

## BOARD OF DIRECTORS MEETING

Wednesday, January 22, 2025

7:00 pm, Seniors Room

### MINUTES

#### Attendance

In Person: Kathy McKay (Chair), Tom Digby-Park Board Commissioner (call-in), Oscar Bisnar, Kathleen Bigsby, Humaira Akhtar, Morag Pansegrau, Deanna Wong, Seun Oyeneeye, Robert Tudhope, Lo Ming Lee, Claire Cheung, Richard Dopson, Mike Zhou, Wendy Ma (Zoom), Miran Aziz, Yee Wong

Staff: Ian Broadbent

Regrets: Joshua Yoon, Dorothy Chang, Edward Quan, Mani Bala

Recorder: Grace Green

#### 1. Call to Order

The meeting was called to order at 7:03 pm.

- Kathy thanked everyone who were part of the Board this year and expressed gratitude for those who are returning and running at the 2025 AGM.
- Meeting Minutes - Board members are requested to approve and/or comment on the meeting minutes within one week of minutes distribution.
- Kerrisdale Pharmacy will be hosting a free 360-degree wellness consultation event at the Kerrisdale Pharmacy on Thurs. Jan. 30th from 10 am - 2 pm in collaboration with Seniors Choice For Care Inc. and Dementia Solutions Inc. in honour of Alzheimer's Awareness Month. (Email to be forwarded to the Board.)

##### 1.1. Approve the Agenda

**MOTION** to approve the agenda as presented; moved, seconded, and carried with two items pulled from the Consent Agenda:

- a) 3.4 Finance Minutes
- b) 3.6 Executive Committee Minutes

#### 2. Standing Items

##### 2.1 PB Commissioner's Report – Tom Digby

- Tom congratulated the Board for the past year's work and commended the Society for its numerous programs.
- The Park Board has voted to allow the city staff to sell sponsorships and naming rights to parks and recreation facilities. Commercial entities can go to the Park Board to have their name displayed at PB venues, building, event or public space i.e. KCCS Fitness Room can be renamed Lululemon or Aritzia KCCS Fitness Centre as part of a corporate partnership. Corporate partnerships are currently in practice with 'Rogers Field at Nat Bailey Stadium' as a recent example.

Comments from the Board:

Q1 - What is the Policy around acceptable names?

A1 - No controversial names will be allowed. No partnerships with cigarette/liquor companies.

Q2 - Who will the companies approach?

A2 - Companies will approach the Park Board in consultation with the community centre.

## 2.2 Association Presidents Group (APG) Update - Kathleen

- APG will be hosting a free Board Development Workshop on Saturday, April 19<sup>th</sup>.
  - Morning session - JOA 101 & Finance sheets
  - Afternoon session - a variety of topics will be presented
- JOA Appendix D - Active Net (relevant paragraphs copied below for ease of reference)

*(d) the Park Board/City will remit the Centrally Processed Revenue to the Association, subject only to Authorized Deductions, on the current bi-weekly schedule of payments unless a different schedule of payments is agreed to by the parties;*

*(e) except for the Authorized Deductions, the Park Board/City will not withhold payment of any Centrally Processed Revenue to the Association through ActiveNet for any reason without the Association's written consent;*

During the winter holidays, there was a delay in payment and the KCCS Finance Chair expressed concern as it affected the Society's payroll period. Other community centres were also affected. AGP wrote a letter citing Appendix D of the JOA. The APG is awaiting assurance that unapproved payment schedule changes will not happen again.

- Childcare Funding  
Community centres are renewing their childcare funding and conducting training sessions for staff.
- AGP is still waiting for the Parking Taskforce report.

## 3. Items for Information was circulated before the meeting.

## 4. Matters arising from the Minutes/Reports (Items removed from Consent Agenda)

The following items were removed from the Consent Agenda for further clarification.

