

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY, JANUARY 21st, 2009 AT 7:30 pm

Present:

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Susan Duffy (Chair), Onno Bakhoven, Kathleen Bigsby, Katy Hughes

Arvind Khurana, Irene Ronnie, Monica Tang, Elmer Wiens, Gene Wrankmore

Regrets:

Bill Harris, Chris Heath, Melina Hung, Colin Price, Benny Wong

Staff:

Stew Jordan

Recorder:

Rhiannon Morgan

Guests:

Liaison Commissioner Aaron Jasper, Manabu Koshimura (staff presenter)

Absent:

Samuel Fung, Carmen Lamoureux, Wayne Reid

1. CALL TO ORDER

Susan Duffy called the meeting to order at 7:31 pm and wished everyone a Happy New Year.

She introduced our new Liaison Commissioner Aaron Jasper, welcomed Manabu Koshimura as presenter and introduced Rhiannon Morgan as new Board Secretary. Aaron then introduced himself and spoke a bit about the Hollow Tree and the Parks Board vote to keep it. He spoke briefly about the work of the new Parks Board and mentioned that at the upcoming February Meeting both the Planning and Environment and Finance Committees will be revitalized.

2. AGENDA

MOVED by Onno Bakhoven that the Agenda for this evening's meeting be approved. Gene Wrankmore SECONDED. CARRIED.

3. PLAY PALACE SUMMER 2008 REPORT/RECREATION SUPERVISOR'S REPORT

Stew Jordan introduced Manabu to the group and Manabu began by speaking about the history of the Play Palace. Initially, its location site, that of the Kerrisdale Cyclone Taylor Arena, was a summer venue for minor lacrosse. The Play Palace's first year was the summer of 2003 and it is now in its 6th year of operation. The initial investment of \$60,000 dollars towards the Play Palace was shared half by the Parky Board and half by the Kerrisdale Community Centre Society (KCCS).

The inflatable slide, obstacle course and ride-on toys are popular with the little children and the Palace is always busy. A core component of the business is birthday parties with most of them occurring on the week-end. Twenty parties can be accommodated on week-ends during regular public hours. The facility may be also rented so that individual private parties can have the entire facility for themselves.

Attendance was estimated at 50,703 participants between April 22nd and August 29th,

* as per meeting of the Boand from March 25/09. 2008. Public and private parties bring in about 60-80 people each with 108 parties taking place during this period. The Play Palace markets to schools, day camps and daycares and is especially busy on rainy days. People from as far away as Richmond book the facility.

Two staff members work at all times for safety reasons and salaries have always been shared 50/50 between the Parks Board and the KCCS. This has been changed this year based on net revenue-staffing costs calculated at what monies come in against both parties. The KCCS brings in 25% of revenue and the Parks Board 75% of revenue. No formal document exists at present as to how to run the Play Palace as organized between the Parks Board and the KCCS.

Stew mentioned that this coming season the Play Palace will be marketed as a destination facility with daycamps coming to attend the Play Palace and then staying to utilize the pool. Daycamps have been charged \$2.00 per child, and that figure will be increased by 50 cents per child.

The official opening day for this coming season is Mother's Day, Sunday May 10th. So far, 25 birthday parties are booked for the upcoming season. Weekend hours will remain the same for 2009 with week-day hours lengthening to 4:30pm. In order to make it safer for little children, limiting certain ages of children to certain times of the day will be scheduled into the upcoming season's calendar. This year a youth dance is planned, as well as a roller derby, a home and garden show, and an antiques show.

Manabu noted that staff unionized under CUPE 15 will be receiving pay increases beginning January 2009.

Manabu also mentioned that sometimes parents remark that things get a little too crazy at the Play Palace. He wonders if additional staff or scheduling changes may help to address this concern. After praising the Play Palace staff and commenting on how very flexible they are, he opened his presentation to questions from the floor.

A question was asked regarding page 7 of the report and adult admission for approximately 18,000 people. Manabu explained that this includes all persons over the age of 13 years.

Onno raised a question about the cost of replacing equipment. Stew spoke about putting money in escrow for future equipment purchases and mentioned that big ticket items were replaced last year and that these costs will arise about every 4 years. There needs to be specific legal determination between the Parks Board and the KCCS regarding this. He mentioned that when the slide and obstacle course needed to be replaced, they cost about \$20,000 and that that expense was covered out of current revenue.

A question was raised about whether the KCCS may be faced with a large bill in the event

that the payment assistance for such an expense may be challenged? Stew mentioned that the Parks Board will assist us out of the honour system.

A question was raised as to what is a loonie day and why did only 10 people attend on that day? Manabu clarified this Canada Day event and explained that only 10 people responded to an e-mailed coupon, but many more actually attended the event in question.

A question was raised about how many guests may attend when someone pays \$300 for a 2 hour booking? Up to 2800 people can come into the facility for that fee, however, the average size of the private parties tends to be about 70 people.

There being no further discussion, Manabu departed the meeting with Susan's thanks and recognition for a job well done.

Stew then spoke briefly as Recreation Supervisor and addressed the subject of snow removal. He offered an apology to the Board in that removal of snow during the recent holiday season could have been better facilitated. He addressed the jurisdictional confusion over snow removal mentioning that CUPE 15 local staff, CUPE 1004 and city staff are all responsible for varying aspects of snow removal around the area of the centre. He also pointed out that there were limited staff available over Christmas to remove the snow. A snow blower will be acquired to remove snow and management may assist with this task when a similar short-staffed situation arises.

4. STRATEGIC PLANNING #4: MAY 2008 REPORT

Kathleen briefly outlined the succession planning's piece of the report and asked the Board to ponder over the next month what our relationship should look like with this and what our goal should be. Then we can map out strategies. Kathleen outlined that a morning was taken last spring to spend some time doing strategic planning.

Susan asked whether or not this should be done in February owing to the AGM. Gene suggested tabling the discussion to the March 25th Board meeting. So tabled. Arvind mentioned the joint operating plan. Stew clarified that we should determine our needs and then integrate that into the Park Board's Plan.

5. MINUTES OF NOVEMBER 26, 2008

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MOVED by Monica Tang that the minutes of the November 26, 2008 Board Meeting be accepted as presented. Onno SECONDED.CARRIED.

6. BUSINESS ARISING FROM THE EXECUTIVE MINUTES

Onno raised a concern about the wording of By-Law #3 and sought clarity in its second sentence. The present wording might imply that we could elect children. A brief discussion took place over this issue with it pointed out that we have considered teenagers in the past and concern was raised over our legal liability in this capacity. Onno

reminded the Board that any By-Law changes must be posted 14 days prior to the AGM.

Amendments to By-Laws as follows:

Bylaw 21(ii) be changed to read:

Not more than eighteen (18) Directors elected from the active adult, active senior and life members of the Society, not more than nine (9) of whom shall be elected each year for a term of two (2) years.

Bylaw 3 be changed to read:

Membership in this Society shall be divided into the following classes, namely: active junior (under 19 years of age), active adult (19 to 64 years of age), active senior (65 years and over), Life and Honorary. Only active and Life members shall be considered to be members of the Society within the meaning and operation of the Provisions of the "Society Act", being chapter 433 of the revised Statutes of British Columbia 1996 and be eligible to receive notice of and to vote at any meeting of the Society and, subject to the restrictions in Bylaw 21 (ii), to be elected a director.

MOVED by Onno that we post and then put the proposed By-Law amendments to the AGM as per the photocopies to be displayed in the centre stating the above. Kathleen SECONDED, CARRIED.

A question was asked as to whether or not people under the age of 19 may vote. Yes, they may, but they cannot become a director.

MOVED by Elmer that Bylaw 21(ii) have the following words be added: "not more than 5 directors be appointed each year, from the active adult, senior and life members of the society", at any time by the elected directors for a period of one year or a portion thereof remaining up to the expiry of the current fiscal year. Arvind SECONDED. VOTE: 2 in favour, 2 abstentions, 4 opposed. NOT CARRIED.

7. CORRESPONDENCE

Susan shared with everyone the recent correspondence that she and Bill Harris have received. Susan received a thank you from Alan Di Genova (former 15+ years Park Board Commissioner and KCCS's Liaison Commissioner) thanking the Board for the pleasant period spent working with everyone. Dorothea sent two thank you notes, one to Bill and the other to Susan thanking them both for last month's lovely Christmas Party. Stew also forwarded thanks from Bob Harris for the flowers Bob received on the recent passing of his mother.

8. EXECUTIVE COMMITTEE REPORT

Regarding Item #12, and the possible date of the Park Board Meeting. Commissioner Jasper remarked that The Parks Board Representatives try to rotate their attendance for this meeting at different community centres. Susan has e-mailed regarding this but has not

yet heard back.

MOVED by Gene, to approve the Executive Committee Report as presented. Katy SECONDED. CARRIED.

9. OTHER BUSINESS

A) Nominating Committee Update:

Monica Tang, Chair of the Nominating Committee, reported that there are 9 positions up to be filled at this year's AGM. There are 5 incumbents with 2 vacancies and 2 more individuals to come up for election for a total of 4 people. We are short one applicant for the 1 year term position.

She reports that the advertising is up and in place. A clause has been added to the *Application for Election* form around conflict of interest. It states:

Please note that the Kerrisdale Community Centre Society Conflict of Interest Policy precludes Society staff, instructors, and employees of the Vancouver Park Board from serving on the Board.

Monica will arrange to meet with all applicants to make sure that they are oriented prior to the AGM with a more involved orientation planned following the AGM.

A question arose regarding balloting. It was mentioned that nominations will also be asked from the floor. By-Laws require that people with the greatest number of votes fill two year positions and others serve one year terms. Typically board election ballots are not always necessary but rather board members are acclaimed and in those cases the newly elected board members are asked if anyone is willing to take on a one year term.

(Stew departed the meeting at 9:15pm.)

10. FINANCE COMMITTEE REPORT – Onno reported.

Two meetings have been held, one on December 11, 2008 and the other on January 7, 2009. Total sales are about the same as two years ago with a slightly higher profit margin reported. The centre received its highest program registration last December. So far, the downturn in the economy has not negatively influenced our business. Membership fees are now back to normal following the strike.

MOVED by Onno that the minutes and financial statements of December 11th 2008, January 15th 2009, and the Balance Sheet of November 30th, 2008 be accepted as presented. Elmer SECONDED. CARRIED.

In looking at the Auditor's Statement, Onno noted that monies are down since the strike. Operations lost \$5000.00 and general administration expenses were lower.

MOVED by Onno to approve Auditor's statement of August 31, 2008 for presentation at the February 18th, 2009 AGM. Irene SECONDED. CARRIED.

11. STANDING COMMITTEE REPORTS

A) Program Committee:

Gene updated the Board by stating that at their last meeting Susan Mele reported on the Seniors Centre.

MOVED by Gene to accept the Program Committee Minutes of JANUARY 7, 2009 as presented. Monica SECONDED. CARRIED.

B) Seniors Council Report:

Irene Ronnie reported that one member recently passed away with the seniors having a tea in her honour next week. Painting is to be done soon in the Seniors Centre. The AGM for Seniors will be held on Thursday February 5th 2009. Irene mentioned that some complaints were received regarding recent snow conditions but the seniors are very confident that Stew has addressed their concerns.

MOVED by Irene to accept the Seniors Council Meeting Minutes of January 12, 2009 as presented. Onno SECONDED. CARRIED.

12. AD HOC COMMITTEE REPORTS

A) Olympics/Paralympics:

Katy asked for questions on the minutes. There being none, she:

MOVED (by Katy) that the Olympic and Paralympic Committee Minutes of January 6, 2009 be accepted as presented. Gene SECONDED. CARRIED.

