MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, JANUARY 12, 2005 AT 7:30PM

Present: Bill Harris, Chair, Rashid Ahmed, Onno Bakhoven, Susan Duffy, Forest Eaton, Sabu George, Fazil Mihlar, Emmanuel Nicolas, Kathleen Bigsby, Sue Hatten, Leo Wilson, Susan

Ronalds, Irene Ronnie, Benny Wong, Gene Wrankmore

Staff: Stew Jordan

Regrets: Katy Hughes, Vanessa Lam, Lisa Larkins

Absent: Wayne Reid

1. CALL TO ORDER

Bill Harris called the meeting to order at 7:30 pm.

The Executive wishes everyone a Happy New Year. Katy Hughes also wishes everyone all the best for 2005, but unfortunately she is not able to be present due to illness.

2. AGENDA:

Additions to the agenda:

- 14.1 Volunteer of the Year Award nominations
- 8.2 Promotions and Communications Committee
- 14.5 Registration procedures

MOVED by Onno Bakhoven, seconded by Forest Eaton, that the agenda be approved as amended.

3. MINUTES

Corrections from the minutes of November 24 2004 meeting were to update the *Upcoming Meeting or Events of Note* section: remove the Fall 2004 date for the JOA Workshop 3 – HR Issues.

MOVED by Leo Wilson, seconded by Kathleen Bigsby that the minutes of the November 24, 2004 Board Meeting be accepted as amended. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES:

Park Bench: Stew Jordan reported that there continues to be a jurisdictional dispute of ownership between the Vancouver City and the Park Board. When this is decided, the project will proceed.

5. CORRESPONDENCE:

Bill Harris circulated:

- a thank you note from Trish O'Meara for the donation to BC Guide Dogs in memory of her mother, Marion.
- an invitation to Gala Mardi Gras, Centre culturel fancophone, Feb. 12, 2005
- a thank you letter from Sir William Osler Elementary School for the donation for Outdoor Education trip.

- 6. **EXECUTIVE COMMITTEE REPORT**: Kathleen Bigsby reported on the minutes of the Executive meeting of January 5, 2005.
 - Item #2: The Nominations Committee reported that there are 9 vacancies on the Board, of which there are 8 incumbents and 1 application. Kathleen asked Board Members to think about other potential applicants.
 - Item #3: We received the cheque from the Park Board.
 - Item #4: City Council approved our \$250,000 CAC funds. We are now waiting for the status of hiring the architect for a feasibility study. The Renovations Committee is to be re-activated.
 - Item #5: The JOA Task Force Report was received.
 - Item #6 Needs Assessment. The registration database can be used by the consultants, but it cannot be used for purposes other than this project. The phone survey needs to be in plain English. This Assessment will allow KCCS to get the answers we want for our community. The Board should add to the contract a check-up (e.g. Interim Report) on the progress of the Needs Assessment and Board updates along the way.

MOVED by Kathleen Bigsby, seconded by Susan Ronalds, that the Executive Report be accepted. CARRIED.

MOVED by Benny Wong, seconded by Susan Duffy that Wilson and June Consultants carry out a needs assessment for a maximum of \$25,000, pending a reference check. CARRIED

- 7. **FINANCE COMMITTEE REPORT**: Benny Wong reported on the December 30, 2004 Finance Committee meeting and financial statements.
 - 7.1 We received the Park Board cheque for \$17,056 covering unused renovation money.
 - 7.2 The Financial statements show that we are ahead of budget at present, with a net from operations of \$38,220. The Result of Operations compares the current figures with the actual figures of last year. Program expenses are about 6 times those of last year due to Special Events costs which were allocated in other categories in the previous year (Ghost Train tickets). The finance committee will investigate other charges in this category.

MOVED by Benny Wong, seconded by Forest Eaton, that the Financial Statements of November 30, 2004 be accepted. CARRIED

7.3 Audited Financial Statements: The Committee provided the Board with a summary of the Audited statements and Board members can request a full copy of the statements from Benny. The first page states that the audited statements are accurate. The next page is the Balance Sheet and the third page states all the adjustments. This final report is slightly different from previous draft statements presented to the Board as the Net Income is higher than the previous drafts. The Net Income has slightly increased over the previous year. The first draft included too many items lumped together under Sundries. The Committee will discuss with the Auditors how to present the Statements in a different format next year.

MOVED by Benny Wong, seconded by Leo Wilson, that the Audited Financial Statements be presented at our Annual General Meeting in February. CARRIED

MOVED by Benny Wong, seconded by Susan Ronalds, that the report of the Finance Committee be accepted. CARRIED

8. STANDING COMMITTEE REPORTS:

8.1 **SENIORS COUNCIL:** Irene Ronnie reported on the minutes from the meeting of December 13, 2004.

Eleanor Macintosh from the Seniors Council died recently and will be missed greatly. The next Council will decide on the new piano. The Arena lent the Seniors Centre a 40" television to try. Purchasing and operating the LCD project is quite complicated and they decided to purchase a 40" television instead of the LCD projector. There had been a good response to nominations for the Seniors Council. Most of the tickets are sold for the Robbie Burns night.

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

8.2 **PROMOTIONS AND COMMUNICATIONS COMMITTEE:** Forest Eaton report on the meeting of January 10, 2005.

The Health Fair will be held at the same time as Kerrisdale Days (which is still to be determined by the Kerrisdale Business Association) and we are waiting for confirmation from sponsors. Board Members are asked to review the precirculated Corporate Sponsorship Policy for discussion at the next Board meeting. The sponsors must be compatible with KCCS values. This policy allows sponsors to approach us, but also gives enough leeway for KCCS to determine if the sponsor is compatible based on criteria.

MOVED by Forest Eaton, seconded by Leo Wilson that the verbal report of the Promotions and Communications Committee be accepted. CARRIED

- 9. **AD HOC COMMITTEE** Susan Ronalds reported on the committee meetings of December 2 and 9, 2004.
 - 9.1 The biggest problem is a lack of communication about programs and events at the Seniors Centre and what the Board knows. There are many amazing programs at the Centre. One recent example is "Mind Matters", where a senior approached Susan Mele to hold a discussion group and about 8 people attended who want to discuss current events. Our members approach the programmers with ideas. Susan Mele organizes groups like Mind Matters, which may appeal to younger seniors.
 - 9.2 The Committee recommends that the Kerrisdale Newsletter be re-instated to provide information to the public.
 - 9.3 The Committee recommends improving the front entrance to the Seniors Centre.
 - 9.4 Pat Beaton, Artist-in-Residence, will be starting an art project at the arena in March.

MOVED by Susan Ronalds, seconded by Susan Duffy, that the Ad Hoc Committee report be accepted. CARRIED

10. JOINT OPERATING AGREEMENT TASK FORCE REPORT

Board Members received a copy of the Report, along with a copy of the KCCS June letter in reply to the draft Report and comments from Onno Bakhoven and Bill Harris on this final Report. We need more comments from Board members on whether the Report is acceptable, not acceptable and what direction to take. The Association Presidents will discuss the Report at the beginning of February. This Final Report does not seem to have anything different from the first one discussed by this Board and we were not happy with the draft proposal. Some of KCCS issues include:

- There is no reason for standardizing reporting.
- Reciprocal membership does not acknowledge our sponsorship program.
- Equity fund (revenue sharing) is not acceptable.

The Sub-committee of Park Board commissioners, Culture and Recreation, is responsible for receiving the Report from the Task Force and will then set up a process for going forward. KCCS owns assets in the building and Park Board owns building. We will be negotiating with Park Board Commissionaires on the Culture and Recreation Committee and need a coherent presentation. KCCS may consider drafting an alternative agreement, an Ad Hoc Committee or an outside consultant to write a JOA. Board Members are asked to email their comments to Susan Duffy.

11. RESEARCH AND DEVELOPMENT REPORT

Kerrisdale Pharmacy is still giving a 10% discount to KCCS members, despite being listed in the report as not having confirmed their Partnership this year. West Point Cycles is not giving a 10% discount, despite being listed in the report as participating in the Community Benefits Program.

MOVED by Onno Bakhoven, seconded by Susan Ronalds, that the report of the Research and Development Consultant be accepted. CARRIED

12. GOALS AND STRATEGIES UPDATE REMINDER

Board Members are reminded to send any comments to Emmanuel Nicolas. As it is difficult to make comments on your own, Emmanuel has agreed to meet with Committee Chairs between 7:30 and 8:30 pm, January 24 to 27 in the KCC Board Office. Committee Chairs are asked to confirm a date and time to meet with Emmanuel.

13. RECREATION SUPERVISOR'S REPORT: Arena/Play Palace Report:

The Play Palace is successful showing a net profit of \$3,000 after two years. The profit will be re-invested in equipment. The cost of staff time related to equipment for lacrosse is a concern. April attendance is very low because kids are still in school. The Report included some marketing recommendations. The Play Palace tries to operate as soon as the ice is out.

14. OTHER BUSINESS:

14.1 Volunteer of the Year Award: Board Members are asked to think about nominating a Volunteer for this award. Patricia McCuaig was asked to look in the office files to find a nomination (possibly from Kerrisdale Figure Skating Club)

- from last year which arrived after the deadline. KCCS may want to consider recognizing the Volunteer in the Courier. The KCCS Board needs nominations by March 1, 2005 to meet the deadline for nominations of April 1, 2005.
- 14.2 Leo Wilson is not running for the Board next year due to his studies. He thanked the Board for the experience and guidance over the past 2 years and the Board showed appreciation to Leo for his contribution.
- 14.3 Patricia McCuaig will send a reminder to the Board of meeting dates.
- 14.4 Benny Wong asked Board Members to contact him if they are interested in serving on the Executive Committee.
- 14.5 Registration Procedures: Board Members can tell Susan Duffy of any wording or errors in the program brochure which need clarification. The Program Committee will look at items suggested by Onno Bakhoven.

MOVED by Susan Ronalds that the meeting adjourn. The Meeting adjourned at 9:30 pm Recorded by Patricia McCuaig

UPCOMING MEETINGS OR EVENTS OF NOTE

•	President's Association Meeting	Thursday, Feb. 3 at Hastings Community
	Centre	
•	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; public	Monday, April 25 at KCC at 7:00 pm

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

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, FEBRUARY 9, 2005 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Forest Eaton, Bill Harris, Sue

Hatten, Lisa Larkins, Emmanuel Nicolas, Wayne Reid, Irene Ronnie, Gene Wrankmore

Guest: Allan De Genova, Park Board Commissioner

Staff: Stew Jordan

Regrets: Sabu George, Katy Hughes, Vanessa Lam, Susan Ronalds, Leo Wilson, Benny Wong,

Absent: Rashid Ahmed, Fazil Mihlar

1. CALL TO ORDER

Susan Duffy called the meeting to order at 7:30 pm and extended a welcome to Al DeGenova, Park Board Commissioner.

2. AGENDA:

Additions to the agenda:

#14. a Play Area

#14. b Reader's Choice Awards

#14. c Volunteer Vancouver

#14. d BCRPA Conference in Prince George

#4 Business Arising: Nominations Committee update

MOVED by Bill Harris, seconded by Gene Wrankmore, that the agenda be approved as amended.

3. MINUTES

MOVED by Kathleen Bigsby, seconded by Bill Harris, that the minutes of the January 12, 2005 Board Meeting be accepted. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES:

Bill Harris reported that the Nominations Committee has received 6 new nominations, which will result in a ballot. The Committee will meet with the nominees on Feb. 14th at 7:15 pm. Kathleen Bigsby and Stew Jordan will also attend.

- 5. **CORRESPONDENCE:** There was not correspondence.
- 6. **EXECUTIVE COMMITTEE REPORT**: Kathleen Bigsby reported on the minutes of the Executive meeting of February 2, 2005.
 - Item #9: Shelley Frost has resigned due to work commitments at the PNE and has offered to be available for informal consultations if needed.
 - Item #7: Susan Duffy circulated the brochure on 21 Places for the 21st Century Competition.
 - Item #4: The JOA Task Force Report was discussed at a meeting of Associations. There was unanimity on some parts of the report, but there were many questions about implications. The group sent a letter to the Chair of the Committee stating that

there were so many issues that it was unable to make a report at this time. Study sessions will be held in the future.

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

7. MOTIONS TO BE APPROVED

7.1 Program Participation Policy

MOVED by Bill Harris, seconded by Wayne Reid, to adopt the new Program Participation Policy. CARRIED

7.2 Sponsorship Policy

MOVED by Lisa Larkins, seconded by Kathleen Bigsby, to adopt the Corporate Sponsorship Policy. CARRIED

Forest Eaton abstained from the vote to prevent a conflict of interest.

8. **FINANCE COMMITTEE REPORT**: Onno Bakhoven reported on the January 16, 2005 Finance Committee meeting and financial statements.

MOVED by Onno Bakhoven, seconded by Emmanuel Nicolas, that the minutes be accepted. CARRIED

Onno commented on the financial statements, including there was a 13% increase in registration revenue over the same period last year and kitchen sales are better than last year.

