

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 Oyeneye, 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 19th.
 - 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

BOARD OF DIRECTORS MEETING

Wednesday, February 26, 2025

7:00 pm, Seniors Room

MINUTES

Attendance

In Person: Kathy McKay (Chair), Kathleen Bigsby, Humaira Akhtar, Deanna Wong, Robert Tudhope, Claire Cheung, Richard Dopson, Joshua Yoon, Devon Bruce, Debi Claus, Cheuck Ying Chow, Trisha Epp, Diltaj Kaur, Joti Sharma, Dapo Ogunsola

Staff: Ian Broadbent

Regrets: Tom Digby (Park Board Commissioner), Dorothy Chang, Seun Oyeneeye, Morag Pansegrau

Recorder: Grace Green

1. Call to Order

The meeting was called to order at 7:05 pm.

Kathy welcomed new board members who were elected at the Society's February 19, 2025 Annual General Meeting (AGM). The new board orientation was held at 6:00 pm just before the Board Meeting.

1.1 Approve the Agenda

MOTION to approve the agenda as presented was moved, seconded, and carried with the following changes:

3. Items for Information: Add All Candidates Meeting - Kathleen
4. Matters Arising from the Consent Agenda: Pull the 3.1 Communications Minutes from the Consent Agenda - Robert
5. Items for Decision: Add Executive Committee representative appointment to the Kitchen Management Committee - Kathleen

2. Standing Items - no new updates

3. Items for Information - circulated before the meeting.

Additional Information - Kathleen

A by-election will be held on April 5, 2025 to fill two vacant seats on Vancouver City Council. The Society will hold an All Candidates meeting on Tuesday, April 1st. Kathleen will call upon board members to volunteer and assist at the event as moderator, timekeeper, etc.

- Robert Tudhope has stepped up to volunteer.

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

The following item was removed from the Consent Agenda for further clarification.

3.1 Communications Minutes – Robert



Effects of the postal strike:

Based on initial feedback, program registrations did not drop despite the fact that patrons did not receive their winter brochure in the mail. Robert had inquired whether it might be time to consider some cost cutting measures:

- Distribution - lots of left-over winter brochure boxes are in the lobby
- Consider the number of brochures that the Society is ordering
- Cost of printing the brochures

Action Item: Ian to pull winter registration numbers (mid-March) to compare them against 2024 fall registration numbers. He will submit the numbers to the Communications Committee for Kathy, Communications Chair, to present to the Board.

5. Items for Decision

5.1 Approve Consent Agenda – Chair

MOTION to approve the consent agenda with the removal of 3.1 Communications Minutes for further discussion was moved, seconded, and carried.

5.2 January 22nd Board minutes have been e-approved - Kathy

5.3 2024 Nominating Committee for the 2025 AGM - Kathy

Kathy thanked the Nominating Committee (Dorothy, Deanna and Seun) for their work in receiving applications, evaluating and nominating candidates to fill open positions in the 2025-2026 Board of Directors.

MOTION to dissolve the ad-hoc Nominating Committee following the conclusion of the 2025 Annual General Meeting (AGM) was moved, seconded and carried.

5.4 Seniors Council - Richard

A. Richard congratulated the new board members and gave a synopsis of the Seniors Centre's programs and activities.

- The Seniors Council election scheduled early this month did not take place due to lack of applicants.
- Five Council members are continuing for this year.

MOTION to approve three additional members to be selected by the Senior Council in accordance with the Terms of Reference to make up the number of Council members was moved, seconded and unanimously carried.

*The additional three members will have a one-year term, February 2025-February 2026.

B. Seniors Council Chair appointment to the Board of Directors - Kathy

MOTION to appoint Richard Dopson, Seniors Council Chair, to the Kerrisdale Community Centre Society's Board of Directors was moved, seconded and carried.

5.5 Executive Committee Representative to the Kitchen Management Committee - Kathleen

MOTION to approve the appointment of Robert Tudhope as the Executive Committee representative to the Kitchen Management Committee was moved, seconded and carried.

6. Items for Discussion

6.1 2025-26 Board Committee Structure – Kathy

Kathy encouraged members to submit their committee preferences as soon as possible. The Executive Committee will decide on committee membership based on skill set and strengths. Most members will get one or two of the committees they wish to join; however, executives might also place them on committees that need filling. Executives encourage members to be open to potential possibilities and contributions.

Committee Meeting Schedule:

The Terms of Reference indicate that specific committees have a fixed schedule of meeting times; however, the Chair may call meetings on a need-to-call basis for others. The schedule will be discussed on the first meeting day of the newly formed committees.

6.2 2025-2026 Committee Assignments – Kathy

Committee assignments will be announced at the March 26th Board meeting. The Executive Committee will decide on committee memberships at the March 12th Executive Meeting.

- Debi Claus volunteered, in advance, to be part of the Holiday Committee as she has planned and organized parties, and has experience.

6.3 2025 Annual Committee Goals – Kathy

Annual committee goals are typically set once committee memberships are confirmed. Some goals carry over from the past year and can be ongoing depending on the committee structure.

6.4 Board Development

A. Update on Exit Interviews - Humaira

- The Board Development Committee conducts exit interviews with outgoing members to solicit feedback about the Society. This year, Humaira received feedback from four members. She will do another follow-up with the rest of the outgoing members and submit a final report once she has gathered the relevant information.
- Humaira read the questions asked during the interview and the responses given.

B. Board Meeting Evaluation - Robert

- At the end of each board meeting, the Board Development Committee requests members' feedback on how to make the meetings more effective and what changes or improvements can be made.
- Zoom option - the Society encourages board members to attend in-person meetings. Zoom option is available, but there might be challenges with technology and audio. In the event of an emergency or people travelling, please request a Zoom link at least 24 hours before the meeting.

7. Pending Items

7.1 2024 Holiday Party Wrap Up Report - Dorothy

To follow.

7.2 2024 Nominating Committee Final Report - Dorothy

Deanna informed that the Nominating Committee will submit the final report at the March board meeting.

8. Adjournment – meeting adjourned at 8:05 pm

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

BOARD OF DIRECTORS MEETING

Wednesday, March 26, 2025

7:00 pm, Seniors Room

MINUTES

Attendance

In Person: Kathy McKay (Chair), Morag Pansegrau, Humaira Akhtar, Seun Oyeneye, Deanna Wong, Robert Tudhope, Claire Cheung, Richard Dopson, Joshua Yoon, Debi Claus, Cheuck Chow, Diltaj Kaur, Joti Sharma, Dapo Ogunsola

Zoom: Kathleen Bigsby, Tom Digby (Park Board Commissioner), Dorothy Chang, Trisha Epp

Staff: Ian Broadbent

Regrets: Devon Bruce, Mike Zhou

Recorder: Grace Green

1. Call to Order

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

*Debi Claus, newly elected Board Member, verbally resigned from the Board.

1.1 Approve the Agenda

MOTION to approve the agenda as presented was moved, seconded, and carried with the following addition:

6.1 Kitchen Management Committee Update (moving other items for discussion down the order).

2. Standing Items

2.1 Park Board Commissioner's Report – Tom Digby

A. Proposed Pay Parking for Kerrisdale Community Centre Parking Lot effective July 2025

The Park Board has updated the parking policy for Vancouver parks by introducing paid parking at various community centres. Tom asked whether KCCS had been contacted and sought feedback on the potential impact of this change.