B) Pool Committee:

Katy briefly commented on maintenance issues thanking Tony Wong for his hard work.

13. COMMITTEE ANNUAL REPORTS REMINDER

Susan reminded the committees to please get Annual Reports in by the deadline of January 31, 2009.

14. PARKS BOARD UPDATE

- A) Wireless Internet at community centres is being considered.
- B) Commissioner Jasper remarked on changes to the Vancouver Charter over signage in parks. He noted that this is a contentious issue for some citizens who are concerned about the corporatization of city parks. The Parks Board moved to defer the issue requesting further information from staff and noted that this matter will probably pass at an upcoming meeting. Some residents feel that there is a proliferation of signage while such signage is needed for corporate sponsorship. He asked for thoughts

from our Board to take back to the meeting.

He further explained that the city has the ability to regulate signage but the rules are vague. Staff are pushing for specifics around this issue. "Olympics" and "Charter Change" are words triggering concerns from citizens.

A point was raised that this comes up in our own Olympic planning as clarification is needed as we don't have much time now until the Olympics.

15. POVERTY REDUCTION PLAN

Stew received an e-mail from the BC Office of the Canadian Office of Policy Alternatives with an idea that perhaps we could write letter(s) in support of poverty reduction initiatives. Following a brief discussion, it was felt that this is not specifically a Board issue. It was suggested that the information be forwarded to Board Members and they can act on it individually, if they wish.

16. BYLAWS AND STANDING RULES

Some concern over Board policy governance was raised quoting policies from our by-laws (points 32, 42, 44 and 55) with a suggestion that perhaps these concerns be tabled to the next Board Meeting in March. Following a brief discussion it was felt that the matters were dealt with.

(Commissioner Jasper and Irene departed the meeting at 9:30 and 9:45pm respectively.)

The next Board Meeting will take place on March 25, 2009 at 7:30pm with a Board Meeting tentatively scheduled following the AGM on February 18th, 2009, **if needed.**

MOVED by Gene that the meeting be adjourned. The meeting adjourned at 9:46 pm.

UPCOMING MEETINGS OR EVENTS OF NOTE

Executive Meeting Feb. 11

Countdown to the 2010 Winter Games Feb 14

Annual General Meeting Feb. 18

Board Meeting Feb. 18 after the AGM

Executive Meeting March 11

Board Meeting March 25

Spring Registration

Parks Board Meeting at KCC Nov. 16

Outstanding Items

Terms of Reference – Arena Terms of Reference – Facilities Development Committee Recruit Board & Committee Members Community Partners Program S Duffy K. Bigsby Program Committee Manabu Koshimura

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY MARCH 25, 2009 AT 7:30 pm

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Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Oscar Bisnar, Colin Booth, Samuel Fung, Bill Harris, Katy Hughes, Melina Hung, Carmen Lamoureux, Barb Mikulec,

Helen Pang, Colin Price, Wayne Reid, Irene Ronnie, Monica Tang, Elmer Wiens

Regrets: Arvind Khurana

Guest: Commissioner Aaron Jasper Staff: Kristi Douglas, Stew Jordan Recorder: Rhiannon Morgan

1. CALL TO ORDER

Susan Duffy called the meeting to order at 7:25 pm.

2. AGENDA:

Additions:

- 1. A request to move the Olympic and Paralympic Report ahead following Kristi Douglas's *Countdown to the Winter Games* presentation.
- 2. Park Board update from Commissioner Jasper
- 3. Registration Information Brochure Stew Jordan

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

3. COUNTDOWN TO THE WINTER GAMES REPORT/ RECREATION SUPERVISOR'S REPORT – Kristi and Stew

Kristi handed out the February 14th event brochure and outlined its highlights:

- the event utilized a \$3000 budget with planning beginning last September
- the entire back cover of our Winter registration brochure was used for direct advertising
- contests were held with prizes awarded
- the event started at 1pm with guests including Sylvia Kerfoot, MP Joyce Murray, MLA Colin Hansen, PB Representative Susan Mundick and Commissioner Jasper
- the entire centre was utilized for activities
- the Olympic Mascots were extremely popular with the attendees

Melina Hung thanked the staff and the Board for a job well done with this event.

The *Postcards for the 2010 Winter Games* will take place in June with planning well under way for this event.

Stew also thanked the Board for a wonderful event on the 14th, and began his report by outlining Kristi's zero based budget for our summer Safari Daycamps Program. Kathleen outlined to the new Board members that in the past we have received grants for hiring students to staff the Daycamps. Kristi explained that 7 people have been hired for the summer positions. We are also

offering a different camp program this summer comprising a half day preschool day camp program.

Katy then addressed the last Olympic and Paralympic Committee Minutes seeking questions from the floor. A question was asked about item #4 regarding Children's Hospital and the *Postcards for the 2010 Winter Games* endeavor. Elmer explained that the children in hospital would make postcards. This endeavor will be an outreach project. It was agreed that inviting the Canuck and Ronald MacDonald Houses to participate in the event would be a good idea. Further discussion about these kinds of ideas will take place at the committee level.

Melina thanked Katy and Manabu Koshimura for being such good resource and support people.

MOVED by Katy, seconded by Monica, to approve the Olympic and Paralympic Committee Minutes as presented. CARRIED.

4. PARK BOARD REPORT - COMMISSIONER JASPER

Commissioner Jasper mentioned the following items:

- the Park Board is concerned about managing Stanley Park's ecosystem following the windstorm
- the building housing Mount Pleasant's Daycare Centre will be kept open for 6 months more providing daycare so that parents can find other options for their children
- the PB is considering whether or not Jericho Wharf should be mantained and is seeking feedback from the community regarding this
- the PB is considering the feasibility of posting Board meetings Online, possibly through a live feed
- budget cuts may be approved at the next PB meeting April 6th, some savings have already taken place with \$550,000 in position vacancy savings
- \$1,954,000 in savings is needed with a public forum March 31st where citizens can address their concerns to the city.

5. MINUTES OF JANUARY 21, 2009 BOARD MEETING:

Colin Price noted in our minutes that when referring to the PARK BOARD the wording should read as same, and not PARKS BOARD, as has been stated previously.

MOVED by Bill, seconded by Onno Bakhoven, that the Minutes of the January 21, 2009 Board Meeting be accepted, as amended. CARRIED.

6. BUSINESS ARISING FROM THE MINUTES: none

7. CORRESPONDENCE:

Susan presented one thank you letter received from Maple Grove school regarding a donation for a silent auction.

8. APPOINTMENT OF BOARD EXECUTIVE AND COMMITTEES

Kathleen Bigsby called for nominations for each Executive position three times.

PRESIDENT

MOVED by Wayne Reid 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.

VICE PRESIDENT

MOVED by Susan Duffy 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.

A nomination was received from Wayne Reid for Melina Hung to be nominated to the position of Vice President. Melina declined the nomination.

VICE PRESIDENT

MOVED by Elmer Wiens that Monica Tang be nominated to the position of Vice President. Monica Tang accepted, and was elected by acclamation to the position of Vice President for the upcoming year.

TREASURER

MOVED by Susan Duffy that Onno Bakhoven be nominated to the position of Acting Treasurer. Onno Bakhoven accepted, and was elected by acclamation to the position of Acting Treasurer for the upcoming year.

SECRETARY

MOVED by Susan Duffy that Melina Hung be nominated to the position of Secretary. Melina Hung accepted and was elected by acclamation to the position of Secretary for the upcoming year.

Appointment of Seniors' Council Representative:

MOVED by Bill Harris, seconded by Wayne Reid, that Irene Ronnie be appointed to the Board as the Seniors' Council Representative. CARRIED.

Appointment of Board Solicitor and Consultant:

MOVED by Susan Duffy, seconded by Bill Harris, that Phil Riddell be appointed as the Board Solicitor and Fazil Mihlar be appointed as consultant to the Board. CARRIED.

STANDING AND AD HOC COMMITTEE ASSIGNMENTS

MOVED by Bill Harris, seconded by Wayne Reid, to accept the Standing and Ad Hoc Committees as outlined and amended in the draft Directory. CARRIED.

9. EXECUTIVE COMMITTEE REPORT:

Kathleen reported on the Executive Committee Meetings of February 11th and March 11th, 2009. Highlights as follows:

February:

-Free Public Wireless: The PB is considering free public wireless in all community centres. Our library already offers this service.

Items from floor:

- -Item #7 Elmer accepted the invitation to review our By-Laws forwarding any suggestions to the Board by September 2009.
- -Item #9a: Who are the "underserved populations" mentioned? This will be addressed in the Strategic Plan.
- -Item #13: Regarding Internet registration, will it occur all at once or gradually over time? The introduction will be gradual at first, and enlarging with time.

MOVED by Kathleen, seconded by Bill, to accept the Minutes for February as presented. CARRIED.

(Commissioner Jasper departed the meeting at 8:15pm.)

March:

- A typo in the first paragraph should read "either" and not "not all".
- Bill Harris is noted as having forwarded "regrets" and was not "absent" as indicated.

MOVED by Bill, seconded by Irene, that the Minutes of the March meeting be accepted as amended. CARRIED.

A brief discussion took place regarding dialogue around staffing at registration periods.

10. OTHER BUSINESS:

Strategic Plan: Kathleen presented

- Kathleen will forward to the Board the corrected Strategic Plan flow chart.
- Volunteers are sought from Kathleen to review the Strategic Plan and give it "another set of eyes". We have completed strategy #1.3.
- Rhiannon to forward the electronic document to: Monica Chair, Kristi, Stew. Susan, and Bill

Active Communities Forum:

Katy and Elmer attended this forum and Elmer passed around a resource package and spoke to his attendance there. Elmer outlined that services like libraries are highly utilized and that people would make more use of them if resources permitted.

Susan thanked Elmer and Katy for their attendance at this event.

11. FINANCE COMMITTEE REPORT:

Onno Bakhoven reported on the meetings of February and March 2009.

All of our individual instructors are considered contract employees of the Society. Contract employees do have WCB coverage.

Questions from floor:

- The cost of running the bus as outlined in the February figures seems expensive. Stew explained that this is actually quite inexpensive as our rate falls under the city's fleet rate. Bus costs are largely covered in bus trips.
- -Regarding the Income Statement and overhead expenses, our bank charges appear to have a 50% increase from the projected to actual amount. Why? 0nno explained that the anticipated amount was too low.
- -Has there been an increase in the amount of people using credit versus debit cards and their related fees? This is hard to project and may not level off by this August.
- -Does the Seniors' Kitchen run on a set amount of money? The kitchen runs a deficit of about \$20,000 per year to operate but is an excellent contribution to our community. Are our Worksafe fees and other employment costs considered? These expenses are factored in when determining instructor fees.

MOVED by Onno, seconded by Colin Price, to accept the Finance Committee's February and March Minutes and the Financial Reports from December and January as presented. CARRIED.

12. SENIORS' COUNCIL REPORT

Irene Ronnie reported:

Angel Drummond has been appointed to the committee. All programs are full with all trips well attended. The trips are paid for by attendees. A dinner concert party is planned for March 31st. Meals are well attended with two line-ups planned for light and large meals to speed service. The seniors are to receive a donated pool table with the older table going to the youth room.

MOVED by Irene, seconded by Bill, to accept the Seniors Council reports from February and Board March as presented. CARRIED.

13. REGISTRATION INFORMATION

Stew handed out the draft of the KCC Registration Information document and seeks input from the Board. Comments may to be forwarded to Lee Tarrant, Monica Tang. Onno Bakhoven, and Stew himself.

The next meeting is scheduled for April 22nd, 2009 at 7:30pm.

MOVED by Bill that the meeting be adjourned. The meeting adjourned at 9:22 pm.

