MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, JANUARY 18, 2006 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Sabu George, Bill Harris, Katy Hughes, Lisa

Larkins, Emmanuel Nicolas, Wayne Reid, Susan Ronalds, Irene Ronnie, Benny Wong

Absent: Matthew Brunt, Forest Eaton, Gaby Giacchino, Sue Hatten, Vanessa Lam, Fazil Mihlar

Regrets: Kathleen Bigsby, Gene Wrankmore

Staff: Stew Jordan

Recorder: Patricia McCuaig

1. CALL TO ORDER

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

2. AGENDA:

Add to Other Business: Restorative Justice

MOVED by Bill Harris that the agenda be approved as amended.

3. MINUTES

MOVED by Onno Bakhoven, seconded by Irene Ronnie, that the minutes of the November 30, 2005 Board Meeting be accepted. CARRIED.

- 4. BUSINESS ARISING FROM THE MINUTES: there was no business arising.
- 5. **CORRESPONDENCE:** Susan Duffy circulated the following:
 - Arbutus Lands: workshops
 - BC Coalition of People with Disabilities: South East False Creek: Working toward an Inclusive and Sustainable Neighbourhood, Jan. 19 meeting
- 6. **EXECUTIVE COMMITTEE REPORT:** Bill Harris reported on the Executive Committee meeting January 11, 2006.
 - # 2.1 Renovations: Stew is handling the concerns with contractors.
 - #3.1 Registration: IT operations: change the word "reasonable" to "not unreasonable". This topic needs to be discussed at the Senior level and KCCS will make a decision after the Association Presidents Group has discussed the request. The decision on cost sharing can be made once more information is received.
 - #4 Volunteer of the Year: Daphne Goring, highlighted on the front page of the Courier, Jan. 18, 2006 has been put forward as a possible suggestion. Susan Duffy is to check with Susan Mele.

#5 Kerrisdale Soccer Association: KCCS was paying their staff (not contract) salaries and the Soccer Association should be paying their own staff. The Soccer Association will still maintain a relationship with KCC but KCCS will not have any fiscal responsibility for staff. Carol Wiens, former KCCS and Soccer Association Board member, has praised Stew and the KCCS staff for any communication between KCCS and the Kerrisdale Soccer Association.

#6 Strategic Planning Session: Board Members are reminded to attend on Feb. 11. Subway is providing free sandwiches as part of their Community Partnership.

#7: Arbutus Land Visioning: Does KCCS want to make a submission? The mandate of KCCS mandate is about programs and running the Community Centre.

#8 Ad-Hoc Kitchen Committee Report: The Executive had no intention to circumvent the Ad Hoc Committee report and a discussion about the Kitchen will still take place.

#9.2 Complaint against the Publication Policy: will be monitored.

MOVED by Bill Harris, seconded by Wayne Reid, to accept the Executive Committee Report, with amendments to 2.1, 3.1 and 5.2. CARRIED. 1 opposed

- 7. FINANCE COMMITTEE REPORT: Benny Wong reported on the Audit, financial statements and the meeting held January 12, 2006
 - 7.1 Audited statements: The Finance Committee is satisfied with the Audit. Statement of Operations: the category "Building and arena rentals". should be "Building rentals". Net revenues for programs increased about \$100,000; increased from \$628,133 to \$742,141; expenses increased from \$562,038 to \$616,574; overall net income increased from \$66,095 to \$125,567. The increase in general expenses includes the one-time item of the Needs Assessment (about \$25,000). The Auditor reviewed the finances and gave the opinion that the statements present fairly the financial position of KCCS. The Auditors will provide a good copy of the Audited Statements to be presented to the KCCS membership at the AGM on Feb. 22, 2006.

MOVED by Benny Wong, seconded by Bill Harris, to adopt the Audited Statements prepared Aug. 31, with one change. CARRIED

7.2 Financial Statements to Nov. 30 2005. Income statement: about \$4,000 over budget (\$171,007 over 166,875); overall about \$6,000 over budget in operations; capital purchases will catch up over the year. Balance Sheet: \$150,000 at 3.25 % for the short term and the rest of the investments are staggered for 3-4 years; the overall picture is quite good.

- 7.3 Minutes of Finance Committee Meeting
 - #2 Audit: The meeting with auditors also included the following items:
 - The federal government has hired auditors to review companies hiring contractors rather than employees. Contractors who only work at KCC may be considered employees and KCCS may have to pay employee taxes. Many factors determine the difference between employee and contractor, including the relationship with the employer and receiving instructions.
 - o The provincial government auditors are looking at PST. KCC may have to pay PST on the brochure.

#4 Purchase of Bus for the Seniors Centre: The Seniors Account as of Nov. 30, 2005 shows \$68,690, plus \$21,695 for a total of almost \$90,000. It is anticipated that the Seniors account will be in deficit, which will be covered by KCCS temporarily and further donations to the Seniors Centre will be credited to the Seniors Account.

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

7.4 Capital: The Emergency Social Service Committee has requested \$6,000 for radio communications and computer equipment.

The furniture in the lounge area needs repair (estimate \$1,558) which will be charged against the Repair and Maintenance budget.

8. STANDING COMMITTEE REPORTS:

8.1 PROGRAM COMMITTEE: Susan Ronalds reported on the meeting held Jan. 6, 2006

Susan expressed her appreciation to Subway, as a Community Partner, for providing sandwiches for the meeting because of the early start time of the meeting. The Subway Owner/Manager was quite happy to supply the food and beverages. It was a good meeting.

- # 4.1 Darren spoke on the activities at the Arena. One interesting idea was generated from information at the Focus Group: the public skating is now in the middle of lessons so people can practice just before or after their lessons.
- #4.2 Bob Harris spoke about replacing the mat in the play area; the company replaced the mats because they were under warranty; but future replacement will require review. The Athlete-in-Residence program had only 3 people registered and previous success may be because it was from schools or people are not willing to pay. The Programmers are looking at new ideas, e.g. Feldenkrais.
- #5 Active Lives: The Committee is preparing a questionnaire for "mental fitness". The Mind Matters program for Seniors is doing very well; a group of people meet and discuss a variety of topics, including health topics.

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

8.2 SENIORS COUNCIL: Irene Ronnie reported on the meeting held Dec.12, 2005. Tomorrow is the Robbie Burns luncheon, with entertainment. Mind Matters also includes such topics as crime prevention, and can be in lectures or discussion group. New chairs are coming in the next few weeks. The Council election is organized for Feb. 2, 2006, with Bill Harris conducting the election. A recent Book Sale made \$108.00.

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

9. NOMINATION COMMITTEE: Onno Bakhoven discussed the Progress Report.

There are 9 positions open; we are losing 3 Board members.

Board information, including the application form, is now posted on the KCC web site (http://www.city.vancouver.bc.ca/parks/cc/kerrisdale/website/index.htm), which looks great. The Application Form is downloadable; not in a form to submit through the computer. The Sign Board and signs will go up in the Centre lobby soon. We can also add the Mission Statement and the AGM announcement to the Web site. It is too late to put last year's AGM minutes. The Promotions and Communications Committee will discuss adding other items to the web site, including Volunteer of the Year, Board calendar. Only Christiina has the password to put information on the web site as well it requires her presence at the centre in order to undertake the process.

Kathleen Bigsby will be talking to potential Board members. Mentoring new Board members is important. Many Board members are not attending meetings. Next year Board members need to be advised of their responsibilities and expectation to attend Board and Committee meetings and community events (e.g. Kerrisdale Days). Board members will be monitored next year and sent a letter if they are not attending regularly. They have to have a reasonable excuse communicated to the President before the meeting. Patricia will send an email to Board members to remind them of the recent changes in Board and Committee meeting dates.

MOVED by Onno Bakhoven, seconded by Lisa Larkins, that the Nomination Committee Report be accepted. CARRIED

MOVED by Onno Bakhoven, seconded by Bill Harris that the AGM announcement and Mission Statement be added to the web site. CARRIED

10. NEEDS ASSESSMENT

The Board has spent \$22,600 on the Needs Assessment to date. KCCS will acknowledge receipt of the letter and thank Jennifer Wilson for her work.

11. RECREATION SUPERVISOR'S REPORT: Kerrisdale Play Palace

Board Members are asked to review the Play Palace report, prepared by Darren Peterson, for discussion at the next Board meeting. Darren has successfully implemented some new marketing ideas, including opening the Arena on Christmas Day, which proved to be very popular.

12. OTHER BUSINESS

12.1 Restorative Justice: The Family Court/Youth Justice Committee of the City want KCCS to support a Restorative Justice Program. Board Members are asked to read the circulated information and be prepared to discuss at the next Board Meeting.

MOVED by Susan Ronalds that the meeting adjourn.

The Meeting adjourned at 9:15 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

•	2006 Executive Meeting	Feb. 1, 2006
•	2006 Board Meeting	Feb. 8, 2006
•	KCCS Board Strategic Planning Session	Saturday, February 11, 2006
•	2006 AGM	February 22

Outstanding Items

•	Terms of Reference – Arena	S Duffy
•	KCCS Board Strategic Planning Session	Saturday, Feb 11, 2006
•	Nominations Committee Chair	O Bakhoven
•	Kitchen Ad Hoc Committee	O Bakhoven

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, FEBRUARY 8, 2006 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Matthew Brunt, Forest Gaby Giacchino Eaton, Sabu George, Bill Harris, Lisa Larkins, Fazil Mihlar Emmanuel Nicolas,

Wayne Reid, Susan Ronalds, Irene Ronnie, Benny Wong, Gene Wrankmore

Regrets: Sue Hatten, Katy Hughes, Vanessa Lam,

Staff: Stew Jordan

Recorder: Patricia McCuaig

1. CALL TO ORDER

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

2. AGENDA:

Add to Other Business:

- Volunteer of the Year
- Mini Bus
- Directors and Officers Insurance

Delete #7 Finance Report

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

3. MINUTES

MOVED by Bill Harris, seconded by Susan Ronalds, that the minutes of the January 18, 2006 Board Meeting be accepted. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES:

4.1 Restorative Justice

The Board briefly discussed this different, experimental system, including: whether our present system works; the complexity of the subject; and implementation in different parts of the world. It seems to work in some native communities, which are mostly isolated and have controlled environments. The Family Court/Youth Justice Committee of Vancouver City Council is requesting a letter of support so they can obtain funding. Board Members would need to thoroughly study the topic before getting a good understanding and felt that it is difficult for the Board to get consensus on such a complicated system. The Board decided it is not in our mandate to offer a letter of support on this subject.

5. **CORRESPONDENCE:** Susan Duffy circulated a Thank You note from Norm Funk for the flowers.

6. **EXECUTIVE COMMITTEE REPORT:** Bill Harris reported on the Executive Committee meeting February 1, 2006.

Item #4: Kerrisdale Soccer Association staff problem is solved after many months.

Item #5: Board Members are requested to pay attention to this item on attendance. Item #6.3: Stroller Storage: Another Community Center has similar problems. The option discussed is not a guarantee. The problem is getting worse because of the season and increased success of programs brings more children to the Centre.

MOVED by Kathleen Bigsby, seconded by Lisa Larkins, to accept the Executive Committee Report. CARRIED.