MOVED by Onno Bakhoven, seconded by Emmanuel Nicolas, that the Financial Statements of December 31, 2004 be accepted. CARRIED

9. STANDING COMMITTEE REPORTS:

- **9.1 PROGRAM COMMITTEE:** Forest Eaton reported on the minutes from the meeting of January 19, 2005
 - Item #2: Onno Bakhoven attended the meeting to discuss the strong wording about picking up receipts. The wording is being revised.
 - Item #7: Forest attended the "Athlete in Residence Program" and reported that it was an excellent program.
 - Item #6: The Committee is still discussing visiting Community Centres.
 - Item #3: Ad Hoc Committee: Irene Ronnie reported that information about Seniors programs can be found in the "Monarch" and on the wall boards. Younger seniors are not participating in these programs. The Ad Hoc Committee wants to enhance the communication to attract this large consumer group.

MOVED by Forest Eaton, seconded by Wayne Reid, that the report of the Program Committee be accepted. CARRIED

9.2 PROMOTIONS AND COMMUNICATIONS COMMITTEE: Lisa Larkins reported on the minutes from the meeting of January 10, 2005

Item #3: The minutes are changed to delete the first sentence and replace with:
"Susan Regan is still trying to get sponsors for this year's Health Fair."

MOVED by Lisa Larkins, seconded by Bill Harris that the minutes of the January 10, 2005 meeting of the Promotions and Communications Committee be accepted as amended. CARRIED

Lisa reported verbally on the Committee meeting held on Feb. 7, 2005. The Committee decided on the new name of the health fair as the *Community Health* and *Fitness Expo* with the slogan: "building healthy generations". The Expo will target young families and every generation. There will be more advertising than previously. Topics include fitness and nutrition for all ages. Susan Regan is working hard on corporate sponsorship.

The Committee is also planning on improving the KCC logo so it will work well on letterhead and T-shirts. The Committee will be contacting graphic designers and getting cost estimates.

MOLVED by Lisa Larkins, seconded by Wayne Reid, to accept the verbal report of the Promotions and Communications Committee from the meeting of February 7, 2004.

9.3 SENIORS COUNCIL: Irene Ronnie reported on the minutes from the meeting of January 10, 2005.

65 people attended the Seniors Centre Annual General Meeting. The election for the Council had a full slate of officers and no difficulty to fill 9 positions. The new members are: Meg Arteaga and Mary Anne Davies. The decisions on the piano and TV will proceed with the start of the new Council. A new program, "Mind Matters", had a judge give a very interesting talk about the courts. Shirley O'Kane is retiring. The seniors are looking forward to new decorative painting and upgrading of the Centre. The kitchen is doing well. Correction to the minutes: Vanessa Lam was present. The organizing of the bench to honour senior volunteers is proceeding.

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

10. **BUILDING RENOVATIONS COMMITTEE:** Gene Wrankmore reported on the meeting of the Committee held January 20, 2005.

This first meeting included meeting Park Board staff and taking a tour of the building areas. The Pottery program staff gave their opinions. Ernest Fanthorpe will be the project manager. The work will aim to start in July. We will use the same architect used in Phases 1 and 2. Feb. 4, 2005 was the deadline for the return of the fee proposal, but Kathleen has not heard from Ernest about the proposal. Lisa Larkins suggested looking at the women's change rooms because of long waits for showers on Saturday morning. The Committee will explore the possibility of switching the men's and women's areas to allow more space for women's showers.

MOVED by Kathleen Bigsby, seconded by Bill Harris to accept the Building Renovations Committee report. CARRIED

11. RESEARCH AND DEVELOPMENT REPORT

12. GOALS AND STRATEGIES UPDATE

Emmanuel Nicolas thanked everyone who came to meetings last week. It is difficult for Board and Committee members to learn about all the programs and activities. Because of the diversity of activities, Emmanuel suggested that programs be communicated from an advertising point of view for communication to the "outside". We want to market the different programs. The update summarizes key achievements, not activities for 2003-4.

13. **RECREATION SUPERVISOR'S REPORT:** Stew Jordan gave a verbal report. There were computer problems with registration two days before Christmas, mostly double registering. The previous Committee, which was responsible for the computer roll-out, may want to re-convene. Stew discussed the Play Palace partnership with the Park Board.

14. OTHER BUSINESS:

14.1 Play Area

Due to degradation (caused by heel marks from parents' shoes) and high volume use by children, the foam padding needs replacing, at a cost of \$6,000 plus taxes. After the replacement, a sign will be posted stating the cost of replacing the damaged matting and request children and adults to remove their shoes.

MOVED by Kathleen Bigsby, seconded by Bill Harris, to approve replacing the foam padding for \$6,000, plus taxes. CARRIED

14.2 Readers Choice Awards

The voting form is available in the Courier and Board Members are asked to vote for KCC.

14.3 Volunteer Vancouver

Brochures about courses are available from Patricia McCuaig.

14.4 The BC Recreation and Parks Association conference for staff and Board Members is being held in Prince George May 12 – 14, 2550. Board Members who are interested in attending can contact Benny Wong.

MOVED by Kathleen Bigsby that the meeting adjourn. The Meeting adjourned at 9:00 pm

Recorded by Patricia McCuaig

UPCOMING MEETINGS OR EVENTS OF NOTE

• PB Culture & Recreation Committee

• President's Association Meeting

• Park Board Meeting; public

Feb. 16th, 7:00 pm Langara Golf Course

Thursday April 7

Monday, April 25 at KCC at 7:00 pm

Outstanding Items

• Investigate Playground Sponsorship

• Terms of Reference – Arena

• Park Bench

• Maple Grove Recommendations

• Ad hoc Committee

• Needs Assessment

• Goals & Strategies – 2003 - 2004

• Goals & Strategies – 2005 – 2006

R&D Consultant

S Duffy

B Harris

S Jordan

S Ronalds

Board

E Nicolas

pending Needs Assessment Outcome

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, MARCH 30, 2005 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Matthew Brunt, Forest Eaton, Gabriela Giacchino, Bill Harris, Sue Hatten, Katy Hughes, Vanessa Lam, Emmanuel Nicolas, Irene

Ronnie, Benny Wong, Gene Wrankmore

Staff: Stew Jordan

Guests: Peter Burch, Kirsten Baillie, Angela Ko, City of Vancouver Community Services

Regrets: Sabu George, Susan Ronalds, Lisa Larkins

Absent: Fazil Mihlar, Wayne Reid Recorder: Patricia McCuaig

1. CALL TO ORDER

Susan Duffy called the meeting to order at 7:37 pm.

2. AGENDA:

Addition to the agenda: 14.1 Bingo Caller

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

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3. ARBUTUS RIDGE/KERRISDALE/SAHUGHNESSY (ARKS)

The City of Vancouver Community Vision Team has been working with the community to develop a long range plan for the ARKS area (bounded by 16th Avenue, Oak Street, 57th Avenue, Angus Drive, S.W. Marine Drive, Blenheim, 41st Avenue, MacKenzie Street and Puget Drive). Residents participated in workshops last spring to discuss ideas and develop possible directions for the neighbourhood. The directions from the workshops will be presented to the entire community in the ARKS Choices Survey, which will be delivered to all households, businesses and property owners in the area in May. The Survey covers most aspects of community life: traffic and transportation, safety and services, housing, environment, parks and public spaces, neighbourhood centres (shopping areas), and community involvement in decision making. The directions that are firmly supported will be presented to City Council for endorsement this fall. Once approved, the ARKS Community Vision will be the long range plan for the community and will guide future community actions and City decisions on capital spending, programs and development in ARKS.

Peter asked the KCCS Board to complete the Survey response form; encourage friends, neighbours and colleagues to also complete the form; and insert a message into a newsletter. Information will be placed on the outside reader board and at the Health Expo.

4. MINUTES

MOVED by Bill Harris, seconded by Emmanuel Nicolas, that the minutes of the February 9, 2005 Board Meeting be accepted. CARRIED.

- 5. BUSINESS ARISING FROM THE MINUTES: there was no business arising.
- 6. **CORRESPONDENCE:** Susan Duffy circulated items from the Park Board:

- Open House Showcasing Healthier Food Choices for Our Community Centres and Schools, Apr. 13, 2005, 4:30-7 pm, Sir Charles Tupper School, 419 East 24th Ave
- memo on Healthy Choices from Snack Vending Machines

7. ELECTION OF OFFICERS AND APPOINTMENT OF COMMITTEE MEMBERS

Susan Duffy gave the chair to Kathleen Bigsby.

PRESIDENT

MOVED by Benny Wong and seconded by Onno Bakhoven that **Susan Duffy** be nominated to the position of President. Kathleen called for other nominations. There were no other nominations. Susan Duffy accepted and was elected President for the upcoming year.

VICE PRESIDENT

MOVED by Benny Wong and seconded by Vanessa Lam that **Bill Harris** be nominated to the position of Vice President. Kathleen called for other nominations. There were no other nominations. Bill Harris accepted and was elected Vice President for the upcoming year.

VICE PRESIDENT

MOVED by Benny Wong and seconded by Forest Eaton that **Susan Ronalds** be nominated to the position of Vice President. Kathleen called for other nominations. There were no other nominations. Susan Ronalds, in absentia, accepted and was elected Vice President for the upcoming year.

TREASURER

MOVED by Bill Harris and seconded by Gaby Giacchino that **Benny Wong** be nominated to the position of Treasurer. Kathleen called for other nominations. There were no other nominations. Benny Wong accepted and was elected Treasurer for the upcoming year.

SECRETARY

MOVED by Bill Harris and seconded by Onno Bakhoven that **Lisa Larkins** be nominated to the position of Secretary. Kathleen called for other nominations. There were no other nominations. Lisa Larkins, in absentia, accepted and was elected Secretary for the upcoming year.

MEMBER-at-LARGE

MOVED by Bill Harris and seconded by Forest Eaton that **Emmanuel Nicolas** be nominated to the position of Member-at-Large. Kathleen called for other nominations. There were no other nominations. Emmanuel Nicolas accepted and was elected Member-at-Large for the upcoming year.

STANDING and AD HOC COMMITTEE ASSIGNMENTS

MOVED by Benny Wong and seconded by Bill Harris that the Committee assignments be approved as circulated. CARRIED

Appointment of Senior's Council Representative:

MOVED by Bill Harris and seconded by Vanessa Lam that Irene Ronnie be appointed to the Board as the Seniors' Representative. CARRIED

Appointment of Board Solicitor:

MOVED by Bill Harris and seconded by Benny Wong that **Phil Riddell** be appointed as the Board Solicitor. CARRIED

Kathleen gave the chair back to Susan Duffy.

- 8. **EXECUTIVE COMMITTEE REPORT**: Kathleen Bigsby reported on the Executive meeting held March 23, 2005.
 - Item 3.2: Benny Wong, Bill Harris, Susan Duffy and Kathleen Bigsby will attend the JOA Task Force Workshop on Saturday April 9, 2005.
 - Item 3.3: The Needs Assessment Steering Committee met with the consultants to discuss the plan which will include 10 focus groups and a random phone survey. The Assessment will start in a few weeks with the report expected by late May, which will then go into the Goals and Strategies.

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

- 9. **FINANCE COMMITTEE REPORT**: Benny Wong reported on the financial statements and the Finance Committee meeting held March 23, 2005.
 - 7.1 The Income statement ended Feb. 28, 2005 showed Program Revenue and overall revenues are over budget. Overhead expenses were lower than projected. Office expenses were higher than projected, due to a large invoice for photocopying in the previous period. With increased business there are subsequent higher costs for credit card and bank charges. We are ahead of the overall budget. Capital purchases will catch up throughout the year. The Balance Sheet showed that cash is kept to a minimum, with any excess cash going into investments.
 - 9.2 Minutes of the meeting:
 - Item 1: Norm Funk is looking into the cost of Visa and MasterCard
 - Error on page 1, last paragraph: Accounts Payable should be Accounts Receivable
 - Typo on page 2, paragraph 5, line 2: should be 2005-2006, not 4005/06
 - Page 2, paragraph 1: KCC is getting significant sales through the internet and there are concerns about getting the money from the Parks Board in a timely manner. Currently the Park Board owes KCC \$600, which is a small amount right now but we do not want to lose control.
 - Page 2, paragraph 5: with a split of membership fees the increased membership fees from about 5 to 6 years ago provided enough money for phase 1 and 2 renovations. We do not know if we will need a 50% split to finance the current phase of renovations. For now, we will keep 100% of the membership fees in reserve pending the final costs for phase 3 renovations coming in a few weeks. We will hold off on any decisions for now, but we do we need to look at this issue separately. There are questions about memberships fees in general and the need to establish an Ad Hoc Committee to look at options (e.g. business fee; other community centres; add on to cost of course fees instead of membership fees; pro-

- rating date). The Committee members are: Onno Bakhoven, Susan Duffy, Katy Hughes, Lee Tarrant, Kim Seguin and Stew Jordan.
- Item 3: Onno provided an update to the minutes that the fees will be \$10 for coping duplicate receipts for taxes and \$2 to replace lost passes.

