

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD AT 7:30 p.m. ON WEDNESDAY 16 JANUARY 2002**

Present: Bill Harris, chair; Onno Bakhoven, Kathleen Bigsby, Christine Chipperfield, Peter Cook, Joyce Gordon, Katy Hughes, Frances Hurd, Sofia McGowan, Michael Poettcker, Philip Riddell, Susan Ronald, Irene Ronnie, Carol Wiens, Benny Wong.

Staff: Stew Jordan.

Regrets: Joan Knapp, Wendy Trant.

AGENDA:

MOVED by Irene Ronnie, seconded Benny Wong that the agenda be accepted.
CARRIED.

MINUTES:

MOVED by Peter Cook, seconded Onno Bakhoven that the minutes of 28th November 2001 be approved. CARRIED.

FINANCE COMMITTEE: Peter Cook responded to Financial Statements of 30 November and 31st December 2001.

Peter reported that we are in very good shape. The net from operations to 31st December 2001 was \$50,696 which could be \$75,000 to \$100,000 for the fiscal year 2001/02.

MOVED by Peter Cook, seconded Kathleen Bigsby that the financial statements be accepted. CARRIED.

Investment Policy:

The policy, which was distributed with the package, outlined the scope, objectives and responsibilities of the Finance Committee and a general policy.

The Finance Committee is responsible for undertaking investments and reporting actions to the Board of Directors. The Accountant will regularly project the Society's need for cash to meet operating obligations and will set sufficient funds aside in the Society's bank accounts. Funds not needed to meet projected operating cash obligations may be invested only in the specified instruments and securities named in the policy.

The Board of Directors is responsible for approving this policy and all future amendments to it.

Discussion: The possibility of paying an investment consultant was raised and it was agreed that in the future we may want to give the Finance Committee the possibility of paying a consultant.

MOVED by Kathleen Bigsby, seconded Carol Wiens that the Board approve the Investment Policy of 29th November 2001 presented by the Finance Committee..
CARRIED.

NOMINATIONS COMMITTEE: Sofia McGowan.

At present we are seeking to fill 10 positions on the Board of Directors to be elected at the Annual General Meeting on 27th February 2002.

The committee has advertised this information throughout the Centre with posters, flyers and in the December brochure. To date there are five potential candidates. An information meeting will be held on 12th February 2002 at 7:30 p.m.

Sofia regretfully announced that she will not be running for re-election in 2002/03. She has really enjoyed her time on the Board and hopefully will be able to return at a later date.

MOVED by Sofia McGowan, seconded Christine Chipperfield that the Nominations report be accepted. CARRIED.

EXECUTIVE COMMITTEE: Bill Harris responded to minutes of 9th January 2002.

Bill announced that Marion Drake has resigned from the Board and the Seniors' Council. Marion has been on the Board for 24 years, acting in the capacities of President, Vice President and Member. As well, Marion was heavily involved with the development of the Seniors' Centre. An appropriate gift was discussed and it was left to Irene Ronnie to get an idea what Marion would like.

Capital Plan: We have been asked to submit requests for the 2003-2005 plan and will ask for updating of the gym.

MOVED BY Peter Cook, seconded Michael Poettcker that the Executive report be accepted. CARRIED.

PROGRAM COMMITTEE: Katy Hughes responded to minutes of 9th January 2002.

Pottery Room: This is not in good shape and students feel that it needs to be updated in terms of lighting, plumbing, storage and equipment. We are not at present in a financial position to do a complete renovation. However, it was felt that we should do all we can to improve the situation and Dino has consulted with Stew and Mia to come up with some possible attainable solutions. These are listed in the minutes.

A wheel is in the Program budget and we have included a kiln in our application for Gaming Funds.

MOVED by Katy Hughes, seconded Michael Poettcker that the Program report be accepted. CARRIED.

RENOVATIONS COMMITTEE: Kathleen Bigsby responded to minutes of 20th January 2002.

Kathleen reported that the committee has signed off on the general design. The plans were available for members to see.

The Total Budget Costs are \$430,000 which represents KCCS costs of \$250,000 and Park Board contribution of \$180,000.

MOVED by Kathleen Bigsby, seconded Carol Wiens that the Board approve the Total Budget Costs for the renovations to the Lobby, Reception and Offices of \$430,000, representing \$250,00 from the Kerrisdale Community Centre Society and \$180,000 from the Park Board. CARRIED,

The construction costs on the \$430,000 budget are \$322,439 and the Renovations Committee recommended that we have a 10% tender contingency on the construction costs.

MOVED by Kathleen Bigsby, seconded Susan Ronalds that the Board approve a 10% tender contingency allowance (\$32,500) on the tender construction costs. CARRIED.

On being questioned Peter Cook assured the board that we had plenty of investments to cover the costs of the renovations and no problem, from a cash point of view, with our liabilities.

We are now proceeding to detailed drawings, the permit process and then to tender.

MOVED by Joyce Gordon, seconded Michael Poettcker that the Renovations report be accepted. CARRIED.

NEW BUSINESS:

Playground: Joyce Gordon and Christine Chipperfield will be meeting with Kim Mullen, Park Board, to discuss a new playground. We have \$20,000 from the Park Board for this under the Capital Plan Playground Renewal.

Liane McKenna, Director, Queen Elizabeth District will attend the next board meeting on 13th February 2002.

MOVED by Michael Poettecker that the meeting adjourn.

Meeting adjourned at 8:50 p.m.

Recorded by Sheila Forster
16th January 2002.

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD AT 7:30 p.m.ON WEDNESDAY 13TH FEBRUARY 2002**

Present: Bill Harris, chair; Onno Bakhoven, Kathleen Bigsby, Christine Chipperfield, Katy Hughes, Frances Hurd, Sofia McGowan, Philip Riddell, Irene Ronnie, Benny Wong.

Staff: Stew Jordan. **Guest:** Liane McKenna, Park Board, Director, Queen Elizabeth District.

Regrets: Peter Cook, Joyce Gordon, Irene Ronnie, Carol Wiens.

Absent: Joan Knapp, Michael Poettcker, Susan Ronalds, Wendy Trant.

AGENDA:

MOVED by Christine Chipperfield, seconded Sofia McGowan that the Agenda be accepted. CARRIED.

Bill introduced Liane McKenna who made a presentation on the progress of the Strategic Plan, Liane discussed what has already been accomplished, the challenges we still have to meet and gave a report on the Park Board and Queen Elizabeth Districts budgets. All this information is on file in the board office, together with the Strategic Plan.

Suggestions were requested from board members to be presented to March meeting of Park Board.

- a. Playgrounds - need to be upgraded
- b. Maple Grove Pool - in the summer time the entrance to the is very congested, with children coming and going, and for safety it should be made wider.
- c. Youth Worker - we need to make this a full time position. At present half-time and paid for by KCCS. Liane responded that the Park Board are looking at a plan.
- d. With the Phase II renovations to the office and reception desk Kathleen asked that staffing be reviewed to ensure that the centre is being managed as efficiently as possible.
- e. Job descriptions should be made to fit the skill level. Park Board is already looking at this.
- f. Review of the rink - this is apparently coming and Liane assured us that renovations to the lobby area have not been forgotten.
- g. Staff: There is a shortage of trained Park Board staff - programmers etc.- and it was felt that the Park Board should show some leadership in this and help with acquiring such staff by looking at appropriate training courses in colleges and universities.

MINUTES:

MOVED by Philip Riddell, seconded Onno Bakhoven that the minutes of 16th January 2002 be accepted. CARRIED.

FINANCE REPORT: Benny Wong responded to statements of 31st January 02

Surplus to date \$98,025.

Staff Costs: Benny reported that there are some staff costs for which the Park Board have not yet billed us and these will be settled in a couple of months. Under fundraising expenses the sum of \$4,839 refers to Entertainment Books which are sold at the centre.

MOVED by Benny Wong that the financial statements of 31st January 2002 be accepted. CARRIED.

VOLUNTEER OF YEAR AWARD: Park Board are requesting names of anyone whom we feel is worthy of this award. Please let Sheila have names as soon as possible.

NOMINATIONS COMMITTEE REPORT: Sofia McGowan reported.

An information meeting was held on 12th February 2002 and we now have 12 people on the ballot. There are 10 position to be filled, 9 for a two year term, and 1 for a one year term.

