

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 24 January 2018 at 7:00pm

M I N U T E S

Present: Kathleen Bigsby, (Chair), Robert Lockhart, David Eaton, Michael Tjaya, Duncan Ainslie, Fred Jay, Humaira Akhtar, Daniel Conrad, Alex Cherkezoff, Morag Pansegrau, Oscar Bisnar, Melissa Woo, Arjan Grewal, Melina Hung, Anne Monahan
Regrets: Susan Mele, Keiko Honda, Don Munton
Absent: Casey Crawford, Hamza Kamal
Staff: Jennifer Takai
Recorder: Alison Verghese

1. Call to order and Welcome

The meeting was called to order at 7:00 pm. Kathleen welcomed everyone back for the first meeting of 2018 and introduced Jennifer who is standing in for Susan Mele tonight.

1.1 APPROVAL OF AGENDA

MOVED by Melissa and seconded, that the Agenda be adopted as present. **CARRIED**

2. STANDING ITEMS

2.1 Commissioner's Report – Casey Crawford

Casey did come to the meeting, nor did he submit any reports this month.

3. Items for Information (under the Consent Agenda) were circulated by emailed prior to the meeting.

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

Robert confirmed that the three Rental committee goals for 2017-18 are incorrect. Alison will correct these.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOTION: Moved by Duncan and seconded that the consent agenda be approved as presented. **CARRIED**

5.2 Bylaw changes – Robert

The changes proposed in November to the bylaws amendments were reviewed again. It was recommended after discussions that the four bylaws proposed for change would be individually ratified.

- **MOTION 1:** Moved by Melissa and seconded to present the changes to bylaw #15 to the 2018 AGM as presented. **CARRIED**
- **MOTION 2:** Moved by David and seconded to present the changes to bylaw #37 to the 2018 AGM as presented. **CARRIED**
- **MOTION 3:** Moved by Morag and seconded to present the changes to bylaw #45 to the 2018 AGM as presented. **CARRIED**
- **MOTION 4:** was moved by Robert and seconded to be adopted as presented. However, following lengthy discussions that included the rationale for change, the following key points were highlighted to mitigate concerns over changing the Rules of Order:
 - (i) The recommendation was brought forward by Don Munton, to the Executive following his attendance at a Vantage Point workshop facilitated by Michael Blatchford (a lawyer specialising in representing Societies).
 - (ii) We are removing the reference to Robert's Rules from our bylaws and replacing it with relevant policies of

the Board as the guiding rule because Robert's Rules have become so complicated and convoluted. We currently have some meeting policies in place (refer to list in November's Board package) and the rest will be developed as soon as possible by the Executive.

- (iii) Participants or members will be able to resolve any issue at a meeting and be in compliance with the bylaw, using the following order of authority; (a) the majority vote of 50 plus 1, (b) the Board policies (which are pending) and (d) the vote of the membership. These new rules of order will apply to all meetings held by members of the Society.
- (iv) An amendment to improve wording to bylaw 55 was recommended as follows: Relevant policies of the Board of Directors will be the authority for all matters of meeting procedure not specifically covered by these bylaws.
- **AMENDMENT TO MOTION 4:** Moved by Daniel and seconded to amend the motion on bylaw #55 to include the relevant policies of the Board of Directors, including established precedence, to be the authority for rules of order. **AMENDMENT FAILED** (5 in favour/7 opposed and 2 abstained).
- The tabled motion was revisited and tweaked slightly:
- **MOTION 4:** Moved by Robert and seconded to adopt bylaw #55 with the minor wording change to be presented to the 2018 AGM. **CARRIED** (7 in favour/5 opposed and 2 abstained)

Notice of the four proposed bylaw changes will be signed by the Secretary and posted by Alison on the Society's internal bulletin boards, website and circulated at the AGM for approval.

5.3 Draft AGM Notice of Meeting – David

After discussions, it was suggested that an inclusion or update of the JOA be listed as Item 6: JOA negotiation update.

MOTION: Moved by Melina and seconded to include the additional item on the Notice of Meeting as amended.

CARRIED

6. ITEMS FOR DISCUSSION

6.1 Finance Monthly Reports (ending October 31 and November 30, 2017) – Michael

Michael presented highlights from the October and November reports and fielded questions from the floor:

- November statement: Cost of programs have risen about 10% compared to last year. Revenue is down slightly. Programs that underperformed were: youth, adults, seniors and skate lessons.
 - **Skate Lessons:** The higher expense was due to a retroactive adjustment to the cashier's wage rates. Skate lessons are also significantly lower than 2016.
 - **Seniors:** Jen addressed the discrepancies and believes that it may be due to the timing of invoicing and payments. We will need to wait for the December reports to see if the figures level out.
 - **Adults:** The Finance committee will follow up with Hardeep re adult programs for feedback.
- **Revenue Sharing:** Prior to 2015 the rate for instructors was 80/20. Our margins should now improve with a 60/40 split for all new instructors. Existing instructors are on 70/30. Some long-term instructors (mostly from the Seniors Centre) on the 80/20 left when contracts were renewed. Jen has now successfully renegotiated most of the existing contracts on a 70/30 split.

MOTION: Moved by Michael and seconded to adopt the October and November Finance reports as presented.

CARRIED

6.2 2016-17 Audited Financial Statement – Michael

The 2016-17 audit was conducted by the same auditors we have worked with for the past few years, Sidhu Straker.

There were no issues with the audit.

- **Fiscal 2017:** shows the Society in a very strong financial position with total cash and GICs up from \$2.8m in 2016 to \$3.2m and net assets also up 11%.
- **Program revenue:** most programs were up with the exception of the seniors' kitchen, skate lessons, special events and Play Palace. The caveat for these programs showing a revenue drop, was that their expenses also dropped. This indicates that the revenue was actually higher.
- **Repairs and maintenance:** there is a large discrepancy (\$10K) between 2017 and 2016 that could be attributed to the bus maintenance being charged to the same budget in 2016. Michael will clarify.

- **Subsidized programs:** Robert reported that one of the goals of the Rentals committee is to look at subsidized rentals to ascertain the amount of lost revenue we are sustaining to run free or subsidized programs. How much does it cost the Society in lost revenue in providing these services? How do we deal with lost revenue and increased costs moving forward? We need to look at the cost control steps we are taking to mitigate lost revenue. This research could be cross pollinated by the Community Needs Assessment Committee to review programs from other centres that meet the needs of the community but are not generating revenue.

6.3 W. Boulevard Sidewalk upgrade – David

The repairs to the sidewalk on W. Boulevard, between 42nd and 43rd Avenue, outside our entrance has been completed. The Neighbourhood Matching grant has been approved in principle but we won't be able to move forward with our plans for further improvements until we know for certain that funding has been approved.

6.4 Canada Summer Jobs Grant – Robert

In addition to our annual application for summer day camp positions this year, we are proposing to apply for an extra position to assist the Board. A draft position description was included in the board package that we could tweak if we get the grant. The student will be directed by one or two members of the executive and be paid the minimum wage from the federal grant plus receive a top up (depending on qualification) and benefits from us. Kathleen will write the submission and send the application off by February 2.

MOTION: Moved by Robert and seconded to approve the job description, for the summer jobs grant as presented.
CARRIED

6.5 Nominating Committee (NC) update – Robert

The NC have completed two interviews, received one new online application today and have by word of mouth of a fourth application coming in. All applicants appear to be current members of the Society and present as strong and positive candidates.

6.6 Policy on Meeting Procedures – Kathleen

As a follow up from our November Board meeting, it was not possible for this task to be completed in such a short period of time. We have slated this job for the summer student who can draw from resources online.

BREAK 8:27 pm - 8:38 pm

6.7 Special Board Meeting scheduled for 14 February at 7:00 pm – Kathleen

Moved in-camera.

Jennifer left the meeting at 8:27 pm

In-camera Meeting: 8:38 pm to 9:37 pm

9. ADJOURNMENT

The meeting adjourned at 9:37 pm

NEXT MEETING: February 28, 2018.

UPCOMING MEETINGS AND EVENTS:

Program Committee	Wed 07 February - 7:00 pm	Park Board	Mon 19 February 2018
Seniors Council	Mon 12 February - 1:00 pm		
Special Board Meeting	Wed 14 February - 7:00 pm		
Community Engagement	Wed 14 February - 5:00 pm		
Finance Committee	Wed 14 February - 6:00 pm		
Executive Committee	Sat 17 February - 10:00 am		

Special Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 14 February 2018 at 7:00pm | Seniors Craft room

MINUTES

Present: Kathleen Bigsby, (Chair), Robert Lockhart, David Eaton, Michael Tjaya, Duncan Ainslie, Humaira Akhtar, Morag Pansegrau, Oscar Bisnar, Arjan Grewal, Melina Hung, Anne Monahan, Keiko Honda, Don Munton
Regrets: Fred Jay, Daniel Conrad, Alex Cherkezoff, Melissa Woo
Absent: Hamza Kamal
Guest: Dean Davison (Davison Law Group)
Recorder: Alison Verghese

1. Call to order and Welcome

The meeting was called to order at 7:22 pm. Kathleen introduced Dean Davison, our lawyer since 2013.

2. Purpose of the Meeting

Kathleen provided a brief outline of the purpose of tonight's meeting.

- The Board is to determine if there has been sufficient mitigation of the April 17 JOA clauses we objected to, since the Kerrisdale membership voted on September 19, 2017; and, if so, does the Board believe the current proposed JOA package is workable for this Community Centre?
- The Board will be provided with detailed information in a presentation and legal opinion from our lawyer who is on hand to answer any questions or concerns.

3. Background of JOA with PB

Kathleen presented a summary of the JOA Negotiations from our existing 1979 JOA to where we stand today. Printed handouts enabled the Board to take notes from the slides. Considerable progress has been made since September 2017 when the Board rejected the agreement. We now have appendices that have equal weight with the agreement, a number of which mitigate some of the problems in the original agreement.

4. Strengths and Weaknesses of Current Offer

Both positive aspects and continuing concerns of the current offer were highlighted and discussed. These were listed as follows from the PowerPoint presentation:

STRENGTHS and WEAKNESSES

- centre memberships are automatic with program registration and can be separate, but have limitations
- disputes can go to arbitration
- agreement effective for 10 years with option for a further 5, but some provisions for termination of agreement are worrisome
- no conflicts with Societies Act & Income Tax Act
- increased clarity regarding human resources and equipment ownership
- Financial issues: considerable cost to KCCS
- Infringement of autonomy of Society's management of Centre & Board operations
- Existing law suit and injunction (we will have to relinquish if we sign)
- Park Board invoice for \$966,000

5. Legal perspectives presented by Dean Davison

- a. If we give up the lawsuit, what are we actually giving up?
- Dean outlined some of the pros, cons and risks of giving up the current litigation, what defeat entails, and our likelihood of victory:
- b. What happens if we reject the PB's April 2017 proposal?
- If we reject the PB's proposal, we will continue operating from the current 1979 JOA, under the protection of the injunction, until the lawsuit is decided.
 - Although we are negotiating with PB with Killarney, Hastings and Kerrisdale, we sign independently.

BREAK 8:44pm - 8:51pm

- c. Board's options re: proposed JOA
- The agenda suggested three choices this evening to: (i) **reject** (ii) **accept** or (iii) **postpone** the vote on the proposed agreement. After discussion, a fourth option combining options (ii) and (iii) was suggested.
 - It was noted that three documents now comprise the proposed agreement: i.e., the body of the April 10 JOA, the Appendices and the Mutual Release (which has not yet been approved).

6. Other Issues raised by Board members

- **Clause 16:** It was suggested that we may need to redraft the wording and/or terms in clause 16. The issue re "good faith" negotiations was highlighted by Don who thinks that we will be out of the community centre in 10-years.
- **The lack of visibility of the Community Centre associations** in community centres. We need to embark on a PR campaign to raise the level of public awareness for what CCAs do for its community.
- **License for the Seniors Lunch Program:** We need to protect our licensing agreement, the subsidy and our local businesses who are paying very high rents to stay in business.
- We need to **agree on whether we are willing to pay PB any part of its unsupported claim**. Some members of the Board are happy for PB to sue us for the outstanding debt.
- **"Past sins" release** where PB could effectively use any past behaviours as a reason for preventing a CCA from operating a new or renovated centre. For Dean, this clause should not even be in the agreement.
- Four active members (Fred, Daniel, Melissa and Alex) are not present to cast their votes.

7. Motion and vote

- **MOTION:** Moved by Anne and seconded that the Board of Directors accepts the proposed JOA with the proviso that the following elements are completed to the satisfaction of the Board: management of the Seniors Lunch Program, wording of the Mutual Release, and resolution of the outstanding May 2017 invoice from Park Board to the Society.
- **AMENDMENT TO THE MOTION:** Moved by Don to add Clause 16 as an additional requirement in the main motion, and without a seconder, the **AMENDMENT FAILED**.
- **MOTION:** Moved by Don and seconded to table the main motion and reconvene at an unspecified later date. 5 IN FAVOUR | 7 OPPOSED. **MOTION TO TABLE FAILED**.
- The Board resumed the vote on the main **MOTION:** 7 IN FAVOUR | 4 OPPOSED | 1 ABSTAINED. **MOTION CARRIED**.

8. Motion to Adjourn

The meeting adjourned at 10:06 pm.

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____

**Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 28 February 2018 at 7:00pm**

MINUTES

Present: Kathleen Bigsby, (Chair), Robert Lockhart, David Eaton, Michael Tjaya, Duncan Ainslie, Fred Jay, Daniel Conrad, Morag Pansegrau, Oscar Bisnar, Arjan Grewal, Anne Monahan, Melina Hung, Keiko Honda, Jumy Ogunsola, Kathy McKay
Regrets: Melissa Woo, Humaira Akhtar, Keith Stoner, Marie-Noelle Savoie
Commissioner: Casey Crawford
Staff: Susan Mele
Recorder: Alison Verghese

1. Call to order and Announcements

The meeting was called to order at 7:05 pm

1.1 Welcome to new Board members

Kathleen welcomed Kathy McKay, one of three new Board members elected this year.