MOVED by Benny Wong, seconded by Emmanuel Nicolas, that the Finance Report be accepted. CARRIED

MOVED by Benny Wong, seconded by Bill Harris, to purchase a walkie-talkie to a maximum cost of \$500. CARRIED

10. STANDING COMMITTEE REPORTS:

- 10.1 **PROGRAM COMMITTEE:** Forest Eaton reported on the meeting held Feb.16, 2005.
 - Item 6.2: New Business: The Committee approved bicycle replacements with 2 Monarch stationary bicycles (\$2,300) and hoist equipment replacement, for a total of \$7,300. These costs are part of the \$20,000 budget for equipment upgrade.
 - Item 3.1: the Artists Day did not have a date in the minutes.

MOVED by Forest Eaton, seconded by Matthew Brunt, that the report of the Program Committee be accepted. CARRIED

- 10.2 **PROMOTIONS AND COMMUNICATIONS COMMITTEE:** Katy Hughes reported on the meeting held March 7, 2005
 - Item 2: The Health Expo: see the Research and Development Report for additional information about sponsorship. Lisa Larkins will discuss sponsorship with Susan Regan.
 - New logo: the slogan "Generations for Healthy Living" will be attached to the logo but nothing else has been decided regarding changes to the logo.
 - Registration Day: Starbucks provided coffee. Susan Duffy stated that it was an amazing experience and suggested Board Members would benefit from attending. This past Registration Day was the busiest day ever.

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

10.3 **SENIORS COUNCIL:** Irene Ronnie reported on the meetings held Feb.14 and March 14, 2005.

The February meeting highlighted two important events, Shirley's farewell and a memorial for Eleanor. Betty is exploring the cost of a walk-in fridge. The March meeting decided on increasing the meal price to \$5.00, starting May 1, 2005. There was great attendance at the St. Patrick's Day and Easter events. The Programs all have Committee Chairs. The new Mind Matters program is very successful. The Boutique is doing very well. The Centre is having difficulty in finding a Bingo caller.

MOVED by Irene Ronnie, seconded by Matthew Brunt, that the Seniors Council Report be accepted. CARRIED

11. AD HOC COMMITTEES

BUILDING RENOVATIONS COMMITTEE: Kathleen Bigsby reported on the meetings held February 24, March10 and March 24, 2005.

The Committee has made decisions and is now waiting for the architects to come back with more accurate costing. The Architect's sketches were circulated. The renovations are expected to start mid-July and will impact September registration by pottery classes starting late. The Women's washroom will be renovated, including removing the tile. Line-ups for the women's showers was not verifiable. The Pottery area will change and include a new floor and closets. The ramp will be removed in the Exercise Room. The Play Area will have noise baffling. The expected cost is in the range of \$175,000 to 240,000.

MOVED by Kathleen Bigsby, seconded by Katy Hughes, to accept the Building Renovations Committee report. CARRIED

12. RESEARCH AND DEVELOPMENT REPORT: pre-circulated

- 13. **RECREATION SUPERVISOR'S REPORT:** Stew Jordan reported on the following:
 - 13.1 Maple Grove Pool: Progress Report and Action Plan were pre-circulated
 - 13.2 Staffing: Registration Day was close to a maximum of our growth and we want to be careful that we do not get beyond our capacity. There is a high turnover in front office staff right now.
 - 13.3 Training program: Board Members are invited to a program for front-line staff, "De escalation Skills", on Sunday night.

14. OTHER BUSINESS:

14.1 The Seniors' Centre needs a Bingo Caller every Friday, 1:15-3:45 pm. Board Members were asked to notify Irene Ronnie if they know of someone suitable.

MOVED by Gene Wrankmore that the meeting adjourn. The Meeting adjourned at 9:15 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

• JOA Facilitated Workshop with Al Argent

• President's Association Meeting

• Park Board JOA Workshop

• Park Board Meeting; public

• Community Health and Fitness Expo

• Spring Art Exhibition

• President's Association Meeting

• Registration Dates

• Registration Dates

• Registration Dates

Thursday, April 7
Saturday, April 9
Monday, April 25 at KCC at 7:00 pm
Saturday, April 30
Sunday, May 15
Thursday, June 2
Saturday, June 11, 2005
Saturday, August 13, 2005
Saturday, December 10, 2005

Saturday, April 1

Outstanding Items

Terms of Reference – Arena
 Conflict of Interest Policy
 S Duffy
 S Duffy

Park Bench

• Ad hoc Committee S Ronalds

Needs Assessment Board
 Goals & Strategies – 2003 - 2004 E Nicolas

• Goals & Strategies – 2005 – 2006 pending Needs Assessment Outcome

B Harris

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, APRIL 27, 2005 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Matthew Brunt, Gaby Giacchino, Bill Harris, Sue Hatten, Katy Hughes, Vanessa Lam, Lisa Larkins, Emmanuel

Nicolas, Wayne Reid, Irene Ronnie, Benny Wong

Staff: Stew Jordan, Kim Seguin

Regrets: Susan Ronalds

Absent: Fazil Mihlar, Forest Eaton, Sabu George, Gene Wrankmore

Recorder: Patricia McCuaig

1. CALL TO ORDER

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

Susan expressed thanks to Stew Jordan, Lee Tarrant, Susan Mele and Kim Seguin for organizing the Park Board meeting on Monday April 25, 2005 at KCC. Susan also thanked Patricia McCuaig and Susan Regan for the packages prepared for the Commissioners.

2. AGENDA:

Additions to the agenda:

- 14.1 Summer Barbeque
- 14.2 Park Board Meeting update

MOVED by Wayne Reid, seconded by Lisa Larkins, that the agenda be approved as amended.

3. MINUTES

Page 3, agenda 9.2: Kerrisdale Soccer and membership fees will be discussed under agenda item 10.2 Membership Committee.

MOVED by Gaby Giacchino, seconded by Onno Bakhoven, that the minutes of the March 30, 2005 Board Meeting be accepted. CARRIED.

- 4. BUSINESS ARISING FROM THE MINUTES: there was no business arising.
- 5. **CORRESPONDENCE:** there was no correspondence.

- 6. **EXECUTIVE COMMITTEE REPORT**: Kathleen Bigsby reported on the Executive meeting held April 20, 2005.
 - 3.1 Renovations: The base cost is \$140,000. Four additional costs (10% general conditions, 10% overhead and profit, 20% design contingency and 10% construction contingency) add another 50% to bring the cost to \$210,000 maximum, with the hope that the cost will be less. On top of this is another 25% soft costs (architects fees, permits, staff fees) of \$52,500 to bring the budget to \$262, 500. We have \$11,500 credit with the Park Board, of which \$7,200 pays for the Feasibility Study. KCCS has to pick up the difference in costs from the CAC funds of \$18,000. To allow for any possibility of missing budget targets, the Board is asked to approve a higher amount in the hope of spending less.

MOVED by Benny Wong, seconded by Bill Harris, that the Board approve additional costs up to \$25,000 for Phase 3 Renovations. CARRIED

- 3.2 JOA: KCCS will meet with other Community Centre Associations to make a joint submission to the Cultural and Recreation Committee of the Park Board.
- 3.3 Needs Assessment: the phone survey has started and focus groups start next week.
- Arena Score Clock and 9 Play Palace: Motions approved by the Executive are accepted when the Executive Report is approved by the Board.

MOVED by Kathleen Bigsby, seconded by Lisa Larkins, that the Executive Report be accepted. CARRIED.

7. MOTIONS

The Athlete in Residence program was funded by the Hamber Foundation (\$1,000) and KCCS (\$2,000).

MOVED by Kathleen Bigsby, seconded by Emmanuel Nicolas, that the Board approve continuing the Athlete in Residence program for \$3,000 from the 2005–06 budget. CARRIED

8. **FINANCE COMMITTEE REPORT**: Benny Wong reported on the financial statements ended March 31, 2005

The Finance Committee did not meet this month. Revenues are quite high this month which may be an overestimate due to overhead expenses not being accrued earlier in the year. Overall, we are doing quite well. Under Special Areas, \$10,000 includes \$9,500 for the Artist-in-Residence program which the Park Board gives to KCC to pay the Artist.

10010

Benny provided an update on credit card charges. Currently we are paying 3.3% on Visa sales, 2.7% on MasterCard and \$.15 on debit card. One quote offered 2.1% on Visa and Master Card, and \$.12 on debit. The Park Board is negotiating a better package for Community Centre Associations which will provide significant savings next year. The Finance Committee will continue to investigate.

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

The Fitness Room needs to replace the leg extension equipment.

MOVED by Benny Wong, seconded by Bill Harris, to approve the purchase of equipment for the fitness room at a cost of \$3,113.91. CARRIED

The Phase 3 renovations need new kilns (\$10,000) and equipment for the fitness centre (up to \$30,000).

MOVED by Benny Wong, seconded by Wayne Reid, to approve the purchase of kilns for the renovated pottery area and equipment for the renovated fitness centre for \$40,000. CARRIED

9. STANDING COMMITTEE REPORTS:

- 9.1 **PROGRAM COMMITTEE:** Kim Seguin reported on the meeting held April 13, 2005.
 - 3.1 Board Members are invited to the Spring Art Exhibit, May 15, 2005. There will be about 30 artists, some musicians and refreshments. There is no admission cost and about 300 people are expected to attend.

MOVED by Emmanuel Nicolas, seconded by Gaby Giacchino, that the report of the Program Committee be accepted. CARRIED

- 9.2 **PROMOTIONS AND COMMUNICATIONS COMMITTEE:** Lisa Larkins reported on the meeting held April 4, 2005
 - 3. The first edition of the newsletter is planned for October. The Committee is discussing content and format. The Research and Development consultant may arrange advertising. There will be a President's message.

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

9.3 **SENIORS COUNCIL:** Irene Ronnie reported on the meeting held Apr. 11, 2005. Two members will be 100 years old soon. The new Bingo caller is very good.

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

10. AD HOC COMMITTEES

10.1 **BUILDING RENOVATIONS COMMITTEE:** Benny Wong reported on the meeting held April 14, 2005.

This was the final meeting of the Committee at this stage. Questions were posed to Ernest and the architect. A letter will be sent to the Park Board stating that KCCS: agrees with the contents of the feasibility study, gives authorization to proceed with the renovations, and is prepared to add \$25,000 to pay the balance and will not send the money until all renovations are completed. Stew confirmed that the Play Area benches need to be reconfigured.

MOVED by Benny Wong, seconded by Vanessa Lam, to accept the Building Renovations Committee report. CARRIED

- 10.2 **MEMBERSHIP COMMITTEE:** Onno Bakhoven reported on the Recommendations of the Ad Hoc Committee on Membership.
 - #1. Will KCCS charge membership fees next year? The Committee recommends continuing to charge membership fees. A few other Community Centre Associations are not charging membership fees and increasing program fees to compensate for lost revenue. A Society must have memberships under the Society Act. Parents of children in Kerrisdale Soccer do not understand why they must pay a separate KCCS membership and complain if they do not use the facility. One solution may be similar to Thunderbird Hockey where Kerrisdale Soccer could increase their membership fee and make one cheque for all members to KCCS. The problem with this solution is that KCC needs to know who has membership for those who use the facility. Kerrisdale Soccer could build in the KCCS fee in their membership.
 - #2. Should membership fees change due to the surcharge now being sufficient to cover the unamortized cost of the renovations? The Committee recommends leaving the fee at the current level. The fees have not changed in 7 years and there is great value for membership (e.g. tickets for Ghost Train);
 - #3. Should we notify members if we leave the same fee, but the surcharge has changed? The Committee recommends a pamphlet be developed to assist staff explain the change in fee composition.
 - #4. Should the summer fees be changed? The Committee recommends not changing the pro-rated policy. Staff receive some complaints about the summer fees and prorating.
 - #5. Should we change the requirement of out-of-town visitors paying a full year membership? The Committee recommends that out-of-town visitors pay a visitor membership of \$5 per month. This will be a separate coloured card.

- #6. Does KCCS want to accept reciprocal membership with other Community Centres, as suggested by the Joint Operating Agreement Task Force? The Committee recommends not accepting reciprocal memberships and wait until the JOA has been finalized. KCCS has the highest membership fees and many other Centres do not have separate fees. Reciprocity would not be fair to our members and we will loose members. Patrons at Park Board fitness centres do not pay membership fees. Members currently would at the most have to pay 23 separate memberships; but probably only go to about three separate Centres. KCCS makes about \$100,000 per year in membership fees and if this were to be included in program fees, the increase of program fees would be about 10%.
- #7. Should nannies have to pay memberships? The Committee recommends that nannies continue to take memberships if they are required to participate with the children in the classes.
- #8. Should KCCS sell or give group membership to our Community Partners for their employees? This would be a corporate rate. The Committee recommends postponing this decision until the Research and Development Consultant reviews this.
- #9 Should membership be required for children from group-homes or schools who use the exercise room or drop-in classes? All children must take out memberships; this seems unfair for one time only and a special rate may be better. The Committee recommends reviewing this further.

MOVED by Onno Bakhoven, Bill Harris to accept the recommendations of the Ad Hoc Committee on membership. CARRIED

The Ad Hoc Committee on Memberships will continue its work.

10.3 GOALS & OBJECTIVES Final Version 2003 – 2004

Two years ago the Board began the process of establishing goals and then reviewing them on a regular basis. The Needs Assessment will be part of reviewing and establishing the new goals for the coming year. It was necessary to take a "snapshot" of what has been accomplished, listing all the impressive achievements on the pre-circulated 6-page document. Susan Duffy expressed thanks to Emmanuel Nicolas for the update.

