

**Board of Directors Meeting  
of the  
Kerrisdale Community Centre Society (KCCS)  
Wednesday, 23 January 2019 at 7:00 pm**

**MINUTES**

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

**1. Call to order and Announcements**

The meeting was called to order at 7:00 pm. Robert introduced our new Park Board liaison, Commissioner John Irwin to his first meeting with KCCS Board. Everyone introduced themselves by name.

**1.1 APPROVAL OF AGENDA**

There were requests to modify the agenda with the following additional items:

**6.8 Communications Committee update** - Kathleen

**6.9 Colour Scheme for the building** - David

**MOTION:** Moved by Humaira and seconded to approve the agenda as modified. **CARRIED**

**2. STANDING ITEMS**

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

The Park Board highlights of January 14 were circulated for Board review and questions and comments:

- **Pools:** Robert noted that one of our community members is on the Van Splash Advisory Group. John raised a motion at PB to stop the closer of Byng and Templeton pools, with the goal to increase aquatic facilities in the city. David asked if our ageing pool is on the Capital Plan and John thought it might be along with Mt Pleasant. If not, we would most likely need to wait for the next round of budget allocations in 4 years' time.
- **Use of VSB facilities:** The APG has flagged public access in school facilities in the evenings as a major issue at Kits and Strathcona. These communities are in dire need for extra space as community centres are overcrowded and schools lay empty. John will meet with Donnie Rosa (Director of Recreation) and other commissioners to tackle this issue.
- **Olympic Village Community Centre:** Robert asked if the invitation to form a community volunteer group at this community centre will be treated as an Advisory Group or Association similar to others? John will follow up.

Jumy arrived at 7:08 pm

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

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

None.

**5. ITEMS FOR DECISION**

### 5.1 Approve the Consent Agenda

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

### 5.2 Bylaw Modifications - Robert

There were lengthy discussions on the proposed modifications to the current bylaws. Robert explained that after the signing of the new joint operating agreement (JOA), significant changes to the bylaws of the Kerrisdale Community Centre Society (KCCS) are required to achieve compliance with the new agreement.

Additionally, minor edits have been made to wording to remove gender reference, making the document gender neutral as well as correcting the spelling of Past-President, of which there were 3 different versions.

**MOTION:** Moved by Duncan and seconded to accept the proposed modifications to the bylaws as presented. **CARRIED**

The Bylaws will be posted within the next few days on our notice boards and website. They will also be presented at our AGM as a major component of business.

### 5.3 AGM Announcement and Agenda – David

The committee reviewed the public notice announcement and agenda for this year's AGM. Following discussions, it was recommended that we include a reminder that valid membership cards are required for entry.

**MOTION:** Moved by Fred and seconded to adopt the two public notices as modified. **CARRIED**

Note: As recommended by the Finance Committee, we are proposing to change auditors due to several factors, the biggest reason being that they have raised their fees significantly. The Finance Committee obtained a couple of quotes and Manning's came in less than our current auditor and to our advantage, they also have a lot of experience with working in the non-profit sector.

Alison will follow up with David for his signature.

## 6. ITEMS FOR DISCUSSION

### 6.1 Monthly Finance Reports (ending November 30, 2018)

Michael reported that both October and November financial statements were reviewed by the Finance Committee with highlights as follows:

- We have a surplus in November of \$8,807. Our revenues are up compared to same period last year, at roughly \$465K. We are tracking not too badly, when you consider we had projected a negative balance for the year in total.
- **Program Revenues:** Overall, these are higher at \$142K compared to \$130K last year. Children's is up and Fitness is down for the first 3 months of the new fiscal year.
- Michael suggested the Finance Committee meet on a quarterly basis, to report on quarterly reports that are more accurate than month-to-month. This will be discussed further at the Finance Committee.
- Miscellaneous revenue is up 10% and are identified as donations, which should have its own line item.
- Susan suggested that our financial reports should be reviewed on a seasonal\* rather than quarterly basis as it reflects the programming and instructors contract cycles. (\*excludes drop-ins).
- There was a query about why our **Group 1 costs** have gone up so dramatically? Michael responded that as we are invoiced by PB, it could be a quarterly and not monthly bill. He will clarify this query.

### 6.2 2017-18 Audited Financial Statements

Michael shared highlights of the 2017-18 Audited Financial Statements and fielded questions.

- Overall, a good year for the Society with a total surplus of \$670K, of which \$583K was derived from the legal settlement with Park Board.

- **Contingent Liabilities:** \$0 balance resulting from the legal settlement with Park Board
- **Net Assets:** Up from \$2.2M to \$2.9M
- **Statement of Operations:** Revenue was higher but Program Revenue was down from 2017
- **Expenses:** Expenses are higher than 2017 and will be monitored closely by the Finance Committee to curb the trend of expenses rising faster than the revenue.
- **Investment and Mutual Funds:** This new line item contains our EFT contributions.
- **Best performing programs:** Seniors and Fitness & Exercise room.

The Audited Financial Report will be presented at the AGM as presented.

### 6.3 Nominations Committee

David reported on the current status of the committee's activities:

- We have three (3) candidates that have applied for four (4) vacant positions.
- We are using social media to entice people to join the KCCS Board and have also organised a "Meet & Greet" on Saturday, February 2nd. We will have a table set up in the main lobby and require Board volunteers on rotation between 10 am to 12 noon. The aim is to put a face on the Board, what the Society does and who we are.
- A sign-up sheet was circulated for volunteers.

Alison will update the candidate bios and will write to those who do not have or needs updating to send in their information.

#### Note on KCCS Memberships:

You don't have to be a member of KCCS to participate in a program but it is a requirement under the BC Societies Act, which we are registered under, to be a member if you are to participate and vote in the governance of the Society.

- The Seniors Lunch, Opera Zone and Recreation stamp cards are program fees and not a membership fee as patrons can opt in or out as a member.
- Membership criteria have been revised in our bylaws and the proposal will be presented at the AGM. We need a minimum of fifteen (15) members to form a quorum. Membership is free, and can be obtained from staff at the front desk.
- Some associations are charging their members a fee to vote at their meetings. We opted not to charge for our society memberships because we want as many members as possible.

### 6.4 Membership Renewal for Directors – Robert

As a new process, commencing the first Board meeting of the new operating year, the chair will survey all directors to ensure they are registered members of the Society. This will include Seniors Council members because they are directly involved in the governance of the Society.

- This will be actioned as a reoccurring agenda item at the September Board meeting.

Break 8:03 pm - 8:18 pm

John left the meeting at 8:08 pm

Jumy left the meeting at 8:10 pm

Oscar left the meeting at 8:15 pm

Fred left the meeting at 8:18 pm

### 6.5 Solicitation of Neighbourhood Businesses – Robert

We need a method to better manage and monitor the process of soliciting gifts or contributions from our neighbourhood businesses over the course of a calendar year. Most merchants are generous at giving donations

but not more than once a year, and some find it frustrating to be asked for donations by different people from the same organisation.

If you are planning on soliciting to fund raise for your committee or event, it needs to be channelled through a central location to record who has donated in that calendar year. Staff also asks for donations or in-kind agreements to provide products or services in exchange for free rent (for example, coffee donated by Starbucks on Canada Day in exchange for meeting space).

Action steps:

1. Amend the Donations Policy or write a new Board Policy.
2. Created a central repository to capture who has made contribution throughout the year.

- **6.6 New Horizons Seniors Grant - Robert**

A new funding proposal "*Better Together: Improving Social Inclusion Among Seniors*" from the Java Group, was included in the board package for review and discussion.

- This is a new grant opportunity designed to support programs that address seniors' isolation and loneliness and fits in well with our own initiatives to identify ways of drawing seniors into the centre.
- We have already been doing some work through the Community Engagement Committee to activate this significantly increasing area of need in our community.
- We first learnt of the Java Music Club when the founders of the program came and presented its proposal to the Executive Committee in January.
- The Executives took it upon themselves to act on some very tight deadlines and submitted a letter of interest in support of this 3-year, \$0.5 - 5M funding program. The Java Group would provide technical knowledge and experience in support of the grant.
- They have also offered to implement a pilot program at Kerrisdale, independent of what happens with the grant application. We have the option of implementing this program here with their full support, at no cost to us.

- **6.7 LAC Access to Fitness Room – Kathleen**

The Park Board wishes to make access to fitness rooms throughout the city, free of charge to Leisure Access Pass (LAP) holders, or people verified as "low income." They are implementing them in Park Board facilities but the question here is how does it work with association operated fitness rooms inside community centres?

- **18,000 LAPs were issued in 2018:** roughly 14,000 were used and 3,600 were not used.
- **LAP Fitness room usage across Vancouver in 2018:** Britannia 2,200 / Douglas Park 9 / False Creek 11 Hastings 1 / Kerrisdale 28 / Killarney 260 / Thunderbird 4 and West Pt Grey 7.
- **LAC holders in Kerrisdale Get:** 50% off program registration / 50% off skating lessons / free public skate
- Currently there is no subsidy for LAC patrons at the Kerrisdale fitness room.

We have asked PB, if they are willing to implement a reimbursement policy if we accept this LAP initiative and will wait and see as they have not yet responded.

- **6.8 Communications Committee - Kathleen**

The committee will be sending out a series of questions to the Board to gather input and feedback so that we understand what instructions to give the developer. This will include reviewing our current logo, and website for content, design, mechanics, security, usage and more.

- The committee has quite a lot of ground work to do. Every page on our current website needs to be reviewed and classified for keeping or discarding.
- Redoing the website is estimated at a minimum \$15K. The whole website needs to be restructured. It's important for the Society to have a website that looks modern, professional, functional and easy to navigate. Our programs are running at roughly 80% capacity and therefore have an opportunity to generate income via this medium.

- We will be refining the request for proposal (RFP), as recommended by the consultant.

#### 6.9 Colour Scheme for the building - David

Park Board has confirmed that the building will be painted in 2020.

- The current colours of light and dark beige have not changed for the past 50-60 years and are very dated and not representative of the direction we want to go.
- As a trial, the eastern facade of the building on the West Boulevard entrance will be painted first. David presented a choice of 3 possible colours, with results to be provided to the Building Maintenance Committee.

### 10. ADJOURNMENT

The meeting adjourned at 9:13 pm

**NEXT MEETING:** March 27, 2019 at 7:00 pm.

#### UPCOMING MEETINGS AND EVENTS:

Youth Committee	Tues 05 Feb - 7:00 pm	Finance Committee	Wed 13 Feb - 6:00 pm
Youth Committee	Tues 12 Mar - 7:00 pm	Finance Committee	Wed 13 Mar - 6:00 pm
Program Committee	Wed 06 Feb - 7:00 pm	Executive Committee	Wed 13 Feb - 7:30 pm
Program Committee	Wed 06 Mar - 6:00 pm	Executive Committee	Wed 13 Mar - 7:30 pm
Communications	Mon 11 Feb - 7:30 pm	Seniors Council	Mon 11 Mar - 12:45 pm
Communications	Wed 06 Mar - 7:30 pm		

Park Board Mon 25 Feb and Mon 11 Mar, 2019

*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 March 2019 at 7:00 pm**

**M I N U T E S**

**Present:** Robert Lockhart (chair), Kathleen Bigsby, Oscar Bisnar, David Eaton, Melissa Woo, Fred Jay, Morag Pansegrau, Humaira Akhtar, Kathy McKay, Keith Stoner, Edward Quan, Mike Wu, Alexis Lorient, David Mordant  
**Regrets:** Duncan Ainslie, Jumy Ogunsola, Keiko Honda, Marie-Noelle Savoie, Anne Monahan  
**Absent:** Commissioner John Irwin  
**Staff:** Susan Mele  
**Guests:** Diana Guenther, Erica Mark, Jessica Land  
**Recorder:** Alison Verghese

**1. Call to order and Announcements**

The meeting was called to order at 7:00 pm. Robert introduced our four new Directors: Mike Wu, Edward Quan and David Mordant, who has worked on committees as a community member for the past two years. Alexis Lorient was also acknowledged in absentia.

Robert welcomed guest presenter Diana Guenther, who lead a 30-minute presentation on the value, costs and benefits of a Youth Worker in Vancouver. Jessica Land and Erica Mark (Recreation Services Coordinator for Community Youth Development), were also present to answer questions and contributed to the discussions. A summary of the presentation has been recorded as a separate document.

Robert thanked the delegates from Park Board for their presentation that ended at 7:31 pm.

**1.1 APPROVAL OF AGENDA**

There was a request to add an item:

**6.7 Fitness Centre - Humaira**

**MOTION:** Moved by Fred and seconded to approve the agenda as modified. **CARRIED**

**2. STANDING ITEMS**

**2.1 Commissioner's Report**

There was no discussion. Commissioner John Irwin was not present.

**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 3:10 Seniors Council Minutes**

Susan clarified that the incident raised in the minutes occurred between two patrons at the Seniors Centre, and confirmed there is a code of conduct on public display in the Centre.

**4.2 Item 3.12 President's Report**

Robert elaborated on his report on the newly proposed 41 B-line transport modifications along 41st Ave to UBC. The Board selected **Monday, April 15** as the preferred date for an evening meeting with the Park Board/City Engineering, KCCS and community centre affiliates to discuss impacts of proposed changes on the accessibility of the Arena property.

Susan and Robert will compile a list of current and potential users of the Arena and surrounding site, for example, the Skating and Thunderbird Clubs, rental groups, users of the track and field, the soccer club and Jim Hall's ARKS group, etc., to be invited to attend the meeting, along with members of the KCCS Board.

#### **4.3 Item 3.13 Recreation Supervisor's Report**

Susan was asked to elaborate on her report regarding the 4-day **Women Deliver 2019 Global Conference** that will be held at the Convention Centre, downtown. More than 6,000 delegates, including Justin Trudeau and his wife, will be in attendance and Park Board have asked community centres to spread the message by live-streaming the conference, (similar to TED Talks/Olympics) to reach more people in a "living room style" event, across Vancouver.