The nominees have a variety of work and leisure experiences, they seemed very interested and had a lot of questions.

In addition to posting election notices in the centre, the brochure, on the reader board and locally a notice was sent to the high schools, but unfortunately no youth have responded to date. Christine Chipperfield showed the meeting a further notice which will be put into local high schools.

MOVED by Sofia McGowan, seconded Onno Bakhoven that the Nominations report be accepted. CARRIED.

EXECUTIVE COMMITTEE REPORT: Bill Harris responded to minutes of 6th February 2002.

Constitution Change: A special resolution clause will be presented to the A.G.M. This is required by the Gaming Commission so that on dissolution any gaming money or assets purchased with gaming funds held at the date of dissolution shall be distributed by the KCCS to one or more charitable organization in British Columbia having a similar charitable purpose.

MOVED by Philip Riddell, seconded Kathleen Bigsby that the Executive report be accepted. CARRIED.

SENIORS' COUNCIL REPORT: Frances Hurd responded to minutes of 14th January 2002

The Seniors' Council AGM was held on 7th February 2002. Officers will be listed in the 2002/03 booklet.

Benny was concerned that no financial report had been available for this meeting and will look into this.

It was felt that we need to review the kitchen budget at this time. We should also look into kitchen appliances to see if we will need to renew any of them in the near future.

MOVED by Frances Hurd, seconded Christine Chipperfield that the Seniors' Council report be accepted. CARRIED.

RENOVATIONS COMMITTEE REPORT: Benny Wong responded to minutes of 31st January 2002.

The finalized stage of drawings was accepted and there will be a meeting in 6 weeks' time when construction documents are 80% completed.

Coloured drawings of the renovations will be displayed at the Annual General Meeting.

MOVED by Benny Wong, seconded Kathleen Bigsby that the Renovations report be accepted. CARRIED.

OTHER BUSINESS:

Katy Hughes thanked Frances Hurd and Sofia McGowan for their contributions as board members for the past two years. Their participation is very much appreciated.

Katy also thanked Sofia for her enthusiastic and sterling work on the Program Committee - she will be very much missed

Meeting adjourned at 9:10 p.m.

Recorded by Sheila Forster
13th February 2002.

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON AT 7:30 p.m. ON 27th MARCH 2002**

Present: Bill Harris, chair; Onno Bakhoven, Jackie Barbosa, Susan Bell, Hilary Cheung, Christine Chipperfield, Vanessa Lam, Fazil Milhar, Henry Neugebauer, Philip Riddell, Irene Ronnie, Sheila Stone, Benny Wong.

Staff: Stew Jordan.

Regrets: Kathleen Bigsby, Laird Cruickshank, Joyce Gordon, Katy Hughes, Michael Poettcker, Susan Ronald, Carol Wiens.

Meeting came to order at 7:35 p.m.

AGENDA:

MOVED by Philip Riddell, seconded Irene Ronnie that the agenda be accepted.

MINUTES:

MOVED by Philip Riddell, seconded Onno Bakhoven that the minutes of 27th February 2002 be accepted. CARRIED.

ELECTION OF OFFICERS:

MOVED by Philip Riddell, seconded Benny Wong that Bill Harris be nominated for President for the year 2002-2003. No further nominations. DECLARED.

MOVED by Philip Riddell, seconded Benny Wong that Katy Hughes be nominated for Vice President for the year 2002-2003. No further nominations. DECLARED.

MOVED by Benny Wong, seconded Onno Bakhoven that Philip Riddell be nominated for Vice President for the year 2002-2003. No further nominations. DECLARED.

MOVED by Philip Riddell, seconded Irene Ronnie that Benny Wong be nominated as Treasurer for the year 2002-2003. No further nominations. DECLARED.

MOVED by Philip Riddell, seconded Benny Wong that Carol Wiens be nominated as Secretary for the year 2002-2003. No further nominations. DECLARED.

APPOINTMENTS:

MOVED by Onno Bakhoven, seconded Christine Chipperfield that Irene Ronnie be appointed to the Board of Directors for the year 2002-2003. CARRIED.

MOVED by Onno Bakhoven, seconded Susan Bell that Henry Neugebauer and Sheila Stone be the Board representatives to the Seniors' Council for the year 2002-2003.. CARRIED.

COMMITTEES:

A draft of Committees had been distributed, these were discussed in detail and some changes were made. These will be finalized at the April board meeting and the information booklet will be produced. In the meantime members will be given a list of board members with addresses, phone #s and email information.

MOVED by Philip Riddell, seconded Benny Wong that the motion appointing Sheila Stone as the Board representative to the Seniors' Council be rescinded. CARRIED unanimously.

MOVED by Philip Riddell, seconded Onno Bakhoven that Susan Bell be appointed as the Board representative to the Seniors' Council for the year 2002-2003

FINANCE COMMITTEE REPORT: Benny Wong responded to minutes of 19th February 2002 and Financial Statements for 28th February 2002.

Employee Pay Rates: Onno Bakhoven had concerns that a general increase will not include all staff involved and not be fair to some of the staff members. He recommended that we should look at how these members have been dealt with in the past. It was agreed that this matter will be referred back to the committee for discussion.

Photocopier: Various photocopiers were researched and the best response was from Ricoh at a cost of \$25,700 with a \$4,000 trade-in: 85 cents per copy (present cost 1.65 per copy) and the first 100,000 copies free. The Ricoh also has the capability of networking with printers. The Executive agreed that this was a good proposition.

MOVED by Benny Wong, seconded Fazil Milhar that the Board approve the purchase of a Ricoh photocopier at a cost of \$25,700. CARRIED.

Seniors' Council Financial Information: The fact that this was not available for the monthly council meeting has now been resolved.

MOVED by Benny Wong, seconded Onno Bakhoven that the Finance report be accepted. CARRIED.

Statements for 28th February 2002 were discussed and Benny reported that we are continuing to do very well with revenues ahead of budget. Net from operations to date is \$107,000 and a portion of this will be transferred to the Building Renovation Fund.

Susan Bell recommended that we show a variance column

Credit card charges were discussed and it was agreed that the 2% charge by the Hong Kong Bank was reasonable.

Henry Neugebauer has some questions and suggestions regarding our method of reporting and this will be discussed at the next committee meeting.

MOVED by Benny Wong, seconded Philip Riddell that the Financial Statements for 28th February 2002 be accepted. CARRIED.

EXECUTIVE COMMITTEE REPORT:

Terms of Reference: These need to be reviewed and an Ad Hoc committee will be struck. Jackie Barbosa volunteered to look at them.

MOVED by Benny Wong, seconded Philip Riddell that an Ad Hoc committee be struck for the purpose of reviewing the Terms of Reference. CARRIED.

B.C.R.P.A. To be held in Victoria not Nanaimo. The Executive recommends that we send two board members and five staff to this conference.

MOVED by Benny Wong, seconded Fazil Milhar that the Board approve sending up to two board members and five staff to the B.C.R.P.A. 2002 Conference at a cost of \$360 per board member and \$460 per staff member. CARRIED.

MOVED by Philip Riddell, seconded Benny Wong that Bill Harris and Hilary Cheung attend the B.C.R.P.A. Conference in Nanaimo. CARRIED.

MOVED by Benny Wong, seconded Susan Bell that the Board approve the expenditure of \$125 per diem for the 5 staff and 2 board members attending the B.C.R.P.A. 2002 Conference. CARRIED.

Moved by Irene Ronnie, seconded Jackie Barbosa that the Executive report be accepted. CARRIED.

PROGRAM COMMITTEE REPORT: Christine Chipperfield responded to minutes of 13th February and 13th March 2002

Gym Cleaning: The committee had recommended that the gym should be cleaned at regular intervals. Stew explained that this could be done up to a certain height, but after that it required bringing in heavy equipment and would entail canceling programs.

Piano Tuning: If a piano needs to be tuned Stew should be informed.

Musical Roots: The Park Board is initiating a series of performances of music from around the world which will take place at community centres, once a week. Costs will be shared by community centres and the Park Board. Information sheet was distributed.

MOVED by Christine Chipperfield, seconded Susan Bell that the Program reports be accepted. CARRIED.

SENIORS' COUNCIL REPORT: Irene Ronnie responded to minutes of 11th February and 11th March 2002.

Lunches: Prices will be raised by 25 cents starting in September 2002.

