

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

**Minutes of the Board Meeting
Tuesday March 10, 2015**

Present: Ron Atkinson, Dorothy Fraser, Maureen Heaven, Brigitte Horn, Barbara Lightfoot, Wilma Lorimer, David Marsh, Barry Pruden, Joanne Rykers, Gillian Smith, Linda Stroud

Regrets: Margaret Boyd

The Meeting was called to order by President Joanne Rykers at 10:00 a.m.

1) Agenda was adopted as amended

2) Minutes of February 10, 2015 meeting were adopted

3) Correspondence –

1) Thank you letter from the Pickleball Working Group for allowing them to use SSAC facilities for a pickleball event with players from Powell River.

2) Letter from the Sunshine Coast Community Foundation acknowledging receipt of intention to file a grant proposal from the SSAC for funds to repaint the auditorium. We will be notified after March 31st as to whether or not a full grant proposal will be required.

3) Insurance claim file will be closed as no record was found.

4) Committee reports:

a) Bus Committee – No report

b) Kitchen – Barry, the new Kitchen committee chair, reported that they will be meeting soon. Additional volunteers for Tuesday lunches are needed due to high volume. As well, it is important that no orders be taken after 1pm so that volunteers are not kept any longer than necessary.

c) Maintenance – Ron provided a report regarding the work of the Maintenance committee. See attached.

d) Membership – Margaret has agreed to be the new Chair of the Membership committee. Volunteer recruitment and coordination will be taken up by this committee. Dorothy has started this by checking all new membership forms for potential volunteer interest. We currently have over 900 members for 2015.

e) Treasurer's report – Brigitte presented the financial report for February 2015 (attached). Wilma, Joanne, Christa and Brigitte met and prepared a budget for 2015. This was presented (see attached) and discussed.

Motion: That we accept the budget as presented

Moved Barbara/Seconded Ron

Carried

f) Constitution review – Joanne reported that the committee has met again and recommendations will be presented to the board in due course so that the revised Bylaws will be ready for the membership at the October General Meeting.

g) Fundraising and Grants – Joanne receive a report from Mo Farn that he is applying for a \$4000 grant from the Sunshine Coast Community Foundation for auditorium repainting. Barbara indicated that the SCCF has had so many applications they plan to give grants to the same organization every two years. Mo has also applied for a cruise prize and if granted, plans to organize another cruise raffle.

h) Tech – David reported that the new auditorium projector, monitor and speaker have arrived and are scheduled to be installed this Friday between 9-2:30pm.

i) President's report – Joanne reported that:

- The Coast Reporter coverage of the SSAC pickleball event with players from Powell River contained a major error. The Pickleball Working group has followed up via email and Joanne has spoken with editor, Ian Jacques, as well. A correction notice will appear in the next Coast Reporter and the necessary changes have already been made to the on-line version of the paper.
- Joanne has met with two new directors for orientation regarding key procedures and the Secretary regarding the filing system and other administrative duties.
- The extra photocopier in the office has been removed and one file cabinet has been moved freeing up space to access the display case and cupboards.
- Several Activity Chairs have invited Joanne to their activities and she has attended Mahjong, the Painting Group and intends to visit other groups.
- Wilma is drafting an updated Directors' Manual
- Helmut Horn has agreed to be the new Recycling Person
- The Flea Market is scheduled for the upcoming Saturday with set up beginning at 8am. A discussion regarding set up, cash floats, refreshments and take down followed, with Linda, Joanne, Barbara, Maureen, Dorothy, Barry and others volunteering to help in various ways.
- Long time member, Don Robb, is in Palliative Care at St. Mary's.

5) Old Business:

- a) Car Co-op Presentation – before the board meeting began, Johann & Bruce of the local Car Co-op gave an informative presentation about Carsharing with the Coast Car Co-op. There are potential opportunities for the SSAC to work with this group. It may also be of interest to some of our members. Their website is coastcarco-op.ca.
- b) Seashell Echo – Kassie will resume responsibility for the Echo and David will assist with editing.
- c) SSAC Logo – the SSAC logo should be used in a consistent manner (i.e. the SSAC design).
- d) The Square – David will be meeting with the new Directors to demonstrate how the Square works.
- e) Closing Checklist for Directors – Ron provided a checklist for the Directors to help ensure that all of the closing steps are completed.

6) New Business:

- a) Signing Officers – Joanne, Barbara, Brigitte, Ron will remain signing officers and Wilma will be added as a signing officer.
- b) Hospice Fundraiser proposal – Linda introduced Deb Gleeson of the Sunshine Coast Hospice Society. Deb gave a short presentation about Hospice and the upcoming Hike for Hospice Fundraiser on Sunday

May 3rd at Porpoise Bay Provincial Park. It was agreed that the SSAC will enter a team in this year`s event and that information about the event would be circulated. People can sign up at coasthospice.com.

c) Insurance coverage – Wilma reported that we are covered for cash up to \$5000 with a \$1000 deductible.

d) Audit – Wilma raised the possibility of having a thorough audit conducted. There was a discussion about the advantages of an audit and the need, especially in light of the expense. The Financial Committee will investigate further.

Meeting adjourned.

The next Board meeting will be April 14th, 2015 at 9:30 am