

Board of Directors Meeting
of the
Kerrisdale Community Centre Society (KCCS)
Wednesday, January 24, 2024 at 7:00 pm
Seniors Craft Room / Zoom (hybrid)

MINUTES

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

1. Call to order and Welcome

A new device (Kandoa Meeting Pro) loaned from Wendy was trialed to enhance the audio and visual quality. There was a slight delay in the start time while troubleshooting issues with speakers to hear the members online. The meeting proceeded with Kathy calling the meeting to order at 7:15 pm and welcomed everyone to the first hybrid meeting of 2024.

1.1 Approve the Agenda

Additional Item 2.2: Verbal update on the APG's Special Meeting – Kathleen

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

1.2 Letter from Keiko Honda

An email from Keiko Honda directed to the KCCS Board was received and circulated, indicating that she will not be running again after 14 years of service on the KCCS Board and conveying her gratitude.

MOTION: Moved by Oscar and seconded to thank Keiko for all her time and hard work on the Board. **CARRIED**

2. STANDING ITEMS

2.1 Association Presidents Report (APG) – January 4, 2024 Killarney CC

2.2 Update on the Association President's Group's Special Meeting – Kathleen

A special meeting was held by the AGP to discuss its response to the Mayor and City Council's motion to dissolve the elected Park Board. A small working group was appointed to immediately roll out their action plans to highlight the community's concern to the MLA's.

Commissioner Angela Haer is no longer our liaison because she along with two other members voted in favor of the dissolution of the Park Board. The remaining four PB Commissioners were reassigned to fill the gaps and therefore, Tom Digby (Greens) is our new PB liaison. Those tied to the ABC party are no longer acting.

Kathy will be in touch with Tom tomorrow and we will invite him to our AGM.

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 2024-01-08 Communications Committee Minutes (page 20) Item 8

Concern was raised about Item 8 that stated: *“Kathy reported that it wouldn’t be reasonable for the society to advertise VPB employee positions on KCCS platforms.”* Kathleen wanted to clarify that not all instructors are KCCS employees, noting that swim and some skate instructors are PB employees and therefore, are excluded from instructor recruitment on our social media.

MOTION: Moved by Kathleen and seconded to accept item 8 of the Communications Committee minutes.
CARRIED

5. ITEMS FOR DECISION

5.1 Approve the Consent Agenda – Chair

MOTION: Moved by Edward and seconded to accept the consent agenda without item 3.4 Communications Minutes as presented. **CARRIED**

5.2 February 21, 2024 AGM - Planning and format of Annual Reports – Kathy

A sample of the 2019-2020 Annual Report was circulated for board members who had not seen a copy to review. The planning and format of the 2022-2023 Annual Report was discussed with a consensus for the following actions to take place.

- With the rationale to reduce paper wastage and printing costs this year, the Annual Report will be printed in-house by Alison. Board members need to request a copy by getting in touch with Alison one week before the AGM. An extra 10-15 printed copies will be available to the membership. The package will contain the agenda, ballot, annual report and audited financial Statement.
- An electronic copy of the AGM package will be uploaded to our website, one week prior.
- Ian will arrange for a projector to be set up to present the documents live and volunteered to keep the documents in check with the evenings flow.
- Pre-registration is not required for the AGM. Verification of current membership will be checked at the door by staff. Last year’s AGM was very well attended compared to previous years and was jam-packed in the Seniors Craft Room. Ian will look at booking a larger room.

5.3 AGM 21 February, 2024 – Kathy

The following draft AGM documents were presented in the agenda package for review and approval:

MOTION 1: Moved by Kathleen and seconded to accept the AGM Agenda as presented. **CARRIED**

MOTION 2: Moved by Humaira and seconded to accept the Public Notice for the AGM as presented. **CARRIED**

5.4 FY 2022-23 Audited Financial Statement

Kathleen presented an overview of our position and fielded questions from the 2022-23 Audited Financial Statements that was circulated as a separate document from the package.

- **Statement of Operations:** Overall, we performed considerably better than anticipated with a deficit of (\$23K) compared to our (\$300K) forecasted to the end of August.
- **Total Net Assets:** were up by \$183K in 2023 = \$3,491,751 compared to 2022 = \$3,308,464
- **Program revenue:** increased by approx. \$496K in 2023 = \$2.177m compared to 2022 = \$1.680m
- General and administrative expenses are up, which is expected because the more revenue we generate, the more ActiveNet fees we pay at 2% gross revenue.
- Our investments and market portfolios were up compared to the previous year, which suffered low market trend.
- We have not received the money for the sale of the bus yet.

- The auditor’s notes at item 10 flagged the unspent externally restricted fund of \$10K that was given to the Society from the Healthy Heart Group at the end of August, 2019.
- There is a \$3.8K community art project fund that has not been used that could be allocate to the Youth room.

A board member asked if there were any constructive comments from the auditors for improvement to our financial operations. Kathleen reported that a separate findings letter was received separate to the AFS and a meeting with the auditors and the Finance Committee occurred about three weeks ago to discuss the recommendations.

