

**Board of Directors Meeting  
of the  
Kerrisdale Community Centre Society (KCCS)  
Wednesday, November 22, 2023 at 7:00 pm | Seniors Craft Room**

**MINUTES**

**Present:** Kathy McKay (chair), Edward Quan, Humaira Akhtar, Oscar Bisnar, Mani Bala, Claire Cheung, Yee Wong, Alistair Eagle, Kathleen Bigsby, Rafid Haq, Dorothy Chang, Miran Aziz, Richard Dopson. **Online:** Morag Pansegrau, Wendy Ma, Joshua Yoon

**Regrets:** Keiko Honda

**Absent:** Jin Sang, Commissioner Angela Haer

**Guests:** Emma Bean and Adrian Yau from the CoV

**Staff:** Ian Broadbent

**Recorder:** Alison Verghese

**1. Call to order and Welcome**

Kathy called the meeting to order and welcomed everyone at 7:03 pm.

**1.1 Approve the Agenda**

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

**1.2 Arbutus W41st Intersection Improvements Notification – COV Engineering Services**

Emma Bean and Adrian Yau from the City's Community Transportation & Design Department gave a presentation and fielded questions on proposed improvements to the Arbutus Greenway and West 41<sup>st</sup> Avenue intersection to make it safer and easier to move through for all users.

Key intersection improvements include:

- Shifting the greenway to line up with the crossing of West 41st Avenue at East Boulevard
- Providing more physical separation between people walking and biking on the greenway
- Constructing a new bus bulb east of East Boulevard
- Adjusting turning lanes
- Changing some vehicle movements to improve safety and traffic flow
- Installing green rainwater infrastructure and a space for sitting and gathering

More project details are available at [Vancouver.ca/arbutus-41<sup>st</sup>](https://vancouver.ca/arbutus-41st), with the anticipated completion by Fall 2025.

The Board thanked the team for the presentation that ended at 7:24 pm.

**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 item was pulled from the Consent Agenda for further clarification:

#### **4.1 2023-11-08 Executive Committee Minutes – Item 6.4**

Questions arose from the Board for more explanation on the nature of the complaint to the Civil Resolution Tribunal. Kathy elaborated on the current litigation against the Society and two of its members, which the executives have agreed to defend.

Dealing with our lawyers, Kathleen elaborated on the process and gathered all the evidence to put our position forward. We have told the tribunal that we are not willing to negotiate and requested the dismissal of the claim and full reimbursement of expenses in our response.

The Society has no obligation under its bylaws, policies or the Societies Act to appoint any “community member” to its Board Committees. It is part of our operational construct to determine if additional members are needed. Our lawyer believes this is a frivolous claim and an infringement on our operating ability. We estimate that our legal bills will be @\$2,500 for the legal fees; as far as we know there will be no cost for the Tribunal.

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

##### **5.1 Approve the Consent Agenda – Chair**

**MOTION:** Moved by Yee and seconded to accept the consent agenda with further explanation to Item 6.4 of the 2023-11-08 Executive Committee Minutes. **CARRIED**

##### **5.2 Seniors Council Terms of Reference (ToR) – Richard**

As a follow-up to last month's meeting, Richard spoke about the additional changes to the Seniors Council Terms of Reference and the need to include a new clause under the voting process to prevent vote solicitation, an issue identified at the last election from happening again.

**MOTION:** Moved by Richard and seconded to approve the inclusion of section 4c to the Seniors Council Terms of Reference as presented. **CARRIED**

##### **5.3 Proposed Rental Fees Increase – Wendy**

An update to room rental rates has been long overdue and has not occurred since pre-2019. The rentals committee reviewed the recommendation of staff that surveyed comparable rental spaces in other local community centres (Dunbar, Kitsilano, and Marpole), Neighbourhood Houses (Kitsilano and Marpole) and UBC. The exercise produced inconsistent increases, allowing us to align our prices competitively with sizes and capacities similar to our competition.