Snooker: The Council agreed to, once again, sponsor Humphrey Yen in his participation at the B.C. Games to be held in Prince George. Humphrey came in second last year.

MOVED by Irene Ronnie, seconded Jackie Barbosa that the Seniors' Council reports be accepted. CARRIED.

ASSOCIATION PRESIDENTS:

2003-2005 Capital Plan: Information was distributed to board members explaining the publicity campaign to support inclusion of community centres in the 2003-2005 Capital Plan funding sufficient to address the Park Board's Community Centre Renewal Plan objective. Members are requested to write to the Mayor, Park Commissioners and local M.P.'s stating the reasons and need for inclusion in the Capital Plan.

RECREATION SUPERVISOR: Stew Jordan. March 2002.

Stew outlined his job criteria and reiterated that he is available to new board members to answer their questions and queries. Stew is available at least two evenings a week.

Renovations: Work should start in June with the office move some time in May. Completion date anticipated to be the third week in September.

OTHER BUSINESS:

Mission, Goals and Policies: These were updated in 2001. If new members have any comments and feedback they are requested to contact Bill.

Moved by Irene Ronnie that the meeting adjourn.

Meeting adjourned at 9:15 p.m.

Recorded by Sheila Forster 27th March 02.

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD AT 7:30 P.M. ON WEDNESDAY 24th APRIL 2002**

Present: Bill Harris, chair; Onno Bakhoven, Susan Bell, Kathleen Bigsby, Hilary Cheung, Christine Chipperfield, Laird Cruickshank, Joyce Gordon, Katy Hughes, Vanessa Lam, Fazil Milhar, Henry Neugebauer, Philip Riddell, Susan Ronalds, Irene Ronnie, Sheila Stone, Benny Wong.

Staff: Stew Jordan.

Regrets: Jackie Barbosa, Carol Wiens.

Absent: Michael Poetteker.

Meeting came to order at 7:35 p.m.

Bill Harris advised that there is to be a public meeting at the Kerrisdale Centre on 9th May 2002 at 7:30 p.m. to discuss the Capital Plan 2003-2005. It is important that as many members as possible attend to support the inclusion of Community Centres.

AGENDA:

Capital Plan discussion to be added to the Agenda.

MOVED by Hilary Cheung, seconded Fazil Milhar that the agenda be approved with the above addition. CARRIED.

MINUTES:

Correction: under Finance page 2 Photocopier should read85 cents per copy (present cost 1.65 cents)

MOVED by Henry Neugebauer, seconded Onno Bakhoven that the minutes of 27th March 2002 be accepted as corrected. CARRIED.

FINANCE COMMITTEE REPORT: Benny Wong responded to minutes of 17th April 2002.

MOVED by Benny Wong, seconded Kathleen Bigsby that the Finance report be accepted. CARRIED.

Society Staff Wages: These were distributed with the package. Benny explained the position of the society staff for the benefit of new board members and the increases recommended.

MOVED by Benny Wong, seconded Kathleen Bigsby that the Board approve the recommended increases for Society staff. CARRIED.

Statements of 31st March 2002.

Benny pointed out that there is now a variance column in the monthly statements. We continue to be in good financial shape with \$102,240 net from operations to date. \$50,996 has been transferred from the Operations Account to the Building Renovation Fund.

MOVED by Benny Wong, seconded Kathleen Bigsby that the Financial Statements be accepted. CARRIED.

Renovations: The overall budget for Phase II renovations is \$430,000, i.e. Park Board \$180,000 and the Society \$250,000. In addition, the Board approved a tender contingency of \$32,500 on 16th January 2002. Hence, our total commitment is \$282,500.

The Finance Committee recommends that we transfer sufficient funds from unrestricted net assets to the Building Renovation Fund to bring it up to \$282,500.

MOVED by Benny Wong, seconded Susan Ronalds that the Board approve the transfer of sufficient funds from unrestricted net assets to the Building Renovation Fund to bring the amount in this fund up to \$282,500. CARRIED.

Tenders were called today (24 April 02) Stew reported that there will be extra staff costs due to the moving of the office requiring customer service, re-routing of access etc. He will advise the Finance Committee of such costs.

EXECUTIVE COMMITTEE REPORT: Bill Harris responded to minutes 17th April 2002.

Committees: Henry Neugebauer is not able to attend the Seniors' Council due to conflict of meeting times.

MOVED by Susan Bell, seconded Joyce Gordon that Vanessa Lam be a Board representative on the Seniors' Council for the year 2002-2003 CARRIED.

Essential Social Services Committee: The executive would like board representation on this committee.

MOVED by Joyce Gordon, seconded Philip Riddell that Christine Chipperfield represent the board on the Essential Social Services Committee. CARRIED.

MOVED by Kathleen Bigsby, seconded Joyce Gordon that Sheila Stone represent the board on the Essential Social Services Committee. CARRIED.

Terms of Reference: These are to be reviewed by each committee. Susan Ronalds and Jackie Barbosa will assemble recommendations and suggestions and report to the Executive Committee.

MOVED by Philip Riddell, seconded Benny Wong that the Executive report be accepted. CARRIED.

SENIORS' COUNCIL REPORT: Irene Ronnie responded to minutes of 3rd April 2002.

Irene reported that Millie Wright passed away on Sunday 21st April 02. Millie was a long time Seniors' Council member and played a significant role in the planning and building of the Seniors' Centre in 1990.

The blinds in the South room have been replaced and are far more effective.

The bus trip to Le Conner to see the tulips was greatly enjoyed in spite of the dull day.

MOVED by Irene Ronnie, seconded Susan Bell that the Seniors' Council report be accepted. CARRIED.

PROGRAM COMMITTEE REPORT: Christine Chipperfield responded to minutes of 10th April 2002.

Artist in Residence: The quilting project has been completed. It was very successful with many centre members participating. A reception will be held at the end of May in the Seniors' Centre, everyone is welcome to attend. A permanent place for the quilts will be decided upon after the completion of the renovations.

Bike Month: Will be held in June and there are many events planned including a bike tour. More information will be available at the next committee meeting.

Spring Registration: More people registered than ever before.

MOVED by Christine Chipperfield, seconded Susan Bell that the Program report be accepted. CARRIED.

RENOVATIONS REPORT: Kathleen Bigsby, verbal.

A newsletter will be sent to the membership giving information about the scheduling of the renovations, how to access the building and any changes to location of classes. etc.

RECREATION SUPERVISOR'S REPORT: Stew Jordan, verbal.

A memorandum giving updates regarding staffing was included in the package.

Youth, Arena and Pool Committees: Stew will contact these committee members when he has agendas in place.

At the request of Hilary Cheung new members will be given a tour of the Arena.

Staff:.

Cashier Typist: With the integration of the pool cashiers into the reception desk the head cashier pool position will be changed to cashier typist. -

Recreation Facility Clerk: This position is currently being re-examined.

Katy Hughes commented that Kim Seguin, Centre Programmer, was doing a really excellent job.

CAPITAL PLAN: 2003-2005

Kathleen Bigsby distributed information from the Vancouver Community Centre Association Presidents outlining the Park Board Draft Capital Plan. Included in the \$68.6 million draft plan, some \$42 million would go to Community Centre, Pool and Ice Rink improvements. If City Council limits the total City Capital Plan to the same level as in 1999 the Park Board sum is likely to be in the \$31 million range. The Community Centre Association Presidents believe that this amount falls far short of meeting current Community Centre Renewal needs.

Members are asked to attend the meeting on 9th May at Kerrisdale and write, fax or e:mail their support of the Park Board 2003-2005 Capital Plan to City Council, Park Board Commissioners and the newspapers.

OTHER BUSINESS:

K.C.C. Playground: Joyce Gordon reported that she had met with Kim Mullen, Park Board, to discuss upgrading the playground. There is \$20,000 Park Board funding to do this. Joyce and Christine have looked at various playgrounds and will get costs on different structures and report back to the board. They are also looking into the possibilities of outside funding.

It was suggested that we should consider hiring and paying for a designer.

Kim Mullen has recently resigned and Stew will let Joyce know the name of his replacement.

MOVED by Benny Wong that the meeting adjourn.

Meeting adjourned at 9:00 p.m.

Recorded by Sheila Forster
24th April 2002.