#### **4.4 Item 3.1 Board Minutes of January 23**

It was noted that Commissioner John Irwin did not follow up on our queries regarding Kerrisdale's pool replacement, use of VSB facilities and the potential for a community association at the Olympic Village Community Centre.

The items above, which were removed from the consent agenda were approved by consensus en masse.

Alexis arrived at 7:38 pm.

### **5. ITEMS FOR DECISION**

#### **5.1 Approve the Consent Agenda**

There was consensus to approve the consent agenda minus items 3.1, 3:10, 3:12 and 3:13. **CARRIED**

#### **5.2 Election of Officers 2019-2020 - Past President**

As our current past president, Kathleen chaired the election of officers and called three times for nominations for the following five (5) Executive positions, as per our bylaw's clause 32:

- **President:** David nominated **Robert Lockhart**, and he accepted
- **Vice President:** David nominated **Oscar Bisnar**, and he accepted
- **Vice President:** Robert nominated **Duncan Ainslie** in absentia who had agreed by email to accept the position
- **Secretary:** Humaira nominated **David Eaton**, and he accepted
- **Treasurer:** Robert nominated **David Mordant**, and he accepted

All five positions were filled by acclamation. Kathleen and the Board congratulated the appointees with a round of applause.

Robert reported that the Executive Committee has been experiencing a lack of renewal for several years. Last year, the committee initiated a process of inviting members-at-large to attend as a guest to develop board member's understanding of the executive decision-making process. We will continue rotating guest positions on the Executive Committee this year to facilitate building a future experienced Executive.

Additionally, the Executive members have agreed to implement a new initiative for two directors to serve as an interim executive for half a year each, April to September and October to February 2020. These directors will participate in the process and become comfortable in the environment of working on the Executive Board.

**MOTION:** Moved by Kathleen and seconded that the Board create a Member-at-Large position on the Executive Committee to run for 6-months from April to September and again from October to February. The Member-at-Large position is voluntary and will be filled for the 2019-20 Board year. **CARRIED**

Robert sought expressions of interest at the break. Mike Wu accepted the 6-months trial from April to September.

### 5.3 Approval of Bank Signing authorities – Robert

Our current bank signing authorities are Oscar, David Eaton, Duncan, Melina Hung and Kathleen. We need to provide another director with signing authority and cancel signing authority for Melina Hung who retired from the Board in February.

**MOTION:** Moved by Kathleen and seconded to remove Melina Hung from bank signing authority and add David Mordant as a director with signing authority. **CARRIED**

### 5.4 Committee Assignments 2019-2020 - Robert

The committee assignments for 2019-20 as recommended by the Executives was presented for Board approval.

**MOTION 1:** Moved by Fred and seconded to adopt the committee assignments as presented. **CARRIED**

Additionally, the names of the Community Members assigned to Board committees were presented as follows:

Program:	Jim Hall
Community Engagement:	Colin Booth
Rentals:	Dave Anderson
Youth:	Johnson Li, Joshua Yoon, Jennae Gedeon, Suzi Noetzel

**MOTION 2:** Moved by Oscar and seconded to approve the Community Members to their assigned committees. **CARRIED**

Break 8:06 pm - 8:20 pm

It was noted at the break that Edward has two committees that conflict in meeting times and the Kerrisdale Community Garden is one Board member short of its quota to comply with its terms of reference.

**MOTION 3:** Moved by Kathleen and seconded to take Edward Quan off CEC and to add Keith Stoner on the Kerrisdale Community Garden. **CARRIED**

Note: We are one Board Representative short on the Seniors Council and will revisit this at the April Board.

### 5.5 Policy Renewal: Board and Committee Member Duties – Kathleen

The existing policy that was approved by the Board in 2008 was reviewed by the Executive Committee as part of its goal to update all policies that are older than five years. This policy has been renamed, **Duties and Expectations of KCCS Board and Committee Members**. Both the old and new policies were presented in the Board package.

- Oscar questioned the use of the phrase "*of which the member has knowledge*," in B1e of the proposed policy, as a requirement in a Board Members expectation to be proactive. The phrase was debated and put to the vote to amend.

**MOTION 1:** Moved by David and seconded to delete the phrase "*of which the member has knowledge*." **MOTION FAILED**

**MOTION 2:** Moved by Kathleen and seconded to replace the Board and Committee Member Duties from August 2008 with the Duties and Expectations of KCCS Board and Community Members Policy drafted in February 2019. **CARRIED**

### 5.6 Seniors Lunch Pricing - Robert

The Seniors Council, which is a sub-committee of the Board, has recommended a price change to the meals. A summarized report was presented in the Board package, along with a covering memo. The driver for the Society has been to subsidize the lunch program to approximately 25% of costs, while keeping the budget for the subsidy in the \$50K range.



Over the past few years, as shown in Schedule 1, there is a deficit in the costs relative to fees that are charged for the lunches. The \$50K range was maintained throughout 2015-17, but in 2018, the subsidy costs rose to \$59K, or 27% of costs. A proposal for price changes was presented in Schedule 2, showing costs for a range of goods from a cup of coffee to the price of a full meal.

We have exceeded the authorized expenditure on the subsidy and in response, propose a revised price structure for the lunch program as outlined in Schedule 2. The projected forecast is to bring the subsidy back down to the \$52K range, assuming that ratio of costs and sales volume stay relatively the same. If we are to adhere to a strict \$50K budget, the price increase would be significantly more. Our efforts over the years are to keep meal prices as low as possible.

**MOTION:** Moved by Kathleen and seconded that we accept the proposed prices as outlined in Schedule 2, to be effective June 1st, 2019. **CARRIED**

There was additional discussion on the cost of doing business in this industry, and how much basic food costs have increased over the past few years. We will start to experiment with other menus options, in line with the Canada Food Guide. Our kitchen staff will trial alternative menus from other community centres and monitor the feedback. There will be an evaluation survey targeting people in adult programs 55-yrs plus, to gauge their response to our lunch program. In the past, we have only surveyed patrons who used the seniors' lunch program. However, this time it will be interesting to get some new feedback from people who do not.

#### **5.7 Motion on Hiring Youth Worker – Oscar/Melissa**

Following the Park Board presentation on Youth Workers' value, cost and benefits across the city, the Board engaged in a lengthy discussion on the pros and cons of hiring a youth worker for Kerrisdale.

- Oscar reiterated on how our pre-teens and youth have been underserved and are just as vulnerable and vital as our seniors.
- Susan confirmed that the 17 community centres that have youth workers are all Park Board employees and not Group 1. There is only one Group 1 funded Youth Worker that is paid in full by a CCA.
- The Society currently pays for front desk Group 1 staff and our programmers are paid by PB. The youth worker position is equivalent to a programmer, so should the Society pay this cost it would be a significant divergence from current practice.
- Kerrisdale is second on PB's list to be assigned a youth worker, but we don't know how long this is going to take. The only centres in Vancouver without a youth worker are West Point Grey, Kitsilano and Kerrisdale.
- Three options were put forward for consideration and comments:
  - i) Authorise funding for a Youth Worker;
  - ii) Park this idea on the back burner and bring it back some months later;
  - iii) Write to Donnie Rosa, PB Director of Recreation and request a Youth Worker be assigned to us.
- Additionally, we will investigate the costs and benefits of a second part-time Youth Leader to supplement what our current one day a week Youth Leader, Nataly Kaufman is doing.

**MOTION:** Moved by Kathleen and seconded that the Board send a letter to Donnie Rosa requesting the urgent appointment of a full-time Youth Worker, in line with other centres, for Kerrisdale. **CARRIED**

Susan will provide the Board with a centre by centre summary report of the income and expenditure of a Youth Worker across Vancouver.

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

#### **6.1 Monthly Finance Reports (ending January 31, 2019)**

Robert chaired the last Finance Committee meeting and provided highlights from the reports in the board package:

- Program sales are below budget. The volume of sales and costs are not as high as forecasted and net program revenue for year-to-date compared to 2018 are approximately the same.

- Total overhead expenses compared to 2018 are similar at \$64,700.
- Revenue over expenses compared to 2018 are approximately \$5K higher.
- Pre-school sales is lower, and net revenue is slightly higher, which demonstrates some cost controls.
- Children's, Youth, Adults and Aerobics programs are all showing slightly higher total sales.
- Fitness Room sales and net revenue were lower than in 2018. Susan noted that there may have been some mis-recording as some revenue from use of passes was allocated to the wrong account. This has since been adjusted by our Accounting Manager.
- Overall, overheads are being controlled, and revenue from programs are generally quite good.

## 6.2 Orientation for New Board Members – Robert

The purpose of the orientation is to give our four (4) new Directors some background information about the functioning of the Society, history and operations of the centre. Alison will correspond via email with the four directors and provide some options of dates and times to meet with an executive committee member for the orientation.

## 6.3 New Program Ideas

Robert reported on the work that was done by Charlotte Arday, the summer student we hired last year to do some extensive research into program activities in other community centres and community groups across Canada and some places in the US. She created a 29-page report identifying a variety of programs with attached links to websites to review.

At the 2018 September Board meeting, we requested that the Seniors Council and the Program Committee review that report and identify program ideas, concepts or new directions that might be suitable for implementing here. The request was they provide a report to the Board for their suggestions at the January Board meeting. However, this was postponed and will be on the April Board agenda for discussion.

## 6.4 Committee Goals Setting – Robert

A reminder to all committee to develop some goals at the start of the new Board year. Those committees with new directors should take some time to make them aware of the goal-setting process. Interim reports are due in the fall and the final report of achievements is included in the Annual Report to the membership at the AGM.

## 6.5 Play Palace Event: Wednesday, April 17 from 5-7 pm – For Information

Susan gave a brief background on the Play Palace and its joint operations between PB and KCCS.

- The Cyclone Taylor Arena operates as an ice rink from September through to March. From April to August the ice is converted to a dry floor, and the space is filled with giant inflatables, bouncy castles, ride-ons etc., to serve families with children under 12-yrs of age. This popular indoor play area is called the Kerrisdale Play Palace and is open during the day for public drop-ins and parties and in the evening for private party bookings.
- To launch the start of the Play Palace season, the Society will once again sponsor "**Kerrisdale Play Palace Community Night**" on Wednesday, April 17 from 5-7pm. It has been advertised in our program brochure, website, social media and staff will be handing out flyers to the kids in our children's programs to take home. The event is free for families with children 0-12 yrs and is opened to the public.

## 6.6 Kerrisdale Days: Saturday, April 27 - Robert

Twice a year, the Kerrisdale Business Association (KBA) sponsors **Kerrisdale Days** that features horse & carriage rides, sidewalk sales and entertainment down 41st Avenue. In the spring, the event kicks off the opening of Little League with a parade, which starts at the Arena and marches to Elm Park.

- For the last several years we have promoted a theme at our booth on \$1<sup>st</sup> Ave such as **Youth Activities, Fitness Room** (cancelled due to heavy rain), **Seniors Lunch and Martial Arts** (with Taekwondo demonstrations).

- We require volunteers to work our booth from 10-2pm. The location will again be in front of **TD Bank** (on the corner of Yew Street). Shifts are usually 1 or 2 hr blocks. Alison will send out a sign-up sheet.
- Robert and our PAIII, Derek Linwood will set up the booth from 9:30 am, and the theme will be: **Fitness Room** (to promote our exercise machines, weights and stretch room), plus a fitness trainer or two to promote their expertise.

#### 6.7 **Fitness Room** - Humaira

Maintenance on some exercise machines was raised as a concern by a Board member. It was suggested a report of break downs, time lags and cost for the repairs as well as feedback from users be done to monitor this issue. Susan will work with the Programmer (Hardeep) to collect this data.

#### 7. **Pending Items** - not discussed

#### 8. **ADJOURNMENT**

The meeting adjourned at 9:22 pm.

**NEXT MEETING:** April 24, 2019 at 7:00 pm.

#### **UPCOMING MEETINGS AND EVENTS:**

Building Maintenance	Mon 01 Apr - 5:00 pm	Community Engagement	Wed 10 Apr - 6:00 pm
Youth Committee	Tues 02 Apr - 7:00 pm	Finance Committee	Wed 10 Apr - 6:00 pm
Program Committee	Wed 03 Apr - 6:00 pm	Executive Committee	Wed 10 Apr - 7:30 pm
Communications	Wed 03 Apr - 7:30 pm	Rentals Committee	Mon 15 Apr - 7:00 pm
Seniors Council	Mon 08 Apr - 12:45 pm		
Play Palace Event	Wed 17 Apr - 5-7 pm	Kerrisdale's Carnival Days	Sat 27 Apr - 10-2 pm
Park Board	Mon 1, 15 April, 2019		

*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 April 2019 at 7:00 pm**

**M I N U T E S**

**Present:** Robert Lockhart (chair), David Eaton, Fred Jay, Morag Pansegrau, Humaira Akhtar, Kathy McKay, Keith Stoner, Edward Quan, Mike Wu, Alexis Lorient, David Mordant, Duncan Ainslie, Jumy Ogunsola, Keiko Honda, Marie-Noelle Savoie, Anne Monahan  
**Regrets:** Kathleen Bigsby, Oscar Bisnar, Melissa Woo  
**Staff:** Susan Mele  
**Commissioner:** John Irwin  
**Recorder:** Alison Verghese

**1. Call to order and Announcements**

The meeting was called to order at 7:00 pm.

**1.1 APPROVAL OF AGENDA**

**5.10 Approve the Consent Agenda - Robert**

**MOTION:** Moved by Morag and seconded to approve the agenda as modified. **CARRIED**

**2. STANDING ITEMS**

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

John was reminded of the three outstanding questions from our January Board meeting. He will follow up on these at our next meeting.