UPCOMING MEETINGS OR EVENTS OF NOTE

Community Association Conference April 3rd and 4th Executive Meeting April 8
Board Meeting April 22
BCRPA May 27 - 29
Parks Board Meeting at KCC Nov. 16

Outstanding Items

Terms of Reference – Arena
S Duffy
Terms of Reference – Facilities Development Committee
Community Partners Program
S Duffy
K. Bigsby
Manabu Koshimura

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY APRIL 22nd, 2009 AT 7:30 pm

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Oscar Bisnar, Colin Booth, Samuel Fung, Katy Hughes, Melina Hung, Arvind Khurana, Carmen Lamoureux, Barb Mikulec,

Helen Pang, Colin Price, Wayne Reid, Irene Ronnie, Monica Tang, Elmer Wiens

Regrets: Bill Harris Staff: Stew Jordan

Recorder: Rhiannon Morgan

1. CALL TO ORDER:

Susan Duffy called the meeting to order at 7:25 pm.

2. AGENDA:

Junior Achievement Presentation – This group will now present at the May27th Board Meeting, instead of at this meeting.

Request for addition to Agenda - Elmer Wiens requested that his e-mail correspondence sent to some members of the Executive dated March 5th, 2009 be added to the agenda for discussion. This item will be added to Correspondence (Item #7) on the Agenda.

MOVED by Wayne Reid, seconded by Irene Ronnie, that the agenda be approved as amended. CARRIED.

3. RECREATION SUPERVISOR'S REPORT: Susan and Stew Jordan

Program Committee Handouts: Susan presented

- The Board reviewed handouts covering Programming Information in three areas: that of registration, class advertising and pricing and staffing for registration periods, with it noted that the date of the last registration period began on March 7th, 2009. Susan then sought questions and comments from the floor.
- Onno Bakhoven raised the 1.3% markup for classes as outlined in the Program Price Calculation example. He asked if this amount is levied when only a minimum number of people have registered for a class. Onno will look into this further.
- Regarding interest in on-line registration, it was felt that while some people seem to prefer in-person versus online registration given the number of parents lining up very early to register their children for classes, on-line registration is convenient and appealing to many.

Neighbourhood Matching Fund & $60^{\rm th}$ Anniversary of Cyclone Taylor Arena: Susan and Stew presented

- Manabu Koshimura has an exciting idea for a celebration for the 60th anniversary of the Cyclone Taylor Arena and he is seeking support matching from the KCC Society.
- He has asked for \$8500 from PB and he is seeking about \$2000 more of "in kind" donations from the Society.
- Stew mentioned that murals for this will be displayed on the back section/wall of the arena where boards are presently covering the windows.

Of Note:

Stew mentioned that the Seniors' Centre is presently being painted a lovely shade of yellow and at low cost to the centre. The painters are very considerate and accommodating of our seniors. We are feeding the painters lunch as a thank you. Jen Takai will stand in for Stew at the next month's Board Meeting as Stew will be attending the BCRPA Conference.

4. MINUTES OF MARCH 25, 2009 BOARD MEETING:

• A request was made to change the wording in Item #12 used to describe the new pool table to indicate that it is not "donated" as stated, but rather is "almost new".

MOVED by Onno, seconded by Monica Tang, that the minutes of the March 25th, 2009 Board Meeting be accepted, as amended. CARRIED.

5. BUSINESS ARISING FROM THE MINUTES: none

6. EXECUTIVE COMMITTEE REPORT:

- A request was made to correct the spelling of Dr. Ballem to read as such, and not as Dr. "Ballum" as stated in the minutes.
- Regarding Item #6, note that the total figure for the *Postcards for the 2010* event should be clearly reflected in the minutes to state the total amount for the project namely \$13,000.
- Regarding Item #7, the Outside Reader Board Stew clarifies that this project is under budget.
- Regarding the inside Reader Board, staff report that the cost for this board did not include a 2nd step which would allow for individual announcements of activities taking place in the centre such as Johnny's Party is being held in Room 15. It is noted that \$1500 was held back in hopes that the company is able to add this 2nd step so that staff are not required to individual add all 1000 programs we run each quarter.
- A question was received about the Terms of Reference and when the reviewed Terms should be forwarded to the Board. Susan requested that the reviewed Terms of Reference be received by September.

MOVED by Onno, seconded by Melina Hung, that the minutes of the April 8th Executive Meeting be accepted as amended. CARRIED.

7. CORRESPONDENCE:

An e-mail was received from Elmer dated March 5th 2009, copies of which were handed out to the Board at the beginning of the meeting. Elmer outlined his circumstance. Susan outlined that when Board members are at the centre they are considered Directors, holding public office, at all times.

MOVED by Elmer that the Recreation Supervisor not call him into his office with a witness. No Seconder. NOT CARRIED.

8. OTHER BUSINESS:

Board Bootcamp: Monica

- Monica presented a mini-version of the *Board Bootcamp* Workshop she attended at the Community Association Conference held April 3rd and 4th, 2009.
- She outlined the organizational functions of community centre Boards and staff: that of governance, management and operations. Our Society is a Policy Board focused on Governance.
- The Board functions through 3 lenses: that of fiduciary, which is a detail oriented lens, where details like legal concerns and reports are concerned, strategic, that of getting things done and serving in an advisory capacity, and generative, that of dreaming and visioning for the mission and values of the organization. Each Board member is better at one of these "lenses" and brings individual strength to the Board in that capacity.
- As a group, we should aim to be at the centre of the three lenses.
- Monica placed coloured pieces of paper on the wall representing the three functions and asked Board Members to stand by them aligning themselves with where they felt we most "fit" as a Board. Fiduciary was green, strategic was red, and generative was blue with an additional yellow paper representing the ideal centre of all three of the lenses. In this fun exercise, it was evident that our Board is very well-balanced with all functions evenly represented.
- Susan thanked Monica for this insightful presentation.

9. FINANCE COMMITTEE REPORT: Onno presented Banking and Financial Resolutions:

MOVED by Onno that any two of the following individuals be given signing authority with respect to the Society's banking affairs:

Susan Duffy President
Kathleen Bigsby Past President
Bill Harris Vice-President

Monica Tang

Vice President

Melina Hung

Secretary

Onno Bakhoven

Treasurer (Acting)

Irene Ronnie

Seniors' Council Representative

Seconded by Wayne. CARRIED.

A question was received as to why so many people are our signing officers. It was clarified that as many people work during the day sometimes having a few choices of available individuals to sign cheques is advantageous. We require two signatures for our cheques before they are distributed. It should be noted that all our signatories are volunteers and we do not have the luxury of requiring at least 2 signatories to be present each day as all their schedules are very different.

A question was received as to whether we have an upper limit for cheque amounts and information was sought regarding our cheque oversight process. Susan explained that our cheque drafting process is reviewed by two centre staff (programmer or RFC [Recreation Facilities Clerk] and our Accountant) before cheques are signed by two Board Members and distributed. Onno clarified that there is no upper limit as to cheque amount.

MOVED by Onno that any two of the following Board members are hereby authorized for and on behalf of the Society to carry out transactions for the purpose of purchasing, investing in or otherwise acquiring or selling, processing, exchanging or otherwise disposing of assets held in the Society's account with RBC Dominion Securities:

Susan Duffy

President

Monica Tang

Vice-President

Onno Bakhoven

Treasurer (Acting)

Seconded by Wayne. CARRIED.

In reviewing revenue for last two years, Onno noted that the revenue was about the same. Spring registration monies were much higher this spring than in past years based on the most recent figures.

Regarding our Financial statement, Onno addressed the Society's past consideration of grants from the BC Gaming Commission. It was decided at the Finance meeting to consider removing some of our old restrictions around the billing of instructors at the end of the season as these restrictions no longer serve our needs. Therefore:

MOVED by Onno, and seconded by Barb Mikulec, that the two internal restrictions set by the Board on May 23, 2003 relating to wages (\$125,000) and relating to the cost of programs (\$150,000) be removed. CARRIED.

Questions/comments from the floor:

A request was received that motions be distributed ahead of meetings for general consideration with it decided that this will take place.

A question was received about bank charges and their seemingly high amount. Onno underestimated the expense when he prepared this year's budget. This may be due in part to credit and debit card expenses.

MOVED by Onno to accept Finance Committee Minutes and Statements as presented, seconded by Barb. CARRIED.

10. STANDING COMMITTEE REPORTS:

Program Committee:

- A question was received about on-line registration as stated in the minutes. Rhiannon clarified that this was a general remark from a committee member.
- Questions were received regarding general follow-up on issues raised at meetings. Barb will raise this at the next Program Committee Meeting for discussion with the Chair. Follow up with respect to the Men's change room facilities, Single Transfer Vote, Indoor Soccer, use of High Schools for the purposes of programming space.

MOVED by Barb, seconded by Monica, to accept the Program Committee Report as presented. CARRIED.

Seniors Council: Irene Ronnie presented

- The painters are very co-operative and sensitive to the needs of the seniors in the centre.
- Two line-ups in the kitchen are planned to address the heavy attendance at lunchtime.
- New chairs have been ordered for the Seniors' Centre.
- Sixty people were acknowledged at the last volunteer tea.

MOVED by Irene, seconded by Onno, to accept the Seniors Council Report as presented. CARRIED.

11. AD HOC COMMITTEES:

Olympic and Paralympic Committee:

• Melina thanked Rhiannon for quickly readying the minutes for the recent Board Package.

- Melina passed around the postcards samples presented at the last Olympic and Paralympic Meeting outlining how these will be utilized at seniors' centres, daycare centres and schools. Dawn Livera is the Project Coordinator for the *Postcards for the 2010 Winter Games* project.
- Melina handed out and presented Manabu Koshimura's update for this project with Susan commenting on how attractive the postmarked stamp looks. This lovely graphic is Dawn's wonderful work.
- Katy spoke to her interest in the Paralympic aspect of the Games requesting ideas from the Board as to how better present the especially great contribution made by Paralympians.

MOVED by Melina, seconded by Elmer, to accept the Olympic and Paralympic Committee Report as presented. CARRIED.

The next meeting is scheduled for May 27th, 2009 at 7:30pm.

MOVED by Wayne that the meeting be adjourned. The meeting adjourned at 9:05 pm.

UPCOMING MEETINGS OR EVENTS OF NOTE

May 6th **Program Committee Meeting Executive Meeting** May 13th Olympic/Paralympic Meeting May 14th May 27th **Board Meeting BCRPA** May 27 - 29Maple Grove - Swimming - On Line / In Person May 31/June1 Summer Registration - On Line/In Person June 5/June 6 June 10th **Executive Meeting** June 24th **Board Meeting** July 8th **BBO** Parks Board Meeting at KCC Nov. 16 Review Terms of Reference for changes September 2009

Outstanding Items

Terms of Reference – Arena
S Duffy
Terms of Reference – Facilities Development Committee
All Other Terms of Reference
Community Partners Program
S Duffy
K. Bigsby
Committee Chairs
Manabu Koshimura

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY MAY 27th, 2009 AT 7:30 pm

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Oscar Bisnar, Colin Booth, Samuel Fung, Katy Hughes, Carmen Lamoureux, Barb Mikulec, Helen Pang, Colin Price,

Wayne Reid, Irene Ronnie

Regrets: Bill Harris, Melina Hung, Stew Jordan, Arvind Khurana, Monica Tang

Staff: Jennifer Takai

Guests: Commissioner Aaron Jasper, Ursula Klein and six students from Junior Achievement,

Phil Riddell

Absent: Elmer Wiens

Recorder: Rhiannon Morgan

1. CALL TO ORDER:

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

2. JUNIOR ACHIEVEMENT PRESENTATION:

Ursula Klein and six young entrepreneurs from *Junior Achievement* (JA) presented to the Board the outcome of their three-month spring business development initiative. Twenty students from four different west side secondary schools created a product called *IRocks*. Their business name was *Custom Notes*. Ms.Klein spoke to the history of JA, mentioning that the program provides support and guidance to students in grades 3-12 in learning about creating and developing a profitable business. While it usually takes five months to begin a successful business, as per KCC program requirements, these students were successful with three months of development time. Three of the students in attendance spoke to the Board about their individual involvement in this endeavor remarking that they greatly enjoyed the experience and learned much from it. They earned \$640 dollars with a 27% profit margin after expenses. The \$173 in income that was made was donated to a charity promoting children's education in Third World countries. The students graciously thanked both Ms. Klein and the KCCS Board for their guidance and assistance with this project.

