

**MINUTES OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON WEDNESDAY 14th JANUARY 2004 AT 7:30 PM**

Present: Kathleen Bigsby, Chair, Susan Duffy, Bill Harris, Katy Hughes, Lisa Larkins, Laird Cruikshank, Onno Bakhoven, Fazil Mihlar, Jackie Stuart, Susan Ronalds, Rashid Ahmed, Vanessa Lam, Leo Wilson, and Phillip Riddell

Staff: Stew Jordan

Regrets: Benny Wong, Sabu George, Irene Ronnie, Wayne Reid, Hilary Cheung

Called to order at 7:33 p.m. by Kathleen Bigsby

AGENDA: MOVED Susan Duffy, seconded Bill Harris, that the agenda be approved as presented. CARRIED.

MINUTES: Susan Ronalds brought to the Board's attention the correct spelling of her name. MOVED Bill Harris, seconded Susan Duffy that minutes be approved as corrected. CARRIED.

BUSINESS ARISING:

ARKS Meeting: Susan Duffy has had correspondence from Peter Burch, Community Vision Programme, advising of meeting to be held at Kerrisdale Community Centre, Tuesday, January 20, 2004 at 7:00 p.m. Susan has volunteered for this project.

CORRESPONDENCE:

Volunteer of the Year – Submissions need to be forthcoming, as we need to review prior to forwarding to Vancouver Park Board. Kerrisdale has always had a nominee submitted. Individual should be a member of the community who has made a significant contribution. The award is not limited to people who volunteer at the Community Centre.

Safari Implementation – Kathleen wrote to Liane McKenna, Director, Queen Elizabeth District, expressing our disappointment that we were unable to accept online registration for January registration. We are now receiving regular updates on the progress of the implementation. The Board agreed that Fazil Mihlar, Rashid Ahmed, Kathleen Bigsby, Lee Tarrant and Doug Taylor will schedule a meeting to review the project thus far.

Jericho Arts Centre – Brochures were circulated enabling Board members to see the productions that are going on at Jericho.

FINANCE REPORT & COMMITTEE MINUTES

Onno advised there was no opportunity for Committee Meeting this month. However, balance sheets are available. Registration for winter programmes was up 20% from same timeframe last year. Youth program small in comparison to Children's and Adult programmes. Expenses for Youth and Children's programs are continuing to be reviewed. Rashid suggested benchmarking number of members to number of staff as a performance indicator.

MOVED Onno Bakhoven, seconded Leo Wilson, that the Finance Report be accepted. CARRIED.

EXECUTIVE REPORT

To make Kerrisdale Community Centre Society eligible for access to gaming funds, it has been suggested that we amend our By-laws. Susan Duffy prepared a proposal to be presented to the AGM for approval. After discussion, the Board agreed that a further change was required. This will be written at the break and presented at the end of the meeting for approval. Stew Jordan suggested Jacquie arrange for the proposed By-Law changes to be placed in Vancouver Courier 2 weeks prior to AGM.

MOVED by Bill Harris, seconded by Susan Duffy, the Executive Report of January 10th, 2004 be accepted. CARRIED.

SENIORS COUNCIL

Minutes are self-explanatory. Vanessa Lam advises that the Seniors Council AGM is scheduled for Thursday, February 5, 2004. The ARKS Vision Fair will be held February 7 & 8, 2004 at Kerrisdale Community Centre.

MOVED by Susan Duffy, seconded by Vanessa Lam the Seniors Council Report be accepted. CARRIED.

PROGRAM COMMITTEE REPORT

Katy advises exciting plans for the next few months.

MOVED by Katy Hughes, seconded by Bill Harris the Program Committee Report be accepted. CARRIED.

COMMUNICATIONS AND PROMOTIONS COMMITTEE

Phil advises Kim Seguin has notified Park Board of signage requirements. Park Board sign off for this request is necessary. April 24, 2004 date set for Spring Fair.

Kim Seguin is looking into promotional items for Kerrisdale Days.

Kerrisdale Days – Summer – There was discussion about distributing a public opinion survey during summer Kerrisdale Days With tourists in the community, could be beneficial for survey.

Discussion was held regarding survey and best way to proceed with same. Fazil suggested the survey be online. Susan Duffy suggested adding a prize to the survey to entice completion of survey. Katy mentioned seniors would be apt to complete both online and manual survey.

Kathleen advised that the PERK survey was done in our community in the 1980's, and an additional survey was done to gather people's ideas about the lobby at KCC prior to the renovation.

With Vision Fair at the Centre February 7 & 8, is the possibility of having some of our questions included on the survey/questionnaire that ARKS will be providing.

Rashid suggested we have 5 questions to track.

MOVED by Phil Riddell, seconded by Susan Ronalds, the Communications and Promotions Report be accepted. CARRIED.

Brief Break 8:28 – 8:40 p.m.

PLAYGROUND RENEWAL

Susan Ronalds advises we are still awaiting word back from Park Board. The Board requested Susan to contact Debra Barnes for follow up.

ALTERNATIVE STRUCTURES

Kathleen advises the original committee assignment wasn't workable. We need to look at what our position would be should the proposed new JOA be unsuitable for Kerrisdale. The task is not appropriate for a committee to handle, and we should discuss with a consultant about preparing a summary of the options. The Board recommended that Kathleen inquire about the costs and availability of hiring a consultant.

STRATEGIC PLAN REVIEW

Susan Duffy has received responses from all committees. She would like the committee to meet mid April.

NOMINATION COMMITTEE

Leo advised the nomination process is going well. There are 2-3 positions to be filled on the Board. Signage will be up in the next couple of days. Applications are available at reception at KCC.

An Information Meeting for prospective Board members will be held Thursday, February 12, 2004. Kathleen Bigsby and Stew Jordan will also attend.

MOVED by Leo Wilson, seconded by Lisa Larkins, the Nominations Committee report be accepted. CARRIED.

BOOT CAMP WORKSHOP

Bill Harris advised that there should be a follow up course. Presenters were very good. He would recommend that all Board Members attend a workshop. All new Presidents should have an opportunity to attend a President Boot Camp. Susan Duffy would like Board Members to do the analysis exercise presented at the Boot Camp at some time, as it is very informative. Dollars were well spent on this workshop.

MOVED by Bill Harris, seconded by Susan Ronalds, the Boot Camp report be accepted. CARRIED

RECREATION SUPERVISOR

Stew advises Shelly Frost has accepted the VP Marketing position with the PNE, and wishes to continue to work with KCC on a reduced work schedule. Until Susan Regan's full-time return to KCC, Susan and Shelly will continue to work together.

Stew attended a meeting about the Play Palace January 15, 2004. The Play Palace broke even in 2003. Kathleen suggested getting newspaper advertising for Play Palace this spring. Stew advised that Shelly's contacts should assist in the marketing of Play Palace.

TOPICS FOR FOLLOW-UP

The Board agreed that Board packages will be sent via email starting with these minutes, and that minutes will be posted in the lobby for a trial period.

Vanessa advised that Seniors Council minutes are posted within the Seniors Centre.

PROPOSED BY-LAW CHANGES

MOVED by Susan Duffy, seconded by Bill Harris, that the following resolution be presented to the Annual General Meeting February 25, 2004:

RESOLVED that the **Kerrisdale Community Centre Society** remove Sections 31, 36 and 37 from its Consolidated By-Laws 1974 (Amended 2001).

Section 31: "The remuneration, if any, of the Directors shall from time to time be determined in general meeting, and it shall be deemed to accrue from day to day, and shall be apportionable accordingly."

Section 36: "If any Director or any Officer of the Society be called upon to perform extra service, or to make special exertions on the Society's business, the Directors may arrange with such Director, or other Officer, for such special remuneration for such service or exertion either by way of salary, commission or the payment of a fixed sum of money, as they shall think fit."

Section 37: "The Directors may appoint an Executive Secretary who need not be a Director or a member of the Society and who shall hold office either for a fixed or indefinite period, and may at their discretion fill up any vacancy that may occur in such office."

RESOLVED that the **Kerrisdale Community Centre Society** adds a new Sections 31 to its Consolidated By-Laws 1974 (Amended 2001).

Sections 31: No voting members of the Executive or Board of Directors of the Society receive remuneration or other financial benefits for their services to the Kerrisdale Community Centre Society, regardless of the type of service performed.

CARRIED

OTHER BUSINESS

The Christmas Party was well done; thank you to Bill Harris, Wayne Reid, Susan Mele, and Jacquie Munro

MOVED by Bill Harris, seconded by Susan Ronalds, that the meeting adjourn.

Meeting adjourned at 9:20 p.m.

Recorded by Jacquie Munro

14th January, 2004

**MINUTES OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON WEDNESDAY 11th FEBRUARY, 2004 AT 7:30 PM**

Present: Kathleen Bigsby, Chair, Susan Duffy, Katy Hughes, Laird Cruikshank, Onno Bakhoven, Fazil Mihar, Susan Ronalds, Sabu George, Vanessa Lam, Leo Wilson, Wayne Reid, Phillip Riddell, and Irene Ronnie

Staff: Stew Jordan

Regrets: Benny Wong, Bill Harris, Jackie Stuart, Lisa Larkins, Hilary Cheung, Rashid Ahmed

Called to order at 7:33 p.m. by Kathleen Bigsby

AGENDA: MOVED Fazil Mihar, seconded Susan Ronalds, that the agenda be approved as presented. CARRIED.

BUSINESS ARISING:

Email Board Packages - Committee Minutes were sent to all members via email. Request to have a hard copy provided as well, it is unanimous, all Board Packages will NOT be emailed, and hard copy will be placed in all Board Members mail slots.

CORRESPONDENCE:

Thank You Letters – Received from Norm Funk for floral arrangement sent when his mother passed away.

Received from Lee Tarrant for gift, acknowledging her tremendous contribution to the Safari programming.

Youth Week Letter – Request received for a contribution to Youth Week. Suggestion of \$100.00 donation and a \$50.00 gift certificate. Moved by Wayne Reid, seconded by Susan Duffy both donation and gift certificate be forwarded. CARRIED.

Allan De Genova Letter – City Planning has received funds and allocation should be completed by Summer, 2004. Susan Duffy asked if we need to provide updated information to Allan and Katy Hughes advised that yes we do, however the letter does not indicate this.

FINANCE REPORT & COMMITTEE MINUTES

Janitorial supplies - over budget – basically the budget in this area has not been increased as it should have over the years.

Security Cameras – 2 additional cameras have been ordered for installation.

MOVED Onno Bakhoven, seconded Fazil Mihar, that the Finance Report be accepted. CARRIED.

Onno Bakhoven pointed out there was a deficit in December 2003, however accountant advises due largely in part to November 2003 being over.

MOVED Leo Wilson, seconded Onno Bakhoven, that the Financial Statements be accepted. CARRIED.

EXECUTIVE REPORT

Volunteer of Year – Irene Ronnie has provided bio on Ron Arrowsmith, which Kathleen read to Board Members, and it was agreed Ron's be the KCC recipient of Volunteer of the Year.

Safari Meeting – Fazil Milhar mentioned he didn't like idea of consensus with KCC and Trout Lake. Overall message was Park Board and Vendor have a clear understanding of what KCC expectation in getting Safari program running smoothly.

Vision Fair – Susan Duffy has forwarded to Peter Burch, Planner, Community Visions Program, peter_burch@city.vancouver.bc.ca, questionnaire Rashid Ahmed prepared. Peter suggested that we arrange to have questionnaire on our website. Susan Duffy advises the Goals & Strategies committee will meet in April 2004 and discuss this matter. Susan Duffy will communicate with Kim Seguin about feasibility of questionnaire on website.

MOVED Susan Duffy, seconded Susan Ronalds, the Executive Report of February 4th, 2004 be accepted. CARRIED

PROMOTIONS AND COMMUNICATIONS COMMITTEE

Wayne Reid advised Kerrisdale Days and Health Fair, both take place Saturday, April 24, 2004. Mobile Emergency Response wants to set up in parking lot for Health Fair from 11 –4. Focusing on emergency preparedness and sun protection.

Signage – Phillip Riddell provided Wayne with 60 page by-law. Wayne looking into updating freestanding sign at corner of 42nd and W. Boulevard. Stew advised that Renfrew CC is getting new signage and very good possibility Park Board will be updated all Centre's signage.

MOVED by Phil Riddell, seconded by Susan Ronalds, the Communications and Promotions Report be accepted. CARRIED.

PROGRAM COMMITTEE REPORT

Katy advised opening of Vision Fair was very good. Happy with number of people who attended.

Youth Week – May 1 – 7

Health Fair – One day event – Saturday, April 24, 2004

Strategic planning – running out of space for programs at KCC.

MOVED by Katy Hughes, seconded by Laird Cruikshank the Program Committee Report be accepted. CARRIED.