11. HEALTH & FITNESS EXPO

Lisa Larkins asked Board Members to volunteer; one Board member can sit at the table while the other Board Member can walk around and thank exhibitors. The Expo is this weekend and flyers and banners are posted around the Centre. Kerrisdale Pharmacy is the main sponsor, along with Amica (\$800) and SPUD. There will be 23 exhibitors and we are trying for more interactive exhibits, with more for kids and families. SPUD will have an organic gardening activity. Choices and the Health Unit will have nutritionists

12. **RESEARCH AND DEVELOPMENT REPORT:** pre-circulated

- 13. **RECREATION SUPERVISOR'S REPORT:** Stew Jordan reported on the following:
 - 13.1 The City of Vancouver Violence Prevention Training Booklet (circulated) was used at the staff training session. Susan Duffy and Benny Wong attended the training seminar to learn about the different situations that front-line staff have to handle. The training focused on resolving conflicts. About 45 staff attended and found the training to be very valuable.
 - 13.2 Pool Staff will be attending the next Board meeting.

14. **OTHER BUSINESS:**

- 14.1 Summer Barbeque, Wednesday July 27, 2005. Susan Duffy asked Board Members to consider offering a home for the party.
- 14.2 The Play Palace will open Wednesday June 1, 2005.
- 14.3 Park Board meeting: Bill Harris reported on the April 25, 2005 Board Meeting. The Meeting went well with all Commissioners present. One agenda item was the re-construction the field between the Arena and Point Grey School with a synthetic, all-purpose field and lights.

MOVED by Bill Harris that the meeting adjourn. The Meeting adjourned at 9:15 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

Community Health and Fitness Expo
 Spring Art Exhibition
 President's Association Meeting
 Registration Dates
 Registration Dates
 Registration Dates
 Registration Dates
 Registration Dates
 Saturday, August 13, 2005
 Saturday, December 10, 2005

Outstanding Items

Terms of Reference – Arena
Conflict of Interest Policy
Park Bench
Ad Hoc Young Seniors Committee
Ad Hoc Membership Committee
Needs Assessment
Goals & Strategies – 2005 – 2006
S Duffy
S Duffy
S Ronalds
O Bakhoven
Board
pending Needs Assessment Outcome

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, May 25, 2005 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Matthew Brunt, Forest Eaton, Sabu George, Gaby Giacchino, Bill Harris, Sue Hatten, Katy Hughes, Vanessa Lam, Emmanuel

Nicolas, Wayne Reid, Benny Wong

Staff: Stew Jordan, Jennifer Takai, Kelly Beaman

Regrets: Lisa Larkins, Susan Ronalds,

Absent: Fazil Mihlar, Irene Ronnie, Gene Wrankmore

Recorder: Patricia McCuaig

1. CALL TO ORDER

Susan Duffy called the meeting to order at 7:30 pm. Susan welcomed Jennifer Takai and Kelly Beaman, Pool Programmers.

2. AGENDA:

Additions to the agenda:

- 13.2 ARKS Survey reminder
- 13.3 BCRPA

MOVED by Bill Harris, seconded by Sue Hatten, that the agenda be approved as amended.

3. MINUTES

Correction: Item #8: the Visa charge is 2.2%, not 3.3%.

MOVED by Wayne Reid, seconded by Gaby Giacchino, that the minutes of the April 27, 2005 Board Meeting be accepted as corrected. CARRIED.

- 4. BUSINESS ARISING FROM THE MINUTES: there was no business arising.
- 5. **CORRESPONDENCE:** Susan Duffy circulated the following:
 - 5.1 Loretta Woodcock, Park Board Commissioner, thanked KCCS for hosting the Park Board meeting and the information package.
 - 5.2 Susan Mundick, General Manager, Vancouver Board of Parks and Recreation thanked the KCCS Board for the successful community Park Board meeting on Monday April 25.
 - 5.3 Melody McLennan, Fundraising Chair, Bumble Bee Preschool, thanked KCC for the support of their annual fundraising event.
 - Jane Guy, Chair, Silent Auction, Auxiliary to BC Children's Hospital, thanked KCC for support of a donation for the Auxiliary's Silent Auction
 - 5.5 Flyer inviting Board Members, staff, family and friends to the Play Palace on June 1, 2005 from 6-8 pm

- 6. **FINANCE COMMITTEE REPORT**: Benny Wong reported on the financial statements ended April 30, 2005 and the meeting on May 19, 2005.
 - Result of Operations: Sales in the Seniors Kitchen are significantly higher than last year because of lunch cards purchased before prices increased May 1, 2005.
 - 6.2 Income Statement:
 - The Artist-in-Residence has a credit of \$9,250 received from the Park Board.
 - Capital expenditures will increase toward the end of the year.
 - Repair and Maintenance is under budget and is expected to increase towards the end of the year.
 - The Christmas Party is much higher than the budget due to the low costs of a new caterer in the previous year and higher attendance this year.
 - 6.3 Balance Sheet: Accounts Payable: Fund Raising Campaign is held as a liability, not as income, like deferred revenue. KCCS does not pay the Park Board until we receive the bill.
 - 6.4 Meeting: We will be saving money on credit card charges once they are finalized.

MOVED by Benny Wong, seconded by Bill Harris, that the Finance Report be accepted. CARRIED

7. STANDING COMMITTEE REPORTS:

7.1 **PROGRAM COMMITTEE:** Forest Eaton reported on the meeting held May 11. The final draft of the next brochure was being finished. The Committee is encouraging Board members to participate in the Artist-in-Residence program to meet people in the Community and to make it a real community event.

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

7.2 **PROMOTIONS AND COMMUNICATIONS COMMITTEE:** Wayne Reid reported on the meeting held May 2, 2005

The Committee wants input on the Health Expo to help plan for next year. This year's fair may have targeted the wrong group (i.e. families). Older adults (the Boomers) are more interested in maintaining their level of fitness and wellness. Stew will analyze the Expo by discussing with staff. Vendors were enthusiastic and want to return. Kerrisdale Pharmacy may have had the best booth because it was very interactive.

MOVED by Wayne Reid, seconded by Matthew Brunt, that the report of the Promotions and Communications Committee be accepted. CARRIED

7.3 **SENIORS COUNCIL:** Bill Harris reported on the meeting held May 9, 2005. The benches are completed and being used. The plaques need to be attached and dedicated. The Seniors Council is arranging for a new television set to be purchased from the Play Palace.

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

8. AD HOC COMMITTEES

8.1 **BUILDING RENOVATIONS COMMITTEE:** Kathleen Bigsby reported. The Park Board has approved the contract and the Committee will meet May 26, 2005 to approve the final drawing. The tender will be sent very soon after that meeting. The summer brochure will advise patrons that the pottery program will be modified during the renovations. The fitness centre will only be affected by some noise for a few days during renovation.

MOVED by Kathleen Bigsby, seconded by Bill Harris, to accept the Building Renovations Committee report. CARRIED

8.2 **MEMBERSHIP COMMITTEE:** Onno Bakhoven reported.

The Committee has met twice. The final draft of the pamphlet will contain frequently asked questions and be available in a few days. The pamphlet will ease the pressure on staff to explain the fees. The new brochure will require board approval before it is circulated to staff.

MOVED by Onno Bakhoven, seconded by Gaby Giacchino, to accept the Membership Committee's verbal report. CARRIED

9. **JOA TASK FORCE:** Kathleen Bigsby reported.

KCC and seven other community centres, presented a joint submission Wednesday May 18, 2005 to the Park Board Culture and Recreation Committee. The reciprocal membership issue is more complicated than the JOA Task Force reported. The other concern for KCCS is equity funding. The Commissioners understood that there is a need for core funding and equity review and a need for a core service review. KCCS will continue to liaise with other community centres.

10. 2005 CANADIAN PARKS AND RECREATION ASSOCIATION AWARDS AND RECOGNITION PROGRAM:

Susan Duffy circulated the information and nomination form. The deadline for nominations is June 17, 2005.

- 11. **RESEARCH AND DEVELOPMENT REPORT:** There was no report.
- 12. **RECREATION SUPERVISOR'S REPORT:** Stew Jordan reported on the following: For the next few Board Meetings, Stew will be providing a verbal report and bringing to the meetings key staff who manage the programs. Tonight Jennifer Takai and Kelly Beaman will discuss the Pool Programs. The two programmers share one job

Spring lessons are all full; there are lessons every 2 weeks in the summer. There are about 200 lessons or about 1000 people taking lessons at one time. Maple Grove Pool opens June 1 and a special event will occur on Sunday July 17.

Swimming lessons are on-going. With such high demand, students can only register for one set of lessons at a time and cannot register for the next level until they show they have passed the current one. The programmers explain to parents and students how the lesson sets work. Students do not fail, but have not met the class level with the measurable skills required to pass. There are pros and cons to this system and it seems fairer to allow more people to take lessons. People do not like to leave their community. The Red Cross is implementing a new program (new name, new levels) which requires informing parents and staff, and training instructors during the transition.

The annual pool shut-down (draining, painting) occurs at the end of August. Sand in the pool is from a crack in the filter and will be repaired now or when the shut-down occurs.

The Programmers met with the Park Board to develop changes in the Capital Plan for 2008. The pool is a Park Board facility, not jointly operated, and revenue goes to the Park Board. It is the only outdoor pool not centrally managed by the Park Board, which allow allows KCC to stay connected to the community. Kelly and Jennifer manage the budget well and meet the targets. KCC spends \$2 for every \$1 taken in and the remainder is subsidized. KCC is more efficient and manages resources well. Vancouver has not done good planning of pool facilities and is trying to correct this with the Aquatics Review. The pool roof was installed 9 years ago and is designed to last 15 years. Over the next 6 to 7 years KCC will need to look at moving or re-building the pool. The population is changing: people moving here want their children to learn to swim. The pool is not a good facility for seniors. In future development, energy-saving will be considered. After the Capital Plan is approved, KCCS needs dialogue, a plan, a vision and a feasibility study. The pool is very popular with regular clientele and is a benefit as a recreation facility to our clients

13. OTHER BUSINESS:

- 13.1 Summer Barbeque: The date is changed to Wednesday July 20, 2005. The Committee will be: Gaby Giacchino, Bill Harris, Kathleen Bigsby, Jennifer Takai and Kelly Beaman. It will take place at the home of Kathleen Bigsby.
- 13.2 Board Members are reminded to complete the ARKS (Arbutus Ridge, Kerrisdale, Shaughnessy) Choices Survey and encourage family, friends and neighbours to do so also.
- 13.3 BCRPA: Bill Harris reported on the BCRPA meeting he attended. Vancouver will be hosting next year's meeting. He enjoyed the speakers and found the meeting to be well worthwhile to learn new information and renew acquaintances; and he recommends other Board Members attend.
- 13.4 Rain 'n Shine Event June 18 in Stanley Park. Information can be found on the Park Board web site and the Courier will be advertising it. All residents are invited. There will be performances; participation in aerobics class; and prizes.

MOVED by Benny Wong that the meeting adjourn. The Meeting adjourned at 9:00 pm

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UPCOMING MEETINGS OR EVENTS OF NOTE

• President's Association Meeting

• Registration Dates

• Rain 'n Shine

• Barbeque

• Registration Dates

• Registration Dates

Thursday, June 2 Saturday, June 4, 2005 Saturday June 18, 2005 Wednesday July 20, 2005 Saturday, August 13, 2005 Saturday, December 10, 2005

Outstanding Items

• Terms of Reference – Arena

• Conflict of Interest Policy

• Park Bench

• Ad Hoc Young Seniors Committee

• Ad Hoc Membership Committee

• Needs Assessment

• Goals & Strategies – 2005 – 2006

S Duffy

S Duffy

B Harris

S Ronalds

O Bakhoven

Board

pending Needs Assessment Outcome

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, JUNE 29, 2005 AT 7:30PM

Present: Kathleen Bigsby, Chair, Onno Bakhoven, Sabu George, Bill Harris, Sue Hatten, Katy Hughes, Fazil Mihlar, Emmanuel Nicolas, Wayne Reid, Irene Ronnic, Benny Wong, Gene

Wrankmore

Staff: Stew Jordan, Darren Peterson Guests: Pat Beaton, Andrea Taylor

Regrets: Susan Duffy, Gaby Giacchino, Lisa Larkins, Susan Ronalds

Absent: Matthew Brunt, Forest Eaton, Vanessa Lam

Recorder: Patricia McCuaig

1. CALL TO ORDER

Kathleen Bigsby called the meeting to order at 7:33 pm. Susan Duffy, President, is in China adopting her new daughter, Georgia.

2. AGENDA:

Additions to the agenda: 8.1 Artist-in-Residence under Program Committee

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

3. MINUTES

MOVED by Emmanuel Nicolas, seconded by Gene Wrankmore, that the minutes of the May 25, 2005 Board Meeting be accepted. CARRIED.