(Ms. Klein and the students left the meeting at 7:45pm.)

3. **AGENDA**: changes as follows:

Item #3 (JA presentation) is now moved to item #2.

Add Committee Appointments as Item #8.

Commissioner Jasper had no items for the agenda but mentioned that the next Park Board meeting is taking place on Monday June 1st at the Mount Pleasant Community Centre.

MOVED by Wayne, seconded by Onno, that the agenda be approved as amended. CARRIED.

Month

4. APPROVAL OF MINUTES OF APRIL 22, 2009 BOARD MEETING:

Correction: Item #6, 4th bullet: should read "individually add" and not "individual add" as stated.

MOVED by Samuel, seconded by Kathleen, that the minutes of the April 22nd, 2009 Board Meeting be accepted, as amended. CARRIED.

5. BUSINESS ARISING FROM THE MINUTES: NONE

6. CORRESPONDENCE:

Received as follows:

- 1. Bumblebee Preschool a letter of thanks and card for a \$50 gift certificate to the school's 10th Silent Auction
- 2. Greater Vancouver Foodbank a Certificate of Appreciation for the 2008 Holiday Food and Fund Drive
- 3. Avalon Women's Centre a card of thanks for Stew's assistance regarding the coordination of tables donated by the Kerrisdale Arena for the 2009 Spring Yard Sale

7. ELMER WIENS' MOTIONS:

As Elmer was absent, Susan read the motions to the floor one by one. No seconders were received.

8. COMMITTEE APPOINTMENTS:

MOVED by Kathleen, seconded by Onno, to rescind Elmer Wiens' appointment to the two committees he was appointed to in March of 2009, that of the Finance Committee and the Olympic and Paralympic Committee.

Jennifer Takai was excused from this portion of the meeting. She left the room at 8:06pm.

Discussion:

Phil advised that s.31 of the Society Act allows for the removal of a director in certain circumstances.

Phil outlined his professional focus as a lawyer handling driving while impaired cases. He wishes the Board be aware of this reality.

Vote: 9 in favour, 2 opposed, 1 abstention. CARRIED.

MOVED by Colin Booth, seconded by Wayne, that no member of the general Board be able to represent either the Board or the Executive with a third party for any reason without prior approval of the Board.

MOVED by Barb to table this discussion to the fall. CARRIED.

Jennifer Takai returned to the meeting at 8:36pm.

(Commissioner Jasper and Phil Riddel left the meeting at 8:45 and 8:50pm respectively.)

9. EXECUTIVE COMMITTEE REPORT:

Kathleen presented, mentioning that three Board members: Bill Harris, Monica Tang and Melina Hung are presently attending the BCRPA in Whistler along with a number of staff including Stew and Jim Hall. Monica Tang is finishing the draft of the *Strategic Plan* to bring to the Board for discussion at the June Board meeting. Benny Wong's name has been put forward as our *Volunteer of the Year*. Beginning with the Society in 1998. Benny deserves particular credit for his contributions developing the *Play Palace*, which has been a wonderful addition to the KCC's programs. It brings great joy to children and has been very profitable. Benny also put our current Investment Policy into place.

MOVED by Kathleen, seconded by Samuel, that the minutes of the May 13thth Executive Meeting be accepted as presented. CARRIED.

10. RECREATION SUPERVISOR'S REPORT:

Jennifer mentioned that there is no business to report at this time.

11. OTHER BUSINESS:

Board BBQ: July 8th

Location: To be announced

Committee: Jennifer Takai, Kelly Beaman, Carmen, Bill, Rhiannon, Sam and Wayne.

BBQ cooking: Samuel

Kathleen outlined that the barbeque is an annual summer event, usually held in the garden of a Board member (with the centre booked as an inside venue in the event of rain). Guests include Board and Committee members, consultants as listed in the Directory, centre staff and any just recently retired board members. This year this includes Gene Wrankmore, Benny Wong and Chris Heath.

12. FINANCE COMMITTEE REPORT: Onno reported

The proposed changes to the Finance Committee's Terms of Reference and Investment Policy'have been approved by the Executive. Onno will ready the new drafts for Board presentation in September.

The centre has only spent \$66,000 dollars of the \$133,000 allocated for this fiscal year. Some items are yet to be paid. Stew has requested that the flooring in the exercise room be replaced. Ideally this is best done in summer when more people work out out-of-doors. This expense could cost about \$30,000. This will be discussed further at the June Board meeting.

The centre will receive \$27,000 in grant monies for summer daycamps.

MOVED by Onno, seconded by Colin Price, to accept the Finance Committee Minutes and Statements as presented. CARRIED.

13. STANDING COMMITTEE REPORTS:

Program Committee: Barb reported

Barb mentioned the Committee's discussions around creating a summer event unique to the KCC to be held earlier in the summer. Traditionally, we have celebrated with the businesses on 41st Avenue during *Kerrisdale Days*. This new event is being considered for summer 2010.

MOVED by Barb, seconded by Onno, to accept the Program Committee Report as presented. CARRIED.

Seniors Council: Irene reported

The centre's sale tables generated returns this year with the *Boutique* collecting \$6000 in sales and book sales netting \$1200. The outings and *Fun Crafts* are well attended.

A special 102nd birthday celebration for Elsie will take place on May 30th. Many of the seniors are looking forward to this special celebration.

MOVED by Irene, seconded by Colin Booth, to accept the Seniors Council Report as presented. CARRIED.

Pool Committee: Katy reported

Katy mentioned that there is valuable general information in the minutes about our pools. She then sought questions from the floor.

A question was received about renovating Maple Grove Pool's change rooms and washrooms as this pool is a very popular revenue generating facility. This is being looked into.

There are two typos in the minutes. One is item # 4C: a "t" is missing in the word "it" in the last sentence. In #4F: the word "instructors" is also missing the first "t".

MOVED by Katy, seconded by Colin Booth, to accept the Pool Committee minutes as amended. CARRIED.

14. AD HOC COMMITTEES:

Olympic and Paralympic Committee:

Katy noted that Dawn Livera, the Project Coordinator for *Postcards to the 2010 Winter Games*, has the project well under way.

MOVED by Katy, seconded by Barb, to accept the Olympic and Paralympic Committee Report as presented. CARRIED.

The next meeting is scheduled for June 24th, 2009 at 7:30pm.

MOVED by Wayne that the meeting be adjourned. The meeting adjourned at 9:30 pm.

UPCOMING MEETINGS OR EVENTS OF NOTE

Maple Grove - Swimming - On Line / In Person May 31/June1 **Program Committee Meeting** June 3rd Summer Registration - On Line/In Person June 5/June 6 June 10th **Executive Meeting** Olympic/Paralympic Meeting June 18th **Board Meeting** June 24th BBQ July 8th Parks Board Meeting at KCC **Nov. 16** Review Terms of Reference for changes September 2009

Outstanding Items

Terms of Reference – Arena
S Duffy
Terms of Reference – Facilities Development Committee
All Other Terms of Reference
Community Partners Program
S Duffy
K. Bigsby
Committee Chairs
Manabu Koshimura

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY JUNE 24th, 2009 AT 7:30 pm

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Oscar Bisnar, Colin Booth, Samuel Fung, Bill Harris, Katy Hughes, Melina Hung, Arvind Khurana, Carmen Lamoureux, Barb Mikulec, Helen Pang, Colin Price, Wayne Reid, Irene Ronnie, Monica Tang, Elmer Wiens

Guest: Jim Hall, Aaron Law (arrived at 7:45pm)

Staff: Stew Jordan, Lee Tarrant **Recorder**: Rhiannon Morgan

1. CALL TO ORDER:

Susan Duffy called the meeting to order at 7: 31 pm.

2. AGENDA:

Add as Item #17 Bill's report on the Volunteer of the Year Banquet.

MOVED by Bill, seconded by Monica, that the agenda be approved as amended. CARRIED.

3. APPROVAL OF MINUTES OF MAY 27TH, 2009 BOARD MEETING:

MOVED by Wayne, seconded by Barb, that the minutes of the May 27th, 2009 Board Meeting be accepted as presented. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES: NONE

5. CORRESPONDENCE:

Received as follows:

- a) A card of thanks from Diane Murphy for the funding of her participation at the recent BCRPA Conference.
- b) A letter of thanks to Stew from Ann Morrison of *Cosmic Vision* for the KCC silent auction contribution for *The Foundation Fighting Blindness*.
- c) A thank you note from Kelly Beaman for the flowers and card in memory of her mother.

6. EXECUTIVE COMMITTEE REPORT:

Points and changes as follows:

- Item #1 The spelling of Elmer Wiens's surname needs to be corrected.
- Item #2 This letter in response to Group 1 issues and overtime was sent on June 15^{th.}
- Monica will not make a presentation this evening on the BCRPA as she is presenting the Strategic Plan.

MOVED by Kathleen, seconded by Bill, that the minutes of the June 10thth Executive Meeting be accepted as amended. CARRIED.

Susan introduced Aaron Law to the Board. (Aaron arrived at 7:45pm.) He heard about the Kerrisdale Community Centre through *Volunteer Vancouver*. He has a background in accounting and will sit in on the meeting tonight before making a decision to join the Board.

7. BCRPA CONFERENCE SUMMARY:

Jim reported that a resolution was passed at this recent conference requiring that association members support initiatives promoting centre recreation accessibility to low-income patrons. It was noted that recreation facilities in the province are in need of about 5 billion dollars in repairs. The BCRPA is looking into this.

8. SUMMER REGISTRATION SUMMARY:

Lee presented the *Registration Information June 2009* document to the Board. She reported that on-line registration was successfully tried for the first time one day prior to in-person registration. On June 5th, \$49, 943.00 in on-line registration fees was processed. There were a few complaints on the Friday as some patrons were not choosing their options from the drop down menu provided on the website and Lee had to manually register those patrons herself. The drop-down option may be removed from the system at the next registration time. Complaints received were about mechanical and technical issues. Explanatory registration use information is provided on the website.

On-line registration for skating lessons is going to take place for the fall registration session.

9. GROOVIN' AT THE GROVE:

This summer Maple Grove Park event will take place Friday evenings from 6:30-7:30pm beginning July 3rd. A solo musician will perform each week providing free family centered neighbourhood entertainment. This comes under the *Live*, *Work*, *Play* programming concept of enjoying fun in your own neighbourhood. The Executive have approved \$1000 in funding for this seasonal event.

10. TERMS OF REFERENCE DRAFTS:

Susan spoke to this mentioning that at the present time, the Executive seeks feedback from the general Board regarding these drafts. Over the summer, members are to forward their ideas to Susan and Rhiannon with the documents being finalized and approved at the September Board meeting. Suggestions received at today's meeting include:

a) Building and Maintenance:

- -Under "Membership", it was noted that the current numbers represents a change in that 1 Board member is dropped from the Committee. It was suggested that the numbers be as follows: the Chair plus two Board members
- Rhiannon is to check the document to ensure reading consistency.

b) Finance Committee:

- Update the date at the bottom of the document from "October 02" to "Sept 09"

c) Nominations Committee:

- A point was made that directors seeking re-election cannot be a member of the current nominating committee
- Again, check to flow for reading consistency
- That a mandate statement exist as a component of the document that states that: to ensure a sufficient number of qualified nominees run for the Board.
- Monica Tang will make suggested revisions and send to Rhiannon.

d) Personnel Committee:

-Under "Responsibilities" Item #1, this be worded to include all the staff, not just Group 1 and casual staff, as is presently stated and that membership include the Recreation Supervisor.