- Ian had sent the Parking Strategy report to the Association Presidents Group (APG) and is willing to share with those who are interested.
- Vancouver Park Board-operated golf courses, including other Park Board-managed sites, have implemented pay parking. The pay parking policy is a city-wide initiative.

Board Feedback:

- Board members expressed concerns about how the new parking fees might affect overall program attendance, particularly if the Park Board takes socio-economic factors into account for families with children and seniors facing accessibility issues.
- Richard, Seniors Council Chair, brought up the issue of technology: not all seniors have cell phones.
- Tom suggested that the Society form a Parking Committee to forward concerns raised by board members to the Park Board.



- B. Flag Policy – Tom reminded the Society that the Canadian Flag shall always be displayed in the position of priority. (The KCCS flag stand is positioned outside the KCCS Seniors Centre building by the entrance.)
- C. Vancouver Aquatic Centre – The aquatic centre rebuild will proceed as planned with a 25-metre pool. Swimmers needing a 50-metre pool are encouraged to use the Hillcrest Pool for training purposes. Tom encourages feedback from pool users within the Board.
- D. Canadian Federal Election – April 28, 2025
Tom Digby will run as the Green Party Candidate for Vancouver Quadra.

2.2 APG Meetings Update (report distributed as read) – Kathleen

- The Civic By-Election All Candidates Meeting will take place at KCCS on April 1, 2025 from 7-9 pm. Five community centres will host an All Candidates Meeting, but the ABC Party has declined to participate.
- APG Board Development Workshop, April 19th – Please contact Grace if you are interested in attending the APG Board Development Workshop on April 19th. The morning session will include a discussion of the Joint Operating Agreement (JOA), which could be particularly beneficial for new board members.
- CRT Matter Update – The CRT dismissed the claim from a community member and ruled that the Society has the right to select volunteers as it deems appropriate.

3. Items for Information - circulated before the meeting.

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

The following item was removed from the Consent Agenda for correction.

3.2 Seniors Council Report – March 6th Minutes

Typo corrections pointed out:

Barbara Eveline Burman 1926 - ~~2123~~ to **1926 - 2023**

Senior's Lunch Programme to **Seniors'** Lunch Programme

Action Item: Richard will request the Seniors Council secretary to correct the minutes.

5. Items for Decision

5.1 Approve Consent Agenda – Chair

MOTION to approve the consent agenda with the removal of 3.2 Seniors Council Report for correction, was moved, seconded, and carried.

5.2 Committee Assignments (distributed as read) - Kathy

The Executive Committee presented the recommended committee assignments for 2025-2026 for board approval. The Parks and Community Engagement Committees remain inactive.

Debi's resignation or replacement will be addressed by the Executive Committee.

MOTION to accept 2025-2026 Committee Assignments, including the community members was moved, seconded and carried.

5.3 Election of 2025-2026 Officers - Morag

MOTION to approve the following individuals as the duly nominated and elected Officers of the Society was moved, seconded and carried.

Name	Title
Kathy McKay	President
Dorothy Chang	Vice President
Humaira Akhtar	Vice President
Claire Cheung	Secretary
Kathleen Bigsby	Treasurer

5.4 Executive Committee Internship – Kathy

Kathy solicited expressions of interest from board members who would like to intern as an Executive and participate in Executive Committee meetings (excluding in-camera). Please get in touch with Kathy or Grace if you are interested.

5.5 Finance Committee Motions – Seun

Signing Authorities for the Kerrisdale Community Centre Society

MOVED, seconded and carried: that Mike Zhou and Robert Tudhope be appointed approved signatories for the Society's accounts at the Royal Bank of Canada, Kerrisdale branch, effective March 26, 2025, to replace Edward Quan and Oscar Bisnar who have retired as Society Directors. Mike and Robert join previously approved signatories Kathy McKay, Dorothy Chang and Kathleen Bigsby.

MOVED, seconded and carried: that Mike Zhou be appointed to approve transactions on the Society's investment accounts at RBC Dominion Securities, Kerrisdale branch; Mike replaces Oscar Bisnar. Effective March 26, 2025. Any two of Mike Zhou, Kathleen Bigsby and Kathy McKay must give approval for any and all transactions in the Society's investment accounts.

6. Items for Discussion

6.1 Kitchen Management Committee Update – Richard

- The newly hired Food Services Assistant and the Kitchen Manager have both resigned. Julien, the Kitchen Manager, has resigned effective April 11, 2025, after completing one year of service.
- These recent developments prompted a re-evaluation of the entire structure of the Kitchen Management at KCCS.
- Stopgap Measure – Ian and his staff have contacted James Ng, a retired Food Services Assistant, who is willing to help while the Society searches for a new chef.

Modified lunch programme for the interim:

- James, who currently works two days a week, will work four days a week from now until the end of June.
Mondays-Thursdays – hot lunch will be served
Fridays-Saturdays - sandwiches
- PB staff will take charge of food ordering.
- Kitchen Management Committee will receive an update at the end of each month
- Notices will be posted advising seniors of the change in service
- At the end of June, a more detailed plan will be created that includes a larger group and supports the relaunch of the Seniors Lunch Programme.

6.2 Committee Goal Setting – Kathy

Now that the committees for 2025-2026 have been established, the next step is to set goals. The Committee Chair will present the goals from the previous year, some of which may carry over into the current year, along with new goals to be established (typically, a total of three goals). At the end of the year, committees will report their accomplishments, which will be included in the Society's Annual Report. The 2024 Annual Report is available for viewing on the KCCS website.

6.3 Kerrisdale Days April 26, 2025 – Kathy

Kerrisdale Days are held in the spring and fall each year. The Society will have a table at the corner of Yew Street and West 41st Avenue. Kathy encouraged board members to volunteer for this important community event, and Grace has emailed the sign-up sheet. Dorothy has ordered pens and stickers to use as giveaways.

6.4 All Candidates Meeting Update – Robert

- An All Candidates Meeting for the Civic By-Election will be held on April 1st from 7-9 pm at the KCCS Auditorium.
- Nine candidates are confirmed to attend. Robert is coordinating with Kathleen and Lee-Anne MacPherson from the Seniors Council regarding the event logistics.
- Mo Amir from Chek TV will moderate the meeting.
- Robert requests 1 or 2 board members to attend to help with microphone duties. (Kathy has volunteered.) Robert will serve as the timekeeper.
- KCCS All Candidates Meeting for the Federal Election – April 22nd, 7-9 pm.
More details to come.

6.5 Board Development Updates (Mentorship Program document distributed as read) – Humaira

- Humaira has contacted mentors/mentee pairings as part of the 6-months mentorship program.
- A \$20 Tim Hortons or Starbucks gift card will be provided to the mentors to initiate the first in-person meeting.
- Subsequent to the first meeting, Humaira encourages mentees to follow up with their mentors and ask questions to learn about board and committee work.
- The Board Development Committee will send a short questionnaire at the end of each month to gather feedback.

6.6 2025/2025 Nominating Committee Final Report - Deanna

The final report of the 2024/25 Nominating Committee, including the revised Terms of Reference for approval, has been postponed until the April board meeting.

7. Pending Items

7.1 2024 Holiday Party Wrap Up Report - Dorothy

To follow.

