

SECHELT SENIORS ACTIVITY CENTRE
5604 Trail Avenue Sechelt BC

Minutes of the Board Meeting
Tuesday, April 11, 2017

Present: Ron Atkinson, Gwen Austen, Margaret Boyd, Dorothy Fraser, Charlie Jensen, Donna Marsh, Kit Moffat, Joanne Rykers, Tony Stroud, Linda Stroud

Absent: Barbara Lightfoot

Guests: Mo Farn

Action Items

President Joanne Rykers called the meeting to order at 9:30 am

1. ADOPTION OF THE AGENDA

Motion: to adopt the Agenda

Moved: Ron Atkinson/Margaret Boyd

2. ADOPTION OF THE MINUTES of March 14, 2017 Board Meeting:

Changes to the minutes include the following changes:

New Business: 6c) change “approval for gym installation during the first two weeks in August”.

Motion: to adopt the Minutes of the March, 2017 Board Meeting.

Moved: Charlie Jensen/ Dorothy Fraser

3. CORRESPONDENCE

a) Invitation from Community Service for another Planning Workshop. It will be held at the Sunshine Coast Golf and Country Club. This will address social planning, vision for the community and enhancing quality of life for family. If anyone interested see Joanne.

b) Seniors Advocate Letter was received

c) Invitation from New Horizons Federal Grant Program. Training sessions to teach how to apply for the grant also how to read booklet. For more information see Joanne.

4. OLD BUSINESS

a) Emergency Relief Fund Committee

Ron thanked Mo for fundraiser and all the hard work that went into it. He also suggested that an Emergency Relief Fund Committee should be established with two board members and three members at large. This was discussed and Linda suggested that it should be open the general membership. She offered to write something to be published in the Echo.

b) Treasure Chest Update

Presently (at April 5) has a profit of \$1,647.04 – less \$180 paid out. Now has approximately 500 members and well received. The Treasure Chest has been set up at the Gibson's Convenience store and Big Mac. The first Wednesday in May the table will be set up in Sechelt Mall.

c) Communications Committee

Linda reported that first meeting held April 5th with Catherine Fuller, Laurel Ennis, Sherry Kingsland and Barbara Lightfoot. Gwen Austen has also agreed to sit on this committee. First meeting was to assign tasks. Discussion held regarding collection of information for the Echo and articles to local newspapers. The need is to formalize procedures for submitting information.

d) Gala Fundraiser Report

Linda said that they have a possible date of September 16, 2017 and has spoken to Alan Barnes regarding catering. Also to Bill Forest of the Driftwood Players. The goal is to be a fundraiser but also give everyone a super night out.

5. NEW BUSINESS

a) Discussion concerning Admin Database

Tony reported on the administration and use of the Database. A meeting with demonstration will be held on April 19 for anyone interested. Linda suggested that one person should have charge of the database. Tony outlined the various strategies for input and access to documents.

b) Wheelchair Lift Arrival and Housing

Ron advised that the Lift was at the Centre and now have to find housing for it. Tony preferred a metal storage shed and plan should be to buy prefab, double doors with gable roof. No planning permission required for the size of 40x72x72. Cost approximately \$1,700 and will come out of Maintenance Budget.

c) New Board Member

Joanne advised that a possible new board member had declined position.

d) Funtastics Report on “Rewind – Blast from the Past”

Mo Farn gave a report on the success of the Funtastics show held March 17 and 18, 2017. Show was a sellout with the profit close to \$7,500. Special thanks to the Centre for all their help. He advised the board that they were looking for two new microphones. A video will be shown on Sunday, May 7 at 3 p.m. All are welcome. Mo advised that their group will be looking for a new Director. New ideas for future shows included Murder Mystery, Dinner Theatre or Pantomime.

6. COMMITTEE REPORTS:

(Time Limit – 5 minutes) Please provide written reports so we only need to spend time if there are questions.

a) Activities/Rental Report – Joanne

Rentals: There were problems with the Salmon Enhancement rental with A/V equipment. Dave Marsh had to be called in. The policy is that if a volunteer is called in they are paid and it is charged back to the renter through the damage deposit. It is in the contract. Ron suggested that we need to have a list of security people on call. Also, they should know who to call for assistance. The Rental Coordinator should be organize a contact list for rentals. Charlie will talk to Rental Coordinator.