11. POLICY DRAFTS:

As with Item #10, Board members are to follow up with Susan and Rhiannon over the summer with any additional ideas regarding these drafts.

a) Investment Policy:

-Onno had specified the changes to be made in May and these are present in the current draft.

b) Training Courses for Board Members:

-Under "General Policy", reword the last statement to reflect that "requests must be submitted to the Board" rather than "may be requested by the Board" as presently stated.

12. RECREATION SUPERVISOR'S REPORT:

Stew spoke to the presented flow chart outlining to the Board centre staff responsibilities. The chart is designed to guide Board members to the staff person best able to help them with their needs and concerns. Our accountant and secretary should also be added to the chart as their directions comes from the Board Executive.

It was noted that the cashiers could wear nametags to be better identified.

13. STRATEGIC PLAN: Please see separate attached document.

14. FINANCE COMMITTEE REPORT:

Onno noted that sales and memberships are at the same levels as two years ago with costs up 30%. The flooring in the exercise room needs to be replaced and the present carpeting is unsuitable. It is desired to refloor the whole room and stretch room. Cardio room service may be interrupted for a period of about four days to lay the new flooring.

MOVED by Onno, seconded by Bill, that Barb Mikulec be appointed member of the Finance Committee. CARRIED.

MOVED by Onno, seconded by Bill, that the Board approve to proceed with the installation of new flooring in the weight, exercise and stretching rooms for a total cost of no more than \$50,000.00. CARRIED.

MOVED by Onno, seconded by Monica, that the Financial Statements for April 2009 as well as the minutes of the Finance Committee meeting held June 18th, 2009 be accepted as presented. CARRIED.

15. STANDING COMMITTEE REPORTS:

Program Committee:

Bill reported that a representative from *Vancouver Coastal Health* will attend the September Program Committee meeting.

Concern was expressed about the lengthy phraseology of the two motions in the minutes.

MOVED by Bill, seconded by Bill, to accept the Program Committee minutes of June 3rd, 2009 as presented. CARRIED.

Seniors Council:

Irene reported that the next Council meeting is to take place September 14th. The Seniors' Centre will host a book sale during *Kerrisdale Days*. The coffee bar, kitchen and boutiques are all doing very well.

MOVED by Irene, seconded by Colin Booth, to accept the Seniors' Council minutes of June 8th, 2009 as presented. CARRIED.

16. AD HOC COMMITTEES:

Facilities Planning Committee:

Kathleen reported that a guest speaker from the field of Geo-technical engineering recently spoke to the committee regarding making the centre's building operate more efficiently. In the fall the Board will need to appoint an Ad Hoc Fundraising Committee to support facility building initiatives. The Facilities Planning Committee will handle the community consultations aspects of the building initiatives. The Facilities Planning team needs to get on the city's Capital Plan ballot for November 2010 in order for the building upgrades and changes to be considered for funding. Otherwise, it will be another three years before such significant funding can be considered again.

MOVED by Kathleen, seconded by Colin Booth, to accept the Facilities Planning Committee minutes of May 14th, 2009 as presented. CARRIED.

Olympic and Paralympic Committee:

Melina outlined to the Board the *Postcards for the 2010 Olympic Games* event being held June 27th and 28th at the KCC. The centre has received 1700 postcards to date. Regrettably, Joyce Murray and Susan Mundick can no longer attend the event, but other dignitaries including Greg Eng, Jaye Russel, Diane Murphy and Ellen Woodsworth will be in attendance.

MOVED by Melina, seconded by Monica, to accept the Olympic and Paralympic Committee minutes of June 18th 2009 as presented. CARRIED.

17. VOLUNTEER OF THE YEAR BANQUET - VANCOUVER ROWING CLUB

Benny Wong was honoured at this event as Kerrisdale Community Centre's *Vounteer of the Year*. Unfortunately, Benny was unable to attend this banquet as he no longer permanently in Vancouver. Bill Harris represented the KCC at this banquet.

The next board meeting is scheduled for August 26th, 2009 at 7:30pm.

MOVED by Wayne that the meeting be adjourned. The meeting adjourned at 9:17 pm.

UPCOMING MEETINGS OR EVENTS OF NOTE

Program Committee Meeting Pool Committee Meeting Olympic/Paralympic Meeting Pulse to the Podium Parks Board Meeting at KCC September 9th
September 14th
September 15th
Nov. 7th
Nov. 16th

Outstanding Items

Terms of Reference – Arena Community Partners Program S. Duffy/S.Jordan Manabu Koshimura

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY AUGUST 26th, 2009 AT 7:30 pm

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Oscar Bisnar, Colin Booth, Samuel Fung, Bill Harris, Katy Hughes, Melina Hung, Carmen Lamoureux, Barb Mikulec, Colin

Price, Wayne Reid, Elmer Wiens

Regrets: Arvind Khurana, Irene Ronnie, Monica Tang

Excused: Helen Pang Guest: Aaron Law Staff: Stew Jordan

Recorder: Rhiannon Morgan

1. CALL TO ORDER:

Susan Duffy called the meeting to order at 7:28 pm.

2. AGENDA:

A brief pool update will be added as item #11.

Add the annual proposed budget to item #13.

Remove the Seniors' Council report from the agenda.

MOVED by Bill Harris, seconded by Colin Booth, that the agenda be approved as amended. CARRIED.

3. APPROVAL OF MINUTES OF JUNE 24TH, 2009 BOARD MEETING:

CORRECTIONS AS NOTED:

Item #10 - drop the "s" from represents

Item #13 - Strategic Planning Report - check with Monica Tang before presenting this report to the Board

Item #14 - reads with a figure of 30% when the percentage noted should be 13%

Item #15 - the seconder is Barb, and not Bill, as stated

Item #17 - add the word "resides" to the sentence

Remove Community Partners Program from the Outstanding Items listed at the end of the minutes

MOVED by Wayne Reid, seconded by Melina Hung, that the minutes of the June 24th, 2009 Board Meeting be accepted, as amended. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES:

Susan mentioned that over the next while she will take small groups of Board members and staff out for lunch.

5. EXECUTIVE COMMITTEE REPORT:

CORRECTIONS/ITEMS AS NOTED:

Item #1 – The title of "Seniors' Flooring" should read as "Flooring" as it addresses re-flooring in both the Stretching and Exercise rooms as well as the Seniors' Centre. Stew Jordan explained

to the Board the misunderstanding in the interpretation of the discussion of the flooring issue. While it is desirable to re-floor in the summer due to fewer patrons utilizing the facilities, due to supply challenges, the Stretching and Exercise room re-flooring will commence September 26^{th.} The project will take about four days to complete. The re-flooring of the Seniors' Centre will be done later in the fall.

Item #2 – Wireless Internet Access– Onno was noted as asking about the interest level for a hot spot in the Seniors' Centre and reports that he is looking into this matter. While on the subject, Susan handed out Monica's e-mail regarding the Wi-Fi update. Costs are as listed. Susan will look into what the library currently pays for a similar two hot spot site and their suppliers' name.

MOVED by Kathleen Bigsby, seconded by Bill, that the minutes of the August 12th Executive Meeting be accepted, as amended. CARRIED.

6. MOTION for AARON LAW:

Bill read the following motion to the Board:

MOVED by Bill, seconded by Kathleen, that the appointed Directors appoint Aaron Law to the position of Board Member to serve with the Kerrisdale Community Centre (KCC) Society Board as Board Member from September 1st 2009 until the next Annual General Meeting in February 2010. CARRIED.

7. CORRESPONDENCE:

Three letters of thanks have been received. One is from Benny Wong, dated July 25th, one from Chris Heath dated July 30th, and one from Gene Wrankmore dated July 25th. All notes were in thanks for gifts of recognition received for their contributions as past Board members. Benny's letter was also in appreciation and thanks for his nomination as *Volunteer of the Year*.

8. PROPOSED BY-LAW AMENDMENT FOR 2010:

This item was presented for Board consideration only at this time. Onno noted that "the expiry or the last fiscal year" should read as "the expiry of the last fiscal year". (Secretary's note: In reviewing the By-Laws, the word "the" in the Board Package copy should be dropped from the phrase "for the a period" and the second word "Directors" should be capitalized.)

9. ACCEPTANCE of TERMS OF REFERENCE DRAFTS:

MOVED by Wayne, seconded by Bill, that the *Building and Maintenance Committee Terms of Reference* draft be accepted for operating Terms of Reference as presented. CARRIED.

A question was received about leaving a bequest to the centre. Katy will take this to the next Seniors' Council meeting.

MOVED by Bill, seconded by Melina, that the *Finance Committee Terms of Reference* draft be accepted for operating Terms of Reference as presented. CARRIED.

A reminder was received to change the title of the *Nominations Committee Terms of Reference* document to read: *Nominating Committee Terms of Reference* document.

MOVED by Bill, seconded by Onno, that the *Nominating Committee Terms of Reference* draft be accepted for operating Terms of Reference as amended. CARRIED.

MOVED by Bill, seconded by Wayne, that the *Personnel Committee Terms of Reference* draft be accepted for operating Terms of Reference as presented. CARRIED.

MOVED by Barb, seconded by Colin Booth, that the updated *Facilities Planning Terms of Reference* draft be accepted for operating Terms of Reference as presented. CARRIED.

10. ACCEPTANCE OF POLICY DRAFTS:

A discussion took place regarding the *Investment Policy* draft. Some suggestions were received regarding including Guaranteed Investment Certificates in the document as well as a desire under either Sections 1 or 2 of the General Policy that it state that the Society have "cash on hand" for a period of three months. The Finance Committee will further review this document to reflect an inclusive (rather than a marketing) wording. The review of the Policy is therefore tabled to a subsequent Board meeting.

It was noted that the \$350.00 figure stated in the *Training Courses for Board Members* policy draft may be too low an amount to cover some course fees. Susan mentioned that course offerings through *Volunteer Vancouver* served as the basis for setting the training course amount at \$350.00. It was noted that there is no line item in the budget for course training. Onno explained that to date the amount spent has not warranted a separate line item.

MOVED by Kathleen, seconded by Carmen Lamoureaux, that the *Training Courses for Board Members* draft be accepted for Policy as presented. CARRIED.

11. POOL UPDATE:

Katy explained to the Board that the pool is closing from August 29th to September13th for cleaning and maintenance. Permanent pool employees will take some holidays during this period. Part-time pool staff will break from work.

12. RECREATION SUPERVISOR'S UPDATE/REPORT:

Stew outlined two issues to the Board:

A) Staffing and the Olympics:

- 1. The City of Vancouver will redeploy four of the centre's permanent staff for the Olympic period. Manabu Koshimura, Susan Mele, Kristi Douglas and Azarm Shahpoori-Broojerdi have volunteered or been selected to go. Manabu and Susan are already involved with this work. Next month, all the planning for the period that they will be fully gone will take place. During the Paralympics, only two staff members will be redeployed with Manabu and Susan away from the centre during this period.
- 2. There will be staff replacement costs associated with Azar's involvement in the Olympic work. This would either involve overspending the budget or the Society/Association offering to cover some of the cost shortfall. Manabu will be gone 25 hours per week from now through the Olympic period. Stew has a booking clerk in mind to cover for Manabu.

