

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, October 27, 2023 at 7:00 pm | Seniors Craft Room (Hybrid)

MINUTES

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

1. Call to order and Welcome

Kathy called the meeting to order and welcomed everyone at 7:09 pm.

1.1 Approve the Agenda

Remove Item 6.5, 2023 Volunteer of the Year, as no committee members were present at the meeting.

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

2. STANDING ITEMS. None presented.

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 items were pulled from the Consent Agenda for further clarification:

4.1 Item 3.4 2023-10-11 Executive Committee Minutes

Richard requested clarity regarding the need for more capital expenditure to replace the sound equipment in the Seniors Centre and auditorium, discussed in Item 6.1 at the Executive Committee meeting. Following a brief discussion, there was an agreement to remove the note about the \$5K legacy and \$12K bus sale money from the Executive Committee minutes.

Ian and Kathleen confirmed that PB is still processing the \$12K from the bus sale. The Seniors Council will receive the funds under the restricted "Donation" and not the Fundraising Fund account. The \$4.6K (not \$5K) bequest was deposited as a cheque in July to the Seniors Council Fundraising account. Kathleen will send Richard a copy of the Seniors Council budget confirming the \$1.3K for sound equipment repairs.

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda – Chair

MOTION: Moved by Yee and seconded to accept the consent agenda, excluding Item 3.4 of the 2023-10-11 Executive Committee minutes as presented. **CARRIED**

5.2 Seniors Council Terms of Reference (TOR) – Richard

The proposed revision and current Seniors Council terms of reference were circulated in the package for review. Richard spoke about the minor changes highlighted for review to:

- Increase the composition of the Seniors Council from eight (8) to ten (10) members

- Increase the electing members from four (4) to five (5) members of the Seniors Council to two (2) year terms each year.
- Increase voting hours from 11:00 am to 3:00 pm to 10:00 am to 3:00 pm on two different days in the same week.

The rationale for increasing the number of members is to improve the functioning of the Council, which is taking a new direction. Richard noted they need more talented and able bodies to be seated at the table to actively participate in contributing new ideas and projects.

MOTION: Moved by Richard and seconded to approve the revisions to the Seniors Council Terms of Reference as presented. **CARRIED**

There were additional discussions around this year's election process, specifically concerning the solicitation of votes at the polling station. Although the Council addressed the issue immediately after the elections, the Board strongly advised that the Seniors Council revise their terms of reference to ensure specific protocols and procedures are in place to prevent this from happening again.

6. ITEMS FOR DISCUSSION

6.1 Finance update – Kathleen

Kathleen alerted the Board to the malfunction of the ActiveNet (AN) registration system, which has been going on for over two and a half months. ActiveNet is a sophisticated registration/accounting system that the Park Board insisted we had to have over protest since 2017. All transactions and program registrations must go through this City of Vancouver-operated system, and the implications have been extensive:

- All Community Centre Associations are affected, with eleven centres, including ours, with a fiscal year ending August 31. CCAs have not had reliable revenue statements since July this year, and we have doubts about the accuracy of August because no one knows precisely when the problem started.
- The AN software system has inaccurately deposited some of our revenue since, as far as we know, the beginning of September. We cannot provide our end-of-fiscal-year financial statements to our auditors and are cognisant about meeting our obligations at the February AGM next year.
- We are in a position of not knowing, except for a "ballpark" figure of what our revenues were for fall registration. It is challenging to manage the Society's responsibly when we do not have accurate financial records.
- Kathleen reviewed the AN agreement with the City and has written to our contact at PB to ask what they are prepared to do to compensate for this loss of service.
- The APG is meeting next week and will collaborate with this topic on the agenda because none of the centres have their financial data to assess the efficacy of their programs or promotions.

6.2 Board Development Workshop – Humaira

The Board Development Committee is planning a 3-hour workshop in April 2024 for the new Board on the topic of **Board Fundamentals: *Roles and Responsibilities***. The description was included in the board package, outlining the workshop description, learning outcomes and benefits.

The Committee also contacted other west side community centres (Dunbar, Kits and Marpole) to join us, and so far, Kitsilano CC has shown interest. Humaira asked for expressions of interest and preferred dates and will send a follow-up email to gather more information.

Members of the Board offered ideas for future workshops and topics for consideration, such as Community Needs Assessment for future planning, Strategic Planning and Community Engagement. Oscar inquired about the status of Kerrisdale's Emergency & Earthquake Preparedness (KEEP), a community-led volunteer initiative to increase Kerrisdale's community capacity and build collaborative readiness to address earthquakes and other urgent situations of vulnerability.

- Kathy reported receiving an email from Pat Docking (former leader of KEEP) about six months ago asking if anyone would like to take over so she could hand over all the information.
- Kathleen reported that there will be a presentation from the City's Emergency Preparedness department at Hastings CC in December. Kathy will be attending.
- Ian briefly explained the role the Centre would play as a **disaster support hub** when a disaster strikes:
 - If there were an emergency while the building was in operation, staff would quickly assess the facility to determine if it was safe to stay in place or evacuate.
 - Community-led volunteers would come in and set up the Centre as a shelter space to host members of the public, especially children. They would also mobilize the emergency supplies containers stored at the Arena.
 - Park Board staff will receive a similar presentation to the APGs.

6.3 KCCS Policies, Protocols & TORs – Kathy

Alison created an updated list of outstanding policies, protocols and terms of reference predating 2018 for information. They serve as a reminder for the assigned Committees to review before the end of the year. It also shows the documents that have been completed.

6.4 Committee Goals 2023-24 – Kathy

Kathy reminded all committee chairs to submit a progress report on their 2023-24 Committee Goals for next month's board meeting.

NEW BUSINESS:

Kitchen Task Force update – Richard

Members of the Kitchen Task Force, Kathleen, Oscar and Yee, met today and responded to Richard's inquiry about the status of the Committee's report. Kathleen reported that the Finance, Executive, Seniors and Program committees will have until November 15 to provide feedback and comments. This group had some involvement with different aspects of the overall review. Their statements will be integrated into the final report to the Board on November 22 for discussion.

Oscar thanked Kathleen for the excellent job she had done in summarizing the needs and assessment of the kitchen.

7. Pending Items. None discussed.

8. Adjournment

With no further business, Humaira moved the meeting to adjournment. The meeting adjourned at 8:00 pm.

9. NEXT MEETING: Wednesday | November 22, 2023 at 7:00 pm in-person

UPCOMING MEETINGS AND EVENTS:

Pool & Arena	Mon Oct 23 – 4:00 pm	Youth	Tue Nov 7 – 6:45 pm
Communications	Wed Nov 1 – 5:00 pm	CEC	Thur Nov 9 – 7:00 pm
Program	Wed Nov 1 – 6:30 pm	Executive	Wed Nov 8 – 7:00 pm
Seniors Council	Mon Nov 6 – 1:00 pm	Finance	Tue Nov 20 – 7:00 pm
Park Board	Mon Nov 27	APG	Thur Nov 2

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____