Brief Break 8:35 – 8:45

POOL COMMITTEE

Onno Bakhoven advises that PB will be increasing fees at Maple Grove Park pool from \$1.00 to \$1.15 for summer 2004

SENIORS COUNCIL

Irene Ronnie advises Susan Duffy having difficulty attending regular meetings. Board will appoint new Board Member to attend Senior Meetings after the AGM.

Irene also advised that Isabel Henry is retiring from Senior's kitchen. This position has been advertised, and resumes are being received. Vanessa Lam and Susan Mele will go over the resumes. Irene also asked about funds for a gift for Isabel. With the length of service Isabel has completed, a total of \$200.00 in a gift certificate will be purchased.

MOVED by Susan Duffy, seconded by Leo Wilson the Seniors Council Report be accepted. CARRIED.

YOUTH COMMITTEE

Leo Wilson advised that the kick off for Youth Week – May 1 – 7 will be held at Britannia CC.

We have a number of youth volunteers at KCC.

MOVED by Leo Wilson, seconded by Wayne Reid the Youth Council Report be accepted. CARRIED.

PLAYGROUND RENEWAL

Susan Ronalds will contact Debra Barnes to follow up.

NOMINATIONS COMMITTEE

Susan Ronalds advised there are 3 individuals interested in becoming Board Members.

Introductory meeting to be held Thursday February 12, 2004

There are 2 – 2 year term seats open and 1 – 1 year.

Meeting being held Wednesday, February 18, 2004 at Roundhouse CC, 7:00 p.m. with Lorne Mayencourt, regarding gaming commission. Laird Cruikshank will attend this meeting.

Presentation package received from "More Sports", looking for more community involvement. Leo Wilson has agreed Youth Committee will take file and contact this group.

Association Presidents meeting – Terms of Reference draft was drawn up, however not well received by group. Kathleen feels this group should be more structured and reporting back to other committees. Kathleen will contact those at meeting who were unhappy and report back to KCC Board in May.

AGM

Committee reports need to be completed and emailed to Jacquie by next week.

VISION FAIR

Susan Duffy advised Fair held February 7 & 8 was very good. Opportunities to provide lots of information. Susan Duffy and Vanessa Lam are both on Community Liaison Committee. There will be further meetings coming up in April/May/June. Suggested that those interested, contact Peter Burch directly at peter_burch@city.vancouver.bc.ca, for full details of upcoming meetings. Susan has volunteered for certain ones and will not be receiving details of all other meetings. Peter Burch also passed on how helpful Stew, Dino and KCC staff were at getting auditorium ready and signage in place for Vision Fair.

MOVED by Susan Ronalds. seconded by Susan Duffy, that the meeting adjourn.

Meeting adjourned at 9:30 p.m.

Recorded by Jacquie Munro 11th February, 2004

**MINUTES OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON WEDNESDAY 25th FEBRUARY 2004 AT 8:30 PM**

Present: Kathleen Bigsby, Chair, Katy Hughes, Sabu George, Onno Bakhoven, Lisa Larkins, Sue Hatten, Susan Ronalds, Rashid Ahmed, Irene Ronnie, Wayne Reid, Leo Wilson, Benny Wong, Vanessa Lam, Fazil Mihlar, Emmanuel Nicolas, Forest Eaton, Gene Wrangmore

Staff: Stew Jordan, Kim Sequin


Regrets: Susan Duffy, Bill Harris, Hilary Cheung

1. Called to order at 8:30 by Kathleen Bigsby, following Annual General Meeting

Welcome Suzanne Anton – Commissioner, Diane Murphy – Recreation Coordinator, Queen Elizabeth District

2. Motion to maintain existing Executive Members until March Board Meeting. MOVED by Wayne Reid, seconded by Katy Hughes to maintain existing Executive Members. CARRIED.
3. Motion to maintain current Committee Chairs until March Board Meeting. MOVED by Irene Ronnie, seconded by Leo Wilson to maintain existing Committee Chairs. CARRIED.
4. Orientation Meeting for New Board Members to be arranged.
5. Stew Jordan suggested that all new Board Members introduce themselves to the staff.
6. Diane Murphy extended her congratulations on another successful year for Kerrisdale Community Centre. The Play Palace has proven to be very successful and we are all looking forward to the coming year.
7. Commissioner Suzanne Anton swore in the newly elected Board Members.
8. MOVED by Fazil Mihlar, that the meeting adjourn. CARRIED

Meeting adjourned at 8:50 p.m.



**MINUTES OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON WEDNESDAY, 31ST MARCH 2004 AT 7:30PM**

Present: Susan Duffy, Chair; Benny Wong, initial Chair; Katy Hughes, Fazil Mihar, Wayne Reid, Onno Bakhoven, Irene Ronnie, Leo Wilson, Sabu George, Sue Hatten, Forest Eaton, Gene Wrankmore, Emmanuel Nicolas.

Staff: Stew Jordan, Susie Bando.

Regrets: Kathleen Bigsby, Bill Harris, Vanessa Lam, Lisa Larkins, Susan Ronalds, Rashid Ahmed.

Call to order at 7:34pm by Benny Wong.

AGENDA: MOVED Onno Bakhoven, seconded Wayne Reid that the agenda be approved. CARRIED.

MINUTES: Moved by Leo Wilson, seconded Fazil Mihar that the minutes of 11th February 2004 be accepted. CARRIED.

MINUTES: Moved by Wayne Reid, seconded Forest Eaton that the minutes of 25th February 2004 be accepted. CARRIED.

BUSINESS ARISING: There was no business arising from the minutes.

ELECTION OF OFFICERS & APPOINTMENT OF COMMITTEE MEMBERS:

Benny Wong advised the Board, particularly the new members that elected officers need to have served for at least one year.

PRESIDENT

Moved by Onno Bakhoven and seconded by Wayne Reid that Susan Duffy be nominated for the position of President.

Susan Duffy accepted, and was elected President for the upcoming year.

VICE PRESIDENT

Moved by Onno Bakhoven and seconded by Leo Wilson that Bill Harris be nominated for the position of Vice President.

Bill Harris accepted, in absentia, and was elected Vice President for the upcoming year.

VICE PRESIDENT

Moved by Onno Bakhoven and seconded by Fazil Mihar that Katy Hughes be nominated for the position of Vice President.

Katy Hughes accepted, and was elected Vice President for the upcoming year.

A handwritten signature in black ink, appearing to read 'Duffy', is located at the bottom right of the page.

SECRETARY

Moved by Onno Bakhoven and seconded by Leo Wilson that Susan Ronalds be nominated for the position of Secretary.

Susan Ronalds accepted, in absentia, and was elected Secretary for the upcoming year.

MEMBER-at-LARGE

Moved by Onno Bakhoven and seconded by Leo Wilson that Lisa Larkins be nominated for the position of Member-at-large.

Lisa Larkins accepted, in absentia, and was elected Member-at-large for the upcoming year.

Benny Wong stepped down as the chair of the meeting and Susan Duffy continued.

TREASURER

Moved by Onno Bakhoven and seconded by Fazil Mihar that Benny Wong be nominated for the position of Treasurer.

Benny Wong accepted, and was elected Treasurer for the upcoming year.

STANDING and AD HOC COMMITTEE ASSIGNMENTS

The committee assignments distributed with the board package were amended as follows:

Remove Lisa Larkins from the Pool Committee.

Susan Ronalds is the chairperson for the Program Committee.

Forest Eaton is to be added to Promotions & Communications Committee.

Kim Seguin joins Dino Geremia as staff liaisons on the P&C Committee.

Susan Mele is to be added as staff liaison for Emergency Social Services.

Kathleen Bigsby is to be chair of the Renovations Committee.

Stew Jordan joins as staff liaison for the Renovation Committee.

MOVED by Wayne Reid, seconded Fazil Mihar that the Committee assignments be approved with these changes. CARRIED

Appointment of Senior's Council Representative:

MOVED by Katy Hughes, seconded Forest Eaton that Irene Ronnie be appointed to the Board as the Senior's Representative. CARRIED.

Appointment of Board Solicitor:

MOVED by Benny Wong, seconded Fazil Mihar that Phil Riddell be appointed as the Board's Solicitor. CARRIED.

EXECUTIVE REPORT: Benny Wong responded to the minutes of the Executive Meeting held on 24th March 2004.

Benny Wong spoke about the letter to Piet Rutgers the Director of Planning and Operations at the Board of Parks and Recreation detailing how we will spend the \$240,000 contribution from the Community Amenities Contribution. A copy of the letter was also sent to Allan De Genova our liaison Commissioner.

Susan Duffy made the amendment that she & Vanessa Lam attended their second ARKS meeting. Susan encouraged the board to attend any one of the ARKS workshops and added that the workshop schedule is available and included with the Board package.

We have received a Proposed Work Program from Wilson & June Consultants outlining a Partnership Vision and Strategy with respect to the re-writing of the Joint Operating Agreement with the Parks Board. Benny Wong encouraged board members to submit written comments to either Katy Hughes or Kathleen Bigsby by 15th April 2004.

Susan Duffy advised the board that the current Joint Operating Agreement is more than 25 years old and seriously needs revision.

Benny added that the consultant's fee of \$10,000 is high and should be carefully considered. Wayne stated that there may be a need to spend an amount of money initially in order to have a successful Joint Operating Agreement into the future.

Kathy Hughes suggested that for the Society to do well and represent themselves well in the face of the Park Board, that that board needs to be forearmed with as much knowledge as possible.

MOVED by Benny Wong, seconded Fazil Mihar that the Executive Report be accepted. CARRIED.

FINANCE REPORT: Onno Bakhoven spoke to the February 2004 Financial Statements on behalf of Benny Wong.

Onno reported healthy surpluses by all programs. Onno also noted that February 2004's overhead expenses were 23% higher than February 2003, while the total revenue was only 7% higher in February 2004. Onno attributed this difference to increased staff costs.

Onno advised that there are financial commitments promised by the board which have yet to be accounted for, including costs for the Program Assistant's 2003 wages, new cash drawers and janitorial supplies.

MOVED by Onno Bakhoven, seconded Wayne Reid that the February 2004 Financial Statements be accepted. CARRIED.

STANDING COMMITTEE REPORTS:

SENIORS' COUNCIL: Minutes from the meeting of 8th March 2004.

Irene Ronnie mentioned the passing of another long time member, Beth Kerr.

Isobel Hendry retired from the kitchen after 17 years of service to KCCS.
A party was held for Isobel and many came out to thank her and wish her well.

Isobel has been replaced by Betty Anderson. Roy Schneider has also left the kitchen and has been replaced by Denis Cartier who starts on 1st April 2004.

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

PROGRAM COMMITTEE REPORT: Minutes from the meeting of 10th March 2004.

Katy Hughes encouraged all to attend the Health Fair to be held on April 17, 2004.

Recware Safari Pilot Project Update:

Katy reported that from a patron's perspective, Safari is proceeding well. Both Katy and Stew commented on the difficulties experienced by the internal users' perspective. Stew mentioned that the decision years ago to use Sprint (i.e. as opposed to Telus) may be partly or solely to blame for the disconnection problems experienced when using Recware Safari.

Katy congratulated the office staff for their hard work and good successes in learning and using the new software.

MOVED by Katy Hughes, seconded Onno Bakhoven that the Program Committee Report be accepted. CARRIED.

PROMOTIONS & COMMUNICATIONS COMMITTEE REPORT: Minutes from the meeting of 8th March 2004.

Fazil Mihlar spoke about the upcoming Health Fair and the \$1000 that both corporate sponsors Classic Caregivers and Kerrisdale Pharmacy have raised for advertisement.

Fazil mentioned that the committee intends to distribute a Customer Survey in both the brochure and on the website. They did not recommend that the board hire an outside company to handle the survey and therefore will not have to deal with any privacy issues. It intends to recommend to the board that students be hired in the summer or fall to compile the results. Susan Duffy handed the draft Customer Survey to Fazil to continue the process.

Wayne Reid spoke to the signage updating program conducted by the Park Board. There are estimates of up to \$100,000 to replace the existing reader board with a new, electronic sign. There was discussion about the City's regulations regarding sign size, movement, etc. Further investigations are to continue.

MOVED by Wayne Reid, seconded Onno Bakhoven that the Promotions & Communications report be accepted. CARRIED.

YOUTH COMMITTEE REPORT: Leo Wilson responded to minutes from the meeting of 10th March 2004.

Leo Wilson advised that Youth Week is approaching. Both Mike Kulik, Youth Worker, and Leo will be setting up booths at neighbouring high schools to speak about Youth Week and volunteerism, its focus for this year.

Leo spoke to the possibility of setting up more competitive basketball opportunities for youth at KCC. He was clear to indicate any new program would bear in mind the existing ones.

Leo also referred to the perceived need to increase participation by Kerrisdale's parents.

MOVED by Leo Wilson, seconded Forest Eaton that the Youth Committee report be accepted. CARRIED.

RECREATION SUPERVISOR'S REPORT: Stew Jordan spoke to his March 2004 Report.

Stew Jordan informed the board's members that there are areas in which the board can control and some in which the board can only have influence.