7. STANDING COMMITTEE REPORTS:

7.1 PROMOTIONS AND COMMUNICATIONS COMMITTEE: Lisa Larkins reported on the meeting held Feb. 1, 2006.

The Committee had a great meeting last week. Darren Peterson spoke about the Play Palace and the Committee discussed promoting the opening of the Play Palace. The Committee wants to do different things on the web site. The Committee is planning an Open House to bring people in to the Centre to see some of the programs during the Kerrisdale Carnival in August. The newsletter will combine all pamphlets into one and put onto the web site. The newsletter will add items we want (e.g. instructors profile, President's message) and will come out 4 times a year.

Bill Harris is on a committee looking at how the brochure is published in the Courier combined with other community centres. Our costs are low compared to other centres.

MOVED by Lisa Larkins, seconded by Gaby Giacchino, to accept the Promotions and Communications Committee report. CARRIED

7.2 SENIORS COUNCIL: Irene Ronnie gave a verbal report.

The Christmas dinners and Robbie Burns lunch were very successful. There is a new dinner/theatre program where a theatre company is putting on a play. The new chairs are being used. All programs are going successfully; but sometimes there is not enough room for everything we want to do. The Council held its election of 9 officers, with one lady standing down after 2 years.

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

8. **NOMINATION COMMITTEE:** Onno Bakhoven reported on the Progress Report of Feb. 4, 2006.

There are 3 openings, but no applications received. Advertising includes the information board outside and the web site. A suggestion for next year is to appoint a staff member to the Nomination Committee. We want to encourage youth representatives.

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

9. AD-HOC KITCHEN COMMITTEE: Onno Bakhoven reported on the Report and Recommendations prepared by the Kitchen Ad-hoc Committee, Feb. 2

The Committee provided many suggestions with some already being implemented on a trial basis. The report is very comprehensive. It is difficult to get volunteers in the kitchen and many from last year have passed away. The staff are very efficient. The Committee recognizes that the daily hot meal offered by the kitchen is a valuable service to the seniors.

This Committee was formed when the issue of deficit financing came to the Board the Terms of Reference did not mention deficit financing. The Committee has not yet explored alternative methods of raising revenue. The value will be discussed at the Strategic Planning session on Saturday. Community Partners can be brought to the meal service. The social time for Seniors is very important. Members of the Kerrisdale Community Centre Society are paying for this meal service. KCCS makes profits in other areas and can provide such a valuable meal service to the Seniors on a subsidized basis. The Board needs to look at ways to sustain the service.

MOVED by Onno Bakhoven, seconded by Bill Harris, to accept the report. CARRIED

MOVED by Bill Harris, seconded by Lisa Larkins, to review the Ad Hoc Committee report in nine months to see if the overall position in the Kitchen finances has changed.

- 10. **RECREATION SUPERVISOR'S REPORT:** Stew Jordan reported on the following:
 - 10.1 Renovations: mostly completed. The women's washroom has had complaints about the uneven floor. The Renovations Committee will re-convene and give the Parks Board feedback.
 - 10.2 Play Palace: This was created as an indoor park in partnership with the Park Board. Expected amortization is 4-5 years. The growth is quite phenomenal. We are starting the 4th year. The finances are split with KCCS getting rental income and the Park Board getting admission income. The Play Palace Report was accepted.

11. OTHER BUSINESS

- BCRPA conference: Board Members were asked to contact Susan Duffy or Patricia McCuaig if they want to see a detailed program or want to attend.
- 11.2 Volunteer of the Year: 4 people have been suggested:
 - Viking Swim Club
 - Vancouver Pacific Wave Synchronized Swim Club
 - Pool special events: donate popcorn machine, etc.

• 10 years with Kerrisdale Soccer; much of her life; 700 members The criteria used to determine the Volunteer of the Year award are: length of service, depth of service and impact on the community. The deadline for submission to the Park Board is March 24, 2006. Susan Duffy will obtain more information about each person suggested and send to the Board for their preference.

11.3 Mini Bus

Benny Wong obtained quotes from 3 manufacturers (1 Canadian, 3 American), which were all within \$3,000. After thorough analysis Eldorado National, the largest manufacturer in the US, was chosen at price of \$90,272. With a \$25,000 deposit, the price will be \$86,000. Dynamic is the authorized dealer for these specialty vehicles and is an established company. Translink was the institutional buyer for reference. The bus will be delivered up to 270 days within receipt of the order. It takes 10 weeks to build; then the bus is driven to Vancouver.

MOVED by Benny Wong, seconded by Bill Harris, that KCCS authorize purchase of a minibus from Eldorado National using Dynamic Specialty to a maximum of \$91,000; and also authorize Benny Wong to provide \$25,000 deposit to Dynamic to obtain a \$4,000 discount, providing Benny is satisfied with company financials. CARRIED

11.4 Directors and Officers Insurance

At the Association President's Group meeting on Thursday, presenters discussed indemnity from the City. The majority of programs are covered by the City; e.g. if someone playing basketball injures themselves and sues the City. What happens in the interim if they sue the Board before the issue gets sorted out? This insurance is costly and is based on revenue; we do not know the actual cost until we fill in forms with information and sent to underwriters. Liability insurance is another issue. The Exercise Room is not covered in the indemnity agreement. Business interruption insurance may also be required. The Kitchen staff are employees of KCCS and there is no insurance. Susan Duffy will obtain quotes on these 3 types of insurance.

11.5 Courier Stars of Vancouver

Every year this survey comes out and Board Members are asked to complete the categories to promote KCC.

MOVED by Bill Harris that the meeting adjourn. The Meeting adjourned at 9:30 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

• 2006 Board Meeting

March 29, 2006

Outstanding Items

• Terms of Reference – Arena

• Kitchen Ad Hoc Committee

S Duffy

Review again November 2006

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, MARCH 29, 2006 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Kristin Dattani, Gaby Giacchino, Bill Harris, Katy Hughes, Maura Laverty Wayne Reid, Benny Wong, Gene Wrankmore.

Regrets: Emmanuel Nicolas, Susan Ronalds, Irene Ronnie, Angel Xu Lin, Lisa Larkins

Absent: Fazil Mihlar **Staff:** Stew Jordan

Recorder: Colleen Schaufele

1. CALL TO ORDER

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

2. AGENDA:

Add to Other Business:

3A David Robinson

3B Phil Riddell

MOVED by Wayne Reid that the agenda be approved (as amended). Seconded by Gene Wrankmore. CARRIED

3. OTHER BUSINESS

3A. Synthetic Track

David Robinson spoke to the board regarding a donation toward a new synthetic track on the grounds of Point Grey High School. Discussion was deferred to the end of the meeting given our large agenda and guests present.

3B. **Board Insurance**

Phil Riddell spoke to the board regarding Directors & Officers Insurance. The City of Vancouver Indemnity Agreement does not provide us with enough insurance.

3C. Election of Officers & Appointment of Committee Members:

Kathleen Bixby advised the Board, particularly the new members that elected officers need to have served for at least one year before being elected to the Executive Committee.

PRESIDENT

MOVED by Bill Harris that Susan Duffy be nominated to the position of President. Susan Duffy accepted and was elected by Acclamation to the position of President for the upcoming year. CARRIED

VICE PRESIDENT

MOVED by Benny Wong that Bill Harris be nominated to the position of Vice President. Bill Harris accepted and was elected by Acclamation to the position of Vice President for the upcoming year. CARRIED

VICE PRESIDENT

MOVED by Bill Harris that Susan Ronalds be nominated to the position of Vice President, CARRIED

Susan Ronalds accepts in Absentia and was elected by Acclamation to the position of Vice President for the upcoming year.

TREASURER

MOVED by Bill Harris that Benny Wong be nominated to the position of Treasurer. Benny Wong accepted and was elected by Acclamation to the position of Treasurer for the upcoming year. CARRIED

SECRETARY

MOVED by Bill Harris that Lisa Larkins be nominated to the position of Secretary. CARRIED

Lisa Larkins accepted in Absentia and was elected by Acclamation to the position of Secretary for the upcoming year.

MEMBER-at-LARGE

MOVED by Bill Harris and that Emmanuel Nicolas be nominated to the position of Member-at-Large. Emmanuel Nicolas accepted in Absentia and was elected by Acclamation to the position of Member-at-Large for the upcoming year. CARRIED

STANDING and AD HOC COMMITTEE ASSIGNMENTS

MOVED by Kathleen Bigsby and seconded by Bill Harris that the Committee assignments be approved. CARRIED

Appointment of Senior's Council Representative:

MOVED by Bill Harris and seconded by Gaby Giacchino that Irene Ronnie be appointed to the Board as the Senior's Representative. CARRIED

Appointment of Board Solicitor:

MOVED by Bill Harris and seconded by Gaby Giacchino that Phil Riddell be appointed as the Board Solicitor. CARRIED

4. MINUTES

MOVED by Bill Harris, seconded by Gaby Giacchino, that the minutes of the February 8, 2006 Board Meeting be accepted. CARRIED.

5. BUSINESS ARISING FROM THE MINUTES: None

6. **CORRESPONDENCE:** Susan Duffy circulated:

- A letter of resignations from the Board from Sabu George, he has moved.
- New Bylaw Pamphlet with respect to Reducing Pesticides on Public and Private Property.

7. **EXECUTIVE COMMITTEE REPORT**: Kathleen Bigsby reported on the Executive Committee meeting March 22, 2006.

Item # 3 The Volunteer of the Year is Gilbert Lam, has been called, and is very pleased.

Item # 5 IT support on Registration Day from 9am-4pm will cost \$700.00

MOVED by Kathleen Bigsby, seconded by Bill Harris, to accept the Executive Committee Report. CARRIED.

- 8. **FINANCE COMMITTEE**: Benny Wong reported on the Finance Committee meetings of Feb. 15 and March 15, 2006 and the Financial Statements of Feb. 28, 2006
 - 8.1 It was reported in the Feb. 15 minutes, that the down payment for the bus, has been negotiated at \$7,000.00 instead of the original \$20,000.00.
 - 8.2 The high wage cost for youth programs was questioned.

 Item # 2 Matters arising from the March 15, report. Bob and Norm checked the youth program wage expenses and found nothing wrong.

 Item # 6 New accounting software, either Simply Accounting or QuickBooks. Benny asked Norm to prepare information about the cost of training and extra hours required to get the new system working.

 Large accounts receivables was noticed on the Balance sheet, Benny has requested bills to be sent out sooner in the future.

MOVED by Benny Wong, seconded by Kathleen Bigsby, to accept the Minutes of the Feb.15 and March 15, Finance Committee. CARRIED

Benny Wong provided Financial Statements for information only.

9. STANDING COMMITTEE REPORTS:

9.1 **PROGRAM COMMITTEE**: Matthew Brunt reported on the Program Committee of March 8, 2006

Item # 3.1 New popular program - Lego creations.

Athletes in Residence Program is too expensive to run, not enough interest. Bob will discuss with the Instructor, to cancel, or other possible formats.

A New Rate increase request form has been developed for Instructors.

Item # 3.2 New Spring programs include the very popular Bhangra Dance.

Item # 5 Teen dances are not as successful as they used to be.

