

**Board of Directors Meeting**  
**of the**  
**Kerrisdale Community Centre Society (KCCS)**  
**Wednesday, February 28, 2024 at 7:00 pm**  
Seniors Craft Room | In-person

**MINUTES**

**Present:** Kathy McKay (chair), Edward Quan, Oscar Bisnar, Yee Wong, Kathleen Bigsby, Wendy Ma, Joshua Yoon, Morag Pansegrau, Humaira Akhtar, Richard Dopson, Miran Aziz, Dorothy Chang, Mani Bala, Seun Oyeneeye, Robert Tudhope, Deanna Wong, Mike Zhou, Lo Ming Lee

**Regrets:** Claire Cheung

**Absent:** Alison Verghese

**Staff:** Ian Broadbent

**1. Call to order and Welcome**

Kathy called the meeting to order at 7:00 pm and welcomed old and new board members to their first meeting of the new board year. Kathy recorded the meeting on her laptop and Joshua on his iPhone so Alison could transcribe it.

**1.1 Approve the Agenda**

**Additional Item: 6.7** Neighbourhood Matching Grant – Kathy

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

**2. STANDING ITEMS**

**2.1 APG update for Information: Save the PB campaign – Kathleen**

As previously reported, the City Council passed a motion in December 2023 to ask the province to change the Vancouver Charter to eliminate the Vancouver Park Board. The citywide CCAs, along with several other groups, oppose this decision. Kathleen spoke to the APG's campaign to have as many people as possible write to their MLAs to oppose this undemocratic process. Additionally, there is a link to the APG's My Community Centre [website](#) to download the letter and receive all the latest information.

The Joint Operating Agreement (JOA) between the Community Centres and the PB will remain valid if the PB dissolves because the City of Vancouver co-signed the agreement. The Mayor's office has been clear that any contract we have with PB will be rolled over to the City's responsibility until the agreement expires.

**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 Item 3.5 Monthly Financial Statements ending 2023-12-31**

Kathleen highlighted a few items to clarify, namely:

- **Program Activities:** Program fees received at 31 Dec 2023 total \$780K, compared to \$671K at the same period last year; and Program expenses are \$528K compared to \$368K for the same period last year. Although registration revenue is up, expenses are going up faster. Kathleen suggested that the Program Committee submit suggestions to the Board to increase fees or reduce expenses because we cannot continue this trajectory.

- **Program Subsidies and Leisure Access Program (LAP)** – Program Subsidies and Leisure Access Program (LAP) – was flagged as a concern because of the sharp increase of the LAP (\$1,900) from last year at this time (\$221). If this trend continues, we could potentially be \$6K over our \$4.5K Programs Subsidies budget. We have no control over how PB administers this LAP policy; it is currently part of an appendix to the JOA.
- **Special purpose or isolated funds:** Our auditors have identified the following unspent funds that have been sitting on our books for several years:
- 1. Community Arts Project Fund of \$3,840 is available to any Committee that can identify a unique arts project as a goal. Kathleen suggested to Joshua that the Youth Committee may wish to spend this money on the mural for the Youth Room upgrade.
- 2. The Cardio Fit Program Fund of ~\$10,000 was donated to us by a former organization (SCAMS) that initially ran this rehab program. The only limitation stipulated on how to spend the money is to serve the same purpose of promoting heart health. Dorothy will raise this with the Program Committee to allocate the funds towards an appropriate program encouraging physical activity.

**MOTION:** Moved by Kathleen and seconded to accept the monthly financial statements ending 2023-12-31 as presented. **CARRIED**

## 5. ITEMS FOR DECISION

### 5.1 Approve the Consent Agenda – Chair

**MOTION:** Moved by Morag and seconded to approve the consent agenda with item 3.5 (the monthly financial statements) removed as amended. **CARRIED**

### 5.2 Approval of 2024-01-24 draft Board Minutes – Kathy

**MOTION:** Moved by Richard and seconded to approve the draft Board minutes of January 24, 2024, as presented. **CARRIED**

### 5.3 Nominating Committee: Thank you and closure – Kathy

This year’s Nominating Committee members were recognized and applauded for their hard work and efforts. Wendy, chair, Mani and Alistair, who later dropped out, had Kathy step in to successfully steer the Committee to complete all their tasks.

**MOTION:** Moved by Richard and seconded to dissolve the ad-hoc Nominating Committee. **CARRIED**

### 5.4 Seniors Council Chair: Motion to appoint to the Board of Directors – Kathy

**MOTION:** Moved by Dorothy and seconded to appoint Richard Dopson, chair of the Seniors Council, to the Kerrisdale Community Centre Society's Board of Directors. **CARRIED**

## 6. ITEMS FOR DISCUSSION

### 6.1 Nominating Committee: Final Report – Wendy

Wendy welcomed the five new board members to their first meeting and summarized the Nominating Committee's final report, which missed the deadline for inclusion in the board package.