Stew went on to discuss the twining of ice rinks. A draft report of the evaluation of the pilot project was included in the board package. The twining of the rinks refers to the sharing of one programmer between two ice rinks.

OTHER BUSINESS: Community Partners

Stew advised that there are a number of reciprocal arrangements between KCC and community businesses. We now have ten partners and the newest are Classic Caregivers, ~~Kids~~ Only Photo, and the Arts Club.

Kids

He went on to say that these sponsorship relationships are proceeding well. He mentioned the need to acknowledge and bear in mind ongoing Park Board relationships with community businesses (example: Coca Cola).

Wayne Reid indicated there has been a significant warming in relationships between KCC and the Kerrisdale Business Association.

Stew reminded the board of the potential for conflict of interest between KCC and its board's own personal businesses.

Further discussion took place regarding the status of our Corporate Sponsorship Policy. Susan Duffy will investigate and report back at the next meeting.

Moved by Katy Hughes that the meeting adjourn.

Meeting adjourned at 9:14pm.

Recorded by Kim Farrell 31st March 2004.

**MINUTES OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON WEDNESDAY, 28th APRIL 2004 AT 7:30PM**

Present: Susan Duffy, Chair; Katy Hughes, Fazil Mihar, Wayne Reid, Onno Bakhoven, Irene Ronnie, Leo Wilson, Sue Hatten, Forest Eaton, Gene Wrangmore, Emmanuel Nicolas, Kathleen Bigsby, Bill Harris, Vanessa Lam, Lisa Larkins.

Staff: Stew Jordan.

Regrets: Benny Wong, Sabu George, Susan Ronalds, Rashid Ahmed.

The meeting was called to order at 7:30pm by Susan Duffy.

AGENDA: MOVED by Bill Harris, seconded Wayne Reid that the agenda be approved. CARRIED.

An error on page 5 of minutes was noted; Kids Only Photo not Kits Only Photo.

MINUTES: MOVED by Onno Bakhoven, seconded Leo Wilson that the minutes of 31st March 2004 as amended be accepted. CARRIED.

BUSINESS ARISING: There was no business arising from the minutes.

EXECUTIVE COMMITTEE REPORT: Kathleen Bigsby responded to the minutes of the Executive Meeting held on 21st April 2004.

Kathleen stated that based on the comments received and further discussion at the Executive meeting she would suggest a scaled back proposal from the consultants.

Katy Hughes summarized board responses to the consultant's proposal, following:

The desirability of working with well qualified consultants to prepare an acceptable structure for the K.C.C.'s Joint Operating Agreement with the Park Board was endorsed in most of the responses.

However, the justification for incurring significant costs was challenged and deemed to be a matter for negotiation. Various suggestions to reduce these costs were made. The primary concern of ensuring ongoing growth and financial viability for the future of the K.C.C. was expressed and in this context the proposal was deemed worth considering.

S. Duffy
May 26/04

The preliminary report by the JOA Task Force, called ***Vancouver's Community Centres – Renewing the Partnership***, was handed out to the board members.

A JOA workshop is scheduled for 12th May,
from 7-9pm at the Sunset Community Centre.

In addition, Kathleen recommended
board members attend the 25th May meeting
from 5 – 8:30pm at VanDusen Gardens.

MOVED by Vanessa Lam, seconded Lisa Larkins that the Executive Report be accepted. CARRIED.

FINANCE COMMITTEE REPORT and Financials:

Onno Bakhoven reported a \$132,000 surplus for the Winter 2003 Session (last year's surplus was \$108,000.)

Onno also reported that the Society purchased a \$100,000 Strip Bond with a 3.75% rate of return.

MOVED by Onno Bakhoven, seconded Leo Wilson that the minutes of the 19th April Finance Committee meeting be accepted. CARRIED.

Onno indicated that we ^{have} no way of knowing who is using the on-line registration system until the Park Board creates a report and writes a cheque for us. While this is not an issue at present it will be more problematic as more people register on-line and more centres begin using the system.

Onno stated that the Society has no way of knowing who is registering on-line and suggested we come up with a system indicating 'Mastercard Internet pymt' vs. 'Mastercard pymt.'

MOVED by Onno Bakhoven, seconded Leo Wilson that the March 2004 Financial Statements be accepted. CARRIED.

STANDING COMMITTEE REPORTS:

POOL COMMITTEE: Minutes from the meeting of 14th April 2004.

Onno noted an error in the minutes: it was Sabu George (not Emmanuel Nicolas) who referred to a formerly proposed pool entrance fee increase as 'creeping taxation.'

New lane dividers will be \$600-700 in replacement costs.

Rusty lockers in the men's change room were mentioned in the minutes and will be investigated.

The Pool entrance control (which is currently unlocked at all times) was not deemed problematic enough to make procedural changes.

Transcription errors on both pages of the minutes need to be fixed (pg 1, paragraph 2, "in view of the fact", pg 2, paragraph 5, "save on wages").

Forest Eaton indicated that while chlorination kills bacteria it does not have any effect on viruses.

MOVED by Onno Bakhoven, seconded Bill Harris that the Pool Committee Report be accepted. CARRIED.

PROGRAM COMMITTEE REPORT: Minutes from the meeting of 14th April 2004.

Emmanuel Nicolas reported that the meeting was an opportunity for new committee members to join Susan Ronalds (new chair) in a discussion about its roles and responsibilities.

MOVED by Forest Eaton, seconded Lisa Larkins that the Program Committee Report be accepted. CARRIED.

PROMOTIONS & COMMUNICATIONS COMMITTEE REPORT: Minutes from the meeting of 5th April 2004.

Lisa Larkins reported that Kerrisdale Pharmacy and Classic Caregivers each gave \$1000 and Foresters Financial gave \$500 to support the Health Fair.

The Health Fair was generally well-attended and considered a success. The individual seminars held hourly at the Fair were not well attended and need to be re-thought for next year. Forest Eaton, an exhibitor at the Fair, suggested that there would be a benefit in obtaining exhibitor feedback. Lisa responded advising that follow up would take place with all the exhibitors.

Kathleen Bigsby congratulated Lisa Larkins and Wayne Reid on their good work on and at the Health Fair. Katy Hughes congratulated not only the programming staff but, in particular, the Building Supervisor staff for their hard work.

There was some discussion as to the benefits/deficits of overlapping the dates of the Health Fair with Kerrisdale Days. Wayne Reid indicated our goal is to create a tradition by having them on the same days annually.

The issue of signage is ongoing and awaiting costing from the Park's Board.

The Community Visions workshops (ARKS) are coming up and a number will also be conducted in Mandarin and Cantonese.

The customer survey is being fine-tuned. Lisa requested comments be submitted to her by Monday, 3rd May.

Onno suggested that the internal, password protected part of the website be used for such things as board contact information, dissemination of meeting minutes, etc. Kathleen related that was indeed the intention. Wayne reminded all that it's everyone's responsibility for the maintenance of that information.

MOVED by Lisa Larkins, seconded Wayne Reid that the Promotions & Communications report be accepted. CARRIED.

SENIORS' COUNCIL: Minutes from the meeting of 13th April 2004.

Irene Ronnie mentioned that two committee members were not made aware of this month's meeting date change (due to the Easter holidays) and apologized for this lack of communication. She reassured the others that typically the Seniors' Council does meet on Mondays.

The multi-purpose room in the Senior's Centre will be getting new blinds at a cost of \$4500. The dining room floor is being scratched by the chairs so a concerned group of seniors is busily knitting and crocheting chair leg booties. The Seniors' Council is providing yarn.

Betty Anderson, the new cook, is working out well. The cook's assistant who worked part time in the kitchen has gone to full time position with his other employer. The search is on for his replacement.

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

BOARD OF DIRECTORS LIST and COMMITTEE APPOINTMENTS

Leo Wilson requested to be removed from the P & C Committee due to a time conflict with other commitments.

Our Goals & Strategies Committee was not included on the list and will be on the revised version. Susan Duffy welcomed the board members to attend Goals & Strategies meetings. Emmanuel, Forest and Lisa expressed an interest in joining the existing committee.

Philip Riddell is to be added to the list as the Society's solicitor.

TERMS OF REFERENCE – Executive Committee

Kathleen Bigsby recommended the following changes to the Executive Committee Terms of Reference:

Specific Responsibilities:

7. The Executive Committee directs the activities of the Society's Research & Development Consultant.

Role of President:

- (e) To direct and supervise the activities of the Secretary.

TERMS OF REFERENCE – Promotions & Communications

Kathleen Bigsby recommended the following changes to the Promotions & Communications Terms of Reference:

Specific Responsibilities:

- 8) Oversee the design and content of the Society's website.

Susan Duffy will revise these Terms of Reference and provide copies to the board members in their mailboxes in time for the next board meeting.

MOVED by Kathleen Bigsby, seconded Bill Harris that the above changes to the Executive Committee Terms of Reference and the Promotions & Communications Committee Terms of Reference be accepted. CARRIED.

VOLUNTEER VANCOUVER SPRING CATALOGUE

Susan Duffy encouraged everyone to look seriously at these courses. Anyone interested in one should let her know. She spoke to the success of last fall's 'Board Member Bootcamp'. Wayne Reid suggested that another Board Member Bootcamp would benefit the new board members. He also indicated that last year's course was instrumental in showing our board's strength and organization.

VIEWING - City Edge – Vancouver's Recaptured Waterfront

Kathleen Bigsby attended a prior screening of this film. She said the film was interesting and well made given the budget.

CAC UPDATE – Reply from Piet Rutgers

Kathleen Bigsby spoke to the lack of reassurance implicit in the letter. She has been unable to contact Allan de Genova. Kathleen stated that this issue has been ongoing for eighteen months and could be at least another fourteen. She recommended that the board consider this drawn out timeline and it's implications for the JOA process.

HEALTH FAIR UPDATE

Along with the update given in the P& C Committee Report Lisa Larkins also indicated there was an interest expressed by parents of young children to have a children's nutritionist at the Health Fair next year.

Lisa added that she could have used additional board support this year.

Emergency Social Services was commended for having a great display.

YOUTH WEEK UPDATE

Leo Wilson reported that Youth Week is upcoming (Saturday, 1st May to Friday, 7th May.) There is to be a kickoff dance at Britannia, followed by events throughout the city.

There are events scheduled at Kerrisdale on Friday, 7th May. There will be three 20-minutes demonstrations of: Capoeira (a Brazilian martial art), Pottery and Hip Hop.

On Thursday, 29th April and Friday, 30th April, Leo and Youth Coordinator, Mike Kulik, will be at Point Grey High School promoting Youth Week, in specific and recreation, in general.

BBQ – Wednesday, 28th July 2004


Bill Harris and his wife have generously offered their residence as location for the barbeque in the event of good weather. In the case of inclement weather, it will be held at the centre. Stew advised Bill to liaise with Susan Mele regarding tentative room bookings for bad weather.

Sue Hatten, Vanessa Lam and Wayne Reid volunteered to assist Bill with the preparations.

RECREATION SUPERVISOR'S REPORT: Stew Jordan spoke to his April 2004 Report.

Stew Jordan submitted Kelly Beaman's (Programmer / Head Life Guard at Maple Grove) Maple Grove Pool Report 2003.

Stew spoke to the partnership between the Society and the Park's Board with the Play Palace. The set up costs (\$60,000) of the play area at the Kerrisdale Arena were divided evenly between the Society and Park's Board.

Current sponsors include: Bank of Montreal and Providence Insurance. *Providence Security* 

This summer Tuesday Night will be Sponsor's Night each week.

Darren, presently at the False Creek Community Centre, is the new Arena programmer and he is set to start in May 2004.

MOVED by Bill Harris that the board use the \$3,000 in sponsorship donations, to be called "Play Palace Equipment/Supplies", to replenish small consumable items in the Play Palace pending approval by the Finance Committee chair. Seconded, Lisa Larkins. CARRIED.

The quote for refurbishing the two Senior's Centre and one Youth Lounge billiards tables is \$1,500. This price does not include 'balancing', which is a costly and delicate but a necessary part of having a properly functioning billiards table.

MOVED by Bill Harris that the KCC be approved to spend up to \$1,000 to balance the two Senior's Centre tables as a higher priority, and possibly the Youth Lounge table as well. Seconded, Wayne Reid. CARRIED.

OTHER BUSINESS:

Kathleen Bigsby and Sabu George attended an ARKS Visioning workshop on Saturday, 24th April. Kathleen reported she was impressed with the organization and preparedness of the materials and presentation. About forty speakers spoke about what they need and value in their community. Kathleen urged the board members to attend some of the workshops.

Moved by Bill Harris that the meeting adjourn.

Meeting adjourned at 9:15pm
Recorded by Kim Farrell 28th April 2004

**MINUTES OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON WEDNESDAY, 26th MAY 2004 AT 7:30PM**



Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Forest Eaton, Sabu George, Bill Harris, Sue Hatten, Katy Hughes, Vanessa Lam, Emmanuel Nicolas, Wayne Reid, Irene Ronnie, Leo Wilson, Benny Wong.