MOVED by Matthew Brunt, seconded by Gaby Giacchino, to accept the Program Committee report. CARRIED

9.2 PROMOTIONS AND COMMUNICATIONS COMMITTEE: Gene

Wrankmore reported on the meeting held March 1, 2006.

Item #2 The Committee has been asked to review other websites, and think about how to improve the KCCS site. It was discussed that Promotional events should be in the middle of the website.

- Item #5 Kerrisdale Carnival Days, members were reminded to book their times at the information booth. Matthew is looking into the cost of some promotional items. ie: maybe bracelets
- Item #6 Spring Registration was very successful, coffee/cookies/ were handed out by some board members. 2 for 1 play palace passes were also distributed. People were appreciative, and thought it was very organized. The staff worked hard and did a great job.

MOVED by Gene Wrankmore, seconded by Wayne Reid, to accept the Promotions and Communications Committee report. CARRIED

9.3 **SENIORS' COUNCIL**: February13 minutes were included in the board package as a matter of record only; they were approved, as a verbal report at our February board meeting.

A Concert put on by the VYSO was fantastic and well attended and the young people then served cake to the seniors.

MOVED by Katy Hughes, seconded by Bill Harris to accept the Seniors' Council March Report. CARRIED

10. **NOMINATION COMMITTEE:** Onno Bakhoven reported on the Final Report of February 25, 2006.

"Get Involved" is still on the Website, it was decided that it should be removed. Gene will take back to the Promotions and Communications Committee, that we should find new ways of recruiting new members for the committees.

- A reminder for all new members to read clause #24 with respect to attendance at both committee and board meetings.

MOVED by Onno Bakhoven, seconded by Bill Harris, that the Nomination Committee be disbanded. CARRIED

11. **BUILDING RENOVATION COMMITTEE REPORT:** Kathleen Bigsby reported on the meeting March 2, 2006.

The committee was not happy with the contractors. The Architect firm did a great job There were no major deficiencies. This was the last phase of the 3 phase plan. Kathleen Bigsby suggested that the board start looking at a vision for the pool and arena, and what the options might be. A renovation celebration to include past members working on the project was put forward. Gene will take this suggestion back to the Promotions and Communications Committee. Susan expressed her appreciation and thanks to the committee for their time and commitment to the project. The outstanding issues of the project will be dealt with by the building and maintenance committee.

MOVED by Kathleen Bigsby, seconded by Bill Harris, that the Building Renovation Committee be disbanded. CARRIED

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

- The recruitment and selection of a full time Swim Instructor for the pool.
- A re-structuring of the programmer's responsibilities
- Working with Darren on improving the Community Partner Program.

13. OTHER BUSINESS

13.1 Synthetic Track Discussion

MOVED by Gene Wrankmore, seconded by Bill Harris, to put \$5,000.00 toward the track.

Susan Duffy will contact Allan DeGenova, Park Board Commissioner, before any further decisions are made. Will there be recognition in some form of a donor board?

Motion tabled until the next meeting.

MOVED by Bill Harris that the meeting be adjourned. The Meeting adjourned at 9:30 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

• Kerrisdale Days April 28/29

• APG Meeting April 6

Outstanding Items

Terms of Reference – Arena
 Kitchen Ad Hoc Committee
 Renovation Celebration
 Recruiting Board and Committee Members
 Youth Committee Terms of Reference
 Goals & Strategies
 S Duffy
 Review again November 2006
 P&C Committee
 Gene Wrankmore
 Emmanuel Nicolas

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, APRIL 26, 2006 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Matthew Brunt, Kristin Dattani, Gaby Giacchino, Bill Harris, Katy Hughes, Maura Laverty, Emmanuel Nicolas, Wayne Reid,

Susan Ronalds, Irene Ronnie, Benny Wong, Gene Wrankmore, Angel Xu Lin

Absent: Fazil Mihlar **Staff:** Stew Jordan

Recorder: Patricia McCuaig

Guest: Jim Hall

1. CALL TO ORDER

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

Lisa Larkins has resigned from the Board due to family commitments and Susan expressed her sadness at her resignation.

Susan welcomed Jim Hall, who is attending the Board meeting with the interest of joining a committee or the Board.

2. AGENDA:

Additions:

- 4.1 Synthetic Track
- 10.1 Kerrisdale Soccer Association
- 10.2 Registration of Handicapped Members

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

3. MINUTES

Item #10: add "... clause 24, with respect to the Society bylaws regarding attendance ..."

MOVED by Irene Ronnie, seconded by Bill Harris, that the minutes of the March 29, 2006 Board Meeting be accepted as amended. CARRIED.

MOVED by Emmanuel Nicolas, seconded by Wayne Reid, to appoint Bill Harris as temporary Secretary. CARRIED

4. BUSINESS ARISING FROM THE MINUTES:

4.1 Synthetic Track at Point Grey High School

The last Board meeting had a motion on the table to donate \$5,000 towards the synthetic track. Al De Genova, Park Board Commissioner, has stated that the Park Board has put a lot of money into this project already and suggested that \$1,000 is more than sufficient. KCCS is a community user because we will have groups using the track. Gene Wrankmore discussed the project with David Robinson, who has talked to many organizations. David and his group have received a commitment of

50% of the total amount needed and he thinks he will get all the money eventually. There will be a naming board and KCCS will be acknowledged. A proper track in our community will meet international standards. By donating \$5,000, KCCS shows strong support of the project which sets a good example to other organizations. The track is on Park Board land. The school will use it during the day and the Park Board at night. KCCS will send a letter of support.

From the last meeting: MOVED by Gene Wrankmore, seconded by Bill Harris, to pay \$5,000 towards the track. CARRIED

- 5. **CORRESPONDENCE:** Susan Duffy circulated:
 - A letter from the Vancouver School Board and a letter and a Certificate of Appreciation from the Maple Grove Elementary School Parent Advisory Council gratefully acknowledging the donation to the Spring Festival Fundraiser 2005.
 - Information on More Sports Soccer Jam, from the last Association Presidents Meeting, for encouraging underprivileged youth to play sports and have fun.
- 6. **EXECUTIVE COMMITTEE REPORT**: Bill Harris reported on the Executive Committee meeting April 19, 2006.

Item # 3.2 The Park Board is proposing a 2% charge on internet revenue to cover staff costs. The Association Presidents' Group is looking at options and no decision has been made.

MOVED by Bill Harris, seconded by Emmanuel Nicolas, to accept the Executive Committee report, as amended. CARRIED

- 7. **FINANCE COMMITTEE**: Benny Wong reported on the Finance Committee meeting of April 18, 2006 and the Financial Statements of March 31, 2006
 - 7.1 Minutes:

Item #1: The Youth program wages had a large variation between this year and last year, which was mostly due to an inappropriate allocation of programmer wages. Norm has made the adjustments which will be ready for the next committee meeting. Norm is preparing for new software this year. Only Norm uses this software and he will advise Benny if he needs training.

Item #3 Workers compensation Board: Where KCCS is not paying WCB in the case of a Company providing services to the community centre, the instructors contract clarifies this point. Benny has suggested highlighting this in the contract by signing another form or initialing the clause in the contract. Program instructors are paid fees, not wages.

Item #5 Seniors Centre Fund: Most of the \$79,000 will be utilized for the bus and amortized over 5 years. The balance will be transferred to deferred contributions. One fifth of the contribution will be credited to the Society's revenue for 5 years to offset the amortization expenses.

7.2 Financial Statements

Balance Sheet: This is a snapshot of the financial position at this point in time. There is no recommendation to change current assets into the investment account. The investment account has over \$1 million.

Income Statement for the 7 months ended March 31: net program revenue is \$13,000 above budget and Total Revenue is about \$20,000 above budget. We are spending a little bit less than predicted. Overall, the Net from Operations is over \$130,000, which is quite good.

MOVED by Benny Wong, seconded by Bill Harris, to accept the Financial Committee report and the Financial Statements. CARRIED

8. STANDING COMMITTEE REPORTS:

8.1 **PROGRAM COMMITTEE**: Susan Ronalds reported on the Program Committee of April 12, 2006

Item #5: Registration Day was huge, with a reported 50% increase in revenue. This percentage is not correct.

Item #6:Speakers: this topic was discussed most of the meeting.

MOVED by Susan Ronalds, seconded by Kathleen Bigsby, to accept the Program Committee report, as amended. CARRIED

8.2 **PROMOTIONS AND COMMUNICATIONS COMMITTEE:** Gene

Wrankmore reported on the Promotions and Communications Committee meeting held April 4, 2006.

Item # 3 Carnival Days: We are deleting the 1 -2 pm shift. There will be balloons with KCCS logo and tattoos, which Matthew and Maura will get from a toy warehouse. It is a fun event for talking up KCCS.

Item #4 Web site: Kristi Douglas and Patti Turko are doing a wonderful job with Kristiina. Patti pulled the committee together and a draft will be discussed at the next Committee meeting. If the Committee likes this draft, it will be up and running within 10 days. The cost of about \$3,000, which is \$2,000 less than the predicted \$5,000 due to Kristiina's previous development of the web page.

Item #6 name tags: The name tags will be silver. Gene will discuss with Lee the choice of names for staff.

MOVED by Gene Wrankmore, seconded by Matthew Brunt, to pay \$3,000 to re-design and upgrade the web page. CARRIED

MOVED by Gene Wrankmore, seconded by Wayne Reid, to accept the Promotions and Communications Committee report, as amended. CARRIED

8.3 **SENIORS' COUNCIL**: Irene Ronnie reported on the Seniors' Council Meeting of April 10, 1006.

There is an Art Exhibition of all seniors work displayed around the lounge. They had an Easter Bonnet Parade and Ostrich egg raffle (made \$160). The Centre made \$9,000 in the last 6 months. The Volunteers Tea on May 4 will acknowledge those who do so much work around the Seniors Center. The Centre is 20 years old in December 2006 and 6-10 volunteers with 20 or more years of service will receive special recognition. The problems with the hot water at the Coffee Bar have been fixed. The Council is looking forward to the bus, which should come mid-summer, and there are lots of ideas for the bus. The Council thanks Benny and all who are concerned about their money.

MOVED by Irene Ronnie, seconded by Gaby Giacchino, to accept the Seniors' Council Report. CARRIED

9. **RECREATION SUPERVISOR'S REPORT:** Stew Jordan reported on Human Resources Management. WCB requires safety training once a year. To build morale into this staff activity, Stew is requesting funds. Stew also asked for 4 Board members to attend. The event will be held May 28, 2006 and have a 1 hour power-point safety training, out of a total time of 5 hours. The Board needs to be fully aware of all staff events. Board members who wish to attend are asked to notify Stew by May 15, 2006. Nine employees had perfect attendance last year; 6 were in the Maintenance Department.

MOVED by Kathleen Bigsby, seconded by Bill Harris, to approve \$600 for the staff training event. CARRIED

10. OTHER BUSINESS

- 10.1 Board Members are asked to think about appointing two Board members, to replace the 2 resignations, before the next AGM. If anyone is interested, they can send information to Susan Duffy. The Board should represent the membership and a young person is needed.
- 10.2 Kerrisdale Soccer Association:

This Association has had a relationship with KCCS for 40 years, starting as a subgroup. About 15 years ago, the Soccer Association became its own entity with KCCS handling all financial tasks. In 2000, KCCS stopped providing financial services to the Soccer Association and it became responsible for its own books however KCCS did continue to pay Lynn Ahwee's salary as secretary. KCCS continued to pay secretarial services until December 31, 2005 when this arrangement was ended. The Soccer Association took on those responsibilities as of January 1, 2006.