- 4. BUSINESS ARISING FROM THE MINUTES: there was no business arising.
- 5. **CORRESPONDENCE:** there was no correspondence
- 6. **EXECUTIVE COMMITTEE REPORT:** Emmanuel Nicolas answered questions on the Executive Committee meeting June 22, 2005.
 - # 4 Association Presidents Meeting: The Recreation and Cultural Committee is a committee of the Park Board and the staff referred to in the minutes is Park Board Staff. A board member commented on the sentence: "Park Board Commissioners thought the public should not have to pay different memberships as it is a barrier to public access." that consideration should be given to the privileges offered with KCCS membership.
 - #3.2 Needs Assessment: One Board Member answered the questions designed for the Board. Some Board Members thought the wording of these questions was difficult to answer.

MOVED BY Emmanuel Nicolas, seconded by Bill Harris, to accept the Executive Committee Report. CARRIED

- 7. FINANCE COMMITTEE REPORT: Benny Wong reported on the financial statements ended May 31, 2005 and the meeting on June 21, 2005.
 - 7.1 Income statement for 9 months: Program and general revenues are higher and expenses are lower, resulting in a position well ahead of budget. There will be adjustments by the accountant. Capital purchases are budgeted over \$46,000 and we have spent about \$16,000. The kiln and equipment for the renovations are ordered.
 - 7.2 Minutes of the meeting: Visa and MasterCard contracts are being finalized with charges of 1.95%. The Seniors Centre purchased the TV, resulting in the Seniors Centre being debited \$1,500 and the funds used by KCC for the Play Palace.

 Benny is requesting Committee Chairs to submit annual budgets for next year.

MOVED by Benny Wong, seconded by Emmanuel Nicolas, that the Finance Report be accepted. CARRIED

8. STANDING COMMITTEE REPORTS:

8.1 **PROGRAM COMMITTEE:** Emmanuel Nicolas reported on the meeting held June 8, 2005.

The minutes reflect the meeting. Susan Mele, Seniors Programmer, reported to the Committee on the very active Centre with 2,000 members and unique features, like the Monarch newsletter. Darren Peterson, Arena Programmer, reported to the Committee on the programs at the ice rink, which is part of the KCC complex and is now showing its age.

Pat Beaton and Andrea Taylor, Artists-In-Residence, reported to the Board on this project. They are planning to hang 60 different banners to brighten the Arena. The banners have been ordered from the Flag Shop and samples of blank and painted banners were shown. Community participation in the art work is part of the project and they have begun workshops with children and open, public drop-ins. There will be a public workshop on Tuesday July 5, 2005, 11-2, in the Seniors Centre. The artists asked the Board for contacts with community groups or individuals. The Vancouver "Burrards" was suggested because lacrosse has been played in the Arena for many years. Many people are telling stories and 16 submissions have been received so far, including one person who wrote a verse about the Community Centre. The project will be finished by August 15, 2005.

MOVED by Emmanuel Nicolas, seconded by Wayne Reid, that the report of the Program Committee be accepted. CARRIED

8.2 **PROMOTIONS AND COMMUNICATIONS COMMITTEE:** Katy Hughes, reported on the meeting held June 6, 2005
Attendance at the Health Expo was disappointing, but it was worth exploring. The newsletter is proving to be a real challenge. Board members are needed at Kerrisdale Days, Aug. 26 and 27, and Patricia will develop a sign-up sheet.

MOVED by Katy Hughes, seconded by Wayne Reid, that the report of the Promotions and Communications Committee be accepted. CARRIED

8.3 **SENIORS COUNCIL:** Irene Ronnie reported on the meeting held June 13, 2005. The Council has purchased the TV, which they have been using for several months, and the money will be used for the Play Palace. A cabinet will be made for the TV and it will be used for weekly movies and Armchair Travel. The food continues to be quite good and sales are covering costs. Lunches average about 40-50 people every day. One of the Centre's members is competing in Snooker and a bowling team will be competing at the Senior Summer Games. The Centre has an excellent program planned for Canada Day. In the Fall, the Council will start thinking about celebrating the 20th anniversary of the Centre next year.

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

8.4 **POOL COMMITTEE:** Onno Bakhoven reported on the June 21, 2005 meeting. The Committee was disappointed that the Park Board rejected the capital plan, which included ideas for improving the outdoor pool at Maple Grove Park. The Committee will include a few things in next year's budget, if feasible. The minutes were corrected to reflect that Bill, not Bob, Harris attended the meeting. The floor is in terrible condition and the cost of replacing the flooring will be considered. Maple Grove Pool is the only pool which is managed by a community centre, not the Aquatics division of the Park Board, to allow KCC staff to be involved in the operations. Revenue for a good year is \$20,000 over cost. Maple Grove Pool is City property and, therefore, KCCS cannot make changes.

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

9. AD HOC COMMITTEES

9.1 BUILDING RENOVATIONS COMMITTEE: Benny Wong reported. At the May 26, 2005 meeting of the Renovations Committee, the drawings were close to being finished. There has been a delay of about 4 weeks due to the Mechanical Consultant and the start date is unknown. This delay is a concern because of the implications on September programs. The pottery area has moved to the Arena with a modified program. Ernest Fanthorpe is phoning the architects every day to pursue the project. Park Board bids on other recent projects at community centres are much higher than expected. The project will go to tender in a few weeks. The Committee did what was required and did not cause a delay.

MOVED by Benny Wong, seconded by Bill Harris, to accept the Building Renovations Committee report. CARRIED

9.2 **MEMBERSHIP COMMITTEE:** Onno Bakhoven reported.

The draft document in the Board package will be folded into 4 pages on coloured paper and will start being distributed in September. Susan Duffy wanted her home email address on the brochure. The brochure is an excellent idea.

MOVED by Onno Bakhoven, seconded by Bill Harris, to accept the text of the brochure. CARRIED

10. CONFLICT OF INTEREST POLICY

The date will be added.

MOVED by Benny Wong, seconded by Emmanuel Nicolas, to accept the Conflict of Interest Policy. CARRIED

11. JOA TASK FORCE: Kathleen Bigsby reported.

The letter from Susan Mundick, General Manager, Park Board, indicated that the Park Board staff is moving forward on direction from the Commissioners. The Park Board would like all Societies to have a common year end; 14 of the 22 Community Centres already have August 31st as year end. The Task Force Report is being referred to Park Board staff and community centre staff to discuss and strike committees. The Equity fund is not in the letter. Equal access and common membership is being pursued.

12. **NEEDS ASSESSMENT:** Kathleen Bigsby reported.

Jennifer Wilson, Consultant, notified Kathleen that the project is delayed because one focus group was held the first of June. They are working on the analysis of the focus group reports and the survey data, and the final report is expected to be completed within a month. The Board wants the final report mid-August for distribution to the Board for discussion at the August Board meeting. Jennifer can present her findings and answer questions at the September Board meeting.

13. RESEARCH AND DEVELOPMENT REPORT

Susan Regan's report shows her good work. Board members reported their discounts with 2 Community Partners, Cobbs and Kerrisdale Pharmacy.

14. RECREATION SUPERVISOR'S REPORT:

14.1 Rink Twinning

Kerrisdale and Kitsilano Community Centres used to have their own programmers, like 2 other community centre rinks. A pilot project started a few years ago to twin rinks, with Kerrisdale and Kitsilano sharing one programmer. Darren's time is divided about 80% at Kerrisdale rink and 20% at Kitsilano rink. Since the twinning started, changes have occurred and a review of the program decided to unravel the twinning, by December 2005. Kerrisdale will now have 1 programmer for the Arena and Kitsilano will be different. The first year of the Play Palace lost money and the second year broke even. Now business at the Arena over summer with the Play Palace is very busy: public admissions are up 100% over last year and private parties are up 300%. There is enough work for

one person to manage for the 12 months. The Park Board will have to work out the actual budget numbers.

The Play Palace must be taken down 2 days per week for lacrosse. Because programs should serve the community, this shut down is not desirable. Vancouver Lacrosse was originally Killarney Minor Lacrosse and they prefer to play at the KCCS Arena because of the high ceiling and concession. Darren will try to move the Lacrosse group to allow the Play Palace to be used on Friday nights.

- 14.2 Ghost Train tickets for Kerrisdale have been confirmed for Thursday, Oct. 13, 2005 at 7 pm, to give to our members.
- 14.3 Stew will be away on holidays July 18 to Aug. 22 and Bob Harris will cover.
- 14.4 Bill Harris and Stew attended a meeting to discuss the City review of the Aquatic facilities. A Task Force has been started and will report to the Park Board.

14 **OTHER BUSINESS**:

The Summer Barbeque: Board members were reminded to RSVP to Patricia.

MOVED by Bill Harris that the meeting adjourn. The Meeting adjourned at 9:10 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

Barbeque
 Registration Dates
 Kerrisdale Days
 Registration Dates
 Wednesday July 20, 2005
 Saturday, August 13, 2005
 Fri. & Sat. Aug. 26 & 27, 2005
 Saturday, December 10, 2005

Outstanding Items

•	Terms of Reference – Arena	S Duffy
•	Park Bench	B Harris
•	Ad Hoc Young Seniors Committee	S Ronalds
•	Ad Hoc Membership Committee	O Bakhoven
•	Needs Assessment	Board
•	Goals & Strategies – 2005 – 2006	pending Needs Assessment Outcome

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, AUGUST 31, 2005 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Forest Eaton, Gaby Giacchino, Bill Harris, Katy

Hughes, Lisa Larkins, Emmanuel Nicolas, Wayne Reid, Benny Wong, Gene Wrankmore

Regrets: Kathleen Bigsby, Sue Hatten, Susan Ronalds, Irene Ronnie **Absent:** Matthew Brunt, Sabu George, Vanessa Lam, Fazil Mihlar

Recorder: Patricia McCuaig

1. CALL TO ORDER

Susan Duffy called the meeting to order at 7:33 pm.

Susan spoke about the memorial service for Stew Jordan's mother. The board would like to send condolences to Stew and his family.

Susan also thanked Kathleen and the Barbeque team for the excellent summer BBQ.

2. AGENDA:

There were no additions to the agenda.

MOVED by Wayne Reid, seconded by Lisa Larkins, that the agenda be approved.

3. MINUTES

MOVED by Bill Harris, seconded by Lisa Larkins, that the minutes of the June 29, 2005 Board Meeting be accepted. CARRIED.

- 4. BUSINESS ARISING FROM THE MINUTES: there was no business arising.
- 5. **CORRESPONDENCE:** Susan Duffy circulated the following correspondence:
 - Thank you note from Leo Wilson for the carving
 - Tree Tales Writing Contest
- 6. **EXECUTIVE COMMITTEE REPORT:** Bill Harris reported on the Executive Committee meeting August 24, 2005.
 - # 12.1 Artists-in-Residence unveiling: representatives of the Park Board have suggested people view the Arena for an example of the Artist-in-Residence program.
 - # 7 Park Board Strategic Plan 2005 2010
 - # 8 The Park Board Policy on Use of Community Centres Rental Policies and Practices is not a new policy. Susan will send copies to Onno Bakhoven and Katy Hughes as per their request.
 - # 10 Park Benches: Plans will be made for a dedication ceremony.

2.2 Renovations: The bid was slightly under budget:

Costs:

construction	\$199,200
consultation	33,645
staff time	9,000
permits	1,500
asbestos removal	3,500

Subtotal of costs: \$246,845 (less than the Park Board

budget)

Construction contingency \$ 20,000 Miscellaneous & unallocated expenses \$9,664 Total \$276,509

Funding Sources:

Arbutus allocation funds \$240,000 Park Board \$11,509 KCCS: up to 25,000

Total \$276,509 (almost \$5,000 less than

budgeted)

We will wait until the renovations are completed before forwarding any funds to the Park Board.

- # 4.2 Boot Camp Level II will require Level I as a prerequisite.
- # 6 Proposed Budget: Board members are reminded that approving the Executive minutes does not mean that the budget is approved.
- # 12 Other Business: Board members were asked to take note of the dates for the Ghost Train, Oct. 13, 2005, and the Civic election, Nov. 19, 2005.

MOVED by Bill Harris, seconded by Lisa Larkins, to accept the Executive Committee Report. CARRIED

4.1 Association President's Group

The Presidents have agreed to support an advertising campaign for the Park Board Capital Fund campaign. Board Members are reminded to complete the on-line Capital Plan survey.

MOVED by Bill Harris, seconded by Emmanuel Nicolas, that the Kerrisdale Community Centre Society contribute \$400 to the Vancouver Community Centre Association Presidents' fund to support the 2006-2008 Park Board Capital Plan campaign. CARRIED

- 7. FINANCE COMMITTEE REPORT: Benny Wong reported on the financial statements ended July 31, 2005 and the meeting on August 16, 2005.
 - 7.1 Minutes of the meeting
 - KCCS signed the contract for Visa/MasterCard at a rate of 1.95%, on Aug. 25, 2005. Debit charges will be lower at 0.15%, plus 1.5 cents per transaction. The 4 terminals will be rented from Global at \$25 per month. This is a very good contract. The onus is on KCCS to get a lower rate every year.
 - #2 \$100,000 was invested with CANACCORD into a Manulife Bank Savings Account which currently pays 2.45% and will keep the investment liquid rather than locked-in for a specific term.
 - 7.2 Income Statement for 11 months: The net balances of Program and General Revenues are well ahead of budget. Under Expenses, the Artist-in-Residence program has a credit because the Park Board grant has exceeded the amount paid and this will balance when it is paid in August, to be in line with the budgeted amount. Under Play Palace, \$13,000 was not budgeted for parties and is budgeted in general revenue; next year this will be built into program activities. Repair and Maintenance items are a little under budget and will be in line with the budget by the end of the year. Capital purchases: \$16,000 as of July will come in line with budget by year end.