Update on items impacting our local community:

- **VanPlay** is in motion as a planning process to implement a 25-year strategic plan for recreation (excluding golf). Swimming will be under **VanSplash**, a separate planning process. John intends to put forward a motion to modify the policy to have some bike paths go to, and some bike paths go through parks.
- **Arbutus Corridor:** Council is doing a shore to shore greenway plan; however, the Arbutus Corridor has not officially transitioned into a greenway so it is still considered a transportation corridor.
- **Climate Change Response report:** may impact our active transportation and how transit would affect the way people move between community centres and beaches etc.
- **Artificial turf:** There has been some back and forth over artificial turf at Churchill Secondary and health issue concerns from using crushed up rubber as a substrate underneath the artificial turf. In New York, they are using a cork and coconut fibre material as an alternative. There may also be a release of microplastics from irrigation run-off as the turf needs an excessive amount of water to maintain its lifespan.

**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 3.7 Program Minutes of April 3**

Fred requested an amendment to item 2 to strike out "~~in lieu of one Opera Zone performance next season.~~" to: "**with** one Opera Zone Performance next season".

**MOTION:** Moved by Humaira and seconded to accept the Program Committee minutes as modified. **CARRIED**

**5. ITEMS FOR DECISION**

**5.10 Approve the Consent Agenda**

**MOTION:** Moved by Kathy and seconded to approve the consent agenda minus item 3.7 as presented. **CARRIED**

### **5.1 New Program Ideas - Keith/Anne**

Keith noted that the Program Committee discussed this topic at their last meeting. A composite list of suggested new programs and workshops, many of which were extracted from the 29-page report from Charlotte Arday and input from each committee member, was circulated in the Board package for review.

Since November 2018, approximately thirty (30) new programs/workshops across all age groups have been implemented by our programmers. They will continue to refer to the document as a resource to offer the widest possible range of activities each season. These are highlighted on the inside cover of our seasonal brochure for easy reference.

Following lengthy discussions, additional program ideas were put forward for consideration:

- Increase singing opportunities: Karaoke and Group Singing Lessons
- Seniors Only: Exercise Classes and UBC's Changing Ageing Plus (offered in Dunbar but not here).

Keith and Anne will bring this back to their respective Committees for consideration. The Seniors' Council will take a second look at the 29-page report next month to provide a summary of recommendations.

### **5.2 Java Music Group – Robert**

Elder loneliness and social isolation challenges were initially raised at Board level in January this year. The Executive Committee has met with the developers of the program and have researched and discussed at length the implications of implementing a pilot project here at our centre. The results of these offline and committee discussions were provided for review in the Board package.

At their last meeting, the executive made a recommendation to support the program on the condition we can identify a steering committee to drive the pilot project. Some of the other challenges are:

- do we want to do this and what are the responsibilities of the Society and of the JAVA Group?
- the majority of their program participants are from Assisted Living Homes across Canada and the US. David E. spoke to this on a personal level as his mother is in a nursing home where the Java Music program has been in operation for the past two years. About eight members are participating in the program, and it is well received.
- There is a lot of work involved to roll out this pilot project, and there are many pros and cons in dealing with people's lives. The Java Group will support and sponsor us, at no cost for participants or the centre.

Following lengthy discussions, it was recommended that the Seniors' Council meet with Kristine and Clayton from JAVA Music Group. They have an imposing number of resources, but for us, the critical element is our ability to form a dedicated and committed steering committee, which Kathleen has volunteered to find. Robert will invite the principals of the JAVA Music Group to attend the next Seniors Council meeting.

John Irwin arrived at 7:32 pm and was introduced by Robert as our assigned Park Board Commissioner.

### **5.3 New Policy Proposal: Solicitating Donations to KCC and KCCS Policy - Robert**

The need for this policy was flagged by Robert when he discovered that some Kerrisdale area merchants and organisations were being solicited more than once for donations towards last year's Christmas party.

- Donations are in-kind contributions; a variety of gifts toward raffle prizes, coffee, food such as cookies and cakes etc. including TD Bank offering space in front of their bank on Kerrisdale Days. We get value from these exchanges, and the policy defines a level of respect and boundaries for both parties.
- A dedicated database will be established and monitored by our Administrative Assistant. Members of the Board of Directors, Board Committees and KCC Staff tasked to canvas for donations will be able to look up

who has already contributed within the calendar year. For instance, London Drugs and Shoppers have a corporate policy that will not allow more than one donation per organisation per year.

- However, merchants such as Starbucks, for example, are an exception to the rule because they often provide us with beverage donations in exchange for rental space for staff meetings. Merchants of this calibre will require pre-authorisation from the President before being approached more than once. Additional wording to the policy at A2 was proposed: *Merchants and organizations who have already donated within the current calendar year will not be approached in the same year unless an exception has been established.*

**MOTION:** Moved by Humaira and seconded to adopt the new policy as amended at A2. **CARRIED**

This new policy will be reviewed by the Board next April to determine the effectiveness of the new rules.

#### **5.4 KCC radio communication capability – Keiko**

A 14-page report from Vancouver Emergency Community Telecommunications Organization (VECTOR) was circulated for the Board's review of recommended options to upgrade our current radio communication system.

- The current system that is stored in a cabinet in the Seniors' reception was purchased about 10-years ago by the Society of the day to facilitate a City of Vancouver (CoV) initiative to establish emergency radio communication and response capability with the city.
- Today, as part of our initiative to support the Kerrisdale Earthquake Emergency Preparedness (KEEP) program, we believe that creating an all-encompassing disaster hub with radio communication capability will be an invaluable entity for the KEEP group to have. We have local shortwave radio operators nearby, who participated in the process of evaluating the VECTOR system, and in the event of an emergency, would be integral in the use and value of this system.
- VECTOR has a relationship with the CoV, as an independent Society, to provide the shortwave radio communication system across the city. They are a volunteer group that supports the emergency response initiative of the CoV.

**MOTION 1:** Moved by Keiko and seconded to support the creation of an all-encompassing disaster hub with radio communication capability, KCCS approves to finance the estimated amount of \$3,780 (incl. tax and delivery) for a complete set of new equipment in a VECTOR Next Generation Grab and Go Kit that will run on 12V power sources without an inverter, built by VECTOR. **CARRIED**

**MOTION 2:** Moved by Keiko and seconded to support the upgrade of the shortwave radio system for use in the event of a major emergency and in coordination with the KEEP volunteer group that has been established in the Kerrisdale area. **CARRIED**

#### **5.5 Neighbourhood Matching Fund (NMF) - "All In This Together Hub" - Keiko**

We are supporting the Kerrisdale community "in-kind" by facilitating partnerships with grassroots community groups, including but not limited to KEEP and VECTOR. We are contributing financially (in the range of \$10-\$15K) towards purchase items such as the grab and go radio, the shipping container itself, and stocking it with essential contents, and similar to Dunbar, installing an energy supply both in solar and battery technology.

- We will mirror the same process that the Dunbar Community Centre Association (DCCA) has concerning security and access to the container. DCCA contributed \$20K to the set-up of their community's DEEP hub.
- The location of the shipping container was discussed as the west end corner of our car park was ruled out. Alternative sites were brainstormed and it was suggested that the southwest corner of Centennial Park at 43rd and Yew could work because there is a concrete slab there for the shipping container to sit on.
- We will be applying through the Community Engagement Committee for the CoV's Neighbourhood Matching Fund for \$10K. John Irwin will take this back to PB as an enquiry for contribution funding.

**MOTION:** Moved by Keiko and seconded to support our NMF application, entitled "All in this together hub," KCCS approve the site location for the installation of a disaster support hub shipping container (8ft x 20ft) to be located at the SW corner of Centennial Park. **CARRIED**

Robert thank Keiko for her hard work and efforts in putting this all together.

Break 8:08 pm - 8:19 pm

Susan left the meeting at 8:19 pm

#### **5.6 2019-20 Nominating Committee – Robert**

Our bylaws instruct that the President appoint the Chair of the Nominating Committee. Robert called for eligible volunteers in an email, and Humaira and David M. volunteered. Robert suggested that Humaira be chair because she has more in-depth knowledge of the processes and work of the centre and the society. She also has experience serving on a previous nominating committee.

- It would be ideal to start our advertising campaign to "Join the Board" in the summer but definitely in the fall for new directors. Holding the "Meet & Greet the Board of Directors" event in the lobby in January proved to be a success and we will repeat this set up again in October or November.
- David M. will be a member of the Nominating Committee, and we will need a third person to participate before the fall. Alison will provide Humaira with the hand-over package before the end of summer.

**MOTION:** Moved by Robert and seconded to appoint Humaira as chair of the Nominating Committee. **CARRIED**

#### **5.7 Purchase of Ricoh photocopier – Robert**

A spreadsheet of photocopier comparisons was included in the Board package for review. Lee Tarrant and Susan obtained quotes from three different suppliers (Ricoh, Canon and Xerox) and compared all the variables.

- The Ricoh has all the features and functions of the other two and came in at a slightly better price. It was the recommended option, with a service plan, for \$9,739. A budget of \$10K was dedicated to replacing our current 10-year old photocopier, which has been showing signs of failure and breaking down too often.
- Another cost saving factor noted is that Ricoh has a city contract. The machine's software will be able to mirror the current set up and plug into the city network.

**MOTION:** Moved by Robert and seconded to purchase option #2 the Ricoh 1M C6000 as recommended by Susan and Lee Tarrant. **CARRIED**

#### **5.8 Birthday Leader Junior wages – Keith**

At the April 3rd meeting of the Program Committee, a motion was passed to recommend the Board increase our Birthday Leader Junior wages from \$13 to \$14 per hour. The rationale being that as of June 1st this year, the minimum wage will rise from \$12.65 to \$13.85. We are currently paying our junior leaders \$13 per hour, which will put them under the minimum salary if we do not review their salaries.

**MOTION:** Moved by Keith and seconded that the Board approve the increase of our Birthday Leader Junior wages to \$14 per hour commencing June 1st, 2019. **CARRIED**

#### **5.9 Communications Committee Budget Increase – Duncan**

Since the spring of 2018, the revived Communications Committee has actively pursued its primary goal of reviewing and replacing the KCCS website. Details of the extensive work involved, pre and post Request for Proposal (RFP) was provided in a handout that was circulated at the meeting. Marie-Noelle spoke to the report in support of the Communications Committee's request for a budget increase above their 2018/19 authorized amount of \$25K.

- RFPs were offered to four bidders in March. Three applied; one did not fulfill the criteria and was made ineligible. The two company's under consideration had significantly different prices of \$25,440K and

\$47,880K. After subsequent meetings with both companies and references checked, the committee chose Trackstar because the cost of the second bid could not be justified.

- We are currently paying \$5K per season to produce our program brochure. Trackstar has proposed to provide us with a user-friendly template for the brochure that should be quick and easy for staff to use. The cost savings will allow us to explore the option of hiring a professional photographer and support staff to help our programmers put the brochure together each season.
- If we respond quickly, Trackstar could start in three to four months and provide us with new website options. They will produce a brand guide; do a brand refresh to the logo that gives us high impact for low costs; training for staff and other incidentals along the way.
- The Communications Committee seeks an additional \$10K to cover unforeseen expenses and has some flexibility to carry this project to completion. These additional funds would also allow the committee to ask Trackstar to proceed with enquiring if a possible ActiveNet integration with our website is possible.
- It was recommended that we set hard milestone in the contract for deliverables. The vendor will need to demonstrate the delivery of the service before any payment is made and provide us with any specific software codes for future access.

**MOTION 1:** Moved by Marie-Noelle and seconded to approve an additional \$10,000 in the Communication Committee's budget, complete the redesign and improvements of the KCCS website. **CARRIED**

**MOTION 2:** Moved by Marie-Noelle and seconded to hire Trackstar as the service provider as proposed in their response to the RFP. **CARRIED**

## **6. ITEMS FOR DISCUSSION**

### **6.1 Finance – February Monthly Reports – David M.**

There were no financial reports submitted this month because our Ali is on leave. Our margin for the first six months to February 28 was \$114K compared to \$77K in 2018. We are doing well, however:

- We need more programs and more participants as we have reached an impasse of curbing our expenses. It is now up to the Program and Communications Committees to expand our target markets.
- EFT investments have only gained marginally, from \$223K to \$225K. This is due to a downturn in the investment markets since September 2018.
- In summary, increasing our volume of programs must be our overall target: if we continue on our current track we should do quite well and not see a negative return as predicted last year.

### **6.2 Vantage Point Succession Workshop – Robert**

Details of Vantage Point's training workshop on **Proactive Succession Planning** was included in the Board package for review. Robert called for interest in attending from non-executive members and Marie-Noelle raised her hand.

- Oscar and Robert have been on the Executive for about 8 years and Kathleen even longer than that. There is a need for Executive renewal to refresh and get new ideas in this relevant committee. Mike has a six-month term and Keith will be the next member-at-large to attend as a guest on May 8.
- The Executive has authorized sending four Board members to this training on May 28 from 9 am to 12 noon and will endeavour to accommodate for Marie-Noelle.

### **6.3 Kerrisdale Days - Saturday, April 27 – Robert**

The sign-up sheet was included in the package for review. We need a couple more volunteers in the afternoon from noon to 2 pm. Robert confirmed that two of our fitness trainers (Barry and Ed) would be attending.

- John Irwin will come from 10:30 am for an hour. Robert will ask Jim Hall if he can assist us in the afternoon.

### **6.4 KCCS Summer Board Party - Aug 21– Robert**

Last year's report was circulated in the package for review. Kathy, Jummy and Marie-Noelle volunteered for this ad-hoc committee. The next step is to find a venue. Alison will send the background material to the ad-hoc committee.



**6.5 KCC Mix and Mingle Social - Sept 4 – Robert**

Tabled till the May Board meeting as we will need to form an ad-hoc committee.

**6.6 Kerrisdale Community – Robert**

David E. proposed an initiative to "discover the heart of Kerrisdale". His proposal included but not limited to:

- Solicit ideas and opinions from the Board and community about what Kerrisdale means to us. What is our heart and what is Kerrisdale all about?
- It is proposed to mount a 4x6 ft dry whiteboard on wheels, as a suggestion board and ask people to contribute questions and ideas in writing or drawings. After a week, a photo will be taken of the board to retain the thoughts that have been expressed.
- The cost would be approximately \$400, and the Board can kick start the initiative by launching the narrative.
- Mike volunteered to help David E. with this project that will contribute vital data towards our marketing, communications and strategic direction. It would also help the website redesign and what it should look like, in addition to reviewing our Mission Statement.

