

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

**Minutes of the Board Meeting
Tuesday May 12, 2015**

Present: Ron Atkinson, Margaret Boyd, Maureen Heaven, Wilma Lorimer, David Marsh, Barry Pruden, Joanne Rykers, Gillian Smith, Donna Marsh and Maurice Farn
Regrets: Dorothy Fraser, Barbara Lightfoot, Linda Stroud,

The Meeting was called to order by President Joanne Rykers at 9:35 a.m. after Cathrine Fuller, the new Rental and Activity Co-ordinator, was introduced to the Board.

1) Agenda was adopted.

2) Minutes of the April 14, 2015 Board meeting were adopted as amended.

Moved Gill/Seconded Wilma

CARRIED

3) Correspondence –

1) Thank you card was received from Phil Green

2) Get well card and flowers were sent to Kit Artus who is recuperating after heart surgery.

3) District of Sechelt Permissive tax exemption notice was received and the due date is May 31st.

4) RBC Employee \$500 grant – SSAC member and volunteer Marcia Neal has earned a grant from her volunteer activities and has nominated the SSAC as the recipient. Joanne has followed up and submitted the necessary forms to RBC. Thank you Marcia.

4) Committee reports:

a) Bus Committee – Maureen reported on some of the recent and upcoming bus trips. The September trip to Tofino is proving to be very popular with 20 people signed up so far.

Paperwork for new bus drivers needs to be brought up to date and will be brought to the next meeting.

The idea of renting our bus and a driver to outside groups needs to be discussed further and the ICBC implications need to be investigated.

b) Kitchen – Barry reported that the Kitchen volunteer list has been updated and reorganized by first name alphabetically. Please note any changes and correction directly on the list and Barry will update periodically.

- Frozen Entrees – use the white Member slips and leave with cash, in a separate bag, in the Directors' desk. It will be included in the next day's cash box to be included in the next day's total.

- Procedure to be included in Director's Manual (Wilma)

- The third volunteer position on Tuesdays is reserved for new volunteers who haven't yet had kitchen training
- Ask lunch cashiers to use calculators (everyone)
- Another light in the cashier's area (Ron)

c) Maintenance – Ron reported that:

- Auditorium painting contract has been awarded to Contour Painting
- Sound dampening between the kitchen and the Heritage room is under consideration. Bob Lenardon is looking into alternate methods. Bob has done several renovations for us in the past.
- The motor for the exhaust fan in the Heritage room has been replaced
- The return air grill in the office has been opened and the furnace set to continuous air circulation to draw off the warm, stale air. Hopefully, this will help the air quality in the office. Welcome two new maintenance volunteers – Peter Kosof and Gerd Hoehstetter. There are 7 on the maintenance team now and meetings are held on the first and third Tuesdays of each month.
- The Centre will be closed for at least 1 week & additional time as necessary. Notice will be given about the closures.

Some things that will be dealt with during the summer closure are:

- Auditorium painting
- Shampooing auditorium chairs
- Replacing carpeted areas with vinyl planking
- Painting outside lamp standards
- Power washing north sidewalk
- Stripping and waxing floors
- Installing or replacing parking lot curbing as required
- Repairing and cleaning the roadway sign

d) Membership – Margaret reported that:

- Volunteer orientation took place with 4 new volunteers. It was a very useful, friendly chat. Request that Irene ask front desk people to ask new and returning members - are you a volunteer?
- There are approximately 1052 - 2015 SSAC members.

e) Treasurer's report – Donna presented the financial report for April 2015 (attached). Donna will speak to an accountant over the course of the summer.

f) Fundraising and Grants – Joanne reported that the RBC grant mentioned above will be allocated for use towards the purchase of a pickleball machine for that activity. Mo reported that the New Horizons grant application is not currently open. He anticipates something will start this Fall and will keep an eye on it for us.

g) Tech – David reported that

- The tech team is currently made up of David, Janice, Bob, Scott, Theresa, Barbara and Tony
- A walk through was provided to the renters on March 4th
- Tony is writing up a guide

h) President's report –

- Motion: New and renewing contract workers, board members and volunteer bus drivers are required to undergo a Criminal Records check.

Moved Wilma/Seconded David

CARRIED

- Kassie's last day is May 15th and there will be a thank you Farewell on May 15th at 1:30.
- Volunteer lunch is scheduled for June 22nd
- The By-laws review draft will be ready in time for the June meeting with the intention of presenting revised by-laws to the membership at the General Meeting in October
- A group of SSAC members represented the Centre at the Hike for Hospice. There was a good turn out.

Thank you to everyone who participated and donated.

5) Old Business:

a) Seashell Echo – Wilma reported that submissions for the Echo are due the 21st of each month Committee reports are welcome and one committee will be featured in each edition.

b) Pink Cushions – The Film Society requested that the SSAC purchase 50 chairs cushions as the chairs in the auditorium are quite hard. The price is \$6.99 each from IKEA for a total of approximately \$350 plus taxes.

A discussion regarding the purchase, storage, cleaning, etc. took place. Ron advised that we have some new Auditorium chairs with a larger cushion and will continue to replace the chairs over the next few years. The new chairs are currently in the Craft Room and the Film Society is welcome to use these chairs. They will be advised about the chairs and where to find them.

c) Temporary Memberships – the issue of temporary memberships has been referred to the Membership Committee.

There was discussion of the need for guest passes.

Motion: The SSAC will initiate a 3 month pilot project to allow members to buy a strip of 5 guest pass tickets for \$25 to allow their guests to attend Centre activities without a SSAC membership.

Moved Barry/Seconded Margaret

CARRIED

The pilot project will be reviewed in September.

d) Canada Day Parade Float – Mo reported that the Funtastics plan to meet on Thursday to discuss.

6) New Business:

a) Proposed Name Change for the Marquee – There was a general discussion about changing the Marquee and signage to Sechelt Activity Centre to reflect the fact that the Centre welcomes all ages.

The issue of cost was raised and further information is required.

b) Lost and Found Items and De-cluttering Items – There was general agreement that the SSAC should dispose of Lost and Found items fairly regularly. A sign will be put up letting people know that the current items will be disposed of towards the end of June.

c) Emergency Preparedness Instructions – Wilma reported that there is a box of Emergency Preparedness material in the Office. It was agreed that the information would be put out in the lobby and on tables so members could help themselves to the material.

d) Funtastics – Projected Budget – Mo reported that the auditions for the Fall Funtastics shows took place with a good turnout. There are always plenty of people involved with the production and the volunteers must be members. Mo presented a projected budget for the 2015 Broadway Production (Nov 6-7-8th). The anticipated Revenue is \$10,300 and the Projected Expenses are \$7,050.00. The net proceeds will belong the Centre.

Motion: The SSAC approve the Projected Budget for Funtastics 2015 Broadway Production.

Moved Maureen/Seconded Barry

CARRIED

Meeting adjourned at 12:10

The next Board meeting will be June 9th 9:30 am