Balance Sheet: \$207,000 in the bank, with investments just under \$1 million.

Repair and Maintenance: \$8,500 in charges for some supplies are still outstanding from last year. Money has been set aside from last year for this charge.

MOVED by Benny Wong, seconded by Emmanuel Nicolas, that the Finance Report be accepted. CARRIED

7.3 Budget: tabled until September Board meeting when more Board members will be present and the Finance Committee has more discussion.

An extra security camera is needed for the Seniors desk and authorization is required to spend \$1500.

MOVED by Benny Wong, seconded Gaby Giacchino, to spend up to \$1,300 for one extra security camera and cabling. CARRIED

8. STANDING COMMITTEE REPORTS:

8.1 **PROGRAM COMMITTEE:** Emmanuel Nicolas reported on the meeting held July 13, 2005.

Three programmers attended the meeting. Kim Seguin reported that the summer programs were very good, with 95% being full. Two concerts were held with 750 and 300 people attending. They were finishing the fall brochure. Bob Harris reported on the "School's Out" program which has activities at the Centre and will be open to public in fall. There is a concern regarding the responsibility of the children in this program going to the Community Centre. The Pottery programs have moved to the Arena.

Jennifer Takai reported on the Pool programs, which focus on lessons for children during the summer. The minutes were corrected to read: The community centre pools and rinks belong to the Park Board and KCC operates the programs; delete "and KCC gets the revenue". The Pool Committee will celebrate the 50th anniversary of the pool by planning a special event, yet to be determined. Parents of children taking lessons in the pool are concerned about the need for success and become upset if they do not see the badges earned by their children.

MOVED by Emmanuel Nicolas, seconded by Forest Eaton, that the report of the Program Committee be accepted as revised. CARRIED

- 8.2 **PROMOTIONS AND COMMUNICATIONS COMMITTEE:** Lisa Larkins reported on the meeting held August 8, 2005
 - #3 Kerrisdale Days: The Committee had difficulty recruiting Board Members for the KCCS table. This is a valuable opportunity for the Board to meet with the public. The Committee recommends that one Board Member and one staff member be present on Friday (provided this is acceptable to the Recreation Surpervisor). If there are two Board Members at each shift, then staff members are not needed. On Saturday there should be 2 Board Members per shift. The table may need some attractions, e.g. balloons.
 - The date for the Ghost Train is Thurs. Oct. 13, which was felt to be a good night.
 - #5 Fall registration: Board Members serving coffee went well and the advantage of Board Members being present on Registration day is that they get to talk to customers. A plan is needed if it is raining. It was agreed that at Winter Registration the doors to the gym should be opened at 7 am to allow people to stand inside out of the rain and or cold weather. Chairs would not be provided in order to facilitate a quick clean up prior to the exercise classes beginning. The Committee is starting to promote internet registration with incentives such as gift certificates. Patrons need to register in person for very popular programs. People are reluctant to pay via credit card. Because the cancellation fee is low, a flag system may be

needed to prevent conflicts in registration. The Promotions and Communication Committee will continue to work on the issues.

#7 Budget: The Health Fair is under the Program Committee Special Events and Web site maintenance is a separate item, not the Promotions and Communications Committee. The total budget is \$7,000. Staff is needed for the newsletter, not just committee volunteers, and will be discussed further next year.

MOVED by Lisa Larkins, seconded by Gaby Giacchino, that the report of the Promotions and Communications Committee be accepted. CARRIED

8.3 **POOL COMMITTEE:** Onno Bakhoven

MOVED by Onno Bakhoven, seconded by Wayne Reid, that KCCS supports a special event for the 50th Anniversary of the pool and approve spending of \$500. CARRIED

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

9. RESEARCH AND DEVELOPMENT REPORT

A copy of the list of current Community Partners was circulated at the meeting. One of the potential partners is in Kitsilano, not Kerrisdale. If KCCS is benefiting from this partnership then it should not matter which area of the city the business is located. We should ask Community Partners how many KCC members ask for the discount. A discussion will be held with Susan Regan before the next Executive meeting. We may need a list or brochure about Community Partners to give with memberships.

10. RECREATION SUPERVISOR'S REPORT: no report

MOVED by Gene Wrankmore that the meeting adjourn. The Meeting adjourned at 8:50pm

UPCOMING MEETINGS OR EVENTS OF NOTE

- Association Presidents' Group Meeting
- City Council Meeting
- Ghost Train
- Association Presidents' Group Meeting
- Park Board All-Candidates Meeting
- Civic Election
- Registration Dates

September 8, 2005 September 13, 2005 October 13, 2005 7 – 8 pm November 3, 2005 at KCC November 7, 2005 November 19, 2005 Saturday, December 10, 2005

Outstanding Items

- Publications Policy
- Terms of Reference Arena
- Park Bench
- Ad Hoc Young Seniors Committee
- Ad Hoc Membership Committee
- Needs Assessment
- Goals & Strategies 2005 2006

- K. Bigsby and S. Jordan
- S Duffy
- B Harris
- S Ronalds
- O Bakhoven

Board

pending Needs Assessment Outcome

Shifty

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, SEPTEMBER 28, 2005 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Matthew Brunt, Forest Eaton, Gaby Giacchino, Bill Harris, Sue Hatten, Emmanuel Nicolas, Wayne Reid, Susan Ronalds, Irene Ronnie, Benny Wong

Regrets: Sabu George, Katy Hughes, Vanessa Lam, Lisa Larkins, Fazil Mihlar, Gene

Wrankmore

Staff: Kim Seguin, Stew Harris Recorder: Patricia McCuaig

1. CALL TO ORDER

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

2. AGENDA:

There were no additions to the agenda.

MOVED by Wayne Reid, seconded by Susan Ronalds, that the agenda be approved.

3. MINUTES

7.3 The amount of money approved was \$1300, not \$1500

MOVED by Bill Harris, seconded by Onno Bakhoven, that the minutes of the Aug. 31, 2005 Board Meeting be accepted. CARRIED.

- 4. BUSINESS ARISING FROM THE MINUTES: there was no business arising.
- 5. **CORRESPONDENCE:** Susan Duffy circulated the following:
 - thank you notes from Kari Ward for the baby gift; from Stew for the flowers; and from Mia Tessaro for the Play Palace event
 - Leisure Guide 2005/2006 Fall & Winter Edition
- 6. **EXECUTIVE COMMITTEE REPORT:** Kathleen Bigsby reported on the Executive Committee meeting September 21, 2005.
 - #2.1 Renovations: The renovations are going well and will be finished by Dec. 1, 2005. Additional costs from many change orders should be covered by \$5,000 contingency funds. The Play Area renovations will temporarily close access to the play area and the women's washroom, leaving washrooms off the pool, in the Seniors Centre and in the pool.
 - #2.3 Capital Plan: Three KCCS Board Members attended the Sept. 13 City Council meeting where the community centres gave support to the Plan. Mt. Pleasant Community Centre does not want the outdoor pool closed; as a result the Park

Board is now recommending to the City to keep this pool open and to revisit the Aquatic Review document. The pool renovations at Renfrew Community Centre were over-budget and as a result did not provide a proper change area. Final approval of the Capital Plan will be on Monday Oct. 3. KCCS will send a note to the Liaison Commissioner that we accept the proposed changes.

- #2.5 Park Benches: The dedication ceremony will be held Mon. Oct. 3, 2005, 2:00 pm.
- #2.6 Park Board All Candidate's Meeting: Kerrisdale is included with other Westside community centres to sponsor this event. All Board Members are encouraged to attend.

MOVED by Kathleen Bigsby, seconded by Emmanuel Nicolas, to accept the Executive Committee Report. CARRIED

- 7. **FINANCE COMMITTEE REPORT**: Benny Wong reported on the Budget and the meeting held September 26, 2005.
 - 7.1 Budget

Benny circulated a revised budget at the Board meeting to replace the previously circulated budget in the Board package. Benny made the following comments:

- Program Activities: program fees: \$1.5 million, costs: \$1.035 million.
- General Revenues: membership fees: \$115,000 is significantly increased because previously we were holding back 50%, but now that renovations are completed all revenues are included. Total \$667,500.
- Expenses: the Annual Christmas Party has increased over the years to \$6,000 because this event has become more popular; Annual Conference costs are to be lower because the conference is in Vancouver next year; Repairs/Maintenance is \$15,000, of which \$10,000 is the amount the Park Board cannot meet in janitorial costs; Credit card charges hopefully will be less than \$35,000 because of the new negotiated price; the Pool needs more equipment and is holding more events. Total \$510,000.
- Net: \$157,500.
- Capital: Blind replacement: \$15,000 allocated each year for several years; \$6,000 needed for Emergency Response transmitting equipment; the Gym needs \$3,000 for a scoreboard and shot clocks; Play Palace equipment: initial \$30,000 from KCCS and \$30,000 from the Park Board needs replacement and additions; the Sound System may be closer to \$10,000; the couches in the Games Room are falling apart and need to be upgraded.
- \$10,000 may be needed towards the Phase 3 renovations. Funds from Phase 2 renovations (about \$17,000) can be used for Phase 3 renovations and does not need to be in next year's budget.

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

- 7.2 Minutes of the meeting
 - #3 Financial Statements: The Committee reviewed the provisional statements, will again review the statements with adjustments and present more accurate statements at the October Board Meeting.
 - #8 Audit: The Committee circulated at the Board meeting suggested changes to the Statement of Operations. These suggestions have not been discussed with the auditors to date.

MOVED by Onno Bakhoven, seconded by Benny Wong, to adopt the schedules as presented at the Board meeting. CARRIED

MOVED by Benny Wong, seconded by Bill Harris, that the Finance Report be accepted. CARRIED

8. STANDING COMMITTEE REPORTS:

- 8.1 **PROGRAM COMMITTEE:** Susan Ronalds reported on the meeting held September 14, 2005.
 - # 3 Program Updates: Bob Harris and Kim Seguin, programmers, gave general reports. The Kids Express after-school program is continuing despite some problems. Because the City licensing department considered this program to be too close to a care program (with KCC providing transportation and snacks) it has been changed to be a more structured program to be different from supervised care. Maple Grove School PAC had arranged for a high school student to walk the children to the Centre however a parent has volunteered to walk the students over to the Centre. KCC does not want the responsibility of a care program and we do not provide food, the same as other recreation programs. The new Basketball for girls is very popular because of the great coach from SFU.
 - #4 Artist-In-Residence: the Arena banners are great.
 - #5.1 Kim is leaving the Centre to pursue other work in Ottawa.
 - #5.2 Ghost Train tickets will be distributed at the Board Meeting break.

MOVED by Susan Ronalds, seconded by Gaby Giacchino, that the report of the Program Committee be accepted as revised. CARRIED

- 8.2 **PROMOTIONS AND COMMUNICATIONS COMMITTEE:** Wayne Reid reported on the meeting held September 12, 2005.
 - Research and Development Report: Taco del Mar is no longer in business. Lisa Larkins discussed the Community Partners program with Susan Regan and determined that where no business opportunity exists within the Kerrisdale area then other businesses will be investigated.

- Internet registration: At the last Registration Day, Board Members suggested to people standing in line that they could register on-line, but these customers have great concerns with classes filling up quickly and having no control over whether or not their child will be registered in the preferred class and would rather line-up. Gift certificates of \$25 may be too large. Kitsilano Community Centre takes thousands of dollars in internet registration, but it is a small fraction of Kerrisdale Community Centre's business. If customers do not meet the criteria of a particular program, they need to register in person to discuss exceptions. KCCS web site maintenance will now be more regular. Internet registration is impersonal and customers like the interaction with staff. KCC is a very successful community centre. The targeted customer age group of 35-50 years do not have time to register in person and are very internet savvy.
- #7 The Committee discussed the possibility of prizes for customers in the Registration Day line.
- #8 Open House 2006: replaces the Health Fair.
- #9 Newsletter: The budget is \$1,000. The project is slowly progressing and may include a Langara student.

MOVED by Wayne Reid, seconded by Forest Eaton, that the report of the Promotions and Communications Committee be accepted. CARRIED

Susan Duffy presented Kim Sequin with a gift from the Board in appreciation of her work at KCC for the past four years. Susan expressed sadness at her leaving, commenting on enjoying working with Kim and wished her good luck in the future.

8.3 SENIORS COUNCIL:

- #5. Unfinished Business: The donated benches are installed, with plaques, and the dedication ceremony will be held on Monday Oct. 3, 2005 at 2:00 pm.
- #6 Committee Reports: The Flea Market made money and the Boutique continues to be successful and has made \$7,000 to date. Fun Crafts are making place mats for Christmas and a member is making egg crafts.
- #7 Programmer's Report: The Over 90's Tea was held Monday Sept. 26, 2005 and enjoyed by many, including people who told their memories. There is a new Bingo Caller. Congratulations were extended to Humphrey Chen who won a bronze medal at the Seniors Summer Games for snooker. The new On the Move Social group has about 10 people going to the theatre, etc. The Kitchen employees have approached the Council requesting higher wages. The Seniors Council supports the request because the Kitchen is very important to the Seniors Centre and many single people go regularly for lunch. The 2 new cooks are doing very well

and the food is very good. A budget is being developed and Stew will present this for discussion at the Executive for recommendation at the next Board Meeting.