**MOTION:** Moved by David E. and seconded to approve a budget of \$500 from the Communications budget to purchase material for this project. **CARRIED**

Keiko left the meeting at 9:24 pm.

**7. Pending Items**

**7.1 Seniors Council Minutes – Anne**

**MOTION:** Moved by Fred and seconded to approve and include the Seniors Council Minutes of April 8 in this month's consent agenda. **CARRIED**

**8. ADJOURNMENT**

The meeting adjourned at 9:26 pm

**9. NEXT MEETING:** May 22, 2019 at 7:00 pm

**UPCOMING MEETINGS AND EVENTS:**

Program Committee	Wed 01 May - 7:00 pm	Seniors Council	Mon 13 May - 12:45 pm
Youth Committee	Tues 07 May - 7:00 pm	Pool & Arena	Mon 13 May - 4:00 pm
CEC	Wed 08 May - 6:00 pm	Communications	Tues 14 May - 7:30 pm
Executive Committee	Wed 08 May - 7:30 pm	Finance Committee	Wed 15 May - 6:00 pm
Kerrisdale Days	Sat 27 April 10 to 2 pm		
Park Board	Mon 5, 19 May 2019		

*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 May 2019 at 7:00 pm**

**M I N U T E S**

**Present:** Robert Lockhart (chair), David Eaton, Fred Jay, Morag Pansegrau, Kathy McKay, Edward Quan, Mike Wu, David Mordant, Duncan Ainslie, Jumy Ogunsola, Marie-Noelle Savoie, Anne Monahan, Kathleen Bigsby, Oscar Bisnar  
**Regrets:** Keiko Honda, Melissa Woo, Alexis Lorient, Humaira Akhtar, Keith Stoner  
**Commissioner:** John Irwin  
**Staff:** Susan Mele  
**Recorder:** Alison Verghese

**1. Call to order and Announcements**

The meeting was called to order at 7:00 pm.

**1.1 APPROVAL OF AGENDA**

Additional items for discussion:

6.9 Electronic Approval of Minutes - Robert

6.10 BCRPA Report - Robert

**MOTION:** Moved by Fred and seconded to approve the agenda as modified. **CARRIED**

**2. STANDING ITEMS**

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

John addressed outstanding issues brought forward from January:

- **Kerrisdale pool:** John hopes to hear back from PB in the next month or so on his enquiry to determine if there is a prospect to have a rebuild of our pool in the next capital budget.
- **Creekside CCA:** will be moving from an advisory to a structured Community Centre Association.
- **Park Board (PB) & Vancouver School Board (VSB) agreement and cooperation:**  
There has been some discussion on this topic from Donnie Rosa regarding the underutilization of school facilities, specifically at **Kitsilano Secondary**. John will follow up with Daisy Chin, who is acting Recreation Director, in place of Donnie Rosa. This ties in with the installation of artificial turf at **Churchill Secondary**, which Park Board has approved in principle.

Additionally, a Board member returning from the BCRPA conference provided insight on the long-standing formalized agreements that both Richmond and the Tri-Cities have with their school boards. John noted that he would liaise with his colleagues and get this into a motion.

- PB has passed a motion to pause on all new commercial activities in parks. Not-for-profit organisations will be exempt. Existing vendors will be cycled through for the next 13 months to two years. The pause has been implemented so that they can revise their policy.

John left the meeting at 7:22 pm.

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

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

#### 4.1 Item 3.1 Board Minutes of 2019-04-24 - Kathleen

Correction to the third bullet under item 5.9 Communications Committee Budget increase.

From: If we respond quickly, Trackstar could ~~start~~ in three to four months and...

To: *If we respond quickly, Trackstar could complete in three to four months and...*

#### 4.2 Item 3.7 Program Minutes of 2019-05-01 - Susan

Correction to the second bullet under Exercise Equipment Budget: \$40K at item h.

From: We currently have ~~two~~ technicians that services all our equipment.

To: *We currently have one technician that services all our equipment.*

Alison will amend corrections as noted above.

**MOTION:** Moved by Marie-Noelle and seconded to accept both the Communications and Program Committees' minutes as modified. **CARRIED**

### 5. ITEMS FOR DECISION

#### 5.1 Approve the Consent Agenda

**MOTION:** Moved by Duncan and seconded to approve the consent agenda as modified without item 3.1 and 3.7 as presented. **CARRIED**

#### 5.2 JAVA Music Group – Anne/Robert

On May 13, Robert and the two JAVA principals, Kristine and Clayton attended the Seniors Council meeting to present to the council members the scope and benefits of the pilot program.

- Anne reported that the council was not interested in taking part in the steering committee. She will have broader discussions amongst the seniors in the centre and community to identify candidates for Kathleen.
- The pilot project will have no capital cost to the Society as the JAVA Group will supply all the equipment. Our input will be refreshments, rental space and time invested by the steering committee for the program.

**MOTION:** Moved by Kathleen and seconded to proceed with the JAVA Music pilot program on the proviso that a steering committee can be formed to run it. **CARRIED**

Robert will advise Kristine and Clayton of the Board's decision. Kathleen will commence the undertaking to identify key members to form a steering committee for this program.

#### 5.3 Budget for KCCS Summer Party – Kathy

Verification was sought to maintain a budget of \$1K this year, given that close to \$800 was spent last year.

**MOTION:** Moved by Kathy and seconded to approve a \$1K budget for the 2019 KCCS Summer Party. **CARRIED**

Noted for follow up: verify if this budget was included in last year's Christmas budget.

### 6. ITEMS FOR DISCUSSION

#### 6.1 Finance – March Monthly Reports – David M.

Financial statements for 7-months to the end of March were reviewed and discussed.

- Surplus revenue compared to last year is virtually the same at \$162K.
- Despite not having the \$105K membership revenue, our programming revenue helped us make up the deficit. We are not running at the loss as predicted this year because we are continuing to maintain a high level of interest and program participation by local residents.
- We will be offering for the first time throughout summer popular adults and seniors' programs such as pickleball, ukulele, chair yoga and Changing Ageing. This will add much needed revenue to help cover an additional ~\$50K cost for the Park Board operating levy (1%, rising to 2% in 2020) and ActiveNet fee (1%). Robert thanked Susan and the team of Programmers and the Program Committee for stepping up and meeting these challenges so successfully.

- We are still waiting for Park Board's response to our written request to fund a full-time Youth Worker at Kerrisdale. Oscar will send a note to Robert with details regarding our current Youth Leader, Nataly Kaufman, who is leaving at the end of June.

## **6.2 2019-2020 Budget Development – David M.**

All committee chairs will be receiving a copy of their 2018-19 budget and a template for their proposed 2019-20 budget, to be returned to the Finance Committee by August 1 to allow the Finance Committee time for a review before their August 14 meeting. Smaller committees, that meet infrequently, may need to communicate by email in order to complete their draft budget proposals.

Break 7:55 pm - 8:10 pm

## **6.3 Strategic Planning – Robert**

The Society's last strategic planning project took place about seven years ago but was sidelined when the pressures of the JOA got in the way. Subsequently, we have signed a new JOA so now we need to redefine who we are where we are going.

- Ms. Frances Lasser is a semi-retired strategic planner and who has offered to work with us to build a strategic plan, at no cost to us.
- We have struck a planning/coordinating committee made up of Robert, David E, David M, Duncan, and Mike . This group will meet with Frances to lay out a plan on how to proceed. Her general approach is to interview a wide variety of stakeholders, including and not limited to directors, seniors council, senior staff and others.
- Frances has participated in our community centre activities; she has an impressive resume that will be circulated to the Board.

## **6.4 Kerrisdale Community Survey – David E.**

Susan will continue to capture the comments and drawings from the whiteboard on camera. A new set of questions was discussed.

- Use of the white board is proving to be a valuable tool to engage with our community. The public is interacting with the centre by answering the questions, and there is an inherent value in that. The one white board in use will be moved between the seniors centre and the main foyer intermittently.

## **6.5 New Program Ideas - Seniors – Anne**

- UBC Changing Ageing, Brain-Body Fitness, Book club and a Christmas lights bus tour. The advanced Changing Ageing course (Changing Aging – Plus; UBC-Kinesiology is sponsor) is being piloted at Dunbar; UBC is not offering it anywhere else at this time. Morag has attended at Dunbar; participants need a doctor's certificate to attend.
- Susan will coordinate with Austin to follow up on the above new program options.

## **6.6 KCC Mix and Mingle Social - Sept 4 – Robert**

Robert volunteered and with no other takers, will send a note to request assistance from other directors who are absent tonight.

## **6.7 VanPlay – Robert**

Our response to Katherine Howard, Project Manager at VanPlay regarding their feedback on Asset Targets for Community Centres was included in the package for review. For those interested, the detailed background information can be found on the VanPlay website. It is a very significant consolidation of effort that focuses on where the Park Board is going for the next 25-years in the area of parks and recreation.

Robert also shared his concern directly with our commissioner earlier, about the potential loss of programmable space when our community centre is rebuilt at a future date. VanPlay has designated 1.41 sq. ft of community centre space per resident city-wide. Community centre space allocations should include only programmable

space, not common space that, under the JOA, we do not have rights to use for programming. Hillcrest CC is a good example of a lot of lost programmable space in a beautifully designed building with a large open entrance and atrium, high ceilings and a Starbucks that operate within the metrics dedicated for community centre space.

David also flagged the 3P's (Public-Private-Partnership) approach which John missed in his briefings with staff. John will make more enquires and get back to us on this option.

#### **6.8 Board Summer Party - August 21 Venue – Kathy**

Duncan offered his house but also indicated that he hosted the event two years ago. Alternatively, David Eaton, who lives in Richmond, will check with his wife and get back to Kathy with a definitive answer.

#### **6.9 Electronic Approval of Minutes - Robert**

For direct reference to this policy, please refer to our **Meeting Procedures Policy**, at clause **3D**. In the interests of time, electronic approval of Board and Committee minutes by eligible members are acceptable. It is very important that everyone that attends the meeting gets a chance to comment on the draft minutes and on what has been recorded as the outcome of the discussion.

#### **6.10 BCRPA Report - Robert**

Contributions from the attendees in the past have consolidated their summaries in a single report to the Board, but it appears this year, we have three independent summaries. These will be included in the Board package for June. Alison will follow up with Humaira on her observations from the conference.

Morag brought back some brochures and handouts that she will share, along with her report at the next Program Committee meeting.

#### **7. Pending Items**

Not discussed.

#### **8. ADJOURNMENT**

With no further discussion, the meeting adjourned at 8:52 pm

#### **9. NEXT MEETING: June 26, 2019.**

#### **UPCOMING MEETINGS AND EVENTS:**

Program Committee	Wed 05 Jun - 7:00 pm	Seniors Council	Mon 10 Jun - 12:45 pm
Youth Committee	Tues 18 Jun - 7:00 pm	Building Maintenance	Mon 10 Jun - 5:00 pm
Communications	Tues 28 May - 7:30 pm	CEC	Wed 12 Jun - 6:00 pm
Communications	Tues 11 Jun - 7:30 pm	Finance Committee	Wed 12 Jun - 6:00 pm
Communications	Tues 02 Jul - 7:30 pm	Executive Committee	Wed 12 Jun - 7:30 pm

Park Board                      Mon 3, 17 June 2019

*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 June 2019 at 6:00 pm | Seniors South room**

**MINUTES**

**Present:** Robert Lockhart (chair), David Eaton, David Mordant, Fred Jay, Humaira Akhtar, Kathy McKay, Mike Wu, Anne Monahan, Kathleen Bigsby, Oscar Bisnar, Keiko Honda, Melissa Woo  
**Regrets:** Alexis Lorient, Keith Stoner, Edward Quan, Jumy Ogunsola, Marie-Noelle Savoie, Morag Pansegrau  
**Commissioner:** John Irwin  
**Staff:** Susan Mele  
**Recorder:** Alison Verghese

**1. Call to order and Announcements**

The meeting was called to order at 6:00 pm. Robert welcomed all to a modified Board meeting, before the special Strategic Planning workshop meeting scheduled at 7:00 pm.

**1.1 APPROVAL OF AGENDA**

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

**2. STANDING ITEMS**

**2.1 Commissioner's Report**

John followed up on previous Board enquiries and highlighted recent PB activities affecting our community:

- **CAC & DCL:** these fees collected from development companies focus on funding projects related to population growth and do not fund community centre renewal. PB will be lobbying city council to regain a larger share of this funding, which has decreased from 44% to 18% as communities face growth that puts pressure on increased recreational facilities and parks.
- **Kerrisdale Pool:** VanSplash supports our concept of having a unified centre, but the timeline for our pool renewal is beyond their 10-year draft plan. Our pool will be replaced by a multi-tank pool with the capacity of 400K swims per year as part of a possible future community centre/ arena renewal to take advantage of co-location synergies. If the Kerrisdale pool should fail there will be no indoor pool in the SW corner of Vancouver. John is a proponent for local pools, but our major challenge is getting a new pool at the same time as the rest of the centre/arena facilities renewal.
- **Connectivity:** John had a motion passed for a beach express bus to improve community centre access to the beaches and parks through the transportation advisory committee. Connectivity was the second major theme in PB's primary planning objectives at the citywide planning session that Robert attended.

**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 Executive Committee Minutes of June 12 - Humaira

Robert clarified the definition of "stewardship" in context to Champlain Heights' Appendix C, which allows the association to have input in what happens in adjoining parks in their catchment area. It is not about overall responsibility. We will have to discuss if we should adopt this "me too" clause in the coming months.