Park Board Commissioner: Allan De Genova

Staff: Stew Jordan, Darren Peterson

Regrets: Lisa Larkins, Susan Ronalds, Gene Wrangmore

Absent: Rashid Ahmed, Fazil Mihar

1. Susan Duffy called the meeting to order at 7:32 pm.
Susan welcomed Allan De Genova, Darren Peterson, newest programmer at the Arena and Patricia McCuaig, new Board Secretary.
2. **AGENDA:**
Allan De Genova asked that the Community Amenities Contribution be added to the agenda; it will be added to Ad Hoc Committee Reports. Kathleen Bigsby asked to add an update on the Safari pilot; it will be added to Ad Hoc Committee Reports.

MOVED by Irene Ronnie, seconded by Bill Harris that the agenda be approved.
CARRIED.

3. **MINUTES**

The following errors were noted:

Page 2: the word "have" was omitted from the sentence "Onno indicated that we *have* no way of knowing"

Page 6: The correct term is Park Board and the correct sponsor's name is Provident Securities.

MOVED by Kathleen Bigsby, seconded by Bill Harris that the minutes of 28th April 2004 be accepted as amended. CARRIED.

4. **BUSINESS ARISING:** There was no business arising from the minutes.
5. **CORRESPONDENCE:** There was no correspondence.
6. **FINANCE REPORT:** Benny Wong reported on the April 30, 2004 Financial Statements.

Revenue is about \$65,000 ahead of budget and expenses are about \$26,000 under budget; giving a net of about \$90,000 ahead of budget. Capital Expenditures to date amount to only \$10,000 and with a budget of \$48,000, so a lot more expenditure is expected.

With respect to expenses, staff costs are very close to budget considering this is a relatively large expenditure item. Benny Wong expressed concern regarding Repair &

Maintenance which is over \$4,000 for the month of April. Benny also expressed concern about Kitchen operation expenses. Reasons for this deficit could not be determined exactly as the Programmer is away, but the possibilities suggested were the training of a new cook and payments for supplies delayed from March to April. Benny will look into both these issues for the next meeting.

Emmanuel Nicolas asked a question regarding our Capital assets. Benny Wong advised that depreciation and amortization are determined in year-end adjustments, not monthly.

MOVED by Benny Wong, seconded by Wayne Reid that the financial statements be accepted. CARRIED.

7. EXECUTIVE COMMITTEE REPORT: Kathleen Bigsby reported on the minutes of the Executive Meeting held on 19th May 2004.

The Joint Operating Agreement "Visioning" Workshop will be discussed later in the meeting.

The Board does not need to take any action with City Council regarding The Community Amenities Contribution from Quilchena Gardens. Allan De Genova will discuss this later in the meeting.

The Executive did not like the outcome of The Vancouver Courier's 2004 Stars of Vancouver – Reader's Choice Awards and is asking the Promotions and Communications Committee to look into how to improve this position. Wayne Reid commented that the number of members may be more important.

The Executive is concerned about noise in the Lobby Play Area and is attempting to ameliorate the situation.

The Program Committee recommends that the Society apply for the 2005 Artist in Residence program for a project to make the Arena/Play Place more attractive. The Society would contribute \$3,000.

MOVED by Kathleen Bisgby, seconded by Bill Harris to apply for the 2005 Artist in Residence program. CARRIED

MOVED by Kathleen Bigsby, seconded by Vanessa Lam that the Executive Report be accepted. CARRIED.

8. STANDING COMMITTEE REPORTS:

POOL COMMITTEE:

Onno Bakhoven reported on the request for a new Aquatic Wheelchair to replace the worn old chair. It is needed for people with disabilities. If the Society agrees with the purchase, a good quality one should be considered. Onno supports the request

because a well equipped pool is necessary and it is in line with our mission. Benny Wong as Chair of Finance Committee stated that normally these types of requests should be directed first to the Finance Committee for their consideration and approval prior to submission to the Board. In this case the request for this purchase was made directly to the Board due to time constraints. Benny reported that the Chair could be purchased for about \$1900.

Sabu George asked how many people use the chair. Onno Bakhoven replied that it is used from time to time, but the exact numbers are not known.

MOVED by Onno Bakhoven, seconded by Emmanuel Nicolas that \$2,200 be approved to purchase a new Aquatic Wheelchair. CARRIED

PROGRAM COMMITTEE REPORT: Vanessa Lam reported on the Minutes from the meeting of 12th May 2004.

During the Youth Week, 90% of the city-wide events were cancelled. Sabu George asked why the cancellations were so high. One reasons for this could be that there are other resources at the City to deal with Youth. Leo Wilson stated that another reason may have been that the brochures were available just before Youth week began. Stew Jordan re-affirmed that ALL Kerrisdale events went ahead and were very successful. Stew said it may be a city-wide issue as kids do not want to go to other community centers.

The Playground Meeting on Tuesday June 8 at 7:00 pm will be a public consultation.

MOVED by Vanessa Lam, seconded Onno Bakhoven that the Program Committee Report be accepted. CARRIED.

PROMOTIONS & COMMUNICATIONS COMMITTEE REPORT: Wayne Reid reported on the Minutes from the meeting of 3rd May 2004.

The Health Fair was a success and the exhibitors are happy. A couple of issues resulted with our advertising in the Courier were discussed.

Susan Duffy will forward back the Customer Survey and suggestions to the Committee to make the necessary changes.

It was reported that Bike Month programs have not been successful and, therefore, the Community Centre will not be doing any scheduled programs this year. Sabu George questioned why the program is not successful when so many people use bikes. The answer may be the type of program (e.g. maintenance and repair), which do not interest people and the Centre may look at other programs. The schools in the area have many Bike Month activities and the Centre may be duplicating other programs.

August Kerrisdale Days will be August 28 weekend. Benny Wong stated that Lisa wanted more Board participation at the Health Fair. Benny would like to see Board members participate at the KCC Booth during Kerrisdale Days.

MOVED by Wayne Reid, seconded Sue Hatten that the Promotions and Communications Committee report be accepted. CARRIED.

SENIORS' COUNCIL: Irene Ronnie reported on the Minutes from the meeting of 10th May 2004.

About 120 attended the seniors concert. New blinds should arrive in the next couple of weeks. The new cook is very good and attracting more customers and the coffee bar is offering a wider range of products. All the booties for the dining room chairs have been made.

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

9. AD HOC COMMITTEE REPORTS

Allan De Genova reported that the Volunteer of the Year for the Kerrisdale Community Centre went to Ron Arrowsmith. The ceremony was held at Van Dusen Gardens and pictures are on the Park Board Web page. Susan Duffy and Allan De Genova were present. And thanks are to go to Susan Mele and the rest of the KCC staff who helped make the event such a success.

a. Community Amenities Contribution from Quilchena Gardens:
Allan De Genova reported that Pete Rutgers, Director of Planning and Operations, Park Board, is supportive of the Community Amenities Contribution for the Kerrisdale Community Centre project and a significant amount of money is coming to KCC. Allan gave a special thanks to Kathleen Bigsby for her work in this matter. Allan is working with City Council as this progresses through to decision.

Benny Wong asked about the process. Allan De Genova replied that the money is available because the developer has paid it, however, the Treasurer at the City of Vancouver is holding the funds. The Park Board applies for the funds and Pete Rutgers writes to City Council with its recommendation. Allan commented that the Commissioners are supportive of this initiative and, once City Council has approved it, the contribution will go into the KCC account.

Stew Jordan commented that the bulk of the CAC funds go to the Engineering Department at the City of Vancouver.

b. Playground Renewal:
A Public meeting is scheduled for June 8, 2004, 7 pm to determine what the allocated \$30,000 can do for the playground. Vanessa Lam commented that the Park Board designer will be attending this meeting.

Kathleen Bigsby suggested posting notices about the meeting to get people to attend. The office is taking names from enquiries. Bill Harris suggested advertising the meeting by putting it on the Reader Board for a few days.

Allan De Genova commented that costs for playgrounds have gone up to \$60,000 - 70,000. Allan stated that London Drugs helped Connaught Park by contributing \$25,000 and suggested that KCC may want to contact London Drugs regarding this playground at KCC.

c. JOA Workshop Update

Kathleen reported on the workshop and the document: "Preferred Approach to Major Responsibilities". At the workshop, the participants went through the Spring 2004 Vancouver's Community Centres – Renewing the Partnership document; discussed optional models with the help of a template from the consultant. Each element of the criteria was discussed and comments were made. The side of the document lists qualifications and amendments. Kathleen concluded that we have an outline and now the Board must decide on how to proceed.

Susan Duffy asked if the Board wants to send concerns to the Task Force. Benny Wong suggested that the Task Force will take input and then makes guidelines and recommendations; and, therefore, the Board should send the Task Force what KCC wants. Sabu George commented that it will take some work to finish this and we need to send it to the Task Force.

MOVED by Bill Harris, seconded by Sabu George to send the entire document to the Task Force, with a note that we have another section on perceived benefits to follow.
CARRIED

The Board will finish the last part of the consultants template, Step 3, in a working session Wed. June 16, 2004; 7:00 pm.

d. "Safari" Program Evaluation

Kathleen Bigsby reported on the Evaluation of this program. Kerrisdale was a pilot. The consensus of the committee is to recommend to the Park Board to implement this program at all Community Centres. The Park Board staff recommends accepting the vendor.

Kathleen Bigsby expressed concerns that the ^{web} registration set-up is poor and unnecessarily cumbersome. Kerrisdale had problems with the lines into the centre and there is still a problem with one machine. Kathleen also expressed concerns over the inability to distinguish payments over internet versus over the phone and the inability to keep fee structure private. One of the main problems is that a registrant must ~~become a member first~~. Kathleen met with the programmer to get Membership information for analysis. Onno Bakhoven asked about the date of birth requirement. Emmanuel Nicolas commented that many of these issues are

create an account before they can register.

related to implementation of the new software, and therefore, they should be resolved.

10. RECREATION SUPERVISOR'S REPORT:

Stew Jordan's report and the Ice Allocation Policy Report are deferred to the next meeting.

11. OTHER BUSINESS:

The Society Barbeque will be held Wednesday, 28th July 2004
Kathleen will help as Vanessa will no longer be available.

Leo Wilson reported that a meeting about synthetic playing fields will be held at Point Grey Secondary School cafeteria Monday May 31, 2004 7:30 pm and encourages KCC Board to attend.

Sabu George asked the Promotions and Communications Committee for new signage to be up in June because it is the best month.

MOVED by Benny Wong that the meeting adjourn.
The Meeting adjourned at 9:40 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

- **Synthetic Playing Fields Meeting** **May 31, 2004 7:30 pm**
Point Grey Secondary School cafeteria
- **Playground Meeting** **June 8, 2004 7:00 pm**
KCC Room to be determined
Public Consultation
- **JOA Step 3 Workshop** **June 16, 2004 7:00 pm**
KCC Room 16
RSVP: Patricia McCuaig
- **KCC Booth at Kerrisdale Days** **August 28 weekend**

Outstanding Items

- | | |
|--------------------------------------|--------------------|
| • Customer Survey | P & C Committee |
| • Ice Allocation Policy Report | next Board meeting |
| • Investigate Playground Sponsorship | R&D Consultant |
| • Corporate Sponsorship Policy | P & C Committee |
| • Awards & Honours Policy | S Duffy |
| • By-Laws to be Renumbered | P McCuaig |
| • Board & Staff Directory | P McCuaig |
| • JOA Feedback | K Bigsby |
| • Terms of Reference – Arena | S Duffy |

Recorded by Patricia McCuaig 28th May 2004

13. OTHER BUSINESS:

- a. Eagles' nests: Robert at Stanley Park Ecology Society's Nature House has requested notification of known locations. Board members suggested: UBC Wreck Beach and Locarno Beach. Board Members are asked to send locations to Patricia McCuaig who will forward these to Robert at the Stanley Park Ecology Society's Nature House.

MOVED by Gene Wrankmore that the meeting adjourn.
The Meeting adjourned at 9:30 pm

Recorded by Patricia McCuaig August 27, 2004

UPCOMING MEETINGS OR EVENTS OF NOTE

- **Association President's Group** **September 9, 2004**
At the KCC
- **JOA Workshop 3 – HR Issues** **Fall 2004**
To be planned
- **Community Association Conference** **October 29, 30**
Langara College

Outstanding Items

- | | |
|--------------------------------------|-----------------|
| • Customer Survey | P & C Committee |
| • Investigate Playground Sponsorship | R&D Consultant |
| • Corporate Sponsorship Policy | P & C Committee |
| • Terms of Reference – Arena | S Duffy |
| • Needs Assessment | K Bigsby |

**MINUTES OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON WEDNESDAY, 30th JUNE 2004 AT 7:30PM**

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Forest Eaton, Sabu George, Bill Harris, Sue Hatten, Vanessa Lam, Wayne Reid, Susan Ronalds, Gene Wrangmore.

