

**Meeting of the Board of Directors
of the Kerrisdale Community Centre Society (KCCS)
Wednesday, January 28th, 2015 at 7:30 p.m.**

M I N U T E S

Present: Kathleen Bigsby (Chair), Oscar Bisnar, Barb Mikulec, David Eaton, Alexander Cherkezoff, Anita Fashler, Fred Jay, Keiko Honda, Mary Anne Davies, Ron Stromberg
Regrets: Onno Bakhoven, Don Munton, Robert Lockhart, Bill Harris, Donald Wong
Staff: Susan Mele
Guest: Commissioner Casey Crawford
Recorder: Alison Verghese

1. CALL TO ORDER AND APPROVAL OF AGENDA

The meeting was called to order at 7:31 p.m.

MOVED by David, and seconded, that the agenda be approved as amended. CARRIED.

Additional: 6.3. Seniors Forum

2. CORRESPONDENCE/ANNOUNCEMENTS

2.1 Introduction of Commissioner Casey Crawford

Kathleen introduced our newly appointed PB Commissioner, Casey Crawford and in turn, the members of the board introduced themselves around the table. Barb presented Casey with a KCCS cap as a welcome gift.

Casey gave a brief background of himself. His first introduction to public life was about 10 years ago here at KCC with a chance meeting with Suzanne Anton. He has long been acquainted with the Centre as his parents went to the local high schools and his children to Quilchena Elementary.

As our Park Board liaison, he will present or submit a report to keep our board informed of the highlights of Park Board meetings. This will be tabled in our monthly agenda. Casey fielded a number of questions from the board on the handout he presented (see attached).

Kathleen will take Casey on a tour of the centre in the next week of two so he can get a fuller understanding of the operations and structure of the centre.

2.2 FOI request: OneCard

Background:

- In January 2014, the City said they would respond in 60 days to our FOI request asking for access to documents (correspondence, budgets and financials) related to the cost of implementing the OneCard.
- In March 2014, they did not meet their deadline and said they needed 30 more days
- The City charged us \$420 for the documents but then returned our cheque because they weren't going to provide us any information. They said that everything we needed to know was in a PowerPoint presentation from the Park Board
- We sent the cheque back to the City because we wanted to see the documents not just a high level summary in a slide presentation. The City sent us back our cheque
- In July 2014, we filed a complaint with the Privacy Commissioner

- In October 2014, an Investigator was appointed

The attached email to Kathleen dated 19 January 2015 was received from our lawyer, highlighting the conversation she had with the investigator from the Privacy Commissioner's office. This is the level of response to our request for what ought to be public information. We have advised the Privacy Commission investigator that the documents provided are not adequate. We will wait to see what happens and may need to go to a public inquiry. Note: Privacy information is a Provincial law.

2.3 HRSDC grant application – As a matter of information

Refer to email from Thomas Soulliere to Terry Walton and Daisy Chin, dated 21 January 2015.

The application form has a question on it that should be two questions: e.g., *Are there unionized employees at the worksite and is this a union employer?* For us, the answer is YES to one and NO to the other but only one answer is possible online. KCCS will submit a hand written application giving further details so we can answer truthfully.

Also worth noting is that CUPE is grieving CCA day camp employees' positions and saying they should be Group 1 positions. The PB's position, luckily, corresponds with ours that camp leaders are instructors and therefore not covered by the CUPE agreement.

2.4 Card from Camille Schroenn

Was circulated to board members.

3. APPROVAL OF MINUTES OF THE BOARD MEETING, WEDNESDAY, NOVEMBER 26, 2014

MOVED by Colin, and seconded, that the minutes be approved as presented. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Play Palace Update - Kathleen

- Kathleen had a phone meeting with Darren Peterson on Friday, 23 January
- PB does not wish to share the ownership of the equipment with us
- Darren was reluctant to put anything in writing but will confirm the cost and revenue sharing agreement for the next 12 months.
- Kathleen was particularly annoyed at being told KCCS must agree immediately in order to have the new equipment here in time for the Play Palace opening in May when we had raised the matter in the fall.
- Kathleen did not agree to anything
- Darren was advised that the Society's interests weren't being recognised by the staff at the Arena. We were particularly unhappy at being left out of the celebrations for the 65th Anniversary of the Arena.

4.2 Audited Financial Report - Ali

- The audit went smoothly
- The Balance Sheet shows Cash and Investments doing really well and continuing to mature
- The contingent liabilities is a reserve pool and will continue to increase until they resolve
- Statement of Operations shows that our revenue and expense categories performed better than last year.
- Overall our revenue is higher and expenses are lower, which suggests that our programs are performing well. Preschool program enrolment has dipped 3% as a result of a new provincial legislation and regulation changes for how many hours children under 5 years can be in unlicensed recreation care. Susan Mele and the Program Committee will continue to monitor these figures

- The notes that accompany the financial statement are a mandatory requirement. Note #2 was adjusted by Ali and the Auditors to correctly reflect the “ongoing concern” situation with the Park Board

MOVED by Ali and seconded to adopt the Audited Financial Statements as presented. CARRIED.

4.3 Committee Goals Update

4.3.1 Finance Committee

The Finance Committee had set three goals for 2013-14:

(1). Explore alternatives to our investment portfolio, namely with Vancity and HSBC. However, the Committee had to continue with our investment portfolio at RBC because the other banks were more aggressive and not consistent with our investment policy.

(2). Set up a preauthorised direct deposit for our instructors and staff. The board had approved working with HSBC after exploring a number of other major banks. It's a work in progress and hopefully will be fully implemented (with the hiccups ironed out) by this summer.

(3). Improve the usefulness of our financial reports to directors and programs. Last May, Ali was able to lend assistance to the program committee to generate some graphs, program revenue and analysis for how their programs were tracking. As a result, Susan has done a lot of work with these analyses. If any other committee feels the need to examine their programs, finance committee is there to avail this service.

Consensus from the Board is that the Finance Committee has achieved their goals.

4.3.2 Program Committee

Keiko updated the board on the objectives from the 2013-14 goals to affirm that all the goals had been met. There was no other comment; everyone was satisfied with the committees' achievements.

Casey noted that there is a report coming out on Tuesday, of the Annual Recurring Events in the city. Therefore, any new events that we would like to put on their calendar, on an annual basis should be submitted to the PB. An application needs to be written with high-level description, requesting resources, permits and the like as per Keiko's enquiry about a week long light up along the park for the Cherry Blossom Festival. Program committee needs to act on this urgently to meet this deadline.

4.3.3 Youth Committee (sub-committee of the Program Committee)

Keiko read out the committee goals for 2013-14 and noted the committee has only been in operation for 10 months. The following benchmarks were listed as this year's achievements:

- forming the committee, made up of 5 youth representatives (Grades 9-12)
- setting up a Facebook Account “Kerrisdale CC Youth Committee”
- holding the inaugural Youth Volunteers Fair and Open House at the centre

In conclusion, the Youth Committee needs to meet again to discuss how to move forward on its main objective of creating youth programs and events in the community centre.

4.3.4 Rentals Committee

Colin reported there was a 5% increase in rental income in the 2013-14 fiscal year. We have no capacity for additional rents (except Sundays) as programming takes first priority for any space available. The only rooms we can rent are the ones that have no programs scheduled. Nonetheless, rentals earned about \$35K for the Society this year.

5. COMMITTEE UPDATES (Including time for brief questions) **

5.1 Executive Committee (Refer to January 14th, 2015 Minutes, page 8)

- **Seismic Assessment Issues:**

David highlighted the ongoing issue of the gym being designated the “go-to area” for an emergency situation. He noted that the engineer, in his report, stated that the two end walls are masonry construction and would not stand up in a moderate earthquake.

Kathleen has sent letters and the Seismic Report from our structural engineers to the Park Board, the City Planners and the Emergency Services and to date has had no acknowledgement from anyone. We wish our concern to be acknowledged and addressed, but don’t want to lose the space. Casey acknowledged this issue and we trust will flag it because the building is a PB facility.

- **Park Board misinformation on KCC programs and services:**

Kathleen noted that Park Board updates published in the Courier today were again inaccurate for Kerrisdale. This is highly frustrating considering we had complained about misinformation about our operating hours over Christmas.

In response to the Christmas error, the West-side Manager, PB Recreation Services, Daisy Chin assured us in an email; dated January 2nd that their communications department would liaise directly with Susan to check for accurate information in the future.

- **Program Revenue Analysis** (Refer to pages 15 to 17)

Susan gave a brief report on the graph handouts prepared by the Park Board that shows how the different Community Centres programs and programmers track in comparison to each other. It is important to note that these stats only reflect participation numbers that have been captured on the Safari program and do not include “drop ins”. (That means formal registration where you have to enter your name into a program).

In Kerrisdale, we have many social and lifestyle programs and workshops that are free with membership and therefore are not captured in this data. The fitness room and programs like mah-jong, bingo, billiards, weekend movies etc. are not included. These data don’t reflect accurately the activities that happen in our centre.

Susan will follow up with some questions from Kathleen on these numbers and stressed that Safari has its limitations but that these graphs do give a break down of numbers of programs that we offer by category. We think the charts should be labelled to identify what the numbers actually reflect.

- **Auxiliary maintenance** (Refer to page 11)

Oscar highlighted we are one of the busiest centres in the city, yet our auxiliary maintenance budget in 2011 had been cut from 40hrs to 25hrs because of a matrix Park Board uses for allocating staff they employ per centre. We are in jeopardy of losing our part time staff and compromising the standard of maintenance in our centre because the matrix doesn’t account for the amount of people passing through and using the centre or the long hours of operation on a daily basis.

We believe the matrix needs to be tweaked to have the right elements in them to make them useful. Currently we have 3 full timers and 1 half time employees working very hard everyday on a limited budget, in a very busy community centre.

Casey will look into this and get back to us about this as an enquiry.

BREAK

Casey Crawford left the meeting at 8:34pm

5.2 Finance Committee (Refer to Minutes, page 18) Should this be “Agenda package”?

Ali reported there isn't anything out of the ordinary to report. Credit card use is continuing to be monitored and still going through some teething problems with the bank. They have lost paperwork and we have had to resubmit. It was noted that the Kitchen staff still uses petty cash and submits an expenses claim because they cannot use credit card everywhere.

5.3 Program Committee (Refer to Minutes, page 20)

The report was accepted as presented. No questions.

5.4 Seniors' Council (Refer to Minutes, page 23)

- **Seniors' Council AGM**

Mary Anne reported that they have 1 new applicant and have 2 vacancies for the Seniors Council. The AGM will take place on February 5th and she asked Board members to put a word out for new recruits for the Council.

- **Irene Ronnie update**

Colin gave the board an update on Irene Ronnie's progress. Since her operation; she's confined to a wheelchair and has moved to Blenheim Lodge, #225-3263 Blenheim Street (at 16th), Vancouver V6L2X7. She's not very happy with the new place she's moved into and has applied for a single room that she hopes will be available soon. Irene would like visitors but her hours are restricted; please contact Colin for details.

5.5 Pool and Arena Committee (Refer to Minutes, page 25)

Barb reported on the order and purchase of new 4 pieces of new inflatable equipment costing \$20k for the Play Palace. The barriers and mats are being replaced with a sturdier product costing \$10k. The Park Board and the Society will meet to determine the cost sharing of the Play Palace equipment.

Robert suggested commemorating the last 65 years of the Arena by hiring an artist- in- residence to create an installation wall with a series of plaques mounted on a movable wall in case the building was renovated. The committee has begun to gather some memorabilia together. Robert found a video on YouTube of the building, which Susan will arrange to play on our interior monitors. We have \$4k of unused funds budgeted for Special events.