8. Adjournment – meeting adjourned at 8:55 pm

9. Next Meeting – April 23, 2025, 7:00 pm, in-person



BOARD OF DIRECTORS MEETING

Wednesday, April 23 2025

7:00 pm, Seniors Room

MINUTES

Attendance

In Person: Kathy McKay (Chair), Dorothy Chang, Morag Pansegrau, Humaira Akhtar, Seun Oyeneye Deanna Wong, Robert Tudhope, Devon Bruce, Mike Zhou, Claire Cheung, Joshua Yoon, Cheuck Chow, Diltaj Kaur, Joti Sharma, Peni Martel (attending for Richard)

Zoom: Trisha Epp

Staff: Anson Siu, Arthur Lee Hung (attending for Ian)

Regrets: Kathleen Bigsby, Tom Digby (Park Board Commissioner), Ian Broadbent, Richard Dopson, Dapo Ogunsola

Recorder: Grace Green

1. Call to Order

Kathy welcomed everyone including guests Peni, Anson and Arthur, and called the meeting to order at 7:03 pm.

1.1 Approve the Agenda

MOTION to approve the agenda as presented was moved, seconded, and carried with the following items pulled from the Consent Agenda:

- a) 3.2 Finance Minutes – Robert
- b) 3.3 Communications Minutes - Morag
- c) 3.8 Building Maintenance Minutes – Robert

2. Standing Items

2.1. Park Board Commissioner's Update – Tom Digby

Tom, Green Party candidate for the Federal Election, had sent his regrets as he will be attending an All Candidates Meeting at Dunbar Community Centre.

- He sent a note indicating his willingness to discuss the parking motion that was passed by the Park Board.

“The motion is designed to give time for Kerrisdale to work with the PB staff to see if paid parking would work at KCC. Only if an acceptable solution is arranged will we proceed.”

~ Tom Digby

2.2 APG Meetings Update – Dorothy

- Park Board has approved a motion to introduce paid parking at community centres in Vancouver, including Kerrisdale, starting this summer. Park Board recognizes that this is a controversial issue for Kerrisdale Community Centre and will continue to hold consultations and engage in dialogue with the community.
- APG Board Development Workshop scheduled for April 19 has been cancelled due to low enrollment. APG plans to offer the workshop again in the Fall, possibly in October.



Feedback regarding the parking issue:

- Seniors are organizing a letter-writing campaign to share their feedback on the proposed paid parking policy. This change is expected to significantly impact the most vulnerable seniors attending programs at the centre, particularly those with physical challenges. The implementation of paid parking policy will further affect the Seniors Centre, which is already facing difficulties due to staff turnover and fiscal shortages.
- A board member recommended holding an open house/forum to allow the public to share their opinions, with Park Board Commissioners present.

3. **Items for Information** - 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 clarification.

Finance Minutes – Robert

Switching banks – the proposed change to the Society’s bank has been in progress for some time, but the process seems to be taking longer than expected. Robert visited RBC to establish his profile as the new bank signatory for the Society. He shared his negative experience during his visit and emphasized the necessity of switching banks. He requested that the Finance Committee provide a status update at the next board meeting.

Action Item: Seun will discuss the banking issue at the next Finance Committee meeting.

Communications Minutes – Morag

Under 5. Analytics/socials of the Communication Minutes:

“Room rental promotion to be rescheduled to April as March is already quite busy with other promotions.”

- There appears to be an overlap between the Communications Committee and the Rentals Committee. Room rentals typically fall under the responsibility of the Rentals Committee. Morag has requested that the Communications Committee keep the Rentals Committee informed, ensuring that the two committees collaborate effectively.
- Kathy clarified that the Communications Committee’s involvement is limited to promoting the rooms/space in the community centre.

Building Maintenance Minutes – Robert

The electronic signage outside the building is broken and requires repair. The Society has allocated \$50,000 to help replace the sign. The board requests that the Recreation Supervisor prioritize this issue, as the sign is essential for advertising events and programs at the centre. Additionally, another member noted that the lobby’s TV monitors are malfunctioning.

Action Item: Programmers to follow up with Ian when he is back from vacation.

5. **Items for Decision**

5.1 **Approve Consent Agenda – Chair**

MOTION to approve the consent agenda with the removal of 3.2 Finance Minutes /

3.3. Communications Minutes / 3.8 Building Maintenance Minutes for clarification, was moved, seconded, and carried.

5.2 Program Committee Motion – Dorothy

MOTION to approve the Program Committee’s proposal to increase the exercise room rate by 15.4% as a market adjustment was moved, seconded and carried.

5.3 Appointment of Yiting Hu to the Board – Kathy

MOTION to approve the appointment of Yiting Hu as a board member to fill the position vacated by Debi Claus until the next Annual General Meeting (AGM) in February 2026 was moved, seconded and carried.

5.4 Updated 2025-2026 Committee Assignments (distributed as read) - Kathy

MOTION to approve the updated 2025-2026 Committee Assignments, including the community members, was moved, seconded and carried.

Updates:

- Morag – added to Rentals and Program, in addition to Seniors Council and Building Maintenance
- Yiting – added to Board Development and Youth (from community member to board)
- Additional Community Members:
 - a) Jim Hall – Kitchen Management Committee (as Program Committee Representative)
 - b) Michael Howard – Risk Management

5.5 Revised Building Maintenance Terms of Reference (updated TOR attached) – Humaira

MOTION to approve the revised Building Maintenance Terms of Reference was moved, seconded and carried.

5.6 Revised Nominating Committee Terms of Reference (updated TOR attached) – Deanna

MOTION to approve the revised Nominating Committee Terms of Reference was moved, seconded and carried subject to the following additional amendments:

Under Specific Responsibilities:

2. Interview and inform potential new candidates of the *roles and responsibilities of board directors*.
7. Ensure candidates on the slate submit brief profiles and photos to be posted on the Society bulletin boards and website *a week* prior to the Annual General Meeting.

6. Items for Discussion

6.1 Kitchen Management Committee Update – Robert

- The hiring committee offered the job of Food Services Assistant to a candidate who is expected to start at the end of April.
- Hot lunch is offered from Monday-Thursday.
No lunch offerings on Friday, Saturday and Sunday.
- The overhaul of kitchen operations is currently underway. Several pieces of old equipment are being replaced.
- The next step is to hire the Kitchen Manager (Chef) by the end of June.
- The committee will review job descriptions as part of its mandate.

6.2 All Candidates Meeting – Robert

- KCCS successfully hosted two All Candidates Meetings: one for the By-Election on April 1 and another for the Federal election on April 22. The By-Election meeting was attended by 170 people, while 70 people attended the Federal Election meeting. These events were organized by Robert and Lee-Anne MacPherson from the Seniors Council.
- Five candidates confirmed to attend the April 22nd meeting, but only three attended the event.

6.3 2025 Community Needs Assessment Update – Robert

Robert has a copy of the 2019 Needs Assessment Report and will be calling a meeting with his committee members to review the results of the latest community survey. Demographic data has been collected, and the committee will evaluate which programs are effective and identify any that are lacking so they can be added to the program roster. Additionally, they will discuss the physical conditions of the buildings at the centre. The pool, which is 65 years old, requires updates, and the roof needs to be replaced.

6.4 Nominating Committee Final Report (distributed as read) – Deanna

The board considered the suggestions mentioned in the report, and discussion ensued.

Change by-laws to eliminate nominations from the floor:

Nominations from the floor are in the Society's by-laws and part of the electoral process. While it can be unpredictable at times, the board does not want to discount the fact that the best candidate might not be nominated by the committee and might only have a chance through floor nomination at the election.

