

**SECHELT SENIORS ACTIVITY CENTRE  
5604 Trail Avenue Sechelt BC**

**Minutes of the Board Meeting  
Tuesday, April 8, 2014**

Present: Kit Artus, Ron Atkinson, Dorothy Fraser, Maureen Heaven, Barbara Lightfoot, David Marsh. Joanne Rykers, Douglas Smith, Linda Stroud, Doug Whitworth.

Regrets: Phil Green, Brigitte Horn

**The Meeting was called to order at 9:35 a.m.**

1. The agenda was adopted with the addition of the item i) under New Business Tea at 2 on Tuesdays.
2. Minutes of the March 11, 2014 minutes were adopted without changes.
3. Business arising from the February 14<sup>th</sup> meeting:
  - i) Review and discussion of the proposed Code of Conduct . Barbara and Ron thanked Kit for her work on this document. It was noted that many items within the Code of Conduct, are in fact covered by the By Laws. The appeal process was clarified by Doug Whitworth. If a Member is suspended, this action must be taken by the President. Appeal is to the Board. The need for a Code of Conduct was discussed at length. Ron spoke, supported by Douglas Smith. Their feeling is that there needs to be a Policy in order to address inappropriate behaviour, especially when the behaviour is towards staff or volunteers. Joanne feels there is sufficient detail in the By Laws and Constitution, without adding more rules. Maureen felt that we should be able to expect normal adult behavior from our members without this additional policy. Dorothy agreed that we should be able to expect this, but there are sometimes exceptions. Kit suggested that we reduce the Code of Conduct to the last two items. It was noted that the renter's contract deals effectively with the expected behavior of non-members in a rental situation. The item was tabled to the next meeting. Kit and Ron will work on a new proposal.
  - ii) Review of retention/storage of electronic documents, particularly e-mails. Correspondence is centralized with the Secretary with the exception of:
    - Finance Records – which reside with the Treasurer
    - Maintenance records – which reside with the Maintenance Director

- Rental records and contracts – which reside with the Rental Coordinator.

All Board Members are required to thoughtfully review electronic records before disposing of them. Kit will send each Board Member a copy of the proposed new policy.

iii) Correspondence

- a) Barbara reported that she has received an e-mail from a member, stating her disappointment in the lack of adherence to the Centre’s “Scent Free” guidelines. Barbara notes that the Member concerned has severe reactions to perfumes etc. and that the e-mail was thoughtfully and respectfully written. Joanne has researched this issue. Joanne feels that we can never legislate compliance. A new policy document was circulated. Joanne noted that we need to work at voluntary cooperation through education while recognizing that it is not possible to eliminate all scents from the Centre. There was a suggestion that we may be able to obtain and distribute samples of scent free products to our members.

Linda thanked Joanne for her work on this topic and suggested that we promote the policy through advertising in the Echo. Joanne will give copy to David for the Echo.

**Proposed:** by Doug Whitworth that this policy be added to the policy manual.

**Seconded:** Kit Artus

**Carried:** Unanimously

- b) Barbara reports she has received 4 criminal record checks in reference to Board Members. She requested that those Board Members who have not already contacted the RCMP for their record check, please do so.
- c) A cheque for a \$500 grant from CIBC (Patrina Thompson) has been received.
- d) An e-mail was received from member Val Morris, who had questions regarding the financial statements in the Annual report. All but one of questions has been answered. The remaining one, regarding a software donation, will be addressed upon Brigitte’s return from holiday.
- e) Barbara has received a letter of resignation from our Rental/Activities Coordinator, Kassie Ranchie. The resignation is effective June 30, 2014. The Board expressed their regret at losing Kassie, who has been a valuable and valued employee.

Barbara reported that one person has already expressed an interest in the position. An ad will be placed in the April 18, 2014 edition of the Coast Reporter and in the May edition of the Echo. A committee, consisting of

Barbara, Maureen and Linda will meet to review the job description, which will then be brought to the Board at the next meeting for comment. Presently the position is 16 hours per week.

iv) **Committee Reports:**

**Bus Committee:** Maureen

The Bus trips have been negatively affected by the increase in ferry fares, which have made the trips more expensive.

There are 2 casino trips planned for May. We are hoping to get enough participants for the Britannia Mines Tour and the Teas and Trumpets season.

