

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

**Minutes of the Board Meeting
September 9, 2014**

Present: Kit Artus, Ron Atkinson, Dorothy Fraser, Phil Green, Maureen Heaven, Brigitte Horn, Barbara Lightfoot, David Marsh, Douglas Smith, Linda Stroud, Doug Whitworth.

Regrets: Joanne Rykers. Guest: Ed White.

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

1) **The agenda** was adopted with changes to the order of business.

2) **The Minutes** of the August 12, 2014 meeting were adopted.

6b) New Business:

Take Me Back to Dixie, Ed White.

Ed introduced the report and reported on the activities of the Funtastics. Despite their success, challenges that the group has been trying to deal with include lack of rehearsal space and increasing production costs. There will be a silent auction in conjunction with the performance.

In view of these concerns the Funtastics will:

- produce one day shows in the Fall and Spring, rather than 3 day events
- reduce cast, crew and the need for rehearsal time
- reduce sound, lighting and costume requirements
- attempt to find a local Director
- eliminate the role of producer
- evolve from Vaudeville to add other types of entertainment

Board approval was sought for the 2014 budget as presented.

Motion: That the Board approves the Funtastics 2014 Budget as proposed

Moved: Doug Whitworth

Second: Phil

Carried: Unanimously

3) **Business arising from the August 12, 2014 meeting:**

a) **Update re: credit card processing.**

David has ordered the device and registered an account for the centre.

Phil had offered to donate a Kobo reader, which was thought would work with the device. Unfortunately this is not the case and a different device will be required. Ron asked if the Board had approved a budget for this project. Maureen did not think the Board had approved moving forward with this project. Linda reviewed the minutes from June 10, 2014 and there was a motion "The Board agrees in principle to the acceptance and use of this device." The motion was carried.

At that time it seemed there would be no cost.

Motion: That the Board approve an expenditure of up to \$300 to purchase a device to function with the square reader.

Moved: Ron Atkinson

Second: Brigitte Horn

Against: Maureen Heaven

Carried.

b) Driving Test Preparation

The Centre has been asked to provide assistance to some members who have been required to take the "Drive Able" driving assessment. Linda reports that there is no possibility for people to practice the test first, but that it may be beneficial to have members sit with someone who can explain the process and show them the Drive Able web site. People taking the test are able to take someone with them for support. Linda will speak with anyone who has been told they need to take the test and offer assistance. A note will be sent to David for inclusion in the Echo.

4) Correspondence:

There are 3 remaining letters on the agenda. All are related to Pickleball. Doug Whitworth began the discussion stating he had found Douglas Smith's letter objectionable. Other Board Members had similar feelings. Douglas Smith commented that it was not his intention to offend, but rather to point out that the majority of PB players have been very upset by recent events. Douglas Smith offered to retract the entire letter, an action which was accepted by the Board. Maureen asked if the Centre needs an activity that is causing so much uproar. Barbara explained there is a new PB Committee. A memo from the new Activity Chair, which has gone out to all players, was distributed. The memo points out that reorganization is a "work in progress" and asks for patience as the "Working Group" continues to deal with issues that may arise. Tom Pinfeld has agreed to remain as a coach. David requested that the minutes reflect that Coast PB is not in conflict with the Centre. Douglas Smith left the meeting as he had another engagement. Before leaving Douglas again expressed his regret at the distress his letter had caused members of the Board.

It was felt that the other letters, which had been distributed to all members prior to the meeting, did not require discussion as the subject had been fully discussed.

Motion: That the Board of Directors issues a statement to the Working Group offering support and thanks.

Moved: Linda

Second: Dorothy

Carried: Unanimously

5) Committee Reports:

i) Bus Committee: Maureen

The Barkerville trip went off very well and was enjoyed by all. Everyone was very grateful for the wonderful service provided by driver Rick. There are still some spots open for the Harrison Hot Springs trip in late October.

ii) Computers: Phil

There are no specific courses planned for Janice to teach in September. The demand will be assessed for October. There will be drop in sessions from 12:30 to 2:00 on Wednesdays. Phil has cycled out 3 of the 4 desktop computers as most people bring in their own laptops or other devices. Bob Scott may not return immediately due to health concerns. Barbara noted that she can be available to help with iPad training.

iii) Maintenance: Ron

- Lighting upgrade is complete, except the roadway sign.
- All floors have been refinished
- Pickleball lines have been repainted
- Front wooden apron of the stage has been refinished
- Kitchen equipment annual inspection and servicing is complete
- Inventory is complete. Thanks to all who helped.
- Integrated Maintenance System is now functioning and includes:
 - Recurring maintenance schedule
 - Inventory of mechanical systems and assets
 - Defect rectification
 - Facility upgrades
 - Inspections mandated by regulatory authorities
 - Training
 - Documents and records (Manuals, user guides, invoices, quotes, work completed, planning and status of work.)

Thanks to Tony Stroud for his work on preparing the database.

“Paintrays and Doorways” have been asked to quote on the parking lot lights and roadway sign painting.

The upgrade of the Roadway Sign has not yet been done.

Barbara asked when the old light boxes will be removed from the back parking lot. Ron reported he has called a company for their removal.

Phil asked that he be informed ahead of time if lights are being reprogrammed. Where there is an overlap of responsibility (such as with lighting and sound systems) Phil asked that he be included. Ron agreed.

Ron will be away for the next 3 weeks.

iv) Treasurer's Report: Brigitte

Reports have been available for a couple of weeks. Brigitte has received no specific questions and there were none at the meeting Brigitte reported the Centre continues to be in good financial shape.

v) Kitchen Report: Doug Whitworth

The kitchen reopened yesterday and all is going well. There is a shortage of Volunteers and this is a problem that continues to grow. We need to do more to encourage people to volunteer. Phil requested an updated list of volunteers and phone numbers to make the Day Director's job easier when calling. Doug noted that frozen entrees are again available and Emily has already begun making them.

vi) Membership: Kit

Focus is now on the Open House. New Membership cards (2015) have arrived. Folders are being made so that it will be easier for activities to check membership cards. A survey of past members will begin after the open house.

vii) President's Report:

Barbara thanked all Board Members for their help and hopes that the PB situation is now well on its way to being resolved.

The Christmas Lunch will be on December 12th. Linda noted she will be away and unable to help. There followed a discussion of possible entertainment options. Barbara volunteered to arrange the New Year's Lunch. Doug and Phil offered to assist.

6a) New Business

Tea at Two: Dorothy

Dorothy reported that Tea at Two had been very well attended all summer. The price was lowered to \$4.00 and there was a net profit of \$20. The Board offered a

vote of thanks to Dorothy and her wonderful volunteers who have made this weekly event such a success.

Open House:

September 27th, 2014

Next Meeting:

Wednesday October 15th at 9:30.