Nominating Committee's recommendation should be reflected beside each applicable candidate name on the ballot:

Some board members felt that this was undemocratic and that voters should be able to elect candidates based on their own judgement.

- A board member suggested including an eligibility list instead, outlining the skills that are needed or missing from the current board composition when advertising board director openings.
- The next Nominating Committee will decide whether to accept the recommendations stated in the report.

6.5 Board Development Update – Humaira

"Feedback of former KCCS Directors" report distributed as read.

Humaira will create a document that outlines the next steps for using the feedback gathered to improve operations at the Society. She will present this document to the Executives for discussion, after which it will be presented to the board.

7. Pending Items

7.1 2024 Holiday Party Wrap Up Report - Dorothy



To follow.

8. **Adjournment** – meeting adjourned at 8:58 pm

9. **Next Meeting** – May 28, 2025, 7:00 pm



BOARD OF DIRECTORS MEETING

Wednesday, May 28, 2025

7:00 pm, Seniors Room

MINUTES

Attendance

In Person: Kathy McKay (Chair), Dorothy Chang, Morag Pansegrau, Humaira Akhtar, Robert Tudhope, Richard Dopson, Deanna Wong, Devon Bruce, Trisha Epp, Joti Sharma
Cheuck Chow, Diltaj Kaur, Dapo Ogunsola

Staff: Ian Broadbent

Regrets: Kathleen Bigsby, Tom Digby (Park Board Commissioner), Joshua Yoon, Seun Oyeneye,
Mike Zhou, Claire Cheung

Recorder: Grace Green

Call to Order

Kathy called the meeting to order at 8:18 pm, following the Dunbar Earthquake and Emergency Preparedness (DEEP) presentation.

1. Approve the Agenda

MOTION to approve the May 28 agenda – motion carried with the following item pulled from the Consent Agenda:

3.9 Finance Minutes - Deanna

2. **Items for Information** - circulated before the meeting.

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

The following item was removed from the Consent Agenda for clarification:

Finance Minutes – Deanna

a. **Search for Auditor for FY 2025-26:** Deanna asked if this is a routine request for quotes or if there are concerns with the current auditors. The Finance team has been asked to provide an update to the Board at the next meeting, addressing any issues related to the auditors.

b. **Allocation of Duties in Treasurer's Absence**

Kathy informed the Board that concerns regarding the Finance Committee's officers, roles, and responsibilities are being addressed at both the Executive and Finance levels. The board will be updated once a resolution is reached.

4. Items for Decision

4.1 Approve Consent Agenda – Chair

MOTION to approve the consent agenda - motion was carried with removal of the Finance Committee minutes.



4.2 Rentals Committee – Morag

MOTION to approve a 5% rental rate increase for the following renters, effective September 2025, was approved.

- a. Little Owls
- b. Artists of Kerrisdale
- c. Vancouver Numismatic Society

5. Items for Discussion

5.1 Needs Assessment Committee Update – Robert

Kathleen forwarded several documents filled with a large amount of data and statistics. The committee has met and is working on an initial report, which they plan to complete in the next few months. Robert sees this as a long-term project and has asked for assistance from other board members willing to invest their time.

5.2 Committee Budgets for 2025-2026 – Kathy

Finance has emailed committee chairs to request budget submissions by July 4. After receiving the budgets, Finance will allocate the funds appropriately.

5.3. Board Time Adjustment – Kathy

Several members have requested that the board meeting start earlier, suggesting 6:30 pm or even 6:00 pm in some cases. A vote was conducted to choose between 7:00 pm vs 6:30 pm, but the results were inconclusive. As a result, the discussion has been postponed until the next meeting, when more members can attend.

5.4 Board Development Committee – Trisha

A. The committee surveyed board members to determine which Vantage Point course they would prefer to attend this year: 1) Roles & Responsibilities of Board Members or 2) Financial Governance

- Financial Governance received the most votes. Trisha will reach out to Vantage Point to confirm the available dates and to check if online courses are an option.
- APG will also offer board development courses scheduled for the Fall.

B. Trisha is the primary contact for the Board Development Committee for members who wish to provide feedback about KCCS board meetings.

5.5 Kerrisdale Earthquake & Emergency Preparedness (KEEP) – Kathy

Kathy inquired about interest in reviving KEEP after the DEEP presentation. A few members expressed interest.

6. Adjournment – meeting adjourned at 8:50 pm

7. Next Meeting – June 25, 2025, 7:00 pm



Addendum to Meeting Minutes

This document serves as an addendum to the KCCS Board meeting minutes held on May 28, 2025. It includes updates regarding items pulled from the May 13, 2025 Finance minutes for clarification.

Kathleen Bigsby:

Although Kathleen may not be able to attend in-person meetings as she focuses on her health, she remains connected and engaged by providing valuable insights and guidance via email.

Kathleen's Updates:

1. Search for Auditor FY 2025-2026

This is a routine change of auditors and the Finance Committee will solicit proposals from prospective bidders.

2. Allocation of Duties in Treasurer's Absence

The management of the operations of the Finance Committee falls under the responsibility of the Society Treasurer. Kathleen remains involved in this process, although she operates primarily behind the scenes.

June 2, 2025

BOARD OF DIRECTORS MEETING

Wednesday, June 25, 2025

7:00 pm, Seniors Room

MINUTES

Attendance

In Person: Kathy McKay (Chair), Dorothy Chang, Morag Pansegrau, Humaira Akhtar, Robert Tudhope, Richard Dopson, Deanna Wong, Devon Bruce, Trisha Epp, Joti Sharma, Cheuck Chow, Diltaj Kaur, Dapo Ogunsola, Joshua Yoon, Claire Cheung, Tom Digby, PB Commissioner (arrived at 8:00 pm)

Staff: Ian Broadbent

Regrets: Kathleen Bigsby, Seun Oyeneye, Mike Zhou

Recorder: Grace Green

Call to Order

Kathy called the meeting to order at 7:02 pm.

1. Approve the Agenda

MOTION to approve the June 25 agenda – motion carried with the following item pulled from the Consent Agenda:

2.2 Building Maintenance Minutes - Robert

2. Items for Information - circulated before the meeting.

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

The following item was removed from the Consent Agenda for clarification:

Building Maintenance Minutes – Robert

“ Page 2, 5.1. A few patrons have expressed concern about the ventilation of the women’s washroom in the basement, opposite the exercise room. Ian responded that the ventilation system is working. However, he will ask Maintenance to check the system.”

Robert pointed out that there are incomplete and fragmented sentences that need correction.

Action Item: Humaira will correct the minutes and send a revised copy to the Board.

4. Items for Decision

4.1 Approve Consent Agenda – Chair

MOTION to approve the consent agenda - motion was carried with removal of the Building Maintenance minutes.

4.2 Appoint Volunteer of the Year Committee – Kathy

- Kathy approached Jim Hall to ask if he would be willing to lead the Volunteer of the Year Committee. Jim declined.
- Deanna and Richard volunteered to serve on the committee. Kathy encouraged other members who might wish to join Deanna and Richard.



4.3 Board Meeting Time Adjustment – Kathy

The survey results indicate that 70% of respondents preferred a start time of 6:30 pm, while 30% favored a start time of 7:00 pm. Kathy will keep the start time at 7:00 pm time for the remainder of the 2025-2026 term. She plans to implement the change to a 6:30 pm start time after the February 2026 Annual General Meeting (AGM) for the new incoming board.