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Activities:

A replacement has been found for Catherine. A small selection committee consisted of Joanne, Tony and Charlie. Charlie recused himself because of conflict so Wilma stepped in. Applications were eminently well suited and capable. Finally, Gill was selected and starts May 1 with two week overlap for training

b) Bus - Dorothy

Rick on holiday for another week. There is a committee meeting in May. A casino trip is planned and also Gardener's trip to Westcoast Wholesale on May on May 17 should be very interesting. Ron would like to have the bus committee discuss having the bus stored off site. Suggestion made to use Popeye's. Discussions with neighbors about bus parked on current site proved negative. Questions raised on cost and security. Ron would like to pursue as part of community meetings. Dorothy was asked to look into the cost.

c) Expansion Project - Joanne

A Neighborhood Survey was completed regarding parking variance. All houses were canvassed and leaflets left. An Information Session was held on the 6th. Only two people attended and had no issues. Still waiting details of funding from the Federal Government. They are still analyzing and will get back to us. David Lightfoot, civil Engineer has agreed to be the Project Manager.

d) Fundraising and Grants - Joanne

Letter of Intent to the Sunshine Coast Community Foundation for a new kitchen range was turned down. Reason given was they had too many applications.

d) Kitchen - Charlie

Reported that all is well in the Kitchen but still need more volunteers. More tablecloths are ordered – need twenty for larger events.

e) Legislative and Policy Committee – Joanne

No Report

g) Maintenance - Tony

Confirmation that summer closure will be August 1 to 11. B.C. Day show cancelled. Jim is on side to prep floor. Plan is to lay plywood to save time and strengthen floor. Stage curtain and valance has been installed. Tables in storage waiting repair. More tables are needed – pack of four cost \$144.00 at Costco. Ron commented that the lighter ones are preferable. SCRD and emergency generator hookup is still in process.

h) Management & Admin Database Subcommittee - Tony

See 5 a) re April 19th meeting.

i) Membership – Margaret

Membership numbers are up to 1,072. Regarding the issue of emergency phone numbers they are now on the 'tweet form'. Tony has developed his own database for reserve in case it is not being entered anywhere. A field in the database will be prepared to input the emergency numbers.

j) President's Report – Joanne

No Report

k) Special Events – Joanne

Trash to Treasures sale was successful with all but two tables sold. Thanks to Kit and everyone who helped. Final number made from tables was \$219.00.

l) Syrian Refugee Project Committee – Joanne

Syrian Refugee application is now actively in process. Still are one or two months before family contacted for examinations. Fundraisers are going well. Talk on Syria will be held on April 22nd. Gala Dinner will be held at Straight Coffee on May 5 at \$100 per ticket. Straight Coffee is donating all the meals, servers and wine and all the proceeds will go towards the Syrian Fund. Only 30 tickets available.

m) Tech and A/V Committee – Tony

Computer classes will start again in May. Ron asked about problems in office with computers. Tony will ask J&B to do assessment on routers, etc.

n) Treasurer's Report - Donna

We finished the month of April, 2017 with a net income of \$10,430.19. This is due to our expenses returning to a normal level and increased income from varying Syrian Refugee events as well as a term deposit maturing. The Syrian Refugee Donations were \$1,360.00 and the Syrian Refugee Fundraisers totalled \$2,579.20 with more income in the first week of May including the Dance proceeds. Our term deposit for \$67,217.45 matured [April 30](#), 2017 netting us interest income of \$2,026.34 and it was all deposited into our Investment Savings Account bringing that balance up to \$138,217.48. This was done as this account gives us a better return on our money right now than term deposits do.

Our income for the year is \$33,047.71.

OTHER BUSINESS:

Tony commented that the ongoing problem of health and safety forms now three colour coded. They should be on the front desk.

Motion to adjourn:

Moved: Linda/Kit

Board Meeting concluded 12:05 p.m.

See attached Financial Statements.