A MOTION was raised, MOVED by Fred and seconded that we pursue an installation portraying the history of the Kerrisdale Arena. CARRIED.

5.6 Nominations Committee Update (Refer to page 26)

Fred reported 9 positions for 2year terms and 1 position for 1year term (10 people in total) to be elected at the AGM on Wednesday, 18 February. An Information Briefing Session for candidates has been organised for 7pm, February 3rd, 2015.

6. OTHER BUSINESS

6.1 AGM and Annual Report Update

David Eaton has signed the Public Notices (AGM Notice and Constitution and By-Law amendments). They will to be enlarged and posted around the centre, website and Playbook 14 days prior to the AGM by Alison. We are not going to put an ad in the Courier this year. Two new AGM signs have been produced with removable vinyl dates for reuse each year.

Annual Reports are now overdue. Every committee must submit a report, even if no meetings were held.

6.2 Board Development Workshop Update

Eleven different centres, half the community centre in the City' are sending a total of 51 board member to the Workshop. It's a great opportunity for education and development for new and experienced directors

and a chance for people to exchange ideas in this workshop specifically designed for Community Centre Associations Boards.

6.3 Seniors Forum

Barb was excited to inform the board of a Seniors Forum on Friday, February 6th in Burnaby. Seniors Advocate, Isobel MacKenzie will make a keynote address to the 430 people who have already signed up. The forum is called System Change for Seniors Care with funding from BCGSEU from 8:30am to 4pm with lunch for \$25.

Barb is helping with registration and will report back to the Board on some of the sessions delivering:

- Affordable Housing
- Seniors Centres
- Home support
- Residential care
- Transportation, inequality and poverty

7. RECREATION SUPERVISOR'S REPORT

This being Susan's first meeting back in Kerrisdale, she thanked everyone for the Christmas Party and is happy to be back to report: (Refer to Executive Committee Minutes, January 14th. 2015)

- Shannon Brown has agreed to transfer from West Point Grey to take over Kristi's position. She has already been introduced to staff in the Centre. Barb and David were impressed and Susan enjoyed working with her at WPG.
- Jessica Yee has left and Erik will continue to act in her position
- Pam Andrews is retiring end of February
- We will plan Kristi's farewell end of March, after we farewell Pam
- Winter registration is going well
- Barb congratulated Susan on implementing the 2 logos on the new nametags. Oscar gave the heads-up on the nametag to the other CCA's and the one he spoke to said it was too late.

Susan left at 9:14pm

8. IN CAMERA 9:14pm – 9:50pm

9. ADJOURNMENT

There was no other business and the meeting adjourned at 9:50 p.m.

Next meeting: March 25th, 2015

UPCOMING EVENTS

Annual General Meeting	February 18, 2015
Program Committee	March 4, 2015
Executive Committee	March 11, 2015
Board Meeting	March 25, 2015
Park Board Meetings	February 2 & 16, 2015 / March 2 & 23, 2015

**Board of Directors Meeting
of the Kerrisdale Community Centre Society (KCCS)
Wednesday, 25 March 2015 at 7:30pm**

M I N U T E S

Present: Kathleen Bigsby (Chair), Robert Lockhart, David Eaton, Ali Cheung, Alex Cherkezoff, Bill Harris, Don Munton, Fred Jay, Mary Anne Davies, Melina Hung, Terry Hong, Humaira Akhtar

Regrets: Barb Mikulec, Ron Stromberg, Keiko Honda, Oscar Bisnar

Absent: Colin Booth, Donald Wong

Staff: Susan Mele

Commissioner: Casey Crawford

Guest: Mark Koep

Recorder: Alison Verghese

1. CALL TO ORDER and approval of Agenda- Chair

The meeting was called to order at 7.30 pm. Kathleen welcomed Humaira and Terry, newly elected board members, and Melina returning after a 2-yr hiatus, to their first meeting of the Board of Directors this year.

MOVED by Bill and seconded, to accept that the Agenda as presented. CARRIED.

2. GUEST SPEAKER – MARK KOEP, KERRISDALE LIBRARY BRANCH HEAD

Mark is on a mission to deliver high quality library services and activities (free of charge) to our community and look for reciprocal or collaborative initiatives from the Centre and its Board. The library has full on site access to KCC space and benefits that include:

- use of rooms for program activities
- promotion of Children's Programs in our program brochures
- a community to draw from with members ranging from 0-99yrs

He reported on recent Intergenerational activities that included:

- Seniors and Teens - Valentines Cards for Veterans / sharing their favourite books / Technology on demand with "1-on-1 training" on Tablets and E-Books
- Infants and Seniors, Parents and Carers – Story time in the Lobby / Baby story time in the library

New Programs and Initiatives include:

- Maple Grove Pool and the library with "story time at the pool in the summer"
- Enlist community volunteers to delivery tech advice to seniors, mirroring Renfrew's successful program where they have about 45 Chinese seniors turning up regularly to learn technology
- Pop-up library and morning programing at 10am, utilising the Wi-Fi "hotspot" for Seniors
- Research your house / house genealogy and financial literacy for Seniors
- Display cases for Veterans / Author talks / cheese and soap making for greening the city
- VPL branding, making people aware there is a library in the centre
- Book clubs – currently 15 women aged between 50-80 years, participate.

Mark fielded questions from the floor that addressed:

- a) Book club for teens – Not available in Kerrisdale. There are teen advisory groups throughout the city that meet the specific needs of their community for example; in Mt. Pleasant "youth at risk" is a priority, whereas we have eager youth needing community service/volunteering opportunities.

- b) High Staff turnover – Mark has been at Kerrisdale less than a year and wants to give the public, assurance of stability. They have had three Librarians leave in the last 2 years.
- c) Language challenge – Melina noted the Chinese section in the library has expanded. She asked if anyone on staff spoke Mandarin or Cantonese? It's a challenge to deliver in other languages.
- d) The library doesn't have enough staff so the only way to deliver programs to this demographic is to take staff away from their regular jobs. They have a strong ESL and conversation circles in the library.
- e) Resource material has changed because of technology, with more people streaming movies and lifestyle programs online so it's hard to know what people want.

Mark left the meeting at 8pm.

3. APPROVAL OF CONSENT AGENDA of 25 March 2015 (8:00 – 8:03)

The Executive Committee decided in February to trial this Consent Agenda model until June. The package is larger than normal because there was no meeting in February and therefore, there is twice as much information in the package. The Chair asked that all members be patient with this initial implementation.

There were no changes or discussion on the Consent Agenda Package of 25 March 2015.

MOVED by Fred and seconded, to approve the Consent Agenda as presented. CARRIED.

4. MATTERS Arising from THE Minutes/reports (PULLED FROM ABOVE)

4.1 Recognition Plaque for Outstanding Service

Fred spoke on this item, brought forward from January's Program Committee meeting. More information from the committee is needed before he can answer questions from the floor:

- Would the plaque be from the Society?
- How does it relate to the award already given for service?

Alison to table this item for next month.

4.2 Using multiple languages in the program brochure – discussion item (8:07 – 8:22)

New immigrants, particularly the Chinese section within our community, is growing. Many of the seniors don't speak English. We need to reach out to let them know "this is your community centre too".

- Bill suggested a sample section of different languages (French is our 2nd language)
- Melina estimated this would be expensive and complicated
- Don pointed out there is a great deal of information carry over from season to season. At least have the table of content or list of the programs in different languages
- Susan agreed that we should promote our services in different languages. A note to get someone to translate the information for you.
- What are other community centres doing about this to accommodate a greater diversity of people?
- Our program brochure and in-person registration used to carry translations, what happened to this?
- Terry suggested using volunteers rather than staff to vet calls for particular languages
- Other languages could easily be uploaded online as well.

The Program Committee has to come back with more ideas. We will aim at having other languages for the fall program. Deadline for press is the 3rd week in July; proof must be completed by mid June. The committee should come up with a cost estimate.

4.3 KCCS Celebration Event, 25 April 2015 (8:22 – 8:27)

David reported the following:

- 3 custom made banners will be produced and placed at the Centre, the Arena and on the booth that will be set up on the corner of W. 41st Ave and Vine Street, outside CIBC.
- The event will take place from 10am to 1pm on Saturday, 25 April (rain or shine)
- We will give away cupcakes, balloon, streamers and have custom made buttons for the staff and instructors to wear

MOVED by David and seconded that in celebration of Kerrisdale winning the Best Community Centre in the City, the Board is requested to approve a sum of no more than \$1,500 to cover cost of purchasing banners, balloons, streamers, buttons and cupcakes for this significant event. CARRIED.

Volunteers: Melina, Terry, Robert, Don, Kathleen (will have a list of things to do). Everyone is to wear his or her nametags. Susan to coordinate the staff to set up onsite. Alison to invite all Park Board Commissioners.

4.4 Kitchen Subsidy –tabled until the April meeting to have more information available from the Seniors Council.

5. New BUSINESS

5.1 Election of Officers (8:40-8:45)

Robert Lockhart chaired the nominations for Executive positions. Alex read the list of candidates recommended by the Executive Committee who have agreed to accept the following positions:

Treasure:	Ali Cheung	Vice President:	Oscar Bisnar
Past President:	Robert Lockhart	Vice President:	Fred Jay
President:	Kathleen Bigsby	Secretary:	David Eaton

Robert called three times for any other nominations from the floor. With no other nominations, Robert declared the slate is full and elected.

5.2 What is needed to increase program registration? – discussion item (8:45 – 9:19)

We are seeing a steady decline in our membership since 2010-11, and need to identify reasons for this downward trend. Some noteworthy ideas discussed included:

- The OneCard system? Are people asking, “Why would we buy a membership”? However, we’ve been trending down prior to the OneCard implementation. Kathleen cautioned, “Correlation doesn’t necessarily equal causation”!
- Lee identified there maybe a loophole in the fitness area. This process will need to be investigated to ensure that everyone using the fitness area has a membership.
- The Thunderbird minor league players have memberships with us in return for use of our facilities. There are about 275 members who are just about to pay their fees. We use to have the same arrangement with Kerrisdale Soccer. Have they been keeping up their memberships each year?
- The passing away of some of our seniors and the shrinking size of families in the area.
- Do we need to change our programming to attract a changing demographic? Are people in the declining age group too busy working?
- Families are moving out of the area because housing is too expensive. We don’t draw a huge segment of the Kerrisdale community to our centre. Is this an advertising issue?
- The “Kerrisdale Insider” is a free booklet that highlights businesses and events in Kerrisdale (with other similar magazines published for other communities). Maybe we should do some marketing and heighten our profile to describe what we do and what we offer. Do we need to build an advertising campaign and market our business and target those people in Kerrisdale? Is it new migrants that don’t speak English or is it that people are moving out of Kerrisdale.

- The drop in preschool and children's programs may have impacted on the family membership purchases. It maybe a multi facetted issue and some directions to start exploring.
- Develop a marketing and advertising campaign for KCC. We need to identify the customer. How do we communicate to the consumer? If we can afford it, we can do a KCC survey in area. "Do you know about the community centre and are you a member?" Perhaps in Cantonese and Mandarin. This would help us understand whether it's the language or the kinds of programs we are offering or not offering.
- Terry asked, why don't we put out a questionnaire in the brochure? 6,000 onsite and 25,000 delivered out. Offer an incentive. Get London drugs to sponsor – win a TV for example.
- Ali noted that our biggest dips are in the 0-15 age bracket. Kathleen to ask Killarney CC to report on any dips by age.

