

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, August 23, 2023 at 7:00 pm | Seniors Craft Room

MINUTES

Present: Edward Quan (chair), Miran Aziz, Humaira Akhtar, Oscar Bisnar, Kathleen Bigsby, Claire Cheung, Richard Dopson, Rafid Haq, Wendy Ma, Yee Wong, Alistair Eagle
Regrets: Kathy McKay, Morag Pansegrau, Keiko Honda, Joshua Yoon, Dorothy Chang, Mani Bala
Absent: Jin Sang, Commissioner Angela Haer
Staff: Ian Broadbent
Recorder: Alison Verghese

1. Call to order and Welcome

Edward announced his role as acting chair in Kathy's absence and called the meeting to order at 7:03 pm, where he welcomed everyone.

1.1 Approve the Agenda

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

2. STANDING ITEMS

2.1 Commissioner's Report – Angela Haer

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)

The following item was removed from the Consent Agenda for further clarification:

4.1 Item 3.3 Communications Committee Minutes of August 1

Kathleen asked for more clarification, which Alistair provided on the third bullet at item 4 about the comment by Joshua, who wanted to hire someone to create a KCCS app with a search button. She wanted to know what needed searching that was not already searchable because the online brochure and website already have searchable functions embedded. The main concern here is that we may be duplicating the search option on the app.

MOTION: Moved by Kathleen and seconded to accept Item 3.3 as presented. **CARRIED**

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda – Chair

MOTION: Moved by Richard and seconded to accept the consent agenda without Items 3.3 as presented. **CARRIED**

5.2 Nominations Committee 2023-24 – Chair

The Board package included a report on the current Board's tenure. Edward pointed out those up for re-election and eligible to serve on the Nominating Committee this year. He briefly explained the process and asked for volunteers to strike an ad-hoc committee.

Alistair and Wendy volunteered and we will ask for another member to join, next month. The committee's terms of reference will also need to be reviewed and updated. Miran, who was on the committee last year, explained that the committee provided an information session rather than interviews.

5.3 2022-23 Budget review and analysis – Kathleen

The Board package included two reports on the current budget with the actuals to July 31 and an analysis of operations for 2022-23. The following are highlights for the overall performance of how we did relative to the forecast last August:

- **Programming:** Fees are up 34%; programming cost is up 37%, and our net revenue was 30% higher than projected
- **Rental revenue:** is down 12%. The Rental Committee needs to be more proactive.
- **Interest revenue:** up considerably due to higher interest rates and other good investment decisions
- **Miscellaneous revenue:** was higher than usual, comprising of a legacy of \$5K+ and GST rebates
- **Estimated revenue:** \$1,026,411 as of July 31, with another month to account for.

2022-23 Committee budgets anomalies:

- **Arena & Pool:** did not request a budget yet has spent \$2,460.
- **Board Development:** spent \$976 of the \$2,500 budgeted.
- **Communications:** is over budget and was expected due to specific programs requiring boosts.
- **Community Engagement:** did not spend their budget on special events.
- **Executive:** is underspent in the Secretarial Support Services because Alison was off for some time during the year, and does not include our two insurance policies for the Directors Errors and Omissions and property that covers the contents of the building. Kathleen reported that they have just been finalized for \$1.8K each.
- **Program:** \$1,832 of the \$14,100 budget shows that it has been spent. However, Finance discovered this as a coding and not spending issue and has addressed the problem with staff.
- **Youth:** has spent \$237 of their \$3K budget, which in the past has included funding for the Youth Coordinator and Leaders. This staffing cost needs to be allocated to the Group 1 budget, not Youth.
- **Group 1 staff:** shows we have underspent the \$622,876 budget by approx. \$ 200K, but Ian noted one last payment due for the April-August term.
- **ActiveNet and PB fees:** are directly tied to Program revenue, so the more we bring in, the more fees we pay to PB. Currently, \$56,323 of the \$50K budgeted has been spent.
- **Program Subsidies:** \$4,038 has been spent of the \$4,500 budgeted.

2022-23 Program Revenue Vs estimates

- Pre-school: up 19% overestimate
- Children: up 52% overestimate
- Youth: up 14% overestimate
- Adult: carries 26% of our budget. Aerobic is still weak at 13% below what we estimated, and the Exercise Room is 10% up, having had a slow start in the fall.
- Seniors: overall, we are down -3%, which includes the Kitchen sales.
- Seniors Fundraising: needs to be removed from the Society's operations budget and captured on page 5 of the consolidated financial statements as a separate line item. These funds are not the result of the Society's operations but are money made from book and craft sales by volunteers.
- Skate Lessons: down -8% of our estimate, and this is a concern.
- Play Palace: is still in operation, and the final figures are still to come.

Summary for Budget 2022-23

Total Operating Revenue: is 34%. Our forecast was very conservative last year in projecting a deficit. However, with expenses coming in until the end of August, we may still be slightly in debt but less bleak than we had predicted.

5.4 2023-24 Consolidated Budget Proposal – Kathleen

Following the comprehensive evaluation of our 2022-23 budget, Kathleen made a motion to allow further discussions and review of the draft 2023-24 budget circulated in the package.

MOTION: Moved by Kathleen and seconded to accept the FY 2023-24 consolidated budget as presented.