- There were 12 candidates on the ballot for 11 vacant positions. One candidate did not show up at the AGM.
- Fifty voting members attended the AGM, with 48 ballots cast.
- Two candidates (Robert and Lo Ming) received 1-year terms, and the rest received two years.

#### Suggested improvements next year:

- Start the AGM earlier, from 7:30 pm to 7 pm to be consistent with our monthly Board meetings and allow sufficient time for “Other Business”, if required.

- Closing applications ten days before the AGM does not allow sufficient time for the Nominating Committee to conduct their business in a timely manner, host an information session, answer candidates' questions, and collect candidate bios and photos to post. Applications closed on February 1 this year and were open to late submissions.
- Suggest that the Executive consider updating our bylaw to eliminate accepting “nominations from the floor” to create an equal playing field of candidates who have gone through the nominations process, and prevent any unfavourable outcomes that may impact future Boards.
- The Committee did not pursue "recommendations" for the second year, preferring to inform rather than screen candidates on their roles and responsibilities as KCCS board members. The Nominating Committee's terms of reference will require a thorough review per these recommended changes.

## 6.2 Orientation for new Board members – Wendy

Kathy delivered the orientation session to the new members just before the Board meeting and briefly mentioned the mentoring system.

## 6.3 2022-23 Board Committee Structure and Operations – Kathy

The 2022-23 Board Committee Structure and Operations report shows when the committees met and how many members/incumbents are on each Committee. This document, along with the terms of reference, will assist members in deciding which committees to choose.

- Kathy noted that the founding member and chair of the CEC, Keiko Honda, recently resigned from the Board. The Committee will need a rebirth/rethink if anyone wants to spearhead it; otherwise, it will be placed on hiatus for six months if there is insufficient interest.
- The Communications Committee will move their meetings from the first Monday to the first Thursday of the month because Bernard does not work on Mondays.

## 6.4 Committee Assignments 2024-25 – Kathy

- Everyone must email Alison before March 9 with three or four preferred committee choices, ranking them from 1 to 4 for the Executive to assign members based on their preferences, time of request, skills, experience and availability. Each board member must sit on two committees or more if desired.
- Committees meeting before the March Board meeting will be made up of the incumbents until the new committee assignments are approved.
- Oscar suggested that Board members could have the opportunity to attend the monthly APG meetings on Zoom. The Executive Committee will discuss this possibility at the next meeting. The APG represents 17 Community Centre Associations across the City that have signed the JOA. Three did not sign the current JOA and continued to operate under their existing contracts.

## 6.5 Board Development Committee – Humaira/Wendy

The Board Development Committee submitted upcoming events to remind everyone of the dates and times of the following workshops:

1. **Board Roles and Responsibilities:** facilitated by Vantage Point, held in conjunction with Kitsilano Community Centre Board members on Tuesday, April 2 (5:30-8:30 pm) in the Seniors Craft Room.
2. **Understanding the JOA:** presented by Kate Perkins on the Joint Operating Agreement (JOA) scheduled before the Board meeting on Wednesday, May 22, from 5:30-7 pm here at the Centre.
3. **Board Mentorship Program:** five existing Board members have agreed to mentor five new board members as follows:
  - Miran – Seun
  - Claire– Robert
  - Mani – Lo Ming
  - Joshua – Mike
  - Yee – Deanna

**6.6 2024 BCRPA Conference Penticton | May 1 and 2, 2024 – Kathy**

We often send delegates to this annual conference, which is held in Penticton this year. Only people who have served on the Board for at least one year can express interest in attending. This year's theme is "Sharing Our Stories and Shaping Our Future." The only stipulation for attending is that the Board needs to receive a full report of what you have learned on your return.

**6.7 Neighbourhood Matching Grant (NMG) – Kathy**

Kathy will send everyone the link to information on how to apply for this year's \$10K Neighbourhood Matching grant through the City's website. Kathy has experience applying for the grant and noted that it is worthwhile for anyone with a particular project in mind.

**7. Pending Items**

None discussed.

**8. Adjournment**

With no other business or further discussion, Morag moved the meeting to be adjourned at 8:12 p.m.

**9. NEXT MEETING: Wednesday | March 27, 2024 at 7:00 pm in the Seniors Craft Room**

**UPCOMING MEETINGS AND EVENTS:**

Seniors Council	Mon March 4 – 1:00 pm
Program	Wed March 6 – 6:30 pm
Youth	Tue March 12 – 6:45 pm
Finance	Tue March 12 – 7:00 pm
Executive	Wed March 13 – 7:00 pm

Park Board	Mon March 11	APG	Thur March 7
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<i>These minutes were approved by the Board of Directors.</i>
SIGNED BY CHAIR OR SECRETARY _____ INITIALS _____