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD AT 7:30 p.m. ON WEDNESDAY 27th MAY 2002.**

Present: Bill Harris, chair; Onno Bakhoven, Jackie Barbosa, Susan Bell, Hilary Cheung, Laird Cruickshank, Joyce Gordon, Katy Hughes, Fazil Milhar, Michael Poettcker, Philip Riddell, Irene Ronnie, Sheila Stone, Benny Wong.

Staff: Stew Jordan, Dino Geremia.

Regrets: Kathleen Bigsby, Christine Chipperfield, Vanessa Lam, Susan Ronalds, Carol Wiens.

Meeting came to order at 7:35 p.m.

AGENDA:

MOVED by Hilary Cheung, seconded Philip Riddell that the Agenda be approved,
CARRIED

MINUTES:

Correction under Renovations page 3 should read ... a newsletter will be made available to the membership ...

MOVED by Onno Bakhoven, seconded Philip Riddell that the Minutes of 24th April 2002 be accepted as corrected. CARRIED.

FINANCE COMMITTEE REPORT: Benny Wong responded statements for April 2002.

We are in good shape with the income statement showing a surplus of about \$5,000 for April, current assets of \$135,354 and investments of \$836,264. The \$282,500 is in Building Renovation Fund to cover the costs of the Phase II renovations.

Membership fees are less than budgeted, in spite of membership having increased. Norm will check on this.

MOVED by Benny Wong, seconded Philip Riddell that the Financial Statements of 30TH April 2002 be accepted. CARRIED.

Minutes of 21st May 2002.

Kitchen: Discussed under Executive minutes.

Income Tax Receipts for Donations in Kind: It was recommended that acceptance of gifts in kind with a value of more than \$1,000 should be subject to Board approval.

GST on Capital Projects: This is payable on our renovation contract. However, as the project is for a revenue producing facility the Park Board can claim back 100% of the GST and the Society will not be charged for this.

Terms of Reference: No changes needed. However, the terms should indicate that investments should be made in accordance with the Board's Investment Policy.

Honorarium Policies: The Executive should review these to see if they need to be adjusted for inflation.

MOVED by Benny Wong, seconded Irene Ronnie that the Finance report be accepted. CARRIED.

EXECUTIVE COMMITTEE REPORT:

Seniors Kitchen: At present running at a deficit. The Executive discussed this at some length and recommended that we monitor the situation and no action be taken at the present time.

Onno felt that with the increase in staff wages we should increase the prices. He was also concerned that the statement that "we are committed to providing a hot meal six days a week", infers that we would not be able to raise prices in the future. This was discussed and it was agreed that we could raise prices in the future, but would not do so at the present time. We will monitor the situation on a monthly basis.

Stew mentioned that we could possibly raise revenue from outside sources, i.e. cooking classes and demonstrations.

B.C.R.P.A. Conference enjoyable with good keynote speakers.

Hilary felt that getting board members and staff together for this event was a beneficial in enabling people to get to know each other outside the work environment. Hilary felt that even though the conference is to be held in Vancouver next year members and staff will not have the same experience if they do not stay at the hotel downtown, but commute daily from home.

MOVED by Hilary Cheung, seconded Michael Poettcker that the Board approve that Board and Staff members stay at the hotel downtown for the 2003 BCRPA meeting to be held in Vancouver. CARRIED

Renovations: Bill reported that at the Park Board meeting of 27th May 2002 the contract for Phase II of our renovations was passed. The lowest bid was from C.D.C. Construction.

Work will commence on 10th June with the office and reception being moved on 6th June. There will be signage and staff to assist customers accessing reception, gym, pool, classes etc. We will need extra staff hours for this.

MOVED by Benny Wong, seconded Phillip Riddell that the board approve the extra expenditure for additional staff required during the Phase II renovations. CARRIED.

Board Development: A Volunteer Vancouver pamphlet offering courses was distributed. The Society would pay for anyone wishing to attend. There will be further courses in the fall and we will obtain brochures. It was agreed that we should join Volunteer Vancouver.

MOVED by Philip Riddell, seconded Michael Poettcker that the Executive report be accepted. CARRIED.

PROGRAM COMMITTEE REPORT: Katy Hughes responded to minutes of 8th May 2002.

Bike Month: There will be maintenance and safety clinics; special performance team from UBC; bike decorating and prizes. A parade from the Arena to Maple Grove Park and reeve access to the pool by those participating in the parade. All will be advertised in the brochure and most events are free.

MOVED by Katy Hughes, seconded Philip Riddell that the Program report be accepted. CARRIED.

SENIORS' COUNCIL REPORT: Irene Ronnie responded to minutes of 13th May 2002.

Canada Day: Everything in hand.

A commemorative tea was held for Millie Wright who was a long time members of the Seniors' Council and who played a significant role in the planning of the Seniors' Centre.

MOVED by Irene Ronnie, seconded Susan Bell that the Seniors' Council report be accepted. CARRIED.

Bill thanked Kevin for his help in the kitchen when both the staff were sick.

PROMOTIONS & COMMUNICATIONS REPORT: Philip Riddell responded to minutes of 6th May 2002.

Bike Month: Events include Adult Bikesense, Rodco. Maintenance course, Community bike ride to Maple Grove Pool where there will be a barbecue and access to the pool.

Kerrisdale Days: August 21,22,23. Volunteers are need to man our booth. Youth will look after Thursday 21st and Board and Staff needed to 2 hour sessions on Friday 22nd and Saturday 23rd., Hours 10 a.m. - 4 p.m.

Irene reported that the Seniors will have three stands at the Flea Market to be held at the Arena.

MOVED by Philip Riddell, seconded Hilary Cheung that the Promotions & Communications report be accepted. CARRIED.

GAMING COMMISSION: Susan Bell reported.

Applications for gaming funds are to be made within 8 months of the end of the fiscal year. We have missed applying for this year, but will do so immediately after 31st August 2002. Application forms and information are completed.

The Dissolution Resolution which passed the Annual General Meeting in February are not acceptable by the Registrar of Companies and cannot be added to our Constitution. We have to make a separate resolution specifically for the Gaming Commission

This resolution was distributed to the board members, a copy of which will be attached to the minutes.

MOVED by Susan Bell, seconded Michael Poettcker that the said Resolution be accepted. CARRIED.

RECREATION SUPERVISOR: May 2002. Stew Jordan responded.

Staff: A meeting will be held to review the operation of the facility, emergency procedures etc.

Arena & Pool Committees: Have held meetings and made strategies regarding future issues. A Youth Committee meeting is pending further information.

BARBECUE JULY 31st

Bill gave new members some background on this event. Should we have it at the centre or someone's home, catered or supplied by members?

Michael Poettcker, Hilary Cheung and Susan Bell all offered to have it at their home. Philip will obtain prices for catering and we will discuss this further at the June meeting.

OTHER BUSINESS:

Bill reported that he had accepted, with regret, Henry Neugebauer's resignation from the Board. Unfortunately meeting times on both the Finance Committee and Seniors' Council committees conflicted with his business hours and Henry feels that he is not able to make the constitution he had hoped to be Board.

CAPITAL PLAN:

Some board members had sent letters to Council and Park Board Commissioners supporting the Capital Plan 2003-2005 in support of Community Centres and had received some replies.

MOVED by Katy Hughes that the meeting adjourn.

Meeting adjourned at 9:20 p.m.

Recorded by Sheila Forster

29th May 2002.

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD AT 7:30 p.m. ON WEDNESDAY 26th JUNE 2002**

Present: Bill Harris, chair; Rashid Ahmed, Jackie Barbosa, Susan Bell, Kathleen Bigsby, Hilary Cheung, Christine Chipperfield, Laird Cruickshank, Joyce Gordon, Katy Hughes, Vanessa Lam, Fazil Milhar, Michael Poettcker, Philip Riddell, Irene Ronnie, Sheila Stone Carol Wiens, Benny Wong.

Staff: Stew Jordan, Kim Seguin, Douglas Taylor

Regrets: Onno Bakhoven, Susan Ronalds

Meeting came to order at 7:30 p.m.

AGENDA: Addition: Arena Report.

MOVED by Michael Poettcker, seconded Sheila Stone that the Agenda be accepted with addition CARRIED.

MINUTES:

MOVED by Philip Riddell, seconded Susan Bell that the minutes of 27th May 2002 be accepted. CARRIED.