**MOTION:** Moved by Humaira and seconded to accept Executive Committee minutes as presented. **CARRIED**

**5. ITEMS FOR DECISION**

**5.1 Approve the Consent Agenda**

**MOTION:** Moved by David M. and seconded to approve the consent agenda minus item 3.5 as presented.  
**CARRIED**

## **5.2 KCC Long Term Rentals – Robert**

The Executive Committee has identified and recommended three long term renters to be identified in Clause 27 in Appendix C of the Joint Operating Agreement (JOA), as part of our annual reporting obligations under the JOA. The long term renters are as follows:

1. Kerrisdale Little Owls Preschool
2. Kerrisdale Art Club
3. Numismatic Club

**MOTION:** Moved by Humaira and seconded to accept the modification to Clause 27 in Appendix C under the JOA.  
**CARRIED**

## **5.3 Community Needs Assessment Project 2016-18 Final Report – Robert**

Robert acknowledged and thanked Kathleen for stepping forward to finalise and consolidate all the work that was done by the Community Needs Assessment Committee from 2016-18. The committee put in a lot of effort to conduct numerous interviews, discussions, surveys, census data and a variety of other means to collect information from community and non-community centre users. The report is a concise and focussed summary that reads superbly.

Next steps:

- The 16-page report and data that was circulated as a supplement to the board package. It will be adopted as the formal resource guide for the Program, Seniors Council and Communication Committees.
- Frances Lasser has reviewed the report and adopted some of the critical elements for incorporation into our strategic plan.
- Emphasis was also highlighted on a segment of the population that uses our centre but does not live in the neighbourhood, for example, paid Filipino domestic workers.

**MOTION:** Moved by David and seconded to accept the Community Needs Assessment final report (May 2019) to be adopted by the Board. **CARRIED**

## **5.4 Changes to Board/Executive structure – Kathleen**

There have been significant changes to the Board, and Executive structure made effective immediately:

- Oscar has stepped down as Vice President on the Executive Committee and will remain on the Board and will continue his role on the Program and Youth Committees.
- Duncan has stepped down as Vice President on the Executive Committee and resigned from the Board. He would like to continue participating in the Communications Committee and requires Board approval to be appointed as a Community Member of this committee.

**MOTION:** Moved by Kathleen and seconded to appoint Duncan to the Communications Committee as a Community Member. **CARRIED**

## **5.2 Vagrant in Kerrisdale Community Garden – Kathy**

On June 21st, Stephen Peplow (Kerrisdale Garden) notified Kathy about a possible problem in the garden area. He stated that a homeless man occasionally camps in the area outside the fenced plots, near the beehives. Although there have not been any incidents, there are concerns that the man may need help. His behaviour is quite intimidating as he breaks rocks and stares at the gardeners.

Following discussions, it was recommended that Stephen and Kathy go to the Community Policing Office together to advise them about this individual. Stephen could provide a description of the man and Kathy will have the

Board's authority as the liaison to support Stephen's concerns.

**MOTION:** Moved by Kathy and seconded for Stephen Peplow and Kathy to advise the Community Policing Office of this situation. **CARRIED**

## 6. ITEMS FOR DISCUSSION

### 6.1 Susan Mele's job change – Robert

Implications to Kerrisdale CC and congratulations to Susan on her new appointment:

- Donnie Rosa has resigned as Director of Recreation, and taken a position in Coquitlam as General Manager of Parks, Recreation and Culture. Her position has been temporarily filled by Daisy Chin, who was the Westside Recreation Manager.
- Susan was offered and accepted the position vacated by Daisy, which appears to be a temporary one. As a result of this shuffle, a request of interest will be sought from eligible Park Board staff who would potentially fill Susan's position as CRS, temporarily.

### 6.2 Proposed KCCS Budget 2019-20 – Robert

A statement from each committee chair on the development of their 2019-20 proposed budgets was presented in a summary report for review. All committees appear to be on track to have their proposed budget's approved and submitted to David Mordant in the format requested, before the August Finance meeting.

## 7. Pending Items

### 7.1 Item 7.4 Financial Reports up to the end of April - Kathleen

Clarification was sought on the decrease in investment assets between fiscal 2018 and fiscal 2019. Our investment accounts shown on page 36 of the Board package under Total Investment were: ~\$3.251m in April 2018 and ~\$2.946m as at the end of April 2019. The difference is explained by the payment of approximately \$360K from the ~\$900K **contingency liability** when we settled with Park Board on the Group 1 dispute. The full ~\$900K had previously been invested by the Society and formed part of the total assets in fiscal 2018.

Other informal discussions off-topic will be tabled at the next Board meeting in August.

## 8. ADJOURNMENT

The meeting adjourned at 6:56 pm for a 7:00 pm start of the Strategic Planning Workshop in the Seniors Craft room.

## 9. NEXT MEETING: August 28, 2019.

### UPCOMING MEETINGS AND EVENTS:

Communications	Tues 2 & 16 Jul - 7:30 pm	Executive Committee	Wed 17 Jul - 6:00 pm
CEC	Wed 10 Jul - 6:00 pm	Executive Committee	Wed 14 Aug - 7:00 pm
Finance Committee	Wed 10 Jul - 6:00 pm	Program Committee	Wed 04 Sept - 7:00 pm
Finance Committee	Wed 14 Aug - 6:00 pm	Seniors Council	Mon 09 Sept - 1:00 pm
Park Board	Mon 8, 22 & Tues 30 Jul 2019		

*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 the 28th of August, 2019 at 7:00 pm | Seniors Craft Room  
**MINUTES**

**Present:** Robert Lockhart (Chair), Kathleen Bigsby, Kathy McKay, David Mordant, Morag Pansegrau, Humaira Akhtar, Fred Jay, David Eaton.

**Regrets:** Mike Wu, Jumy Ogunsola, Oscar Bisnar, Keiko Honda, Melissa Woo, Marie-Noelle Savoie, Alexis Lorient, Keith Stoner, Edward Quan, Anne Monahan, Commissioner John Irwin

**Staff:** Susan Mele, Ian Broadbent

**Recorder:** Kelly Rolland

**1. Call to order and Announcements**

The meeting was called to order at 7:02 pm. Robert welcomed Ian Broadbent, who will be the interim CSR of Kerrisdale while Susan Mele fulfills her temporary position as Regional Recreation Manager. Robert had also welcomed guest Kelly Rolland as temporary Recorder.

**1.1 Approval of Agenda – Chair**

**MOTION:** To approve the Agenda of August 28th, 2019

Moved by Fred and seconded to accept the agenda as presented - **CARRIED**

**2. STANDING ITEMS**

**2.1 Commissioner's Report**

John Irwin was absent and not able to provide his report in advance.

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

**4. Matters arising from the Consent Agenda** (*anything removed from the Consent Agenda*)

None reported

**5. ITEMS FOR DECISION**

**5.1 Approve the Consent Agenda**

**MOTION:** Moved by Humaira and seconded to approve the Consent Agenda - **CARRIED**

**5.2 Executive Elections**

Fulfillment of two vacant Vice President positions had been discussed; Kathleen nominated Kathy McKay and David Mordant nominated Humaira Akhtar. No other nomination was received. Both Humaira and Kathy were elected by acclamation.

**MOTION:** Moved by David and seconded for Kathy McKay to fill one of the vacant Vice President positions - **CARRIED**

**MOTION:** Moved by Fred and seconded for Humaira Akhtar to fill one of the vacant Vice President positions - **CARRIED**

### 5.3 Interim Executive Position

Robert read Mike Wu's letter of gratitude of having held the interim position on the Executive team and Mike had expressed interest in extending his term. Robert surveyed the interest of other members of the Board to fill the next 6-month term as an interim executive member. Suggested by the Board that Fred Jay or Morag Pansegrau consider this position, however, they had declined. No further discussion ensued.

**MOTION:** Moved by Fred and seconded for Mike Wu to fill the interim Executive position for a second 6-month term - **CARRIED**

### 5.4 New Community Member

With reference to the attached resume, Robert briefly outlined the Executive's recommendation to appoint Rochelle de la Giroday to the Program Committee as a community member until the February 2020 annual general meeting of the Society.

**MOTION:** Moved by Kathy and seconded to appoint Rochelle de la Giroday to the Program Committee as a community member - **CARRIED**

### 5.5 Consolidated Budget for 2019-20

Robert had expressed thanks to the Finance Committee, in particular, David Mordant and Ali for their efforts and contributions to the project. David Mordant highlighted the following findings:

- Current financial year budgeted for a loss of \$86,000 from operations.
- Likely the year will end with retained earnings of approximately \$150,000.
- The budget for 2019-20 is projected to be breakeven (potential loss of \$5,000).
- Miscellaneous revenue is budgeted at \$50,000 based on actuals for 2018-19.
- Administrative Assistant services will rise as a result of changes in job duties (\$33,000 to \$52,000) and merging digitizing and archiving (\$5,000) into this account.
- Additional to operations, capital expenditures are projected to be \$115,500.

David Mordant requested feedback on the proposed budget from the Board:

- David Eaton requested further details of the **Building Maintenance** capital purchase budget (\$7,000) as this did not reflect the committee's budget request (purchases of senior curtains, bike rack at pool door entry, and cabinets in room 109). Robert had suggested that \$12,500 (see Building Maintenance Committee meeting minutes - page 6 of Board package) be the revised figure of the Capital Purchase for Building Maintenance modifying the current \$7,000 figure as stated. Establishing the new figure of \$12,500 (in total) resulting in adding \$5,500 to the total Capital Budget items.

- Kathleen questioned the **Community Needs Assessment** Committee line item of \$500 which, David M. clarified, was a rollover of last year. Kathleen requested that that line item be removed as the Needs Assessment Committee has completed its work and no longer exists.

**MOTION:** Moved by Humaira and seconded to approve the consolidated budget for 2019-2020 as modified for the Community Needs Assessment and Capital Purchase Building Maintenance line items - **CARRIED**

Robert commented that the budget has been completed in compliance with the new Joint Operating Agreement and thanked everyone for their efforts in finalizing it before the start of the next fiscal year.

### 5.6 Conflict of Interest Policy review\_v2 - Kathleen pg. 34

Kathleen had noted that the new policy is considerably longer than the previous version dated June 2005. In drafting the new policy she had surveyed other Associations and related Organizations to capture more detail. Essentially, the document provided defines conflict of interest, scope and limitations (applications to Staff,

Employees, Directors, etc.). Whenever someone is elected or hired they must read, sign and date the Acknowledgement Form which will be kept in their permanent file. Kathleen provided a few examples to the Board and clarified how to document conflicts once declared (ex. captured in Board meeting minutes). Kathleen had opened the table to discussions. Robert had proposed that the first line (page 30) be changed from “sanctioned by a recorded vote” to “minuted record of a Board meeting”. In order to limit the restriction of donations to other Societies and to amend the wording of “using the Society’s resources to benefit another organization” to alternatively read “Using the Society’s resources by an individual Director” to align with past practice allowing resources to be approved by the Executive Committee rather than by the Board as a whole.

David Eaton had requested that further revisions be considered and potentially outsourcing further review to ensure everything is captured correctly.

**MOTION:** Moved by Kathleen and seconded to approve revised conflict of interest policy as presented - **CARRIED** ~~STRUCK~~ for requested further review.

**MOTION:** Moved by Robert to amend wording be changed from “sanctioned by a recorded vote” to “minuted record of the Board of Directors” - **NOT VOTED**

**MOTION:** Moved by Robert to amend the wording of "using the Society's resources to benefit another organization" to alternatively read "Using the Society's resources by an individual Director" - **NOT VOTED**

**ACTION:** Due to discussion and requested revisions, the Conflict of Interest policy is tabled for the Board meeting in September. Noting to review clause 3.C on page 32 to potentially be excluded after further discussion as per Morag Pansegrau. David Eaton had requested that there be further explanation or presenting examples (background documentation) of all concerns presented in order to streamline September’s Board meeting. Robert had suggested that Marie-Noelle review the document before it is finalized and presented to the Board for approval.

#### **5.7 Building Maintenance TOR - David Eaton pg. 35**

The Building Maintenance Committee (David Eaton, Humaira Akhtar and Morag Pansegrau) reviewed the committee Terms of Reference (August 2009) outlining key changes in red on page 35. Susan Mele requested the inclusion of “Parks Board staff to assist the Society to ensure a current and accurate inventory of existing furnishings, equipment and supplies be maintained”. David Eaton also noted that two commas be removed from 1.A on page 35.

**MOTION:** Moved by Morag and seconded to approve the revised Building Maintenance Terms of Reference as modified - **CARRIED**

#### **5.8 - Strategic Planning**

The Strategic Plan Report was distributed electronically and in separate hard copy due to the combined size of the Board package. Robert briefly outlined work done in 2019 by Frances Lasser, Directors, and Society and Park Board staff in preparation of this report.

Robert reported one change, made by the Executive Committee, in Appendix E describing strategic direction; “Action Taken” was modified to state “Potential Actions to Achieve”. The other change noted in Appendix E - 1.1 under Strategic Direction - Potential Action to Achieve was to remove the name of the specific program described. No further discussion ensued.

**MOTION:** Moved by Kathy and seconded to accept the Strategic Plan Report as written - **CARRIED**

## **6 ITEMS FOR DISCUSSION**

### **6.1 Finance – May and June Reports - David Mordant pg. 37**

David Mordant summarized the results to date of the past 10 months financial: The Society's financial position is very healthy. On Page 40 - Results of Operations, David noted that year-to-date program net income is above budget highlighting that children's, adult, aerobics and fitness are 80% of overall revenue. The unrestricted surplus to June 30, 2019 is \$135,900. David wanted to emphasize that the adopted cost cutting practice has been very successful and moving forward recommended that the Board should focus on soliciting new revenue sources and extending existing programs.

### **6.2 - Volunteer of the Year Award**

Robert reported that September (at the latest) an Ad-hoc committee be appointed to search of a worthy volunteer to acknowledge their contributions to the Society and the Centre.

**ACTION:** That the discussion be held for September's Board meeting when a larger number of Directors are present.

### **6.3 - KCC Mix and Mingle Social - Sept 4**

Robert had provided an update of the sub-committee (inclusive to Robert Lockhart, Alexis Lorient, Edward Quan, David Mordant and Annalize Mordant) which divided tasks and duties to prepare for the upcoming Mix and Mingle social to be hosted on September 4th starting at 5 pm till 7 pm. Robert had proposed purchasing a couple of plants for decor and at the end of the evening utilize as a parting gift for the participants. Roughly 20 people are expected to be in attendance and food to be purchased on that proposed figure.