The Council is still pursuing a cabinet from the Park Board for the large TV, but it is taking too long and they will buy on the open market.

The Seniors Centre continues to be very active with a full schedule of activities.

MOVED by Irene Ronnie, seconded by Bill Harris, to accept the Seniors Council Report. CARRIED

9. NEEDS ASSESSMENT

Wilson & June Consultants will be coming to the November Board meeting, not October 26, 2005, to discuss the report. The full report is quite tedious to read and Sections 6 and 10 are the most important for Board Members to read. KCC staff had difficulty getting enough participants for the Focus groups. The Phone survey was better than the focus groups. It may be that people come to Focus groups only if something is wrong. KCC does not have a sauna in the swimming pool, as mentioned in the report. All Committees will discuss the report at their meetings, focusing on an overview and how the report relates to the Committee. Susan will collate responses so there is little duplication of questions to Jennifer. The questions posed to the consultants need to clarify any confusion in the report.

10. RECREATION SUPERVISOR'S REPORT

Stew reported that he will find Kim irreplaceable. Programmers take ideas and make into programs. The programmer's job is very difficult and the KCC programmers work twice as hard as other community centres. The position will be posted for a lateral transfer, but the Park Board currently has 5 opening for programmers. Kim's responsibilities will be parceled out to programmers (e.g. Susie Mele will take on some of the Adult programs) and Kristi Douglas, program assistant. Stew will keep the Board informed of his progress. Stew expressed his appreciation to Kim for her excellent work and will miss her. The creation of the Research and Development Consultant does not help the programmers. This Consultant position was created because KCC does not have many community events and the Consultant works with community partners instead. The Research and Development Consultant position needs to be re-evaluated in relation to programmers. KCCS Board funds the program assistant position, but this funding is flexible. Stew does not think we need another program assistant.

11. OTHER BUSINESS

11.1 BOOT CAMP

The last page in the Board Package provides the information on the Boot Camps on Nov. 5, 2005. Board Members are encouraged to attend and the KCCS Board will pay the registration fee. This is an excellent seminar and it is beneficial to have discussions with other community centre Boards. The deadline for

responding is Oct. 21, 2005 to Patricia; there is a limited capacity and 22 other centres are invited.

11.2 TENTATIVE DATES

The KCCS Christmas party is confirmed for December 13, 2005 and the other dates listed in the Executive Meeting minutes are still tentative. The Christmas Party Committee members are: Wayne Reid, Jennifer Takai, Kelly Beaman, Gaby Giacchino and Sue Hatten.

Kim Seguin commented that KCCS has seen the most resignations from programmers in the City and the reason may be that there is nothing better than this community centre. She has found the Board to always be supportive and the Centre to be the perfect work environment with the best service. She thanked everyone for the great opportunity to work here and finish her career with the Park Board.

MOVED by Bill Harris that the meeting adjourn. The Meeting adjourned at 9:25 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

•	Dedication	of Benches	•	

- Ghost Train
- Association Presidents' Group Meeting
- Boot Camp
- Park Board All-Candidates Meeting
- Civic Election
- Registration Dates
- Christmas Party
- 2006 Executive Meetings
- 2006 Board Meetings
- KCCS Board Strategic Planning Session
- 2006 AGM

Monday Oct. 3, 2005 2 pm October 13, 2005 7 – 8 pm November 3, 2005 at KCC Saturday, Nov. 5, 2005 at VCC

November 7, 2005

Saturday, November 19, 2005 Saturday, December 10, 2005

December 13, 2005

Jan 11 / Feb 1

Jan 18 / Feb 8

Saturday, February 11, 2006

February 22

Outstanding Items

- Publications Policy
- Terms of Reference Arena
- Ad Hoc Young Seniors Committee
- Ad Hoc Membership Committee
- Needs Assessment
- Goals & Strategies 2005 2006

K. Bigsby and S. Jordan

S Duffy

S Ronalds

O Bakhoven

Board

pending Needs Assessment Outcome

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, OCTOBER 26, 2005 AT 7:30PM

Duffer

Present: Susan Duffy, Chair, Onno Bakhoven, Matthew Brunt, Sue Hatten, Katy Hughes, Lisa Larkins, Emmanuel Nicolas, Susan Ronalds, Irene Ronnie, Benny Wong, Vanessa Lam, Gene Wrankmore

Absent: Fazil Mihlar

Regrets: Kathleen Bigsby, Forest Eaton, Sabu George, Gaby Giacchino, Bill Harris, Wayne

Reid Jordan

Staff: Stew Harris, Mike Kulik **Recorder:** Patricia McCuaig

1. CALL TO ORDER

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

2. AGENDA:

Additions to the agenda:

- #3 Youth Report
- Other Business 12.3: Athlete in Residence

MOVED by Lisa Larkins, seconded by Irene Ronnie, that the agenda be approved as amended.

3. YOUTH REPORT: Mike Kulik reported on Youth Programs (13 – 18 year olds). After the first phase of renovations a few years ago, a Youth Committee was formed to start new ideas. Mike started at KCC as a Day Camp worker. Youth participate in a wide variety of activities, including martial arts and sports in the gymnasium. Youth play a significant role in volunteering at the Centre because most schools require students in grades and 11 and 12 to complete 30 hours of volunteer work. Many kids come for volunteer orientation, help facilitate programs and receive a token of appreciation, like gift certificates. Friday nights are very popular with about 30-40 kids coming to the Centre to swim, skate, play games, listen to music or dance. Twelve of the 24 community centres have youth workers funded by the Park Board, but at KCC the Board funds this position.

4. MINUTES

The Ad Hoc Membership Committee has completed its mandate and is now disbanded.

MOVED by Emmanuel Nicolas, seconded by Onno Bakhoven, that the minutes of the September 28, 2005 Board Meeting be accepted. CARRIED.

- 5. BUSINESS ARISING FROM THE MINUTES: there was no business arising.
- 6. **CORRESPONDENCE:** Susan Duffy circulated a thank you note from Rashid Ahmid for the gift from the Board.

- 7. **EXECUTIVE COMMITTEE REPORT:** Susan Duffy reported on the Executive Committee meeting October 19, 2005.
 - #2.1 Renovations are on track
 - #2.2 Capital Plan promotion is proceeding
 - #2.3 Boot Camp is over capacity
 - #2.4 Park Benches dedication ceremony went well
 - #2.5 Park Board All Candidate's Meeting, Nov. 7: 3 candidates have replied that they will attend and all Board Members are encouraged to attend
 - #3 JOA: The 4 issues discussed are the main issues. The process is expected to take a long time and KCCS wants to be in the beginning of decisions.

#4 Kitchen

The Kitchen has one unionized employee, a group I Dishwasher, and the Supervisor and the Assistant make less than the dishwasher. KCCS subsidizes the Kitchen annually at \$12,308, which will increase to about \$19,000 to rectify the wage situation, if the meal prices remain the same. The suggested wages are very close to the Dishwasher wage and the same situation will come up in a year. An Ad Hoc Committee will be struck to look at some of these issues. Volunteers are difficult to get for the Kitchen. Currently, the Kitchen is the best it has been for many years, with good food and a very happy environment. The meal cost of \$5 may be the maximum some Seniors will pay and many Seniors depend on the Kitchen for their meals. The Ad Hoc Committee may want to suggest a maximum deficit and once it is reached other actions will be taken. The Kitchen serves meals to about 40-50 people per day, including Saturdays and does the baking for the coffee bar.

MOVED by Emmanuel Nicolas, seconded by Susan Ronalds,

- to increase the Supervisor's wage to \$18.25/hour,
- to increase the Assistant's wage to \$17.25/hour, and
- to strike an Ad Hoc Committee consisting of the President, the Recreation Supervisor, a member from the Finance Committee, the Senior's Programmer, the Kitchen Supervisor and Assistant to examine possible alternate sources of revenue, appropriate cost control guidelines, and ways to achieve the most efficient kitchen operation possible. CARRIED

MOVED by Emmanuel Nicolas, seconded by Lisa Larkins, to accept the Executive Committee Report. CARRIED with 1 abstention.

8. **FINANCE COMMITTEE REPORT**: Benny Wong reported on the Budget and the meeting held October 17, 2005

The Financial Statements are the best estimate for the year ending August 31, 2005. The Income Statement shows a surplus of about \$127,000 which indicates a good financial year. The auditors are working on the statements and draft copies are expected to be available for the next Board meeting;

MOVED by Benny Wong, seconded by Susan Ronalds, that the Finance Report be accepted. CARRIED

9. STANDING COMMITTEE REPORTS:

9.1 **PROGRAM COMMITTEE:** Emmanuel Nicolas reported on the meeting held October 12, 2005.

The meeting was interesting and Emmanuel found it particularly interesting that the Future Smart Enrichment Centre (coaching) program was tried but did not go well and may be boring for this age.

- #4 Everything is going well and Bob was thanked for his detailed report.
- #5.1 Needs Assessment: The Committee had a good, open discussion.

 The Committee thought the Assessment was worth the effort and expense, despite repetitions, because the Board cannot do this assessment themselves. The Community wide survey was more valuable because of the few numbers attending the focus groups. The Committee recommends that the report be summarized to 10 pages and the 19 identified needs should be the start of future strategic plan.
- 5.3 Conflicting dates: the Committee will meet at 6:00 pm before the Board and Executive meetings.

MOVED by Emmanuel Nicolas, seconded by Susan Ronalds that the report of the Program Committee be accepted. CARRIED

- 9.2 **PROMOTIONS AND COMMUNICATIONS COMMITTEE:** Katy Hughes reported on the meeting held October 3, 2005.
 - #2.1 Web site: The KCC web site is obsolete and needs changing to improve our image. Our web site is being reviewed now. The City runs the registration web site. Internet Registration may not be working very well; e.g. the system crashed at Kitsilano CC on registration morning. Kerrisdale continues to have the most volume compared with other centres.

There was no staff at the meeting and the Chair reminded board members that Committee meetings should always have a staff person attending and that the Recreation Supervisor may be available if a Programmer is not. Combining

meetings with the Program Committee may be a solution when staff cannot attend.

- Wewsletter: Sue Hatten found a contact at Langara College which could be a possibility.
- #5 Needs Assessment: similar findings to the Program Committee.
- #8 The next meeting of the Promotions and Communications Committee will be Wednesday Nov. 9, 2005 as a joint meeting with the Program Committee. Lisa will notify P & C Committee members.

MOVED by Katy Hughes, seconded by Gene Wrankmore, that the report of the Promotions and Communications Committee be accepted. CARRIED

9.3 **SENIORS COUNCIL:** Irene Ronnie reported on the meeting held Oct. 11, 2005. A great party was held for one lady turning 100 years old. The Book Sale took in \$160.00. The Fun Crafts are making placemats and favors for Christmas. The Choir and Bell Ringers are practicing for December. The programs "Mind Matters", "On the Go" and "Tea and Chat" are all successful. Stew will be discussing the Budget with the Seniors Council. The Needs Assessment indicates that no one knew about the Monarch newsletter, but Irene stated that all new members get a copy. The Kitchen always does well. Children are coming into the Seniors Centre and there is some concern about children cause some tripping. The Seniors would like a bigger bus for wheelchair and walkers. The current bus was a donation. The Dedication ceremony of the benches for David Howden went well. On Nov. 12th Irene will be celebrating her 90th birthday at the Legion.

The Promotions and Communications Committee asked if no one wants to be called a Senior, as in the Needs Assessment Report. Irene reported that Seniors do not mind coming to the Centre because of the name Seniors and do not want to be called "Mature".

MOVED by Irene Ronnie, seconded by Vanessa Lam, to accept the Seniors Council Report. CARRIED

10. POLICY: PUBLICATION DISTRIBUTION

Kathleen Bigsby, with the help of Stew Jordan, developed the policy to control the messy assortment of unauthorized publications in the lobby, using Kitsilano CC's policy as a base. The Library carries some of these publications. The policy will allow KCCS to limit the publications to those which meet the criteria; including removing any religious and commercial condo sales publications and keeping our brochure, the Georgia Straight and the Courier.

MOVED by Benny Wong, seconded by Susan Ronalds, that the Public Policy be accepted. CARRIED

11. CITY PLAN: ARBUTUS RIDGE, KERRISDALE, SHAUGHNESSY

The information was in the Board package. It will now go to the City and return to us in the future.

12. RECREATION SUPERVISOR'S REPORT

Stew is interviewing for the vacant programmer position.

13. OTHER BUSINESS

13.1 Dates

Board members are encouraged to attend these events listed below, especially the All-Candidate's meeting for Park Board on Nov. 7, 2005.

13.2 Nominations Committee

Susan Duffy is working on Board Members for this committee.