Philip Riddell introduced Rashid Ahmed who is presently a member of the Promotions & Communications Committee. With the resignation of Henry Neugebauer there is presently a vacancy on the Board and the Executive Committee recommended that we appoint Rashid to this position for the remaining one year term.

MOVED by Philip Riddell, seconded Kathleen Bigsby that Rashid Ahmed be appointed to fill the present vacancy on the Board, for the remainder of the one year term. CARRIED.

FINANCE REPORT: Benny Wong responded to Statements of 31st May 2002
No finance meeting held in June.

1. Net from operations \$9,132. Unrestricted surplus to date \$78,979.
2. Miscellaneous Expense amount of \$6,797 was the cost of B.C.R.P.A Conference. This will be reported in a separate category in future.
3. Accounts Payable Park Board - Group 1: \$122,539 .
4. We will be able to cover the Park Board renovations, but will not cash out investments until needed.
5. Membership fees - the anticipated income for 2002 was based on the 2001 figure which was overstated.

MOVED by Benny Wong, seconded Kathleen Bigsby that the Finance Report be accepted. CARRIED.

EXECUTIVE COMMITTEE: Kathleen Bigsby responded to minutes of 19th June 2002.

Corrections:

page 1: motion should read.... at a cost of \$1,799 each plus taxes.

page 2 should read... board members, programmers, Lee, Norm and Tony.

1. Community Amenity Contributions Allocations: Park Board are recommending to City Council that we receive \$211,000 from these funds generated from the rezoning of Arbutus Gardens. Thanks are due to Eric Fanthorpe for pursuing this matter for us.
2. Joint Operating Agreement: Kathleen explained our concerns with the agreement and will prepare recommendations for the Board's approval.

MOVED by Kathleen Bigsby, seconded Hilary Cheung that the Executive Report be accepted. CARRIED.

PROGRAM COMMITTEE: Katy Hughes responded to minutes of 12th June 2002.

MOVED by Katy Hughes, seconded Michael Poettcker that the Program Report be accepted. CARRIED.

SENIORS' COUNCIL: Irene Ronnie reported on minutes of 11th June 2002.

Any decision regarding the photocopier and computers will be left until September when Susie Mele returns.

MOVED by Irene Ronnie, seconded Susan Bell that the Seniors' Council Report be accepted. CARRIED.

PUBLICATIONS & COMMUNICATIONS: Philip Riddell responded to minutes of 3rd June 2002.

Kerrisdale Days: We still need volunteers to staff our booth.

MOVED by Philip Riddell, seconded Vanessa Lam that the Promotions & Communications Report be accepted. CARRIED.

POOL COMMITTEE REPORT: Minutes of 21st May 2002 accepted.

ARENA REPORT: Hilary Cheung and Doug Taylor responded to minutes of 12th June 2002.

The issues discussed:

- Ice Time: Availability of ice - not enough to cover both user groups and community programs. With the loss of two rinks at UBC this will only get worse.

- Dry Floor: This is empty a good portion of the time. We need to be more innovative in its use.
- Financial - Park Board are losing money.

There were many suggestions toward solving our problems. These included adding a twinned facility at Kerrisdale, sponsorship, public and private money.

A committee will be struck to look at all issues. We need to look at how we operate our rinks.

Twinning of Rinks Report: Doug, Kim, Kathleen and Stew will meet to evaluate the report.

MOVED by Hilary Cheung, seconded Susan Bell that the Arena report be accepted.
CARRIED.

GAMING COMMISSION:

Susan Bell reported that according to a newspaper report, funding from the Gaming Commission was on hold pending discussions.

COMMUNITY ASSOCIATION CONFERENCE: 4th & 5th October.

Registration forms were distributed and anyone wishing to attend should complete one and put in Kathleen's box before 31st August 2002. The Society will pay registration fees.

RECREATION COORDINATOR'S REPORT: June 2002.

1. Renovations: The move went extremely well thanks to the staff, in particular Lee, who were excellent in anticipating problems and reacting with solutions.
2. Summer Registration: Went very well and numbers were not down.
3. Vacation: Stew will be away during July/August, Kim Seguin will cover for him.

BOARD BARBEQUE: 31st July 2002.

MOVED by Philip Riddell, seconded Fazil Mihlar that the Board approve the expenditure of \$500 for the board barbeque CARRIED.

Moved by Katy Hughes that the meeting adjourn.

Meeting adjourned at 9:00 p.m.

Recorded by Sheila Forster
26th June 2002.

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD AT 7:30 p.m. WEDNESDAY 28th AUGUST 2002**

Present: Bill Harris, chair; Jackie Barbosa, Onno Bakhoven, Susan Bell, Kathleen Bigsby, Hilary Cheung, Christine Chipperfield, Laird Cruickshank, Joyce Gordon, Vanessa Lam, Fazil Milhar, Irene Ronnie, Carol Wiens, Benny Wong.

Staff: Stew Jordan.

Regrets: Katy Hughes, Philip Riddell, Susan Ronalds.

Absent: Rashid Ahmed, Michael Poettcker, Sheila Stone.

Kathleen Bigsby chaired the meeting until Bill Harris' arrival.

Meeting called to order at 7:35 p.m.

AGENDA: Addition of Renovations Committee.

MOVED by Hilary Cheung, seconded Carol Wiens that the Agenda be accepted with addition. CARRIED.

MINUTES:

MOVED by Onno Bakhoven, seconded Laird Cruickshank that the minutes of 26th June 2002 be accepted. CARRIED.

At this point Bill Harris took over the chair.

FINANCE REPORT: Benny Wong responded to Financial Statements for 31st July 2002 and minutes of 15th August 2002.

MOVED by Benny Wong, seconded Kathleen Bigsby that the minutes of 15th August 2002 be accepted. CARRIED.

Benny reported that we have done very well financially this year with net income from operations to date \$171,099 and an anticipated unrestricted surplus of about \$100,000 for the fiscal year.

MOVED by Benny Wong, seconded Onno Bakhoven that the Financial Statements for 31st July 2002 be accepted.

Computers for front Office: There will be 5 stations - 1 for the pool and 4 for the Society. Lee has recommended the purchase of the following:

- a) 2 Pentium IBM A30 @ \$1,915 each
 - b) 6 - 15 Flat Screen Monitors @ \$619 each
 - c) 1 - 25 p.m., Lexmark Laser Printer @ \$1,799
- Total cost including taxes \$10,177.91

MOVED by Benny Wong, seconded Hilary Cheung that the Board of Directors approve the purchase of Computers, Monitors and Printer as above up to a maximum of \$10,500. CARRIED.

Projected Budget for 2002/2003.

Benny discussed each item of the projected balanced budget showing a net operating income of \$85,000 with Capital Purchases of \$85,000. As the renovations are not yet completed it is difficult to estimate actual capital expenditure. We are not anticipating any funds from the Gaming Commission at the present time.

MOVED by Benny Wong, seconded Joyce Gordon that the 2002/2003 Projected Operating Budget be accepted. CARRIED.

EXECUTIVE COMMITTEE: Kathleen Bigsby responded to minutes of 21st August 2002.

Committee Terms of Reference: These will be reviewed by the Executive at their next meeting.

Christmas Party: Will be catered and held at the Centre. Invitations will be sent to Board members, staff, instructors and committee members. Date to be confirmed.

RecWare: This computer program for use in Community Centres is being reviewed by the Park Board. Kathleen felt that a membership data base would be very useful for us. If members have any other ideas for programs which would improve our services please let Kathleen know as soon as possible.

Capital Plan: The Association Presidents have distributed a flyer outlining the Capital Plan procedure and urging the public to write City Hall supporting the Community Centre Renewal. Members are asked to do all they can by attending meetings, public consultations, contacting City Councilors and Park Board Commissioners in support of adequate funding provisions for Community Centre Renewal in the Capital Plan Plebiscite for 2003-2005.

MOVED by Kathleen Bigsby, seconded Joyce Gordon that the Executive report be accepted. CARRIED.

RENOVATIONS COMMITTEE: Kathleen Bigsby reported on meeting of 28th August 2002.

The Committee met to review the status of the renovations. There have been some delays because of unexpected problems with asbestos, water lines, flue and vents. The finishing date is now 1st October 2002.