The following are questions and comments flagged by the Board:

1. **Pool & Arena budget:** (split: \$2,500 Pool and \$750 Arena). The concerns re: budget for pool activities were raised by the committee's budget submission which detailed how the committee planned to spend the money it requested.
 - **Maple Grove Day:** \$1,400 budget to cover equipment, prizes and activities/games for kids over the 2-hour event at Maple Grove Pool. PB pay for the staff for this community event.
 - **Music in the Park:** \$700 budget goes to the performers and takes place over four Sundays.
 - **Pool Appreciation Days:** \$250 budget to cover food costs thrice yearly. Ian noted that this social activity was previously a potluck for around 20-40 people from the Aquafit program.
 - **Stat Holidays for kids:** \$150 budget covers Ice Cream Day on stat holidays and fun gifts and equipment for kids.
 - **Arena:** budget is for equipment for the Play Palace and signage this year.

After some discussion, a consensus was to trim the Pool's budget by combining Maple Grove Day and Music in the Park into one event. There needs to be further investigations surrounding the rationale for the pool social budget. Ian noted that PB will not spend money on social activities for its programs. These concerns only came to light this year because the Pool Committee did not submit a budget last year.

Amendment to the main motion: Moved by Wendy and seconded to reduce the Pool and Arena's budget by \$700, bringing it from \$3,250 to \$2,550. **CARRIED**

2. **Staffing Group 1 Wages:** Estimating the Group 1 staffing budget is difficult because the Park Board contract with staff is still pending. We negotiate with the Park Board for the positions and hours of Group 1 employees but cannot negotiate the wages. If necessary, the only option to reduce costs here is to reduce hours.

Amendment to the main motion: Moved by Edward and seconded to increase the projected Group 1 staff costs by \$57,124 to a total of \$670K to cover unexpected expenses. **CARRIED**

3. Estimated Program Fees adjustment:

Amendment to the main motion: Moved by Miran and seconded to increase projected income from program fees by \$1.1K to \$2,010,000 and adjust other revenue figures accordingly. **CARRIED**

In summary, notable changes to the proposed FY 2023-24 Budget are as follows:

- Add \$57,124 to Group 1
- Reduce \$700 to the Pool & Arena budget
- Add \$1.1K to Program fees (Kathleen will adjust the cost of Program fees and the net using the ratios from last year)
- Reduce the Community Engagement budget to \$2,950 because they only spent less than \$1.5K of the \$4.1K funding requested last year.

MOTION: Moved by Kathleen and seconded to accept the FY 2023-24 consolidated budget as amended.
CARRIED UNANIMOUSLY

The Board thanked Kathleen for her hard work and presentation of the 2023-24 consolidated budget.

5.5 Vision, Mission and Values Statement proposed revision – Wendy/Humaira

The package included the revised Statement with track changes for review.

MOTION: Moved by Wendy and seconded to adopt the revisions to the Vision, Mission and Values Statement as presented. **CARRIED**

5.6 Training Courses for Staff & Board Members Policy proposed revision – Wendy/Humaira

The package included the revised track changes and current versions of the policies for review.

MOTION: Moved by Wendy and seconded to adopt the revisions to the Training Courses for Staff & Board Members Policy as presented. **CARRIED**

5.7 Use of KCCS Facilities by External Groups Policy proposed revision – Wendy

Wendy spoke about the amendments to the current policy. She proposed to change reviewing the rates every "even" year to every year and adding the conflict of interest component to item 6.

MOTION: Moved by Alistair and seconded to adopt the revisions to the Use of KCCS Facilities by External Groups Policy as presented. **CARRIED**

5.8 Youth Committee Terms of Reference (ToR) proposed revision – Oscar

The package included the revised and current versions of the Youth Committee's ToR for review. Oscar spoke about the revisions made, and Kathleen raised concern about the second paragraph, which still references the Program Committee's ties to the committee. After a brief discussion, there was an agreement to replace the Program Committee with Youth as per below.

"Each committee of the Board will submit an annual budget for its proposed activities through the Finance Committee to the Board. The ~~Program~~ Youth Committee will provide monthly progress reports to the Board through submission of its meeting minutes."

MOTION: Moved by Oscar and seconded to approve the revisions to the Youth Committee Terms of Reference and include the abovementioned amendment. **CARRIED**

6. ITEMS FOR DISCUSSION

6.1 Seniors Kitchen recruitment update – Ian

The Society has hired a new Kitchen Coordinator who will start on Monday to work with Betty Anderson. Ian explained the unexpected changes during the hiring process and noted that the Assistant's position is still vacant. Richard thanked the committee (Yee Wong, Kathy McKay and Ian Broadbent) for all their hard work during this challenging second round of hiring.

6.2 Kerrisdale Days, September 9 – Chair

Edward provided a brief background on the process for those Board members new to Kerrisdale Days. There was a call for volunteers to sign up for a couple of hours in front of TD Bank on 41st and Yew Street. Staff will set up and tear down the equipment on the day. Alison will upload the sign-up sheet on Google Drive for everyone to sign up.

7. Pending Items

None discussed.

8. Adjournment

With no further discussion, the meeting adjournment was moved by Richard and adjourned at 8:39 pm.

9. NEXT MEETING: Wednesday | September 27, 2023 at 7:00 pm in-person.

UPCOMING MEETINGS AND EVENTS:

Youth	Tue September 5 – 6:45 pm
Communications	Tue September 5 – 7:00 pm
Finance	Tue September 5 – 7:00 pm
Program	Wed September 6 – 6:30pm
CEC	Thu September 7 – 7:00 pm
Seniors Council	Mon September 11 – 1:00 pm
Executive	Wed September 13 – 7:00 pm
Park Board	Mon Sept 11 & 25
Kerrisdale Days	Sat September 9

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____