13.2 Athlete in Residence

This program was funded twice at \$3,000 each time. About 20-25 children from McKechnie and Maple Grove Elementary schools come after school to meet Olympic Athletes. The next dates are Oct. 26 and Nov. 3. The children coming are very inspired by meeting and talking with the athletes. The program organizer wants to run the program in January. In the future we may want to try different schools and ask participants to pay (e.g. KCCS pays \$2,000). There is no cost to the parents now, but kids must have membership. The Board does not know much about this program, but the decision needs to be made at this meeting if it is to be held in January to March 2006 to meet deadlines for the brochure. Next year we can look into having 2 sessions with KCCS paying \$4,000.

MOVED by Susan Ronalds, seconded by Emanuel Nicolas, to operate an Athlete-in-Residence program for the next term at a cost of \$3,000; and evaluate the program for the following year. CARRIED with 3 votes against the motion.

MOVED by Gene Wrankmore that the meeting adjourn.

The Meeting adjourned at 9:30 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

• Association Presidents' Group Meeting

• Boot Camp

• Park Board All-Candidates Meeting

• Civic Election

• Registration Dates

• Christmas Party

• 2006 Executive Meetings

• 2006 Board Meetings

• KCCS Board Strategic Planning Session

• 2006 AGM

November 3, 2005 at KCC Saturday, Nov. 5, 2005 at VCC November 7, 2005 Saturday, November 19, 2005 Saturday, December 10, 2005 December 13, 2005 Jan 11 / Feb 1 Jan 18 / Feb 8

Saturday, February 11, 2006

February 22

Outstanding Items

• Terms of Reference – Arena

• Ad Hoc Young Seniors Committee

• Needs Assessment

• Goals & Strategies – 2006 – 2007

S Duffy S Ronalds Board

pending Needs Assessment Outcome

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, NOVEMBER 30, 2005 AT 7:30PM

Buth

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Matthew Brunt, Gaby

Giacchino, Bill Harris, Katy Hughes, Emmanuel Nicolas, Wayne Reid, Susan Ronalds, Benny

Wong, Gene Wrankmore

Absent: Fazil Mihlar, Irene Ronnie

Regrets: Forest Eaton, Sabu George, Sue Hatten, Vanessa Lam, Lisa Larkins,

Guests: Jennifer Wilson, Anna Wiggins, Needs Assessment contractors

Staff: Stew Jordan, Kristie Douglas, Patti Turko

Recorder: Patricia McCuaig

1. CALL TO ORDER

Susan Duffy called the meeting to order at 7:32 pm.

2. AGENDA:

Recreation Supervisor's Report is moved from #10 to #3.

MOVED by Wayne Reid that the agenda be approved as amended.

3. RECREATION SUPERVISOR'S REPORT:

Stew Jordan introduced Kristie Douglas and Patti Turko, who job share one programmer position. Kristie and Patti presented their career experience. Susan Duffy welcomed them to Kerrisdale Community Centre Society.

4. NEEDS ASSESSMENT

Jennifer Wilson introduced the project and stated they accomplished what they were asked to do: they received community representation to strengthen the relationship of KCC with the community. She found that people enjoyed the process. They collected quality data. She asked the Board to select between two options for tonight's meeting: a small presentation or "Questions and Answers" and the Board decided to ask questions. Quotes on page 1 show that the Centre is very important. The contractors set out to do a Needs Assessment and received much information, with lots of detail from the focus group notes and the phone survey. Different Board Members are interested in different things. Anna Wiggins stated that the survey showed that KCC is doing an outstanding job. Problems are the price of success; e.g. overcrowding, not being able to register for the course wanted.

A Board Member commented that the phone survey, rather than focus groups, seems to be more indicative of what the community feels because of the small numbers at focus groups. There were inconsistencies in the focus groups. Anna commented that the methodology using focus groups is very popular primary research. By using the two methodologies, focus groups uncover more details. Focus groups are not representative statistically, but give a better understanding of the phone survey results; e.g. if the phone survey shows that 14% of users are unhappy about something, then the expectation is that the focus groups will provide more richer detail. Focus groups augment and enhance. The issue of safety arose in focus groups and in the survey; e.g. being able to see into change room showers. Staff have never heard this comment before.

Susan Duffy gave the Chair to Susan Ronalds.

The 19 Community Needs are not quantified. It was difficult for Board Members to find the information to support the Community Needs and want to know if these Needs were derived from focus groups or the phone survey; e.g. Child care is one of the 19 Community Needs identified, but the information supporting this seemed to arise only once in the survey. Jennifer explained that the 19 Needs are not in any quantifiable or descending order.

Anna explained that some things are foundational; e.g. the sense of security; family focus (child care). It is up to the Board where to apply resources and the operating budget based on values; e.g. targeting the hard to reach and language barriers. It is up to the Board whether to move to more foundational needs. The focus groups did not determine the number of people who found child care as an issue, but found that some parents could not participate in some programs because of the lack of child care. Barriers and the reasons for not using KCC are listed starting on page 11. A Board Member asked where the reference was for the Community Need of making program information more accessible. On page 28, the perception from the focus group was that programs cost more at KCC than other community centres. There may be a misconception of the intention of the foundational needs and terminology can create a barrier: sometimes numbers don't matter. It is imperative to meet expectations; if KCC is not meeting expectations 100% of the time it does not mean that it is failing. Foundational needs are used for our own quality control. Researchers are the mouthpiece; e.g. someone is very concerned about the women's change room and sauna and this is an imperative, but not quantitative because people have to be safe and feel secure. People have to be able to afford programs and someone has expressed their concerns.

A Board Member asked if this kind of survey has been done for other community centres and are the 19 Community Needs specific to Kerrisdale Community Centre Society; i.e. are 80% of these Community Needs applicable to other centres. Jennifer answered that these needs emerged from the KCC community, not other centres, and all 19 Needs identified are specific to KCC. Other community centres have similar Needs: e.g. low cost. The KCC community is an affluent community, but some people are struggling. Other centres may have newer floors, but at KCC the older floors may be more of a concern. People feel very safe in this community. The Seniors expressed their need for a bus that is good for holding walkers, similar to other community centres. Other community centres have space to provide child care. Community Needs #16, 17 and 18

are not on a list in newer community centres. KCC has the problem of limited space. Other community centres have parallel programs at the same time for different members of the family.

Language barriers were mentioned in focus groups. Participants expressed how they would like to participate in programs where English is not required and stressed the importance in the brochure being very clear on what they are signing up for. Translators are not needed. Focus groups add that detail to what is needed: what is the issue, problems and potential solutions.

Focus groups for youth showed that they want informal activities on Friday night because they are "over-programmed", but the parents want structure. This is the difference in what youth and parents want.

The Board thanked the researchers who replied that they appreciated the feedback. The Board felt like they needed instruction on how to read the report and a presentation on that would have been better. Anna and Jennifer suggested that the Board not think of all things KCC is doing wrong, but because they heard from users and non-users, the Board can check out the research and see if there are better ways to do things. The Board wants excellence and has set the bar.

Susan Ronalds returned the Chair to Susan Duffy.

5. MINUTES

Error: Stew Harris should be Stew Jordan.

Names of Board Members are not written for those voting against or abstaining from motions however votes against or abstentions are noted in the minutes.

MOVED by Bill Harris, seconded by Susan Ronalds, that the minutes of the October 26, 2005 Board Meeting be accepted. CARRIED.

6. BUSINESS ARISING FROM THE MINUTES: there was no business arising.

7. **CORRESPONDENCE:** Susan Duffy circulated:

- thank you notes from Lee and her mother for the flowers
- a thank you note from Irene Ronnie for the flowers for her 90th birthday
- a thank you note from the Girl Guides for the donation
- information on Volunteer Vancouver's Volunteer Recognition Awards
- Recreation & Parks BC "Health and Wellness"

- 8. **EXECUTIVE COMMITTEE REPORT:** Bill Harris reported on the Executive Committee meeting November 23, 2005.
 - #2.1 Phase 3 Renovations: The minutes are changed to: "Stew is not *necessarily* happy with the renovating company ...". Concerns include the many days with no workmen on site. We are getting behind because we are a small project.
 - #2.2 Capital Plan: the Association Presidents Group do not have their own bank account; it is a record only.
 - #2.3 Board Member Boot Camp: should read: "Level II was not as successful because the one facilitator did *not* cover the expected topics."
 - #2.4 Park Board Commissioners: a meeting is being held with the Association
 President's Group on Thursday Dec. 1 at 7 pm to meet the new commissioners;
 Kathleen is chairing the President's Group.
 Our new mayor, Sam Sullivan is encouraging city and park board staff to manage
 and City Council and Park Board Commissioners to govern a concept we
 wholeheartedly agree with.
 - #3. JOA President's Group Special Meeting:
 - Core Services Review: the term "sharing excesses" refers to the human resources issue of fair allotment between programmers. Who is going to sit on the groups/committees? Some centres are negotiating before the Core Services Review and some will be after the review.
 - #6 Common Year End: 13 community centres already have Aug. 31 and there is consensus about this date.
 - #7 Association Membership: Blended fee means that membership fees are in the program costs.
 - The recorder, Patricia McCuaig, is to be paid from the President's Group.
 - #5. Liability Insurance: We hope to get information from the city lawyer as to what is and is not covered. One community centre lost flooring due to a flood which will be replaced by the City, but there will be loss of revenue which is not covered by insurance. Other insurance was discussed at the Boot Camps and KCCS will look at what is covered and any shortfalls.
 - #6. Needs Assessment: Tonight's presentation should have been given prior to the preparation of the final report for clearer and easier reading of the report.

MOVED by Bill Harris, seconded by Matthew Brunt, to accept the Executive Committee Report with the amendments. CARRIED.

- 9. **FINANCE COMMITTEE REPORT**: Benny Wong reported on the financials and the meeting held Nov. 24, 2005
 - #2 Everything is going well; The Balance Sheet and Income statements are about on par with what is expected; Bank charges and Repair/maintenance year-to-date are pro-rated in January; some coding needs to be corrected. Many of the figures are overstated and will be smoothed out going forward.
 - #3 The Draft audit has been received and a meeting will be held before the Jan. 18, 2006 Board meeting.
 - #4 New accounting software is a small cost.

Capital Expense: Bob Harris asked to purchase a bubble hockey set (about \$1,800) which is not budgeted; excess funds from the sound system upgrade will be used.

MOVED by Benny Wong, seconded by Katy Hughes, that the Finance Report be accepted. CARRIED

10. STANDING COMMITTEE REPORTS:

- 10.1 PROGRAM AND PROMOTIONS & COMMUNICATIONS COMMITTEES: Susan Ronalds reported on the meeting held Nov. 9, 2005.
 - #1 The joint meeting of the two committees was a good meeting.
 - #2 Kristiina had just started her work on the web site
 - #5 The one night speaker organized by Emmanuel was well received and it is hoped to do more in the future.
 - #6 Bob Harris updated the Committee on the programs
 - "Athlete-in-Residence" will be a paid program to see how it is accepted

MOVED by Susan Ronalds, seconded by Emmanuel Nicolas, that the report of the Program and Promotions & Communications Committees be accepted. CARRIED

10.2 **SENIORS COUNCIL:** Bill Harris reported on the meeting held Nov. 14, 2005. Stew and Norm Funk, Accountant, attended the meeting to discuss that the expected renovations to the Seniors Centre will never occur because the building cannot have a second story. With the majority of the reserve account funds, the Seniors Centre will now be buying a new bus to accommodate walkers. The Seniors Centre received a bequest of \$25,000 and will use these funds to buy 48 new chairs to replace chairs falling apart. Boutique sales are doing very well and the kitchen staff are content with the increase in wages.

MOVED by Bill Harris, seconded by Gaby Giacchino, to accept the Seniors Council Report. CARRIED

- 10.3 **POOL COMMITTEE:** Onno Bakhoven reported on the meeting held Oct. 25, 2005.
 - The Needs Assessment showed that the Pool had the lowest satisfactory rating, mainly due to instructors and registration. It appears that the instructors get blamed if children do not pass their tests. Registration issues may indicate that more classes at certain levels are needed, but space is limited. It is disappointing that we do not have a sauna. Board members offered input into bathing suit spinners.

MOVED by Onno Bakhoven, seconded by Wayne Reid, that the Pool Committee Report be accepted. CARRIED

11. PARK BOARD OPERATING BUDGET SURVEY

Susan Duffy asked Board Members to complete and send in this survey.

12. OTHER BUSINESS

The Christmas Party has 97 people signed up.

MOVED by Gene Wrankmore that the meeting adjourn.

The Meeting adjourned at 9:15 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

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•	Registration Date	Saturday, December 10, 2005
•	Christmas Party	December 13, 2005
•	2006 Executive Meetings	Jan 11 / Feb 1
•	2006 Board Meetings	Jan 18 / Feb 8
•	KCCS Board Strategic Planning Session	Saturday, February 11, 2006
•	2006 AGM	February 22

Outstanding Items

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•	Terms of Reference – Arena	S Duffy		
•	Ad Hoc Young Seniors Committee	S Ronalds		
•	Needs Assessment	Board		
•	Goals & Strategies – 2006 – 2007	pending Needs Assessment Outcome		
•	KCCS Board Strategic Planning Session	Saturday, Feb 11, 2006		
•	Nominations Committee Chair	O Bakhoven		
•	Kitchen Ad Hoc Committee	O Bakhoven		