Robert suggested the following stepwise process to move forward on this issue:

1. We look at the latest Census Surveys from Stats Canada and pay for it if necessary - Don
2. Go back to the market survey and questionnaires from the Needs Assessment Report 2005 to try and elicit what people want – Robert
3. Build a Marketing and Promotion plan that targets the consumer and what they want. Terry suggested enlisting a UBC marketing student to take this on as a project. Keiko maybe able to look at this. Robert cautioned that we should not rush into this process.
4. Parallel with the marketing plan, we can modify our program structures to fit. Program Committee

Volunteers to make up this new committee are: Robert, Don, Humaira and Terry.

Everyone else, to ask their friends and family about what they think about KCC. We need to ask "what would draw people to the centre"? What kinds of changes are needed? Do they come here often? What are we lacking or not offering. Ask and listen. See what clues or insights are coming through. Alison to compare and table Participants' Feedback data supplied by Erik.

Susan left at 9:20pm

Additional comments from Casey Crawford:

Casey followed up regarding the Gymnasium's seismic situation. He confirmed that it is on the table with the General Manger as part of the bigger process of evaluating emergency preparedness in all PB facilities in the next few months. The condition of our facility will be included in that discussion.

Casey circulated the latest report from his last PB meeting. Casey is happy to answer any questions or concerns via email.

6. In-camera (9:30 – 9:53)

7. ADJOURNMENT

There was no other business and the meeting adjourned at 9:53pm

NEXT MEETING: APRIL 22, 2015

UPCOMING EVENTS

Program Committee	April 1, 2015
Executive Committee	April 8, 2015
Park Board Meetings	April 13 & 27, 2015

**Board of Directors Meeting
of the Kerrisdale Community Centre Society (KCCS)
Wednesday, 22 April 2015 at 7:30pm**

MINUTES

Present: Kathleen Bigsby (Chair), Robert Lockhart, David Eaton, Ali Cheung, Alex Cherkezoff, Bill Harris, Don Munton, Fred Jay, Mary Anne Davies, Melina Hung, Terry Hong, Humaira Akhtar, Keiko Honda, Oscar Bisnar
Regrets: Barb Mikulec, Colin Booth, Donald Wong (absent), Ron Stromberg (absent)
Staff: Susan Mele
Recorder: Alison Verghese

1. Call to order and approval of Agenda

The meeting was called to order at 7:30pm

MOVED by Bill and seconded, to accept that the agenda as presented. **CARRIED**

- A “Thank You” card received from Kristi Douglas was circulated thanking the Board for hosting her farewell send off
- Item 4.1 David circulated a sign up sheet for members who can staff the booth for Saturday’s 10am-1pm-celebration event.

2. APPROVAL OF CONSENT AGENDA

There were no changes or discussion on the Consent Agenda of 22 April 2015.

MOVED by Robert and seconded, that the Consent Agenda be accepted as presented. **CARRIED**

3. MATTERS Arising from the minutes/reports

4. Old Business

4.1 KCCS CELEBRATION EVENT, 25 APRIL (BOARD, MARCH 25 ITEM 4.3) – DAVID

This item was addressed earlier.

4.2 RECOGNITION PLAQUE FOR OUTSTANDING SERVICE (BOARD, MARCH 25 ITEM 4.1)

Fred reported further details and clarification are still pending. The Board recommended that the Program Committee refer to the Society’s Awards and Honours Policy to ensure that a duplicate process is not raised.

4.3 USING MULTIPLE LANGUAGES IN THE PROGRAM BROCHURE (REFER 5.3)

There was a general discussion effective ways to reach our diverse community that included:

- A two-step process in our program brochure: That we immediately go ahead with a small translation this summer, using the example provided in Sunset’s program brochure. A more comprehensive half or full page could be included somewhere in the beginning of our Fall brochure, using 3 or 4 other languages that are identified by our needs assessment appraisal.
- Online translations: We could include a note in the brochure directing patrons to read the translations on our website or on Facebook.

- Translated program material: It is important to provide accessible program material in other languages, especially for workshops on health or financial talks available to our members.
- Open Day with translators: We could host a preregistration public Open Day to promote and advertise our programs and services with translators, instructors and volunteers on hand.
- Hiring bi/multi-lingual staff and volunteers: It was reported that about 70% of the kids that participated in last years summer day camps were Chinese. Approximately 50% of the parents or guardians of these children needed translations in either Cantonese or Mandarin.

MOVED by Don and seconded, that a needs assessment need not be required to ascertain which language is most prevalent here. The Chinese community is a very substantial group and translation in this language is required. **CARRIED unanimously.**

This item is to be taken to the Program Committee for further input and implementation. Melina offered to translate in Chinese.

David left the meeting at 8:00pm

4.4 KITCHEN SUBSIDY (BOARD, MARCH 25 ITEM 4.4) – MARY ANNE

- Finance identified an increasing deficit in the seniors' kitchen operations, rising to \$50k in January (year-to-date is \$10K over budget).
- The kitchen menu prices increased last September, but not the coffee bar.
- The factors most affecting the deficit are increases in wages and food costs.
- This is an interim measure. Future price reviews in the coffee bar will be made at the same time as the kitchen.
- The price increase will reduce our subsidy by 10% on an annualised base. It will generate an additional \$4,500 per year, assuming demand doesn't change. This is a significant change.

Therefore, to curtail the increasing subsidy, a motion to increase the prices in the coffee bar, effective June 1st, 2015 was approved by the Seniors' Council.

MOVED by Mary Anne and seconded, that the Board approve the proposed coffee bar price increases as tabled. **CARRIED**

4.5 SOCIETY BULLETIN BOARD (EXECUTIVE, APRIL 8 ITEM 3.4)

- Will act as a "go to" board and will provide a strong profile for the Society
- Could be use it as a marketing and communication tool
- Would contain the President's Message
- Could be an opportunity to post translations for the program brochure here

MOVED by Robert and seconded, that the Society will establish and dedicated Bulletin board for the Centre. **CARRIED**

Susan will find us a location for the Bulletin board.

5. New Business

5.1 COMMITTEE GOALS FOR 2015-16

Kathleen announced that the deadline for submitting Committee Goals is Monday, May 18th, 2015. Key points to remember when setting goals are to:

- Look at your committee's Terms of Reference

- Discuss what's going on and set yourselves two goals
- Make the objectives measurable.

Committee Goals are to be submitted to Alison by the due date and will be tabled for review at the May Board Meeting.

Additional Item:

Oscar highlighted the challenges of the new transitioning Youth Committee noting:

- Terry and himself are new to this committee and have no historical knowledge
- Erik doesn't have a lot of time to spend on this committee due to his new workload
- Suggested this sub-committee go back into Programs or be injected with more members

Kathleen mentioned that committees could be comprised of any members, not necessarily just board members. This needs to be discussed at the Program Committee for further review.

5.2 COMMUNITY NEEDS ASSESSMENT (BOARD, MARCH 25 ITEM 5.2) & (EXECUTIVE, APRIL 8 ITEM 3.1)

As a follow up from last month's Board meeting on "KCCS Drop in Membership Numbers", Robert submitted a memo to KCCS Executive Committee, dated April 3, 2015. It outlined the background of the 2005 Needs Assessment report and the comprehensive survey work that with some tweaking, could provided the basis for developing a marketing plan to counteract the trend towards current lower membership numbers.

- Both the 2005 Needs Assessment Report and Stats Canada reports have been forward to another party for further analysis.
- The committee made up of: Robert, Oscar, Don, Terry, Melina and Humaira has been struck
- Three appendices from the 2005 report will be sent to the committee members for review
- Don's synopsis was very useful and added meaning to the data from the 2011 Census (refer to Memo dated April 12, 2015). It confirms that our memberships are coming from other areas, like Shaughnessy, Arbutus-Ridge, Dunbar and perhaps Oakridge so we should broaden the area of our survey outside of Kerrisdale
- Susan's data compiled by the City was also very useful for comparing Kerrisdale Community Census data from 1996 and 2001 to 2006.
- We have the addresses of all our members and the committee can map out where they live by postal code on a computer.

8:30 – 8:45 BREAK

5.3 PROMOTIONS & COMMUNICATION COMMITTEE PREVIOUS TERMS OF REFERENCE (EXECUTIVE, APRIL 8 ITEM 3.2)

The Promotions and Communication committee has been in hiatus for a number of years. We are now addressing falling registration and memberships: two areas that could benefit from activities of an active Promotions & Communication committee. For instance:

- Upgrading the KCC website to make it more enticing
- Finding other venues for advertising and promoting, the Seniors' lunches for example
- Using other languages to communicate to our diverse ethnic community
- Implementing the marketing plan arising from the needs assessment's appraisals
- Improving current communication methods: e.g., using social media (FB/Twitter)
- Robert mentioned that activities of this committee are similar to those of Community Engagement and could be incorporated into that committee; however Keiko stated that, although there are overlaps, the Terms of Reference for the CEC have a broader scope.
- Oscar feels we should wait for the Community Needs Assessment Committee's report to guide this committee before proceeding

- One of the first tasks of this committee would be to review and update the old ToR

MOVED by Fred and seconded, that the Board accept to reactivate of the Promotions and Communications committee. **CARRIED**

Kathleen will follow up with the implementation of this committee.

5.4 ACTIVENET REPORT – ROBERT LOCKHART

The City has contracted ActiveNet to replace the Safari registration system this coming August. The CCAs' concerns have been well documented (refer to ActiveNet Report, dated April 11, 2015).

We note:

- We have yet to receive a response from a letter to the General Manager (dated March 16th, 2015) from Robert asking for the consultation we were promised. We've had no consultation on the replacement of Safari, the selection of ActiveNet, the terms of the contract, or the kinds of reports to be generated.
- Lee is currently replicating the numbers from the handout to see how accurate they are because we don't know where they came from. We're looking at a big financial hit and a loss of financial control because our revenue flows through ActiveNet, then Park Board. We know that ActiveNet has the capacity to pay us our revenue directly, so why is it flowing through the City?
- It seems a rationale for implementing this new system stems from changes to federal legislation related to the handling of money (credit & debit cards, etc.) that require a higher level of financial management and security than Safari is capable of.
- Our fall program fees have already been set and the Society will have to absorb any increased costs from the ActiveNet implementation. Our ability to plan and evaluate is non-existent because the City won't ask us what we need or tell us what's being set up.
- The promised workshop for April 20th on financial matters was not held and has not been rescheduled.

Susan left the meeting at 9:17pm

NOTE: Casey voiced his concern about our new consent agenda model, which eliminates him from discussing anything with us. We will in future have a standing line item for the Commissioner's Report in the main agenda. Casey didn't have a report to submit this month.

Casey left the meeting at 9:19pm

6. In-camera Meeting (9:22 – 9:45)

7. Adjournment

There be no further business, the meeting adjourned at 9:45pm

NEXT MEETING: May 27, 2015 at 7:30pm

UPCOMING EVENTS:

Program Committee	Wednesday, 6 May 2015
Executive Committee	Wednesday, 13 May 2015
Board Meeting	Wednesday, 27 May 2015
Park Board Meetings	Monday, 11 & 25 May 2015

**Board of Directors Meeting
of the Kerrisdale Community Centre Society (KCCS)
Wednesday, 27 May 2015 at 7:30pm**

MINUTES

Present: Kathleen Bigsby (Chair), Robert Lockhart, David Eaton, Ali Cheung, Alex Cherkezoff, Bill Harris, Don Munton, Fred Jay, Mary Anne Davies, Melina Hung, Terry Kong, Humaira Akhtar, Keiko Honda, Oscar Bisnar, Barb Mikulec, Colin Booth, Ron Stromberg
Absent: Donald Wong
Commissioner: Casey Crawford
Staff: Susan Mele
Recorder: Alison Verghese

1. Call to order and approval of Agenda

The meeting was called to order at 7:31pm

Additional Item: 5.4 Building and Maintenance Committee - shortage of members

Additional Item: 5.5 Ron Stromberg resigns from the Board

Additional Item: 5.6 Respectful Workplace Policy

Additional Item: 5.7 Announcement of Award

MOVED by Bill and seconded, to accept that the agenda as amended. CARRIED.