**Computers:** Phil was unable to attend. No report.

**Maintenance Report:** Ron

- A request for quotes for curbing has been prepared. These curbs are required to protect the building.
- A key is now required for the dart board. The key is in the office key cabinet.
- An alarm call seems to have been caused by a decoration hanging from the ceiling and moved by air from the heating system. Please be aware that no one should be hanging decorations from the ceilings.
- A list of new maintenance team members has been circulated.
- A hatchway to the auditorium attic has been opened and 3 way lighting installed.
- Stairs from the back lot to the park have been repaired with some new treads and non-slip nosing.
- The TV and remote controls have been mounted on a portable stand.
- The defibrillator and first aid kit are now mounted and visible, beside the Heritage Room door. Ron suggests a picture and write up be included in the next Echo.
- A locking enclosure is being investigated for the Craft display case in the lobby.
- An under-counter freezer for take-out frozen meals is being investigated. We intend to modify the lobby coffee machine cupboard to accommodate the new freezer.
- An additional wine/beer lock up cupboard in the bar area is being made.
- The entire building lighting is being reviewed by EE Col Electric and Olson Electric to tie in with our New Horizons Grant and BC Hydro rebate programme.
- The replacement of interior components for the front street sign is \$1,050. (A grant request is in place for this.)
- Tony Stroud is in the process of building a computerized data base for all maintenance records such as contracts, servicing records, inventory, equipment data and repair information.

- Planter Walls: 8 Landscape Contractors were invited to quote, 6 quotes received. There is too much variation in materials, labour and details of the intended work to effectively evaluate the quotes without further analysis. We will review with 2 contractors and request clarification to arrive at a reasonable decision.
- Ron thanks the Board for their support during the process and wants to remind them of the requirement for confidentiality during the bidding process.

**Finance:** Brigitte on vacation, no report.

**Kitchen:**Doug

Waiting for the new freezer in order to go ahead with the frozen meals program. Everything is going well in the kitchen.

A new hand mixer was purchased at a cost of \$100. Jim, a Kitchen Committee Member and stalwart volunteer, is in the hospital in Vancouver. No other details are available. The Board will arrange for a card to be sent.

**Membership: Joanne**

A check on Memberships was conducted during March, with the assistance of the Day Directors and Membership Chairs. Most groups are now completed. Thanks to all for their assistance and cooperation. We presently have 956 members, there were 1027 at this time last year. The check of memberships did show up some errors in our paperwork and give us an opportunity to correct them. The Membership Committee will follow up with those that have not renewed and find out why.

Doug will check kitchen volunteer list with membership list to ensure all are members.

Confirmed that Mo checks membership for Funtastics.

Crafters contribute greatly to the Centre and it has been suggested they be offered half price lunch. This will be reviewed.

**President's Report:** Barbara

Nothing to add other than to thank the Board for their continued support and hard work.

v) **New Business:**

- (1) Ron requested Board approval for an increase to the payment for Jim Taylor when he performs at our dances.

**Moved:** By Ron Atkinson that the present payment of \$300 be increased to \$400.

**Seconded:** Maureen

**Carried:** Unanimously

(2) Credit Card Processing; Maureen

This topic was sent to the Finance Committee for investigation at the March 11, 2014 Board Meeting.

One major concern is training of volunteers to use the card reader.

The purchase amount and the customer's e-mail need to be entered into the device to allow for delivery of a receipt. Many seniors do not have e-mail or do not want to give out their e-mail address.

Each transaction requires a signature.

Credit/Debit transactions for our silent auction and similar events could again be provided by J&B computers, who have agreed to this. The finance committee feels this is the best option for now.

(3) Pickleball Complaint: Joanne and Barbara

Pickleball presently books 12x2hour blocks.

There are 5 groups playing at different levels. 3 lower level groups play twice a week, 2 higher levels play 3 times a week.

On Sunday there is an extra block of 6 hours. Originally for people who had been "bumped" from their timeslot by rentals. Now it is used more by a select group of high level players who block this time for themselves.

The complaint was by raised, by Joanne, with the Activity Chair, however there has been no communication of any changes to the players.

It seems that the Sunday slot should be available on a fairly equitable basis to all players and that any player should be able to book a time block on Sunday.

The Pickleball Executive seem to be questioning the legitimacy of the request. They feel they "own" the sessions and can use the time as they wish.

Douglas Smith notes the success of Pickleball. This is due to the Activity Chair, Karen, who has set up the levels of play system. Some players, who did not like level play, were difficult to accommodate. Douglas feels the Chair has to be responsible, not the Board. Doug reports that he understands there will now be a move to 4 levels. More want to play in tournaments and the first 2 hours on Sunday will be for tournament practice allowing 4 hours for others to play.

Ron feels this is not a Board issue and the problem should be returned to the Pickleball Activity Chair. Doug W. agrees but notes that Pickleball is a Centre Activity and the Board is ultimately responsible.

Douglas Smith suggested a meeting to discuss this further. Barbara, Joanne and David will meet with Doug Smith. Tabled.

(4) Tea @ 2 on Tuesdays: Dorothy

Dorothy wishes to inform the Board that following the success of last year's program, Tea at 2 on Tuesdays will return in June, once the kitchen closes. Dorothy thanked Joan Flteeham for her support and help with this program.

Meeting adjourned at 12:15 p.m.

Next Board Meeting: May 13, 2014 at 9:30 am.