MOTION: Moved by Edward and seconded to adopt the 2022-23 AFS to present to the members at the 2024 AGM as presented. **CARRIED**

The 2022-23 Audited Financial Report will be presented to members at the AGM as presented.

5.5 Kitchen Management Committee ToR – Kathleen

The proposed Kitchen Management Committee terms of reference, which Ian and Austin were consulted on to provide feedback was presented in the package on page 44. Kathleen asked for questions and there were none. Richard thanked Kathleen for all the work she has dedicated in establishing this new Committee and is looking forward to being on the Committee to represent the Seniors Council.

MOTION 1: Moved by Kathleen and seconded to accept the Kitchen Management Committee terms of reference as presented. **CARRIED**

MOTION 2: Moved by Joshua and seconded to approve the appointment of the Board Members listed below to the Kitchen Review Committee until March 2025. **CARRIED**

Member from their respective committees:

Miran Aziz	Executive Committee
Richard Dopson	Seniors Council
Morag Pansegrau	Program Committee
Edward Quan	Finance Committee

The appointments will be for 14 months and may need to expand but at this point, are the founding members. The Committee will revert back to a 1-yr term next year. The first meeting is scheduled on Friday, February 2.

5.6 Arena and Pool Committee ToR – Jin

Jin spoke to the changes suggested to the current Arena and Pool Committee terms of reference that was last reviewed in 2017. The draft included track changes highlighted minor wording changes in the introduction and punctuation errors. Membership was reduced from three to two members of the society.

MOTION: Moved by Edward and seconded to approve the revisions to the Arena and Pool Committee TOR as presented. **CARRIED**

5.7 Rentals Committee ToR – Wendy

The current Rentals Committee terms of reference last revised in August, 2016 was presented in the agenda package with track changes to highlight the suggested changes. Following discussions, it was recommended that the suggested removal of the structured meeting and reporting times be reconsidered. Wendy will take the ToR back to the Committee for a second look.

5.8 Finance Committee ToR – Kathleen

The proposed revisions to Finance Committee terms of reference was included in the package on page 48. Kathleen spoke to the minor changes and additions in terms of content at Item 7 regarding Group 1 costs and Item 12 to provide support to other committees.

MOTION: Moved by Richard and seconded to approve the revised Terms of Reference for the Finance Committee as presented. **CARRIED**

5.9 Nominating Committee ToR – Wendy

The proposed changes to the current 2017, Nominating Committee's terms of reference was presented by Wendy and circulated in the package on page 49. There were lengthy discussions and suggestions and raised about some of the proposed changes to:

- Item 3 to add "skill set" and delete "etc."
- Item 5 to "meet and inform" potential new candidates rather than "meet and screen"
- Item 7 to reconsider striking out the Society bulletin boards.

Wendy asked that any suggestions be forwarded to her and will rework the document and bring it back at the February meeting.

6. ITEMS FOR DISCUSSION

6.1 Nominating Committee: Update on recruitment – Wendy

An update report and slate of incumbents were circulated in the agenda package before the meeting:

- We have three (3) applications to date. Two of whom are currently serving on the Finance Committee as community members and one former board member.
- There are ten (10) vacancies, nine for two years and 1 for 1 year.
- Most of the incumbents have indicated they will be returning.

6.2 Membership renewal for Directors – Kathy

Lee Tarrant and Ian have ensured all directors are current with their membership. All elected board members must be current members of the Society and carry a blue card to be able to attend the AGM and vote.

6.3 Nominating Committee: New board member orientation process – Wendy

Wendy asked for clarification on the orientation process in the Nominating Committee's terms of reference. Item 9 asks the committee to organize a detailed orientation for new members within 14 days of the AGM.

Following discussions, Miran noted that the orientation process was not undertaken last year. Therefore, if changes are needed to this process, it will need to be made to the terms of reference. Until then, the responsibility for orientation falls on the Nominating Committee.

6.4 Board Development Committee – Wendy

- Wendy called for volunteers to act as mentors for pairing with new board members during the orientation process. Please advise Humaira or herself before the February 28 board meeting.
- The Committee is organizing a joint session with Kitsilano CC and Vantage Point for members to participate in the Roles and Responsibilities of a Board workshop.
- The Committee will again coordinate with Kate Perkins to refresh and inform the board about the Joint Operating Agreement.

7. Pending Items

None discussed.

8. Adjournment

With no other business further discussion, the meeting adjournment was moved by Morag and adjourned at 9:08 pm.

9. NEXT MEETING: Wednesday | February 28, 2024 at 7:00 pm in-person

UPCOMING MEETINGS AND EVENTS:

Communications	Mon Feb 5 – 7:00 pm	Finance	Tue Feb 13 – 7:00 pm
Youth	Tue Feb 6 – 6:45 pm	Executive	Wed Feb 14 – 7:00 pm
Program	Wed Feb 7 – 6:30pm		
Park Board	Mon Feb 12 & 26		

These minutes were approved by the Board of Directors.

SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____