

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

**Minutes of the Board Meeting
Tuesday, March 11, 2014**

Present: Kit Artus, Ron Atkinson, Maureen Heaven, Brigitte Horn, Barbara Lightfoot, David Marsh. Joanne Rykers, Linda Stroud, Doug Whitworth.

Regrets: Dorothy Fraser, Phil Green, Douglas Smith

The Meeting was called to order at 9:30 a.m.

- 1.) The agenda was adopted.
- 2.) The Minutes of the February 14th, 2014 meeting were adopted with one correction to the spelling of the name **Ursula Schmidhauser**, who will be training on the AED.
- 3.) Installation of new Director. David Marsh was asked to leave the meeting for a few minutes so that the Board could discuss the possibility of installing David as a Director. Following a short discussion the Board decided to offer the position of Director at Large to David. David rejoined the meeting, and was welcomed by the President who then administered the Oath of Office.
- 4.) Business arising from the February 14, 2014 meeting:
 - Barbara offered a vote of thanks to Joanne for her work on the new Policy Manual. There was discussion regarding the outdated copies of the manual, which it was determined are of no further use, and should be destroyed.
 - Barbara updated the Board on the Telus presentation which will take place on March 28, 2014 at 1.30 p.m. The Centre is renting the auditorium to Telus for their presentation. Telus will distribute \$5.00 vouchers toward lunch at the Centre. 200 vouchers will be available. The vouchers can be used towards lunch and will have an expiry date of one week.
- 4) Correspondence:
 - Barbara has received a memo from Mo Farn regarding the possibility of having a point of sale debit/credit processing function available for renters (such as the Botanical Gardens) and for our own functions. Mo mentioned that this option was very well received at our Gala and Silent Auction. An Android phone or other device would be required and the cost per transaction is 2.75%. There are no set up or monthly fees. As per Mo's suggestion the financial committee will meet to discuss this issue and request that Phil Green join them to advise regarding available systems.

- Barbara has received a letter of thanks and a \$50 donation to the Centre. This in regards to a birthday lunch that was arranged and held during a regular lunch time. The event went very well, despite the fact that the guest of honour was unable to attend due to ill health. She did appreciate the birthday cake Emily had made for her. Barbara has sent a thank you note.

5) Committee reports:

Bus Committee, Maureen.

A gift certificate for \$25 towards a single day bus trip was viewed and discussed. The gift certificate would be used as door prizes etc. at our own functions. Noted, that any non-members would need to purchase a one day membership in order to use the gift certificate.

The trip to Cloverdale Raceway went very well.

The Buddha Temple trip has been cancelled due to lack of participation.

Ferry rates are expected to increase in April, but at this time the exact amount of the increase is still not known.

Computers, Phil.

Barbara reported that, as Phil is away there will be no computer report.

Barbara went on to offer a vote of thanks to Phil, who has temporarily given up his regular Thursday shift as Day Director, so that Kit Artrus can take over Thursdays and get some experience of the Director's Duties. Phil's flexibility in this matter is much appreciated. This will continue until May, when Phil will resume his Thursday duties and Kit will become a "floater."

The Duty Director's schedule will therefore be:

Monday – David

Tuesday – Dorothy

Wednesday – Maureen

Thursday – Kit (until May and then Phil)

Friday – Doug Whitworth.

Maintenance: Ron

Jim Coffin's contract will be up at the end of March. The Board has approved an increase in Jim's hours from 4 to 4.5, 5 days per week.

Moved: By Ron Atkinson, that Jim Coffin's contract is renewed for a further 2 years at 4.5 hours per day, 5 days per week.

Seconded: Doug Whitworth

Carried: Unanimously

Ron discussed the requirement for replacement of the landscape retaining walls and shrubbery. The quotes received vary widely. Cost for this work, including landscaping blocks, new plants and some changes to the parking lots to improve access, was expected to be \$6,000 to \$7,000 and this was approved by the Board at the February

meeting. Ron will be asking the contractors for more clarification, but it does seem that the cost is likely to be in the \$10,000 range.

Moved: By Doug, that the Board approves this project, as described by Ron, to a cost of \$10,000

Seconded: By Maureen

Carried: Unanimously.

Ron reported that there are three new members of the maintenance team. Tony Stroud, Scott Huff and Don Ficko. Ron and Bill are very happy to have this extra help on board and hope it will assist them in getting the "To Do List" down to a more manageable size. Ron plans to have weekly meetings to assign work and so far it's going very well.

Garage Sale – Ron is trying to include surplus items. Discussion of the Bingo Machine and supplies, which will be offered to the Legion and if they have no interest, it will go into the garage sale.

David Marsh asked about the Auditorium floor. Is it to be replaced at some point? Ron responded that he is watching the floor carefully, but there are no imminent plans for replacement. We are applying for grants that could help with refurbishing the outdoor sign, interior lights and replacing carpets.

Treasurer's Report: Brigitte

The New Horizons grant has now been received. The Centre's finances are in good standing.

Kitchen: Doug Whitworth

Ron and Emily are working on the positioning of an under the counter freezer, which would be in the bar area. There was a freezer offered as a donation, but it is too large and will not fill the need. Once the freezer is installed there will be some renovation work to allow for a lock up area for wine and beer and the freezer installation.

A member has asked that muffins be available at 11:15 on Tuesdays and Thursdays after the exercise class. Doug will take this to the kitchen committee, but feels Emily and the volunteers are probably doing as much as they can manage.

Membership: Joanne

Joanne reports that membership is at almost 900.

Discussed - checking of membership cards at activities. A sheet for Activity Leaders, where participants could "sign in" and enter their membership number seems like a good idea and will be distributed to Day Directors. The Day Directors will then distribute to the Activity Chairs.

Joanne spoke of the "In Memorium" book that has been misplaced. This is very unfortunate. Bonnie Hewitt has offered to help with materials if a new book is started. Discussion as to how we can ensure we are receiving information regarding Members and former Members who have passed on. Joanne will continue discussions with Bonnie.

Discussion of Criminal Records Check for Board Members. Linda will be delivering a letter to the RCMP next week asking for their assistance.

President's Report: Barbara

Barbara expressed her thanks to the Board for all their efforts.

Discussion of Joanne's position as Membership Chair, now that she is taking on the responsibilities of Vice-President. Joanne felt it would be better to give up the

Membership Chair duties. Kit Artus offered to take on the role of Membership Chair.

Barbara reported that she and Kit met with Bob D'Arcy. The meeting was amicable and Mr. D'Arcy has given Barbara a list of items he would like the Board to address.

The Board reviewed the document provided by Mr. D'Arcy.

Moved: That the Board reject Mr. D'Arcy's proposal and that the President so inform him.

Seconded: Joanne

Carried: Unanimously by those present.

New Business:

- Ron would like to the Board to review and discuss the documents "Code of Conduct" and "Philosophy of Volunteerism" Ron feels that there should be something reflecting our policy on these items in the Policy Manual.
The Board agreed we will review the documents and be prepared to discuss at the next Board Meeting. Linda agrees to send an electronic copy of the document, by e-mail, to all Board Members.
- Kit would like to discuss the retention of electronic Data, e-mails etc. Tabled to the next meeting.

Meeting adjourned at 11:55 a.m.

Next Meeting: April 8, 2014 @ 9:30