2. APPROVAL OF CONSENT AGENDA of 27 May 2015

The Program Committee minutes of May 8th has been withdrawn from the Consent Agenda, as there is an internal disagreement about the content of the minutes. The Chair would like to draw the Board's attention to a document in the Board binder that outlines the protocol for approving electronic minutes. Alison will send out a copy to anyone who does not have one.

MOVED by Alex and seconded, that the Consent Agenda be accepted as amended. CARRIED.

3. MATTERS arising from the Minutes/Reports

3.1 Seniors Kitchen Maintenance Agreement (*Seniors' Council Minutes of May 11, Item 6.1*)

After a number of refrigeration problems this year, the Seniors Council have voted to adopt a professional maintenance program to minimize equipment breakdown and extend the equipment life of the one new and two old fridges in the seniors kitchen.

MOVED by Mary Anne and seconded, that the Board accepts a 1-year agreement with Enviro Tech to carry out three scheduled maintenance visits at an cost of \$648 plus tax, payable in three instalments to service all three refrigerators in the seniors' kitchen. CARRIED.

3.2 PB Recreation Services Operating Budget 2015 (*Executive Minutes of May 13, Item 3.2*)

The presentation provides some background to the changes made to the amount of maintenance hours that PB is willing to provide us this year. We expected an industry standard formula for funding or a standard way of calculating costs but we received a comparison across community centres. Kathleen responded to Daisy Chin with her disappointment.

Oscar reported that Sunset and False Creek were able to claw back some of the funding they lost from their maintenance budget. Susan was not aware of this, and knows that other centres are phasing in the cutbacks. Susan will follow up on this information.

3.3 Directors and Officers Liability Insurance *(Executive Minutes of May 13, Item 5.2)*

Last year, the Society upgraded its D&O insurance from \$1m to \$2m with Berkley Insurance Company (BIC) who gave us a very good rate. However, this year we are up for renewal, which requires that individual members disclose past litigation, bankruptcy proceedings, actions or suits. The underwriter has confirmed that this question will not be taken out and is not negotiable. Our policy expired on May 24 and we have a one-month extension.

Different options were discussed and the consensus of the Board was to go with our previous insurer, Intact, whose policy vetted the organization's liability and not the individuals'.

Robert will follow up with Shaw Sabey and if the premiums are comparable then we will insure with Intact.

3.4 Correction to Item 4.3 of last month's Board Minutes

Don wished to clarify and amend the motion raised under Item 4.3 in the Board minutes of April 22nd to read:

MOVED by Don and seconded, that a needs assessment need not be required to ascertain which language is most prevalent here. The Chinese community is a very substantial group and translation of a generic list of programs in this language is required. CARRIED unanimously.

4. Old Business

4.1 Recognition plaque for outstanding service – Program Committee Chair

Barb confirmed that the award is for long serving instructors and KCCS staff only. A sub-committee made up of Terry and Don will write the parameters for this ad-hoc award, to be inserted as a subset in the Awards and Honours Policy. The Board expects to see the terms of reference by August this year.

4.2 Society Bulletin Board – Susan

The Board agreed to install a Society bulletin board in the centre. A number of options were discussed and the consensus is to have it located where the current white board is, opposite the front desk.

Content ideas for the Society's Bulletin board includes:

- the President's message, Minutes in the interim (until Wordpress goes live online)
- photos of the current Board, photos and write up of events and awards etc
- promotions, communications, activities, presentations, announcements etc

As the newly reinstated Promotion & Communications committee is currently in hiatus, Colin and David from the Building and Maintenance committee will manage this project with Melina joining to oversee the implementation. The bulletin board must be maintained and kept up-to-date and is not an ad-hoc activity. Colin suggested that a second board currently in the Seniors' Centre mirror the one in the main reception.

Susan will take steps to replace the whiteboard with a corkboard and move the current information and leaflet holders to another location.

8:24 – 8:40 BREAK

5. New Business

5.1 Committee Goals for 2015-16 – Drafts for Review

The goals act as a guide to direct what committees will be planning to work on in the coming months. Comments were made about the need for measurable outcomes for Goals #2 in Finance and #4 in Programs. November is when the progress reports are due for all committees.

Melina commended the committee goals and suggested we take it even further by setting up organisation goals. It would give the guidelines and direction to the committees as they formulate their goals. The Chair agreed and recommended we bring back the last set of Society Goals and review them for currency and relevance in June.

Alex suggested that we engage with Vantage Point to run a workshop for KCC to help us to set up goals that are measurable for our committees. Kathleen will look into this.

5.1.1 Youth Committee:

Fred reported there are talks taking place to appoint a Musqueam representative to the Board who has an interest in Youth programming. However, there is no certainty as to when this will take place as Fred is still investigating. Melina will now join the Youth committee with two additional community members Moin and George, to take an active role. Erik and Shannon are the staff liaisons on the committee. Erik is well connected with a network of youth and should play a key role in injecting momentum into this committee.

Oscar will call the first meeting in the next two weeks. Susan will arrange for staff presence.

5.2 Status report from Needs Assessment Committee – Don

The new committee met for the first time on Monday evening. They do not have terms of reference to work from. There was a general discussion about what the 2005 needs assessment report that covered:

- cultural regional trends
- demographic summary of the community
- community telephone survey
- current customer survey – targets users
- focus group discussions – *(Kathleen recommended to drop this because it didn't work)*

The committee discussed a work plan and decided that the various alternatives would be explored as ways of assessing needs. Goals set so far:

1. Look at the 2005 report and garnish what is relevant
2. Meet over the summer and a report back to the board in the late fall.

The committee will meet again next week with Robert leading the discussion.

5.3 KCCS Summer Barbeque July 15, 2015 – call for a Planning Committee and Host

Kathleen sent an email out calling for volunteers and a host for this event. We need 3 board members and Susan is the staff liaison. There are well-established files available for someone to easily organise the event.

Bill volunteered to host the BBQ at his house. If in case of rain, it will be held at the Seniors Centre. Kathleen will call on members for help arranging the BBQ.

5.4 Building and Maintenance Committee – shortage of members

David reported the committee is down to two board members with the loss of Donald and Ron and is looking activity for other members. Kathleen will join in on the Building and Maintenance committee until we get someone else.

5.5 Ron Stromberg resigns from the Board

Ron is resigning his seat to relocate to Winnipeg. He thanked everyone for their contribution to his enjoyment of his time here. The Chair thanked Ron for his years of service. Barb added that she valued his contribution to the committees he served. Ron to provide Alison with a forwarding address.

5.6 Respectful Workplace Policy (came in approx. 18mths ago)

The Chair has been asked to bring the attention of the Board to the KCCS Respectful Workplace Policy. It sets out guidelines for how Centre staff, clients, Board and Committee members, and Society staff are to be treated. If you don't have a copy in your binder, please email Alison and she will send you a copy.

NOTE: Alison will send out the current list of policies and terms of reference documents in your Board binders. If you don't have and the document up-to-date, she will send you what you require.

5.7 Announcement of Award

Fred announced that Janet Chung from the VSB Settlement Workers In Schools (SWIS) Program has presented Kerrisdale Community Centre Society with a recognition plaque for Outstanding Community Ally. The Chair of the Program Committee, Barb, presented the plaque to Kathleen, President of our Society.

Keiko spoke of her involvement with Janet through the Community Engagement Committee. Projects such as last year's successful Young Emerging Artists Series at the Seniors Centre and the Chinese New Year celebrations, held over the past 5 years at KCC, has become a signature event on our calendar.

Susan reported that partnering with Janet started about 6 years ago, when she approached the centre to develop a variety of workshops for parents of new immigrant families to help them assimilate into Canadian schools and communities. Further information on the SWIS program projects can be found on the KCC Playbook www.kccplaybook.org

The plaque will go on our new Society bulletin board.

(6) Commissioners Report – Casey Crawford

Casey asked for questions or comments on the April report. He then briefed the board on the controversial art installation at Plateau Park that made headline news and a Zipline in Queen Elizabeth Park that has been approved by the Park Board.

6.1 JOA Negotiations

Oscar asked Casey about the letter to Kathleen from Malcolm, dated May 12 regarding the Notice of Non-Renewal on the JOA. He requested an explanation on how this will advance good relationships in the future with Park Board.

Casey's View on JOA Negotiations

- Casey acknowledges that legal action has been going on for some time and the break down in resetting the situation stems from not getting the G6 to the table to negotiate the terms PB has to offer. He thinks KCC is distracted by the legal case and not focussed on negotiations despite the fact our lawyers are saying ““please don't concern yourself with the notice of non-renewal””.
- the Commissioners' focus since being elected last November, has been to get the G6 back to the negotiating table. There had been three mediated negotiation sessions set up and Casey thought

that the CCAs cancelled all three. In fact the CCAs cancelled two because they weren't ready and PB cancelled one.

- Casey reiterated, "that the negotiations will happen at the negotiating table" and not outside with Vince Ready as mediator. There will also be no pre-discussion except at the negotiating table.
- Keith Jacobson (Killarney CCA and Chair of the G6) has met with Malcolm to discuss the expectations and guidelines of negotiation protocols that commissioners endorsed. They are also trying to set up a date with Mr. Ready but he is booked up until June.
- The Commissioner's expectation is that the new JOA for the G6 and G12 is completed before the court case is held.
- Casey said it's the claims of ownership that distinguish the G6 from other CCAs. Robert claimed that ownership is part of the injunction and not part of the JOA. Casey confirmed going forward; it is now part of the new JOA negotiations. If the G6 don't want to maintain some percentage of ownership, it needs to be resolved before negotiating with the G12 because they don't have a claim of ownership. PB wants to negotiate one JOA.
- The Commissioners are confused why meetings aren't happening and only find out why after the fact.
- Don raised the option of a relationship like the one Collingwood Neighborhood House has with the City. CNH offers the same sort of programs as most community centres, but has no relationship with the Park Board.

KCCS View on JOA Negotiations

- The G6 presented Malcolm with a full proposal on April 23
- The only thing that's saving us from termination is the injunction
- We are trying our best to prepare on volunteer time while the PB/City have dedicated staff
- We have been striving for negotiations since late April. We realise that Mr. Ready is tied up and busy. We have been actively pursuing an opportunity to get into mediation.
- We are ready to proceed with negotiations and reset the relationship in good faith. We need PB's JOA proposal.

6.2 ActiveNet

Kerrisdale and other CCAs had taken offence at the lack of consultation about ActiveNet".

Casey's opinion on this matter:

- He has heard other centres complaining about ActiveNet and said PB staff have felt it goes back to the lack of discussion on the JOA and concerns over ownership
- the focus has been allowing the West End CC the opportunity to test the system
- Commissioners were told they would be in violation of the CRA guidelines
- there has been four Commissioners that have heard from various CC's re: concerns with ActiveNet.

We are saying:

- PB will be in violation of the injunction if they change the status quo and enforce the implementation of ActiveNet at our centre without proper consultation and discussion.
- If Malcolm is willing to postpone the implementation ActiveNet until January 2016, it would give us an opportunity to engage in critical discussions.
- the PCI requirements focus on the handling of money and the security of online transactions, not with diverting one legal entity's revenues through another one
- Kathleen will send Casey a list of our concerns on ActiveNet. We have sent our concerns to Malcolm and have had no reply.

The Commissioners want to actively be involved in discussions on the JOA and are as frustrated that they have kept silent up until now or asked to leave the room for In-camera meetings. He would gladly take our concerns back to the Park Board and can guarantee that no one there expects the CCAs to be evicted. The Commissioners had expected this to have been completed over 3 months ago and confirmed Malcolm can make no agreement without it being signed off by the Commissioners.