1.2 APPROVAL OF AGENDA

MOVED by Melina and seconded, that the Agenda be adopted as present. **CARRIED**

2. STANDING ITEMS

2.1 Commissioner's Report – Casey Crawford

Casey apologised for the break in liaison representation over the past couple of months. This should be rectified soon with a more permanent appointee but he's happy to be back. He reported on and fielded questions on the January 29 and February 19 meetings that were not circulated:

- **Oakridge Open Houses and discussions.** The developers want to start construction in 2019 to build 2,300-2,400 units, housing 4-6K people with emphasis on 3-bedrooms for families. The project is moving quickly with an anticipated completion date in 4-6 years. A new Community Centre will also be built on site and the existing Seniors centre and library are being incorporated into the new 100,000 sq. ft. space, along with a Daycare and Youth facilities. There is a 9-acre park on top of the parkade and roof that will be accessible from street level via 41st and 45th Avenues. A new community centre association will operate the new facility and the existing Seniors Centre will continue to be run by the current association. This will be a new operating model, with two independent groups operating out of the one centre.
- **Marpole-Oakridge Community Centre's (MOCC) renovation** is still going ahead in planning, along with a full size outdoor pool. Two open houses have happened and a report will go back to PB in April with what was founded.
- **Douglas Park Playground renewal plans:** Casey confirmed that the majority of funding (\$480K) for the \$700,000 project was raised by the local community. This playground was identified in 2015 as one of nine to receive capital funding (Clark, Guelph, Riverfront, Hinge, WC Shelley, Oxford, Major Matthews, Prospect Point, Douglas). A further seven are in the second round of funding (Ash, Beaconsfield, Champlain Heights, Charleson, Collingwood, Jones and Winona Parks). \$5 million was assigned to playgrounds in this past capital plan. The capital plan that is being developed this spring will identify the next playgrounds for renewal.
- **Kerrisdale Pool.** Was not discussed at the January 29 meeting but the current VanSplash report has the Kerrisdale Pool slated for reconstruction as a "community plus sized pool", which is something between Templeton/Byng and Hillcrest in size. It will be co-located at the current community centre or arena site.

3. Items for Information (under the Consent Agenda) were circulated by emailed prior to the meeting.
4. **MATTERS arising from the Minutes/Reports (Items removed from Consent Agenda)**
- 4.1 Item 3.2 Special Board Minutes of February 14: Correction under item 7 to strike out the first motion, moved by Morag. This was never a motion. Alison to remove this from the minutes.

5. **ITEMS FOR DECISION**

5.1 **Approve the Consent Agenda**

MOTION: Moved by Morag and seconded that the consent agenda be approved with Item 3.2 as amended.

CARRIED

Jumy arrived at the meeting at 7:30pm

5.2 **Seniors Council Chair – Morag/Fred**

The Seniors Council is an important sub-committee of the Board and for the past 20-years or so, we have made the chair of the Seniors' Council an appointed member of the Board. Although the chair of the Seniors' Council is elected for a two-year term, all appointments to the Board end at the AGM. Kathleen congratulated Anne.

MOTION: Moved by Robert and seconded to appoint the Seniors' Council chair, Anne Monahan to the Board of Directors. **CARRIED**

5.3 **New Community Member – Melina**

The Youth Committee will be planning to hold its first meeting on March 6 and wishes to have a full complement of members to kick start the year. Joshua Yoon, is a first year, UBC student and has been an active member of the Youth in Action program for the past two years. Described as enthusiastic and an active participant by Melina, Joshua took the initiative to set up a fundraising drive at a youth function to help the victims of the Fort McMurray fires. He successfully raised \$60 by selling candy in one afternoon.

MOTION: Moved by Melina and seconded to appoint Joshua Yoon to the Youth Committee as a Community member. **CARRIED**

6. **ITEMS FOR DISCUSSION**

6.1 **Finance Monthly Reports (ending December 2017) – Michael**

- December performed better than the previous two months with a surplus of \$34,172 but is down by approx. \$50K same time last year.
- Revenue is up in the Children's and Seniors' programs. Costs for children's programs have dropped.
- Under performing programs: Youth, Aerobics and Ice Skating. Lee Tarrant will look into the aerobics program and report back to the Finance committee.
- Ice skating: There are some discrepancies that need investigating as costs are up and revenue is down. It appears that ActiveNet (AN) is deferring income through the Payment Operating System (POS); this is particularly evident with drop-in fees.

There are challenges to have the comparative revenue lined up, and Robert has asked Lee if the AN system can be modified to do this. The solution may be to move the deferred payments back to the actual season i.e., current revenues. This could be the same problem for aerobics and other drop-in programs. Lee is trying to work out the timing issue and why is it different from last year when AN was in use. There are some correlations with the discrepancies. This concern needs to come back to the Board next month if it isn't resolved and maybe a technical problem that needs to be referred to PB.

MOTION: Moved by Michael and seconded to adopt the December financial reports as presented. **CARRIED**

6.2 **New Board Member Orientation & Board Binders – Robert**

All Board Policies and Committee Terms of References documents are available on our website under **BOARD MANUAL** at: <http://www.kerrisdalecc.com/about-us/kerrisdale-community-centre-society/society-documents/>
Please let Alison know your preference to work with paper, go electronic or a combination of both for Board binders and Board packages, moving forward.

6.3 Board Committee Structure & Operations – Kathleen

Alison will send out a template for Committee preferences for the 2018-19 operational year from March to February. Everyone is asked to submit their first three choices for the Executive to evaluate and place, based on time of request, skills and experience. Each board member is expected to sit on two committees.

- Refer to the 2016-17 Annual Report to read up on what committees have achieved or the Board Committee Structure document for meeting times and number of Board members required to serve on each committee. Alison will send out the relevant documents.

6.4 Nomination Committee (NC) – Robert

Robert acknowledged his fellow committee members: Michael, Fred and Oscar who worked through a plan and successfully completed the all-important job of recruiting very talented people to join the KCCS Board.

- As a point of reference, Robert has asked Alison to set up a special directory where all the relevant documents can be found, so that future nominating committees can hit the ground running.
- The big improvement this year was moving the timeline forward 10 days, which allowed adequate time for almost everyone who put in an application, to be interviewed prior to the AGM.
- The NC is the only committee that is appointed by the President and approved by the Board, usually in October each year. The only restriction is if you're up for election, you are not eligible to serve on this committee.

6.5 BCRPA Conference Vancouver, April 30 to May 2 – Kathleen

The theme of this year's conference is "Creating Inclusive Spaces and Places".

- As the conference will be held at The Westin Bayshore in Vancouver, we are able to send more people because we don't have accommodation and travel expenses to cover.
- Alison will be seeking expressions of interests from staff and board members to catch the early bird registration cut off by March 8.

BREAK 7:57 pm - 8:10 pm

Susan left the meeting at 8:00 pm

In-camera Meeting: 8:10 pm to 9:01 pm

9. ADJOURNMENT

The meeting adjourned at 9:01 pm

NEXT MEETING: March 28, 2018 at 7:00 pm

UPCOMING MEETINGS AND EVENTS:

Program Committee	Wed 07 March - 7:00 pm	Finance Committee	Wed 14 March - 6:00 pm
Seniors Council	Mon 12 March- 1:00 pm	Executive Committee	Wed 14 March - 7:00 pm
Park Board	Mon 19 March 2018		

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____

**Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 28 March 2018 at 7:00 pm**

MINUTES

Present: Kathleen Bigsby, (Chair), Robert Lockhart, David Eaton, Duncan Ainslie, Oscar Bisnar, Arjan Grewal, Melina Hung, Keith Stoner, Jumy Ogunsola, Kathy McKay, Melissa Woo
Regrets: Humaira Akhtar, Marie-Noelle Savoie, Michael Tjaya, Anne Monahan, Fred Jay, Keiko Honda, Daniel Conrad, Morag Pansegrau, Casey Crawford
Staff: Susan Mele
Recorder: Alison Verghese

1. Call to order and Announcements

The meeting was called to order at 7:04 pm and the chair noted that we have several regrets tonight.

We had a request from a Board member who could not attend, for a phone in hook up this evening. Several methods were investigated by Alison and Susan prior to the meeting, and due to technical glitches, it was found that the MacBook version operating system, inbuilt camera and mic were not compatible with Skype, Facetime or Google Hang Outs.

1.1 APPROVAL OF AGENDA

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

2. STANDING ITEMS

2.1 Commissioner's Report – Casey Crawford

Casey had a PB conflicting meeting, including a tour of the new Killarney Seniors Centre tonight. Kathleen suggested that if you have any questions regarding his reports, please send him a note.

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

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

4.1 Item 3.3.1 KCCS Cost Control Measures: (for information only)

Robert noted a graph missing in the report submitted in the Board package. He will resend Alison a revised version to circulate and replace.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOTION: Moved by David and seconded that the consent agenda be approved as presented. **CARRIED**

5.2 Outstanding JOA items – Chair

Kathleen reiterated that our Board passed a motion at the Special Board meeting on February 14 to accept the JOA on the proviso we get satisfactory resolution of the following three items:

1. Mutual Release
2. Operations of the Seniors lunch program
3. Outstanding Invoice (not related to the JOA but a barrier to signing)

Additionally, members at the AGM on February 21, passed a motion that if the outstanding issues could be resolved to the satisfaction of the Board the Board could accept the two outstanding JOA issues provided a 60% majority of Board members present voted for acceptance.

The Board had reviewed all the material at hand to vote on the two outstanding JOA items and were reminded that by accepting the Mutual Release, we are signalling that we are no longer pursuing the litigation we started in 2013. The required number to carry the motion will be seven votes.

MOTION 1: Moved by Robert and seconded to approve the Mutual Release as presented in February. **CARRIED**

MOTION 2: Moved by Robert and seconded to approve the wording of Appendix C Clause 2 as presented. **CARRIED**

- The wording of Appendix C, Clause 2 will protect our license agreement for operation of a food service and will no longer be at risk as we are providing a service to a unique client base. We have also eliminated the probability of conflict with businesses in our neighbourhood.
- On the signing of the JOA, the Seniors' Lunch service will become a program. Registered members must be 55 years or older to participate. A program member may invite a guest, so long as the guest is over 55 years of age. There will be no drop-ins for this program.

Kathleen will advise PB that the Board has accepted the content of the JOA as presented to us. However, we are ineligible to sign the JOA until the outstanding invoice has been dealt with.

Kathleen thanked the Board for their incredible patience over the last year, and in achieving something approaching a fair joint operating agreement for our community.

5.3 Election of Officers 2018-19 – Past President

As past president, Kathleen chaired the election of officers and called three times for nominations and volunteers from the floor for the following positions:

- **Treasurer:** Robert nominated **Michael Tjaya**
- **Secretary:** **David Eaton** volunteered
- **Vice President:** David nominated **Duncan Ainslie**
- **Vice President:** Duncan nominated **Oscar Bisnar**
- **President:** David nominated **Robert Lockhart**

All positions were filled by acclamation. Kathleen congratulated the appointees and announced that the Executive has decided to implement a rotating guest position on the Executive committee. Members at large would be invited with the goal of developing Board member understanding of the Executive decision-making process. This will be a way to ensure that the Society is building a future experienced executive board.

Robert thanked Kathleen for all the hard work she has done on behalf of the Society and community since becoming President in 2013-14.

- When Kathleen became president, we were deeply involved in litigation against the city for non-compliance with the JOA and the related eviction notice.
- The resulting injunction from the court case gave us the opportunity and time to battle on. Kathleen has led these efforts on behalf of both the Society and other community centre associations. The work has taken us through negotiations, mediation, consultation and most recently, back to negotiation.
- The outcome is an operating agreement we think we can live with. While leading these efforts Kathleen, also led the Board in delivering centre programs and services to the members of the Kerrisdale community. Over this time, programs have changed, the makeup of our instructors has changed, some of the programming staff have changed but with Kathleen's leadership we continue to have an excellent relationship with centre staff and we continue to deliver the programs and services the community wants and needs.

Kathleen was presented with fresh flowers, a card and a hearty round of applause.

5.4 Committee assignments 2018-19 – Chair

The committee assignments for the coming year were presented to the Board in a draft format as there are a couple of positions pending confirmation. It was also noted that:

- The Board Development committee will not be activated for the first 6-months as we need to focus on a new pricing structure should we be allowed to sign the JOA.
- The Communications committee will be instituted this year with a strong slate of volunteers.
- The Community Needs Assessment Committee (CNAC) requires former members who served on the committee to complete the task of analysing the data that was collected and producing a final report to the Board.

MOTION: Moved by Arjan and seconded to approve the Committee structure as presented. **CARRIED**

5.5 Approve transfer to KCCS Legal Fund – Michael

Background: Over the last few years, we have had to establish a legal fund in order to pay for legal bills associated with the dispute with PB. About a month ago, this money was depleted and we would like to transfer money from retained earnings to the legal fund to allow us to continue to deal with some residual legal bills pertaining to the JOA.