It was noted that not every centre is losing four staff members during this period. The staff redeployed is pro-rated based on a centre's given number of staff members.

Stew stated that the KCC will be able to manage well despite this staffing shortfall.

A discussion took place around these points. Operations at the centre will be scaled down in order to allow the staff be redeployed. Concern was expressed about the amount of scaling down that will take place and our ability to carry out our Olympic activities. Stew assured the Board that all the planning for those activities will be done in advance and that execution will not be compromised.

B) The Seniors' Centre has no climate control and during the heat wave this summer the temperature in the centre was very hot. Stew wanted the Board members involved with the Seniors' Council to be aware that centre staff is sensitive to this issue. For about \$300,000 an air-conditioning system and related renovations could be installed which would alleviate this concern. A discussion took place about other ways to cool the centre during similar warm periods. Ongoing energy costs and environmental concerns need to be considered. Stew will research other options and bring these to the next Board meeting in September. Colin Booth and Wayne will meet with Stew to assist with this research.

It was noted that the KCC has an emergency plan in place for dealing with challenges like swine flu. This is covered under the mandate of the centre's ESS Committee. In the event of a pandemic, the centre would be used as an emergency centre. The KCC works closely with the health unit across the street regarding flu shots and is immediately aware of any public health concerns.

13. FINANCE COMMITTEE REPORT: Onno

Onno presented the minutes and statements noting that monies received from the spring registration session had increased this year. He noted that overhead expenses are also increasing.

MOVED by Onno, seconded by Colin Price, to accept the Finance Committee minutes of August 13th and the financial statements of June 30th, as presented. CARRIED.

Onno presented a draft budget and a proposed budget for the upcoming year. He noted that nine special events all seeking additional funding are proposed. While the net budget surplus is \$30,000.00, Onno suggested raising kitchen meal prices by 10% to bring in an additional \$14,000.00 in revenue. He also suggested canceling the final Olympic and Paralympic Committee event scheduled to take place following the end of the Paralympics next year. A reduction in program and exercise capital expenditures was also suggested to lower expenses.

Another \$120,000.00 in funding was requested by the Facilities Planning Committee following the drafting of the budget. It was noted that this money would not come from the general operating budget, but rather from capital allowances saved and allocated for this major project over past years.

Melina noted that while her committee will respect the Board's decision, they would be disappointed if the funding for the final committee project were not approved.

Discussion took place regarding these items with it noted that the senior's kitchen meal costs not be raised. The senior's kitchen provides a vital function on many levels.

(Katy left the meeting at 9:25 pm and Kathleen left the meeting at 9:35pm.)

MOVED by Barb, seconded by Colin Booth, to accept the draft budget (not the proposed budget affecting the Seniors' kitchen) for the Kerrisdale Community Centre for the 2009/2010 operating year reducing Program Committee and Exercise room funding by \$6500.00 each to a total of \$38,500.00 in funding for the Program Committee and \$33,500.00 for the Exercise Rooms, respectively. The surplus as amended will be \$43,300.00. VOTE: 9 in favour, 2 opposed. CARRIED.

14. AD HOC COMMITTEE REPORTS:

Olympic and Paralympic Committee Update:

Melina very briefly spoke to the *Postcards to the 2010 Winter Games* project.

Facilities Planning Committee Report:

Melina outlined the budget requested to the Board.

MOVED by Melina, seconded by Colin Booth, that the Board of the Kerrisdale Community Centre Society approve the 2009/2010 budget request of the *Facilities Planning Committee* in the amount of \$120,000.00. CARRIED.

MOVED by Melina, seconded by Colin Booth, to accept the minutes of the two Facilities Planning Committee meetings of June 18th and July 23rd 2009 as presented. CARRIED.

The next meeting is scheduled for September 23rd, 2009 at 7:30pm.

MOVED by Wayne that the meeting be adjourned. The meeting adjourned at 9:55 pm.

UPCOMING MEETINGS OR EVENTS OF NOTE

October 6th Olympic/Paralympic Meeting October 7th **Program Committee Meeting** October 14th **Executive Meeting** Seniors' Council Meeting October 19th October 23rd **Board Meeting** Park Board Meeting at KCC November 16th **Pool Committee Meeting** December 2ndth December 9th **Christmas Party**

Winter Session Registration Dates

On-line December 11th
In-Person December 12th

OUTSTANDING ITEMS

Terms of Reference – Arena

Bequests Information Card

Leave a Legacy

Susan Duffy

Seniors' Council

Seniors' Council

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY SEPTEMBER 23rd, 2009 AT 7:30 pm

Present: Susan Duffy, Chair, Onno Bakhoven, Kathleen Bigsby, Oscar Bisnar, Colin Booth, Samuel Fung, Bill Harris, Katy Hughes, Melina Hung, Arvind Khurana, Carmen Lamoureux, Barb Mikulec, Colin Price, Wayne Reid, Irene Ronnie, Monica Tang, Elmer Wiens Advice Law

Regrets: Kathleen Bigsby Excused: Helen Pang Guest: Jim Hall

Staff: Kristi Douglas, Stew Jordan, Alicia Young

Recorder: Rhiannon Morgan

1. CALL TO ORDER:

Susan Duffy called the meeting to order at 7:27 pm.

2. AGENDA:

Wayne requested that an item be added under *Business Arising from the Minutes*. MOVED by Wayne, seconded by Colin Booth, that the agenda be approved, as amended. CARRIED...

3. APPROVAL OF MINUTES OF AUGUST 26TH, 2009 BOARD MEETING:

A request was received about whether the Recreation Supervisor's Report could be a written, rather than verbal, report each meeting. It was noted that Stew had provided a verbal report at the August board meeting with respect to the issue of the heat in the Seniors' Centre. This was done to give the board a heads up but that any request for funds would always come to the board in writing.

Date of next Board meeting is noted as being October 28th. Under item #12 A. 2. "Azar" should be spelled as "Azarm".

MOVED by Barb, seconded by Monica, that the minutes of the August 26th, 2009 Board Meeting be accepted, as amended. CARRIED.

It was also noted that under the first Proposed By-Law Amendment for the 2010 AGM, that an extra word is present in the draft proposal.

4. BUSINESS ARISING FROM THE MINUTES:

Wayne spoke to Item #12B from the Board Minutes – Summer heat levels in the Seniors' Center: He stated that Colin Booth, Colin Price, Tony Wong, Susan Mele, Steven Harvey (City Engineer) and he did a walk-round assessment of the Seniors' Center considering different options to aid in cooling this center during overly warm seasonal periods. The areas most affected (in order of importance) are: the main lounge, kitchen, and dining room. Options considered include: resurfacing windows with thermal reflective coating, installing air shields at main doors, the planting of shade trees and eco-friendly air conditioning. These options will be further reviewed and presented to the Board in October. Colin Booth has particular knowledge

regarding the measuring of air volumes. Mr. Harvey noted that methods of cooling should not cost \$300,000.00, as previously thought.

5. SWEARING-IN of AARON LAW:

Stew served as witness in hearing Aaron read aloud the Society's Oath of Office (with Aaron having raised his right hand). The Board applauded and collectively welcomed Aaron to his role.

6. SAFARI DAY CAMP:

Kristi and Alicia presented this verbal report. They outlined the Summer Safari including the Mini Safaris and Preschool, the Youth Program and recommendations for the future. Each year, Kristi applies for a grant from Service Canada to offset the salary for the Day Camp Manager's position and the six leaders hired. Students must be hired. For 2009, \$27,000.00 was received from Service Canada, providing \$8.00 towards each employee's hourly wage.

Programs were offered for children and youth between the ages of 3.5 years and 16 years of age. A good gender balance in the youth group was present with a rotating ratio of 7:3 for boys and girls throughout the summer.

Alicia focused on outlining program offerings for 6-12 year old age groups. Out-trips included visits to *Science World*, the *Vancouver Aquarium*, *Watermania*, *Ridge Bowling* and a trip to *Lynn Canyon*. Crafts included Q-Tip painting, and the making of papier mache animals, masks and puppets. Favourite games included Dead Worms, Running Pictionary, California Kickball and Capture the Flag. Other activities included the making of cookies and cupcakes, tie dying and a riddle hunt around the centre. A Sports Day also took place in conjunction with Kitsilano Community Centre.

The 12-16 year old group had one female leader. Out-trips for this group included *Planet Lazer*, *Granville Island* and the *Queen Elizabeth Pitch and Putt*.

An end of year celebratory barbeque and magic show took place.

Recommendations for Next Year:

- 1. Increase the number of participants in the Mini or Youth camp and add an additional leader. Decrease or maintain the participant size of Summer Safaris. The goal is to keep the numbers the same, at about 60 kids.
- 2. Apply for two Service Canada grants: one for the youth group and one for the preschool.
- 3. Begin registration in the spring rather than in the summer. It was noted that the number of registrants increased over the summer.

A profit of \$30,000.00 was made this summer. It was suggested that perhaps next year, Alicia could return as a consultant and/or an additional person be hired to assist with administration.

Alicia Young left the meeting at 7:47pm.

7. EXECUTIVE COMMITTEE REPORT:

Under Item #2 – It was noted that the JOA negotiations have been suspended, and not the JOA itself.

MOVED by Bill, seconded by Melina, that the minutes of the September 9th Executive Meeting be accepted, as amended. CARRIED.

Jim Hall stated that the Program Committee will look into and oversee coffee service at registration times.

8. CORRESPONDENCE:

- 1. Susan presented to the Board the Cultural Harmony Awards documentation forwarded to her by Kristi Douglas. If anyone from the Board has any nominations which might qualify under the award's diverse communities specifications, please let Kristi or Susan Duffy know.
- 2. A letter of congratulations was received from Desh Jehman at the Park Board stating that the Kerrisdale Community Centre (KCC) lowered electrical energy consumption by 10% during the first five months of 2009. This amounted to a savings of \$1900.00.
- 3. A newspaper article featuring Mary Dopson's running of the 100 metre sprint in the Seniors' Games in Richmond was shared with the Board. Mrs. Dopson is an active member of the KCC Seniors' Centre and an avid knitter with the centre. The Board praised Mrs. Dopson for her accomplishment and sense of spirit.

Jim suggested nominating Mrs. Dopson as a hero on the Active Communities web-site.

9. LETTER FROM GENERAL MANAGER:

Susan presented the letter she received from Susan Mundick for clarification/explanation to the Board. She spoke to Ms. Mundick's recent resignation and explained the upcoming Sierra Systems review report.

10. COMMUNITY PARTNERS PROGRAM REVIEW:

Susan presented this document and sought questions from the floor. Community partners do not need to be private businesses. The centre is not currently looking to seek contracts from businesses in the local area as the momentum for this endeavor did not develop.

MOVED by Monica, seconded by Melina, to accept the Community Partners Review Report of June 25, 2009 as presented. 1 opposed. CARRIED.

11. INVESTMENT POLICY DRAFT:

An involved discussion took place regarding this draft document. It was noted that Credit Unions are not insured under the CDIC. The Finance Committee will further review this document and bring it to the Board at a later date.

MOVED by Barb, seconded by Onno, that the *Investment Policy* draft be accepted for Policy as presented. MOTION WITHDRAWN. (Secretary's note: pending further document revisions.)

12. PROPOSED BY-LAW AMENDMENT for OFFICERS – ELMER WIENS:

Susan read the proposed amendment aloud.

MOVED by Elmer, seconded by Wayne, that By-Law 32 be amended and presented for voting approval at the next Annual General Meeting as presented. 1 in favour, 10 opposed, 4 abstentions. NOT CARRIED.

A lengthy discussion took place regarding this motion with the following noted:

It was remarked that this motion could restrict knowledgeable and experienced members from remaining on the Executive.