A number of members voiced their appreciation for Casey's frankness in wanting to engage with the Board and provide us some insights of things that are happening. Casey agreed it's a difficult discussion and understands Kathleen's determination to make a break through.

(7) Pending: – not discussed

7.1 Draft terms of reference for Promotions and Communication Committee – to await findings of the Needs Assessment Committee

7.2 Draft terms of reference for the Board Development Committee

8. In-camera Meeting – not discussed

Adjournment

The meeting adjourned at 10:10pm.

MOVED by Bill that there be no further business.

NEXT MEETING: 24 June 2015

UPCOMING EVENTS:

Program Committee	Wednesday, 3 June 2015
Executive Committee	Wednesday, 10 June 2015
Board Meeting	Wednesday, 24 June 2015
Park Board Meetings	Monday, 8 & 22 June 2015

**Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 24 June 2015 at 7:30pm**

M I N U T E S

Present: Oscar Bisnar (Chair), Robert Lockhart, David Eaton, Bill Harris, Don Munton, Fred Jay, Mary Anne Davies, Melina Hung, Terry Kong, Humaira Akhtar, Barb Mikulec, Bob Smith
Regrets: Kathleen Bigsby, Ali Cheung, Alex Cherkezoff, Colin Booth, Casey Crawford (Commissioner),
Absent: Keiko Honda
Staff: Susan Mele
Recorder: Alison Verghese

1. Call to order and approval of Agenda

The meeting was called to order at 7:34pm

Oscar introduced Bob Smith, a retired Accountant who is scheduled to be appointed to the KCCS Board tonight. Bob gave a brief summary of his 60 plus years in the workforce and volunteering experiences at Marpole Oakridge CCA. He first enrolled in the KCC Changing Aging Program two years ago that he thoroughly enjoys.

Additions: 5.6 Members email list – Don

MOVED by Fred and seconded, that the agenda be accepted as amended. CARRIED.

2. APPROVAL OF CONSENT AGENDA of 24 June 2015

MOVED by Bill and seconded, that the Consent Agenda be accepted as presented. CARRIED.

3. MATTERS arising from the Minutes/Reports

3.1 Board Minutes of May 27, 2015 Meeting – Don

3.1.1 Refer to Page 5 (2nd bullet point):

"The Commissioners' focus since being elected last November, has been to get the G6 back to the negotiating table. There had been three mediated negotiation sessions set up and Casey thought that the CCAs cancelled all three. *In fact the CCAs cancelled two because they weren't ready and PB cancelled one.*"

Don raised concerns about the last sentence, whether the CCAs cancelled the meetings or did we just not accept them because we weren't ready. We need to ask Kathleen for clarification.

3.1.2 Refer to Page 6, Item 6.2 ActiveNet:

"Kerrisdale and other CCAs have taken offence at the way we have been consulted about ActiveNet."

Following discussions, it was agreed that the opening sentence be amended to read: "Kerrisdale and other CCAs had taken offence at the lack of consultation about ActiveNet".

MOVED by DON and seconded, that the changes to the Board minutes of May 27 be accepted as amended, CARRIED.

3.2 Executive Minutes of June 10, 2015 Meeting (7:47)

3.2.1 Refer to Page 15, Issue 2, the last paragraph:

“Through mediation this point was clarified to the public body and additional records and information about the records was provided to your client from the public body. I understand your client no longer wishes to pursue the complaint, but has asked that I provide my overall summary of my findings.”

Don requested to see the records as referred to above. The Chair will ask Kathleen if she could follow up with Dean, to forward any documents to the Board.

3.2.2 Refer to Page 12, Item 6

Don enquired about the status of this motion, as the minutes do not indicate if it was passed or opposed. Oscar clarified the outcome and the sentence is to be amended to read:

Moved by Oscar and seconded by Fred: That Stew Jordan’s contract be renewed for 6 months (to 15 December 2015) at a rate of \$300 per month. CARRIED.

4. Old Business

4.1 Society Bulletin Board – David (7:53)

David presented a mock-up of the design and concept for the Kerrisdale Community Centre Society (KCCS) bulletin board. Melina noted the rationale is to create a strong physical presence for the Society and raise the profile of its members. There was a short discussion on the proposals and actions, moving forward:

- a KCCS banner maybe more cost effective than individual letters on this permanent fixture
- replace or adhere over the current white board with cork, painted in a dark charcoal colour
- a budget of \$300 allocated to this project maybe insufficient as there is a duplicate bulletin board designated on the existing bulleting board at the entrance to the Seniors’ Centre
- engage a professional sign company to quote for the logo and sign for the two sites (Main & Seniors)
- due to the size limitations, the display will be in portrait, not landscape
- use the centre piece for KCCS announcements and activities such as Board Minutes, JOA negotiations, upcoming events, Director bios and photos. There are nine sections with changeable headings that can include short captions. A feedback pocket can be included provided there’s space
- The Society’s Senior bulletin board will mirror the Main board and include the Seniors’ Council Minutes

Actions

- Alison will maintain and update the two bulletin boards on a monthly basis
- Melina will follow up with Directors’ Bios and photos and relevant information
- David will monitor the budget for any cost blow outs for installing the two bulletin boards
- Susan and David will investigate the logistics of replacing the recycling bins with a couple of seats

5. New Business

5.1 Appointment of new Director, Bob Smith (8:05)

MOVED by Robert and seconded, that Bob Smith be appointed as a Director on the Board for the remaining period of this year until the next AGM in February 2016. All in favour, CARRIED.

5.2 2015-2016 Committee Goals

All standing committee goals have been submitted for 2015-16, except those pending review:

- The Community Needs Assessment Committee will finalise their goals in July.
- Board Development and Promotions & Communication – Pending review (Kathleen)

- Youth Committee – Oscar is very happy with the new make up of the Youth Committee, with the inclusion of community members, Moin and George. They will attempt to meet again next week, as staff have been on annual leave, to finalize the committee goals.

In the meantime, Don suggested the committee investigate the process of the Suzuki Elder Council who have a very successful model in engaging with youth. Oscar will follow up with Don.

5.3 Youth Committee revised Terms of Reference

Not discussed. To be carried forward to August.

5.4 Volunteer of the Year Award – Ad-hoc Committee appointment

A call was made for the formation of a new ad-hoc committee. Don, Terry and Barb volunteered. Alison will send the new committee an update of the Honours and Awards Policy as reference.

5.5 Review of Consent Agenda model (8:15)

A summary of responses was included in the agenda package for discussion. A motion was raised by Bill and amended by Robert that the Consent Agenda model be continued for the duration of this year, until the 2016 AGM or immediately following.

MOVED by Bill and seconded that the Board accept the motion as presented. CARRIED.

There was a brief discussion with the following actions noted:

- Alison to create a one page user friendly guide to the Consent Agenda model
- Alison to summarise her workload for the Consent Agenda compared to the previous model
- Fred and Barb have requested print outs of the draft agenda package for easier reading and editing. Anyone else requiring hardcopies are to email Alison, otherwise all drafts will be sent electronically.

5.6 Members email list – Don (8:27)

Don enquired about the current practice of collecting email addresses from our members. Susan confirmed that staff are required to ask everyone registering in person or over the phone, the same set of questions that appear in a pop up on Safari on whether they consent to receiving promotional material from us. Memberships cannot be renewed online.

6. Commissioners Report – Casey Crawford

Casey sent in his report with no further discussion. He sent his regrets, as he has to attend the welcoming ceremony for the Mayor of Yokohama at the Round House.

7. Pending

7.1 Draft terms of reference for Promotions and Communication Committee to await findings of the Needs Assessment Committee

The consensus of the Board agree that there will be many short and long term marketing implications arising from the Community Needs Assessment findings. A follow up discussion is required with the presence of the Chair of the Community Engagement Committee to:

- a. discuss the possibility of incorporating the two terms of reference to form one committee
- b. discuss the cross overs of the two committees, especially as both deal with “the community” at large
- c. obtain Kathleen’s opinion on the proposed merger of the two committees
- d. determine whether it will be a regular standing committee or ad-hoc. Susan confirmed that in the past, the P&C Committee was a standing committee until it was pooled with programs 6-7 years ago.

7.2 Draft terms of reference for the Board Development Committee – Tabled for next meeting (Kathleen)

Susan left the meeting (8:35)

BREAK 8:34 – 8:45

8. Other Business:

8.1 Program translations for the KCC Brochure by Melina

Barb thanked Melina for her time and enormous effort in translating Don’s suggested list of programs into Chinese. It will appear in the upcoming fall brochure and will reach more people in our community. The Board acknowledged Melina with a round of applause.

In-camera Meeting 8:49 – 9:37

Adjournment

There was no other business and the meeting adjourned at 9:37pm.

NEXT MEETING: 26 August 2015

UPCOMING EVENTS:

KCCS Summer Barbeque	Wednesday, 15 July 2015
Finance Committee	Wednesday, 12 August 2015
Executive Committee	Wednesday, 12 August 2015
Board Meeting	Wednesday, 26 August 2015
Park Board Meetings	Monday, 6 & 20 July 2015
	Monday, 14 & 28 September 2015

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 26 August 2015 at 7:00pm

M I N U T E S

Present: Kathleen Bigsby (Chair), Robert Lockhart, Ali Cheung, Fred Jay, Alex Cherkezoff, Don Munton, Mary Anne Davies, Melina Hung, Terry Kong, Humaira Akhtar, Barb Mikulec, Colin Booth, Bill Harris, Bob Smith
Regrets: Oscar Bisnar, David Eaton, Susan Mele, Gordon Grant
Absent: Keiko Honda
Staff: Erik Price
Commissioner: Casey Crawford
Recorder: Alison Verghese

1. Call to order and Welcome

The meeting was called to order at 7:00 pm

1.1 Presentation from Ryerson Church to the Board

Gordon Esau and Rolly McLeod from Ryerson's Development Committee and Laura Slater of Brooks Pooni presented Ryerson's plans to the Board. The proposed redevelopment at Ryerson Church at 2165-2291 West 45th Avenue will have a significant impact on our future operations. Ryerson is thankful for our letter of support endorsing the demand for greater meeting spaces in the area. The gym at the church is very old and replacing it would be a great expense. The Director of Planning does not see this as a priority for the church but rather believes it is the City's responsibility to provide a gymnasium for the community.

The current proposals include:

1. Heritage conservation – restoration on the 102 year old stone Church
2. Community and cultural – enhanced space and services with a new but slightly smaller Activity Centre
3. *Housing – mix of market and non-market low and midrise; the non-market housing is designated for seniors living; this will add between 100 and 115 units to the neighbourhood.
4. *Parking options – additional underground parking to alleviate local congestion

**Possible contentious issues*

Ryerson is looking at a four-year timeline beginning with the restoration of the church, building the activity centre followed by non-market housing. This is not a huge development. The City sees this redevelopment as a benefit to Vancouver and the local community.

Next step is an Open House that is scheduled on Tuesday, September 29 at the Church from 5-8 pm. Kathleen will circulate the website URL to the Board so that they can take a closer look at the material.

1.2 Introduction of Gordon Grant – postponed due to illness.

- 1.3** The Chair has moved Item 4.6 to be the first item discussed due to our Treasurer's conflict and added two items (4.8 and 4.9) at the request of members.

2. APPROVAL OF CONSENT AGENDA of 26 August 2015 (7:38)

MOVED by Bill and seconded, that the Consent Agenda be adopted as amended. **CARRIED.**

3. MATTERS arising from the Minutes/Reports (Items removed from Consent Agenda)

3.1 Consent Agenda Item 2.2.1: Board Minutes of June 24, 2015 Meeting

Amendments:

- Under Item 1 – change “Account” to Accountant
- Under Upcoming Events – replace “Program” with Finance.