Program Committee meeting to follow the Mix and Mingle event.

**ACTION:** Robert will send an invitation to all of the Directors by the end of the week. Susan will consolidate a list of staff to be invited to the event to provide to Robert to distribute invitations.

### **6.4 Kerrisdale Days - September 7th**

An email was distributed detailing the Fall version of Kerrisdale Days; the Executive had recommended to promote music and dance programs/interaction soliciting feedback from the remaining Directors. Robert had requested that 4-6 volunteers be available to attend the event. Should volunteers not be rostered, he had recommended that the Association forgo the opportunity; Humaira Akhtar and David Eaton offered to volunteer (total of 3). Only 3 more volunteers are required.

**ACTION:** Kathleen recommended that another email be distributed to solicit volunteers indicating that 3 more volunteers are needed. Should KCCS decide to not participate, Susan Mele requested that the Association provide notice to the instructors associated with promoting the dance and music programs as proposed.

### **6.5 Parks in Catchment Area**

David Eaton recommended that a Parks and Recreation ad-hoc committee be struck to develop terms of reference reviewing involvement with adjacent parks within the Kerrisdale catchment. A KCCS Parks and Recreation Committee previously existed to review adjacent parks and decisions in relation to those areas. Discussions ensued referring to Champlain CC's Appendix C example on page 43 from the Joint Operating Agreement which describes the related Association's involvement to have input on decisions made in relation to adjacent parks.

Kathleen clarified that the Needs Assessment report defines the current catchment identifying the parks associated with the KCC. David surveyed interest to those in attendance and asked that at least 3-4 people be a part of the Committee; David's recommendation is that Parks and Recreation Committee tasks not be retained under Building Maintenance Committee (as it currently is) and that more discussions be held throughout the Fall.

## 6.6 - Kerrisdale Community Survey

David Eaton and Susan Mele had initiated an in-house engagement with users of the Centre; A community engagement hosted in the lobby using whiteboards asking two specific questions for feedback on overall improvements. The initiative will be reintroduced later in the Fall around mid-September to potentially include the proposed logo change or the new paint colour of the building. Once confirmation is received of what questions to be proposed they will present the findings to the Board of the second instance.

## 6.7 JAVA Music Program - Kathleen

Kathleen provided an update on behalf of the steering committee with regards to the implementation of a JAVA Music Program at Kerrisdale; she stipulated that the committee reviewed various reports to ascertain how to fulfill the needs of the demographic group the program is designed for, as well as reaching out to associated organizations that assist the specific user group. The committee's recommendation is that the JAVA Music program isn't appropriate for the Centre for the following reasons:

- Identifying isolated people would be difficult.
- Attracting isolated people would require additional and currently unavailable resources.
- By personal opinion, the steering committee wouldn't willingly attend the program as a patron as well as promoting it to the public.

Kathleen had proposed that the committee keep researching alternatives to enhance the Centre's community offering and overall inclusivity of the Centre.

**ACTION:** The Board to distribute thank you cards to the steering committee for their efforts.

*Kathleen had distributed the revised logo design for further feedback from the Directors.*

## 8. Adjournment

The meeting adjourned at 8:59 pm.

**MOTION:** Moved by Morag Pansegrau and seconded to adjourn the meeting.

**ACTION:** For the Directors to decide upon the nominations committee to be formed by late October, after Thanksgiving which will be discussed at the September Board meeting.

**9. NEXT MEETING:** September 25, 2019 at 7:00 pm

### UPCOMING MEETINGS AND EVENTS:

Youth	Tues Sept 03 - 7:00 pm	Finance	Wed Sept 18 - 6:00 pm
Program	Wed Sept 04 - 7:00 pm	Executive	Wed Sept 18 - 7:00 pm
CEC	Wed Sept 11 - 6:00 pm	Seniors Council	Mon Sept 23 - 1:00 pm
Communications	Thur Sept 19 - 7:30 pm		

Park Board      September 16, 26 and 30, 2019

*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, September 25, 2019 at 7:00 pm | Seniors Craft room**

**MINUTES**

**Present:** Robert Lockhart (chair), Fred Jay, Humaira Akhtar, Kathy McKay, Mike Wu, Anne Monahan, Kathleen Bigsby, Oscar Bisnar, Keiko Honda, Melissa Woo, Edward Quan, Marie-Noelle Savoie, Morag Pansegrau, David Eaton (arrived 7:08 pm)

**Regrets:** David Mordant, Keith Stoner, Jumy Ogunsola, Alexis Lorient

**Commissioner:** John Irwin

**Staff:** Ian Broadbent, (Shannon Brown, Bernard Lee, Maegan Montemayor left 7:50 pm)

**Recorder:** Alison Verghese

**1. Call to order and Announcements**

The meeting was called to order at 7:02 pm.

**1.1 APPROVAL OF AGENDA**

Agenda items were shuffled around to make use of the projector, before it was removed from the meeting.

**MOTION:** Moved by Morag and seconded to approve the agenda as modified. **CARRIED**

**2. STANDING ITEMS**

**2.1 Banff Leadership Conference Presentation**

Keiko submitted a 2-page report and gave a PowerPoint presentation to describe how staff and the Board could create and co-create a deeper understanding of "**contextual intelligence**" in our community centre.

She described the concept as having a deep understanding of aspects that affect social change, in our daily lives, and our capacity to act effectively in the face of these global complexities. She posed a couple of reflective questions and examples relevant to KCC for:

- How can we create and co-create an innovative centre to spread horizontal exchange between the practice of art and local cultures?
- How can we create a program (and space) that takes a holistic view of global thinking, reflects a common concern for inclusion and equity, and is keenly aware of the imbalances of the post-colonial cultural landscape?

The Opera Zone (started in 2016) and, more recently, the KEEP initiative are examples of demonstrated projects of the "*iceberg model*." However, due to time constraints, we will table this discussion to continue at the October Board meeting.

**2.2 Safari & Youth Adventure camps 2019 Report – Shannon**

The Summer Daycamp report circulated for review before the meeting. Shannon reported on the highlights and recommendations for 2020, as follows:

- Retain as many 2019 staff for a smooth transition next year. The ratio to students was down from 1:10 to 1:8 because of staff inexperience this year. We will reach out to these leaders again for a full summer placement and hire an extra Mandarin speaker to translate for parents and children.
- Retain the 9th week that was added this year for the first time with 36/40 Safari and 19/20 for Youth Adventure spots filled. There was no change in wage and program rates this year. Suggest an increase in

hourly wage for leaders and a manager to keep competitive with other community centres and the minimum wage rate that will rise to \$14.60 as of June 1.

- Board members noted that net revenue has been trending down since 2016 and program costs have been rising for the same period. Our day camp programs fill up quickly, are competitively priced, and also offer a lot more outings than other community centres. There was a consensus for the Program Committee to review the day camp fees.

### 2.3 Play Palace Annual Report 2019 – Maegan

The 2019 Play Palace report circulated before the meeting for review. Maegan reported that overall, this year's performance was stronger than last year.

- Gross revenue was up \$7K over 2018 and drop-ins up \$2K. KCCS Private Parties resulted in 124/182 or 68% capacity, up slightly over the past two years. Approximately ten drop-in refunds were processed, and half attributed to noise from the Arena's roof renovation that took place between June to August.
- The weather is a significant driver for the performance of the Play Palace. This spring had more rain than average, driving families indoors, and while summer was not overly hot, it did not impact participation.
- Inflatables are showing signs of wear and tear after only 2-years. The end of the 2020 season will likely replace two units through Park Board's budget. Other miscellaneous items in need of repair or replacement are floor mats, basketball hoop system, foosball/table tennis units and amenities to enhance the preschool area. KCCS funds these through the Pool and Arena Committee budget.

### 2.4 Maple Grove Pool Seasonal Report 2019 – Bernard

Maple Grove Pool's annual report was circulated before the meeting without the admissions total due to some technical difficulties with the cash register. Bernard presented a manual count of the total for 2019:

Admissions	2016	2017	2018	2019
Adult	11463	14701	14090	10902
Children	14755	18198	16698	10967

- **Admissions:** Were **considerably lower** than previous years with both adult (29%) and children (52%) participation declining compared to last year. Contributing factors may be due to PB now charging admissions for 5-year olds, and the weather. While there were many sunny days, the temperature was not as optimum for families to fully enjoy the amenities. The pool was open from June 15 to September 3, with five days of closure due to poor weather conditions. Regular visits were mostly by local community families and average 5-10 families per day, depending on the temperature. Several local elementary schools also booked in June, and there was a higher number of drop-in groups this year.
- **Society-sponsored events:** 3 of 4 "Music in the Park" Friday performances went ahead this year. Maple Grove Day on July 27 was very well attended with face painting, balloon artist and extra staff brought in to lead games in the pool. Overall, over 200 community members were enjoying the different games and prizes, despite the community police, fire truck and live music not being available this year.
- Maple Grove and our indoor pools are operated solely by Park Board. The Society provides around \$4,000 annually in funding to increase the Kerrisdale resident's pleasure from using these facilities.
- Long-time caretaker, Barb Gibson, left the field house in August. This change compelled REFM to install a new radar security system to ensure the pool had monitoring after hours.

#### Improvements requested for 2020 season:

- a. Maple Grove Head Lifeguard from 16 hrs to 5 days a week, 6 hrs a day for a broader range of coverage.
- b. During Maple Grove Day, increase the number of volunteers to include additional stations for prizes.
- c. The city is keen on fixing our cash-only system and challenges experienced with our cash register this year. The installation of a PCI compliance system on-site has been proposed but not yet decided.
- d. Schedule one additional lifeguard over July weekends, eliminate pm shifts and August weekdays.

- e. A 6' x 8' deco that was successfully tested at Hillcrest and Templeton pools this year also trialled at Maple Grove. However, the new print technology failed to adhere to the concrete bottom and only lasted two weeks. We may try it again next year, but only if the problem is solved.
- f. Ongoing issues with washroom cleanliness were discussed as there were many complaints about how dirty the old washrooms were during the middle of the day. Ian will follow up with Park Board's Task Force specifically dedicated to beaches and outdoor pools.

Robert thanked the three programmers for presenting their reports in person. They left the meeting at 7:50 pm.

## 2.5 Commissioner's Report - John

Commissioner Irwin apologized for his absence in August. He highlighted and responded to recent PB activities:

- Following the discovery of lead traces in the soil at both Trillian Park and Van Tech, John moved a motion at Park Board against synthetic turf playing fields in parks and school board land on September 16. After the motion failed, staff were recommended to remove the crumb rubber from the sites that included Kits High and Andy Livingstone Park. Staff were also directed to explore drainage systems that will prevent the existing contaminants from entering into local waterways. Robert shared further insight into the nearby Water Treatment Plant at Trillian Park that John will take back to Park Board. EPA studies advise that children should not eat on the artificial turf and should shower after playing on these fields.
- There will be a **VanPlay** meeting on October 9, focussing on the next phase of reporting in terms of:
  - equity, to deal with the imbalanced numbers of parks and facilities of the east/west sides
  - cycling paths going to and not through parks, excepting for some major parks
- Staff will present the next milestone **VanSplash** report concurrently with the advisory group's final recommendations at a public meeting on October 28. John noted that at the July 30 meeting, the advisory group proposed that Lord Byng pool be closed 5-years after Kitsilano Community Centre gets a destination pool. This statement was made, even though a motion was passed to leave closure off. John is a staunch defender of Byng and warned that this process could set a precedent for Templeton, Britannia and Kerrisdale if small pools are not protected from closures.
- John will put in an enquiry on the seismic safety of community centres, systemwide. He has concerns about emergency preparedness in case of an earthquake and is aware of the two seismic reports completed by the Society on our gymnasium.
- Creekside Community Recreation Advisory Committee had its first introductory meeting on September 16. John will make a recommendation to Daisy Chin to have some of our Board members speak to this advisory group. It may help them transition, in time, to a not for profit community centre association.
- Jim Hall, chair of ARKS, has been liaising with Daisy Chin about CAC funding that could go towards the planning process in the redevelopment of a new community centre in Kerrisdale. It is noted that it is not worthwhile for us to proceed without establishing cooperative process with PB. John agreed to get some response on this matter, as it is now an integral part of our strategic plans.

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 3.10 President's Report - Humaira

Item 1: There was concern raised about the approved new location of the shipping container on the westside of the children's playground as being an "eyesore." Robert reported that discussions and a subsequent walk-about with city staff was made, but consultation with the local community was not.

### 4.2 Item 3.13 Society-Staff Mix & Mingle Report - Morag

Clarification was sort for the number of PB staff attending this event. Robert confirmed that numbers were on par with last year, and of the 21 people that attended, there were equal representation for the Board of Directors 10/18 and senior staff 10/10. One community member also attended.

**MOTION:** Moved by Kathleen and seconded to approve Items 3.10 and 3.13 as presented. **CARRIED**



## **5. ITEMS FOR DECISION**

### **5.1 Approve the Consent Agenda**

**MOTION:** Moved by Kathleen and seconded to approve the consent agenda minus Items 3.10 and 3.13 as presented. **CARRIED**

### **5.2 Conflict of Interest Policy – Kathleen**

The Executive Committee recommended the revised draft of the Conflict of Interest Policies after reviewing the changes Kathleen made to Item 3 at the August Board meeting. There was concern raised over the word "may" in Item 3e with a request for rewording. Kathleen reiterated that the same clause was discussed last month and subsequently deliberately written as presented.

**MOTION:** Moved by Humaira and seconded to accept the revised policy as presented. **CARRIED (2 DESCENTS)**

### **5.3 Cheque Signatories – Robert**

The Executive Committee recommends adding to the list of cheque signatories, newly elected Vice Presidents, Humaira and Kathy, to ensure we have adequate signatories to conduct society business.