As part of the affiliation agreement, the members of the Kerrisdale Soccer Association must be members of KCCS. The agreement provides the group with 2 storage rooms, photocopying, front office reception, a mail box and space in the Recreation Guide 4 times a year, meeting rooms on a monthly basis without fees,

bi-annual coaching clinics for the children and occasionally use of rooms by soccer coaching staff.

The Soccer Association did not forward on about \$6200 in KCCS 2005 membership fees which they were collecting. This action caused many problems with individual membership fees (e.g. asking for fees and then refunding). March 31, Allen Brown and Peter MacDonald met with Susan Duffy, Stew Jordan, and Lee Tarrant to discuss problems. An e-mail from Susan Duffy dated April 13 requesting follow up to the discussion at that meeting and their association meeting of April 1 has gone unanswered. If the Soccer Association withholds 2006 membership fees, then consideration should be given to their benefits of the Affiliation Agreement (e.g. storage). The relationship and the handling of membership fees more efficiently needs to be discussed with Soccer Association management further.

MOVED by Kathleen Bigsby, seconded by Bill Harris, that the Board send a letter to the Kerrisdale Soccer Association listing the issues of disagreement and giving notice that the Affiliation Agreement will end in 30 days, unless the issues are resolved to the satisfaction to the Board, CARRIED

The letter will also mention the wonderful relationship that KCCS has had with Kerrisdale Soccer Association over many years.

10.3 Registration for Handicapped Community Centre Members
Susan Duffy received a letter from a customer with a handicapped daughter, who wants different registration for his daughter because of the issues of getting up early. This topic will be discussed at the next Executive Committee meeting.

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

UPCOMING MEETINGS OR EVENTS OF NOTE Outstanding Items

Terms of Reference – Arena
 Kitchen Ad Hoc Committee
 Renovation Celebration
 Recruiting Board and Committee Members
 Youth Committee Terms of Reference
 Goals & Strategies
 S Duffy
 Review again November 2006
 P&C Committee
 Gene Wrankmore
 Emmanuel Nicolas

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, MAY 31, 2006 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Gaby Giacchino, Bill Harris, Katy

Hughes, Maura Laverty, Emmanuel Nicolas, Wayne Reid, Irene Ronnie, Angel Xu Lin

Regrets: Kristin Dattani, Susan Ronalds, Benny Wong, Gene Wrankmore

Absent: Matthew Brunt, Fazil Mihlar **Staff:** Stew Jordan, Bob Harris

Recorder: Patricia McCuaig

1. CALL TO ORDER

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

2. AGENDA:

Additions: #8: Police Think Tank

MOVED by Kathleen that the agenda be approved, as amended.

3. MINUTES

Item #3: Bill Harris will continue as temporary Secretary.

MOVED by Wayne Reid, seconded by Bill Harris, that the minutes of the April 26, 2006 Board Meeting be accepted. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES:

Item #4.1: we hope to receive an invitation to the Opening of the new track Item #9: Staff training was very successful. Susan circulated the power point presentation.

- 5. **CORRESPONDENCE:** Susan Duffy circulated thank you cards to previous Board Members for Board Members to sign.
- 6. **EXECUTIVE COMMITTEE REPORT**: Bill Harris reported on the Executive Committee meeting May 24, 2006.

Item #7 Registration for Handicapped: Bill Harris is chairing the ad hoc Committee. Item #5 Kerrisdale Soccer Association: After 40+ years, this relationship has been terminated, with regret

Item #11 Name Tags: Board Members now have nametags for official functions; e.g. Kerrisdale Days, party

Item #12 Re-classification of Recreation Facility Clerk: Kathleen helped accomplish this action; this is a unique position among the community centres

Item #2 Insurance: the criteria for defining employees relates to the fact that if there is no building, then they do not have a job; as part of operating staff they are then covered by the Indemnity Agreement

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

- 7. **FINANCE COMMITTEE**: Onno Bakhoven reported on the Financial Statements of April 30, 2006 and the Finance Committee meeting of May 18, 2006.
 - 7.1 Financial Statements

Result of Operations (page 3): Net Operating Revenue is compared with the previous year \$338,331, sales did go up; about \$10,000 less than last year; about \$7,000 higher revenue; about \$16,000 lower expenses than last year. Membership fees: we cannot estimate the number of members because of family membership; because membership fees are about the same as last year, then we assume that we do not have any more members than last year

Income Statement: we are always about 3-4 months behind receiving billing from the Park Board.

MOVED by Onno Bakhoven, seconded by Bill Harris, that the two internal restrictions set by the Board in May 2003, relating to wages (\$125,000) and to cost of program (\$150,000), be extended for not more than three years and that the internal restriction relating to Seniors Centre expenses by removed. CARRIED

The restrictions on the Seniors Centre are removed because the money has been used for purchase of the new bus.

MOVED by Onno, seconded by Bill Harris, to accept the Financial Committee minutes and the Financial Statements. CARRIED

8. **POLICE THINK TANK:** Maura Laverty led a discussion on community safety related to violent crime. The Vancouver Police Department wants community input and provided a list of questions (e.g. How has the possibility of violence changed your daily life? What are your greatest concerns?) which Maura reviewed.

Stew Jordan discussed the need for more secure cameras and will be trading in the current cameras and security system. Upgrading will require \$8,000 - 10,000 to increase from 9 to 18 cameras. Cameras for the Play Palace will be discussed later.

MOVED by Bill Harris, seconded by Wayne Reid, to spend up to \$10,000 to upgrade the security system. CARRIED

9. STANDING COMMITTEE REPORTS:

9.1 **PROGRAM COMMITTEE**: Emmanuel Nicolas reported on the Program Committee of May 10, 2006

Susan Ronalds sends her regrets.

Item #4 Introduction of New Members: Jim Hall and Angel; Katherine Sweetapple is the Program Assistant to run special events.

Item #5 Programmers' Report: Bob reported on the new programs (e.g. Spanish camp for pre-school, Art workshops for adults); a Federal grant allows us to hire 9 summer positions; programmers pay attention to other

community centres by phone and visiting each other; Community centre designs layout of its own brochure may form part of the JOA

Item #6 Arts & Cultural: lecture series: planning to launch once a month or quarter; committee members came with ideas; overwhelmed with ideas: first one will be a lecture: November with a Librarian from Kerrisdale library; what is the link with the Symphony: may be VSO thanking KCC attendance

Item #7 Other: A question about staff cuts and any impact programs: not KCC

MOVED by Emmanuel Nicolas, seconded by Gaby Giacchino, to accept the Program Committee report. CARRIED

- 9.2 PROMOTIONS AND COMMUNICATIONS COMMITTEE: Gaby Giacchino reported on the Promotions and Communications Committee meeting held May 3, 2006. Item #4 Web site: under renovation thanks to Patti, Kristi and Kristiina; will be easier to navigate and have more photos; should be a big enhancement; should be live soon
 - Item #8 Carnival in August: there are obstacles for an Open House because instructors are away; the Committee definitely wants to participate in Carnival; there will be a table (maybe on 41st) with Board volunteers and demonstration in the field; instructors who are available will be asked to participate
 - Item #12.1: Goals and Objectives: the Committee was asking for a vision statement; The Goals and Strategies Committee (Katy, Susan, Emmanuel) is meeting next Wed. at 6:00 pm meeting; The P & C Committee is invited to this meeting and Gaby will notify the Committee members

MOVED by Gaby Giacchino, seconded by Bill Harris, to accept the Promotions and Communications Committee report. CARRIED

- 8.3 **SENIORS' COUNCIL**: Irene Ronnie reported on the Seniors' Council Meeting of May 8, 2006.
 - The Volunteer Tea was very good with about 60 attending. In the December Anniversary celebration there will be 6 or 8 volunteers who have helped the Centre for 20 years.
 - There is a new committee (with Meg Arteaga) to welcome new members.
 - A Common table will be set up in the dining room for new members or people on their own.
 - The Boutique sales are going very well; thank Maura for her contributions.
 - The Council follows-up with people in hospital.
 - Fun crafts: place-mats for Christmas; tags for Mother's day and Father's day.
 - Kerrisdale Days: need tattoos for little girls.
 - Flea Market Aug. 26: coffee and muffin table; white elephant table; no books
 - Today: there was a winery tour: Fort Langley
 - Mind Matters: very well attended; good discussion; topics include: Canadian universities become corporate handlers; advertising; constitution

- University student from US
- next week Seniors week at roundhouse
- Complications of the bus: ICBC insurance; about 2 week wait

MOVED by Irene Ronnie, seconded by Gaby Giacchino, to accept the Seniors' Council Report. CARRIED

10. INSURANCE: Susan has not received information from Harry Peterson, Shaw Sabey Insurance.

11. POLICY: DROP-IN USE OF ROOMS

The policy is needed because sometimes the piano room is empty and people may want to play the piano. Sometimes children come in to use the piano to practice. An issue developed with non-members using the room. If the room is empty, members must book the room at the front desk for one hour. Previously there was a policy which was for non-members. This new policy allows staff more discretion.

MOVED by Kathleen Bigsby, seconded by Bill Harris, to adopt the Drop-In Use of Rooms Policy. CARRIED

12. RECREATION SUPERVISOR'S REPORT:

Bob Harris reported that the best part about his job is working with new ideas from the instructors. The Mad Hatter Tea Party is a craft program for 6 – 9 year olds to make a variety of items for a tea party (tea pots, tea cups). Bob will be covering for Stew when he is on vacation this summer.

13. OTHER BUSINESS

Barbeque: Susan Duffy will hold the party at her home. July 26; Jennifer Taki and Kelly Beaman will help organize; Wayne will help with wine; Angel and Kathleen will help; Wayne and Irene will not be able to attend; Matthew can cook. Bill will chair the committee and will call a meeting.

MOVED by Bill Harris that the meeting be adjourned. The Meeting adjourned at 9:17 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

Barbeque July 26 Carnival Days August 25 - 27

Outstanding Items

Terms of Reference – Arena
 Kitchen Ad Hoc Committee
 Renovation Celebration
 Recruiting Board and Committee Members
 Youth Committee Terms of Reference
 Goals & Strategies
 Ad Hoc Committee: Early Registration for Handicapped
 S Duffy
 Review again Nov. 2006
 P&C Committee
 Gene Wrankmore
 Emmanuel Nicolas
 Bill Harris

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, JUNE 28, 2006 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Matthew Brunt, Kristin Dattani, Gaby Giacchino, Bill Harris, Katy Hughes, Maura Laverty, Emmanuel Nicolas, Wayne Reid,

Susan Ronalds, Benny Wong, Gene Wrankmore, Angel Xu Lin

Regrets: Irene Ronnie Absent: Fazil Mihlar

Staff: Stew Jordan, Jennifer Takai

Guests: Dave Randall

Recorder: Patricia McCuaig

1. CALL TO ORDER

Susan Duffy called the meeting to order at 7:30 pm.
Susan welcomed Dave Randall from the new UBC Barn Community Centre.