MOTION: Moved by Robert and seconded to approve the transfer of \$25K from unrestricted surplus to KCCS legal funds. **CARRIED**

5.6 Sound System in Seniors Wing – Chair

David confirmed that All Star Pacific has won the bid and PB will be installing the new sound system in the Seniors Wing. There were questions and concerns about the implementation of the process:

- As all installations that are fixed to the building are conducted by city staff, there may be challenges with this particular installation as city staff may not be trained in installing equipment of this calibre. All Star Pacific may require their staff to oversee the installation and in which case, we need both parties to meet to appraise the scope of work and cost involved.
- Would the installation costs be an additional to the Society or done gratis by the city because the equipment will become their property? We need to prepare a query to the city, via Susan Mele, as to how they would like to proceed with the installation of this equipment.
- The three rooms slated for this upgrade, which will include a microphone system that will provide amplification and music will be: The Seniors' Multipurpose, South and Craft rooms. There is a microphone system that already exists in the Multipurpose room, but this is old and inefficient. David will follow up with the cost of extra wireless microphones to enhance our Board meetings.

MOTION: Moved by David and seconded to approve an expenditure of up to \$22K for the installation of a sound system in the three rooms in the Seniors Wing. **CARRIED**

6. ITEMS FOR DISCUSSION

6.1 Finance Monthly Reports (ending December 2017) – Robert

Robert commented that Program revenue relative to last year is very similar.

6.2 Deferred POS payments – Robert

As a follow up to last month's discussions, the Finance committee identified that some of the revenue coming in on the Point of Sale (POS) system was being credited forward and not accrued in the current season. It mostly affected revenue that was associated with "drop-in" fees. We may be able to control this by adjusting our accounting and wait to see if this can be rectified internally before calling for a meeting with ActiveNet.

6.3 Community Need Assessment Committee (CNAC) – Chair

Refer to Item 5.4 above.

6.4 Special Information session – Robert

The Seniors' Council has asked for a special information meeting to update seniors on the current status of the JOA. In Anne's absence, it was suggested that a Board representative can either go to their next Seniors' Council meeting or ask them to call a general meeting of seniors. Robert will follow up with Anne.

6.5 Neighbourhood Matching Fund (NMF) – David

We have confirmation that we received the NMF. David will propose the Building Maintenance committee get together on April 16 to discuss goals and tasks. It is anticipated that there will be quite a lot of work to do.

6.6 2018-19 Committee Goals Setting – Chair

The first task of the newly appointed committees is to "**Set Goals**" for the coming year. Included in the Board package is a handout from Vantage Point that outlines some **useful guidelines for goals**.

- We expect each committee to provide 2 or 3 goals that are achievable, specific, and measurable.
- Each committee is expected to report on these goals in September, to track the progress made and eventually provide the results as part of the annual report that is presented to the membership at the AGM.

6.7 Summer Board get together – Duncan

Duncan provided some background on the rationale of the Summer Board get together and outlined a proposed new concept for two events, instead of one, to be tried this year:

1. A "**Pot Luck**" event for board members (and partners) on Wednesday, **August 15**. We will require an ad-hoc committee to organise this event.
2. A "**Meet & Mingle**" event for permanent staff and board members on Wednesday, **September 5**. This is designed allow senior staff to meet Board members and to encourage more staff to attend as the summer date was a challenge.

This proposal is still fluid so please contact Duncan if you have any further ideas or comments.

6.8 Seed Saver Workshop Report – Kathy

The third and last Seed Savers Club workshop that was approved by the Board for free rental space in 2016 was held on March 3. A summary report indicating reasonable community participation was provided.

There are concerns about ongoing free events, especially considering the revenue/deficit challenges that will impact the Society's programming revenue if we are allowed to sign the JOA.

6.9 Request for free room rental – Keiko

Kathy spoke to this in Keiko's absence and requested free room rental for Urban food security and ecology activities initiated by the Community Engagement Committee (CEC).

- Robert outlined the usual process and procedure for external groups applying for free and subsidised rental space at our centre. However, there appears to be a loophole when free and/or subsidised rental space is generated internally, by the CEC, which acts as the intervener for the external group.
- After lengthy discussions, it was recommended that any event that is not a program, needs to go through the process of completing the online room rentals application form (Appendix A). If the external group doesn't meet the criteria for a room rental subsidy, and the CEC intervenes, *there must be a report generated, to show how the event has benefited our community*. For example, it was noted that the third Seed Saver workshop report that was written by Kathy McKay did in fact show community value was provided.
- We don't have any information to make a decision tonight on the CEC's request and needs to come back to the Board next month. Refer to Use of KCC Facilities by External Groups Policy.

6.10 Kerrisdale Days: Saturday, April 28 – Chair

Each year in April, the Society participates in the KBA sponsored **Kerrisdale Carnival Days** that features the Little League parade, horse & carriage ride, sidewalk sales and entertainment down 41st Avenue. We require

volunteers to man our booth from 10-1pm. Set up is at 9:30 am outside TD Bank (on the corner of Yew) and shifts are usually 1 or 2-hr blocks. Alison will send out a volunteer sign-up sheet.

- The suggested focus for April 28 will be the "**Fitness Room**". It should be relatively easy to promote, with a series of photos and caption: "the best equipment and is the best deal in town"!
- The suggested focus for September 8 will be "**Youth Activities**" that will coincide with the beginning of the school term.
- Past themes have been: Taekwondo demonstrations, the "Arena Rocks" History Project at the Arena and we even conducted a community needs assessment survey one time.

6.11 Play Palace Event: Wed April 18 – Chair

The **Play Palace Community Night** is a **free event** from 5-7pm. It is an annual event sponsored by the Society to promote the facility for families with children 12 years and under. Please talk it up with your neighbours and friends as the perfect fun-filled private birthday party venue over the spring and summer.

BREAK 8:24 pm - 8:35 pm

7. Pending Items

Susan left the meeting at 8:35 pm

8. In-camera Meeting: 8:35 pm to 9:28 pm

9. ADJOURNMENT

The meeting adjourned at 9:28 pm

NEXT MEETING: April 25, 2018 at 7:00 pm

UPCOMING MEETINGS AND EVENTS:

Youth Committee	Tues 03 April - 7:00 pm
Program Committee	Wed 04 April - 7:00 pm
Seniors Council	Mon 09 April - 1:00 pm
CEC	Wed 11 April - 5:00 pm
Finance Committee	Wed 11 April - 6:00 pm
Executive Committee	Wed 11 April - 7:00 pm

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Park Board	Mon 16, 30 April 2018
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These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____

**Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 25 April 2018 at 7:00 pm**

M I N U T E S

Present: Robert Lockhart (chair), Kathleen Bigsby, David Eaton, Michael Tjaya, Fred Jay, Daniel Conrad, Oscar Bisnar, Melina Hung, Keiko Honda, Jumy Ogunsola, Marie-Noelle Savoie, Kathy McKay, Keith Stoner, Duncan Ainslie,
Regrets: Melissa Woo, Humaira Akhtar, Anne Monahan, Arjan Grewal, Morag Pansegrau, Casey Crawford
Staff: Susan Mele
Recorder: Alison Verghese

1. Call to order and Announcements

The meeting was called to order at 7:01 pm

Robert gave a special welcome to Marie-Noelle who is attending her first Board meeting.

1.2 APPROVAL OF AGENDA

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

2. STANDING ITEMS

2.1 Commissioner's Report – Casey Crawford

Casey sent his apologies for a conflict in his scheduling tonight.

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

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

4.1 Item 3.5 Program Committee minutes of April 4

- Concern was raised that the level of staff monitoring in the unsupervised fitness room is not as consistent as reported in the minutes. Susan will follow up with staff to ensure that routine monitoring is carried out every 30 minutes, throughout the day and not just mornings.
- Oscar noted that he will continue to lead the Ukulele Sing-Along until September if another volunteer is not found.

MOTION: Moved by David and seconded to approve the program minutes as presented. **CARRIED**

4.2 Item 3.2 Community Engagement Committee (CEC) minutes of April 11

- A question was raised about where the \$26K referenced by Colin as possible funding for the Kerrisdale Contemporary Arts Lab (K-CAL) series. Robert noted that except for dedicated donations and fund raising the Seniors Centre has no unbudgeted source of funding. Keiko confirmed that no in-depth discussions took place at the meeting and will follow up with Colin in May.
- Keiko clarified why the "CEC acts as the gatekeeper and does due diligence" for the Seed Saver Club. CEC has cultivated a collaborative working relationship with Village Vancouver for the past couple of years and aims to build on this relationship to deliver effective programs for our community.

MOTION: Moved by Daniel and seconded to approve the CEC minutes as presented. **CARRIED**

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOTION: Moved by Melina and seconded to approve the consent agenda, excluding Items 3.2 and 3.5, as presented. **CARRIED**

5.2 Motion to appoint CIBC signing officers – Michael

KCCS uses RBC for day-to-day banking and GIC investments and CIBC to invest surplus cash into ETF's. As is the usual practice, we will require two signing officers to sign and authorise documents for the Society.

MOTION: Moved by Michael and seconded that the Board appoints Robert Lockhart, Michael Tjaya, Kathleen Bigsby and Oscar Bisnar as signing officers on the CIBC investment account. **CARRIED**

5.3 KCCS Directory 2018-19 – Chair

- Remove Kathy from the Program Committee and add Arjan to the Seniors' Council.

MOTION: Moved by Fred and seconded to approve the committee appointments and community members for the 2018-19 KCCS Directory as amended. **CARRIED**

5.4 Nominating Committee (NC) 2018-19 – Robert

The NC went through a review process last year, and it was decided it would be beneficial to appoint the chair and identify eligible committee members earlier than the scheduled October selection. At the last Executive meeting, Robert appointed Duncan, chair of the NC and tonight will call for volunteers to strike a committee.

MOTION 1: Moved by David and seconded to approve Duncan Ainslie as chair of the Nominating Committee for 2018-19. **CARRIED**

MOTION 2: Moved by Daniel and seconded to appoint Jumy Ogunsola and David Eaton to the Nominating Committee for 2018-19. **CARRIED**

Duncan arrived at the meeting at 7:19 pm

6. ITEMS FOR DISCUSSION

6.1 Finance Monthly Reports (ending February 28, 2018) – Michael

The current surplus of \$91,925 is fairly good but a lot less than last year's exceptional \$163K. There are two programs that have been identified as noticeably weaker this year:

- (1) Aerobics - this program is typically hard to predict but the numbers have definitely dropped.
- (2) Preschool Programs (At My Pace) – one popular instructor has stop teaching since winter.

Keiko arrived at the meeting at 7:23 pm

6.2 April 17 meeting with Seniors – Robert

Kathleen prepared a PowerPoint presentation that outlined the background, development, and issues around the JOA. The focus was on the achievements made by CCAs across the city in modifying the impact of the original approved version since it was released by PB in April 2017. Robert thanked Kathleen for preparing the slides and doing a great job in presenting to over thirty attendees at the seniors' discussion, where numerous questions were raised and answered.

6.3 Stars of Vancouver announcement – Robert

We were voted by readers of the Vancouver Courier BEST Community Centre on the Westside (our 3rd win in the past 4-years). Kerrisdale also won BEST neighborhood in Vancouver. The official release will be published in tomorrow's newspaper.

6.4 Kerrisdale Days: Saturday, April 28 – Robert

Robert has verification from TD Trust Bank that we can once again set up our booth in front of that location on 41st Avenue.

- the purpose of our participation in the event is to raise the profile of the KCCS and community centre.
- inform the public of the benefits of participating in activities and programs at the community centre and to answer questions.
- focus will be on the fitness centre/stretch room and promote the personal trainers that work in our centre. We will have a chart to compare our fee structure against PB and other community centres.

6.5 Summer Board Potluck - Aug 15 – Duncan

- The committee has not met and is unsure how many people will be attending the event at Oscar's house. Attendees will be asked to supplement the event with pot-luck contributions of an appetizer, salad or dessert. The budget of \$1K will cover the main course and other sundry expenses.
- The second event, planned as a mixer for staff and Board members, on September 5th will not require as much planning as dinner will not be involved.

6.6 BCRPA reporting requirements – Robert

- Four Board members (Robert, Arjan, Humaira, and Keiko) and one staff (Susan) will attend this year's BC Recreation and Parks Association conference in Vancouver. PB will be paying for Susan to attend.
- One consolidated report from all the attendees will be submitted to the Board, highlighting key ideas that could have some application here at the centre. Alison will send out past reports as examples.

6.7 Neighbourhood Matching Fund (NMF) – David

The Building Maintenance Committee met for the first time last Monday to establish goals and timelines.

- The committee accepted the \$8,500 grant that was offered. The money will go mainly to the artist.
- The PB gardener has come up with a plan to refurbish the areas along both sides of the entrance walkway from W Boulevard. A variety of over 450 colourful annuals and perennials, ferns, etc. will form the basis of the garden's design that we can later build upon.
- A flyer has been produced to promote the artist and two workshops for the **West Boulevard Welcoming Garden Ideas Challenge**. This will be handed out on Kerrisdale Days and posted on social media.

6.8 Community Need Assessment Committee (CNAC) – Kathleen

We have most of the information and data necessary to consolidate a draft report by June. The aim is to bring it to the Board to discuss the implications of the findings. Melina will assist in synthesising some of the material from the patrons' survey conducted in the summer of 2016 and Kathleen has been analysing the census data to extract information that may provide insight into needed programs and services for our community.

7. PENDING ITEMS

7.1 2005 Needs Assessment recommendation – Robert

One of the key findings of the CNAC was a needs assessment report that was generated in 2005. A sub-committee led by Humaira reviewed the recommendations and determined which were still valid but not yet implemented. Various committees were sent a list of needs and tasks for them to respond with an "action plan". Robert asked that these committees forward their responses to the plan to Kathleen and Melina for review.

BREAK 7:55 pm - 8:10 pm

Susan left the meeting at 7:56 pm

In-camera Meeting: 8:11 pm to 9:00 pm

9. ADJOURNMENT

The meeting adjourned at 9:00 pm

NEXT MEETING: May 23, 2018.