Ian highlighted a new 8-hour block "party package" rental for the multipurpose room and kitchen. We typically do not rent out the kitchen but have substantially increased the rent by \$119.50 to cover any possible wear and tear. The proposed new fees will become effective from January 1, 2024, and could raise our revenue by 10%; however, the caveat is that as program demand increases, availability for rentals decreases.

**MOTION:** Moved by Wendy and seconded to approve the proposed increase in rental rate fee structure effective from January 1, 2024, as presented. **CARRIED**

##### **5.4 Program Participation Policy (2018) review – Dorothy**

The Program Committee reviewed the Program Participation Policy at its last meeting to ensure relevance with the Society's mandate to keep all Policies up to date within five years of Board approval. The Committee did not identify any changes, and a **MOTION:** Moved by Miran and seconded to approve the proposed Program Participation Policy as presented. However, following discussions, there was agreement to update the wording to the Scope and Limits of the Policy to:

*Staff, Committee and Board Members:*

*1. The cost of one program (which may be transferable to an immediate family member) per year may be reduced by up to fifty percent (50%) provided that the program has ~~sufficient~~ reached minimum registration to operate and that space is available. The appropriate programmer will determine the amount of the subsidy. Some programs are exempt from this policy.*

**Amendment to the Motion:** Moved by Claire and seconded to amend the wording to the Scope and Limits of the Policy to... **“(50%) provided that the program has reached minimum registration to operate and that space is available.” CARRIED**

**MOTION:** Moved by Miran and seconded to approve the amended motion to the Program Participation Policy as presented. **CARRIED**

#### **5.5 Subsidy Policy (2008) review – Dorothy**

The Program Committee reviewed the long overdue Subsidy Policy from 2008. One minor adjustment was recommended because the City of Vancouver changed the name of the Leisure Access Card to the Leisure Access Program.

**MOTION:** Moved by Rafid and seconded to approve the proposed Subsidy Policy as presented. **CARRIED**

#### **5.6 2023 Volunteer of the Year – Rafid**

In conjunction with staff, the Volunteer of the Year Committee made up of Rafid (chair), Dorothy and Morag, identified a stellar volunteer from the Seniors Centre. Austin Su wrote the bio for Yvonne Davis, which was included in the package and received endorsement from the executives. She graciously accepted the nomination and will attend the Holiday Party with her son on December 5 to receive this award.

**MOTION:** Moved by Miran and seconded to approve Yvonne Davis as the Kerrisdale Community Centre Society's 2023 Volunteer of the Year. **CARRIED**

Richard supported this outstanding nomination, and Kathy congratulated the Committee for a great job.

#### **5.7 Kitchen Review Task Force Final Report – Committee members**

The 9-page final report of the Kitchen Review Task Force was included in the agenda package for review. Kathleen asked for any questions or comments on the comprehensive report, and there were none.

**MOTION 1:** Moved by Kathleen and seconded for acceptance of the Kitchen Review Task Force's final report as presented. **CARRIED.**

The Kitchen Task Force has officially completed its work with the report's acceptance.

**MOTION 2:** Moved by Kathleen and seconded that the Board approve the appointment of a stand-alone Kitchen Management Committee that reports to the Board. **CARRIED**

The recommendation of a new Kitchen Management Committee is on page 7 of the report.

- Once established, this Committee's Terms of Reference would give it overall responsibility for all aspects of the Kitchen's policy, finances, budgeting and operations. The proposed ToR will be presented to the January Board meeting.
- The Committee will comprise a representative appointed by each of the Program, Finance, and Executive committees and the Seniors Council and will report to the Board with minutes of meetings.
- This is the Society's most expensive program, costing more than \$150K a year.

- It has three society staff who need managing for performance reviews, wages, compliance with Employment Standards, hours of work, etc.