The project is over budget in the region of \$7,500 - \$10,000. However it is anticipated that this cost will be split 50-50 with the Park Board, our portion being in the region of \$5,000.

The Renovations Committee feels that the over runs due to the Architect's, consultant's contractor's errors or to Park Board's incomplete description of the Centre, should not be the responsibility of the Society.

Extra items not included in the original costing are:

- a) Mail boxes for board and staff
- b) Millwork in the pool office

In order to cover the above costs we need to authorize the spending of up to \$10,000

MOVED by Kathleen Bigsby, seconded Benny Wong that the Board of Directors authorize the spending of up to \$5,000 for mail boxes for board and staff and millwork for the pool area. CARRIED.

MOVED by Kathleen, seconded Joyce Gordon that the Board of Directors approve the expenditure of 50% of the extra construction costs up to \$5,000. CARRIED.

Katy Hughes, Joyce Gordon, Lee Tarrant and Kim Seguin will look at furniture and report back to the Board. Christine Chipperfield expressed her wish to be involved in this exercise.

Michael Moody, the Architect, is very pleased with the workmanship.

PROGRAM COMMITTEE: Minutes tabled to September meeting.

PROMOTIONS & COMMUNICATIONS COMMITTEE: Fazil Milhar responded to minutes of 12th August 2002

Kerrisdale Days: Went very well. The Shoppers Drug location is excellent and we should make sure that we get this spot next year.

Opening Ceremony: Tentatively set for 2nd November (not 4th Nov. as reported) between 10 am to 12 noon. The invitations will be sent to all donors and politicians. Master of Ceremonies is still under discussion, but we hope that Kevin Evans may be available.

All Candidates Meeting: For Park Board candidates only will be held at 7:30 p.m. at the Kerrisdale Community Centre on 6th November 2002. Kathleen will see if some of the other Community Centres wish to cooperate with us. Board members are asked to let the Executive know if they have any ideas for discussion.

MOVED by Fazil Milhar, seconded Vanessa Lam that the Publicity & Communications report be accepted with amendment of the opening ceremony date to 2nd November 2002. CARRIED.

COMMUNITY ASSOCIATION CONFERENCE: Only two applications to date. Kathleen commented that it is worthwhile attending this conference where there is an opportunity to meet other centre board members and discuss mutual interests.

RECREATION SUPERVISOR'S REPORT: Stew Jordan responded to report of August 2002.

Staff: Marina Marinkovic has been hired as a new Swim Instructor Attendant.

Susie Mele will return as Senior's Programmer on 2nd September 2002, having completed maternity leave.

The City is in the process of reclassifying Lee Tarrant's position as the present job description (Recreation Facility Clerk) does not cover the duties she actually performs.

CAPITAL PLAN:

The Association Presidents' Capital Plan Fund for lobbying City Hall for funding for Community Centre Renewal is running out of money and Bill recommended that K.C.C.S. make a further contribution. After discussion it was agreed that we are in a better position to do this than some centres.

MOVED by Fazil Milhar, seconded Joyce Gordon that the Board of Directors approve donating a further \$750 to the Association Presidents' Capital Plan Fund.
CARRIED.

Moved by Kathleen Bigsby that the meeting adjourn.

Meeting adjourned at 8:50 p.m.

Recorded by Sheila Forster
28th August 2002.

bdminsa02

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON WEDNESDAY 25TH SEPTEMBER 2002**

Present: Bill Harris, chair; Rashid Ahmed, Onno Bakhoven, Jackie Barbosa, Susan Bell, Kathleen Bigsby, Hilary Cheung, Christine Chipperfield, Katy Hughes, Vanessa Lam,
Regrets: Laird Cruickshank, Philip Riddell, Susan Ronalds, Irene Ronnie, Carol Wiens.
Absent: Joyce Gordon, Fazil Milhar, Michael Poettcker
Staff: Susie Mele

AGENDA:

MOVED by Susan Bell, seconded Sheila Stone that the Agenda be approved.
CARRIED.

MINUTES:

MOVED by Susan Bell, seconded Jackie Barbosa that the minutes of 28th August 2002 be accepted.. CARRIED.

FINANCE REPORT:

Benny Wong reported that the books were being audited and a financial report would be available at the October meeting.

EXECUTIVE REPORT: Kathleen Bisgby responded to minutes of 18th September 2002.

Committee Terms of Reference: The final draft of these will be distributed to members prior to the October meeting when they will be presented for discussion and approval.

Christmas Party: Date and venue to be announced.

Association Presidents' Meeting: New recreation software in place of the Recware program is being discussed and Fazil Milhar and Rashid Ahmed will represent the KCCS at a meeting called by the Park Board on 9 October 2002.

The Community Association have been asked to endorse the 2010 Olympic bid..

MOVED by Kathleen Bigsby, seconded Vanessa Lam that the Board write a letter of endorsement for the 2010 Olympic bid. Defeated.

Hilary Cheung commented that there is no evidence that the people of our community would be happy with this motion and suggested that we hold a referendum. It was agreed that we should consider having the Promotions and Communications Committee take a poll to ascertain the degree of support.

MOVED by Kathleen Bigsby seconded Hilary Cheung that the Executive report be accepted. CARRIED.

PROGRAM COMMITTEE REPORT: Katy Hughes responded to minutes of 11th September 2002.

Katy introduced Susie Mele, Seniors' Programmer, and welcomed her back from maternity leave.

Program Assistant: Kari Ward will be working with Dino and Kim, particularly on special events.

MOVED by Katy Hughes, seconded Sheila Stone that the Program Committee report be accepted. CARRIED.

Program Committee minutes of 14th August 2002 tabled from September meeting.

MOVED by Onno Bakhoven, seconded Rashid Ahmed that this report be accepted. CARRIED.

SENIORS' COUNCIL REPORT: Susan Bell responded to minutes of 9th September 2002.

Flea Market: \$1,154.00 was made toward the Seniors' Fund.

Photocopier: No decision will be made until the renovations are complete.

Program Committee: Having lost three members recently new members are badly needed .

MOVED by Susan Bell, seconded Jackie Barbosa that the Seniors' Council report be accepted. CARRIED.

PROMOTIONS & COMMUNICATIONS COMMITTEE REPORT: Rashid Ahmed responded to minutes of 8th September 2002.

Kerrisdale Days: Very successful. The Shoppers' Drugmart locations is excellent and we should ensure that we have it next year.

Lobby Opening: Saturday 2nd November 2002. There will be two speakers, the Mayor and General Manager of the Park Board. The formal part of the opening will take place in the lobby and the entertainment in the gym.

All Candidates Meeting: 6th November 2002 at 7:30 p.m. This is for Park Board candidates only.

MOVED by Rashid Ahmed, seconded Hilary Cheung that the Promotions & Communications report be accepted. CARRIED.

RENOVATIONS COMMITTEE REPORT: Kathleen Bigsby responded to minutes of 28th August 2002.

The renovations are running behind, but hopefully will be completed by 8th October. Some Park Board specifications did not give correct information, the architect's mechanical specifications for the flue and vents were incorrect and the specifications for the millwork in the office were incorrect. The Architect and the Park Board will discuss these problems and the cost entailed. We will pay half of the overages.

Furniture for Lobby: Thanks are due to Lee and Karen for the tremendous amount of work they have done researching this furniture. We have to ensure that it will be of good quality and long lasting.

Staff: We must make sure that we recognize and acknowledge what all the staff have gone through during the renovations in a cheerful and helpful manner. It was recommended that the Promotions & Communications Committee ensure that flowers are put on the main desk and Seniors' desk with appropriate cards.

MOVED by Kathleen Bigsby, seconded Susan Bell that the Renovations report be accepted. CARRIED.

VOLUNTEER VANCOUVER:

Brochures outlining upcoming courses were distributed.. Anyone wishing to register should let Sheila know.

Hilary has been a member of Volunteer Vancouver and volunteered to give a "boot camp" course to members of the Board. This will be discussed further by the Executive.

NOMINATIONS COMMITTEE:

Bill announced that this committee will be Hilary Cheung, chair, Jackie Barbosa and Laird Cruickshank (to be confirmed).

MOVED by Susan Bell that the meeting adjourn.

Meeting adjourned at 8:45 p.m.