UPCOMING MEETINGS AND EVENTS:

Youth Committee	Tue 01 May - 7:00 pm	Executive Committee	Wed 09 May - 7:00 pm
Program Committee	Wed 02 May - 7:00 pm	Rentals Committee	Mon 14 May- 10:00 am
CEC	Wed 09 May- 5:00 pm	Seniors Council	Mon 14 May- 1:00 pm
Finance Committee	Wed 09 May - 6:00 pm	Park Board	Mon 14 May 2018

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____

**Board of Directors Meeting
of
The Kerrisdale Community Centre Society (KCCS)
Wednesday, 23 May 2018 at 7:00 pm**

MINUTES

Present: Robert Lockhart (chair), Kathleen Bigsby, David Eaton, Michael Tjaya, Fred Jay, Jumy Ogunsola, Marie-Noelle Savoie, Kathy McKay, Humaira Akhtar, Anne Monahan, Arjan Grewal, Morag Pansegrau
Regrets: Keith Stoner, Melissa Woo, Duncan Ainslie, Oscar Bisnar, Melina Hung, Keiko Honda, Daniel Conrad
Commissioner: Casey Crawford
Staff: Susan Mele
Recorder: Alison Verghese

1. Call to order and Announcements

The meeting was called to order at 7:00 pm

1.2 APPROVAL OF AGENDA

Additional item: 5.6 Increase in Aerobic and Personal Trainer Fees – Morag

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

2. STANDING ITEMS

2.1 Commissioner's Report – Casey Crawford

The April 16 Park Board Liaison report was circulated in the agenda package prior to the meeting. Casey gave a verbal report of the April 30 meeting, with highlights noted as follows:

- PB voted to continue the shared Real Estate Facilities Management (REFM) services model with the city to provide facilities management services to the PB facilities, including Community Centres. Next step will be to engage with CCAs, perhaps through the APG, to determine implementation and expectations in relation to facility maintenance work.
- For information only: There are two projects in our neighbourhood:
 - i. a development application for a hotel on the top of the space beside the Honolulu Cafe and;
 - ii. a development application at Crofton Manor.

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

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

Item 3.8 Recreation Supervisor's report

- Item 4 **Maple Grove**: Date correction for the opening is June 16, not 23
- Item 3 **Heritage Fair**: Approximately 400 people (120 children plus their parents/grandparents) participated. About 20 community people came to the afternoon sessions. Logistics were fine, everything ran smoothly and was well received.
- Item 7 **W Boulevard Welcoming Garden**: Times and dates for the workshops are Tuesday, May 29 and Saturday, June 9, both from 1:30 - 3:30 pm.

MOTION: Moved by Fred and seconded to approve the Recreation Supervisor's report as amended. **CARRIED**

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOTION: Moved by Michael and seconded to approve the consent agenda, excluding item 3.8 as presented.
CARRIED

5.2 Summer Research Student – Robert

We were successful in receiving the Canada Summer Jobs federal grant for ten Summer Daycamps leaders and one student for a research project on behalf of the Society. The rationale for requesting a budget for the summer research student is because this position does not generate any revenue and will need to supplement the basic rate of \$12.65 to create a competitive wage for hiring a suitable candidate.

The Executive has provided supporting documents detailing the approved summer jobs contribution amount and a report outlining the concept of the position was reviewed by the Board in January.

MOTION: Moved by Kathleen and seconded that the Board approve, as recommended by the Executive Committee, an expenditure of up to \$5,819 to supplement the cost of hiring a summer research student.

CARRIED

5.3 All Candidates Meeting at Kerrisdale – Robert

The Board was asked to decide:

1. If we should hold an all candidates meeting at Kerrisdale in the fall?
 2. If the decision is yes, *"which meeting was more critical for us as an operating society"*; Park Board, Councillors or Mayor?
- **Marpole-Oakridge:** is planning a combined PB and council candidates meeting early September
 - **Dunbar:** usually works with the Dunbar Residents Association and is holding a councillors meeting
 - **Kitsilano:** we are not sure about
 - **Kerrisdale** traditionally holds PB candidates but this is up for decision tonight.

Following discussions, there was consensus to hold a meeting and the priority was to determine who controls the money and therefore the power. Casey will follow up on the percentage of the budget allocated to PB.

MOTION 1: Moved by Kathleen and seconded to sponsor an all-candidates meeting at the Kerrisdale Community Centre for the fall elections. **CARRIED**

MOTION 2: Moved by Arjan and seconded that we hold a councillor's candidate meeting at Kerrisdale. **CARRIED**

There will be a lot of work planning and coordinating this meeting in a shortened timeframe. The Executive will decide on the date after meeting with the APG. The election has moved from November to October 20.

Jumy arrived at the meeting 7:20 pm

5.4 Rental Rate Changes – Robert

The Rental committee put together a report comparing our rental rates with those of other community centres. It found that two rooms in the Seniors Centre were under cost and others required minor price adjustments. Apart from these changes, our rental rates are very competitive with other sites.

MOTION: Moved by Kathleen and seconded that the Board approve, as recommended by the Rental Committee, the following rental rate changes: Room 217 from \$29.50/hour to \$30/hr; Senior Craft Room from \$50.50/hr to \$55.00/hr; Senior South Room from \$50.50/hr to \$55/hr. **CARRIED**

These rates include GST and will be effective from September 1, 2018.

Marie-Noelle arrived at the meeting 7:29 pm

5.5 Re-approval of CIBC Designated Signatories – Robert

Further to the motion passed by the Board in April, please refer to the two-page document from CIBC Wood Gundy dated May 4, 2018 as presented in the May Board package.

MOTION: Moved by Fred and seconded to approve the four signing authorities listed on the CIBC Wood Gundy Corporate resolution, dated May 4, 2018 as presented in Board package. **CARRIED**

David Eaton (Secretary), will sign and date the resolution confirming that the motion was passed by the Board.

5.6 Increase in Aerobic and Personal Trainer Fees – Robert

MOTION: Moved by Morag to increase the Aerobic and Personal Trainer fees as detailed in the Program Committee's minutes of May 2nd, 2018. **CARRIED**

Robert noted that financial decisions cannot be made solely by a committee without recommendation to the Board for approval.

6. ITEMS FOR DISCUSSION

6.1 Finance Monthly Reports (ending March 2018) – Michael

- Revenue is up on last year and net income from operations is higher than budgeted. Overall, we are showing strong results, seven months into the fiscal year.
- Skate lessons, Youth, and Aerobic programs are continuing to underperform since the start of the year.
- Revenue for skate lessons are within \$1K of last year, but by comparison, the cost of labour has gone up by about \$10K. Susan and Meaghan are investigating why there has been such a dramatic increase in the labour costs relating to staffing in skate lessons.
- The Fitness program is the most profitable in the centre.
- The Finance Committee is looking at some programs that will be able to bear price increases and Michael will work with the Program Committee to prepare a report that will eventually come to the Board and is still a work in progress.

MOTION: Moved by Michael and seconded to adopt the April Finance reports as presented. **CARRIED**

6.2 Setting Committee Goals – Robert

Committee Goals are set annually from February to February and this year, we will be implementing a new initiative to link them back to the Society's Vision, Mission and Values. It's important to note that these concepts, especially **Our Values**, defines the overall objectives of the Society.

Robert referenced the Rental Committee as an example of how to establish committee goals that link back to the Society's values and encouraged the Board to follow this method. Alison will return any Committee Goals that are not in line with the Society's mission statement for amendment.

6.3 Park Board initiatives with CCA Involvement May 17, 2018 – Robert

The Board reviewed and discussed the three initiatives PB have proposed for CCA involvement:

- 1st: **System-Wide Planning** - invitations have been sent to Presidents of CCAs who have signed the JOA or indicated their intention to sign.
- 2nd: **Van Play: 2019-2022 Capital Plan Stakeholders Meeting** - scheduled for June 12, time (TBA)
- 3rd: **Van Splash** - replace Kerrisdale Pool with a new Community-scale pool

Comments from members of the executive highlighted a level of frustration in responding to these initiatives. It is quite overwhelming and difficult to provide a succinct response, especially as the three very different initiatives come from the same source and target the same body of people who are all volunteers. The requests are convoluted and unclear, with no indications of dates or instructions as to how to submit feedback.

Casey will touch base with Donnie Rosa and get back to us with more information about Van Splash and Van Play.

6.4 Jim Diers on Community Engagement – Robert

Robert gave a brief background on Jim Diers and how we had invited him to speak at a public meeting that filled our auditorium back in January 2016. It was strongly suggested that all Board members register for this Park Board sponsored event, entitled "Building Genuine Community Partnerships", at the Roundhouse Community Centre on Thursday, June 14.

6.5 Free/Subsidized Programming – Robert

A project to document free and subsidised programs occurring throughout the centre has been initiated by Robert and together with Jen Takai and Susan's help, there will be a spreadsheet detailing the cost of delivering these services to analyse:

- staff time to set up and tear down events and workshops
- related disbursements for equipment and day to day and/or occasional costs like, for example, the changing of the snooker tablecloths every 3 to 4 years.

The objective is to meet with representatives of the Seniors Council to review the data and then determine ways that we can continue with these services and get some cost recovery. The ability to continue delivering free and subsidised programs will be challenging in the face of a looming deficit if we don't stabilise our revenue to replace lost dollars and pay for additional costs for operations when the new JOA is signed.

This exercise is in conjunction and parallel to what the Finance and Program Committees are doing with program fees. We do not have to rush into this process and make unforced errors because we are financially sound.

6.6 West Boulevard garden update - David

Light fixtures: David and Susan met with the chief superintendent of lighting last week to discuss upgrades to lighting in front of the building on West Boulevard:

- replace two lights, in front of the door to the centre and auditorium with LED fixtures, under maintenance
- additional fixture to be installed on walkway approaching the building and the possibility of getting some linear lights along the edge of the roof
- obtain quotes for up lighting the trees and providing signage at the end of the sidewalk plus others ideas.

BREAK 8:19 pm - 8:33 pm

Casey and Susan left the meeting at 8:20 pm

8. In-camera Meeting: 8:33 pm to 9:11 pm

9. ADJOURNMENT

The meeting adjourned at 9:11 pm

NEXT MEETING: June 27, 2018.

UPCOMING MEETINGS AND EVENTS:

Program Committee	Wed 03 June - 7:00 pm	Youth Committee	Tue 19 June - 7:00 pm
Seniors Council	Mon 11 June- 1:00 pm	Communication Cmt	Tues 26 June - 7:00 pm
Community Engagement	Wed 13 June - 5:00 pm		
Finance Committee	Wed 13 June - 6:00 pm	Park Board	Mon 4 & 18 June 2018
Executive Committee	Wed 13 June - 7:30 pm		

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____

**Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 27 June 2018 at 7:00 pm**

MINUTES

Present: Robert Lockhart (chair), Kathleen Bigsby, David Eaton, Michael Tjaya, Duncan Ainslie, Fred Jay, Daniel Conrad, Oscar Bisnar, Melina Hung, Jumy Ogunsola, Marie-Noelle Savoie, Kathy McKay, Keith Stoner, Melissa Woo, Humaira Akhtar, Anne Monahan, Arjan Grewal, Morag Pansegrau

Regrets: Keiko Honda

Guest: Charlotte Arday

Commissioner: Casey Crawford

Staff: Susan Mele

Recorder: Alison Verghese

1. CALL TO ORDER AND ANNOUNCEMENTS

The meeting was called to order at 7:01 pm. Robert introduced Charlotte Arday, our Summer Research student.

1.1 Approval of Agenda

MOTION: Moved by Fred and seconded, that the Agenda be adopted as presented. **CARRIED**

2. STANDING ITEMS

2.1 Commissioner's Report – Casey Crawford

The May and June Park Board Liaison reports were included in the Board package for review. Casey provided verbal highlights of the June 18 meeting, specifically on the Langara Golf Course drainage system upgrade, which is currently awaiting a response from the city for the \$3m project to go ahead.

3. ITEMS FOR INFORMATION (under the Consent Agenda) were circulated by email prior to the meeting.

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

4.1 Item 3.2 Community Engagement Committee

A question was raised about why the CEC is discussing the Film Series when the initiative sits with the Program Committee. Daniel clarified that the CEC is involved only to generate more participation and publicity that is supportive of the program.

MOTION: Moved Fred and seconded to approve the CEC minutes as presented. **CARRIED**

4.2 Item 3.4 Program Committee

Susan flagged that staff cannot make motions on the Society's behalf, as noted on page 18, item 4d of the package. After a brief discussion, Morag recognised the typo and made a motion to correct the error.

MOTION: Moved by Morag and seconded to approve the Program Committee minutes with the modification that the mover at Item 4d was Daniel Conrad. **CARRIED**

Reminder | Important content in the BCRPA report: Robert urged committee chairs to investigate what ideas they might be able to further delve into or act upon from the number of good ideas presented in this year's BCRPA report that was included in the consent agenda.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOTION: Moved by Kathleen and seconded to approve the consent agenda, excluding items 3.2 and 3.4 as presented. **CARRIED**

Jumy arrived at 7:26 pm

5.2 Summer Research Student – Robert/Kathleen

- The email motion passed by a substantial majority of the Board (June 19) was included in the agenda package as confirmation that we are retaining our summer research student, Charlotte Arday.
- Kathleen provided an update on Charlotte's first project, to find **alternatives to Roberts Rules to manage our meeting procedures**. An extensive online research resulted in some alternatives, but not enough to cover the needs of our Board, Committees or Annual General Meetings.
- Instead, an outline of meeting procedures has been crafted in a draft policy document that was circulated in the agenda package for feedback. Kathleen and Charlotte fielded questions and took notes resulting from a lengthy discussion on the following topics:
 1. A quorum for Meetings of Committees
 2. Approval of Minutes
 3. Rules of Discussion/Debate and Decorum

MOTION: Moved by Daniel and seconded that the Board approves Charlotte Arday continue on her project as outlined. **CARRIED**

Charlotte left the meeting at 7:48 pm

5.3 Finance Committee TOR – Michael

The Finance Committee terms of reference was last reviewed in August 2009. Some changes include a broadening of the mandate to capture greater scope, and the accountant's title was changed from "Bookkeeper" to "Accounting Manager".