Wayne questioned the value of the second sentence of the motion. It is noted that Wayne seconded the motion in order to allow discussion of the motion to occur. In response to Wayne's remark, it was stated that many other organizations have such a by-law in place. This motion would eliminate cliques from forming and enable other Board members to have an opportunity to gain experience and have a chance to serve on the Executive.

A remark was received that not allowing the amendment to proceed could allow for "musical chairs" being played by the Executive in their simply "rotating" Executive roles and not letting other Board members have a chance to serve on the Executive.

Susan stated that Board members are welcome to sit in on Executive meetings at any time, although they may not participate in the discussions.

It was remarked that the current Executive is doing a good job.

It was stated that at the last AGM, no other nominations were received from the floor.

It was remarked that Executive members need a great deal of general Board experience to effectively serve on the Executive. It was stated that four years may not be enough time to gain the experience needed, whether serving on the general Board, or serving on the Executive.

BREAK - 8:40-8:45

13. GHOST TRAIN – Tuesday, October 13th, 7pm-8pm:

The KCC has booked a slot for this at the above stated time and date. Board members are to e-mail Kristi to request tickets. It was noted that if you are not going to use the tickets which you request, please return them to Kristi so that they may be forwarded to others.

14. RECREATION SUPERVISOR'S UPDATE/REPORT: Stew

Stew presented Lee Tarrant's KCC Fall 2009 Registration Report. A similar report will be presented quarterly.

15. OTHER BUSINESS:

- a) Nominating Committee: Samuel Fung will serve as Chair with Wayne and Onno on the committee. It was noted that Susan appoints the committee.
- b) Christmas Party Committee: Kristi, Jody, Samuel, Oscar, Aaron, and Carmen will serve on this committee. Bill would like to help, but will be away at that time. (He passed along his regrets.)

16. FINANCE COMMITTEE REPORT: Onno

MOVED by Onno, seconded by Barb, that Aaron Law be appointed to the Finance Committee. CARRIED.

Onno spoke to the updated budget, noting the adjustments from the Program Committee. No additional money has been requested/spent in this regard; the money has simply been reallocated. The financial season is going well with the addition of the summer money from the Day Camps.

Two typos were noted in the minutes: one in Item #4 and in the spelling of Barb's surname.

MOVED by Onno, seconded by Colin Price, to accept the Finance Committee Minutes of September 15th, as amended, and the Financial Statements of July 31st, as presented.CARRIED.

17. STANDING COMMITTEE REPORTS:

a) Program Committee: Bill Harris

Minutes correction: Dodgeball is being offered actively now.

Stew will ask Jody to come to the October or November Board meeting to present as planned.

MOVED by Bill, seconded by Barb, to accept the Program Committee Report of September 9th, 2009, as amended. CARRIED.

b) Seniors Council: Irene Ronnie

A nice memorial service for Jim Shaw took place with about 150 people in attendance. The centre is looking forward to the new flooring coming in. Susan remarked that for the time being, the Wireless Internet discussion has been dropped by the Park Board. It would seem that this is owing to costs.

About 100 people are scheduled to come to the Over '90's tea. There are over 400 people over the age of 90 registered at the centre.

Typo in the minutes: It was noted to remove the dollar sign.

MOVED by Irene, seconded by Wayne, to accept the Seniors' Council report of September 14th, 2009, as amended. CARRIED.

c) Pool Committee: Katy Hughes

Susan suggested that *Groovin'* at the *Grove* just be held in July next summer as the attendance at the event dropped off in August.

Minutes correction: the *Halloween Howl* will be held on Friday October 23rd.

Katy remarked that the pool remains a challenge, given its age.

MOVED by Katy, seconded by Colin Booth, that the Pool Committee Minutes of September 14th, 2009 be accepted, as amended. CARRIED.

18. AD HOC COMMITTEE REPORTS:

a) Olympic and Paralympic Committee:

Melina sought questions from the floor. None were received.

Kristi spoke to Games Town 2010 remarking it is geared towards small towns rather than cities. The KCC has posted our three events on their community page. Prizes will be awarded to communities based on entries that are Games specific. Melina thanked Kristi for her quick action on this. She also thanked Rhiannon for rushing the minutes.

MOVED by Melina, seconded by Bill, that the Olympic and Paralympic Committee Report be accepted, as presented. CARRIED.

b) Facilities Planning Committee:

Melina spoke to this stating that a meeting took place on September 17th. Danica Djurkovic, manager of Facility Development at the Park Board, advises that the committee proceed with their feasibility study. There were no questions from the floor.

MOVED by Melina, seconded by Colin Booth, that the Facilities Planning Committee Report be accepted, as presented. CARRIED.

The next meeting is scheduled for October 28th at 7:30pm.

MOVED by Wayne that the meeting be adjourned. The meeting adjourned at 9:23pm.

UPCOMING MEETINGS OR EVENTS OF NOTE:

Program Committee Meeting	Nov. 4th
Park Board Meeting at KCC	Nov. 16 th
Olympic/Paralympic Meeting	Nov. 17th
Executive Meeting	Nov. 18 th
Board Meeting	Nov. 25 th
Christmas Party	Dec.9th
Winter Registration: On-line	Dec.11th
In-Person	Dec.12 th

Outstanding Items

Terms of Reference – Arena Susan Duffy

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE KERRISDALE COMMUNITY CENTRE SOCIETY HELD ON WEDNESDAY OCTOBER 28th, 2009 AT 7:30 pm



Present: Susan Duffy, Chair, Onno Bakhoven, Oscar Bisnar, Colin Booth, Samuel Fung, Bill Harris, Katy Hughes, Melina Hung, Arvind Khurana, Carmen Lamoureux, Aaron Law, Colin

Price, Wayne Reid, Irene Ronnie, Monica Tang, Elmer Wiens

Regrets: Kathleen Bigsby, Colin Booth, Commissioner Aaron Jasper

Excused: Helen Pang

Guest: Phil Riddell, Benny Wong Staff: Stew Jordan, Tony Wong Recorder: Rhiannon Morgan

1. CALL TO ORDER:

The meeting was called to order at 7:27 pm.

2. AGENDA:

- 1. The addition of the Mayor's meeting tomorrow at the Kerrisdale Community Centre (KCC) added as Item #18.
- 2. The addition of an outline of the centre's security measures. This will be addressed in the Recreation Supervisor's Report in Item #12.

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

3. APPROVAL OF MINUTES OF SEPTEMBER 23RD, 2009 BOARD MEETING:

Remove Kathleen Bigsby's name from the list of those present, and keep her name on the list of those forwarding regrets.

Two American spellings of the word "center" on the last page were noted when the spelling should be the British spelling of the word.

MOVED by Samuel Fung, and seconded, that the minutes of the September 23rd, 2009 Board Meeting be accepted, as amended. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES:

Cooling Options for the Seniors' Centre Update:

Tony Wong spoke to the specifics of the report. Options 1 and 4 are the choices recommended in the engineer's report. The Board discussed the various options.

MOVED by Monica Tang, and seconded, that the KCC Society move forward with option #1 as outlined in the engineer's report, up to a preliminary amount of \$60,000.00. 13 in favour, 2 abstentions. CARRIED.

5. CORRESPONDENCE:

1. A card of thanks was received from Ann McQueen thanking three front desk staff members (unnamed in her card) who assisted her recently when she was experiencing car trouble at the centre.

6. BOARD SOLICITOR'S LETTER:

Comments as follows:

- concern was expressed that the issue was not brought before the Board and Executive;
- Board members should take their concerns to the Board and/or Executive for consideration and approval;
- in response to a question, it was indicated that "yes", the Executive authorized Phil to act.

MOVED by Onno Bakhoven, and seconded, that the Kerrisdale Community Centre Society continue to retain Philip Riddell as Society Board Solicitor. 13 in favour, 1 opposed, 1 abstention.

Phil Riddell and Benny Wong left the meeting at about 8:10 pm (Secretary's note – time is approximate.)

7. VANCOUVER SERVICES REVIEW/RECREATION SUPERVISOR'S REPORT:

It was decided to include the Recreation Supervisor's report as a component of this item. The Board-reviewed Penny Ballem's letter on the core services. The KCC Community Consultation Meeting on budget issues will take place at 7pm tomorrow evening in the Seniors' Craft room.

8. POSTCARDS 2010 FINAL REPORT:

MOVED by Melina Hung, and seconded, to accept the *Postcards 2010 Final Report* as presented. CARRIED.

9. EXECUTIVE COMMITTEE REPORT:

Comments as follows:

- The *Christmas Concert* will take place at 7pm.
- Regarding item #3: The KCC will do the installer set-up for Internet access. The Seniors' Centre and main lobby are the proposed location options. Best Buy is the location being considered as a place to buy the router.
- Regarding Item #1: The letter has been sent to Diane Murphy.

MOVED by Bill, and seconded, to accept the Executive Committee Report as presented. CARRIED.

10. INVESTMENT POLICY AMENDMENT:

Comments as follows:

- it was noted that credit unions (provincial, and not civic, credit unions) now offer more account protection than chartered banks.
- in response to a question, yes, the Finance Committee should follow the Society's Investment Policy.
- it was noted that "GICs" are a generic term and Bond investments are generally riskier than investments in GICs.

MOVED by Onno Bakhoven, and seconded, to approve the wording of the proposed amendment. CARRIED.

11. "FORM A LEGACY" COMMITTEE:

Monica, Katy, Susan Mele, Samuel and Barb will form this committee.

Comments as follows:

-it was noted that legacy matters mean a great deal to some members as both an emotional and financial investment are involved in their bequest.

Monica will call a meeting of this committee.

Break - 8:50pm-9:00pm

12. SECURITY:

(Secretary's note: this topic was to have been covered in the Recreation Supervisor's Report, but that item was moved up to Item #7 during the progression of the meeting. Security is outlined as Item #12, by itself.)

Centre Security measures were outlined. The role of the Recreation Supervisor, and joint ESS arrangements with Providence Health Care and the local Community Policing Office were explained in this regard. The KCC has monitoring systems in place, and signs advising patrons of such are posted in the centre. Help through 911 is called, when needed, to assist with emergency situations. Security in the Exercise Room involves a four point safety protocol: 1) a sign saying that the Exercise Room is an unsupervised area is in place, 2) an emergency button is present and operational 3) a quarterly daily inspection check takes place, and, 4) hourly walking inspections take place in the exercise areas.

13. AD HOC COMMITTEE REPORTS:

a) Facilities Planning Committee:

A presentation was made by the Chief Executive Officer of Orion Health at a recent committee meeting. Susan has received a lengthy report from Oscar, Colin and Chris Heath that she will review.

MOVED by Oscar, and seconded, to accept the verbal report of the Facilities Planning Committee as presented.CARRIED.

b) Olympic and Paralympic Committee:

Melina presented the poster for *Pulse to the Podium* (November 7th, KCC gym). Staff will follow the Olympic and Paralympic Committee's directives regarding the lengthening of centre hours during both sets of Games. Staying open beyond regularly scheduled hours is acceptable.

MOVED by Melina, and seconded, to accept the minutes of the Olympic and Paralympic Committee meeting as presented. 1 abstention. CARRIED.

14. OTHER BUSINESS: none

15. FINANCE COMMITTEE REPORT:

The cost of HST implementation is about \$40,000 and not \$70,000, as thought. The Finance Committee will make recommendations regarding implementing program billings for children with respect to the HST. The audit is in progress and info on this will be presented in November. Three typos were noted in the minutes: one, change date to Sept. 26th (from "August", as indicated), two: drop the "13", and three: drop the word "were".

MOVED by Onno, and seconded, to accept the Finance Committee Minutes of October 8 2009, as amended, and the Financial Statements of August 31st, 2009, as presented. CARRIED.