### 4.1 3.4 Finance Minutes – Morag

The floor was opened for questions and comments. Discussion ensued regarding the new accounting software, new approach to investing, credit unions, and stock broker's fees:

- The Finance Committee has implemented the use of Plooto, a new accounting software which simplifies manual payment and accounting processes. It allows for invoicing and approval tracking electronically. Finance Committee believes that this new software will reduce paperwork and improve efficiency.
- US Investment/Stocks - a question was raised if this is a new investment strategy, with the concern about the volatility of the market and stock broker's fees. Alternative options like GICs (no fees/no risk) and mutual funds were brought up. *(A member informed that the expense ratio for ETFs is much lower than for mutual funds.)*

The Finance Chair affirmed that the committee is doing its best to manage the Society's investments. The committee will provide more information upon completion of their research about new investment alternatives to Vanguard International Equity Index Fund (VT).

- Credit Unions - Kathleen will approach credit unions to investigate alternatives to regular banking services. She will report at a future board meeting.

#### 4.2 3.6 Executive Committee Minutes – Richard

##### **“Vending Machine Update - Ian**

Pending a new vendor contract – KCC patrons are being re-directed to the Seniors Centre to purchase cookies/pastries.”

Richard raised concern about re-directing customers to the Seniors Centre coffee bar. Ian explained that this is to resolve concerns from parents with kids who get hungry after activities and after using the pool. This rarely happens and is a temporary solution while KCC awaits the negotiation of a contract for a new snack vending machine.

Richard moved the following motion:

**MOTION** that “The Society Board acknowledge that the Seniors Coffee Bar is intended as a socialization area for Seniors members and their guests.”

Motion failed with 5 in favour, 7 against (1 abstention) by a vote.

### 5. Items for Decision

#### 5.1 Approve Consent Agenda – Chair

**MOTION** to approve the consent agenda with the removal of 3.4 Finance & 3.6 Executive Minutes; moved, seconded, and carried.

#### 5.2 Annual Reports - Kathy

Kathy reminded Committee Chairs to submit their reports as soon as possible (the deadline was January 15).

#### 5.3 2025 AGM (documents distributed as read) - Kathy

\*Typo error concerning a date has been corrected.

**MOTION** to approve proposed 1) AGM Agenda and 2) AGM Public Notice was moved, seconded and carried.

#### 5.4 2023-2024 Audited Financial Statements (distributed as read) - Kathleen

Kathleen presented an overview of the 2023/24 Audited Financial Statements and entertained questions and comments.

	<u>2024</u>	<u>2023</u>
Statement of Financial Position		
<i>Total Net Assets</i>	3,921,976	3,491,751
Statement of Changes in Net Assets		
<i>Balance, end of year</i>	3,133,477	2,671,544
Statement of Operations		
<i>Revenue over (under) Expenses for the year</i>	461,933	(23,005)
Statement of Cash Flows		
<i>Cash and equivalents, end of year</i>	596,772	309,553

#### Comments:

- Accounting of the Eveline Burman Kitchen Legacy Fund - a question was raised regarding the accounting of funds for the Eveline Burman fund. Acknowledging that the fund was donated for a specific purpose (Seniors Lunch Program), a Board member believed that a different accounting method should be used. The question will be referred to the auditor.
- Depending on how the accounting was done surrounding the Burman Fund, and whether it was reflected as income or part of the total assets, a Board member raised awareness that the Society will still have to be cautious about its expenditures.

#### **\*\* N.B.1**

After the Board meeting, and after consultation with the auditors, Kathleen moved a motion (via email to the Board), seconded by Seun, and approved by the Board.

**MOTION** that the Board of Directors approves the FY2023-2024 Audited Financial Statements provided at the 22 January 2025 Board Meeting for presentation to the Annual General Meeting on 19 February 2025.

#### **\*\* N.B.2**

Kathleen moved a secondary motion after further discussions with the auditors. The auditors reformatted the Statement of Operations and added a comment on Restricted Fund. None of the figures have changed, only their position on the page. Neither has the method of accounting changed. The latest version of the audited statements was emailed to the Board; the motion was seconded and carried.