MOTION: Moved by Melina and seconded to approve the proposed revisions to the Finance Committee terms of reference as presented. **CARRIED**

Note: The Executive and Building Maintenance are two committees that have TOR's that are more than 5-yrs old.

6. ITEMS FOR DISCUSSION

6.1 Finance Monthly Reports (ending April 30, 2018) – Michael

- Aerobics is underperforming; revenue from the seniors' programs is up compared to last year.
- Overall, our performance year-to-date is looking quite good but the month appears low because of the timing of the report. (The summer camp revenue has not been processed and will boost the revenue even higher once incorporated). Our current surplus of \$147,289 is also lower than in 2017 (\$204,219).

6.2 Signing of JOA – Robert

The JOA was signed on **June 21, 2018** at our lawyer's office by Oscar and Robert. Actions now required as a follow up to the signing of the JOA are currently in progress:

- **Membership fees:** On direction from Robert staff was instructed by Susan Mele to immediately stop charging membership fees. We are working on appropriate wording for the Fall brochure and ActiveNet online registration system, where we will have an "opt-out" clause for membership. Wording of this clause is under review.
- **President's Report:** Robert will report to the membership in the Fall brochure that the JOA has been signed, the financial issue has been settled, and there is no longer a charge for membership.
- **Financial Impact:** We have started to address the significant financial impact the new JOA will have on our bottom line. With a looming \$300+K deficit forecast, a sub-committee of the Program and Finance

Committees have been struck to review and manage program fees across the board. Parallel to this, we need to be diligent in **controlling costs**. We have set ourselves a 2-year timeframe to return to sustainable operations and a balanced budget.

- **Content Insurance:** We have started to engage with our insurance broker for a quote to insure our contents. Work to update our inventory of physical assets is underway.

6.3 KCCS Budget for 2018-19 – Michael

Our fiscal year is from September 1 to August 31 and typically, the Board approves the budget in September. Last year the budget was approved in October. Michael will be circulating to committee chairs a budget template (Excel spreadsheet) that was created by our Accounting Manager, Ali Mahdiyar for 2018-19 budget requests.

Committee chairs should submit their proposed budget to Michael by the end of August. It will be presented to the Finance committee and ratified by the Board in September. Contact Michael if there are any questions about the template or other budget related questions.

Question: re what other CCAs are doing to cope with their deficit. The APG may be one venue to discuss revenue and cost control approaches. Some other CCAs built their membership fees into programs. The impact on Kerrisdale from lost membership revenue is greater than at most other centres.

BREAK 8:28 pm - 8:41 pm

Casey left the meeting at 8:30 pm

6.4 Free and Subsidized Programming – Robert

Documenting the actual cost for running activities that are free and subsidized has been a project Robert and the Seniors' Council have been working on for the past 6-weeks. There are about 30 free or subsidized activities that occur in the Seniors Centre each season costing \$12-15K per year; the greatest cost is from staff time in setting up and taking down the rooms. Additionally, there are disbursement costs associated with some of these programs:

- **Snooker/Games Room** spends upwards of \$1,500 every 5-years to replace the felt, cues, sticks etc., or about \$300 per year that we need to accumulate.
- **Social Recreation Program:** has a large group of drop-in activities relating to seniors, such as Mah-jong, Weekend Movies, Chess, Ping Pong etc.
- **Opera Zone Program** cost last year tallied up to \$1,600 for performers fees, snacks, and sundries
- **The Lunch Program** is a separate entity on its own with a Board approved subsidy.

Addressing these activities would be a very small component of the bigger picture but it draws the participants of those activities into the process of dealing with the bigger problem. We have identified four new categories of

New Programming:

1. **The Lunch Program:** for participants 55 years+ proposing to cost \$10 per year
2. **Snooker/Games Room Program:** proposing a \$10-20 annual program fee
3. **Opera Zone Program:** proposing a \$10 fee for the year
4. **Social Recreation Program:** same cost as the Games Room Program, the majority of these activities are for the seniors.

Susan will be working on a participation card to record patron participation in these programs.

6.5 Loss of Seniors' Programmer – Susan

Jennifer Takai has accepted the full-time Programmer's position for the new Seniors' Centre at Killarney.

- An initial call for interest saw no applications from current Park Board staff so the position will be posted externally. Austin Su will assist with the role while Jen transitions out; she will be working 2 days here and 3 days in Killarney until the position is filled. A representative from the Seniors' Council will be asked to sit on the interview panel.

- **A farewell tea** will be organised in the afternoon of **Tuesday, August 7** for Jen that will be advertised in the Monarch. Susan will notify Board members as soon as more details become available.

6.6 All Candidates Meeting at Kerrisdale – Kathleen

At the last board meeting, we decided to invite council candidates here for a public meeting. The date is set for **September 20 in the Auditorium**. There is a group of community centre associations, including Kerrisdale, meeting to develop questions to candidates and city-wide advertising 2-3 weeks before the election and coordinated through the APG. It is still early days as candidates have not been selected. Tabled for August agenda.

6.7 CoV percentage of budget allocated to PB / Van Splash & Van Play – Casey

As part of the discussion relating to planning our all candidates meeting, we asked Casey to provide the percentage of budget allocated to PB from the City of Vancouver:

- PB generates \$42m in revenue, which is approximately 34.5% of its budget
- The City provides \$80.4m or approximately 65.5% to PB each year
- Development Cost Levies (DCL) allocated funding to Park Board in 2017 was 41% and will be reduced to 18% from 2018 onwards.

There were additional questions from the floor regarding Capital Planning for CCAs and PB funding trends allocated by the CoV. Casey will respond next month with the trend for funding from the CoV.

6.8 Increase in labour costs related to staffing in skate lessons – Susan

Following up on concerns raised in last month's finance report, Susan provided an explanation for the \$9K increase in skate lesson wages this year at \$37,491 compared to \$28,143 last year:

- the difference is in the number of hours and associated Group 1 costs, particularly in 2017 when we did not have enough staff, Maegan Montemayor, the Arena programmer, stepped in as a skate lesson instructor and covered around 80-hrs worth of lessons. Susan calculated that over the past 4-years, the average annual wage paid to skate lesson instructors is around \$40K. Therefore, 2018 is in line with previous years and 2017 was under.
- in 2018, there was a change from 3 to 4 sets of lessons and this resulted in increased administrative costs for scheduling, planning, report cards etc.
- there was also a 2% collective agreement increase.

Robert commented that our skate lesson program barely covers its costs and is more like a community service than a big revenue generating activity. It has historically provided a valuable service to our community for decades.

6.9 Volunteer of the Year Awards – Robert

The Board usually appoints an ad-hoc committee, made up of three Board members to go through the selection process to identify an individual or group of individuals who have been outstanding volunteers in the community. The committee is responsible for finding nominees for the award and make a recommendation to the Board for approval in November.

The chair will call on Board members to volunteer at a later date.

Melissa left the meeting at 8:59 pm

6.10 Kerrisdale Days - September 8 – Robert

We are hoping for good weather on **Saturday, September 8** when we will have a **Youth based theme** to promote youth activities at the centre. Anne suggested we could also combine this event with the Seniors' garage sale or use the event to advertise the garage sale.

We will once again call for Board and Community member to volunteer 1-2 hours to meet and greet locals on the street.

6.11 Summer Cooling Station – Susan/Robert

Kerrisdale is one of seven community centres that are designated as Summer "Cooling Centres". Activation of this procedure was emailed to Centre Recreational Managers on June 15 from Daisy Chin; Association representatives at some centre reacted with immediate concern because of the lack of consultation. Their concern was a potential repeat of the past need to cancel programs and lack of supplies because of overcrowding and safety issues as has happened downtown when some centres were used for winter warming.

We have many seniors that do not have air conditioning when there is a high-temperature weather warning and they usually come into the centre to stay cool. We are not expecting any of the issues as experienced at other centres.

6.12 System-wide Planning – Robert

The second System-wide Planning meeting is on tomorrow evening, which Robert will be attending. The agenda has been included in the Board package for information.

7. PENDING ITEMS

Not discussed.

Susan left the meeting at 9:16 pm

8. IN-CAMERA MEETING: 9:16 pm to 9:47 pm

9. ADJOURNMENT

The meeting adjourned at 9:47 pm

NEXT MEETING: August 22, 2018 at 7 pm.

UPCOMING MEETINGS AND EVENTS:

Executive Committee	Wed Jul 11 - 7:30 pm
Executive Committee	Wed Aug 8 - 7:30 pm
Finance Committee	Wed Aug 8 - 6:00 pm
Seniors Council	Mon Jul 12 - 1:00 pm
Program Committee	Wed Sept 5 - 7:00 pm
CEC	Wed Sept 12 - 5:00 pm

Park Board	Mon July 9, 23 2018

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 22 August 2018 at 7:00 pm

MINUTES

Present: Robert Lockhart (chair), Kathleen Bigsby, David Eaton, Michael Tjaya, Duncan Ainslie, Oscar Bisnar, Melina Hung, Jumy Ogunsola, Kathy McKay, Keith Stoner, Humaira Akhtar, Anne Monahan, Arjan Grewal
Regrets: Melissa Woo, Marie-Noelle Savoie, Fred Jay, Daniel Conrad, Keiko Honda, Morag Pansegrau, Casey Crawford, Susan Mele
Staff: Lee Tarrant
Recorder: Alison Verghese

1. Call to order and Announcements

The meeting was called to order at 7:02 pm. Robert welcomed everyone back from summer holidays and acknowledged Fred who is at home, sick.

1.2 APPROVAL OF AGENDA

Michael asked to move the budget item from discussion (item 6.2) to decision (item 5.8).

MOTION: MOVED by Oscar and seconded, that the agenda be adopted as amended. **CARRIED**

2. STANDING ITEMS

2.1 Commissioner's Report – Casey Crawford

- The July Park Board Liaison report arrived late and was circulated at the meeting.
- Casey could not make tonight's meeting and sent his response to last month's query. What portion of PB finance is funded by the city and what portion is funded by PB fees? Answer: 38% funded by PB fees and will now be 48% for 2018-19.
- Robert will write to Casey to ask for the budget in dollar amounts from the city. PB fees are expected to cover a significantly higher portion of the budget. Why has PB funding been cut?

2.2 APG Minutes – Chair

The APG minutes of May 3 at Trout Lake CC are in the consent agenda. Any questions here or related to the City-Wide Planning meeting should be directed to Robert. Minutes or notes still have not been released from June.

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

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

None.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOTION: MOVED by Kathleen and seconded to approve the consent agenda, as presented. **CARRIED**

5.2 Executive Committee revised TOR – Robert

The current terms of reference from 2012 and the proposed revised document were included in the package for comparison. There were no further question or discussion. This process was done successfully by email.

MOTION: MOVED by Kathleen and seconded that the proposed changes to the Executives Committee terms of reference be adopted as presented. **CARRIED**

5.3 All Candidates meeting budget and progress (Sept 20) – Robert

- The auditorium is booked and there are no conflicting dates from other community centres. The number of council member candidates currently stands at 38.
- Promotion: KCC website, social media, Society bulletin and reader boards, eNewsletter and KBA
- Advertising: joint advertising with other CCAs and list the dates of all the other venues and meets
- We need about 10 volunteers for this date. A This meeting needs to be well staffed and we won't have a Board meeting before this date. Kathleen will email a sign-up sheet and connect with the Youth Committee for extra volunteers.
- Candidates will be given 3-mins to respond to a set question, plus questions from the floor.

MOTION: MOVED by Kathleen and seconded to approve budget of \$2.5K for promotion and administration costs related to the City Council candidates meeting set for September 20th, 2018 as recommended by the Executive Committee. **CARRIED**

5.4 KCCS Meeting Procedures Policy – Kathleen

- Charlotte Arday and Kathleen led the research and draft proposal of the new Meeting Procedures policy. It has also been fine-tuned by the Executive Committee.
- The Scope and Purposes of this policy applies to Board committees, Board of Directors and meetings of members.

MOTION: MOVED by Kathy and seconded to approve the Meeting Procedures policy as presented.

- Melina reported that the Youth Committee approves their minutes through Google Docs and there was discussion around this.

AMENDMENT TO THE MOTION: MOVED by Melina and seconded to approve the Meeting Procedures policy excluding Clause 3D. **CARRIED**

The Executive Committee is to revise clause 3D and present it to the Board for approval

5.5 Electronic Approval of Committee Minutes – Robert

It was agreed to table this item until next month. We were actually looking at rescinding this document, but will be contingent to the rewording of clause 3d in the above new policy.

MOTION: MOVED by Kathleen and seconded to table this item for further review. **CARRIED**

5.6 Delegation of Duties – Robert

All the duties that are listed have not changed since the signing of the new agreement. It demonstrates the level of cooperation in running this centre and shows how PB does a great deal of work on behalf of the Society. It's a documentation of the relationship and commits PB to do certain things on behalf of the Society. Informally, this has been the relationship for decades and this document simply formalizes it.

MOTION: MOVED by Duncan and seconded to approve the Delegation of Duties document as presented. **CARRIED**

5.7 Property Insurance – Robert

- Property insurance is considered very low risk. Robert asked Susan if she could recall any historical claims of community centre associations for losses, anywhere in the city, and she could not.
- Two quotes were obtained by Robert for content insurance on our property assets valued at \$1.5m:
 1. Shaw Sabey: quoted \$6K with \$1K deductible or a few hundred dollars less if we increased our deductible to \$5K. There is no cap but they would not reduce our coverage below \$1.5m.
 2. Cooperators: quoted \$2,300 (\$5K deductible) or \$2,482 (\$1K deductible). It was noted that our building is quite segmented with three distinct areas that are separated with fire walls.

