

Recorder: Olivia Selig

Regrets: Miran Aziz and Claire Cheung

1. CALL TO ORDER AND WELCOME

The online meeting was called to order at 7:17 pm, and Kathy welcomed everyone. **1.1. MOTION to begin meeting:** Moved by Richard and seconded by Edward. **CARRIED.**

2. ITEMS FOR INFORMATION (CONSENT AGENDA)

2.1. Item 4.5 “Approval of the Audited Financial Statements” was added to the agenda.

2.2. MOTION to approve consent agenda: Moved by Humaira and seconded by Kevin to approve the agenda as amended. **CARRIED.**

3. BUSINESS ARISING FROM THE CONSENT AGENDA

3.1. Richard spoke on behalf of the seniors centre to clarify requested to remove the building maintenance report from the agenda. It was confirmed the snack bar is no longer in the plan.

3.2. MOTION to accept the report of the building maintenance committee:
Moved by Kathleen and seconded by Richard. **CARRIED.**

4. ITEMS FOR DECISION

4.1. Board Meeting Minutes - Kathy

MOTION to approve the minutes from November 23, 2022 meeting:
Moved by Morag and seconded by Edward to approve the agenda as

amended. **CARRIED.**

4.2. Personnel Policy - Kathleen

-Board members were invited to ask questions over the Personnel Policy. - Clarification was asked on the frequency and timing of performance review. They will be conducted annually within two months of the contract date.

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-MOTION to approve the Kerrisdale Community Centre Personnel Policy: Moved by Humaira and seconded by Morag. **CARRIED.**

4.3. Executive Committee TOR - Kathleen

-Suggestion to replace section c) "set policy for all matters pertaining to the Society's Staff" to "administer the KCCS Personnel Policy (DATE) and set policy for all matters not addressed in the Personnel Policy pertaining to the Society's staff"

-MOTION to amend the Executive Committee's terms of reference as presented: Moved by Kathleen and seconded by Edward. **CARRIED.**

4.4. Electronic Funds Transfer Policy - Kathleen

-As it is becoming increasingly common for vendors to wish to be paid by EFT, the Finance Committee recommends expanding the EFT policy so that suppliers can be paid through this electronic mode.

MOTION to approve the changes to EFT policy as presented. Moved by Edward and seconded by Dorothy. **CARRIED.**

4.5. Approval of the Audited Financial Statements - Kathleen

-The audited statements of the previous fiscal year (September 1 2021-August 31 2022) need to be revised due to a coding error.

-There were no further questions regarding the financial statements. They will be presented at the AGM in February 2023.

-MOTION to approve the audited financial statements of Fiscal Year 2021-22. Moved by Kathleen and seconded by Edward. **CARRIED.**

5. ITEMS FOR DISCUSSION

5.1. AGM Preparation - Kathy

-Three members are not running. Seven potential candidates have been

recruited and will be attending an information session on Monday January 30 from 5:30-7:30PM.

5.2. Seniors Council Election - Kathy

-Board members were asked to assist with the Seniors Council Election on Feb 9 & 10 from 10AM - 2PM.

-Kathleen and Kathy volunteered to help.

-Action Item: Distribute biographies of prospective board candidates with current board members.

5.3. Thank you to all members up for election - Kathy

-Kathy thanked all board members for their time and efforts with the Kerrisdale Community Centre Society. She wished those well who are not running for

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re-election.

5.4. Introductions

-Eleanor Schaffer (VPL Kerrisdale Branch representative) introduced herself. -Angela Hare (Parks Board Commissioner) introduced herself.

6. ITEMS PENDING

6.1. January 11, 2023 Executive Minutes

7. ADJOURNMENT

With no further discussion, the meeting adjournment was moved by Kathy and adjourned at 8:02 pm.

8. NEXT MEETING

The next meeting will be held Wednesday, February 22, 2022, at 7:00 pm via **MINUTES** –