**MINUTES OF A MEETING OF THE DIRECTORS OF THE
KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON 30th OCTOBER 2002 AT 7:30 p.m.**

Present: Bill Harris, chair; Onno Bakhoven, Susan Bell, Kathleen Bigsby, Hilary Cheung, Christine Chipperfield, Laird Cruickshank, Katy Hughes, Vanessa Lam, Fazil Milhar, Michael Poettcker, Philip Riddell, Irene Ronnie, Sheila Stone, Carol Wiens.

Staff: Stew Jordan.

Regrets: Rashid Ahmed, Jackie Barbosa, Joyce Gordon, Susan Ronalds, Benny Wong.

AGENDA:

MOVED by Kathleen Bigsby, seconded Onno Bakhoven that the Agenda be approved. CARRIED.

MINUTES:

MOVED by Onno Bakhoven, seconded Sheila Stone that the minutes of 25th September 2002 be accepted. CARRIED.

FINANCE REPORT: Onno Bakhoven responded to minutes of 10th October 2002 and financial statements for 31st August 2002.

The audit is in progress and may be completed by the end of October.

MOVED by Onno Bakhoven, seconded Philip Riddell that the Finance Report be accepted. CARRIED.

EXECUTIVE REPORT: Minutes of 23rd October 2002

Christmas Party: Confirmed date is Thursday 5th December 6pm - 10pm in the Seniors' Multipurpose Room.

It will be a catered event with a buffet menu, wine, beer and soft drinks. Invitations will be sent to staff, instructors and board members. As it is a catered event an RSVP will be required..

The cost will be approximately \$24 per person which will be covered by the Society.

MOVED by Carol Wiens, seconded Susan Bell that the Board authorize the spending of up to \$4,000 for the Board and Staff Christmas Party to be held on 5th December 2002. CARRIED.

MOVED by Kathleen Bigsby, seconded Michael Poettcker that the Executive Report be accepted. CARRIED.

SENIORS' COUNCIL REPORT: Irene Ronnie responded to minutes of 15th October 2002.

Irene reported that the Seniors had a full program coming up. On November 28th there will be a "Holiday Sale" in the Seniors' Centre and in December trips to the British Museum in Chilliwack, a full day trip to Victoria, a Christmas dinner cruise on the Fraser River and the 2nd Annual Christmas Lights Tour.

The Seniors' program committee is now properly constituted and will be able to give full reports to the main centre program committee.

Maud Wright, a volunteer who has been teaching line dancing to Seniors for many years, is retiring in December at the age of 93!! The Board will send flowers and a card on this occasion.

MOVED by Hilary Cheung, seconded Katy Hughes that the Seniors' Council Report be accepted. CARRIED.

PROGRAM COMMITTEE REPORT: Katy Hughes responded to minutes of 8th October 2002

Programs: There have been suggestions from members that new programs should be introduced. As Dino and Kim carry a very heavy workload at the present time, Katy felt that committee members could do the research on these suggestions and present proposals to the programmers. They need to look into whether the program has been tried before, if so, what the enrolment and the response.

Katy thanked Trish Gabriel for her contribution to the Society as a board member and member of the Program Committee for many years.

MOVED by Katy Hughes, seconded by Michael Poettcker that the Program Report be accepted. CARRIED.

PROMOTIONS & COMMUNICATIONS COMMITTEE REPORT: Philip Riddell responded to minutes of 7th and 28th October 2002.

Lobby Opening: All is organized. The rest of the furniture will be in place by Friday 1st November. Stew Jordan will be M.C. and Mayor Philip Owen and the Park Board Chair will speak.

All Candidates Meeting: 6th November. Invitations have been sent to candidates and we are hoping for a good response.

MOVED by Philip Riddell, seconded Kathleen Bigsby, that the Promotions & Communications Reports be accepted. CARRIED.

COMMITTEE TERMS OF REFERENCE:

These have been updated with input from all committees, then presented to the Executive and circulated prior to this meeting for perusal by members.

MOVED by Kathleen Bigsby, seconded Katy Hughes that all Committee Terms of reference be accepted. CARRIED.

RENOVATIONS: Kathleen Bigsby reported.

There has been a very positive response to the lobby renovations, with comments of "spacious, bright and attractive". As yet all the furniture has not been ordered - we need look at the space and decide if anything further is needed.

Throughout the renovations the staff were wonderful, working cheerfully under difficult conditions.

Irene commented that the Seniors had accepted the inconvenience of sharing their space with children and strollers, swimmers etc. very well.

RECREATION SOFTWARE: Fazil Milhar reported.

Fazil and Rashid attended a Park Board meeting to discuss a new software program for Community Centre Associations. They both have concerns regarding privacy and security and will look into this. They also feel that marketing is not a high priority of the Park Board.

Cost of the new software is being studied by a sub-committee and we should know fairly soon what it will be. Lee Tarrant and Doug Taylor are staff representatives on this committee.

RECREATION SUPERVISOR'S REPORT: Stew Jordan responded to October 2002 report.

Happy to report that the office staff have moved into their new space. It has been a trying time for both customers and staff and he thanked the Board for being so supportive.

CAPITAL PLAN: Election 16th November 2002.

The Association Presidents are asking for support of the Capital Plan for Parks & Recreation Facilities and Cost-Share Infrastructure Projects. Mount Pleasant is being replaced in a new building with Library and child care facilities, at an additional cost of 1.65 million. Sunset Community Centre will be eligible for a grant to match the Federal-Provincial infrastructure grant. If the Capital Plan is not approved we could be looking at just one centre being upgraded in the next 6 years.

Members were asked to write to newspaper editors and the media urging that the Capital Plan be

NOMINATIONS COMMITTEE: Hilary Cheung reported that the committee would be meeting shortly and asked members to let her know if they knew of anyone who might be interested in joining the board.

MOVED by Michael Poetteker that the meeting adjourn

Meeting adjourned at 8:50p.m.

Recorded by Sheila Forster
30th October 2002.

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON WEDNESDAY 27th NOVEMBER 2002 AT 7:30 p.m.**

Present: Bill Harris chair; Rashid Ahmed, Onno Bakhoven, Jackie Barbosa, Susan Bell, Kathleen Bigsby, Hilary Cheung, Christine Chipperfield, Joyce Gordon, Katy Hughes, Vanessa Lam, Fazil Milhar, Michael Poettcker, Susan Ronalds, Sheila Stone, Carol Wiens, Benny Wong.

Regrets: Philip Riddell, Irene Ronnie.

Absent: Laird Cruickshank.

AGENDA:

MOVED by Onno Bakhoven, seconded Sheila Stone that the Agenda be approved.
CARRIED.

MINUTES:

MOVED by Hilary Cheung, seconded Vanessa Lam that the minutes of 30th October 2002 be accepted. CARRIED.

EXECUTIVE REPORT: Minutes of 20th November 2002

Centre Programmer: Susan Regan, who is due to return from maternity leave in February 2003, has presented a proposal that she return to the KCC as a self-employed consultant. This will be discussed in detail by the Personnel Committee who will get back to the full Executive with a recommendation.

Strategic Plan: A meeting will be held at 10 a.m. on 18th January 03 and members are asked to make every effort to attend.

Lobby Opening: Many thanks to Stew Jordan for the excellent job he did as M.C

FINANCE COMMITTEE REPORT: Benny Wong responded to Financial Statements as at 31st October 200 and minutes of 21st November 2002 meeting.

Total revenue to date \$82,395 and net from operations to date is \$19,144. These figures are lower than budgeted, but will even out and show higher figures in the November statements. Programs are breaking even except for Seniors' kitchen. The Seniors' kitchen is subsidized by the Society to some extent, but this figure is rising and we need to discuss the situation.

MOVED by Benny Wong, seconded Michael Poettcker that the Financial Statements be accepted. CARRIED.

Minutes of 21st November 2002.

Investments: These are in good shape and the Committee agreed that our present holding of

\$208,000 in GIC's be converted to bonds with a 4-5 year maturity, which will increase the Society's interest revenue.

Furniture Purchases: Furniture for Stew's and Programmer's offices will cost approximately \$8,500.

MOVED by Benny Wong, seconded Susan Bell that the Board approve the expenditure of up to \$8,500 for office furniture. CARRIED.

MOVED by Benny Wong, seconded Michael Poettcker that the Financial Report be accepted. CARRIED.

Audit: This is now completed and will be presented at the Annual General Meeting in February 2003.