Following a lengthy discussion, there was consensus for the Executive to complete the task and make the final decision on insuring the Society's property assets. Robert will have a sit-down discussion with the Cooperator's agent for a clearer understanding of what we are buying.

Note: Robert also contacted Daniel Conrad's lead who turned out to be primarily interested in coverage for the film business.

Break 8:05 pm - 8:15pm

5.8 KCCS Budget for 2018-19 – Michael

A motion to approve the 2018-19 draft budget was considered; however, following discussions it became clear that revisions and follow ups are required in the following areas:

- The level of detail was lacking in some committee requests. For example, Michael was able to speak to Anne and has allocated the same budget as 2017-18. This money, year to date has not been spent. Some committees have not used the new template that would show these details.
- CEC and Youth Committees did not submit their budgets. Robert proposed that if a committee did not submit a budget with a cost breakdown, their budget is zero.
- The projected revenue is a concern as it maybe too optimistic at 6% increase.
- Michael will rework the budget proposal and correspond with committee chairs to provide a complete budget using the template. This will come back to the Board for approval in September.

Off topic discussions noted:

Michael provided a quick update on the Finance/Program ad-hoc committee's review of our program fee structure. Our program fees will be compared against Dunbar, Kitsilano and Marpole-Oakridge and a report with comparative prices will be presented to the Programmers for feedback. 24 programs have been identified as "high demand with waitlists". Oscar suggested that we should compare ourselves against similar sized community centres, such as Killarney or Hastings rather than ones located near to us.

Keiko had a follow up question regarding our capital investments. Since Michael's report on ethical investment, we have stayed to what we know because the ethical companies charge higher fees. Keiko requested that we should be up to date on this as a principle.

6. ITEMS FOR DISCUSSION

6.1 Finance Monthly Reports (ending June 30, 2018) – Michael

- Compared to last year, Program revenue is down \$8K. Pre-school and Aerobics are still under performing.
- Since signing the new JOA, contingent liabilities was reduced to reflect payment the Group 1 invoice. Any excess will be transferred to operations in July.
- Aerobics drop in enrolments could be attributed to the loss of adult participation. The 2016 census data for residents [25-45yrs] in our area is down on 2011 and down further on 2005. A declining adult population, strong children's and seniors' demographics appears to be the current trend here.
- We have been investing \$75,000 per quarter in the two EFT's as approved by the Finance Committee.

6.2 Free and Subsidized Programming – Robert

The free and subsidized programs will be reduced from four to three programs: Lunch, Opera Zone and Social Recreation which will includes table tennis, snooker and the Youth Room for adults.

- Robert has been working with Susan to develop a new punch card "S- L-O" for the three categories above.
- Patrons who don't want to be members can purchase an SLO punch card that will start September 1st.
- How can we continue to recognise seniors who are 90-years and over, when we use to give them free memberships? There is now nothing exclusive when all memberships are free.

- Lee noted there are about 140 seniors in this group. Following a brief discussion, the Board decided that we would let them choose one activity for free from the SLO punch card.

Keiko left at 8:46pm

6.3 Mix & Mingle Social Event (Sept 5) – Kathleen

Everyone should have received an invitation today. The venue is at the centre, room 109 from 4:30 to 6:30 pm. Arjan, Duncan and Kathleen have volunteered to help set up from 4 pm. This is not a formal event and everyone was asked to wear their name tags.

Alison will follow up with Duncan re: inviting the new Librarian downstairs.

6.4 Volunteer of the Year Award – Robert

- We ran this past the Board last meeting and if we are going to have a Volunteer of the Year this year, we need to know names by the November Board meeting.
- Melina, Arjan and Kathy volunteered to form the ad-hoc committee. Melina invited the Board to assist by putting forward any suggestions. Jen Takai is also a good resource for nominations from the Seniors area.
- Alison will forward past information for the committee for consideration.

6.5 Kerrisdale Days - September 8– Robert

A sign-up sheet was circulated during the break and a number of board members volunteered. We now have adequate Board coverage and will seek youth participation through our new Youth Leader, Nataly Kaufman and Oscar. Susan will have posters displayed.

Lee left the meeting at 9:02 pm

In-camera Meeting: Not held

9. ADJOURNMENT

The meeting adjourned at 9:02 pm

NEXT MEETING: 7:00 pm - September 26, 2018.

UPCOMING MEETINGS AND EVENTS:

Youth Committee	Tue 28 Aug - 7:00 pm	CEC	Wed 12 Sept - 5:00 pm
Youth Committee	Tues 04 Sept - 7:00 pm	Finance Committee	Wed 12 Sept - 6:00 pm
Program Committee	Wed 05 Sept - 7:00 pm	Executive Committee	Wed 12 Sept - 7:30 pm
Seniors Council	Mon 10 Sept - 1:00 pm	Communications	Mon 17 Sept - 7:00 pm

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Park Board Mon 23 July & Sept 2018

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____

**Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 26 September 2018 at 7:00 pm**

MINUTES

Present: Robert Lockhart (chair), Michael Tjaya, Duncan Ainslie, Melina Hung, Jumy Ogunsola, Kathy McKay, Humaira Akhtar, Anne Monahan, Arjan Grewal, Melissa Woo, Marie-Noelle Savoie, Daniel Conrad, Morag Pansegrau
Regrets: Oscar Bisnar, Kathleen Bigsby, Keith Stoner, Keiko Honda, Fred Jay, David Eaton
Staff: Susan Mele
Commissioner: Casey Crawford
Recorder: Alison Verghese

1. Call to order and Announcements

The meeting was called to order at 7:00 pm. A Thank You card from Jennifer Takai was circulated at the meeting.

1.2 APPROVAL OF AGENDA

Add Item 6.6 Ethical Funds - Daniel

Remove Item 5.3 Heritage Fair will be moved to October as Keiko is not present - Duncan

The agenda was approved by consensus with the above modifications. **CARRIED**

2. STANDING ITEMS

2.1 Commissioner's Report – Casey Crawford

There was only one Park Board meeting in September and none in August. Casey highlighted some local issues from the GM's monthly report, which was not included in the package:

- Oakridge Centre redevelopment has commenced its first phase.
- Japanese beetles have been a significant concern, arriving in the False Creek area. It's invasive enough that PB will be employing four full-time staff to work on this challenge for two months in the Spring.

2.2 APG Minutes of July 5 at Roundhouse Community Centre– Chair

There was no discussion on the official minutes.

2.3 APG Notes of September 6 at Mt Pleasant Community Centre – Chair

There was no discussion on Kathleen's notes.

3. Items for Information (under the Consent Agenda) were circulated by email before the meeting.

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

4.1 Item 3.3 Community Engagement Committee (CEC) Minutes

Morag asked for an amendment to the action on item 3 in the Community Engagement minutes because the Film series is run under the Program Committee. The current text reads: "Daniel will program for another series." The correction will be: "Daniel will discuss with the Program Committee a proposal to run another film series."

MOTION: Moved by Anne and seconded to approve the CEC minutes as amended. **CARRIED**

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOTION: Moved by Kathy and seconded to approve the consent agenda, minus item 3.3 as presented. **CARRIED**

5.2 Revised budget for 2018-19 – Michael

The revised budget was circulated in the Board package for review; receipt of previously outstanding committee budgets for Youth, Seniors and CEC completed the budget. Michael noted key areas as follows:

- **Finance:** Has seen a significant increase in expenses due to new PB operating and ActiveNet fees that came into effect on signing the new JOA.
- **Youth:** There is an increase in the Youth Leader's hours and launch of a new Youth Night's program.
- **Capital Purchases:** Up \$25K for a new photocopier budgeted under Executive Capital Purchase.
- **Seniors:** Capital purchases was reduced as there was a budget to replace the dishwasher last year.
- Overall, there is a net loss of revenue from membership fees of **\$81K** and a forecast deficit of **\$228,274** when including capital expenditures.

MOTION: Moved by Duncan and seconded to approve the proposed budget for 2018-19 as presented. **CARRIED**

5.3 Heritage Fair – Duncan

Tabled to October.

5.4 Meeting Procedures Policy – Robert

As a follow up to last month's meeting, a new revised **clause 3D: Electronic Approval of Minutes** was brought forward by the Executive Committee as a recommendation for Board approval.

MOTION: Moved by Daniel and seconded to approve the proposed wording of clause 3D as presented. **CARRIED**

Robert thanked Melina for her help in assisting the Executive Committee to complete this task.

5.5 Electronic Approval of Committee Minutes Protocols – Robert

Following the approval of the motion under 5.4, the Electronic Approval of Committee Minutes protocols that were developed in 2013 will no longer be applicable.

MOTION: Moved by Melina and seconded to rescind the Electronic Approval of Committee Minutes Protocols as presented. **CARRIED**

5.6 Retained Earnings Statement – Robert

As an outcome of signing the new operating agreement, all CCAs must publish a statement as to their intended plans for retained earnings. A draft statement was presented to the Board for consideration. Under the guiding documents in the implementation manual the statement must be reviewed annually and appear on our website, next to our financial statements.

MOTION: Moved by Melina and seconded to accept the statement for publication as presented. **CARRIED**

5.7 Research Programs at Other Facilities – Robert

To maintain viability and meet the needs of our community, we must continue to update our programming on an ongoing basis to meet the needs of our local target market. As part of the Summer Research project, Charlotte Arday produced a 29-page report on a plethora of programs for different age groups at other community centres, neighbour house and other public service organisations across North America. The full report in soft copy has links to relevant websites for easy access to program details.

Next Steps:

- Hand the report over to Susan and the Programmers, the Program Committee and the Seniors Council to investigate programs to determine if there are programs worth considering.
- Merge the consolidated data from the 2016 statistics, which Kathleen has been reviewing for the Needs Assessment report, to identify our community by targeted demographic groups, e.g., younger seniors.

MOTION: Moved by Duncan and seconded that the Seniors Council and Program Committee review the report and provide some broad direction for the Board to consider at the January 2019 meeting. **CARRIED**

Jumy arrived at 7:41 pm

5.8 Meeting Schedule for 2019 – Robert

The proposed meeting schedule for 2019 was brought forward from the Executive Committee with one primary change. That the 2019 Christmas Party be held on the first Tuesday in December to avoid a recurring conflict with Program Committee meetings that are held on the first Wednesday of each month.

- Following a brief discussion, there was a suggestion to change the title of the Board BBQ to "Board Summer Party"; we will follow the successful "potluck" format as used this year.

MOTION: Moved by Marie-Noelle and seconded to accept the Meeting Schedule for 2019 as amended. **CARRIED**

6. ITEMS FOR DISCUSSION

6.1 Monthly Finance Reports (ending July 30, 2018) – Michael

- Overall, 11-months into the year, we are still in a surplus of \$157K but not as good as last year.
- Cost of programs increased to over \$150K in July, which is well above the monthly average of \$115K. If we are to maintain our margins we need to closely monitor inflationary effects on direct costs (e.g., instructor pay rates, food prices), overhead expenses (staff cost, etc) and adjust program fees accordingly.
- Susan reported that we have not yet received the Federal funding for our Summer Daycamp.
- During an internal audit on ActiveNet reports, the Finance Committee discovered \$8K was categorised in error as Fitness/Exercise Room revenue and should have been Aerobics. Following the adjustment, Aerobics is still down on last year but not as much.
- Our projections for next year show a more significant cost of operations and a small deficit. Our goal is to minimise this deficit over our year to year operation so that within two years we will at least break even.

Break 7:51 pm - 8:09 pm

Casey left the meeting at 7:51 pm

6.2 Committee and Staff Changes – Robert

Personnel in three of our committees have been modified as follows:

YOUTH

- Melissa noted that Keith was never able to attend a Youth Committee meeting and has formally resigned from this committee.
- Nataly Kaufman is our new Youth Leader. She has a master's in psychology and previously worked at Hastings CC and currently works with the youth at West End CC. She led the recruitment drive for the Youth Leaders program and received 37 applications. There is usually a high attrition rate, so the likelihood of this number dropping down to about 23-25 has been factored in.
- Humaira suggested we hold a Youth Fair and get them to organise a supervised and structured event. There is usually a recurring Youth Week in the first week of May and content would be readily available from the CoV website. Melissa will raise this with the committee and get feedback from the youth.

PROGRAM

- Corry-Ann Neilands moved out of Vancouver and, therefore, resigned as a community member.

6.3 Volunteer of the Year – Melina

The committee met on September 12 to review potential candidates and their supporting documents. After a brief discussion, all agreed there was one standout nominee who had performed essential volunteer duties at the KCC Seniors centre with dedication and commitment, every day from Monday to Saturday for the past decade.

He helps people in any capacity and helps anyone and everyone who needs assistance. He's a very hard worker, and we are grateful for people like him that allows the lunch to run so smoothly.

MOTION: Moved by Melina and seconded to authorise Melina to approach the approved candidate to get his consent to receive the 2018 KCCS Volunteer of the Year award. **CARRIED**

Melina thanked Arjan and Kathy for their hard work and support on the committee.

6.4 Program Fee Changes – Michael

As a partial step to closing the gap on the deficit, the sub-committee has identified 22 programs that could potentially absorb a higher fee while remaining competitive with similar programs at Dunbar, Hillcrest, Marpole and Kitsilano community centres.

- The increases vary from 2-3% inflation rate increase to a 50c rise in drop-in fees for sports programs.
- Michael will be attending the Program Committee meeting next week to discuss the details, then pass it through the Finance Committee to calculate what this process might generate in revenue over one fiscal year period. The final step would be a recommendation to the October Board for approval.
- The new fees will not make the deadline for the winter brochure. Changes, once approved, will be implemented in the spring season.