2. AGENDA:

Changes: Seniors Council moved to 8.1

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

3. MINUTES

Corrections:

- Item #13.1 Barbeque: spelling: Jennifer *Takai* (not *Taki*)
- Item #8 Police Think Tank: Stew Jordan discussed the need for more *security* (not *secure*) cameras and ...

MOVED by Kathleen Bigsby, seconded by Bill Harris, that the minutes of the May 31, 2006 Board Meeting be accepted, as amended. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES: none

- 5. CORRESPONDENCE: Susan Duffy circulated:
 - Thank you cards to previous Board Members for Board Members to sign.
 - Thank you letter from the Vancouver Public Schools Foundation for the contribution to the Point Grey Track fund.
 - Vancouver Board of Parks and Recreation Annual Report 2005 and Leisure Guide 2006 Spring and Summer Edition
- 6. **EXECUTIVE COMMITTEE REPORT**: Bill Harris reported on the Executive Committee meeting June 21, 2006.

Item #3 Renovations: The Executive approved financing to renovate storage rooms to bring up to classroom standard. The pottery room needs new stools, which will last a long time. The Kitchen cooling table is broken; it can be repaired for \$1,000,

but we cannot replace the refrigerant because it is so old; it is better to upgrade and buy a new cooling table.

Item #4 Registration for Handicapped: Bill Harris and the staff will have a committee meeting to discuss further. A standard answer is needed for staff to reply to all requests for handicapped members. KCCS will work with this member to accommodate him. Members with disabilities are not usually given special treatment with respect to registration practices although accommodations can sometimes be made after.

Item #8: Opening of the Track at Point Grey Secondary School: Several Board members attended the Opening. The community group is still trying to raise money to rubberize the track and they are planning to continue.

MOVED by Bill Harris, seconded by Susan Ronalds, to accept the Executive Committee report. CARRIED

7. RENOVATIONS MOTIONS

7.1 The storage room previously used by the Soccer Association is now vacated and will be renovated for music lessons.

MOVED by Bill Harris, seconded by Susan Ronalds, to authorize \$8,500 for storage room renovations to bring to music room standard. CARRIED

7.2 The Pottery room needs 8 additional 17" stools, at a cost of \$163.80 per stool.

MOVED by Bill Harris, seconded by Susan Ronalds, to spend up to \$1,500 to purchase 8 C501 17" stools. CARRIED

7.3 The 10 year-old Cooling Table in the Seniors Kitchen is broken and can be repaired for \$1,000 however a new one is proposed as we would not be able to replace the refrigerant.

MOVED by Bill Harris, seconded by Gaby Giacchino, to authorize up to \$5,000 to replace the Cooling Table. CARRIED

- 8. **FINANCE COMMITTEE**: Benny Wong reported on the Financial Statements of May 31, 2006 and the Finance Committee meeting of June 18, 2006.
 - 8.1 Minutes

Item # 2 Programmer wages: It is difficult to allocate Youth leader wages and some operational charges are hard to match to specific programs. In future years amount totals will be used.

8.2 Financial Statements

Income Statement: Program fees net ahead of schedule; general revenue and net are also ahead. Expenses: everything is under control. Repair and Maintenance

costs do not show up now; but by the end of August will be in line with the budget. We are doing well with net operations. Capital: will come into line by August.

MOVED by Benny Wong, seconded by Bill Harris, to accept the Financial Committee minutes and the Financial Statements. CARRIED

9. STANDING COMMITTEE REPORTS:

9.1 SENIORS' COUNCIL: Katy Hughes reported on the Seniors' Council Meeting of June 12, 2006.

The problem with the insurance for the Mini-bus is resolved. In the Programmer's report: the July 1 celebration is not just a Seniors' function. There is no meeting in July or August. The reference to ARKS and Needs Assessment should be struck from minutes.

MOVED by Katy Hughes, seconded by Bill Harris, to accept the Seniors' Council Report, as amended. CARRIED

9.2 PROGRAM COMMITTEE: Susan Ronalds reported on the Program Committee of June 14, 2006.

Item #4 Programmers' Report: Most of the summer programs are day camps. 100 teenagers volunteer for day camps. Pre-teen dances are back and a big hit.

Item #5 Arts & Culture: The Committee is working on the event to be held in the fall or winter.

MOVED by Susan Ronalds, seconded by Emmanuel Nicolas, to accept the Program Committee report. CARRIED

9.3 PROMOTIONS AND COMMUNICATIONS COMMITTEE: Maura Laverty reported on the Promotions & Communications Committee meeting held June 7, 2006.

Item #4 Goals & Strategies: Correction to the minutes: Goal and Strategies are to be updated by the Goals & Strategies Committee, not the Executive.

Item #2 Web site: The revised web site is almost ready to go. The next meeting of the Committee will look at suggested links.

Item #3 Summer Festival: This will be an exciting event with games for kids and tattoos with KCC logo. Board members are asked to sign-up to volunteer for the KCCS table outside of London Drugs. Benny reminded the Board that any Committee can approve to \$500.

MOVED by Maura Laverty, seconded by Matthew Brunt, to approve an increase in the Festival budget to \$2,500. CARRIED

MOVED by Wayne Reid, seconded by Angel Lin, to accept the Promotions and Communications Committee report. CARRIED

10. INSURANCE:

Susan Duffy provided an update: since May 24, 2006, KCCS has coverage with ING for Directors and Officer Errors and Omissions for \$1,000,000 with a premium of \$1,168.

Rentals: The Park Board stated that rentals may not be covered in the Indemnity Agreement. It is our decision, but we do not want to make rental rates cost prohibitive. Stew must approve all Rentals with alcohol.

General Manager or designate (Stew) must initial everything. The categories of risk are: 1 and 2 are very simple; 3 are a little more risky (e.g. out-trips); 4 is higher, 5 we do not do.

General Liability: still working on: quotes for \$1,000,000 with a premium of \$1,705; \$2,000,000 with a premium of \$2,100; and \$5,000,000 with a premium of \$2,800. We are waiting until after July 1, 2006 after programs have been signed off. KCCS is buying contingent liability policy cover for the items that the Indemnity Agreement does not cover.

At the next AGM, a change in by-laws will include Directors & Officers insurance as mandatory for the Society going forward.

11. MISSION, GOALS, POLICIES AND STRATEGIES 2006 – 2008

The Committee reviewed the Goals & Strategies for 2003-2006 and determined that 90% of the targets were achieved.

There is no proposed change in the Mission.

Goals: The Committee has added some new goals. The Needs Assessment proposed 19 directions, but this proposal would make too many goals. A goal must be measurable.

- # 3 Use of internet: increase the role of the internet for various purposes: registration, developing awareness in the community, and more communication; suggested wording: "increase internet communication and transactions between KCC and our patrons by at least 10% each year"
- #5 KCC has a very rich culture region which should be reflected on the Board; suggested wording: "achieve board composition which reflects the diversity of the community"
- #8 new goal: reflect the idea that you must belong to KCC to be part of the community where you live; suggested wording: "everyone" instead of "family"
- #9 KCC is the largest community centre and one of the good ones; change wording to: "jointly operated"

The Strategic workshop identified key strengths and weaknesses. The proposed document includes 3 key strengths and 4 of the greatest challenges.

The Strategies are presented to achieve the Goals (on the first page).

#2: includes internet; suggested wording: "relationship", instead of "relation"

#6: thinking outside of box with a vision and a 5 year horizon, which will take a lot of work; including beginning to plan for the replacement of the Pool and the Arena

KCCS serves a broader community than just Kerrisdale: the pool, arena, Play Palace and Maple Grove Pool attract people from outside Kerrisdale.

MOVED by Bill Harris, seconded by Emmanuel Nicolas, to adopt this document of Mission, Goals, Policies and Strategies. CARRIED

The Goals & Strategies Committee will continue to put these into a document so each committee can use and post around the Centre.

12. RECREATION SUPERVISOR'S REPORT:

Jenn Takai reviewed her work as the Pool Programmer, job sharing with Kelly Beaman, both are responsible for the pool. They just celebrated the pool's 50th anniversary, with 235 kids attending for games, a barbeque and other events. The Pool programmer is one position filled with 2 regular part-time people. We now have 1 instead of 2 Swim Instructor Attendants. There have been 2 Aquatic centre studies to determine if the tax payer is getting value for the money and Kerrisdale was found to be the best managed. Maple Grove Pool is very crowded; with 1 guard for 50 people. Parents are responsible for their children, not the life guards. Maple Grove Pool is turning a profit.

13. OTHER BUSINESS

- 13.1 Barbeque: plans are underway and committee members will be notified of a meeting.
- 13.2 A new Community Centre, the Barn, is being built at UBC. David Randall reviewed some of the challenges and asked Board members for advice. The report of the Task Force for the Joint Operating Agreement has different models of relationships which may be helpful with the new Board.

MOVED by Benny Wong that the meeting be adjourned. The Meeting adjourned at 9:34 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

Barbeque July 26
Kerrisdale Festival August 25 - 27
Ghost Train Thursday Oct. 12

Outstanding Items

Terms of Reference – Arena
 Kitchen Ad Hoc Committee
 Renovation Celebration
 Recruiting Board and Committee Members
 Youth Committee Terms of Reference
 S Duffy
 Review again Nov. 2006
 P&C Committee
 P&C Committee
 Gene Wrankmore

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, AUGUST 30, 2006 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Kristin Dattani, Katy Hughes, Irene Ronnie,

Benny Wong, Gene Wrankmore, Angel Xu Lin

Regrets: Kathleen Bigsby, Bill Harris, Emmanuel Nicolas, Susan Ronalds

Absent: Matthew Brunt, Maura Laverty, Fazil Mihlar, Wayne Reid

Staff: Stew Jordan

Recorder: Patricia McCuaig

1. CALL TO ORDER

Susan Duffy called the meeting to order at 7:35 pm. Susan reported that Bill Harris has had a fall and broken his arm and wished him a speedy recovery.

2. AGENDA:

Change: Add 8.3 verbal Seniors Council Report

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

Susan Duffy asked that the agenda for the next Board Meeting include reports on the outcome of the Play Palace and Maple Grove Pool for summer 2006.

3. MINUTES

Correction: Item 9.3 is not London Drugs.

MOVED by Angel Xu Lin, seconded by Onno Bakhoven, that the minutes of the June 28, 2006, Board Meeting be accepted, as amended. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES: none

- 5. **CORRESPONDENCE:** Susan Duffy circulated:
 - thank you cards from Lisa Larkins and Sue Hatten for Board gifts
 - thank you card from Lee Tarrant for her re-classification
 - thank you letter from Diana VanderVeen, Vancouver Board of Parks, for Seniors Week 2006 contribution
- 6. **EXECUTIVE COMMITTEE REPORT**: Susan Duffy reported on the Executive Committee meeting August 23, 2006.

Item #1 Insurance: Board Members were referred to the documentation attached to the Board Meeting package. Contractors need to be aware of the activities covered. Q & A #2: may not cover everybody and needs to be challenged. Types of risks contractor could have: if low risk, should be safe and contractors should not have to have insurance. Does it apply only to artists?