MOVED by Melina and seconded, that the Board Minutes of June 24, 2015 be adopted as amended. **CARRIED.**

3.2 Consent Agenda Item 2.2.2: Executive Minutes of August 12, 2015 Meeting

- Item 4.9 Budget Items: President’s Office / Administrative Assistant / Archiving and digitizing files

Barb requested further clarification on this item. Kathleen confirmed the budget amounts as tabled.

- Item 5: Youth Committee

Barb enquired about the Youth Committees’ reporting process and why it had gone through Executive and not the Program Committee for the \$25k budget proposal. Kathleen reported that the Chair of the Youth Committee raised this at the Executive meeting because of the budget time constraints.

MOVED by Bill and seconded, that the Executive Minutes of August 12, 2015 be adopted as presented. **CARRIED.**

3.3 Consent Agenda Item 2.2.3-1: Budget 2015-2016 Program Budget

Barb questioned why the figures presented by the Finance Committee (V2) were slightly modified. Ali explained that she compiled all the program and committee budget requests and presented it to the Finance Committee members on August 12, for review. However, following this meeting, the Executive Committee met and three additional items were added to the budget. Ali redrafted the budget (V2) and sent the final draft (V3) via email, noting the numbers that were changed for the Finance Committee members’ attention.

MOVED by Barb and seconded that the figures presented by the Finance Committee (V2) prior to the Executive Committee meeting, be used as the final budget instead of V3 in the agenda package. Opposed, **MOTION FAILED.**

4. DISCUSSION ITEMS

4.6 2015-2016 Draft Budget – for approval

Ali reported and answered questions on the 2015-2016 fiscal budget. They contain comparative figures from the past two years and for the most part, are consistent with last year’s budget except for:

- Preschool Programs budget has been reduced due to the drop in revenue.
- Children’s and Adults have increased based on the actuals at June 30
- Colin requested \$5k to cover all expenses for a new project for the Community Garden Committee. This would be a new item under capital and operating budget. The committee was not ready to make a presentation to the Board. Colin will defer this request till next month.
- Fixing the TVs in the gym. Erik confirmed that the Program Committee approved the cost of fixing the TVs would come out of the current budget, under Capital Purchases.
- An increase in Secretarial Services
- An increase in Website. Note: Ali will add a new item: Archiving and Digitizing Records and assign the increase to that item

- An increase in Youth Project to permit the hiring of a part-time Youth Leader (PA2)
- Maintenance budget has not increased because the 2014/15 year's budget is still in surplus and looks to remain so
- General Contingency funds are set aside for emergency use. Fortunately, we haven't had to use this in recent years.

MOVED by Ali Cheung and seconded that the 2015-2016 Budget be adopted as presented. **CARRIED.**

Ali left the meeting at 8:10 pm

4.1 Letter from John Coupar – what is KCCS' response?

- Don thinks we should answer the letter and point out all the misstatements.
- Robert commented it would be a lot of work if we were to drag out all the erroneous items in the letter.

This item was moved to in-camera to discuss with negotiations.

4.2 Draft Policy for Management of KCCS Website – Kathleen

The Policy was written to assign specific roles and responsibilities to individuals for the content management of our new WordPress website. We are now at the level where committees like the Seniors, Youth, and Garden have the capacity and autonomy to create and upload pages and posts in real time.

Melina suggested that responsibility for the management of the website could be moved to the anticipated Promotions and Communications Committee once its terms of reference have been developed.

MOVED by Terry and seconded that the Policy for the management the new KCCS website be adopted. Fred requested the motion be amended and tabled for a 30-minute postponement for discussions in-camera. **CARRIED.**

4.3 Strategic Planning Workshop Proposal – Kathleen (8:21)

By consensus, the Society will run the workshop for KCCS sometime in the fall and invite the Seniors Council to join in. The cost for the 3-hour workshop will be \$750 plus GST.

MOVED by Fred and seconded that Vantage Point deliver a customized workshop for the Kerrisdale Community Centre Society this fall that addresses Goal Setting and skills for Committee Chairs. **CARRIED.**

Mary Anne will follow up with the Seniors Council.

4.4 Youth Committee revised Terms of Reference – for approval

Melina outlined the new concept proposed by the Youth Committee that is a change from previous years. The information is outlined in the revised Terms of Reference and provides a sample timeline for implementation.

Erik is helping on the initial stages of the process by posting news on social media. Student Counsellors will be notified and a new poster designed by George Verghese will be circulated throughout the schools and Centre. Susan has started on the posting and there is a few staff interested. Closing date for applications is September 4. Staff, in conjunction with the Youth Committee Board members will be involved in the hiring process.

Barb raised concerns about the process and would like to put a hold on these activities until the Program Committee next meets on September 9 because the Youth Committee is a subcommittee of the Program

Committee and discussions have not gone through due process. Erik commented that he would like to see the Youth Leader in place for the start of the new school year on September 8.

MOVED by Melina and seconded to approve the revised Terms of Reference for the Youth Committee.

MOVED by Barb and seconded that the Youth Committee Terms of Reference be amended with the removal of the words “through the Program Committee”. **CARRIED.**

The Youth Committee will function as a full committee of the Board with its own budget and authority.

It is desirable that the Youth Committee suggests programs for youth to the Program Committee. Melina will follow up with Oscar about Colin and Barb joining the Youth Committee.

4.5 Draft terms of reference for the Board Development Committee – Kathleen (8:48)

The impetus for this committee came out of the Board Development Workshop in January. Members have been assigned, but the committee needed terms of reference to begin operations.

MOVED by Alex and seconded to approve the Terms of Reference for the Board Development Committee. **CARRIED.**

4.7 KCCS & KBA collaboration on NYE Celebration – Robert

By consensus, the Board would like to assign this event to the Community Engagement Committee to handle. An outdoors event with a few fireworks in the early evening for families was discussed.

Kathleen will refer this to Community Engagement Committee to respond as soon as possible. There could be time sensitive requirements for permits. Robert will discuss logistics with Susan.

ADDITIONAL ITEMS

4.8 Barb will send Alison the Community Engagement Committee’s “Coming Events” to circulate to the Board.

4.9 COMMITTEE CHOICE – Bob Smith

The Board usually appoints members to committees in March but Bob was not present. Bob has indicated that he would like to join the Finance Committee.

MOVED by Barb and seconded that Bob Smith be appointed to the Finance Committee. **CARRIED.**

5. STANDING ITEMS

5.1 Commissioners Report – Casey Crawford (9:01)

Casey apologised for not having a written report this month as Commissioners and administrative staff are on summer break in August. Activities that have occurred since the last meeting on July 20 include:

- KCCS has submitted an EOI to host a public consultation meeting. This new PB initiative will engage the community on discussion items that are PB related and of interest to the city as a whole. The first pilot “town hall meeting” will take place in the fall with another scheduled in 2016.
- Commissioners will move forward with the recommendations that came from the Truth and Reconciliation Commission
- Van Dusen’s 40th Year Celebrations was very well attended especially by families
- Celebration of Light this summer was well attended
- Queen Elizabeth Park Zip line will continue to the end of October. Online survey is up until end of Sept.
- Sunset Park master plan is available online for those interested
- Challenger Field at Little Mountain will break ground this fall to construct the first wheelchair accessible baseball field in the province.

Casey left the meeting at 9:15 pm

BREAK 9:08 pm – 9:17 pm

In-camera Meeting 9:17 pm – 10:10 pm

Adjournment

There was no further business and the meeting adjourned at **10:10 pm**.

NEXT MEETING: 23 September 2015 at 7:30 pm

UPCOMING EVENTS:

Program Committee	Wednesday, 02 September 2015 – 4:00 pm
Executive Committee	Wednesday, 09 September 2015 – 7:30 pm
Board Meeting	Wednesday, 23 September 2015 – 7:30 pm
Park Board Meetings	Monday, 14 & 28 September 2015

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 23 September 2015 at 7:30pm

M I N U T E S

Present: Robert Lockhart (Chair), Oscar Bisnar, Ali Cheung, David Eaton, Alex Cherkezoff, Don Munton, Mary Anne Davies, Melina Hung, Colin Booth, Bill Harris, Bob Smith, Keiko Honda
Regrets: Kathleen Bigsby, Fred Jay, Terry Kong, Humaira Akhtar, Barb Mikulec
Guests: Morag Pansegrau, Gordon Grant (unable to attend)
Staff: Susan Mele
Commissioner: Casey Crawford
Recorder: Alison Verghese

1. Call to order and Welcome

The meeting was called to order at 7:33 pm

1.1 Introduction of Gordon Grant and Morag Pansegrau

Robert introduced Morag Pansegrau who is interested in joining the Board and has come to trial a meeting. Gordon Grant was unable to attend.

1.2 APPROVAL OF AGENDA of September 23, 2015

MOVED by Bill and seconded, that the agenda be adopted as presented. **CARRIED**

1.3 MOTION to adopt August Board Minutes

MOVED by Don and seconded, to adopt the Board Minutes of August 26, 2015 as presented. **CARRIED**

3. MATTERS arising from the Minutes/Reports (Items removed from Consent Agenda)

3.1 Consent Agenda Item 2.1: Executive Minutes of September 9, 2015 Meeting

- Item 4.4 Digitizing and Archiving Society Files

Keiko enquired if one or two of the current team of UBC interns working on honorariums can be employed to do some of the work on digitizing and archiving Society files. The rationale would be to save money and resources.

Alison will look into the scope of work and present an option for the Executive to review.

Don requested we ask our honorary Solicitor to research, which records need to be retained, and in what format. The Society's Act is vague about mandatory records we need to have in our possession. On that note, Robert announced that our honorary Solicitor has resigned and we are in search for a replacement volunteer.

Anyone who knows of people in the legal business who would like to volunteer for the Society in an honorary position (that gets a question once in a while) is asked to please forward their name to the members of the Executive.

4. ITEMS for DECISION

4.1 Motion to approve the Consent Agenda

MOVED by David and seconded, that the Consent Agenda of September 23, 2015 be adopted as amended. **CARRIED**

4.2 Collaborative Garden Memo

Keiko spoke to this and fielded questions from the floor. Some concerns raised were:

- the proximity of the bee hive to the children's playground
- rats in the local area have been a pest. Is there a contingency plan to tackle this problem?
- who will reap from the harvest? Anyone can take from the garden

Others spoke in favour of this initiative as it appears to:

- cross the cultural boundaries and is intergenerational
- have no limits on who can sign up to be a volunteer
- be an educational site for people to learn about growing food

MOVED by Keiko and seconded that the Board approve \$5,000 from Capital budget, through the Community Engagement Committee, to fund the initial set up of the KCCS Collaborative Garden for the first 6 months (November 2015-April 2016). **MOTION CARRIED** with a majority. One abstention.

5. ITEMS FOR DISCUSSION

5.1 Board Development Workshop – Mary Anne

Kathleen, Humaira and Mary Anne met with Mark from Vantage Point to put together a proposed agenda for the Board to discuss. The following was decided by consensus:

- Date: **Saturday, November 7** in the South Room. Susan will confirm the room availability.
- Start: **10:30am**. It will be a 4-hour workshop, including a 30-minute refreshment break
- Invitees will be Board, Seniors Council and non-Board Committee members (max. 28)
- The primary objective is to focus on **COMMITTEE GOAL SETTING** (working in groups)
- Other topics include how to make a meeting more efficient and the role of the committee chair
- Omit review of the consent agendas because the Seniors Council do not use it
- Maximum capacity for the workshop is 40 people; cost is \$750. Kathleen suggested inviting other community centre representatives. Robert will follow up to find out if there were any response.