6.5 Review of KCCS Policies – Robert

The Executive Committee has identified 13 policies and protocols that are more than five years old. A process to upgrade these documents has commenced (one of the Executive Committee goals).

6.6 Ethical Funds – Daniel

Daniel reported that many not-for-profits and societies have invested their money in ethical funds and suggested we identified ethical funds for investments, such as Vancity and Cooperators. Marie-Noelle volunteered to do some investigating with her contacts and bring it back to the Board.

9. ADJOURNMENT

The meeting adjourned at 8:58 pm

NEXT MEETING: October 24, 2018.

UPCOMING MEETINGS AND EVENTS:

Youth Committee	Tue 25 Sept - 7:00 pm	Executive Committee	Wed 10 Oct - 7:30 pm
Program Committee	Wed 03 Oct - 7:00 pm	Communications Cmt	Thur 11 Oct - 7:00 pm
CEC	Wed 10 Oct - 5:00 pm	Rentals Committee	Mon 15 Oct - 10:30 am
Finance Committee	Wed 10 Oct - 6:00 pm	Seniors Council	Mon 15 Oct - 12:45 pm
Park Board	Mon 1, 29 Oct 2018		

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____

**Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 24 October 2018 at 7:00 pm**

MINUTES

Present: Robert Lockhart (chair), Michael Tjaya, Duncan Ainslie, Melina Hung, Kathy McKay, Humaira Akhtar, Anne Monahan, Arjan Grewal, Daniel Conrad, Morag Pansegrau, Oscar Bisnar, Kathleen Bigsby, Keith Stoner, David Eaton, Jumy Ogunsola

Regrets: Keiko Honda, Marie-Noelle Savoie, Melissa Woo, Fred Jay, Shannon Brown, Bernard Lee, Maegan Montemayor, Casey Crawford

Staff: Susan Mele

Guest: Jim Hall (Community Member of Program Committee)

Recorder: Alison Verghese

1. Call to order and Announcements

The meeting was called to order at 6:59 pm. Robert introduced Jim Hall, our long-standing Program Committee community member and who was also on the subcommittee with Michael to develop the proposed program fee changes at item 5.8.

1.2 APPROVAL OF AGENDA

Modified as:

- Add 6.6: Community Info session for electoral reform referendum - Kathleen
- Add 6.7: Upgrade on East Boulevard - David
- Remove attachment at Item 5.2 in the Board package and replace with the handout circulated.

MOTION: Moved by Arjan and seconded to approve the agenda as modified with additional items. **CARRIED**

2. STANDING ITEMS

NOTE: The following three Summer program reports were emailed out as a supplement to the board package, before the meeting.

2.1 Summer Daycamps - Shannon Brown

Susan responded to a question from the floor and questions sent in from Marie-Noelle. After discussions, the following list of improvements will be recommended for next years program:

- We will try to run the program during the last week of summer with fewer participants and employing staff that can extend their work hours to cover the additional week.
- Parents of pre-registered day campers will be sent an electronic information package before the commencement of each camp. Waivers and other forms can be filled out at home and checked off before sign-in on the first day to reduce questions and delays. Susan noted that this process usually occurs during the Spring and Winter camps. The more common practice during the summer is for patrons to download the forms off our website or pick them up from the front desk at the centre.
- Parents of 10-year old children will be informed ahead of time of the protocol by which they can move up from Safari (6-10 yrs.) to Youth Adventure (11+ yrs.) camp. This opportunity is offered on the proviso there is space available and if the child's level of development is more socially compatible with older kids.
- We will continue to promote our Summer Daycamps at Maple Grove and other surrounding elementary schools in June, before the end of the school year.

2.2 Play Palace – Maegan Montemayor

A Director commented on the misleading financial reporting of the Play Palace, specifically on the equipment costs that should have come out of capital expenditure and not Park Board operational costs.

2.3 Maple Grove Pool – Bernard Lee

There was no further discussion on the report.

2.4 APG Meeting Notes of October 4 – Oscar

There was no further discussion on the report.

3. Items for Information (under the Consent Agenda) were circulated by email before the meeting.

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

4.1 Item 3.5 Program Committee minutes re Item 3F - Susan

Clarification was sought about when the \$5 drop-in fee for the Opera Zone would come into effect. Morag confirmed that it would be immediate from November. Drop-in fees will be collected through the front desk, and a "drop-in" button will be added to the program. The Program Committee minutes were approved by consensus.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

MOTION: Moved by Humaira and seconded to approve the consent agenda, minus item 3.5 as presented.

CARRIED

5.2 Heritage Fair (HF) - Review after three years – Duncan

The Rentals Committee's recommendation was circulated at the meeting as a supplement to the report in the board package. Duncan reported on the recent review of the Heritage Fair, which came about following an audit on organisations that received reduced rates or rooms at no cost. There were lengthy discussions and comments for and against the continuation of the event to be hosted at Kerrisdale.

FOR:

- Some benefits go beyond the 130 students, their exhibits and their families who attend the daylong event on a Saturday in May. The event attracts people from all over the city and neighbouring centres to our centre.

AGAINST:

- We have hosted the Heritage Fair for the past 3-years, costing the Society about \$6,000 in total in lost program revenue and staff costs; including advertising space in our program brochure.
- We cancel programs to accommodate the Heritage Fair, each year displacing approximately 150 residents who are regular patrons of this facility.
- Hosting the HF violates the Rentals Committee's Scope of Accountabilities that states that we are "to encourage the use of available KCC facilities by our community, and uphold in practice the provisions of the Use of KCC Facilities by External Groups Policy." This policy states in its purpose that the use of facilities by external groups is to be encouraged for groups from the Kerrisdale community. It also states that KCCS programs will always have precedence and that space will not be committed to an external group on an on-going basis that limits programming flexibility.
- The HF serves all of Vancouver and not just our community. We have two secondary schools within walking distance of our centre that could host this event at their facilities. Keiko had previously advised that several other venues are interested in hosting this event.

MOTION: Moved by Duncan and seconded that based on the recommendation of the Rentals Committee, notice will be given to the organisers of the Heritage Fair that we will not be hosting the event in 2019. **(In favour 8 | Opposed 4 | Abstained 2) - CARRIED**

Duncan will notify the organisers of the Heritage Fair of the Board's decision.

5.3 Training Courses for Staff and Board Members policy – Duncan

This relates to a goal established by the Executive Committee to review policy documents that are more than 5-years old. There was previous two separate Training Course policies, one for Board Members and one for Staff that are now consolidated into one new revised policy. Notable changes are as follows:

- Approved training fee payments have been revised from \$250 to \$850 to reflect current prices
- The Society will now cover 100% of costs (up from 50%) for Staff and Board Members
- There is an option of costs being paid up front by the Society rather than being reimbursed later.

MOTION 1: Moved by David and seconded to adopt the newly revised policy as presented. **CARRIED**

MOTION 2: Moved by Kathleen and seconded to rescind the old Training Course policies for Board Members (2009) and Staff (2011) in place of newly revised policy presented above. **CARRIED**

5.4 Directors Errors and Omissions Insurance Policy – Robert

Kathleen did the primary work on this out-dated policy (approved in May 2008). It went back to the Executive Committee for additional modifications and is now presented for approval.

- The old policy is very descriptive and does not provide any structure for its scope or purpose. The document does not follow our standard policy format, and the coverage of \$1m is grossly insufficient.
- Oscar asked what the rationale was for not putting a figure in the new policy? The Scope and Limits of the policy state that we must have "adequate" insurance in force at all times. If we leave a fixed value in this policy, and there are changes, we would have to come back to the Board for policy changes. Therefore, the Executive agreed to leave the value opened ended.
- The purpose of the policy is made much clearer in the revised document. Additionally, it is noted that we will be abiding by the requirements of the new JOA, Indemnity Agreement and Societies Act.

MOTION 1: Moved by Kathy and seconded to adopt the revised document as presented. **CARRIED**

MOTION 2: Moved by Humaira and seconded to rescind the 2008 Directors and Officers Errors and Omissions Liability Insurance policy. **CARRIED**

5.5 Shaughnessy Cardiac Alumni Members Society (SCAMS) – Robert/Susan

Susan provided some background on SCAMS' resolution to dissolve their society and the donate remaining operational funds to our Cardiofit program. A formal letter was received from them on October 2 and circulated in the board package to confirm the restricted use and purpose of the \$9,500 donation.

MOTION: Moved by Daniel and seconded to authorise our Accounting Manager to set up a dedicated fund for the Cardiofit program to manage and track the funds. **CARRIED**

5.6 Volunteer of the Year Committee – Robert

At last month's board meeting, we accepted the nomination of Brendan McCracken as our Volunteer of the Year and authorised Melina to ask Brendan for his acceptance, which he did.

- Robert thanked the committee members; Melina, Arjan and Kathy for finding a superb candidate this year, who has been integral in helping the kitchen run so efficiently for over a decade.
- Melina noted that the nominations came from Anne and Susan and was grateful them for making the committee's job so easy.

MOTION: Moved by David and seconded to dissolve the ad-hoc committee. **CARRIED**

Break 7:56 pm - 8:11 pm

5.7 Donate pre-2000 KCCS files to the CoV Archives – Robert

A partial contribution of original hard copy Society documents have been scanned, digitized and packed, ready to be sent to the Vancouver Archives for preservation. There is a formal process that requires our Board to approve the permanent donation of these documents.

- We have six banker boxes containing original Board, Committees and AGM minutes, annual reports, audited financial statements and scrapbooks etc., dating from the 1940's to 1999.
- All documents have been scanned and digitized by Alison and co-workers. The files have been logged and uploaded on cloud storage and backed up on external hard-drives. Electronic copies of all Board and AGM Minutes, Annual Reports, Audited Financial Statements are publicly available on our website.

MOTION: Moved by David and seconded to authorise Board approval to permanently donate original hard copy Society documents, as listed under the summary of contents, to the Vancouver Archives. **CARRIED**

Note: A second phase is underway to scan, digitize, log and box selective correspondence, building, construction and renovation related documents and plans to be donated to the Vancouver Archives.

5.8 Program fee changes (Spring session) – Michael

A brief verbal summary of the work phases undertaken by the Finance/Program Subcommittee was outlined:

- Phase 1: Request for programmers to supply a list of high demand programs. Around 50 were received.
- Phase 2: Exclude all free and revenue shared programs from the list of 21 selected programs.
- Phase 3: Programs and fees were compared against four nearby community centres, using Winter 2018 brochures to capture fees and Spring 2018 brochures to compare programs. The result of this exercise saw Kerrisdale with the lowest prices on 65% of programs reviewed. We also found that these program costs had not increased in many years. Some programs were not comparable.
- Final Phase: The subcommittee deemed that 4 of the 21 programs will not be subject to fee increases because when compared to other centres, they were already the highest. Instead, a recommendation has been made for programmers to generate more classes to meet the high demand.
- A detailed summary, including a total projected revenue increase of \$28K (excluding drop-ins) was provided in this report. Calculations of increased revenue from the proposed fee changes assumed the same level of program participation as last fiscal year.

MOTION 1: Moved by Michael and seconded to adopt the new program fee changes as proposed, starting in the Spring 2019 session. **CARRIED**

Note: We will continue to review our program fees and cost analysis on an on-going basis. These two processes should overlap, to fully understand how elastic how our program and services are in capturing the funds that we need to balance our budget.

Given the large number of programs being offered at the Kerrisdale Community Centre, and to stay on top of inflationary pressures, the subcommittee is proposing that Programmers be permitted to increase program fees to a maximum of 5% in any given calendar year, without Board approval in advance, on the proviso that these changes are reported to the Program Committee at the start of each season.

MOTION 2: Moved by Michael and seconded to permit the programmers to increase selected program fees up to a maximum of 5% in any given calendar year without Board's approval in advance, as long as the changes are reported to the program committee at the start of each season. **CARRIED**

- There was concern re Designation of Duties policy; giving the staff authority to work on the Society's behalf. Michael noted checks and balances in place; that the Programmers must provide the price adjustment before the commencement of the new season and the Program Committee reviews and approves the final draft of the Program brochure before going to print.

- In recent years, the programmers have negotiated a reduced profit share with some instructors, in some cases dropping it from 80 to 60-70%. Wages and inflationary pressures have impacted our margins.
- the rationale is to authorise the Programmers who are on the front line, acting on our behalf and have direct knowledge of the program performance.
- Even with the increases, we are still below the average in costs of programs at local community centres. Daniel asked if the prices could be tracked as a curved financial report. Our programs are categorised in groups so it would be necessary to drill down further to extract the data on a program by program basis. It may be possible to extract it out of ActiveNet and Michael will follow up with Ali Mahdiyar. The time to do this work may however be cost prohibitive.

MOTION 3: Moved by Robert and seconded to dissolve the subcommittee with thanks to Michael, Jim and Fred. CARRIED

Jim praised Michael for the phenomenal amount of work that was involved in compiling the report and recommendations. Morag thanked the subcommittee on behalf of the Program Committee.

6. ITEMS FOR DISCUSSION

6.1 Monthly Finance Reports (ending August 31, 2018) – Michael

A summary of highlights for the end of the fiscal year was noted as follows:

- Liabilities: contingent liabilities dropped from \$922K to zero following the JOA settlement
- Equity: unrestricted net assets increased from \$1.24m to \$1.99m
- A surplus of \$109,365 for the year was substantially less than last year's \$242K
- Program fee revenues went up slightly. Cost of programs accelerated faster than growth in program revenues resulting in reduced net margins
- Total revenue dropped by \$100K. In addition, a portion of this revenue was identified as gifts (\$40K in donations) which should not be relied on.

Jim left the meeting at 8:45 pm

Arjan left the meeting at 8:46 pm

6.2 Christmas Party ad-hoc Committee – Robert

There was a brief discussion on the clash of dates between the Christmas Party and the Program Committee's monthly meeting on Wednesday, December 5.