**MOTION** that the Board of Directors approves the *re-formatted* FY2023-2024 Audited Financial Statements for presentation to the Annual General Meeting on 19 February 2025.

### 5.5 Community Needs Assessment – Kathleen & Robert

- Kathleen had asked Robert to assist in reviewing the results of the Community Needs Assessment survey.
- Robert is currently reviewing demographic data from Statistics Canada and how they affect community centres within Vancouver. Initial findings indicate that there are significantly more seniors living in Vancouver now compared to the past. Will this mean that KCCS will have to increase programs for the seniors? What is the average family size in Vancouver, and how will it affect the programs we are offering to families with kids? The Needs Assessment report is targeted to be completed by end of May or early summer. Robert had asked for volunteers to assist in this initiative.
- Kathleen would like to encourage feedback from Board members to formulate questions on how we can plan for the future.
- The request for volunteers will be brought up at the next Board meeting after the AGM.

### 5.6 Seniors Council - Terms of Reference (TOR) Amendment (redlined TOR distributed as read) - Richard

**MOTION** to approve an amendment to the Seniors Council's Terms of Reference approved by the Seniors Council at its December 2024 meeting, as follows:

#### MANDATE

Replace

- 1) To be responsible for organizing and operating programs, activities and events in the Seniors Centre in cooperation with Centre Staff.

with

- 1) To act in an advisory capacity to promote and support activities, special events and fundraising opportunities for the Seniors Centre in consultation with Centre Staff, the Society and the Board.

The motion was moved, seconded, and carried.

## 6. Items for Discussion

### 6.1 2025-26 Nominating Committee Update – Deanna

- 5-6 applications have been received (more coming in). The Nominating Committee will also contact potential candidates including a past Board member who might want to run again.
- Interviews are scheduled next week and a Zoom information session will be held in the second week of February.
- Board members are requested to encourage friends and family to apply.
- An email will go out to KCCS membership - Call for Nominations.

- A Call for Nominations will also be posted on LinkedIn.

## 6.2 Board Development – Wendy

- There will be a significant transition in the Board with a number of Board members retiring. Current Board Members are requested to act as mentors to new incoming Board members.
- Board Development Committee is in the process of gathering feedback on how to improve the effectiveness of the Board.
- There will be changes on how mentors should connect with their mentees.  
(A member queried if there was a follow up with mentees as to how the mentorship was going. For the past year, the follow up was done with mentors only.)
- Exit interviews will be conducted.

## 6.3 Membership Renewal – Kathy

- For Board members whose KCCS membership are expiring, please renew your membership before the AGM as KCC staff will be checking membership cards at the door.

## 6.4 Child Care & Elder Care Costs – Robert

- A suggestion was put forward if the Society would consider covering child/elder care costs for Board members attending the monthly meetings.
  - The Finance Committee will take the request into consideration.

## 7. Pending Items

### 7.1 Past Executive & Board Meeting Minutes - Kathy

- Past Executive and Board Minutes' delay was a result of the staffing gap between the departure of the former Admin Assistant and the hiring of the current Admin Assistant. The minutes have been completed and Kathy will send them to members for approval/comments.

### 7.4 Musqueam Engagement - Ian

As part of the Society's ongoing initiative to engage and collaborate with our Indigenous community, a 3-part workshop will be held this year in conjunction with Dunbar and Marpole Community Centres, dates as follows:

#### A. Leave Your Preconceived Notions at the Door - April 2025

\$1000 fee per community centre, 12 participants per centre.

#### B. Decolonization Starts Inside You - August 2025

\$1000 fee per community centre, 12 participants per centre.

#### C. Truth & Reconciliation - November 2025

\$2000 fee per community centre, 12 participants per centre.

KCCS Board Members who are interested to participate, please contact the Finance Committee Chair.

8. **Adjournment** – meeting adjourned at 9:11 pm

9. **Next Meeting** – February 26, 2025, 7:00 pm, in person