16. STANDING COMMITTEE REPORTS:

a) Seniors' Council:

It is noted that the last meeting was delayed because of the Thanksgiving holiday. About 400 books were sold at the last sale. New flooring will go in before Christmas and over the holidays, a paint job will be completed with the centre closed for 3 days. A total of 90 people attended last night's dinner theatre.

MOVED by Irene, and seconded, to accept the Seniors' Council minutes as presented. CARRIED.

b) Program Committee:

Comments/remarks as follows:

- -the Needs Assessment cost was actually about \$24,000.00, and not \$60,000.00 as thought and indicated. (It is noted that the figure quoted in the minutes was not a typo, but a reporting error.);
- Stew will forward a copy of the Needs Assessment document to Elmer
- a question was received regarding the motion in the minutes and on-line registration. The Board was updated on the cycles of this for a period of one year.
- coffee service at registration periods will be taken back to the Program Committee for review again.

A typo in point #3, second paragraph was noted: add a "y" to the word health, to read as "healthy".

MOVED by Bill, and seconded, to accept the Program Committee minutes as presented with exception to item 7.2 (that of coffee service at registration periods) and the notation of the corrected Needs Assessment cost, as amended. 1 abstention. CARRIED.

17. BOARD MEETING DATES FOR 2010:

It is noted that the Annual General Meeting date is February 10th 2010.

The next meeting is scheduled for November 25th at 7:30pm.

There being no further business, the meeting adjourned at 9:43 pm.

UPCOMING MEETINGS OR EVENTS OF NOTE:

Program Committee Meeting	Nov. 4 th
Pulse to the Podium	Nov. 7 th
Park Board Meeting at KCC	Nov. 16 th
Olympic/Paralympic Meeting	Nov. 17 th
Executive Meeting	Nov. 18 th
Board Meeting	Nov.25 th
Pool Committee Meeting	Dec. 2 nd
Christmas Party	Dec. 9th
Christmas Concert	Dec. 11 th
Winter Registration:	
On-line	Dec.11th
In-Person	Dec.12th

The deadline for receiving Annual Reports is January 8th, 2010.

Jan.6th

Jan.13th

Jan.27th

Outstanding Items

Executive Meeting

Board Meeting

Program Committee Meeting

Terms of Reference – Arena Susan Duffy

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE KERRISDALE COMMUNITY CENTRE (KCC) SOCIETY HELD ON WEDNESDAY NOVEMBER 25th, 2009 AT 7:30 pm



Present: Monica Tang, Acting Chair, Onno Bakhoven, Kathleen Bigsby, Oscar Bisnar, Colin Booth, Melina Hung, Arvind Khurana, Carmen Lamoureux, Aaron Law, Wayne Reid, Irene Ronnie, Elmer Wiens

Regrets: Susan Duffy, Chair, Samuel Fung, Bill Harris, Katy Hughes, Barb Mikulec, Colin

Price

Excused: Helen Pang

Staff: Stew Jordan, Manabu Koshimura

Recorder: Rhiannon Morgan

1. CALL TO ORDER:

The meeting was called to order at 7:31 pm.

2. AGENDA:

- 1. Proposed 2010 meeting dates will be added under Other Business as item # 13.1.
- 2. The addition of the draft *Board & Committee Meeting Protocols* will be added under *Other Business*, as item # 13.2.

MOVED by Wayne, and seconded, that the agenda be approved as amended. CARRIED.

3. APPROVAL OF MINUTES OF OCTOBER 28TH, 2009 BOARD MEETING:

The following items were noted for correction:

- 1. Noted to remove Colin Booth's name from those present and have him listed as those with regrets;
- 2. Item #6 note to add the Motion as "CARRIED";
- 3. Under Item #6 to list as "Executive Committee", and not just "Executive";
- 4. Under Item #15 strike the words "for children".

MOVED by Onno, and seconded, that the minutes of the October 28th 2009 Board Meeting be accepted, as amended. CARRIED.

4. BUSINESS ARISING FROM THE MINUTES: none

5. PLAY PALACE (PP) REPORT AND FINANCIALS:

Manabu Koshimura presented this report. He spoke briefly to the history of the PP, activities held there like birthday parties (with 291 such parties held during public times last season), the hours of operation and how monies are allocated. It was noted that new equipment will need to be purchased for next year as some items are wearing out. Over \$100,000 was generated through drop-in monies this year. The Society assists with staffing costs. No charge is made for adult attendance at the PP as it is considered a parent participation activity. Lower estimated attendance this year was due in part to good summer weather. There will be a 4% pay increase for unionized staff in January 2010.

Comments/questions as follows:

- regarding costs for new equipment, projected shared expenses are as follows: \$10,000 projected as a contribution from the PB and \$5000 from the Society;
- there is not a JOA in place at present that covers the PP;
- a question was received regarding pages 2 and page 10 and discrepancies between bookings and actual monies received. This will be looked into. (Secretary's note: the following information regarding this inquiry was forwarded following the meeting as noted: The correct figures for this budget are reflected in the "Totals" column so the total revenue is correct at \$104,210.30 with the amounts listed in *unit fee column* being figures from 2008 that were not updated.

(Manabu left the meeting at 8:00pm.)

MOVED by Wayne, and seconded, to accept the 2009 Play Palace Report as presented. CARRIED.

6. JOINT OPERATING AGREEMENT:

MOVED by Onno, and seconded, that the Kerrisdale Community Centre Society join those Community Centre Associations which have decided to negotiate the renewal of the Joint Operating Agreement with the Board of Parks as a group. CARRIED.

Comments/questions as follows:

- a general list of those centres who voted in favour of participation in this initiative was stated (although it is noted that the verbal list presented may not include all those centres voting in favour);
- an amendment to the motion was suggested to change the word "who" in the motion to "which"; therefore, it was:

MOVED by Oscar, and seconded, to strike out the word "who" in the motion of this meeting (Item #6 as follows: MOVED by Onno, and seconded, that the Kerrisdale Community Centre Society join those Community Centre Associations "who" have decided to negotiate the renewal of the Joint Operating Agreement with the Board of Parks as a group.) and insert the word "which", in its place. CARRIED.

7. CORRESPONDENCE: none

8. EXECUTIVE COMMITTEE REPORT:

The following items were noted for correction/clarification:

- 1. Under Item #8 "imitative", should read as "initiative";
- 2. Under Item #12 regarding underage people, the concern was that it be recognized that party guests needed to be of working age.

MOVED by Kathleen, and seconded, to accept the Executive Committee report as amended. 1 abstention. CARRIED.

9. RECREATION SUPERVISOR'S REPORT:

The city council/public consultation meeting will take place December 1st. The final vote on the proposed budget will take place December 15th.

Youth Programs: There are many programs offered for youth at the KCC and so it may not be necessary to have a formal Youth Worker position here.

Comments/questions as follows:

- the KCC does not have a secondary school attached to the centre;
- it was noted that many youth and adult programs are combined to allow parents and their teens to take classes together.

10. NEW COMMUNITY GARDEN:

The green sheet included in the Board package is for information purposes only with more information forthcoming at the January meeting.

Comments/questions as follows:

- city property would be utilized for this initiative;
- public consultation will take place.

11. CHRISTMAS PARTY UPDATE:

A Hawaiian theme is planned for this year. The cost of the meal is a little higher than last year. For the first time this year, guests may be included for a fee of \$25.00.

Break – 8:30pm – 8:45pm

12. AD HOC COMMITTEE REPORTS:

a) Facilities Planning Committee:

The reports were presented. Items 5, 6, and 9 from the September meeting are still awaiting feedback. The pool was not included in the aquatics review. Assistance with a consultant is still pending. The committee is awaiting feedback from the PB.

MOVED by Kathleen, and seconded, to accept the reports of the Facilities Planning Committee of as presented. CARRIED.

Comments/questions as follows:

- the therapeutic pool would be used for rehabilitation purposes;
- chlorine is no longer used with new pools built today new pools utilize ozone for cleanliness and bacteria control;
- the new pool would be a part of a health facility serving this region of Vancouver.

b) Olympic and Paralympic Committee:

Board volunteers were sought for assistance at the *Community Living Room* in February and March. A sign up sheet will be circulated for members to sign up to volunteer their time. Correction to the minutes as noted:

1. Honourariums were given to "mascot staff", and not staff.

MOVED by Melina, and seconded, to accept the minutes of the Olympic and Paralympic Committee meeting as amended. CARRIED.

Comments/questions as follows;

- advertising for the Community Living Room will also be present on the Reader Board;
- the *Athlete Attendance Program* may be able to assist with organizing paralympian attendance at the KCC *Community Living Room*;
- KCC red T-shirts were distributed to Board Members to be worn at centre Olympic themed events.

c) Nominating Committee:

The committee held a meeting on November 19th. The new date of the AGM needs to be put on the centre's web-site. Onno has updated the large hall card announcing the next AGM date. This will be set up beginning in January and remain up through the period leading up to the AGM. It will also be set up during the Winter registration dates of December 11th and 12th. E-mails were sent to all Directors whose terms are up this year seeking their intentions to run for next year. One new candidate for the election has been received to date.

MOVED by Onno, and seconded, to accept the verbal report of the Nominating Committee as presented. CARRIED.

13. OTHER BUSINESS:

13.1: Proposed Dates for 2010:

MOVED by Kathleen, and seconded, to accept that proposed dates as presented. CARRIED.

13.2: Board and Committee Meeting Protocols:

This draft was presented by Kathleen. It is an amendment/re-draft of a 2000 policy, updated in 2003 and reconsidered now. This is presented now for information purposes and will be presented again in January. Board members were asked to forward any ideas/suggestions regarding this to Susan in the interim period.

14. FINANCE COMMITTEE REPORT:

Net income exceeds expenses. Expenses did increase by \$40,000.

MOVED by Onno, and seconded, to accept the Finance Committee Minutes of November 12, 2009, and the Financial Statements of October 31st, 2009, as presented. CARRIED.

Discussion:

- a question was received regarding a discrepancy in the seniors' programs, fundraising and kitchen an invoice was incorrectly inputted, and this should correct the discrepancy;
- it is noted that over a 12 month period the Seniors' Centre is operating at a profit.

Corrections to minutes as follows:

- 1. Under item #5, drop the "s" from fees.
- 2. Under item #6, the word "customers" should have an apostrophe.

MOVED by Onno, and seconded, to accept the draft audited Financial Statements of August 31st, 2009 as presented. CARRIED.

15. STANDING COMMITTEE REPORTS:

a) Seniors' Council:

A long time member passed away just short of her 100th birthday. The kitchen is looking forward to a break next month for three days over Christmas. Holiday decorating begins December 1st. Corrections to the minutes as noted:

The word "Santa" should be capitalized.

MOVED by Irene, and seconded, to accept the Seniors' Council minutes as amended. CARRIED.

b) Program Committee:

The committee decided that coffee will not be served at Registration periods owing to a lack of volunteers to assist with the service.

Corrections to the minutes:

Item #4, drop the letter "s" from the word make.

MOVED by Oscar, and seconded, to accept the Program Committee minutes as amended. CARRIED.

Comments as follows:

- Patti will be asked to verify #'s regarding registration.

The next meeting is scheduled for January 27th at 7:30pm.

MOVED by Kathleen that the meeting be adjourned. The meeting adjourned at 9:30pm.

UPCOMING MEETINGS OR EVENTS OF NOTE:

Spring Registration
On-line
In-Person
Olympic Committee Meeting
Program Committee Meeting
Executive Meeting
Board Meeting
AGM
March 19th
March 20th
Feb. 2nd
Feb. 3rd
Feb. 3rd
Feb. 3rd (tentative)
March 24th
Feb.10th

Outstanding Items

Terms of Reference - Arena

Susan Duffy