MOTION: Moved by Morag and seconded to change the date of the Christmas Party to Tuesday, December 4 to accommodate the Program Committee meeting. CARRIED

Each year, an ad-hoc committee is formed for Board volunteers to work with staff to plan the Christmas Party event. Kathy and Melina volunteered to work with Austin Su who will take over from Shannon Brown, who has been the liaison for the past three years. Morag and Alison offered to help if additional help is required.

6.3 Committee Goals update – Robert

Committee chairs were reminded to submit a mid-year report on the status of their 2018-19 goals progress. The update will also serve as the draft version for the committee's annual report to be presented at the 2019 AGM. Alison will send out the monitoring template, to be returned by November 23, before the next Board meeting.

6.4 APG Meetings – Robert

As a follow up to Oscar's APG meeting notes, Robert extended an open invitation for Board members to attend monthly Association President's Group (APG) meetings. It is an excellent opportunity for Board members to gain a broader perspective of how community centre associations operate city-wide and participate alongside a member of the executive, who will be attending these meetings.

We need a succession plan for the good of the Society and to expand the body of knowledge. The next meeting is on November 8 at Kitsilano CC. David volunteered to attend together with Oscar.

6.5 Dunbar Earthquake and Emergency Preparedness (DEEP) – Oscar

Oscar attended the Dunbar Earthquake and Emergency Preparation (DEEP) workshop on October 20 and presented an overview and proposal for Kerrisdale to develop a similar program (suggested acronym KEEP).

- Suggested tasks and requirements would include and not limited to:
 - Identify the location of hazardous materials like gasoline and propane tanks by creating a neighbourhood map.
 - drafting an inventory list of all residence and those needing help like the elderly and children
 - identifying and/or recruiting community members with skills and specialised equipment like chainsaws
 - identifying and/or recruiting organisations with resources in assisted living and disability providers
 - stockpiling supplies and resources, over and above what the community centre provides. Dunbar CC has a secured container full of these kinds of resources near their tennis courts.
- Kathleen asked if this initiative is supported by the City and noted that about 10-years ago, we had a similar Neighbourhood Emergency Preparedness Program (NEPP) involving local volunteers. The program operated very well but was disbanded by the City which wanted only central control.
- Following discussions, there was consensus to broaden the start-up and hold an open meeting for interested community members to attend. Susan will invite Ann Pacey, Vancouver Earthquake Preparedness Coordinator and Jackie Kloosterboer, Emergency Planning Coordinator & Emergency Social Services Director for the CoV.
- Kathleen will lead this project and Susan will organise a date for the meeting to be held in the auditorium.

6.6 Community Information session on BC electoral reform - Kathleen

Kathleen proposed to hold a public meeting at the centre and provide an information session with speakers, for and against proportional representation. The date and time of the meeting would be advertised in the Courier.

MOTION: Moved by Kathleen and seconded that the Board approve a budget of \$1,500 to organise a meeting for the BC Electoral Reform Referendum. **CARRIED**

6.7 Update on East Boulevard - David

Park Board has planned to install a park bench in front of the Inukshuk at the cost of \$5K. There were discussions about a proposed legacy donation which David will clarify.

9. ADJOURNMENT

The meeting adjourned at 9:22 pm

NEXT MEETING: November 28, 2018.

UPCOMING MEETINGS AND EVENTS:

Pool and Arena	Wed 24 Oct	Program Committee	Wed 07 Nov - 7:00 pm
Christmas Planning	Fri 02 Nov - 10:00 am	CEC	Wed 14 Nov - 5:00 pm
Seniors Council	Mon 05 Nov - 12:45 pm	Finance Committee	Wed 14 Nov - 6:00 pm
Youth Committee	Tues 06 Nov - 7:00 pm	Executive Committee	Wed 14 Nov - 7:30 pm
Electoral Reform Information Session Tues 20 Nov - 7:00 pm			
Park Board	Mon 5*, 19 Nov 2018 (*Inaugural)		

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____

**Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, 28 November 2018 at 7:00 pm**

M I N U T E S

Present: Robert Lockhart (chair), Michael Tjaya, Duncan Ainslie, Melina Hung, Kathy McKay, Arjan Grewal, Daniel Conrad, Oscar Bisnar, Kathleen Bigsby, Keith Stoner, David Eaton, Jumy Ogunsola, Keiko Honda, Melissa Woo

Regrets: Morag Pansegrau, Humaira Akhtar, Anne Monahan, Fred Jay, Marie-Noelle Savoie

Staff: Susan Mele

Guest: Teresa Mirault and Colin Gray

Recorder: Alison Verghese

1. Call to order and Announcements

Robert announced that the Board meeting would commence after the DEEP presentation.

1.2 Earthquake and Emergency Preparedness (EEP) presentation - Teresa Mirault/Colin Gray

- Colin Gray from Dunbar Earthquake and Emergency Preparedness (DEEP), made a presentation to the Board. He provided a comprehensive summary of where they are at and the challenges they have faced in starting up DEEP.
- In 2016, the city established 25 Disaster Support Hubs around Vancouver, mostly at community centres, to serve as public areas where citizens can gather following an earthquake or other natural disasters to share information and resources. However, there appears to be no centralised coordination or disaster support. (*except for Ann Pacey's role*) to help local communities set up a structure to address EEP.
- Dunbar appears to be the most advanced neighbourhood in the city in addressing EEP. The program is a citizen's grassroots effort made possible through the generous donations of location residents, businesses, organisations and support through the Dunbar CCA, to help make community resources available after a disaster.
- Teresa Mirault provided some insights on how she mapped her neighbourhood to identify people at risk and community resources (access to people with chainsaws and jackhammers etc.), which is essential information before the event of a disaster.
- Following a short Q&A, a recommendation was made for this topic to be forwarded to the APG where it can be discussed as an agenda item amongst the 17 CCAs that have signed the new agreement.
- Robert thanked Teresa and Colin for coming and they, in turn, thanked Oscar for the invitation.

The official meeting was called to order at 7:40 pm.

1.1 APPROVAL OF AGENDA

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

2. STANDING ITEMS

2.1 APG Meeting Notes - Oscar Bisnar

- There was no further discussion on Oscar's notes. In future, these reports will be in the consent agenda.
- Additionally, no PB commissioner attended the APG meeting; Donnie Rosa attended the November meeting. Stuart Mackinnon has just been designated the PB liaison to the APG.

3. Items for Information (under the Consent Agenda) were circulated by email before the meeting.

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

None.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda

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

5.2 Kerrisdale Earthquake Emergency Plans – Oscar

The intention of Kerrisdale Emergency Response Program (KEEP) is to establish a core group of residents whose goal will be to build an emergency support program for the Kerrisdale community that is similar to DEEP.

MOTION 1: Moved by Kathleen and seconded that we start the process to assemble a core group to form KEEP. **CARRIED**

Action Plan:

- We need to recruit a small group of interested people from our local and neighbouring communities. Teresa Mirault from DEEP has already indicated she would volunteer to share her knowledge and experience with us.
- Keiko indicated that the Community Engagement Committee (CEC) could tap into their extensive network of contacts to reach interested parties. Other Board members also showed interest to collaborate with CEC and are encouraged to join in. Robert will provide contact names of anyone interested at KBA, and the local resident that initiated this discussion.

MOTION 2: Moved by Daniel and seconded for CEC to coordinate the efforts to facilitate the development of a disaster support group associated with the Kerrisdale Community Centre. **CARRIED**

5.3 Program Participation Policy – Robert

Both the revised draft and current version (Feb 2005) of the Program Participation policy were presented for review. Robert highlighted the changes that were made and there were no further discussions.

MOTION 1: Moved by Kathy and seconded to accept the revision to the Program Participation policy. **CARRIED**

MOTION 2: Moved by Michael and seconded to rescind the old Program Participation policy in place of the revised policy. **CARRIED**

5.4 Sponsorship Policy – Michael

Both the revised draft and current version (Feb 2005) of the Sponsorship policy were presented for review. Michael provided an overview of the changes made and there was a brief discussion that followed.

- The revised policy now aligns with our Vision, Missions and Values statement.
- We do not enter into sponsorships agreements very often, and when we do, it is usually in the form of a product or donation in kind, rather than money.

MOTION 1: Moved by Duncan and seconded to accept the revised Sponsorship policy as presented. **CARRIED**

MOTION 2: Moved by Jummy and seconded to rescind the old Sponsorship policy in place of the revised policy. **CARRIED**

Break 8:14 pm - 8:25 pm

Announcements:

- An email addressed to Susan from the organiser of the Heritage Fair was circulated at the break. It noted that they have secured arrangements with a local high school to facilitate next year's event and thanked the community centre for sponsoring them over the past three years.

- Park Board commissioners have received their designations at the various community centres; our new liaison is John Irwin.
- Robert has invited all PB commissioners to our Christmas Party and to date only Stuart Mackinnon has replied with an acceptance.

6. ITEMS FOR DISCUSSION

6.1 Monthly Finance Reports (ending September 30, 2018) – Michael

- We've had a good start for the first month of fiscal 2018-2019 as our net program revenue is up on last year.
- Rentals revenue are also up due to Save On Food's Hiring Fair for their new store on 49th and W Blvd.

6.2 Ethical Funds – Michael

Robert, Michael and David Mordant from the Finance Committee had a conference call with our CIBC advisor, Maili Wong. A follow-up email sent on November 14, that provided a summary on the different philosophies behind ethical funding was circulated for review:

- Historically, ethical funds can outperform traditional investment funds. However, a downside is higher management fees.
- Michael and the Finance Committee feel confident about including ethical funds in our investment account.
- If the Board wants to pursue investment in ethical funds then we need to decide what is our objective? Is it environmental, is it avoidance of certain kinds of companies, or is it to target certain kinds of companies that pursue certain objectives?
- Common criteria in the US are ESG: environmental, social and governance criteria in screening equities.
- Some ethical funds invest in oil, gas and coal companies that contribute to climate change.
- The Board determined that screening out funds invested in oil sands (gas OK), military, and corrections. Focus was on environmental and social criteria.

MOTION 1: Moved by Daniel and seconded to transition all the Society's ETF investments into ethical funds. 4 IN FAVOUR | 8 OPPOSED. **MOTION FAILED**

MOTION 2: Moved by Keith and seconded to make a partial investment into ethical funds. **CARRIED**

6.3 Nominations Committee (NC) – Duncan

The current status of advertising and promotion of the nominations committee's recruitment drive is as follows:

- Sign Boards are up in the Main and Seniors lobbies.
- Notices are up on the Society bulletin boards, external reader boards and internal monitors.
- Social media, KCCS website, Winter program guide brochure, e-newsletter and Go Volunteer website.
- Robert has identified two people from last year's applications who did very well in the interviews but for various reasons did not stand for election. Both have expressed some interest in coming forward.
- We have five out of ten incumbents confirming they will not be standing for re-election.
- Word of mouth: the NC (Duncan, Jummy and David) encourages every Board member to talk to friends, family and their networks actively. For example, Marie-Noelle will email the PAC members at her child's school. Robert has been talking to individuals down in the fitness room about the benefits of volunteering for the KCCS Board.

Keiko left the meeting at 8:53 pm

6.4 Christmas Party Event - Dec 4 update – Kathy

- This year's theme for the Christmas Party is to wear an "ugly sweater".
- Some help is needed with decorating the space to make the multipurpose room look festive.

6.5 East Boulevard Renovations update – David

- The planted garden had to be taken apart for drainage improvements on the south side by the entrance. By chance, workers found a drain which allows drain access into the existing system.
- Additional tree pruning improved the lighting under the trees.
- Installation of signage and bike racks are still in progress.
- Park benches: Humaira has donated one park bench, and \$4K funding from the estate of Irene Ronnie has been received. The committee will need to see if two park benches will fit in the space.
- Oak trees along the east wall of the auditorium will be removed in the New Year. This should provide a large area of wall suitable for an art project.
- The external painting of the building has been postponed due to \$65K cost. The committee will discuss optional colour swatches in 2019.
- Kathleen congratulated David and the Committee for the work they have done to improve the garden: it has not looked this good in 20-years!

MOTION: Moved by David and seconded that the Society make a \$1K contribution towards a park bench (opposite the Inuksuk) to supplement the donation from the estate of Irene Ronnie. **CARRIED**

On a side note: As a risk factor, Susan will request maintenance staff tighten all loose lens covers on the light fixtures throughout the centre. Decals have been completed and the Bird Houses workshop will be coming up in January.

Jumy left the meeting at 9:03 pm

6.6 Monitoring Participation Cards - Oscar

There was some discussion between the Seniors Council and Program Committee about monitoring people participating in the three new seniors' programs for Lunch, Social Recreation and Opera Zone, which was launched in September. After a brief discussion, Susan reported that staff are continuing to conduct ongoing monitoring and apart from some confusion between the \$10 card and meal card, purchases of the Participation Cards to date show: 487 lunch programs, 316 Social Recreation and 50 Opera Zone have been sold.

7. Pending Items

Bylaw modifications and Audited Financial Statement will be presented in January and both need Board approval before the AGM in February.

10. ADJOURNMENT

The meeting adjourned at 9:12 pm

NEXT MEETING: January 23, 2019.

UPCOMING MEETINGS AND EVENTS:

Program Committee Wed 05 Dec - 7:00 pm
Seniors Council Mon 10 Dec - 12:45 pm
CEC Wed 09 Jan - 5:00 pm

Program Committee Wed 09 Jan - 6:00 pm
Finance Committee Wed 09 Jan - 6:00 pm
Executive Committee Wed 09 Jan - 7:30 pm

Park Board Mon 3, 10*, 17 Dec 2018
Park Board Mon 14, 28 Jan 2019

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____