MOVED by Benny Wong, seconded Carol Wiens that the Board approve the acceptance of the 2001-2002 Auditor's Report. CARRIED.

PROGRAM COMMITTEE REPORT: Katy Hughes responded to minutes of 13th November 2002.

Youth: Once again the possibility of Youth members being interested in becoming Board Members was discussed. We did advertise for youth to join the board prior to the AGM last year but had a negative response. In reality it would be difficult to get 16/17/18 year olds to attend board meeting.

Website: This does not work very well and we should to establish our own.

Youth Worker: The Park Board fund only 12 positions and Kerrisdale is not one of them. However, our youth programs are doing really well and numbers are up. At present reports are sent to the Program Committee.

Evaluations of Programs: Katy requested that any board member who attends programs fill out an evaluation form which would help in assessing the success of the program.

MOVED by Katy Hughes, seconded Hilary Cheung that the Program Report be accepted. CARRIED.

SENIORS' COUNCIL REPORT: Vanessa Lam responded to the minutes of 8th October 2002.

Donations:

A generous donation from the estate of Helen Harrison will allow us to add a fourth computer station. A piano has been donated.

Kitchen: At present running a deficit. A meeting will be held with the Finance Committee to discuss the situation.

MOVED by Vanessa Lam, seconded Susan Bell that the Seniors' Council Report be accepted. CARRIED.

RENOVATIONS COMMITTEE REPORT:

A meeting will be held with the Park Board and Architects to evaluate the completed renovations to the lobby and reception area.

A further meeting will be held to discuss any further furniture requirements.

RECREATION SUPERVISOR: Stew Jordan verbal.

Arena: With the renovations of the Centre completed we need to look at how we can make better and more profitable use of the Arena. There is potential for long term growth. A more inviting and attractive lobby is needed, dry floor programs should be expanded and marketed well. These issues will be discussed at the Strategic Planning meeting on the 18th January 2003.

Outside Sineage and Visibility of Centre: Possibilities are being explored.

Christmas Party: 5th December 2002. Eighty people have accepted to date.

Nominations: Please contact Hilary Cheung if you know of anyone interested in becoming a member of the board.

Soccer: Carol Wiens reported that aluminum goals posts are being stolen. Anyone noticing this happening when traveling round the city should call 911 immediately.

MOVED by Michael Poettcker that the meeting adjourn.

Meeting adjourned at 8:40 p.m.

Recorded by Sheila Forster
27th November 2002.

**MINUTES OF A MEETING OF THE DIRECTORS OF THE
KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON 30th OCTOBER 2002 AT 7:30 p.m.**

Present: Bill Harris, chair; Onno Bakhoven, Susan Bell, Kathleen Bigsby, Hilary Cheung, Christine Chipperfield, Laird Cruickshank, Katy Hughes, Vanessa Lam, Fazil Milhar, Michael Poettcker, Philip Riddell, Irene Ronnie, Sheila Stone, Carol Wiens.

Staff: Stew Jordan.

Regrets: Rashid Ahmed, Jackie Barbosa, Joyce Gordon, Susan Ronalds, Benny Wong.

AGENDA:

MOVED by Kathleen Bigsby, seconded Onno Bakhoven that the Agenda be approved. CARRIED.

MINUTES:

MOVED by Onno Bakhoven, seconded Sheila Stone that the minutes of 25th September 2002 be accepted. CARRIED.

FINANCE REPORT: Onno Bakhoven responded to minutes of 10th October 2002 and financial statements for 31st August 2002.

The audit is in progress and may be completed by the end of October.

MOVED by Onno Bakhoven, seconded Philip Riddell that the Finance Report be accepted. CARRIED.

EXECUTIVE REPORT: Minutes of 23rd October 2002

Christmas Party: Confirmed date is Thursday 5th December 6pm - 10pm in the Seniors' Multipurpose Room.

It will be a catered event with a buffet menu, wine, beer and soft drinks. Invitations will be sent to staff, instructors and board members. As it is a catered event an RSVP will be required..

The cost will be approximately \$24 per person which will be covered by the Society.

MOVED by Carol Wiens, seconded Susan Bell that the Board authorize the spending of up to \$4,000 for the Board and Staff Christmas Party to be held on 5th December 2002. CARRIED.

MOVED by Kathleen Bigsby, seconded Michael Poettcker that the Executive Report be accepted. CARRIED.

SENIORS' COUNCIL REPORT: Irene Ronnie responded to minutes of 15th October 2002.

Irene reported that the Seniors had a full program coming up. On November 28th there will be a "Holiday Sale" in the Seniors' Centre and in December trips to the British Museum in Chilliwack, a full day trip to Victoria, a Christmas dinner cruise on the Fraser River and the 2nd Annual Christmas Lights Tour.

The Seniors' program committee is now properly constituted and will be able to give full reports to the main centre program committee.

Maud Wright, a volunteer who has been teaching line dancing to Seniors for many years, is retiring in December at the age of 93!! The Board will send flowers and a card on this occasion.

MOVED by Hilary Cheung, seconded Katy Hughes that the Seniors' Council Report be accepted. CARRIED.

PROGRAM COMMITTEE REPORT: Katy Hughes responded to minutes of 8th October 2002

Programs: There have been suggestions from members that new programs should be introduced. As Dino and Kim carry a very heavy workload at the present time, Katy felt that committee members could do the research on these suggestions and present proposals to the programmers. They need to look into whether the program has been tried before, if so, what the enrolment and the response.

Katy thanked Trish Gabriel for her contribution to the Society as a board member and member of the Program Committee for many years.

MOVED by Katy Hughes, seconded by Michael Poettcker that the Program Report be accepted. CARRIED.

PROMOTIONS & COMMUNICATIONS COMMITTEE REPORT: Philip Riddell responded to minutes of 7th and 28th October 2002.

Lobby Opening: All is organized. The rest of the furniture will be in place by Friday 1st November. Stew Jordan will be M.C. and Mayor Philip Owen and the Park Board Chair will speak.

All Candidates Meeting: 6th November. Invitations have been sent to candidates and we are hoping for a good response.

MOVED by Philip Riddell, seconded Kathleen Bigsby, that the Promotions & Communications Reports be accepted. CARRIED.

COMMITTEE TERMS OF REFERENCE:

These have been updated with input from all committees, then presented to the Executive and circulated prior to this meeting for perusal by members.

MOVED by Kathleen Bigsby, seconded Katy Hughes that all Committee Terms of reference be accepted. CARRIED.

RENOVATIONS: Kathleen Bigsby reported.

There has been a very positive response to the lobby renovations, with comments of "spacious, bright and attractive". As yet all the furniture has not been ordered - we need look at the space and decide if anything further is needed.

Throughout the renovations the staff were wonderful, working cheerfully under difficult conditions.

Irene commented that the Seniors had accepted the inconvenience of sharing their space with children and strollers, swimmers etc. very well.

RECREATION SOFTWARE: Fazil Milhar reported.

Fazil and Rashid attended a Park Board meeting to discuss a new software program for Community Centre Associations. They both have concerns regarding privacy and security and will look into this. They also feel that marketing is not a high priority of the Park Board.

Cost of the new software is being studied by a sub-committee and we should know fairly soon what it will be. Lee Tarrant and Doug Taylor are staff representatives on this committee.

RECREATION SUPERVISOR'S REPORT: Stew Jordan responded to October 2002 report.

Happy to report that the office staff have moved into their new space. It has been a trying time for both customers and staff and he thanked the Board for being so supportive.

CAPITAL PLAN: Election 16th November 2002.

The Association Presidents are asking for support of the Capital Plan for Parks & Recreation Facilities and Cost-Share Infrastructure Projects. Mount Pleasant is being replaced in a new building with Library and child care facilities, at an additional cost of 1.65 million. Sunset Community Centre will be eligible for a grant to match the Federal-Provincial infrastructure grant. If the Capital Plan is not approved we could be looking at just one centre being upgraded in the next 6 years.

Members were asked to write to newspaper editors and the media urging that the Capital Plan be

NOMINATIONS COMMITTEE: Hilary Cheung reported that the committee would be meeting shortly and asked members to let her know if they knew of anyone who might be interested in joining the board.

MOVED by Michael Poetteker that the meeting adjourn

Meeting adjourned at 8:50p.m.

Recorded by Sheila Forster
30th October 2002.