Staff: Stew Jordan

Regrets: Katy Hughes, Lisa Larkins, Emmanuel Nicolas, Irene Ronnie, Leo Wilson, Benny Wong

Absent: Rashid Ahmed, Fazil Mihar

1. CALL TO ORDER

Susan Duffy called the meeting to order at 7:30 pm.

2. AGENDA:

Susan Ronalds circulated thank you cards to previous Board members for current Board members signatures at this meeting.

MOVED by Onno Bakhoven, seconded by Wayne Reid, that the agenda be approved.

CARRIED.

3. MINUTES

The following errors and omissions were noted on page 5, agenda item 9.d. "Safari" Program Evaluation, second paragraph:

First sentence should read:

"Kathleen Bigsby expressed concern that the *web* registration set-up is poor and unnecessarily cumbersome"

Fourth sentence should read:

"One of the main problems is that a registrant must *create an account before they can register.*"

MOVED by Bill Harris, seconded by Onno Bakhoven that the Minutes of May 26, 2004 be accepted as amended. CARRIED.

4. BUSINESS ARISING:

Susan Ronalds circulated a sign-up sheet for Board members to volunteer at the KCC Booth at Kerrisdale Days.

5. CORRESPONDENCE:

- a. A letter of thanks was received from Dino Geremia for his Leave of Absence.
- b. A thank you card was received from Rosalie Howden, wife of David Howden who recently passed away.

6. **EXECUTIVE COMMITTEE REPORT:** Bill Harris reported on the minutes of the Executive Meeting held on June 23, 2004.

4. A.S.K. Letter of Support:
The support is moral support, not financial.
9. Expense Approval
The \$70,000 in the Seniors Budget may be better presented in the Balance Sheet, rather than in the budget. The seniors raised this money 20 years ago for an addition of a second storey to the Seniors Centre, but the structure of the building will not allow this addition.

Susan Ronalds suggested the following changes to the minutes for clarification:

9. Housekeeping Reminders
 - Expense Approval; fourth sentence should read:
“Because the Seniors Council is also a committee of the Board, expenditures over \$500 need to *be reported to the Board.*”
- 13.1 Piano repair and re-building; third sentence should read:
“The piano in the Seniors Centre *could* be repaired for \$3,200 and *the decision regarding its repair is to be decided by the Seniors Council.*”

MOVED by Bill Harris, seconded by Susan Ronalds, that the Executive Report as amended be accepted. CARRIED.

7. **BUSINESS ARISING FROM THE EXECUTIVE COMMITTEE MINUTES**

7.1 Ghost Train Tickets

As part of the sponsorship policy, KCCS bought one hour of tickets last year to give to sponsors and members. The details of the pick-up of the tickets at the site will be worked out later.

MOVED by Kathleen Bigsby, seconded by Bill Harris, that KCCS purchase one hour of tickets for the Ghost Train for Kerrisdale Night. CARRIED.

7.2 Playground Plans

Susan Ronalds presented a drawing of the plans for the new playground equipment. Community representation at the meeting to decide which playground design to choose included 2 pre-school representatives and 3 parents. The re-construction will start soon and take about 2 to 3 weeks to complete.

7.3 Park Bench

The corner of West Boulevard and 43rd Avenue is quite unsightly. The Park Board is planning on improving this area to prevent people cutting across with fencing and paving. Bill Harris will liaise with Stew Jordan. A bench to be installed in memory of David Howden to recognize his years of service to KCCS from 1952 to 1994.

Vanessa Lam will liaise with the Seniors Council on the possibility of a second bench to recognize participation on the Seniors Council.

MOVED by Bill Harris, seconded by Susan Ronalds, that a park bench be installed at the corner of West Boulevard and 43rd Avenue to honour David Howden, based on a cost of \$3500 and the Park Board plans of definitely cleaning the area. CARRIED.

7.4 A.S.K. Friendship Society Letter of Support

Susan Duffy read the letter of support to the Arbutus Shaughnessy Kerrisdale Friendship Society for their proposal of a new Supportive Living Housing project in the community. The support is based on the critical need of affordable alternatives for west side seniors.

7.5 Community Association Conference 2004 – October 29/30, 2004

Susan Duffy asked all Board members to mark their calendars with this date.

7.6 Piano Repair

The pianos are used quite extensively for lessons. Last year's cost of \$1900 is substantially less than this year's proposal because last year's expenses were for tuning and the current proposal is for major repairs. The Executive approved the repairs and re-building of the pianos and recommends the Board approve the expenditure.

MOVED by Onno Bakhoven, seconded by Bill Harris, that \$8,800 be approved for repairing 5 pianos. CARRIED

8. **FINANCE REPORT:** Onno Bakhoven reported on the June 22, 2004 Finance Committee meeting and the May 31, 2004 Financial Statements.

There was an error in the Financial Statements for May 2004 of about \$5,000 which should be re-stated as kitchen sales. This will not affect the bottom line. A new union agreement will increase wages for the current fiscal year, but it may be some time before we receive the invoice from the Park Board.

Onno asked that all Committee Chairs submit their proposed budgets for next year to Benny Wong, Chair of the Finance Committee, by July 31, 2004.

MOVED by Onno Bakhoven, seconded by Susan Ronalds, that the Finance Committee Minutes be approved. CARRIED

(In the Balance Sheet, the Liability of owing the Park Board over \$200,000 is an error.) Remove.
The Income Statement shows that operations are going well as compared to budget, with sales over budget yielding \$130,000 surplus in the first 9 months. Compared to last year, sales are 10% higher and costs are 11% higher, however net sales are 9% higher than last year. The loss reported in the Seniors Kitchen category may be based on higher wages.

MOVED by Onno Bakhoven, seconded by Bill Harris that the Financial Statements of May 31, 2004 be accepted. CARRIED.

9. **JOA WORKSHOP 2:** Bill Harris reported on the Workshop held June 16, 2004.

Bill thanked all Board Members who participated. This work will help the Park Board and other Community Centres get a new JOA. When KCCS receives the JOA Task Force proposals, we will be ready to make comparisons to what KCCS needs. The JOA Committee is to present a number of agreements to the Park Board. It is expected that there will not be one universal agreement as in the past.

MOVED by Bill Harris, seconded by Wayne Reid, to accept this document as presented. CARRIED.

The first letter sent by Kathleen Bigsby asked for clarification on many items and we await a response. The next step is to look at Human Resource Issues in the Fall and assistance will be needed.

10. **KERRISDALE DAYS**

Susan Ronalds thanked Board members who will volunteer at the KCC Booth.

11. **STANDING COMMITTEE REPORTS:**

11.1 PROGRAM COMMITTEE REPORT: Susan Ronalds reported on the Minutes from the meeting of June 9, 2004.

The Committee will be requesting sponsorship of a basketball program. Night Hoops. New program ideas are being discussed. especially for 40-60 year olds.

There was no feedback on internet registration.

MOVED by Susan Ronalds, seconded by Forest Eaton, that the Program Committee Report be accepted. CARRIED.

11.2 PROMOTIONS & COMMUNICATIONS COMMITTEE REPORT: Wayne Reid reported on the Minutes from the meeting of June 7, 2004.

The Committee is developing the Survey further before it is presented to the Board. The Board needs to know who is compiling the data and the costs.

The Committee will make a better effort to encourage people to reply to the Reader's Choice Awards next year to try to improve the results for KCC.

There is a change in the minutes from Susan Duffy to Susan Ronalds requesting volunteers for Kerrisdale Days and removal of the line *"Susan Duffy emailed a request for volunteers."*

MOVED by Wayne Reid, seconded by Forest Eaton, that the Promotions and Communications Committee Report as changed be accepted. CARRIED.

11.3 SENIORS' COUNCIL: Bill Harris reported on the Minutes from the meeting of June 14, 2004.

Patricia McCuaig, Secretary to the Board, apologized for missing the back page of the minutes of the Seniors Council. Patricia distributed this page at the meeting.

The Seniors Council is concerned about the cessation of the bus to IGA. Wayne Reid has observed that there are less than 10 people who usually use this bus. Sabu George suggested the Seniors Council look into using the KCC van for this purpose if numbers do not warrant the use of a large bus.

The Council is pleased with the new blinds.

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

11.4 YOUTH COMMITTEE: Sue Hatten reported on the meeting of May 26, 2004.

MOVED by Sue Hatten, seconded by Vanessa Lam, that the Youth Committee Report be accepted. CARRIED.

12. BARBEQUE – WEDNESDAY JULY 28, 2004

Attendees are asked to let Wayne Reid know if they want: white or red wine or beer, and meat or fish.

Invitations will also be sent to: Laird Cruickshank, Hilary Cheung, Bob Harris and Kari Ward.

13. RECREATION SUPERVISOR'S REPORT: Stew Jordan reported on the following

13.1 Ice Policy is deferred to August Board meeting

13.1 Personnel

The Community Partners program continues to be very successful.

Bob Harris will replace Dino Geremia for one year while Dino is on a Leave of Absence in September/October.

Stew will be away for 5 weeks this summer and Kim Seguin will be covering for him however please feel free to leave him a message on his voice mail.

13.2 Maple Grove Pool is now open. Board members asked if the pool could open earlier in the season. The Pool has been combined with the Play Palace as an activity.

13.3 Arena Skating Room: The Park Board replaced the carpets in the Skating Room in the Arena in order to help accommodate the Nature Camp.

14. OTHER BUSINESS:

14.1 Bylaws

Susan Duffy asked Board members to replace previous bylaws with the new blue bylaws, which include changes from the last AGM.

14.2 Directory

Susan Duffy asked Board members to review the Directory and send any changes to Patricia McCuaig by August 31, 2004.

MOVED by Bill Harris that the meeting adjourn.

The Meeting adjourned at 9:20 pm

Recorded by Patricia McCuaig July 2, 2004

*BBQ Attendees are asked to let Wayne know if they want
white or red wine or beer, and meat or fish.*

UPCOMING MEETINGS OR EVENTS OF NOTE

- **Budget 2004 - 2005** **Deadline July 31, 2004**
Committee Chairs & Programmers
Information to B Wong
- **KCC Booth at Kerrisdale Days** **August 27, 28**
- **Association President's Group** **September 8, 2004**
At the KCC
- **JOA Workshop 3 – HR Issues** **Fall 2004**
To be planned
- **Community Association Conference** **October 29, 30**
Langara College

Outstanding Items

- | | |
|--------------------------------------|-----------------|
| • Customer Survey | P & C Committee |
| • Investigate Playground Sponsorship | R&D Consultant |
| • Corporate Sponsorship Policy | P & C Committee |
| • Awards & Honours Policy | S Duffy |
| • Terms of Reference – Arena | S Duffy |



**MINUTES OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON WEDNESDAY, AUGUST 25, 2004 AT 7:30PM**

Present: Susan Duffy, Chair, Rashid Ahmed, Onno Bakhoven, Kathleen Bigsby, Forest Eaton, Bill Harris, Sue Hatten, Katy Hughes, Lisa Larkins, Emmanuel Nicolas, Wayne Reid, Gene Wrangmore, Benny Wong.

Staff: Stew Jordan

Regrets: Sabu George, Vanessa Lam, Susan Ronalds, Irene Ronnie, Leo Wilson

Absent: Fazil Mihlar

1. CALL TO ORDER

Susan Duffy called the meeting to order at 7:30 pm.

Susan welcomed everyone back from the summer break. She also extended thanks to Bill Harris and the two chefs, Kathleen Bigsby and Stew Jordan, for the great barbeque.

Susan reminded Board members that serving on the Board means working for the Kerrisdale Community Centre Society as a volunteer, with no preferential treatment.

2. AGENDA:

- a. Kathleen Bigsby asked for an addition to the agenda regarding a request for locations of eagles' nests.
- b. The budget for next year was added to agenda item no.10.

MOVED by Bill Harris, seconded by Lisa Larkins, that the agenda be approved.

3. MINUTES

The following errors were noted:

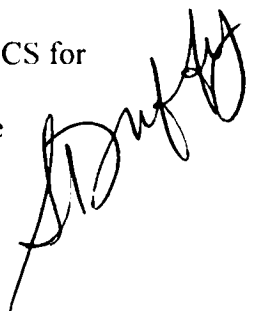
- a. No. 8 Finance Report, page 3: remove the sentence "In the Balance Sheet, the Liability owing the Park Board over \$200,000 is an error."
- b. Spelling error: no. 8 Finance Report, page 3 should read: "Compared to last year: sales are 10% higher and costs are 11% higher, however net sales are 9% higher *than* last year."
- c. Last page, Upcoming Meetings: Association Presidents Group should be September 9, 2004, not September 8, 2004.

MOVED by Wayne Reid, seconded by Bill Harris that the minutes of June 30, 2004 be accepted as corrected. CARRIED.