5. Items for Discussion

5.1 Action Points Based on Former Directors' Feedback (report submitted as read) – Humaira

- One of the proposed action items is to assign a board member the task of evaluating the meeting by completing a brief survey. This survey will assess time management and attendance, and will also include a numerical rating of collaboration among members. The Board Development Committee will ask for a volunteer at the beginning of each meeting; the volunteer will submit a brief written report via email.
- Between September and October, Trisha will gather feedback from the board regarding their goals and the extent to which they are being met.

5.2 Roles & Responsibilities of Board, Executive and Committee Members (document submitted as read) – Kathy

- Kathy invited members to ask any questions or seek clarification about the different roles within the organization. She mentioned that there are two inactive committees, Parks and Community Engagement, and asked if any of the new board members would be interested in reactivating them. She also noted that KEEP (Kerrisdale Earthquake Emergency Preparedness), previously part of Community Engagement, could also be reactivated. A member expressed interest, but declined due to time commitments.
- A board member inquired about the possibility of combining or merging some of the current committees, and whether any committees could be eliminated. For instance, the Pool & Arena Committee might be merged with the Programs Committee, while the Rentals & Building Maintenance Committee could potentially merge as well.
- **Recreation Supervisor's Feedback:**
 - a) Ian noticed some duplication in committee work. Rentals have a narrow scope and can potentially be integrated into the Programs Committee.
 - b) Many of the KCCS committees initially had a broader focus, but over the years, their scope became limited. What was effective in the past, may no longer be applicable today.
 - c) Merging committees will reduce the number of meetings for members, allowing them to have more free time.

Action Item: The Executive Committee will consider the possibility of merging or eliminating committees.

5.3. Needs Assessment Committee Update – Robert

- Robert will contact the committee chairs to attend their meetings and collect feedback on the programs they would like to see implemented over the next five to ten years. He will also reach out to the PB Programmers.
- The Needs Assessment Committee will send the 2019 Needs Assessment Report to the Board

- to gather feedback on which recommendations they would like to pursue and which ones to disregard.

5.4 July 24 Summer Social Update – Dorothy

- Smoke & Bones will cater the event. The menu will include both meat and vegetarian options. Miran is in charge of purchasing drinks, which will consist of wine and coolers. Mini fresh fruit cake desserts will be ordered. Please RSVP if you haven't done so already.

5.5 Board Development Committee Update – Trisha

- Vantage Point's Financial Governance Virtual Workshop is on Wednesday, July 16th, from 6:00-9:00 pm.
- In relation to Humaira's Action Points document, Trisha requested that the Board identify the metrics it prefers for measuring collaboration during meetings. One board member noted that that participation can be defined as both attending the meeting and voting rather than just speaking during discussions. Some board members may feel shy or hesitant to speak up.

- **Feedback from members:**

Diltaj sought clarification about her role on the Finance Committee, as she has not received updates.

Communication was exchanged between Kathleen and members of the Finance Committee. It was shared that Duncan Ainslie will be responsible for managing the budget, supported by Sadaf, the KCCS Accountant. Kathleen will review the budget once it is prepared. Mike Zhou, who is currently out of the country, will assume the role of ad hoc chair when he returns in September.

6. Standing Item

6.1 Park Board Commissioner's Updates – Tom Digby

- Canyon Creek, located in Spanish Banks, recently opened to the public.
- Kitsilano Pool has officially opened for the summer season. The pool, which is 50 years old, is nearing the end of its life span. The Park Board anticipates that it will need to be replaced soon, with costs projected to be around \$150 million. Public consultations are currently underway.
- The Park Board approved an updated Urban Forestry Strategy setting a new city-wide target of 30% tree canopy coverage by 2050.
- 4-Year Capital Plan – Capital programs are developed through a 4-year planning process. The Park Board is scheduled to vote on this plan in May 2026. Tom invites feedback regarding the centre's vision and the high-priority needs that should be addressed. Community consultations will take place in the fall of 2026.
- **Pay Parking:**
The proposed pay parking at KCCS was paused in April. Park Board staff plan to conduct a second round of consultations. Kate Perkins will schedule another meeting with the KCCS Board in the coming weeks.

Discussion ensued similar to the one that took place during the Park Board staff meeting in May, when Kate and Jordan visited KCCS (Tom has the meeting notes). Richard, the Chair of the Seniors Council, presented Tom with a petition containing 238 signatures from seniors who are opposed to pay parking.

Some key points reiterated:

- a) The implementation of pay parking contradicts the very purpose of a community centre.
- b) The installation of Impark pay parking across the street has exacerbated the already challenging parking situation at the centre. As a result, many shoppers who are unwilling to pay for parking across the street are now using the KCCS parking lot instead.
- c) Seniors, who represent the largest demographic at the centre, will be the most affected by this change. For many of them, the centre serves as a vital hub for community engagement, greatly contributing to their physical and mental well-being.

Tom's comments:

- The Park Board is exploring options to provide subsidies or free parking for seniors and is currently reviewing various methods of implementation. One proposed option is for seniors to enter their license plate number on a tablet at the Front Desk. Additionally, a board member suggested providing seniors with a parking pass to display on their dashboards.
- Tom asked the Board for their thoughts on the idea of Park Board allocating a portion of the parking revenue collected to support a fund for KCCS.

Next Steps:

In preparation for Kate's second visit to KCCS, Tom requested a formal proposal from the Board to present to the Park Board. This proposal outlines concerns and recommendations, including specific programs that will be affected by the implementation of pay parking.

To begin, Richard read the specific programs that will be affected:

“Seniors Council expressed the need to provide free parking exemptions for volunteers, the Seniors Lunch Program, exercise classes, discussion groups, dance classes, swimmers, knitters, arts & crafts classes, recreational activity attendees, pickleball players, fan dancers.”

Richard requested that the second PB meeting be open to the public so that seniors can participate.

7. **Adjournment** – meeting adjourned at 9:00 pm

8. **Next Meeting** – August 27, 7:00 pm



BOARD OF DIRECTORS MEETING

Wednesday, August 27, 2025

7:00 pm, Seniors Room

MINUTES

Attendance

In Person: Kathy McKay (Chair), Morag Pansegrau, Humaira Akhtar, Robert Tudhope, Richard Dopson, Deanna Wong, Devon Bruce, Joti Sharma, Cheuck Chow, Dapo Ogunsola (Zoom)
Guest: Sadaf Eghtesadi, KCCS Accountant
Staff: Ian Broadbent
Regrets: Kathleen Bigsby, Dorothy Chang, Trisha Epp, Joshua Yoon, Claire Cheung, Mike Zhou, Yiting Hu, Diltaj Kaur
Recorder: Grace Green

Call to Order

Kathy called the meeting to order at 7:05 pm.

1. Approve the Agenda

MOTION to approve the August 27 agenda was moved, seconded, and carried.