The Task Force members were applauded with special thanks to Kathleen Bigsby for pulling the report together. Kathleen, in turn, recognized Lee Tarrant, Sadaf Eghtesadi and Ian Broadbent for their invaluable contributions to this comprehensive report.

Morag left the meeting at 8:00 pm.

## **6. ITEMS FOR DISCUSSION**

### **6.1 KCCS Policies, Protocols & Terms of References (TORs) review update – Kathy**

Alison provided the status of the Board's review of outdated policies, protocols and terms of reference in the package for information. Kathy highlighted the number of Policies and Committee TORs that are still pending and stressed the importance of getting them completed so the new Board can start on a clean slate after the AGM in February.

### **6.2 Nominating Committee Planning and Update – Committee (Wendy, Alistair and Mani)**

The Nominating Committee had their first meeting on November 8. They decided on the first course of action and voted Wendy as chair.

- Alistair emailed the nine board members whose terms are ending in 2024 to see how many are going up for re-election so the Committee can strategically plan to recruit new board members.
- The Committee asked that everyone help actively recruit suitable candidates to apply and will canvass qualified former applicants and community members for possible expressions of interest.

### **6.3 Holiday Party Planning Committee Update for December 5 – Dorothy**

The Committee met this afternoon and confirmed that 97 people have registered. Dorothy reminded everyone that if you have yet to register for the Holiday Party on December 5, you should do it now.

### **6.4 Committee Goals 2023-24 – Progress Report**

Alison provided a template for each Committee to report the status of achieving their 2023-24 goals. The Progress Report will help the Committee Chairs fulfill the 2022-23 Annual Report and bring forward any plans that are still outstanding to the new Committee.

- All Committee appointments officially end at the AGM.
- There was a brief discussion on how directors are assigned their annual committees. Kathleen noted that if you are dissatisfied with the slate of recommendations that the executives present, you must raise it at the Board meeting to see if you can move or swap.

### **6.5 AGM Preparations – Kathy**

As noted in the previous item, all Committee Annual Reports are due for the AGM package on January 21, 2024. Alison will send out the template in December.

### **6.6 Board Development Committee Update – JOA Presentation May 22, 2024 - Humaira**

Humaira reported on the two upcoming projects planned for the Board Development Committee:

1. **The Joint Operating Agreement (JOA)** will be presented by Kate Perkins on May 22, starting at 5:30 pm. It will be introduced to new members and serve as a refresher for existing members.
2. **Board Fundamentals: Roles and Responsibilities** delivered by Vantage Point in April 2024 to include new Board members in conjunction with the Board at Kitsilano Community Centre. The date has yet to be selected, so please respond to Wendy with your preferred dates.

## 7. Pending Items:

None discussed.

## New Business:

- Humaira asked about the greenways and garden maintenance because they look neglected. Ian responded that we only manage the walkways and have a gardener on site for half a year from April to September. The gardeners do not report to him and can forward any issues, concerns or complaints to the Parks department.
- Richard thanked Lis for providing the refreshment to the Board.

## 8. Adjournment

With no further business to discuss, Yee moved the meeting to adjournment. The meeting adjourned at 8:45 pm.

## 9. NEXT MEETING: Wednesday | January 24, 2024 at 7:00 pm in-person

### UPCOMING MEETINGS AND EVENTS:

Seniors Council	Mon December 4 – 1:00 pm	Executive	Wed January 10 – 7:00 pm
Program	Wed December 6 – 6:30 pm	CEC	Thu January 11 – 7:00 pm
Program	Wed January 3 – 7:00 pm	Finance	Tue January 15 – 7:00 pm
Seniors Council	Mon January 8 – 1:00 pm	Pool & Arena	Wed January 17 – 4:00 pm
Communications	Mon January 8 – 7:00 pm		

Park Board	Mon December 11	APG	Thu Jan 4, 2024
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*These minutes were approved by the Board of Directors.*

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