4. BUSINESS ARISING: there was no business arising

5. CORRESPONDENCE: Susan Duffy circulated the following correspondence:

- a. Dino Geremia thanked the Board for his leaving gift.
- b. Graeme Fell, Vancouver Thunderbirds Track & Field Club, thanked KCCS for the donation to a Road Race to support Junior Development Programs.
- c. Christine Stardom, Executive Director, Arbutus Shaughnessy Kerrisdale Friendship Society thanked the Board for its letter of support.



6. **EXECUTIVE COMMITTEE REPORT:** Kathleen Bigsby reported on the minutes of the Executive meetings held on July 21 and August 18, 2004.

a. July meeting highlights:

- The KCCS investment advisor, Russell Morrison, changed companies and KCCS moved its investment accounts to Canaccord Capital.
- The Research and Development contract will be finalized for Sept. 1, 2004.
- The Oct. 7 Ghost Train ticket information is in lobby.
- Kathleen and Kim Seguin met with Diane Murphy, from the Park Board, to discuss Park Board funding at the arena, because the booking clerk moved. The results of the meeting were favourable. The Play Palace capital equipment was also reviewed.

b. August meeting highlights:

- Kathleen and Patricia McCuaig will develop criteria for the Needs Assessment identified in the Strategic Plan. The West End Community Centre Needs Assessment was very comprehensive.
- The Playground renovations are complete.
- The Executive was concerned about Board members confusing the role of Board member and private citizen.
- Benny Wong purchased a new lap top computer for the Board Secretary to take minutes at Board and Committee meetings.
- Katy Hughes is working with Kim Seguin to reduce the lobby noise.
- About \$14,000+ is remaining from the last renovation.

c. Kathleen answered questions on the following

- Needs Assessment: The cost will be about \$20,000 – 25,000. Two or three possible companies are specialized in providing this service to a community centre: Wilson and June Consultants, Professional Environmental Recreation Consultants or Ference & Weicker Co. The assessment will include a survey of current members and the community in general, and compare with other areas. It will not duplicate the survey of the Promotions and Communications Committee as it will be much farther reaching.
- Investment Account: Several Board members asked for clarification of the decision making process.
- Item 5, July 21, 2004 meeting: 2 Board members did not attend the last Community Association Conference when the Board paid their registration fee. If the Board pays for registration, those Board members are expected to attend. This year's Conference will be held Oct. 29-30 at Langara College.
- Research and Development Consultant: The Executive has reached an agreement with Susan Regan. An offer was made and she has accepted.

MOVED by Kathleen Bigsby, seconded by Bill Harris, that the Executive Reports of July 21 and August 18, 2004 be accepted. CARRIED.

7. FINANCIAL RESOLUTIONS

Benny Wong discussed the proposed Financial Resolutions. In #1 Banking Resolution, Susan Duffy replaces Peter Cook, past Board member. Two signatures are required on each cheque. #2 Investment Account Resolution is needed for Board protection to transfer accounts. #3 Investment Account Resolution allows either the President or the Treasurer to give instructions to the investment advisor. Former Board Member, Peter Cook, and Benny Wong are currently allowed to make these decisions. Susan Duffy replaces Peter Cook.

A Financial Policy governs the types of investment and the Finance Committee makes the decisions. Patricia McCuaig will locate and distribute the Financial Investment Policy to all Board members.

The advantage of moving the accounts and maintaining Russell Morrison as the financial advisor is that he is very familiar with KCCS operations.

Emmanuel Nicolas asked for clarification regarding investment decisions being made without the knowledge of the Board. The Finance Committee reviews and undertakes investments and then reports to the Board.

#1 Banking Resolution: Authorized Signatories

MOVED by Emmanuel Nicolas, seconded by Wayne Reid, that any two of the following individuals together be given signing authority with respect to the Society's banking affairs. CARRIED

Authorized Individuals	
Susan Duffy	President
Benny Wong	Treasurer
Kathleen Bigsby	Past President
Bill Harris	Vice President
Onno Bakhoven	Director
Irene Ronnie	Senior's Rep

Each March, following our AGM, the Board Secretary will review the authorized individuals to ensure their continuing authority.

#2 Investment Account Resolution: Transfer of Account

MOVED by Emmanuel Nicolas, seconded by Kathleen Bigsby, that the President and the Treasurer of the KCCS Board of Directors, together, are hereby authorized for and on behalf of the Society to transfer the KCCS account to another financial institution. CARRIED

#3 Investment Account Resolution: Deferred to the next meeting.

8. AWARDS AND HONOURS POLICY

The following correction is required:

Item 6. Life Memberships

Life Membership cards are generated by notifying the *Seniors'* Programmer.

MOVED by Kathleen Bigsby, seconded by Lisa Larkins, that the Awards & Honours Policy dated July 2004 be approved for use by the KCCS. CARRIED

9. COMMUNITY ASSOCIATION CONFERENCE 2004

The deadline for registration for this Conference is Sept. 15. When further information is received. Patricia McCuaig will distribute a copy to all Board Members. Please let Patricia know if you will be attending.

10. FINANCE COMMITTEE REPORT AND FINANCIALS: Benny reported on the August 10, 2004 Finance Committee meeting and the July 31, 2004 Financial Statements.

a. Meeting minutes:

Item 7: KCCS is still in negotiations with the Park Board with respect to Group 1 costs.

MOVED by Benny Wong, seconded by Onno Bakhoven, that the Finance Committee minutes be approved. CARRIED

b. Income Statement highlights:

We are doing well. Net from Operations is about \$80,000 ahead of the budget, before Capital Purchases. We do not write-off depreciation. The Budget-to-Date for Special Areas/Events on page 2 "Result of Operations" is \$0 because it is not a budget item, but goes into Program Activities on top 2 lines of previous page.

MOVED by Benny Wong, seconded by Lisa Larkins that the Financial Statements of July 31, 2004 be accepted. CARRIED.

c. Budget: Proposed Operating Sept. 1, 2004 - Aug. 31 2005

Benny Wong reviewed the following items in the proposed budget:

- Gross income is \$1.3 million
- Total Revenue: \$544, 000
- Operational expenses:
 - Staff: \$288,000
 - R&D consultant: should be \$25,000, not \$30,000
 - Need Assessment Consultant: \$25,000; approving this total budget does not mean approving the Needs Assessment Consultant because the will Board decide this separately
 - Web site: lower costs for maintenance are expected after the initial start-up
 - Annual conference: \$8,000 will be in Prince George this year

- Repairs and maintenance: normally \$5,000 have been increased to \$15,000
 - Increased credit card and bank charges
 - Arena cut down; if more funds are required than requests are to be made to the Board for specific items
- Capital purchases:
 - Equipment room: very small
 - Mobile Mirrors: cannot find proper supplier
 - Memorial Bench: the Board approved \$3,500 for one bench
- The budget is balanced
- 3 items were removed (Kerrisdale Days, KCC Health Fair, KCC special events) because the Accountant and Programmers found it difficult to categorize expenses to these 3 items

Rashid Ahmed asked about increasing program capacity. KCCS tries to keep fees low to draw in business and still make a profit. The Centre is running almost to capacity. We have not tapped into the two areas of revenue from satellite locations and Research and Development Consultant work with the business community.

MOVED by Benny Wong seconded by Bill Harris to accept the proposed budget as presented. CARRIED

11. STANDING COMMITTEE REPORTS:

11.1 PROGRAM COMMITTEE REPORT: Forest Eaton reported on the minutes from the meeting of July 14, 2004.

The Committee discussed the issue of registration being the same or a different day for on-line/phone as in-person registration. There was a concern about preferential treatment. The Committee decided that the precedent had been established and not to change.

Item 6: Athlete in Residence is an on-site consultant, professional athlete.

Item 3 d: The increase in instructors' fees may appear as a stiff increase. In the future it may be better to look at increasing the fees in 2 years rather than 4 years. Pilates instructors are very expensive. Kim Seguin had compared the fees with other centers, and then factored in service, staff costs and capacity of the market. The programs are not purposely run at a loss.

MOVED by Forest Eaton, seconded by Emmanuel Nicolas, that the Program Committee Report be accepted. CARRIED.

11.2 PROMOTIONS & COMMUNICATIONS COMMITTEE REPORT: Lisa reported on the Minutes from the meeting of August 9, 2004.

Friday and Saturday of this week are Kerrisdale Days. The KCC booth will be set up at Shoppers Drug Mart on Friday and with the Provident Security and our Giant Slide on Saturday. The Budget of \$2,500 for the Ghost Train, Health Day and Kerrisdale Days is \$500 less than last year to allow an increase in events and services for members. The survey was distributed on registration day and Lisa talked to about 100 people with good results. Lisa and Patricia McCuaig will review the results of the survey and report back to the Committee and the Board by the end of September.

MOVED by Lisa Larkins, seconded by Wayne Reid, that the Promotions and Communications Committee Report as amended is accepted. CARRIED.

The new signage was circulated. The Park Board will pay for this. Signs are also needed to direct people to washrooms.

MOVED by Wayne Reid, seconded by Forest Eaton, that the new signage by accepted as presented. CARRIED

12. RECREATION SUPERVISOR'S REPORT: Stew Jordan reported on the following

a. Ice Allocation Policy

This new city-wide policy allows equal access by groups.

b. Personnel

- Bob Harris has not started to replace Dino Geremia. The Board expressed its concern about the interference in programming and asked Stew to contact the Park Board for a start date.
- We are still waiting for the arbitration ruling for the Recreation Facility Clerk position.
- Kim Seguin did a great job replacing Stew during the summer.
- Susan Mele will help out on the programming side temporarily.
- Kari Ward is going back to school as she is not a qualified programmer.
- Dino has been hired to run a training program for athletes.
- Stew explained some staff health issues.

c. The Memorial Bench is still in the planning stage however KCC does not own the land. The ground needs padding and the costs need to be covered.

d. There were excellent programs this summer, especially Maple Grove Pool.

The Board expressed its thanks to all for the great summer programs.

**MINUTES OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON WEDNESDAY, SEPTEMBER 29, 2004 AT 7:30PM**

Present: Susan Duffy, Chair, Onno Bakhoven, ^{Regrets.} ~~Kathleen Bigsby~~, Forest Eaton, Sabu George, Bill Harris, Sue Hatten, Katy Hughes, Vanessa Lam, Lisa Larkins, Fazil Mihlar, Emmanuel Nicolas, Wayne Reid, Susan Ronalds, Irene Ronnie, Gene Wrangmore, Benny Wong.
Staff: Stew Jordan, Susan Regan
Regrets: Leo Wilson
Absent: Rashid Ahmed

1. CALL TO ORDER

Susan Duffy called the meeting to order at 7:30 pm.

2. AGENDA:

- a. Add: Research and Development report from Susan Regan to become item #3;
- b. Change order: Phase 2 Renovations from #11 to 4
- c. Add to Other Business: a reminder Board Members that KCC memberships should now be renewed;
- d. Add to #8: adjustment to Society staff wages.

MOVED by Wayne Reid, seconded by Onno Bakhoven, that the agenda be approved.

3. RESEARCH & DEVELOPMENT REPORT

Stew Jordan introduced Susan Regan, Research & Development (R & D) Consultant. Susan was a programmer at KCC before she took on this role and is starting back this month. Susan is currently assessing the past year of new ventures with community business partnerships. She is meeting with these partners to evaluate the relationships to determine where we now are and where we can go in the future. Susan will prepare goals and objectives to present to the Executive next month. She is working with Kim Seguin and Kari Ward on the Ghost Train. Susan plans to organize a comprehensive donations program and develop media contacts and relationships, e.g. the Vancouver Courier. The role of the R & D position is to create revenue and relationships with the business community separate from programs. Susan meets with Stew regularly. She is a consultant who works for the Board as an independent contractor, not a staff member. Susan works away from the Centre and can be contacted at 604.781.7287. She will be providing the Board with monthly reports and attend Board meetings quarterly.

Stew circulated Ghost Train tickets.

4. PHASE 2 RENOVATIONS – In Camera

5. MINUTES

MOVED by Forest Eaton, seconded by Lisa Larkins that the minutes of August 25, 2004 be accepted. CARRIED.

6. **BUSINESS ARISING:**

Replacement for Dino is confirmed as Oct. 18, 2004

7. **CORRESPONDENCE:** Susan Duffy circulated the following correspondence:

Two thank you cards from Lee Tarrant.

8. **EXECUTIVE COMMITTEE REPORT:** Bill Harris reported on the minutes of the Executive meeting held on September 22, 2004.

There may be controversy over the Arbutus Corridor plan around rail transportation, with residents in the area wanting green space.

Board Members should decide on their attendance at the Community Association Conference.

KCC does not have space for a Dairyland vending machine.

MOVED by Bill Harris, seconded by Wayne Reid, that the Executive Report of September 22, 2004 be accepted. CARRIED.

9. **FINANCIAL RESOLUTIONS**

Banking Resolution # 1: Authorized Signatories

MOVED by Emmanuel Nicolas, seconded by Wayne Reid, August 25, 2004 that any two of the following individuals together be given signing authority with respect to the Society's banking affairs.