Item #3 Association Presidents Group: It is important that KCC is represented at meetings and Onno Bakhoven will represent KCCS to review memberships.

Item #5: Point Grey Track: David Robinson sent an email to Susan Duffy stating that they are trying to raise the balance of the funds required. The KCCS Board needs to know that if the project does not proceed, where does the money go which was given by KCC? Gene Wrankmore will discuss this with David Robinson.

Item #6 Quilchena Park Opening Sept. 9: Parks Board event.

Item #7 Domestic Fridge Purchased for the Senior's Kitchen

MOVED by Benny Wong, seconded by Kris Dattani, to approve purchase of a small domestic fridge, up to \$1,000. CARRIED

Item #8 Park Board Staff: new Directors

Item #9 Fall Registration: The revenue for the first 2 days (Sat. & Sun.) was \$135,000 and \$202,000 for the first week.

MOVED by Onno Bakhoven, seconded by Gene Wrankmore, to accept the Executive Committee report. CARRIED

- 7. **FINANCE COMMITTEE**: Benny Wong reported on the Financial Statements and Finance Committee meetings.
 - 7.1 Minutes July 13, 2006

Item #2A: differences in youth program costs were attributed to a different allocation and inconsistency in posting; The Committee is satisfied that the current costs are correct.

Item #2B: Norm is taking training in Quickbooks Level I.

Item #4: Canaccord Capital Statement of Account: Current Market Value of Total Assets is \$1,042,10. Security Holdings include \$67,062 in a Manulife high interest savings account (totally liquid), a GIC for 1 year, and fixed income in 5 different strip bonds (laddered to 2010). The Balance sheet shows Restricted Savings Bonds in the bank worth \$275,000, this restriction is an internal title; the total investments in the Balance Sheet is \$1,117,745 less \$75,000.

Item #3: Financial Statements for June 2006 were not discussed because they need adjustment.

7.2 Minutes Aug. 15, 2006

Item #2: Financial Statements for June 2006: debit for \$600 for refreshments

Item #3:Accounting software: Norm's strategy is to implement this in September 2006, using both systems until he is comfortable with the new software.

7.3 Financial Statements June 30, 2006

Income Statement: Net Program Revenue for the month is \$17,000 because of allocation (\$396,924 Net Program Revenue Year-to-Date, divided by ten would come to about \$39,000 - 40,000 each month). Total Overhead Expenses of \$37,323 is negative: Overhead exceeded revenue for that month and is explained in the August minutes. The Capital purchases will come into line by August.

7.4 Financial Statements July 31, 2006

Income Statement: Net Program Revenue is \$44,380 for the month and \$441,304 for the year. Net from Operations is \$15,486 for the month and \$206,226 for the year. The budgeted Net from Operations is \$144,375, which means we are doing very well with over \$60,000 difference.

Balance Sheet: Very healthy; Restricted for the Seniors Centre shows starting with \$67,000 and with purchase of the bus for about \$60,000, gives the Balance at the end of the year of about \$6,500. This Seniors Centre line will be eliminated and moved to the liability section; all expenditures for the Seniors Centre will come to the KCCS Board for approval.

7.5 Proposed Budget: A new budget will be included in the next Board Meeting package.

MOVED by Benny Wong, seconded by Katy Hughes, to accept the Financial Committee minutes for June and July 2006 and the Financial Statements for June and July 2006. CARRIED

8. STANDING COMMITTEE REPORTS:

- **8.2 PROGRAM COMMITTEE**: Angel Xu Lin reported on the Program Committee of July 12, 2006.
 - Item # 4.4 Dance Instructor Performance: The performances are generating very large revenue and KCCS wants to share some of this revenue. The committee discussed options and will discuss again at the next meeting. The instructor could get a percentage of ticket sales for the work she does. It is in her best interest to maintain the performances. We could look at fee for service.

Item #6.1 New Program brochure: The Committee discussed an idea suggested by the Promotions and Communications Committee of producing our own brochure, with our own cover and layout. One concern is that we have very successful programs and will new ideas change revenues??? If we pull out of the West Side brochure, we can have 1 page jointly and publish our own. There are pros and cons to this idea. The cost of distribution needs to be considered and more research on options is needed. Some community centres produce their brochure in-house, but some did not anticipate the costs. Will we get more attention producing our own brochure? The P & C Committee can contact Bill Harris about a spreadsheet produced by a committee formed at the Association Presidents Group on branding, which outlines how the various community centres produced their catalogues and some of the costs involved. The P & C committee needs to collect more information.

MOVED by Angel Xu Lin, seconded by Benny Wong, to accept the Program Committee report. CARRIED

8.2 PROMOTIONS AND COMMUNICATIONS COMMITTEE: Gene Wrankmore reported on the Promotions & Communications Committee meeting held July 5, 2006. Item #3 Summer Festival: It was a success and the tattoos were very popular. The table could not be set up by 10 in morning because of few staff. It was a great event on Saturday and the Committee may want to consider just putting effort into the one day. The Committee needs to look at the cost – benefit.

Item #2 Web site: The revised site looks great and it must be kept up to date (e.g. the Play Palace is now finished and it is still on the Web), possibly once a week. Lee is not mentioned on the Web. The Seniors Centre membership advertises summer rates and must change immediately (\$4 versus \$8). The logo and web site should be on all materials. The budget is changed from \$2,000 to \$4,000 to allow Kristinna to check the web site more regularly.

MOVED by Gene Wrankmore, seconded by Angel Xu Lin, to accept the Promotions and Communications Committee report. CARRIED

8.3 SENIORS COUNCIL: Irene Ronnie gave a verbal report.

The Flea Market held last Saturday generated about \$1,000 from entry fees, \$192 from coffee sales and \$120 from the White Elephant, for the Seniors Centre. The new bus has been used several times during the month of August and the Seniors appreciate being delivered to their homes. The Dinner Theatre in September is already sold out. Kerrisdale Days were very exciting and very busy.

MOVED by Irene Ronnie, seconded by Kris Dattani, to approve the verbal report of the Seniors committee. CARRIED

9. VANCOUVER AQUARIUM CONSULTATION

Susan Duffy requested a Board member to participate. Stew Jordan updated the board that the consultation will be coming to KCC on Sept. 20 and, therefore, the Board does not need to send a small group.

10. STORAGE ROOM RENOVATION

One bid was received for \$9,732, plus \$580 for carpeting, for a total of \$10,312. As this renovation will start in September 2006, it will be in next year's budget.

MOVED by Benny Wong, seconded by Onno Bakhoven to approve \$12,000 for storage room renovation and authorize Susan Duffy to email Ernest Fanthorpe to start. CARRIED

11. RECREATION SUPERVISOR'S REPORT:

Darren Peterson, Arena Programmer, has resigned effective Oct. 1, 2006, as he will be assuming a new position at Mt. Pleasant Community Centre.

12. OTHER BUSINESS

12.1 Last renovation: the budget of \$279,000 included an estimate of KCCS paying \$25,000. In the recent statement from the Parks Board, the cost was \$261,000, of which the Park Board is paying \$254,000 and KCCS is paying \$6,650.77.

MOVED by Gene Wrankmore that the meeting be adjourned. The Meeting adjourned at 9:14 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

Ghost Train Thursday Oct. 12

Outstanding Items

•	Terms of Reference – Arena	S Duffy
•	Kitchen Ad Hoc Committee	Review again Nov. 2006
•	Renovation Celebration	P&C Committee
•	Recruiting Board and Committee Members	P&C Committee
•	Youth Committee Terms of Reference	Gene Wrankmore
•	Play Palace Report on Summer 2006	Stew Jordan
•	Maple Grove Pool Report on Summer 2006	Stew Jordan

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, SEPTEMBER 27, 2006 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Kristin Dattani, Bill Harris, Katy Hughes, Maura

Laverty, Emmanuel Nicolas, Wayne Reid, Benny Wong, Gene Wrankmore, Angel Xu Lin

Regrets: Kathleen Bigsby, Susan Ronalds, Irene Ronnie

Absent: Matthew Brunt, Fazil Mihlar **Staff:** Stew Jordan, Darren Peterson

Recorder: Patricia McCuaig

1. CALL TO ORDER

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

2. AGENDA:

The Agenda is in a different order, which will be discussed under 7 Board Efficiencies Additions:

- 8.3 Ghost Train
- 6 Darren Peterson is reporting
- 8.4 Vancouver Policing Office
- 8.5 update on the new track

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

3. MINUTES

Correction: Absent: Wayne Reid had sent his regrets.

MOVED by Bill Harris, seconded by Wayne Reid, that the minutes of the August 30, 2006, Board Meeting be accepted, as amended. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES: none

5. **CORRESPONDENCE:** Susan Duffy circulated a thank you card from Vanessa Lam for the Board gift.

6. RECREATION SUPERVISOR'S REPORT:

Darren Peterson, Arena Programmer

Darren is leaving KCC and said that he has thoroughly enjoyed his two and a half years here. He will be gaining additional career experience at another community centre.

6.1 Play Palace

Darren circulated the Management Summary Report 2006. The Play Palace grew again this summer and ran the same format as previous years. It ran for 15 weeks (as soon as the ice was out), 7 days a week during the day and rented for private parties (birthday parties for kids) in the evenings. There were 91 after-hour parties in 105 days, at \$250-275 per party. 5500 people attended the parties and 23,500 for public drop-in; increased from last year. People come from all parts of Vancouver, North Vancouver and Richmond because it is unique. There were 179 parties during day sessions; 10 schools came at the end of year; and 24-25 day camps (less than last year because we are busier and do not rely on day camps).

Financial: revenue \$60,000 this year (last year \$40,000); with a net profit of \$15,000 for general revenue for the Park Board. KCCS revenue was \$23,000; with staff expenses and \$5500 for new equipment, gave a net of \$11,500. Together over 15 weeks the net was \$25,000.

Advertising: word of mouth; postcards; flyers; linked with Vancouver Park Board; transit shelter ads; Park Board web page; KCC web page.

Equipment: 4 years old and breaking down. Many pieces are patched and not usable right now. Darren recommends continuing to buy equipment each year and change the look and arrangement each year. Darren has a list of recommendations, which he will pass onto Stew for the new programmer. One inflatable piece of equipment each year would cost \$8,000 – 15,000, which is matched with the Park Board. KCC also has a small mini-play palace during the time when the ice is in the rink and uses the equipment for special events. The order for new equipment should be submitted in writing to the Park Board before purchasing.

Booking for the Play Palace starts Jan. 1, 2007 and all weekends are booked quickly.

6.2 Community Partners

Darren re-started the program because there were no contracts and was not sure who had paid. He circulated a handout and demonstrated the display board, which can be used for special events. There are agreements with 11 companies, including London Drugs. The partners receive Ghost Train tickets and exercise room passes. The Play Palace could be booked for Community Partners one night next year if not too busy. 200 information packages have been made and distributed to all businesses in the area. The current agreements are one-year contracts to Aug. 31, 2007. He recommends that the Partners be approached late spring or early summer 2007 regarding renewals.