5.2 Board Members Profile – Robert

Robert recapped briefly on this item that was passed by the Board in June under the discussion of the Society Bulletin Board (Item 4.1). However, since then, there have been some dissenting thoughts by a few members to having their profile posted on the KCCS website.

Melina has taken charge of this project and reiterated the rationale was to raise the profile of the Board and give it a human aspect. The reason for taking our photos and questionnaire was to keep the information brief, consistent and manageable.

Following discussions, there was consensus for Melina to proceed with the information package to go on the Society's Bulletin Boards and, subject to final approval from individuals, to be uploaded on the KCCS website:

- Members who do not wish to have their bios and/or photo published can submit "name only"
- Members can resubmit a photo (jpeg/pdf) and tweak their bios if they are unhappy with what's on file
- The Bulletin Boards and website will be updated concurrently by the Administrative Assistant. Initially, the profile of the whole Board will be featured and thereafter, one Board member per fortnight or month as decided.

Ali arrived 8:10pm

5.3 Nominating Committee – Robert

We need to establish an ad-hoc committee to do background work in preparation for next February's AGM. After the terms of reference for the Nominating Committee were read aloud, Robert called for volunteers and Colin acquiesced. Incumbents that are up for re-election cannot sit on the Nominating Committee. There are currently 6 standing members that are eligible to volunteer: Barb, Humaira, Oscar, Melina, Terry and Robert.

Colin volunteered for the Nominating Committee. Alison will send Robert the list of those aforementioned to remind them of their fiduciary duties.

5.4 Annual Christmas Party – Robert

Colin and Bill snapped up calls to volunteer for this annual event.

6. STANDING ITEMS

6.1 Commissioners Report – Casey Crawford

There were no questions relating to the July Liaison Report. Since the August break, there has been one PB meeting, which Casey gave a verbal report on:

- Recent changes to the City Manager's Office has effected some PB initiatives and ideas
- The Commissioner's are appreciative that the ActiveNet court case has been postponed
- There hasn't been an announcement yet on who will host the Oct 26 pilot Town Hall meeting
- An agreement was reached with Killarney CC regarding their Seniors Centre. An RFP is being issued to get the building started, particularly in light of the Federal grants. Ownership and the Operating Agreement of the facility had been the two contentious issues on the table. Killarney CC has acknowledged passing on the expectation of ownership and operations. PB will not negotiate with any other organization than Killarney.

ANNOUNCEMENTS – Robert

- Reminder for all Board members to pre-register for the upcoming **MUSQUEAM NOW and THE FUTURE** talk on October 1, with Chief Wayne Sparrow and Marvin Storrow QC. Susan will take the list of names to pre-register for the event.
- Susan handed a note to Robert to advise that a purchase order has been raised for the replacement of the floor mats in the weight room. It should be completed in 3 weeks and the area will be closed for a day for installation. This is good news, to have a resolution on an issue that's been on the books for a long time.

Susan Mele and Casey Crawford left the meeting at 8:46 pm

BREAK 9:45 – 9:04

In-camera Meeting: 9:05 pm – 9:32 pm

ADJOURNMENT

The meeting adjourned at **9:32** pm

NEXT MEETING: 28 October 2015 at 7:30 pm

UPCOMING EVENTS:

Program Committee	Wednesday, 07 October 2015 – 4:00 pm
Executive Committee	Wednesday, 14 October 2015 – 7:30 pm
Board Meeting	Wednesday, 28 October 2015 – 7:30 pm
Park Board Meeting	Monday, 19 October 2015

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 28 October 2015 at 7:30pm

M I N U T E S

Present: Robert Lockhart (Chair), Oscar Bisnar, Ali Cheung, David Eaton, Alex Cherkezoff, Don Munton, Mary Anne Davies, Melina Hung, Colin Booth, Bill Harris, Bob Smith, Keiko Honda, Fred Jay, Humaira Akhtar

Regrets: Kathleen Bigsby, Barb Mikulec, Terry Kong, Casey Crawford, Susan Mele

Guests: Gordon Grant, Shannon Brown, Aileen Neale, Leeza Woo

Staff: Erik Price

Recorder: Alison Verghese

1. Call to order and Welcome

The meeting was called to order at 7:30 pm

1.1 Introduction of Councillor Gordon Grant

Fred introduced Gordon Grant, elected official on the Musqueam Chief and Council and sitting member on the Board of Directors of ITA BC. Gordon is very active in his community and plays a key role in recreation programs for Musqueam youth. He expressed a very positive desire to join the KCCS Board and apologised for having to rush back to another competing meeting. Gordon left the meeting at 7:36 pm.

1.2 APPROVAL OF AGENDA of 28 October 2015

MOVED by Bill and seconded, that the Agenda be adopted as presented. **CARRIED.**

1.3 Presentation: Summer Day Camps Report 2015 – Shannon and Aileen

The report was emailed and printed for the members to review, prior to the meeting. Shannon and Aileen presented some notable highlights and fielded questions from the floor.

- There were 2 returning leaders this year, the rest were new staff this summer
- We are an inclusive camp and don't turn away anyone with special needs. We also have children and parents/guardians with language barriers and hired bilingual leaders that spoke Mandarin and Cantonese to cater to our demographics
- Average registration: 47/60 kids per week for Summer Safaris (6-10yrs)
- Average registration: 20/30 kids per week for Youth Adventure Camp (11yrs+)
- Revenue was down 33% on 2014[^] and up 39% on 2013. [^]Note VSB School strike
- There was a wage increase of 50c per hour that would have increased the salary cost over last year.

Questions requiring follow up actions by Shannon and Aileen:

- Did the salary increase impact the financials and what was the difference in the net revenue?
- Following the wage increase this year, is KCCS in the upper mid range in the salary ranks?
- Did we have any LAC customers? If so, how much of the subsidy was used. This data needs to be captured in future reports (no names but just the numbers by percentage supported by the Society)

Alex congratulated Shannon and Aileen on the thorough reporting approach and especially on the two pages of recommendations for the future. Don commended Shannon on an excellent job in her first year of organising the Summer Day Camps. Shannon and Aileen left the meeting at 7:51 pm

1.4 Presentation: Play Palace Report 2015 – Leeza

The report was emailed and printed for members to review, prior to the meeting. Leeza briefed the Board and fielded questions, noting the following highlights:

- Four (4) new inflatable units were purchased by the PB
- There was a staff shortage at the beginning due to staffing increase requirements of BCSA licencing
- Financials were on par with last year. There was a 5% increase on 2014
- Attendance levels were up for public parties and down for private parties

Follow up actions required by staff:

- Ask Susan to confirm how the financials are divided up between KCCS and PB?
- David asked about the recommendations, specifically in the seating arrangements – next steps
- Leeza will amend the Report with the correct date and send it to Alison for filing

Robert thanked Leeza for her attendance. She left the meeting at 8:01 pm

3. MATTERS arising from the Minutes/Reports (Items removed from Consent Agenda)

3.1 2015-09-23 Board Minutes, Item 5.1 Board Development Workshop – Oscar

A sign up sheet was circulated for members to confirm their attendance at the November 7, Board Development Workshop. Mary Anne has the list of Seniors Council members attending. Humaira will invite the three non-board members and two newly appointed directors to the workshop. Alison will provide Humaira with their email addresses.

3.2 2015-09-23 Board Minutes, Item 5.3 Nominating Committee – Don

In response to Don's enquiry about volunteering on the Nominating committee, Robert clarified that eligible board members have a "fiduciary duty" or responsibility to the Society to serve on this important committee.

3.3 2015-10-14 Executive Minutes, Items 5.8 Society Bulleting Board (Seniors entrance) – Don

Don found no issues with the automatic door when standing in front of the bulletin board. However, as stated in the minutes, the major issue is the lack of lighting and that we need to relocate the bulletin board elsewhere.

3.4 2015-10-14 Executive Minutes, Items 5.9 Jim Diers – Don

Don requested the sentence, "Don has agreed to coordinate this event" be struck off the minutes. Alison will amend the minutes as requested.

Keiko had a number of questions about the rationale for inviting Jim Diers to Vancouver and wondered if this event could sit with the Community Engagement Committee. Robert recommended Keiko speak to Kathleen when she gets back.

4. ITEMS for DECISION

4.1 Motion to approve the Consent Agenda

MOVED by Colin and seconded, that the Consent Agenda of October 28, 2015 be adopted as amended.
CARRIED.

4.2 Increase admission rates

The last rate increase in admission rates for the Exercise room was in 2010-2011. The Finance committee applied the same methodology to determine the rate rise as was done for the Seniors Coffee Bar price adjustment. Ali compiled a detailed spreadsheet from her research, listing competitive admission rates from highest to the lowest, in Vancouver. While comparing our rates with other community centres like Killarney and

not PB run facilities as they are considered quite high, the most reasonable increase would be 16.55% to keep in line with rising cost of wages, maintenance and inflation.

- The overall city wide average drop in rate is between \$4-6 and \$35-\$50 for 10 card passes.
- Our current rate is \$3 drop in, \$25 for 10 pass and \$30 per month rate. The actual dollar amount increase would be: \$3.50 drop in, \$29 for 10 pass and \$35 per month rate.

MOTION: to increase the admission rates in the exercise room by 16.55% from January 1, 2015 as noted on the schedule presented (page 29 of the agenda package).

Moved by Ali Cheung and seconded. **CARRIED WITH A MAJORITY. 2 OPPOSED.**

4.3 Interim Treasurer

Ali will resign from the Treasurer's position and the Board at the end of the calendar year. Robert commended her work over the past two years and the committee showed their appreciation with a round of applause. Bob Smith has expressed interest to take over and become interim treasurer until the next AGM.

MOTION: to appoint Bob Smith as interim treasurer until the February 2016 AGM.

Moved by Bill and seconded. **CARRIED UNANIMOUSLY.**

4.4 Kerrisdale Arena - Arts funds for Community Centre projects

The proposal is to improve the aesthetic appearance to the entrance of the Arena by creating a temporary art installation; using some of the historical photographs we have that date back to the 1940's. The jointly funded Program will have a budget of \$12k. KCCS will contribute \$5k and the City will pay the balance of \$7k. There will be a competition for artists to apply for the project and the Society will collaborate with the Park Board to vet the artists and choose the type of installation that best meets the project's criteria.

MOTION: to support the Artists in Communities Program to enhance the appearance of the Arena's entrance and commit \$5k to this project, of which \$4k has already been allocated in the 2015-16 fiscal year budget.

Moved by Fred and seconded. **CARRIED WITH A MAJORITY. 3 OPPOSED.**

It was also recommended by some members of the board that a fresh coat of paint in the foyer and front of the Arena would greatly improve its current dull and shabby appearance.

5. ITEMS FOR DISCUSSION

5.1 New BC Societies Act

Various options were put forward by the Executive Committee, refer to Item 5.1 in the October 14 Executive minutes. Following discussions, the consensus is to allow the Executives to move forward and make decisions as a guideline for the Society to transition to the new provisions of the BC Society Act.

5.2 Vantage Point Workshop – Understanding the BC Society Act, Nov 10

Don volunteered to attend on behalf of KCCS. He suggested everyone read the summary document provided by Lawson Lundell and is happy to raise questions and seek clarification for others while at the workshop.

5.3 Maintenance and cleanliness

Despite being assured by Susan that there would be no degradation in the facilities maintenance following PB's 15 hour cut to our auxiliary maintenance budget, simple observation and feedback from members of the board and patrons demonstrate the centre is looking grimmer than ever. Thoughts and comments during this discussion noted:

- The hours of the night time janitor has been cut from 7.5 to 5 hours per night. Is there any supervision?
- There doesn't appear to be rotational cleaning. There are areas that appear never to have been cleaned

- Oscar confirmed cuts to our maintenance budget was not based on a PB matrix
- Mary Anne flagged walls in the kitchen has been on the list to be washed for the last year
- Melina suggested a walk about with Susan to pin point critical areas that need to be addressed right away. We need to document the issues and have a timeframe for it to be fixed
- Humaira circulated some photos of common areas with visible grim and dirt during her visit to the centre this morning. It's not about the age of the building but about basic hygiene and cleanliness.