Authorized Individuals

Susan Duffy	President
Benny Wong	Treasurer
Kathleen Bigsby	Past President
Bill Harris	Vice President
Onno Bakhoven	Director
Irene Ronnie	Senior's Rep

Each March, following our AGM, the Board Secretary will review the authorized individuals to ensure their continuing authority. CARRIED

Investment Account Resolution # 2: Transfer of Account

MOVED by Emmanuel Nicolas, seconded by Kathleen Bigsby, August 25, 2004, that the President and the Treasurer of the KCCS Board of Directors, together, are hereby authorized for and on behalf of the Society to transfer the above account to another financial institution. CARRIED

Investment Account Resolution # 3: Transactions within the Account

Each Board Member has now received a copy of the investment policy. Suggestions for revising this policy can be sent to the Chair of the Finance Committee.

The differences in the three resolutions are that #1 is for Banking and #2 and #3 are for investments. Two signatures are needed to move accounts while only one person is needed to place a telephone trade after it is approved at the Finance Committee meeting.

MOVED by Bill Harris, seconded by Fazil Mihlar, that the President and/or the Treasurer of the KCCS Board of Directors are hereby authorized for and on behalf of the Society to carry out transactions for the purpose of purchasing, investing in or otherwise acquiring or selling, processing, exchanging, or otherwise disposing of assets held in the above account. Each March, following our AGM, the authorized individuals should be reviewed to ensure their continuing authority.
CARRIED with one abstention.

10. **FINANCE COMMITTEE REPORT:** Onno Bakhoven reported on the September 21, 2004 Finance Committee meeting.

The Group I wage cost has been resolved. All bills have been paid now. The wages for Arena cashiers during skating lessons have been paid by the Park Board for many years, but now will be paid by KCCS. Onno talked to Darren Peterson for consideration of increasing the fees next year.

MOVED by Onno Bakhoven, seconded by Bill Harris, that the Finance Committee minutes be approved. CARRIED

With the 8.2% increase in KCC staff wages, the Board may want to increase Society staff the same amount. The Finance Committee will look at this issue in October and report back to the Board.

11. **STANDING COMMITTEE REPORTS:**

11.1 **PROGRAM COMMITTEE REPORT:** Susan Ronalds reported on the minutes from the meeting of September 8, 2004.

The Committee had a great meeting with Stew providing lots of background information. He reviewed the School's Out program.

The Executive decided that the Board Secretary records the minutes of the meetings for both the Program and Promotions and Communications Committees, but not other Board Committees which have good minutes.

MOVED by Susan Ronalds, seconded by Lisa Larkins, that the Program Committee Report be accepted. CARRIED.

11.2 PROMOTIONS & COMMUNICATIONS COMMITTEE REPORT: Lisa Larkins reported on the minutes from the meeting of September 20, 2004.

The results of the Survey showed that the majority of the respondents were very happy. Many people want more programs which is difficult to provide due to lack of space. The Committee discussed satellite programs. The Committee will consider offering the next survey in Chinese. The results of the Survey will be given to the Pool, Arena and Program Committees as appropriate and anyone else on request. The Committee will review the Corporate Sponsorship policy at its meeting on Monday and then send it to our lawyer for review. An incentive program to promote fitness is starting in the new year.

Kim Seguin provided a Special Events calendar for October and encourages Board members to attend the events on the 16th and 17th.

Sabu George asked about Capital plans for the future and when to make a proposal to the Park Board and City to plan for a new community centre because KCC is lacking space. There are currently 22 community centres in the city and KCC is in good condition compared to others.

MOVED by Lisa Larkins, seconded by Gene Wrangmore, that the Promotions and Communications Committee Report be accepted. CARRIED.

11.3 SENIORS COUNCIL: Irene Ronnie reported on the minutes from the meeting of September 13, 2004

The lengthy meeting included a discussion on the age of participants because of a request for a person in her forties wanting to play bingo. The Seniors Center is for seniors 55 years of age and over. They do not want to change the rules, but will consider individual cases. The piano will not be reconditioned and the Seniors will buy a new one, possibly as a result of a donation. The new cooks are just wonderful and attendance is improving all the time. The costs of the coffee bar items may have to be reviewed because of more expensive items. Next year, a change in the colour of membership cards may help any confusion. The Seniors Centre is now selling the Entertainment Book.

MOVED by Irene Ronnie, seconded by Vanessa Lam, that the Seniors Council Report be accepted. CARRIED

12. RECREATION SUPERVISOR'S REPORT:

Neighborhood Integrated Service Teams: tabled to next meeting

13. OTHER BUSINESS:

Board Members are reminded to renew their memberships.

MOVED by Benny Wong that the meeting adjourn.
The Meeting adjourned at 9:35 pm

Recorded by Patricia McCuaig September 30, 2004

UPCOMING MEETINGS OR EVENTS OF NOTE

- | | |
|---|--|
| • JOA Workshop 3 – HR Issues | Fall 2004
To be planned |
| • Ghost Train | Thursday October 7 |
| • Community Association Conference | October 29, 30
Langara College |

Outstanding Items

- | | |
|--------------------------------------|-----------------|
| • Investigate Playground Sponsorship | R&D Consultant |
| • Corporate Sponsorship Policy | P & C Committee |
| • Terms of Reference – Arena | S Duffy |
| • Needs Assessment | K Bigsby |
| • Honorarium Policy | S Duffy |
| • Park Bench | B Harris |

**MINUTES OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON WEDNESDAY, OCTOBER 27, 2004 AT 7:30PM**



Present: Susan Duffy, Chair, Onno Bakhoven, Forest Eaton, Sabu George, Bill Harris, Katy Hughes, Vanessa Lam, Emmanuel Nicolas, Wayne Reid, Susan Ronalds, Irene Ronnie, Gene Wrangmore.

Staff: Bob Harris, Stew Jordan

Regrets: Kathleen Bigsby, Sue Hatten, Lisa Larkins, Leo Wilson,

Absent: Rashid Ahmed, Fazil Mihar, Benny Wong

1. CALL TO ORDER

Susan Duffy called the meeting to order at 7:30 pm.

Katy Hughes introduced Bob Harris, who was a programmer at KCC for 4 years and now returning as a Centre Programmer. Bob is working with Kim Seguin and responsible for children and youth programs. Katy encouraged Board members to come to the Seniors Centre to talk with Susan Mele. She also thanked Stew Jordan.

2. AGENDA:

Additions to the agenda:

- a. 12 Artists in Residence
- b. 13 Synthetic Turf Playing Field

MOVED by Bill Harris, seconded by Onno Bakhoven, that the agenda be approved.

3. MINUTES

Error: Kathleen Bigsby was not present at the last Board meeting.

MOVED by Wayne Reid, seconded by Susan Ronalds that the minutes of September 29, 2004 be accepted as corrected. CARRIED.

4. BUSINESS ARISING: there was no business arising.

5. CORRESPONDENCE: Susan Duffy circulated a thank you card from Kim Seguin.

6. EXECUTIVE COMMITTEE REPORT: Bill Harris reported on the minutes of the Executive meeting held on October 20, 2004.

Copies of the letter about Phase 2 Renovations (item no. 5) are in the Board package for members to read. The Executive discussed the Privacy and Honoraria policies. Darren Peterson, Arena Programmer, requested \$2,000 for funding special events props, like Halloween and Christmas. He will also request equal funding from Kitsilano Community Centre.

MOVED by Bill Harris, seconded by Vanessa Lam, that the Board give the Arena Programmer \$2,000 to purchase events props for special events. CARRIED

There is an error in the Executive Minutes: the date is October 20, not September 22.

MOVED by Bill Harris, seconded by Susan Ronalds, that the Executive Report of October 20, 2004 be accepted as corrected. CARRIED.

7. **FINANCE COMMITTEE REPORT:** Onno Bakhoven reported on the October 20, 2004 Finance Committee meeting.
In the financial statements (item no.2), KCCS can expect \$60,000 to \$70,000 surplus, compared to last year's surplus of \$90,000. The gross margin is down from last year's 31% to 28% this year. The pay raises (item no. 5) were approved by the Executive. We have not yet received the unused balance from Phase 2 renovation (item no. 6).

MOVED by Onno Bakhoven, seconded by Bill Harris, that the Finance Committee report be approved. CARRIED

8. **STANDING COMMITTEE REPORTS:**

8.1 **PROGRAM COMMITTEE REPORT:** Forest Eaton reported on the minutes from the meeting of October 13, 2004.

The Committee was disappointed that the October "Arts Alive" program was cancelled due to many artists canceling. The November "Arts Alive" program is still scheduled. Kim Seguin reported on the latest trends in aerobic programs and on the Fitness Class Evaluation. The Committee discussed the Customer Survey, particularly the language barriers and internet registration. The Committee will visit other community centres to get a good idea of their programs. A Board member noted that the Program Committee has 8 members and only 3 attended the last meeting.

Kitsilano Community Centre is abolishing membership fees (item no. 5), mainly due to registration problems. Bob Harris will check into the possibility of setting up new memberships over the phone. KCC does not have many complaints about registration and we want to maintain membership fees because the 15,000 members are paying a fee which provides a sense of ownership and belonging to the Community Centre. The membership card also offers benefits and rewards.

MOVED by Forest Eaton, seconded by Emmanuel Nicolas, that the Program Committee Report be accepted. CARRIED.

8.2 **PROMOTIONS & COMMUNICATIONS COMMITTEE REPORT:** Katy Hughes reported on the minutes from the meeting of October 4, 2004.

The Christmas Party (item no. 5) is on Dec. 14, 2004.

Clients who pay for membership, rather than drop-in fees, for the Weight Room/Fit Chips will receive incentives of towels with the KCC logo (item no. 3). 500 inexpensive towels have been ordered for clients with a 6 month or 1 year commitment.

The Corporate Sponsorship Policy will be reviewed at the Nov. 17 Executive meeting (item no. 4). Board members can get copies of the draft policy from Lisa Larkins.

Costs for the Christmas Party have risen from last year and the expenses last year were \$100 over budget.

MOVED by Bill Harris, seconded by Wayne Reid, that the Board increase the budget allocation from \$3000 to \$3500 for the Christmas Party. CARRIED

Susan Duffy reported that the Ghost Train was a great night and everybody really enjoyed themselves. It is a great tradition and KCCS members do really appreciate it. Many board members attended. Stew Jordan reported that we could purchase tickets to other events to express good will to our members, e.g. a baseball game.

MOVED by Katy Hughes, seconded by Bill Harris that the Promotions and Communications Committee Report be accepted. CARRIED.

8.3 SENIORS COUNCIL: Irene Ronnie reported on the minutes from the meeting of October 12, 2004.

All the information is in the minutes. One correction to the minutes: the letter from Susan Duffy is about bingo, not bridge; Irene reported that this issue is resolved. The piano in the Centre is impossible to play and has been removed. Another piano is being donated to the Seniors Centre, the current piano will then be sent down to the other end of the complex. The Seniors Center has also received another donation to buy a piano in memory of a member. The Centre is planning to buy an LCD projector because the video is too small to view. The price for the new projector is \$1300 to \$2000 and will be available to other programs. The new projector will be christened with a video on Guatemala from Sabu George. The Seniors Council has decided to pay for a bench in memory of volunteers who have given many hours of service. The price of items at coffee bar will be increased by \$.10 from \$.60 to .70 on Nov. 1, 2004 and prices of other food will be reviewed in the new year. Day trips are a great success (e.g. Storeyum) and there are plans for one to Bellingham. A new member orientation is needed, particularly in the dining area. More staff are having lunch from the dining room because of its good reputation.

MOVED by Irene Ronnie, seconded by Vanessa Lam, that the Seniors Council Report be accepted as corrected. CARRIED

9. RENOVATIONS

The Board received copies of the letter sent by Susan Duffy in the Board package. Susan Duffy received a phone call from Liane McKenna, Director, Queen Elizabeth District, Vancouver Board of Park and Recreation. The Park Board has agreed to the first paragraph of the letter and the cheque is being sent. There are still some issues which will be addressed in the Park Board's response letter. The Park Board staff will take the request for \$240,000 Community Amenities Contributions funds to the Nov. 29, 2004 Park Board meeting.

10. RESEARCH AND DEVELOPMENT REPORT

Susan Duffy will talk with Susan Regan about her report to the Board. Susan Regan meets with Stew. Susan Regan is serving community partners by reviewing last year's partners and moving to more mutually-beneficial partnerships. The objectives were written by the Board two years ago and may need to be reviewed again. The SWOT (strengths, weaknesses, opportunities and threats) analysis is important. The Board needs more details about the 6 out of 12 partners renewed as well as those who did not.