6.3 Stew discussed staffing changes.

7. BOARD MEETING EFFICIENCIES

The Goals and Strategies Committee suggested ways of working through the Board agenda to make the Board Meeting more efficient. The Board agenda is changed for this meeting to allow time at the beginning of the meeting for good dialogue and regular reports at the end of the meeting. One suggestion included having the Executive Committee Report come before the Recreation Supervisors Report. All Board Members need to read the Board package before the meeting. The package will be in Board Members boxes by the Saturday before the meeting. For standing committee reports, there is no reason to read all of the minutes at the meeting. The person reporting can ask if there are questions and mention items which are out of the ordinary. Suggested agenda additions can be emailed to Susan Duffy before the Executive meeting. Upcoming meetings will include one of the 2006-2008 strategies for full discussion at each meeting.

8. OTHER BUSINESS

- 8.1 Volunteers for the Christmas Party: Jenn Taki and Kelly Beaman are the staff; Wayne Reid for drinks; Angel Xu Lin and Bill Harris are Board members
- 8.2 Dates for meetings in January and February 2007:

Executive meetings: Jan. 17 and Feb. 7

Board meeting: Jan. 24

Annual General Meeting: Feb. 21

First Board meeting: Feb. 28

The 2007 schedule of meetings will be in the November Board package

- 8.3 Ghost Train tickets: Susan circulated tickets for Board members and their families and friends.
- 8.4 Policing: Maura Laverty has not received a report to bring to the Board. The Community Policing office wants to come to the Board and tell people what they do. They can give a special talk for Seniors on Security, which Susan Mele can organize. Stew Jordan represents KCC on a committee, which includes community policing, and he takes issues to this committee. The topic may be of more interest to the general public, not just the Board.
- 8.5 Update on the new track: Gene Wrankmore talked with David. The total amount of funds received is \$55,700. Fund raising efforts stopped over the summer, but have started again with various events, including a benefit dinner at Point Grey. They believe there is a good chance that they will collect the required money. A track club which was going to put in most of the money, decided to expand field events instead. Gene reported that he does not know what happens to KCC funds if the project does not go ahead.
- 9. **EXECUTIVE COMMITTEE REPORT**: Bill Harris reported on the Executive Committee meeting September 20, 2006.

MOVED by Bill Harris, seconded by Katy Hughes, to accept the Executive Committee report. CARRIED

10. **FINANCE COMMITTEE**: Benny Wong reported on the Budget and Finance Committee meetings.

10.1 Budget:

- Program fees: Gross is not net of instructors fees; Gross Margin from Program Activities is \$472,500.
- General Revenue: Membership fees are reduced due to expected loss of Soccer members. There is no revenue for Community Partners, but Darren reported that approximately \$5,000 is expected. General Revenue totals \$202,500. Total Revenue is \$675,000.
- Operational Expenses: Staff, office, miscellaneous, pool and BCRPA conference (in Kamloops) expenses have increased. The Promotions and Communications Committee has \$7,000, plus \$4,000 for the web site, for a total of \$11,000. Total Operational Expenses: \$514,500
- Overheard is not covered by program activities but rather general revenues.
- Net: \$160,500
- Capital: \$114,000
 - Commercial fridge: no estimate of cost
 - Play Palace: \$16,000 total \$8,000 PB portion
 - replace pianos as recommend by the piano instructor, for general use in the centre, not targeted to a section
 - Seniors Centre drapes
 - Replace martial arts mats
 - Pre-school mats
 - Stanchions: for registration

MOVED by Benny Wong, seconded by Emmanuel Nicolas, to add Community Partners revenue of \$5,000, and approve the budget. CARRIED

10.2 Minutes

MOVED by Benny Wong, seconded by Bill Harris, to accept the Financial Committee minutes for September 12, 2006. CARRIED

11. STANDING COMMITTEE REPORTS:

11.1 **SENIORS COUNCIL** Katy Hughes reported on the Seniors Council Meeting of Monday Sept. 11, 2006

Bus logo and dedication plaque: The wording on the logo chosen by the Seniors Council of *Kerrisdale Senior Centre*, gives the impression that the Seniors Centre is separated from KCC. Noreen Armstrong is a major donor and the Seniors Council wants to recognize this. Much of the money raised by seniors was not used for years until spent on the bus. Funds from the Seniors Council are KCCS funds. KCCS needs to recognize the Seniors. The funds were raised by the seniors and from the endowment. KCC subsidizes

the Seniors Centre about \$130,000 per year. KCC could be put on the front panel of the bus. The Board recommends that the name on the outside of the bus be *Kerrisdale Community Centre Seniors*, with the KCC phone number (instead of the Seniors Centre phone number) and the KCC web page.

MOVED by Katy Hughes, seconded by Wayne Reid that the Board representatives on the Seniors Council take these recommendations to the Seniors Council meeting. CARRIED

MOVED Katy Hughes, seconded by Bill Harris to accept the minutes with the attached motion. CARRIED

11.2 PROGRAM COMMITTEE: Emmanuel Nicolas reported on the Program Committee of September 13, 2006.

Item #4: everything is going very well

Item #5: Dance Performances: Bob reported at the meeting that he and Kristi will meet with Miss Kathleen. Bob suggested to the instructor that it is in her own interest to continue. Onno Bakhoven reported that she is hesitant to accept 70% of the revenue. Bob will bring the progress of negotiations to the Program Committee. Stew will help with negotiations. For future issues, it may be best to develop a compensation policy instead of dealing with one case at a time.

Item #6: Active Minds: the first activity is with an author on Tues. Oct. 24. Board members are encouraged to attend. The program will proceed no matter how many are registered.

MOVED by Emmanuel Nicolas, seconded by Maura Laverty, to accept the Program Committee report. CARRIED

11.3 PROMOTIONS AND COMMUNICATIONS COMMITTEE: Gene Wrankmore reported on the Promotions & Communications Committee meeting of Sept. 6, 2006. Item #4 Web site: Does the Google logo need to be on each page? Delete the sentence "The Committee recommends that staff be able to choose if they want their names to be listed on the web page."

Item #5 Carnival Days: the tent will cost less than \$500 and will be part of the \$7,000 budget. Stew will take the recommendations of 2 staff and build into the plan for next year.

MOVED by Gene Wrankmore, seconded by Bill Harris, to accept the Promotions and Communications Committee report, as amended. CARRIED

MOVED by Gene Wrankmore that the meeting be adjourned. The Meeting adjourned at 9:37 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

Ghost Train
20th Anniversary of the Seniors Centre
Executive Meetings
Board Meetings
AGM
Earth Day

Thursday Oct. 12 December 6, 2006 January 17 and February 7 January 24 & February 28 February 21 April 22, 2007

Outstanding Items

- Terms of Reference Arena
- Kitchen Ad Hoc Committee
- Renovation Celebration
- Recruiting Board and Committee Members
- Youth Committee Terms of Reference
- Maple Grove Pool Report on Summer 2006

S Duffy Review again Nov. 2006 P&C Committee P&C Committee Gene Wrankmore Stew Jordan

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, OCTOBER 25, 2006 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Matthew Brunt, Bill Harris, Katy Hughes, Maura Laverty, Irene Ronnie, Benny Wong, Gene Wrankmore, Angel Xu Lin

Regrets: Kristin Dattani, Emmanuel Nicolas, Susan Ronalds

Absent: Fazil Mihlar, Wayne Reid Staff: Stew Jordan, Bob Harris Recorder: Patricia McCuaig

1. CALL TO ORDER

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

2. AGENDA:

Change: Recreation Supervisor's Report to item #6 and re-number the following items.

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

3. MINUTES

Correction: 10.1 Budget: 4th bullet: spelling error: overhead not overheard.

MOVED by Onno Bakhoven, seconded by Irene Ronnie, that the minutes of the September 27, 2006, Board Meeting be accepted, as amended. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES: none

5. **CORRESPONDENCE:** Susan Duffy circulated:

- an email regarding Soft Drinks Corporate Sponsorship
- an email regarding the Fund Raiser for Point Grey Track Oct. 27, 2006; Gene Wrankmore will represent KCCS.
- Arbutus Ridge Kerrisdale Shaughnessy Community Visions
- SOS Children's Village BC Connection newsletter

6. RECREATION SUPERVISOR'S REPORT:

Stew Jordan reported on the staffing changes. Bob Harris expressed his gratitude for his time at KCC and Susan Duffy thanked him for his work and wished him well.

7. STRATEGIES 2006-2008: Strategy #2: We will continue to focus on excellent customer service and relationship building

Onno Bakhoven lead a discussion on how to measure results.

At the end of a course, a fewer number of participants indicates a problem with the course. If children do not show up for a class, KCC does not phone them to determine the reason. KCC could phone to see if there are any problems with a program, if people are not attending.

Evaluation forms are not being used regularly. The evaluation form needs to be one page and after completion should not be returned to the instructor. The Strategies Committee will revise the evaluation form to make it simple and easy to understand. A complaint form, "How we are doing?", is posted on the wall near the reception desk. Most complaints are on technicalities: e.g. temperature; parents cannot get registration for pool lessons the way they want. Stew responds to complaints if there is a name and then sometimes a Park Board Commissioner signs the letter.

KCC could be surveying a percentage of classes every season as part of the responsibility of upholding good quality programming. Are people being given the opportunity to reply to surveys on individual programs? This can be used in addition to attendance. We need a systematic way to get comments to avoid extreme likes and dislikes.

- 8. **EXECUTIVE COMMITTEE REPORT**: Bill Harris reported on the Executive Committee meeting of October 18, 2006.
 - #3: Revised logo: Susan Duffy showed the logo
 - #4: JOA Finance: Year-end: 12 community centres currently have a common year-end. The Association Presidents Group decided that each Association is responsible to its members and each Association would act as it sees appropriate. A letter has been sent to that effect from the Association President's Group on behalf of all the community centres to the General Manager of the Park Board. The next step would be presenting the findings and argument to the PB Commissioners.
 - #5 Christmas concert: Stew will notify the Board of the date. Ghost Train: 450 tickets were distributed to members and Community Partners, but we do not know the final attendance yet. KCCS pays \$2,227 for the hour at the Ghost Train. An evaluation needs to be done for next year.
 - #6: Property Tax Review Commission: needs volunteers
 - #11: Christmas Party: Committees are asked not to overload the new staff. The increase in staff requires an increase in costs of celebrations.
 - #12: Adventures of the Mind: presentation last night with the author reading and slide presentation was very well done. Next time, Bramwell Tovey will be speaking.

MOVED by Bill Harris, seconded by Onno Bakhoven, to accept the Executive Committee report. CARRIED

9. MOTION WITH RESPECT TO COURSES FOR BOARD MEMBERS

MOVED by Bill Harris, seconded by Kathleen Bigsby, that the Board Directors approve the payment of tuition fees up to \$350 per year (March 1 to February 28) for each Board Member for courses approved by the Executive that will enhance the Board Member's ability to contribute. CARRIED

Courses can be taken through various organizations and require Executive approval.

10. OTHER BUSINESS

Leaving Party for Darren Peterson is Nov. 3; invitations are in mail boxes

11. **FINANCE COMMITTEE**: Benny Wong reported on the Finance Committee meeting of October 19, 2006 and the Budget.