2. Standing items

2.1 PB Commissioner's Report – Tom Digby has sent his apologies for not being able to attend tonight's meeting.

2.2 President's Updates:

- Pay Parking - The second parking meeting with Kate Perkins is set for September 10 from 7:00 to 10:00 pm in the Multipurpose Room. Kate requested that the board come prepared with a list of programs that will be impacted by the implementation of pay parking.
- Older Adults Programming - The Park Board will hold a system-wide meeting on September 11 from 6:30 to 8:30 pm at the Trout Lake Community Centre. The purpose of the meeting is to discuss programming for older adults and the strategic framework. Two to three members from the KCCS board are invited to attend.
 - Richard has volunteered to attend the meeting to represent the Seniors Council.
- Kerrisdale Days - Fall Kerrisdale Days are approaching, and the Society will again have a table at the corner of Yew and West Blvd. on Saturday, September 6th. Please contact Kathy if you are interested in volunteering.
- Duncan Ainslie – Duncan has resigned from both the Finance Committee and the Kitchen Management Committee. Joti and Miran Aziz, a former board member and current community member, have stepped up to join the Finance Committee.

3. Items for Information - circulated before the meeting.

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

The following reports were removed from the Consent Agenda for further clarification:

4.1. Item 3.1 Communications - Humaira



Humaira has raised concerns about the proposed donation page on the KCCS website and the potential unintended consequences that may arise from it. She inquired about who would be responsible for managing the donations and whether the Society has safeguards in place to handle complex donations.

- Deanna, a member of the Communications Committee, stated that the Society is currently accepting donations managed by the Society's accountant. To simplify the donation process for contributors, a donation page will be created on the website. This page will enable electronic donations through specialized software that can be integrated into the site. Donors will have the option to choose which programs their contributions will support.

Another board member expressed similar concerns regarding the public perception that a donation page might create. They noted that the Society is in good financial standing and is supported by the city.

- Deanna mentioned that the Seniors Lunch Program is operating at a deficit and is being subsidized by the Society.
- Kathy, the Communications Committee Chair, stated that developing the donation page will take time, and careful consideration will be given to the parameters and potential consequences that may arise.

4.2. Item 3.4 Seniors Council – Humaira

Under Chair's Report - disjointed sentence for correction:

"Kitchen Management Cttee: Average diners in May was 104 and in June 82."

Action Item: Richard to request Rosemary, SC Secretary, to make the correction.

4.3. Item 3.5 Youth – Humaira

Humaira asked about the participants in the recent Youth Mental Health sessions.

- Devon, a member of Youth Committee, noted that the sessions were focused on parents.

Post-meeting information from Devon:

"I would just like to add that although we have had several sessions that were parent oriented, that we have inquired about and are planning on offering these workshops specifically for youth themselves on several topics in the future."

4.4 Item 3.8 Recreation Supervisor's Report – Morag

Barry Petkau's departure – Some board members who have trained with Barry at the fitness center may wish to send him a thank you card following his departure.

Action Item: Ian will forward Barry's address.

5. Items for Discussion

5.1 **MOTION** to approve the consent agenda was moved, seconded, and carried.

5.2 Fiscal Year 2025-2026 Consolidated Budget Review

Duncan Ainslie, supported by Ian and Sadaf, prepared the consolidated budget for 2025-2026, which was circulated in the August Board package.

ESTIMATED REVENUE	\$1,682,122
ESTIMATED OVERHEAD COSTS	\$1,469,546
ESTIMATED CAPITAL PURCHASES	186,260
EXCESS OF REVENUE OVER EXPENSES	\$26,316

Due to Duncan’s recent resignation, Sadaf was in attendance to address any questions from the board. Some of the queries raised:

- Richard questioned why the budget does not mention revenues from the Seniors Lunch. Ian explained that these revenues are reflected under the broader category of “Program Fees” within the Program Activities section.
 - Sadaf can provide Richard with the accounting spreadsheet that contains detailed information on this matter.
- Deanna asked about the budget for the donation page. Kathy confirmed that the budget for the donation page is part of the projected \$40,500 allocated for website maintenance. She also noted that while committees may request for specific amounts for their budgets, this does not guarantee that the entire amount will be spent. Some committees set higher projections to allow for any unexpected expenses that may arise.
- Richard expressed concerns about the budgeted amount of \$20,000 allocated for the Holiday and Summer Socials, which he considers a bit high. Several board members supported his inquiry and suggested that the Society explore strategies to minimize last-minute cancellations and no-shows, considering the high costs associated with these events and the amount of leftover food.
 - A suggestion was made to require participants to prepay for their tickets, with the amount being reimbursed upon their attendance at the event. Any confirmed attendees who do not show up will forfeit their payment.
 - Additionally, there was a proposal to consider rescheduling the Summer Barbeque to June, as most people typically start going on vacation in July.

MOTION to accept the FY 2025-2026 consolidated budget as presented, was moved, seconded, and carried.

5.3. Rentals Committee Motion – Morag

MOTION to approve the proposed 3% increase in facility rental rates effective January 2026, was moved, seconded, and carried.

5.4 2025 Nominating Committee – Kathy

The list of board members eligible for re-election in 2026 has been distributed. During the Annual General Meeting (AGM) in February, the Society will fill ten vacant positions: eight for a two-year term and two for a one-year term.

Kathy will chair the Nominating Committee and call for volunteers to join before November, when the committee’s work begins.

5.5 2025 Holiday Date Confirmation – Kathy

The KCCS Holiday Party is scheduled for December 3, 2025.

6. Standing Item

6.1 Committee Goals Reminder – Kathy

Kathy reminded the committees to concentrate on achieving their goals, as the committee reports for inclusion in the KCCS Annual Report, will be due in the upcoming months.

6.2 Needs Assessment Committee Report – Robert

- Robert has met with the Seniors Council and Park Board programmers, and is scheduled to attend the Program Committee meeting on September 3rd to determine future programming needs.
- Devon, a member of both the Needs Assessment Committee and the Program Committee, is leading an initiative to develop adapted and supported programs for individuals with sensory sensitivities. He conducted a survey of community centres that currently offer these programs and shared the results with the Program Committee. He will also forward his document to the rest of the board.
- Robert hopes to present the draft Needs Assessment Report to the board in December. He will seek board feedback and ask the Communications Committee to review the report before it is posted on the KCCS website.

6.3 Board Development Committee Update – Humaira

- Humaira reviewed a summary of the committee's key takeaways from Gordon Holley's Financial Governance Workshop held on July 16th. An addendum is attached to the minutes.
- The Mentorship Program is progressing well. Mentees no longer require additional support. Humaira will conduct another check-in before the end of the year.
- The Board Development Committee plans to hold another workshop in the fall: Vantage Point's Board Fundamentals: Roles & Responsibilities. The date options: Wednesday, October 29 or November 5, or Saturday: October 4 or October 18. A vote will be conducted in September when more board members are in attendance.
 - A proposal was made to offer this type of workshop in the spring, after the AGM for new board members, to encourage a strong turnout and more engaging discussions.
 - Additionally, it was proposed to explore other workshops aimed at more experienced board members who have previously served on different boards.

7. Adjournment – meeting adjourned at 8:32 pm

8. Next Meeting – September 24, 7:00 pm



Board Development Committee's additional report read at the August Board meeting.

Generic guidelines offered/ presented by Gordon Holley of Vantage Point July 16.

A recap of the Financial Governance workshop:

- Financial governance is the responsibility of every board member, not just the treasurer or finance committee.
- Financial reports should be reviewed at least quarterly. We can request our accountant provide a visual dashboard or graphics to make it easier to understand. For every page of numbers, there should be 1 page of write-up on the analysis.
- For board members seeking to better understand the quarterly reports, consider that the treasurer or finance committee could offer 1:1 meetings prior to the full board meeting.
- To build our financial strategy, agree on goals in the next 3-5 years, build a roadmap, cost out, identify funding sources and gaps, and discuss as a team to address gaps. We should also think long term about what Kerrisdale needs in 100+ years and how to fund it.
- Use the workbook and CPA Guide to Financial Statements as resources.