11. RECREATION SUPERVISOR'S REPORT:

The Neighborhood Integrated Service Teams meet bi-monthly and include members of management from Vancouver City facilities and services (e.g. parks, recreation centres, police, fire halls, planning, inspections) and other community agencies (e.g. public health). An issue needs to affect two of the organizations to qualify for a community issue to be handled by this team, rather than through the normal channels of City Hall. Examples of issues related to KCC include the crosswalk across West Boulevard at 42nd Avenue and traffic calming around Maple Grove Park. One issue suggested is at the intersection of Yew and 49th, near Maple Grove Park. Individuals can suggest issues for Stew to take to the NIST meetings.

12. ARTIST IN RESIDENCE INTERVIEWS

Interview for selection of the Artist will take place Tues. Nov. 2 all day. Documentation on the artists will be sent prior to the date. Susan Ronalds offered to represent the Board and will notify Darren Peterson.

13. SYNTHETIC TURF PLAYING FIELD

At the next Park Board meeting, staff are recommending an endorsement of a synthetic turf playing field at Kerrisdale Park/Point Grey Secondary School funded from city-wide development funds. Susan Duffy has the report and it is on the Vancouver School Board web site: <http://www.vsb.bc.ca/NR/rdonlyres/5B539D10-E84E-4264-B07D-1276BEBCB8E5/6569/agendamaterialsitem01.pdf>. This project requires a commitment of \$400,000 from Dunbar, Point Grey and Kerrisdale Soccer Clubs. Land exchange will be negotiated with the School Board so that the entire field can be developed on park property. The Park Board staff will continue to facilitate synthetic turf field development on other School Board properties.

14. OTHER BUSINESS:

Sabu George showed the Board a brochure detailing the new pool facilities to be built at Killarney Community Centre.

MOVED by Susan Ronalds that the meeting adjourn.

The Meeting adjourned at 8:55 pm

Recorded by Patricia McCuaig

UPCOMING MEETINGS OR EVENTS OF NOTE

- | | | |
|---|------------------------|-----------------|
| • JOA Workshop 3 – HR Issues | Fall 2004, | To be planned |
| • Community Association Conference | October 29, 30, | Langara College |
| • Christmas Party | December 14 | |
| • Nominations Committee | | |

Outstanding Items

- | | |
|--------------------------------------|-----------------|
| • Investigate Playground Sponsorship | R&D Consultant |
| • Corporate Sponsorship Policy | P & C Committee |
| • Terms of Reference – Arena | S Duffy |
| • Needs Assessment | K Bigsby |
| • Honorarium Policy | S Duffy |
| • Park Bench | B Harris |

**MINUTES OF THE BOARD OF DIRECTORS
OF THE KERRISDALE COMMUNITY CENTRE SOCIETY
HELD ON WEDNESDAY, NOVEMBER 24, 2004 AT 7:30PM**

Present: Susan Duffy, Chair, Onno Bakhoven, Forest Eaton, Sabu George, Bill Harris, Katy Hughes, Vanessa Lam, Fazil Mihlar, Emmanuel Nicolas, Wayne Reid, Kathleen Bigsby, Sue Hatten, Lisa Larkins, Leo Wilson, Irene Ronnie, Benny Wong.

Staff: Stew Jordan

Regrets: Susan Ronalds

Absent: Rashid Ahmed, Gene Wrangmore



1. CALL TO ORDER

Susan Duffy called the meeting to order at 7:30 pm.

Susan thanked Susan Ronalds and Benny Wong for attending the Community Association Conference at the end of October. The Conference was very good value and Board Members are encouraged to attend the next Conference in two years.

2. AGENDA:

Additions to the agenda:

- Christmas party under 4. Business Arising
- Needs assessment under 13. Other Business

MOVED by Bill Harris, seconded by Onno Bakhoven, that the agenda be approved as amended.

3. MINUTES

MOVED by Wayne Reid, seconded by Irene Ronnie that the minutes of October 27, 2004 be accepted. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES:

Item # 8.2 Christmas Party: Last year the food cost was very low because we used a new company; but this year the catering cost is much higher. The committee wants the bartender to be paid to allow staff to enjoy the party and wants an increase in the budget.

MOVED by Bill Harris, seconded by Wayne Reid, to increase the budget for the Christmas Party from \$3500 to \$4000. CARRIED

5. CORRESPONDENCE: There was no correspondence.

6. EXECUTIVE COMMITTEE REPORT: Kathleen Bigsby reported on the minutes of the Executive meeting held on November 17, 2004.

- Item #5 Phase 2 Renovations Update: We still have not received the cheque from the Park Board for the renovations funding.
- Item #8 Serving Baby Boomer Seniors Report: An ad hoc committee is being formed to review this report. We will join with three other centres to apply for a grant to conduct research, including focus groups, to look into attracting this age bracket.

- Item #4 Annual General Meeting: The AGM is usually the last Wednesday of February, which is the last possible date to meet the six month requirement.
- Item #14 World Peace Forum: Information on this Forum was circulated.

MOVED by Kathleen Bigsby, seconded by Bill Harris, that the Executive Report be accepted. CARRIED.

7. FINANCE COMMITTEE REPORT: Benny Wong reported on the November 24, 2004 Finance Committee meeting and financial statements.

- Item #2 Audit: The Committee recently received the draft Auditor's Report which stated that the financial statements present fairly the financial position. The Statement of Operations for the year shows Activities increased from \$1.2 million to \$1.4 million. The net income is less than last year for two reasons: the revenue is less and the amortization is quite high because of significant renovations. The Committee will ask the auditor to explain why Sundries have increased from \$19,000 last year to \$43,000 this year. The next steps are: meeting with the auditor, final draft received and then to the Annual General Meeting. Board Members who have any questions are asked to write and give them to Onno Bakhoven.
- Item #3 Financial Statements for September 2004: The Income Statement is the last page of the circulated draft Auditor's Report. Adjustments have not been made to this report, so it does not reflect the actual position. The Miscellaneous Expenses are high because it includes the cost of the Ghost Train tickets. Credit card charges are high because of the high registration in the fall. Board Members are reminded that one month does not show very much and is presented for information purposes only.
- Item #4 Investments: We purchased over \$200,000 Province of Saskatchewan Coupons
- Item #5 Cheque Imaging: A new system of clearing cheques will be effective at the end of 2006.

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

8. STANDING COMMITTEE REPORTS:

8.1 PROGRAM COMMITTEE REPORT: Vanessa Lam reported on the minutes from the meeting of November 10, 2004.

- Items #1 and #2 Call to Order and General Discussion: The Committee met at the home of the Chair, Susan Ronalds, for an informal meeting to discuss variety of topics.
- Item # 3 Visit Other Community Centres: The Committee plans to visit other centres to look at their programs and will be deciding which centres to visit, who would go there and what we want to accomplish.

MOVED by Vanessa Lam, seconded by Emmanuel Nicolas, that the Program Committee Report be accepted. CARRIED.

8.2 PROMOTIONS & COMMUNICATIONS COMMITTEE REPORT: Lisa Larkins reported on the meeting of November 1, 2004.

- The Committee is finishing some of the activities.
- Corporate Sponsorship Policy: Phil Riddell and Shelley Frost sent comments and the Committee will revise and finalize the policy at its next meeting.
- Winter Registration is Dec. 11th and we are waiting to hear if Starbuck's will provide coffee.
- Membership Incentives: The towels are available and the Committee is looking forward to a good response.
- Promotion: KCC has purchased an advertisement in Prince of Wales Secondary School annual to wish them the best in the future.

MOVED by Lisa Larkins, seconded by Forest Eaton, that the Promotions and Communications Committee verbal Report be accepted. CARRIED.

8.3 SENIORS COUNCIL: Irene Ronnie reported on the minutes from the meeting of November 8, 2004.

- Minutes: The Seniors Council activities are reported thoroughly in the minutes.
- Douglas has started his volunteer work placement.
- The 90s Tea was very successful.
- Pianos: The donated piano is in the meeting room and the old piano was moved down the hall for children to practice. The Centre has received a cheque for \$3500 to buy a new piano, which will result in: one piano in the lounge, one piano in the multi-purpose room and 1 piano in the meeting room.
- LCD Projector: Susie Mele and Bob Harris will review the quotes and try to purchase it before Christmas.
- Wednesday Social Club at Douglas Park Community Centre: Irene attended the 35th anniversary of this club for mentally handicapped and physically disabled people.
- New ideas: The Centre is starting a birthday draw for free lunch and a new program entitled Mind Matters.

MOVED by Irene Ronnie, seconded by Leo Wilson, that the Seniors Council Report be accepted. CARRIED

8.4 YOUTH COMMITTEE: Leo Wilson reported on the minutes from the meeting of November 3, 2004

- Friday night programs are going very well and graduating students are coming back to volunteer.
- There is a games room tournament on Dec. 22 at 12 noon.
- The Athlete in Residence program will start Jan. 24. The hope is to inspire youth to become more interested in sports which may not be very popular.
- A Winter adventure of tobogganing is being planned.
- Quilchena Park redevelopment is not proceeding right now because redevelopment funds were spent on Queen Elizabeth Park.
- The Synthetic Playing Field will be going in at Point Grey Secondary School.

- The Committee has some good ideas; e.g. serve meals to Seniors or take them shopping; use the LCD projector to share stories with Seniors.
- The Community School Coordinators for the West side are changing focus to serve at-risk youth.

MOVED by Leo Wilson, seconded by Lisa Larkins, that the Youth Committee report be accepted. CARRIED

8.5 POOL COMMITTEE: Onno Bakhoven reported on the minutes from the meeting of November 2, 2004.

- Item #1 Business Arising: The Committee discussed ideas for improving the lockers.
- Item #6 Maintenance: The storage cubicles will be installed soon.

MOVED by Onno Bakhoven, seconded by Emmanuel Nicolas, that the report of the Pool Committee be accepted. CARRIED

9. APPOINTING THE NOMINATING COMMITTEE

Susan Duffy, President, appointed Bill Harris, Chair, Forest Eaton and Wayne Reid to the 2005 Nominating Committee.

10. RESEARCH AND DEVELOPMENT REPORT

Susan Regan is working hard on developing the Community Partnerships. Starbuck's has invited all Board Members to their event on Dec. 2, 2004.

11. GOALS AND STRATEGIES

This document was pre-circulated for all Committee Chairs to review, update and send comments to Emmanuel Nicolas by the end of January for discussion at the February Board meeting.

12. RECREATION SUPERVISOR'S REPORT:

Maple Grove Pool Report, prepared by Kelly Beaman.

- This pool is the only outdoor pool managed by a community centre, which allows KCC to keep our own staff, meet community needs and be involved in special events. It is cost effective.
- The Pool is the most difficult to manage of all the programs because of registration procedures and the high demand for lessons. The staff receives the most complaints of all the programs at KCC.
- The Board would like to know if the recommendations are being implemented and request an update in March 2005.

13. OTHER BUSINESS:

13.1 Needs Assessment:

- Strategic planning over the last six years shows that KCCS does not know as much about our community as we need to know. We do not know who does not come and why they do not come to the Centre. We need to know whose needs we are not meeting.

- The proposal from Wilson and June Consultants (consultants used for our JOA workshop) and Points of View Research is recommended.
- Board Members are requested to review the proposal, talk to Kathleen or Susan Duffy if there are any questions, and be prepared to decide at the January Board meeting.
- The budget on page 10 does not have costs divided into the projects 4 phases. Susan Duffy will find out more details about the budget.
- The survey will be conducted by phone because phone provides better response rates than mail surveys. The phone survey needs to be well designed.
- The survey done by the Promotions and Communications Committee may be helpful to the Needs Assessment.

13.2 The JOA Task Force report will be presented next Monday at Renfrew Community Centre, with the final report coming in February 2005. The Board will get a copy of the report. Board members may wish to attend the presentation to show interest and recognize the importance of the JOA.


13.3 In-camera session

MOVED by Bill Harris that the meeting adjourn.

The Meeting adjourned at 9:15 pm

Recorded by Patricia McCuaig

UPCOMING MEETINGS OR EVENTS OF NOTE

- | | |
|---|--|
| • JOA Workshop 3 – HR Issues | Fall 2004 ,  |
| • Christmas Party | December 14 |
| • President's Association Meeting
Centre | Thurs., Feb. 3 at Hastings Community |
| • PB Culture & Recreation Committee | February Meeting has not been listed on the web site – time and place TBA |
| • President's Association Meeting | Thursday April 7 |
| • Park Board Meeting | Monday, April 25 at KCC |

Outstanding Items

- | | |
|---|----------------------------------|
| • Investigate Playground Sponsorship | R&D Consultant |
| • Corporate Sponsorship Policy | P & C Committee |
| • Terms of Reference – Arena | S Duffy |
| • Honorarium Program Participation Policy | S Duffy |
| • Park Bench | B Harris |
| • Maple Grove Recommendations | S Jordan |
| • Baby Boomers Ad hoc Committee | S Ronalds |
| • Needs Assessment | Board |
| • Goals & Strategies – 2003 - 2004 | E Nicolas |
| • Goals & Strategies – 2005 – 2006 | pending Needs Assessment Outcome |