**MOTION:** Moved by Kathleen and seconded to approve Kathy and Humaira as additional signatories. **CARRIED**

### **5.4 Volunteer of the Year Award – Robert**

Fred agreed to join Anne to form the Volunteer of the Year ad-hoc committee. They will report back to the Board in October with a recommendation(s) for this prestigious award.

**MOTION:** Moved by Kathy and seconded to appoint Anne and Fred to the Volunteer of the Year ad-hoc committee. **CARRIED**

**Break** from 8:23 pm to 8:35 pm

## **6. ITEMS FOR DISCUSSION**

### **6.1 KEEP - VECTOR Short Wave Radio – Keiko**

A motion was passed at the April Board meeting to provide \$3,780 of funding to the production of a mobile, battery-powered, portable shortwave radio system that could be stored in the container. VECTOR, a community-based volunteer group that provides shortwave communications for the City of Vancouver, are ready to demonstrate a prototype of the design for the Board to review. Oscar, Kathy, Humaira, Mike, Robert and possibly Morag will attend on Sunday, October 27 at 2 pm and Keiko plus any other members are welcome to participate on October 20 from 1-4 pm.

### **6.2 Financial Statements – July Reports**

Highlights from the July financial statements were reported by Robert, in David Mordant's absence:

- With one month left until the end of the fiscal year, we are tracking to have quite a successful year, even though we made project losses because of the changes with our relationship with Park Board. Our revenue sources are good and have had some success in controlling operational costs, but we need to watch food costs in the kitchen, as they are still on an upward trend. The next step will be to increase programming revenues.
- As an outcome of the strategic planning process, we are programming at 85% of capacity, which leaves us opportunities to increase our program offerings, if we target the right programs to attract a broader audience.
- Net revenue has dropped compared to last year, and some of this can be attributed directly with losses in specific revenue sources (membership), and increased costs that are associated with the JOA.
- Net Program revenue is on par with last year (\$686K Vs \$681K). Net costs and gross revenue also show similar operational achievements to a year ago. Excess revenue over expenses\* (\$89,468 Vs \$157,039) has dropped. *\*(includes ActiveNet cost plus the PB contribution are accruing on a monthly basis).*
- There were concerns raised about the reporting of the 2% ActiveNet fees, which does not have a dedicated line item. Robert will bring this for discussion to the next Finance Committee meeting.

### 6.3 Renewal of KCC membership – Robert

The Board was reminded to renew their annual membership, effective September 1, 2019. This year's card is green. It is mandatory that all Directors and committee members are Society members. We will ask this question again next month.

### 6.4 All Candidates Meeting - Vancouver Granville – Robert

- Tuesday, October 8, has been the date selected from 7:30-9:45 pm. Alison has confirmed all 6 candidates.
- Advertising will be in the Courier, on all social media platforms and in-house on the bulletin and reader boards.
- Robert will open the proceedings and Edward will be the moderator.

Kathleen, Kathy, Humaira and Edward make up the Planning Committee and will meet with Alison on Saturday.

### 6.5 Board Nominations - Recruiting drive: table in lobby – Robert

- Kathy and Edward volunteered to join Humaira (chair) and David M. on the Nominations Committee.
- Marketing plans for the 2020-21 nominations recruitment drive was discussed. Robert requested Ian to identify high occupancy times (e.g., Meg's class) during the week or weekend when it would be optimum for the Board to conduct their recruiting drive in the lobby, early November and January. Alison will send out a sign-up sheet once the dates are set.
- There was consensus to develop a new customized sign board to promote the Board. Mike and Marie-Noelle will assist David E. to develop a triangular sign with our new logo.

### 6.6 2020 Meeting Schedule – Robert

The annual KCCS Summer party used to be held in July, but we decided two years ago that not enough people were attending, so it was shifted to August and found fewer people came. After a short discussion, it was agreed to move the event back to the third Wednesday in July 2020.

## 7. Pending Items

Not discussed.

## 8. ADJOURNMENT

Robert read the note from Frances Lasser expressing her gratitude for the card and gift certificates from the Society, in recognition for the tremendous work she did to develop our Strategic Plan. She said that she would look forward to seeing us roll out the recommendations.

There being no further business, the meeting adjourned at 9:28 pm.

## 9. NEXT MEETING: October 23, 2019

### UPCOMING MEETINGS AND EVENTS:

Program	Wed October 2 - 6:00 pm	CEC	Wed October 9 - 6:00 pm
Communications	Tues XX Oct - 7:30 pm	Executive	Wed October 9 - 7:00 pm
Seniors Council	Mon October 14 - 1:00 pm	Finance	TBA

Park Board      September 30 and 9, 22, October 28 2019

*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, October 23, 2019 at 7:00 pm | Seniors Craft room**

**MINUTES**

**Present:** Robert Lockhart (chair), David Eaton, Fred Jay, Humaira Akhtar, Anne Monahan, Mike Wu, Oscar Bisnar, Melissa Woo, Alexis Loriot, Marie-Noelle Savoie, Morag Pansegrau, David Mordant, Keith Stoner, Jumy Ogunsola (arrived 7:40 pm)

**Regrets:** Kathleen Bigsby, Edward Quan, Kathy McKay, Keiko Honda

**Park Board** Ian Broadbent (A/CRS), Commissioner John Irwin (left the meeting at 7:15 pm)

**Recorder:** Alison Verghese

**1. Call to order and Announcements**

The meeting was called to order at 7:00 pm.

**1.1 APPROVAL OF AGENDA**

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

**2. STANDING ITEMS**

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

A special meeting was held at PB on October 28 to discuss the proposed VanSplash: Vancouver Aquatics Strategy. The 84-page report is available online at [https://parkboardmeetings.vancouver.ca/2019/20191028/REPORT-VanSplash Vancouver Aquatics Strategy-APPENDIXA-ProposedStrategy-20191028.pdf](https://parkboardmeetings.vancouver.ca/2019/20191028/REPORT-VanSplash%20Vancouver%20Aquatics%20Strategy-APPENDIXA-ProposedStrategy-20191028.pdf)

- Reference to **Kerrisdale pool** is on page 33 and shows that it is one of the earliest Vancouver pools, build in 1955 and renovated in 1996.
- Reference to the renewal of Kerrisdale's pool appears on page 58 and states:  
*"9. Replace Kerrisdale Pool with a new medium-scale pool as part of a future Community Centre and/or arena renewal to take advantage of co-location synergies, including energy savings, operational efficiencies, and the community interest in larger facilities offering a diverse range of amenities and services in one location."*
- Reference to the timeline of the renewal plan on page 69, is somewhat ambiguous and puts Kerrisdale pool in line with the community centre renewal in the upcoming 10-year Capital Strategic Outlook (2021-2030) and 4-year Capital Plan (est. \$45m pool only). If this is correct, it would be advantageous for Kerrisdale. John will seek clarification for the specifics and exact timeline. On a related matter, Robert noted that discussions at the systemwide planning presented the **VanPlay report** with the scheduled renewal of one new community centre every 2-years. John will clarify if this recommendation has been accepted by PB and the City and where Kerrisdale's redevelopment is projected in its Capital Plan.
- **Maple Grove Outdoor Pool:** built in 1994 is also in the report for a proposed \$2.6K upgrade (sun/wind protection, spray features, change rooms, plumbing and fence. David Eaton has drafted a letter highlighting the poor conditions of the amenities, including the Field House. He will copy Danica Djurkovic, Director, Facilities Planning & Development and John Irwin in the letter.
- **Byng Pool** has had some improved language around process for its community, but there is still a 5-year life span placed on it (after Kits is completed), which John will try to remove.
- David Eaton also raised critical concerns about the **seismic safety** of our gymnasium and arena in terms of emergency preparedness. John will submit an enquiry to PB.

**Noted:** The meeting continued with a quorum present while several directors renewed their annual membership.

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

#### **4. MATTERS arising from the Consent Agenda** (Items removed from Consent Agenda)

##### **4.1 Item 3.7 Seniors Council minutes of October 7 - Alison**

The Seniors Council minutes of September 23 was incorrectly submitted as the October 7 minutes. Hardcopies of the latter were subsequently circulated at the meeting for review.

**MOTION:** Moved by Morag and seconded to accept the Seniors Council minutes of October 7. **CARRIED**

#### **5. ITEMS FOR DECISION**

##### **5.1 Approve the Consent Agenda**

A request by Alison for the addition of the Seniors Council minutes of September 23 to the consent agenda was approved by consensus.

##### **5.2 Electronic Funds Transfer (EFT) Management Policy – David Mordant**

The current (Aug 2014) and revised policies were presented in the package for review. Robert spoke to the process of automatic payments for staff and people on regular biweekly and monthly payments. Minor updates to the policy included the removal of personal names and changing the title of Accountant to Accounting Manager.

**MOTION:** Moved by David Mordant and seconded to accept the revised EFT Management policy as presented. **CARRIED**

##### **5.3 Bullying and Harassment Policy – Robert**

The current (Jan 2014) and revised policies were presented in the package for review. The Executive Committee made extensive changes to the current version that now sets out clear guidelines for reporting, investigating and resolving complaints of bullying and harassment to ensure a respectful workplace for everyone. It also encompasses broader compliance with the Society's Vision, Mission and Values.

- Robert outlined some of the significant changes, specifically to the filing of a harassment complaint (under Section 3) that now involves members of the Society's Executive Committee and not just the President.
- Concerns regarding retaliation were also discussed and clarified.

**MOTION:** Moved by David Eaton and seconded to approve the modifications and updates to the Bullying and Harassment Policy as recommended by the Executive Committee presented. **CARRIED**

##### **5.4 Volunteer of the Year Award – Anne**

Anne and Fred stepped forward last month to explore an appropriate recipient for our 2019 Volunteer of the Year. Anne circulated a full-page summary on James Musgrove and elaborated on the rationale for choosing him.

- James had a staggering number of volunteer and fund-raising positions throughout his life in Gibsons/Sechelt and during his professional career as an investment banker before moving to Vancouver in 2014.
- He served as President of the Queen Elizabeth Tennis Club for many years. He is also musically talented, playing the tenor horn in the Queen's Own Cameron Highlanders, playing the piano, flute as well as sang in two volunteer choirs in Gibsons.
- Anne could not count up the number of hours or duties James volunteers for at the Seniors centre. Officially, he volunteers at the Coffee Bar three times a week but ends up covering for everyone who is ill, on vacation, or who can't make their shift. In short, he is an unsung "Super Volunteer," who goes under the radar each day as an unrecognized hero, always doing something for the benefit of others!

**MOTION 1:** Moved by Anne and seconded that the Board approve James Musgrove as this year's volunteer of the year. **CARRIED**

**MOTION2:** Moved by Mike and seconded to dissolve the volunteer of the Year ad-hoc committee. **CARRIED**

Robert thanked Anne and Fred for their excellent work. Anne will work with Alison to create a bio for distribution.

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

##### **6.1 Finance – August 31, 2019 – David Mordant**

A summary report for the 12 months ending August 31, 2019 was submitted in the package. Highlights include:

- An improvement of \$81,439 in our Members Equity was achieved this 2018/19 financial year.

- There was a decrease of \$15,672 in Net Profits from operations compared to last year.
- Overall, we have had very strong revenue for the year and positive earnings over the 12 months. We have taken a lot of effort to control costs and need to increase revenues. There is still room for growth to broaden our range of programming and service by bringing in more people as our facility is being used at ~85% capacity.
- Robert is encouraged by the work the Communications Committee has achieved. With the addition of a Communications Assistant, we should be able to reach targeted groups such as isolated people, youth and other opportunities in the community that we are not attracting.
- The Finance Committee will follow up with creating a single line item for ActiveNet costs and PB contributions, which are currently embedded in the Finance Committee. This concern was raised last month and will be follow up by the Finance Committee, which did not meet in October.
- David M. thanked all on the Finance Committee and Ali Mahdiyar, who did a great job on the budget. There's always almost 100% attendance this year.

Break 7:50 pm : 8:01 pm

## **6.2 Communications Committee – Marie-Noelle**

- Robert recognized Alexis for his service on the Board and the considerable contribution he has made to the Communications Committee. Specifically, his talent and website knowledge has been an enormous asset. The Board gave Alexis a round of applause. We wish him and his family a safe return to France at the end of the year.
- The candidate chosen for the part-time position of Communications Assistant has, unfortunately, for us accepted a fulltime position at UBC. The other three candidates interviewed did not meet the desired experience. However, we are now wiser in knowing what to look for and will revise the ad to included specific programs and software experience.
- The Communications Committee met with TrackStar earlier today for a 2-hr meeting and demonstration of our new website. Some minor tweaks will need to be coded, and overall, they were happy with the results. It is anticipated that the new website will be up and running by the next Board meeting. Marie-Noelle will provide a link for the Board to preview before it goes live.
- David Eaton reported on the Building Maintenance Committee meeting held this morning with Ian and two members from Park Board, one being Darren Peigan, the graphic designer who will create our signage for in and outside the building. Marie-Noelle will double-check that David E. has the final version of the logo, which Kathleen sent. Darren is very keen to start on our project and has invited us to check out Evan's Garden to view his work.
- Robert thanked the members of the Communication Committee for all the different elements they have been working on.

## **6.3 KCCS Board/Staff Christmas Party | Tues, December 3 – Robert**

The Society sponsors this annual event with a dinner to thank our Board, community members, staff, instructors and VIPs for all the work they do over the year. A call for volunteers to assist Austin Su, our PB representative working on the planning process, was extended to Board members. There is a general guideline to follow that has established over the years. Robert thanked Anne for stepping forward and will be asking for more helpers offline.

## **6.4 Proposed Association Presidents Group (APG) Climate Action Plan – Robert**

KCCS is a member of the APG, which comprises of 17 Community Centre Associations (CCAs) across Vancouver. They are a body that works in a unified fashion in dialogue with the Park Board to represent the overall needs of the community centre network.