BOARD OF DIRECTORS MEETING

Wednesday, October 22, 2025

7:00 pm, Seniors Room

MINUTES

Attendance

In Person: Kathy McKay (Chair), Mike Zhou, Morag Pansegrau, Humaira Akhtar, Robert Tudhope, Joti Sharma, Trisha Epp, Cheuck Chow, Deanna Wong, Devon Bruce, Dapo Ogunsola, Yiting Hu

Zoom: Tom Digby, Dorothy Chang, Claire Cheung, Diltaj Kaur

Staff: Ian Broadbent

Regrets: Kathleen Bigsby, Richard Dopson, Joshua Yoon

Guests: Rosemary Cryer, Seniors Council, Jim Hall, Community Member, Kitchen Management/Program Committee

Recorder: Grace Green

Call to Order

Kathy called the meeting to order at 7:00 pm.

1. Approve the Agenda

MOTION to approve the October 22 agenda was moved, seconded, and carried.

2. Standing items

2.1 PB Commissioner's Report - Tom Digby

- Vancouver Mayor Ken Sim's initiative of "Zero means Zero" aims for 0% property tax increase. As part of this initiative, the Park Board has been directed to cut \$15 million from its operations, a challenging task given the rising costs, staff salaries, and inflation, among other factors.
- The Park Board has approved a paid parking program at several community centres, including Kerrisdale, Hillcrest, and Trout Lake, which is set to begin in early 2026.
 - First three hours are free for centre patrons, with a charge of \$3.50 per hour thereafter. A check-in kiosk will be located at the entrance, allowing patrons to enter their license plate numbers for tracking purposes.
 - Parking will remain free for volunteers.
 - This is a pilot program, and Tom anticipates feedback from board members throughout its implementation.

Board feedback:

A board member has raised concerns about the recent increase in the proposed rate, which went from \$1.50 to \$3.50 before the Park Board had the chance to approve the initial rate. This last-minute change has caused worries about maintaining trust and fostering positive relationships.

- Harry Potter Event at Stanley Park: The Park Board has apologized to the LGBTQ+ community for its decision to host the event, given the controversy surrounding J.K. Rowling's views on the transgender community.



2.2 APG Meetings Update - Updates from the APG meetings are included in the President's report which has been distributed for review. Additional information regarding the 2026 Budget Information is contained in the email from Laura Christensen, Board Chair, Park Board Commissioner, which was forwarded to the board prior to the meeting.

3. Items for Information - circulated before the meeting.

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

The following reports were removed from the Consent Agenda for further clarification:

A. Finance Committee - October 14, 2025 Meeting Minutes:

- A board member raised questions about the upcoming review of the Society's GIC investments at RBC Dominion Securities. The member emphasized that, as board members, they have the fiduciary responsibility to evaluate the risks associated with these investments, particularly since the Society is managing public funds.
- The rules concerning directors' conflicts of interest were also raised. Specifically, directors should identify any conflicts of interest, recuse themselves, and exit the room during relevant discussions and votes. This action must be documented in the meeting minutes.

*** *Addendum to the minutes: KCCS Conflict of Interest Policy*

https://kerrisdalecc.com/wp-content/uploads/Conflict-of-Interest-Policy_Sept2019_approved.pdf

Finance Committee Chair's Response - Mike Zhou

- The Finance Committee is currently reviewing the Society's investment policy and plans to propose changes regarding the management of the Society's investments. An amended Investment Policy document will be presented for board approval at the November meeting.
- Conflict of Interest - The finance committee member has recused themselves from voting and participating in any discussions related to RBC. This was noted in the September finance meeting minutes, which were distributed to the board after the board meeting on October 22nd.

B. Youth Committee - September 23, 2025 Meeting Minutes

A board member requested the committee to correct a typo in the following sentence under the heading **Youth Games Room/Musqueam initiative**:

4.2 Regarding the Musqueam reconciliation workshops with snOW consultants, etc.

5. Items for Decision

5.1 MOTION to approve the consent agenda was moved, seconded, and carried.

5.2 Kitchen Management Committee (KMC) - New Proposal distributed as read - Cheuck

MOTION to approve an increase in the seniors' lunch program subsidy to \$75,000, along with an additional funding of \$38,234.21, in addition to the approximately \$37,000 budget that was approved at the August board meeting. The motion was moved, seconded, and carried.

With the new budget, the KCCS is projected to be in the red for approximately \$11,918.21.

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- The newly approved budget will allow for increased flexibility and moderate growth, taking into account the steadily growing senior population in Vancouver.
- The new proposal will focus on establishing improved controls, including registration controls via digital cards and controls over food purchases and supplies.
- Part of the committee's plans is to manage leftover food by freezing it for take-out lunches and dinners.
- The expansion of the coffee bar will cater to all ages and will address the gap left by the removal of the snack vending machine. Previously, 70% of vending machine proceeds went to the vendor, while only 30% went to the Society. With the new coffee bar expansion, the Society will receive 100% of the proceeds.
- The kitchen will implement these changes gradually to help ease any pushback from some seniors.
- The KMC will monitor attendance numbers and may consider increasing the current cap of 90 attendees if demand rises.

Board Feedback:

- A board member asked about the kitchen's financial projections for the coming years. It was noted that a subsidy will always be necessary, even with the Eveline Burman legacy fund in place. As approved by the Board, the Society will allocate a portion of the Burman donation to kitchen operations over ten years. This year's allocation was used to purchase new tables and chairs for the Seniors' Multi-Purpose Room.
- The proposal to purchase specialized software for processing online donations on the KCCS website has been put on hold due to concerns raised by several board members.
- A board member commented that the \$20 fee for special lunches seems prohibitive, as it is double the cost of a regular lunch. The Recreation Supervisor explained that this fee was proposed to limit the number of registrants and to improve accessibility for seniors.

5.3. **Volunteer of the Year Committee** (Documents distributed as read) – Kathy/Deanna

The committee created an email account to send nomination forms directly to Deanna. Nomination forms are available at the front desk and Seniors Centre desk.

5.4 **2025 Nominating Committee Composition** – Kathy

Kathy will email board members to ask for two volunteers to join her in forming this year's Nominating Committee. Cheuck has expressed interest.

6. **Items for Discussion**

6.1 **Committee Goals Reminder** – Kathy

Kathy reminded the committees to focus on achieving their goals, as the committee reports for the KCCS Annual Report will be due in the coming months. Grace will send a follow-up email.



6.2 **Onboarding Board Manual** – Humaira/Yiting

The board commended Yiting for her work in creating the onboarding manual for new board members. The document is comprehensive and easy to read, featuring exercise questions. A board member suggested providing an in-person overview of the manual's key elements, which could be presented verbally by a board mentor. Please email Yiting if you have any additional feedback.

6.3 **Needs Assessment Committee Update** – Robert

The committee has finished a draft of the 2025 Needs Assessment Report, which will be emailed to the board after the meeting. They have made ten recommendations, down from twenty in the 2019 Needs Assessment Report. A final draft will be presented at the board meeting in November.