MOTION: to write a formal letter of complaint to the City about the poor state of maintenance at the Kerrisdale Community Centre. Don will draft the letter. Robert and Oscar will move forward on this matter. **MOVED** by Humaira and seconded. **CARRIED.**

Colin left the meeting at 9:04 pm

Fred left the meeting 9:13 pm

5.4 Nominating Committee – Final call for Volunteers and Draft Ballot

Humaira, Oscar and Robert will form the Nominating Committee. Colin has stepped down because he is away.

Erik left the meeting 9:14 pm

5.5 Appoint Interim Directors

There was consensus to appoint both Gordon Grant and Morag Pansagrau as interim Directors with emphasis to engage Gordon in the Youth Committee as early as possible. We would also invite them to the Board Development workshop on November 7.

MOTION: that Gordon Grant and Morag Pansegrau be appointed as interim Directors on the Kerrisdale Community Centre Society Board of Directors until the 2016 AGM. **MOVED** by Bill and seconded. **CARRIED UNANIMOUSLY.**

6. STANDING ITEMS

6.1 Commissioners Report – Casey Crawford

Not discussed as Casey was not present.

Erik Price left the meeting at 9:25 pm

BREAK 9:14 pm – 9:26 pm

In-camera Meeting: 9:26 pm – 10:03 pm

ADJOURNMENT

The meeting adjourned at **10:03** pm.

NEXT MEETING: 25 November 2015 at 7:30 pm

UPCOMING EVENTS:

Program Committee	Wednesday, 04 November 2015 – 4:00 pm
Executive Committee	Tuesday, 10 November 2015 – 7:30 pm
Board Meeting	Wednesday, 25 November 2015 – 7:30 pm
Park Board Meeting	Monday, 2 and 16 November Monday 14 December
KCCS Christmas Party	Wednesday, 9 December

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 25 November 2015 at 7:30pm

MINUTES

Present: Kathleen Bigsby (Chair), Oscar Bisnar, David Eaton, Alex Cherkezoff, Mary Anne Davies, Melina Hung, Bob Smith, Keiko Honda, Humaira Akhtar, Morag Pansegrau, Colin Booth
Regrets: Robert Lockhart, Barb Mikulec, Fred Jay, Don Munton, Ali Cheung, Bill Harris, Gordon Grant
Staff: Susan Mele
Commissioner: Casey Crawford
Recorder: Alison Verghese

1. Call to order and Welcome

The meeting was called to order at 7:32 pm

1.1 APPROVAL OF AGENDA of November 25, 2015

MOVED by Mary Anne and seconded, that the Agenda be adopted as amended. **MOTION CARRIED.**

Additional Item 5.10: Information item from Keiko

1.2 Welcome to new Board members: Morag Pansegrau and Gordon Grant

Kathleen welcomed Morag to her first board meeting and Gordon Grant in absentia.

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

3. MATTERS arising from the Minutes/Reports (Items removed from Consent Agenda)

3.1 Executive Minutes Item 5.4 Board Development Workshop. Melina asked for clarification on the exact number of participants. Mary Anne confirmed a total of 17 with two members leaving early in the second half. No amendments in the minutes required.

3.2 President's Report bullet point #6 drops in program revenue. Melina expressed the need to act urgently in this area. The Chair noted that item 5.2 on the agenda was dedicated to this discussion.

4. ITEMS for DECISION

4.1 Motion to approve the Consent Agenda

MOVED by Alex and seconded, that the Consent Agenda of November 25, 2015 be adopted as presented.
MOTION CARRIED.

4.2 Kerrisdale Community Garden (KCG) – Keiko

The KCG is an independent community group that is supported by KCCS. We provide our accountant Norm Funk, to help them manage their accounts. We are a legal entity that can support KCG to apply for their license renewal by the City and apply for grants.

MOVED by Keiko and seconded that Kerrisdale Community Centre Society will continue to support the Kerrisdale Community Garden operation for the next 5 years; this does not include a commitment to any financial contribution. **MOTION CARRIED.**

4.3 Seniors Kitchen charges 2015

To offset inflation and ease the burden on the subsidy provided by the Society, the Seniors Council proposed to schedule periodic adjustments to counteract the continuing rise of food costs in an effort to balance the budget.

MOVED by Mary Anne and seconded that the Board approve the price increases for seniors' meals as per Item 5 in the Seniors Council Minutes of November 9 and that these will take effect on February 1, 2016. **MOTION CARRIED.**

Mary Anne noted that patrons prefer to support gradual increases rather than a big hike. The Seniors Council will review the meal prices again in 6-8 months.

4.4 Staff Awards Guidelines

As she was the only member of the Program Committee present, Humaira was asked to speak to this item. However, she was not sufficiently conversant with it to do so.

MOVED by Humaira and seconded to approve the amendment to the Honour and Awards Policy, to include the new Staff Awards guidelines under Item 9. **MOTION CARRIED.**

This item will be brought forward to January for further discussion on the details of the award.

5. ITEMS FOR DISCUSSION

5.1 Changes to BC Societies Act 2015

Don Munton attended a Vantage Point workshop on November 10 that was facilitated by Bull Housser, which addressed the upcoming changes to the BC Societies Act. Don submitted a report dated November 21, 2015 with recommendations that will be considered by the Executive Committee in the New Year.

There will be a BC Society Act binder (similar to the one created for the ONE CARD FOI in the Board office with master copies of pertinent documents (as listed). If anyone would like to view them or prefer an electronic copy, please contact Alison.

- Vantage Point: Changes to the BC Society Act (July 2015) – *Frequently Asked Questions*
- Vantage Point presentation facilitated by Bull Housser (Nov 10, 2015) – *Understanding BC Society Act*
- BC Ministry of Finance Societies Act White Paper (Aug 2014) – *Draft Legislation with Annotation*

5.2 Community Needs Assessment Committee

Initial concerns about changing demographics, drops in membership and net program revenue led this committee to review the last Needs Assessment Report in 2005 looking to glean methodologies and recommendations that were still relevant. As there has been no report from this committee since April this year, suggestions on how to reactivate it were discussed. We are in the business of providing programs and services that meet the needs of our community and we need to make sure we are doing that effectively.

The consensus of the Board is for Kathleen to ask Don to report on the direction of the Community Needs Assessment Committee in January.

5.3 Cancellation of Friday Public Skate – refer to November 4, Program Minutes Item 3.1

Park Board has cancelled Kerrisdale's Friday Public Skate without any notice or discussion with the Society. Susan speculated that low attendance numbers over the past 3 months was the rationale for the cut.

We need to establish if there is a need or a desire in the community to continue public skating. How will this cut in services affect our community? We must ask:

⇒ why the reader board isn't being utilized to advertise & promote public skating?

- ⇒ what measures were taken to improve participation, before the program was cut (Susan to ask Grant)?
- ⇒ the Program Committee to implement alternative activities if Friday public skate cannot be reinstated
- ⇒ if there needs to be more promotion or different opportunities available during this time slot

Refer this item back to the Arena Committee for further investigation and include it in the Needs Assessment Committee's task list for discussion and investigation.

5.4 Decline in skating lesson enrolment– refer to November 10, Executive Minutes Item 5.3 and graphs. Our “Learn to Skate” lessons offered to the public have been in decline since 2012. A number of issues were identified at the November 9 Executive meeting and further discussion tonight provided some positive ideas:

- ⇒ if the program is attractive enough, people will attend regardless of the venue
- ⇒ we could refresh the appearance of the Arena that was built in 1949. It was designed for hockey games, not for watching children's skating lessons
- ⇒ we cannot compete with the likes of Hillcrest or Killarney ice rinks so let's target a niche market and offer people something different and make it fun
- ⇒ how can we improve and/or retain good skate instructors? We pay their wages but have very little say on who they are because of “shift pick”.

It was recommended that the Arena committee monitor and provide feedback to the Board on this issue.

5.10 Playbook information item

Keiko thanked the Board and staff on behalf of the Community Engagement Committee and Playbook Team for their support of the Kerrisdale Playbook. The first print version of the Playbook will be available for purchase in December for \$10. Sixteen articles were chosen from over 150 to produce the limited edition book. The committee will send complimentary copies to community leaders and it was reported that Playbook has approximately 4k hits online per month. Colin noted that the Playbook had been printed in the US as it was less expensive than printing it in Vancouver.

The Intergenerational Musqueam Weaving project has been completed with Debra Sparrow. Some of the works are displayed in the Centre's main lobby showcase for viewing. The project had approximately 50 people from 7 to 80 years of age participate.

BREAK 8:33pm – 8:48pm

5.5 Cleaning Issues – update from Susan

There was nothing more to update since the November 10 Executive Meeting (Item 5.2). The cleaners are making inroads into identified areas of neglect: the shower facilities, exercise room, kitchen and pottery studio.

The mice problem was discussed as it had peaked recently when the City let the contract to a new pest control company. There was a transition period where there were no traps. The centre is a haven for mice because of the age of the building. They only need an opening the size of a dime to access the building. There are many doors and windows, and the coffee bar, kitchen and pre-school attract them. It is all tied in with cleaning and maintenance.

5.6 Vantage Point Workshop (7 November) – refer to November 10, Executive Minutes Item 5.4

We thought it had failed to meet our objectives both in material and presentation. The Vantage Point director sent us back the feedback sheets that showed a mixed response. It seems that for some people, the workshop met their needs quite well while others said it failed to address the topic, did not make good use of time and got stuck on jargon.

Billed as helping committees set measurable goals, we hope that our members can take the skills learnt and apply it to their committees, to be able to set goals. There appears to be little confidence this can be done.

Vantage Point has offered us a free webinar on the Societies Act. Kathleen will provide further details for those that are interested.

5.7 Jim Diers presentation – 24 January 2016

Planned as a major event, to bring communities together, the details are still being fine-tuned to clarify our vision and direction:

- Who will be the local speakers to support or react to the Seattle experience and present some provocative ideas from Vancouver?
- The objective is to explore local control in communities and empower our citizens
- A look from grass roots or “bottom up” and identify how can we gain responsibility in our communities
- Entice people to get involved at a local level, for example, KCCS Emergency Meetings in the Auditorium (January 2013) when our community reacted to Park Board’s proposed takeover of our Community Centre

David and Oscar and the Community Engagement Committee will see if there’s any further input.

5.8 New Year’s Eve celebration – Status

No action was taken from the Program and Community Engagement Committees.

5.9 2015 Volunteer of the Year – Status

There will be no award this year as the committee failed to identify a suitable recipient.

6. STANDING ITEMS

6.1 Commissioners Report – Casey Crawford

Casey spoke briefly, highlighting on some notable events this month and fielded questions from the floor.

Casey and Susan left the meeting at 9:18 pm

In-camera Meeting: 9:19 pm – 9:26 pm

ADJOURNMENT

The meeting adjourned at **9:26 pm**.

NEXT MEETING: January 27, 2016 at 7:30 pm

UPCOMING EVENTS:

Park Board Budget Meeting	Tuesday, 8 December 2015
Park Board Meeting	Monday, 14 December 2015
Program Committee	Wednesday, 06 January 2016 – 4:00 pm
Executive Committee	Wednesday, 13 January 2016 – 7:30 pm
Board Meeting	Wednesday, 27 January 2016 – 7:30 pm