An initiative the group has identified and would like to pursue is a Climate Action Plan and have provided some documents in the Board package for information. Several people on the APG are very keen to move this forward and have asked Robert to respond to the following question:

- *"As a CCA, do we want to start focussing some of our energy next year on climate-related issues?"*.  
Following thoughts, questions and comments, the Board came to a consensus to support the APG's

Climate Action Plan, and even go one step further and incorporate the philosophy into the principle and policy of everything we do. Robert will respond positively to Kate Perkins, Chair of the APG.

- The APG will focus on initiatives that will more than likely be adopted community centre wide, rather than one-off action plans. A philosophy that could be introduced, for example: Is no waste birthday parties. Additionally, the Board was reminded of an affirmative action we took as a result of one of our balloons found more than 100kms away on a beach on Lummi Island, USA. Shortly after hearing of this incident, the Board unanimously voted to stop using helium-filled balloons.

#### **6.5 Board Nominations Process – Humaira**

There are two events lined up for our Board renewal process for the upcoming AGM on February 19, 2020.

1. **Saturday:** November 16, 2019 from 10 am to 1 pm - Main and possibility Seniors Lobbies

2. **Saturday:** January 11, 2020 (time TBD) Open House in the Auditorium

- Board members have an opportunity to meet and greet our patrons and encourage those with the skills required to "Join the Board." Promotional material and swag will be available to handout.
- We require 2 Directors per shift. Our primary focus is to set up in the main lobby, and if we get enough volunteers, a second table will be set up in the Seniors. Alison will send out a Sign-Up sheet.

#### **6.6 Board Meeting attendance – Robert**

Board meeting attendance was discussed to draw the attention of Directors to the fact that several had, or were on the verge of missing multiple meetings in violation of Society By-law 21. Some reasons why some Directors miss numerous Board meetings were identified and various options to alleviate these challenges were suggested. Further focused discussion of this important topic is needed. Any changes to the By-law would have to be passed by Society members at a General Meeting.

#### **6.7 Committee Goals (progress report) – Robert**

Initiated by Oscar when he was President, each committee must review its goals and provide Alison with a concise "Goals Progress Report" to be submitted in the November Board package. Committee's not meeting before November should interact online as this process will help form part of the Annual Report, due in January 2020.

#### **7. Pending Items**

Not discussed.

#### **8. ADJOURNMENT**

The meeting adjourned at 8:51 pm

#### **9. NEXT MEETING: November 27, 2019.**

30-minutes Break-out Session: Keiko continues with her presentation on the Banff Conference. Oscar recommended that an ad hoc committee be formed to shepherd the "Contextual Intelligence" concept.

#### **UPCOMING MEETINGS AND EVENTS:**

Program Committee	Wed 06 Nov - 6:00 pm	Finance Committee	Wed 13 Nov - 6:00 pm
Communications	Tues 14 Nov - 7:30 pm	Executive Committee	Wed 13 Nov - 7:00 pm
Seniors Council	Mon 11 Nov - 1:00 pm	NC Recruitment Drive	Sat 16 Nov - 10 am to 1 pm
CEC	Wed 13 Nov - 6:00 pm	KCC Christmas Party	Tue 3 Dec - 6 pm to 10 pm

Park Board      October 28 (Special Meeting) and Mon 4 & 18 Nov 2019

*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 | November 27, 2019 at 7:00 pm | Seniors Craft room**

**MINUTES**

**Present:** Robert Lockhart (chair), David Eaton, Humaira Akhtar, Kathleen Bigsby, Edward Quan, Kathy McKay, Keiko Honda, Oscar Bisnar, Marie-Noelle Savoie, Morag Pansegrau, David Mordant  
**Regrets:** Jumy Ogunsola, Mike Wu, Keith Stoner, Fred Jay, Alexis Lorient, Melissa Woo, Anne Monahan  
**Commissioner:** John Irwin  
**Staff:** Ian Broadbent  
**Recorder:** Alison Verghese

**1. Call to order and Announcements**

The meeting was called to order at 7:02 pm. Robert announced that this is the last Board meeting for 2019.

**1.1 APPROVAL OF AGENDA**

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

**2. STANDING ITEMS**

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

**VANSPLASH:**

- John advised that there has been an extension to the minimum time that Templeton and Lord Byng pools will remain operational from five years to 10 years (ca. 2040), following Britannia and Connaught pools becoming fully operational.
- PB will fund a new outdoor pool at Mt Pleasant Park as per upgrade report dated October 20, 2010.
- John clarified that Kerrisdale's Pool is in the queue as per the proposed VanSplash: Vancouver Aquatic Strategy, and renewal of our pool is tied in with the centre's renewal.

**SEISMIC SAFETY & CENTRE RENEWAL:**

Seismic assessments of the Kerrisdale Arena and Gymnasium were commissioned by the Society in 2010 and 2014 respectively for their structural safety. Letters of concern were sent to the City's Emergency Planning Coordinator in 2014 and then to Malcolm Bromley in 2016 following the City's requests to identify Kerrisdale Community Centre as one of 25 'Disaster Support Hub' in Vancouver to serve as a go-to destination in the event of an earthquake or other natural disasters. There has been no response from the City to date.

- We continue to have serious concerns for the safety of our community as the gym will not withstand a moderate earthquake. David E. will send John Irwin a copy of the reports from the consulting engineers.
- We asked John to follow up with staff about the seismic profile of our facility. Except for a gymnasium roof replacement in 1992, there was no mention of our notice to them.
- Robert reported that the APG is in discussion to establish a set of criteria by which centres would be selected for renewal. The aim is to have a couple of community centres recognized in this process, and be recommended by 2021 so it can go to the next capital plan proposal for 2022-25. Kerrisdale will need to look at how they stand compared to the other centres. This is the process being proposed to the APG and will be done in cooperation with PB Planning.
- Marpole-Oakridge Community Centre is currently under renewal.

John left the meeting at 7:15 pm.

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

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

##### **4.1 Item 3.5 Executive Committee minutes of November 13**

Humaira raised some concerns regarding the KEEP initiative, and why we do not provide direct leadership. Robert clarified that community members operate KEEP for the community, and KCCS acts as a sponsor. Any member of the board can participate and have their say as independent citizens and noted that two of our directors are currently active members of KEEP.

There has been a lot of effort to find a suitable location for KEEP's shipping container that is reasonably safe from a major earthquake or other disasters that do not create additional risks such as locating it next to the playground. If there is a broad base rejection after neighbourhood consultations, a task which is assigned to the intern, then it would be reasonable that it may have to come back to the Society for assistance.

**MOTION:** Moved by Marie-Noelle and seconded to approve item 3.5 as presented. **CARRIED**

##### **4.2 Item 3.7 Program Committee minutes of November 06**

Oscar sought clarification at item 3d, reaching out to the board for feedback regarding intergenerational programs. Robert suggested that the Program Committee should set up a subcommittee and liaise with the other committees on an as needs basis.

**MOTION:** Moved by Kathy and seconded to accept item 3.7 as presented. **CARRIED**

#### **5. ITEMS FOR DECISION**

##### **5.1 Approve the Consent Agenda**

**MOTION:** Moved by Kathleen and seconded to accept the consent agenda, except for 3.5 and 3.7, as presented. **CARRIED**

##### **5.2 Member Room Use Policy Revision – Kathy/Robert**

The proposed changes to the Member Room Use Policy (February 2008) were presented in the board package for approval. There was a concern raised around the use of the term "membership" in the revised policy that could be in breach of criteria under the new agreement, where we cannot give preference to one person over another.

**MOTION:** Moved by Kathleen and seconded to table the policy for further scrutiny by the Executive. **CARRIED**

##### **5.3 Gift and Donation Policy Revision – Humaira**

The Gift and Donation Policy was formerly known as the Charitable Donations Policy (Nov 2003). The change of name was recommended by our previous treasurer, Michael Tjaya, last September. Following discussions, it was agreed to table the policy for further review by the Executive.

**MOTION:** Moved by Kathleen and seconded to table the policy for further review by the Executive. **CARRIED**

Alison will present all future documents showing the track changes on the old policy, and a clean copy of the proposed revision, to help define where and what the differences are.

##### **5.4 Building Maintenance Terms of Reference (TOR) Revision – David E.**

The proposed revision, dated November 2019, is the second change this year to the previous 2009 Building Maintenance TOR. On closer scrutiny of the document by the chair of the Building Maintenance Committee, it was recommended that the maintenance of Parks be removed, and an independent Parks Committee, be struck in the new year to oversee Parks in our catchment area, under its terms of reference.

**MOTION:** Moved by David Eaton and seconded for the board to accept the policy as presented. **CARRIED**



## 5.5 Police Record Check (PRC) subsidy – Robert

After the motion passed by the Program Committee in September, Robert presented the rationale that prompted a cost structure change in the way the society currently pays for PRCs at the centre.

- The Program Committee became aware in June that Kerrisdale was the only community centre covering PRC costs for instructors. Whereas, other centres contributed mostly to cost of PCR checks for their staff and volunteers.
- A PRC is an essential requirement for anyone working in the vulnerable sector and needs to be obtained before the commencement of work. All original records are held and managed by PB staff at Hillcrest Community Centre. Most PRCs last for 5-years and are valid for all community centres across the City at a cost ranging from \$65-\$125.
- We will continue to pay for the full cost of PRCs for our staff, volunteers and board but will reduce the subsidy reimbursed to instructors in the new year. We are paying the tab for the benefit of other centres.

**MOTION:** Moved by Morag and seconded that the board supports the recommendation of the Program Committee to amend the society's reimbursement to instructors only for the cost of PRCs from 100% to 50%, starting on January 01, 2020. **CARRIED**

Break 7:56 pm : 8:12 pm

Note: A Thank You card from Fred's wife, Jackie was circulated, in acknowledgment for the lovely flowers that were sent from the society. She is recovering slowly and steadily.

## 6. ITEMS FOR DISCUSSION

### 6.1 Finance – September 30, 2019 / Audit of 2018-10 Financials – David Mordant

Figures for the first month of the new fiscal year show a good start with a surplus of \$21K compared to \$24K last year. However, David reported concerns over our previous financial year's retained earnings. He noted that even though on paper, we see a margin of \$120K, these funds were made up of miscellaneous income derived from interest, donations and gifts totalling approximately \$126K.

- The bottom line is, to prevent further loss, we need to focus on fees, programs and participation at our centre. Suggestions that programs bordering on low enrolments should be replaced by programs that are trending or attract a different clientele.
- Program schedules are displayed outside each room, and it is easy to see where the gaps in room use are throughout the week. Room usage and class size can be measured for capacity, and we may need to analyze these again. We are roughly at 85% capacity in room usage, so there are opportunities for growth.
- The financial audits for fiscal 2018-19 are underway.

### 6.2 System Change - The case for cultivating community resilience

Keiko presented a brief overview of the concept of "system change" and methodologies the Community Engagement Committee has been trialling to "cultivate community resilience." Examples such as the KEEP initiative, Emergency Preparedness and the recent Arts Unite workshop on November 17 were discussed.

The presentation was followed by a group exercise to evoke ideas and feedback around system change thinking and discover missing elements or "blind spots" to generate system change. Comments included:

- A rethink of the recent workshop title "*how do artists build community resilience*," as this may have excluded people who do not consider themselves "artists" from attending. The event aimed to bring artists' knowledge forward in the community and develop a framework to understand the link between art and resilience.
- Broaden the body of knowledge to include the humanities, science, technology and other interdisciplinary fields to create social innovation for all.

- There is a lack of perceived need/knowledge and even apathy in our community of seriously damaging earthquakes. Visual presentations that were shown at the Arts Unite workshop contained powerful images of before and after a disaster and may motivate people into action through "shock value." Keiko will share some videos as discussed to upload on the internal monitors in the main and seniors' lobbies.
- KEEP is now Working with Neighbourhood Watch. Pat Docking (KEEP Coordinator) has an agreement with the Neighbourhood Watch to publish a quarterly (one page) newsletter about KEEP and earthquake awareness and will talk to the APG to highlight the "lack of the perceived needs."

### 6.3 Board Nominations Process

Humaira reported on the highlights of the successful recruitment drive in the main lobby on November 16:

- The new triangular signs were very eye-catching and effective in bringing attention to the society. Both signs remain in the Seniors and Main receptions.
- Fifteen people left their names and contact details on a sign-up sheet for more information about volunteering on the board, and one (1) application was received.
- The next scheduled promotion is on January 11, on the same day as our Open House, and will be seeking volunteer support from the board again.
- Alison has provided Humaira (Chair of the NC) access to [kerrisdalecommunitycentre@gmail.com](mailto:kerrisdalecommunitycentre@gmail.com), our other Society email account to correspond with the public.
- The ad-hoc committee made up of Edward, Kathy, David M and Humaira will meet on December 09.

### 6.4 KCCS annual Christmas Party – Robert

Kathy and Robert met with Austin Su (Planning Coordinator) to discuss the tasks required for the December 3 event.

- **Caterers:** *The Butler Did It* as per last year will be providing the food and drinks for us again.
- **Donations:** Coordination of the solicitation of local businesses was undertaken with the help of Jim Hall. Our campaigners talked with store managers and left letters at various stores when the boss was not available. We hope for a high level of business support as we have had in past years.
- Anne withdrew from the team due to family issues.

### 7. Pending Items - none to discuss.

### 8. ADJOURNMENT

The meeting adjourned at 9:11 pm

### 9. NEXT MEETING: January 22, 2020 - Dinner meeting starting at 6 pm. (Sushi or sandwiches).

#### UPCOMING MEETINGS AND EVENTS:

Finance Committee	Tues Jan 07 - 6:00 pm	Seniors Council	Mon 20 Jan - 1:00 pm
Executive Committee	Tues Jan 07 - 7:30 pm	Communications Committee	Tues 12 Dec
Program Committee	Wed Dec 04 - 6:00 pm	Youth Committee	Tues Jan 07 - 6:00 pm
Program Committee	Wed Jan 08 - 6:00 pm		

Park Board                      Mon 2 & 9 Dec | 20 Jan

*These minutes were approved by the Board of Directors.*

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