6.4 **Board Development Committee Update** - Trisha

- The committee will email the board a questionnaire to collect feedback on board meetings. This will address topics such as frequency, efficiency, time allocation, and contributions from board members. Please submit your responses by November 15th.
- Mentorship Program - Humaira has requested feedback from board members on whether to hold one-on-one mentor/mentee meetings to discuss what worked and what didn't, or to collect anonymous feedback through a questionnaire. Please email your comments to Humaira.

7. **Adjournment** – meeting adjourned at 8:41 pm

8. **Next Meeting** – November 26, 7:00 pm

BOARD OF DIRECTORS MEETING

Wednesday, November 26, 2025

7:00 pm, Seniors Room

MINUTES

Attendance

In Person: Kathy McKay (Chair), Mike Zhou, Humaira Akhtar, Richard Dopson, Trisha Epp
Devon Bruce, Cheuck Chow, Deanna Wong, Dapo Ogunsola, Joshua Yoon, Diltaj Kaur
Zoom: Dorothy Chang
Staff: Ian Broadbent
Regrets: Kathleen Bigsby, Morag Pansegrau, Robert Tudhope, Claire Cheung, Yiting Hu
Recorder: Grace Green

Call to Order

Kathy called the meeting to order at 7:05 pm.

1. Approve the Agenda

MOTION to approve the November 26 agenda was moved, seconded, and carried with the following additions:

- 1) Board Meeting Venue - Miran
- 2) October 2025 Board Minutes - Deanna

2. Items for Information - circulated before the meeting.

3. Matters arising from the Minutes/Reports (items removed from the Consent Agenda)

The following reports were removed from the Consent Agenda for further clarification:

A. Finance & Executive Minutes - Trisha

- **Finance Minutes - Financial Statements**

The Board has not received financial statements for some time and would like to know when they can expect to see them. The Chair of the Finance Committee, Mike Zhou, informed that the financial statements will be distributed in January 2026, following the completion of the financial audit.

- **Executive Minutes - Goal #2, Develop a Strategic Plan (In Progress)**

The status of the strategic plan was discussed, and Kathy noted that the executives will hold off on moving forward until the Needs Assessment Report is completed. Once the report is finalized, they will proceed to formulate a comprehensive plan.

B. Building Maintenance, Executive, and Board Development Minutes - Richard

- **Building Maintenance Minutes - Senior Centre Signage**

- The actual cost of the signage has increased significantly from the projected budgeted amount of \$4,000 to \$14,000. Richard inquired whether this project has been put on hold and suggested that the committee consider alternative options, such as using plain letters instead of digital images.
- Ian clarified that the substantial cost cannot be accommodated within this year's budget, but they will revisit the decision for next year's budget allocation. He noted that the cost of plain letters is almost the same as that of digital imaging. The additional cost is for a special lift needed to carry out the work. Ian will attend the Seniors Council meeting next week to provide more details and explanations.



- **Executive Minutes - Canada Helps, Donation Page**

The Canada Helps donation page features various local and Canadian charities and non-profit organizations. It may be beneficial to keep KCCS on the list for now, while the Society works on re-establishing its own fundraising and donation policy.

Action Item: Kathy will inform Dorothy to postpone the removal of KCCS from the Canada Helps list, if she has not done so yet.

- **Board Development - Workshop Suggestion**

A reminder to organize a fundraising workshop in 2026.

C. Board Development Minutes - Humaira's Correction

Under #7 - Team Building

Original: BDC suggest conducting micro team building exercises in future board meetings.

Change to: BDC suggests conducting team-building activities in future board meetings.

4. Items for Decision

4.1 **MOTION** to approve the consent agenda was moved, seconded, and carried.

4.2 **October 2025 Board Minutes - Deanna**

Under KMC:

“MOTION to approve an increase in the seniors' lunch program subsidy to \$75,000, along with an additional funding of \$38,234.21, in addition to the \$37,000 budget that was approved at the August board meeting. The motion was moved, seconded, and carried.”

Deanna has requested that the word “*approximately*” be added before \$37,000.

The motion was moved, seconded, and carried.

5. Items for Discussion

5.1 **Kitchen Management Committee (KMC) Update - Hiring of Kitchen Manager - Cheuck**

A former long-time KCCS employee has been re-appointed as the Kitchen Manager.

She will serve in this role for at least two years and will mentor new hires on kitchen operations.

In addition, she will guide Meeka, the new Senior Programmer, with the daily activities related to the seniors' lunch program. James Ng, the Food Services Assistant, will work alongside the Kitchen Manager. Ian has requested that this information remain confidential until an official announcement is made.

5.2 **Nominating Committee Update – Kathy**

The 2026 Nominating Committee consists of Kathy, Humaira, and Cheuck.

- Grace has launched an online fillable board application form on the KCCS website, streamlining the application process by replacing the old PDF document that was previously available. Many members of the public do not have the necessary software to complete a PDF form, so this enhancement will make the application process more accessible for everyone.
- Sheila will advertise the openings for board positions on the KCCS website, Monarch newsletter, and promote them through our social media channels.



- Reader boards will be placed at both the KCC front desk and the Seniors Centre reception area.

5.3 **Committee Needs Assessment Update** – Trisha/Devon

The latest version of the Needs Assessment Report has been distributed. Trisha and Devon provided a summary of the key points, highlights, recommendations, and the development process of the report. This process included collating survey results, gathering input from focus groups, insights from programmers, and participation in committee meetings. The board expressed its gratitude for the comprehensive report and thanked Robert for attending committee meetings and gathering feedback. Once the final report is completed, the committee will forward the report to the Executive Committee, which will use it to help formulate the Society's next strategic plan.

5.4 **Holiday Party Update** - Miran

All the necessary arrangements have been finalized.

There is one new development: the emcee will make an announcement at the end of the party, reminding guests that if they have had too much to drink, they should speak with one of the PB staff programmers to arrange for transportation, such as taxi or Uber. The Society will reimburse the cost of this transportation.

5.5 **Volunteer of the Year** - Deanna

This year's award recipient is Dorothy Chang. Dorothy has been notified and has accepted the award. The awarding ceremony will take place at the Holiday Party on December 3rd.

5.6 **Risk Management Committee Update** - Deanna

- The one-year tenure of the Risk Management Committee was up for decision in November. It has been extended until the January 28, 2026 board meeting.
- The partial risk register was submitted to the Executive Committee in October; however, it was deemed not ready for presentation to the Board because it lacked insight into the JOA agreement. A revised risk register that includes details about the JOA agreement will be submitted to the executives before the January meeting.

5.7 **Board Development Committee Update** - Trisha

Fifteen out of eighteen board members completed the board meeting feedback survey. The key themes identified include strong commitment among members, high engagement levels, and some challenges related to the dynamics of governance culture. To improve group dynamics, the committee plans to incorporate team-building activities into future meetings. A summary of the survey results will be shared by the committee in the coming weeks.

5.8 **Re-starting the Community Engagement Committee** - Kathy

Please email Kathy if you are interested in re-starting the Community Engagement Committee. If there is enough interest, she hopes to present this refreshed committee to the new incoming board members in February 2026.



5.9 Board Meeting Venue

Miran has requested that we change the location of our board meetings due to unreliable Wi-Fi in the current location. Additionally, there is often a buzzing noise, particularly during the summer when the air conditioning is running, which makes it difficult to hear. Ian mentioned that the main centre's rooms are typically designated for programs, but he will explore the possibility of using a different area in the seniors' wing.

5.10 In-Camera Session requested by Deanna Wong

Meeting was adjourned at 8:45 pm.

Next meeting: January 28, 2026