Minutes: #4: Membership fees are reduced as an adjustment to continue using the original allocation of 50% instead of 100% of the fees to revenue.

Budget: legal fees are not increased because KCCS is not ready to start JOA negotiations.

MOVED by Benny Wong, seconded by Bill Harris, to accept the Financial Committee minutes and the revised budget. CARRIED

12. STANDING COMMITTEE REPORTS:

12.1 **SENIORS COUNCIL** Irene Ronnie reported on the Seniors Council Meeting of Tuesday October 10, 2006

The last meeting was not well attended and next month the meeting will be on the third Monday. The Seniors Council agreed to go along with Board recommendation for the logo for the bus; i.e. Kerrisdale Community Centre Seniors will be on one line and the logo will be in black. The Kitchen service is doing well with 85 people for Thanksgiving dinner and more tables in the dining area. One of the Seniors was attacked and her purse stolen; the police will be giving a talk on security. There has been good attendance at various lectures; e.g. the estate planning presentation. The Seniors are planning the 20th anniversary reception. Irene thanked Katy Hughes for presenting the minutes at the previous meeting. The minutes contain the rest of the information of the Seniors Council.

MOVED Irene Ronnie, seconded by Bill Harris to accept the minutes. CARRIED

12.2 PROGRAM COMMITTEE: Angel Xu Lin reported on the Program Committee of October 11, 2006.

#6 Adventures of the Mind: 10-12 people attended #7 Earth Day: one suggestion is to be part of Adventures of the Mind

MOVED by Angel Xu Lin, seconded by Onno Bakhoven, to accept the Program Committee report. CARRIED

12.3 PROMOTIONS AND COMMUNICATIONS COMMITTEE: Maura Laverty reported on the Promotions & Communications Committee meeting of October 4, 2006.

The Committee is trying to come up with new ways to promote the KCC and asks Board members to submit any ideas. The Budget is \$11,000, which includes \$4,000 for the web site. If \$4,000 is not spent on the web site, then the Committee can use these funds for committee work and also come to the Board if more funds are needed.

MOVED by Maura Laverty, seconded by Angel Xu Lin, to accept the Promotions and Communications Committee report. CARRIED

MOVED by Bill Harris that the meeting be adjourned. The Meeting adjourned at 8:50 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

20th Anniversary of the Seniors Centre Executive Meetings Board Meetings AGM Earth Day December 6, 2006 January 17 and February 7 January 24 & February 28 February 21 April 22, 2007

Outstanding Items

• Terms of Reference – Arena

Kitchen Ad Hoc Committee

• Renovation Celebration

• Recruiting Board and Committee Members

• Youth Committee Terms of Reference

• Maple Grove Pool Report on Summer 2006

S Duffy

Review again Nov. 2006

P&C Committee P&C Committee Gene Wrankmore

Stew Jordan

Kerrisdale Community Centre Society Strategies 2006 – 2008 Board Document

- 6. We will begin planning for the replacement of the Pool and Arena.
- access all current information regarding the status facilities in Vancouver ie Needs Assessments for Rinks & Pools
- meet with the Planning Department staff to discuss specific issues to KCC's future
- examine options to the current physical design
- engage Park Board commissioners
- engage Federal and Provincial politicians
- access Federal and Provincial Grant money leveraging our yearly membership fees
- examine Public Private Partnerships (PPP)

MINUTES OF THE BOARD OF DIRECTORS OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, NOVEMBER 29, 2006 AT 7:30PM

Present: Susan Duffy, Chair, Onno Bakhoven, Kristin Dattani, Bill Harris, Maura Laverty,

Emmanuel Nicolas, Susan Ronalds, Wayne Reid, Irene Ronnie, Gene Wrankmore

Regrets: Kathleen Bigsby, Katy Hughes, Benny Wong, Angel Xu Lin

Absent: Matthew Brunt, Fazil Mihlar

Staff: Stew Jordan

Recorder: Patricia McCuaig

1. CALL TO ORDER

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

2. AGENDA:

MOVED by Wayne Reid that the agenda be approved.

3. MINUTES

Correction: #7: add: "We do not want to set the precedent of phoning people if they do not attend, because it is not required by law."

Add to Outstanding Items: Nomination Committee: B. Harris

MOVED by Bill Harris, seconded by Wayne Reid, that the minutes of the October 25, 2006, Board Meeting be accepted, as amended. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES:

4.1 Point Grey Track: Gene Wrankmore reported that over 200 people attended the wonderful dinner, which David Robinson organized. Suzanne Anton attended and John Furlong was the guest speaker. It was a very successful evening and they hope to reach their goal by the end of the year. Gene will follow up with a report for our next meeting.

5. **CORRESPONDENCE:** Susan Duffy circulated:

- a thank you card from Darren Peterson for his leaving gift
- a thank you letter from the Vancouver School Board for a donation to support vulnerable children
- a request for volunteers from the Heart and Stroke Foundation
- Park Board 2007 Budget Consultation and Survey on how the Park Board should spend our money next year; Susan encouraged Board Members to complete the on-line survey

6. STRATEGIES 2006-2008: Strategy #6: We will begin planning for the replacement of the Pool and Arena

Defer until Jennifer Takai and Kelly Beaman, Pool Programmers, are present at the Board Meeting

7. CORE SERVICE REVIEW TASK FORCE: Draft Definition of a Core Service and Project Overview

KCC has the largest membership. The catchment area may not be the true catchment area served. We do not know who are our members are. KCC is somewhat a destination community centre, e.g. The Play Palace.

For every dollar: \$.74 comes from KCCS and the Park Board pays \$.26. KCC is well over the mean in size and number of classes. Participation includes Park Board staff and Association members on human resources and membership committees. The document shows that KCC does a great deal with a small number of staff. Needs as opposed to demands; who is going to determine what are the needs for each community? The Park Board could re-distribute funds, based on socio-economic needs, to another community centre. In our 12-month operating revenue, we get basic income from adult programs and our extra income from the exercise room, which allows us to do more programs for pre-schoolers, children, youth and seniors.

Changing the year-end is an example where the Park Board wants community centre Boards to be an Advisory role. Membership is an important issue to assure community centre societies' autonomy and independence. The Society's constitution should include ownership of the buildings.

Board Members are asked to send comments to Susan Duffy before mid-January to allow the Board to send a response to the document. This hard work today will pay off in the future.

The Park Board has been very vague about insurance. A workshop is being held in January for community centre associations to learn about insurance. KCC has had advice from our lawyer. Volunteer Canada shows that there is a clear difference between Errors and Omission Insurance and Directors & Officers Liability Insurance. KCC now has Directors & Officers coverage. Susan Duffy is encouraging all our board members to attend the workshop on January 20, 2007. Please be sure to RSVP with her before January 12, 2007.

8. **APG MEMBERSHIP COMMITTEE REPORT:** Onno Bakhoven reported on the Membership Committee minutes of Sept. 15, 2006.

#3.a.5: Instructor fees would need to change if adopting "Fee for Use"

#3.b.3: last line: unlikely that reciprocal memberships can be arranged

The "Fee for Use" penalizes people who use the centre more often, which is based on the idea that people who use the centre more often should pay more. A benefit of a membership levy is that the centre can raise money. Universal access may be easy, but may cost thousands in revenue. The recommendation is to continue with the current system. Associations must insist on autonomy. The goal is to "sell" programs, not memberships. The Committee is finished its work and now goes to the APG. Susan Duffy received the report.

MOVED by Onno Bakhoven, seconded by Susan Ronalds, that the recommendations be accepted by the Board. CARRIED

9. **EXECUTIVE COMMITTEE REPORT**: Bill Harris reported on the Executive Committee meeting of November 22, 2006.

Dates to note: Olympic Involvement Meeting (Jan. 4); Insurance Workshop (Jan. 20) and Christmas Concert (Dec. 8).

#3.4: Heather Holden is meeting with the School Board to discuss utilizing space in schools when empty.

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

- 10. RECREATION SUPERVISOR'S REPORT: Maple Grove Pool: defer to January
- 11. OTHER BUSINESS: none
- 12. **FINANCE COMMITTEE**: Onno Bakhoven reported on the Finance Committee meeting of November 21, 2006 and the Financial Statements of August 31, 2006.

The Balance sheet and financial statements are similar to the auditor's. KCCS has about \$100,000 in net income, which is less than last year (about \$125,000). About \$200,000 was spent on equipment. At year end a number of entries are made to deal with past renovations and membership fee levies.

Minutes:

#3: The September and October Statements had some problems.

#4: Outside payroll service: KCCS would not save anything on staff costs because the amounts vary each pay period. KCCS could save time on handling cheques.

MOVED by Onno Bakhoven, seconded by Bill Harris, to accept the August Financial statements and the Committee minutes. CARRIED

13. STANDING COMMITTEE REPORTS:

13.1 **SENIORS COUNCIL** Irene Ronnie reported on the Seniors Council Meeting of November 20, 2006

The Council had full attendance, except for Meg Arteaga. The Poppy Fund had a very good collection; unfortunately three boxes were stolen. The drapes in the multipurpose room will be replaced after Christmas. The staff had a hard time boiling water for the coffee bar. The Book Sale brought in \$130. The 20th Anniversary will be held Dec. 6. The Monarch lists everything going on in the Centre. The Fun Crafts group made 250 placemats. McDonald's is discontinuing bingo. The Winter brochure is out.

MOVED by Irene Ronnie, seconded by Kris Dattani to accept the Seniors Council report. CARRIED

13.2 PROGRAM COMMITTEE: Susan Ronalds reported on the Program Committee of November 8, 2006.

#5 Adventures of the Mind: Bramwell Tovey is coming Feb. 13

#6: Earth Day: the Committee is discussing possible events

#4: the new program guide was received on line and compliments were given to the staff

MOVED by Susan Ronalds, seconded by Emmanuel Nicolas, to accept the Program Committee report. CARRIED

13.3 PROMOTIONS AND COMMUNICATIONS COMMITTEE: Gene Wrankmore reported on the Promotions & Communications Committee meeting of November 1, 2006.
#3 Web Page: The web page is updated weekly with the consultant's increased hours
#4 Budget: low-cost items will be given on registration days and higher quality items will be given to reward customers.

MOVED by Gene Wrankmore, seconded by Maura Laverty, to accept the Promotions and Communications Committee report. CARRIED

MOVED by Bill Harris that the meeting be adjourned. The Meeting adjourned at 9:00 pm

UPCOMING MEETINGS OR EVENTS OF NOTE

20th Anniversary of the Seniors Centre December 6, 2006 Olympic Involvement Meeting January 4 (6:00 pm) January 17 and February 7 **Executive Meetings** January 24 & February 28 **Board Meetings** January 20 Insurance workshop Core Services Review January 15 February 21 AGM April 22, 2007 Earth Day

Outstanding Items

Terms of Reference – Arena
 Kitchen Ad Hoc Committee
 Renovation Celebration
 Recruiting Board and Committee Members
 Youth Committee Terms of Reference
 Maple Grove Pool Report on Summer 2006
 Nominations Committee

S Duffy
Review again Nov. 2006
P&C Committee
Gene Wrankmore
Stew Jordan
Bill Harris