

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

**Minutes for Board Meeting**  
December 12, 2017 at 9:30 am

Board Members Present:

Ron Atkinson, Margaret Boyd, Dorothy Fraser, Charlie Jensen, Barbara Lightfoot, Donna Marsh, Kit Moffat, Joanne Rykers, Linda Stroud, Tony Stroud

Regrets: Tess Apedaile

Guest Secretary: Wilma Lorimer

1. Acceptance of Agenda - Moved by Margaret, Seconded by Linda. Carried
2. Acceptance of Minutes - November 14, 2017 Board Meeting - Moved by Charlie, Seconded by Ron. Carried.
3. Correspondence -
  - a) Business Excellence Awards - Chamber of Commerce  
Suggestions were put forward for our nominations. Joanne will work with Ron and Tony and complete the form which must be submitted by January 15, 2018.
  - b) Request for a donation from the Army Cadets - we denied the request.
4. Business Arising from the Minutes:
  - a) AED Training - Kit reported paramedics have been contacted and will provide training in the new year. There would be only 1 training session at no charge. All new board members elected at the February AGM should take this course. It is important to note it was the Pickleball Activity Group who asked for this training. Kit will also look into registering the AED and look into review sessions for board members who had the initial training.
  - b) Issues from Fall Membership Meeting - Block Tickets - being dealt with today. The question of the SSAC being political and advocating for issues was an interesting discussion amongst the members.
  - c) Security Committee - Roles and Reporting - Tony - Tabled for January Meeting
  - d) Craft Sale: there did not appear to be any issues, and, it was well attended. The selling of new memberships was a great idea - thank you Dorothy.

Kit Artus deserves a commendation for a job very well done.

## Minutes of December 12, 2017 Board Meeting

### 4. Business Arising from the Minutes: (cont'd)

- e) Christmas Lunch - The last lunch for the year will be Wednesday, December 13. Charlie asked for a free lunch for the bar and kitchen crew as well as the entertainers. This is normally provided. The Board agreed. Thank you again to Kit Artus and Margaret Boyd for all their hard work and organization to put this event on.
- f) Treasurer's Report September 12 Meeting - Wilma reported the following report was missed from the minutes of September 9, 2017 Board Meeting:

"For your interest, I will be forwarding the financial statements for June, July & August, 2017. It was a rough summer with very little money coming in so we have net losses for all three months. Each month had a net loss of between \$1,700.00 and \$1,800.00 with the exception of August which had an additional expense of \$22,000.00 for the new floor. Please note that the \$50,000.00 expense for the new floor will be capitalized once all the expenses are in and accounted for. This will increase our building value and return our net income to where it should be.

Donna"

The Board unanimously approved the above amendment to the September 9, 2017 Minutes.

- g) Saturday Film Showings - Gill (Oct 10 Meeting) Tabled for January Meeting.

### 5. Committee Reports: - Executive Reports:

President's Report: (Highlights - see attached report)

New Xerox contract and new machine  
Building Insurance  
BC Society Filing

Treasurer's Report (see Financial Statements attached) Donna Reported:

Our income for this month is \$15,974.26 which is substantially higher than most months for the following reasons:

1. Rental arrears received of \$6,000.00
2. Craft fair which generated \$1,100.00 for the Craft Group and \$1,300.00 for the Syrian Refugee Fund
3. Increased income from the Bus, Pickleball, Memberships and the Kitchen

Our income for the year is currently \$96,789.63 however it usually falls by the year end due to our early closure and higher expenses in December.

A subsequent email will follow showing the breakdown of the income that we have recorded in the Syrian Refugee Fundraiser account. Year-end reports are being prepared and submitted to the Accountant.

Minutes of December 12, 2017 Board Meeting

5. Committee Reports: - Executive Reports: (cont'd)

Treasurer's Report (Cont'd)

Moved that we accept the Financial Statements as presented  
Moved by Donna Seconded by Ron. Carried

Ron thanked Donna for her hard work and sharing her knowledge of the financial processes.

Maintenance Report (Highlights - see attached report)

Two to three members have approached to be on maintenance committee

Advertisement for snow removal contract will appear in the Coast Reporter

5. Committee Reports:

- a) Activities and Rentals Committee - Starting January, our Coordinator Gill will have new hours - 11:00am - 3:00pm, Monday, Tuesday, Thursday and Friday. All information for Web Site should now be directed to Gill and she will deal with it.
- b) Bus Committee - Dorothy reported the committee is trying out a new trip in December which will be a tour of Christmas Lights. We will evaluate to see if this would continue.
- c) Communications Committee - no report
- d) Database Management – Tony (This report appears in the Maintenance Report)
- e) Long Term Planning Committee - Expansion Project Update: Joanne  
A final plan for the Kitchen design has been approved and submitted to the consultants. We have applied to the DOS for a Variance on the building setback requirement, because we are not in compliance with the requirement of 7 m. on the north side of the building. On the south side, facing the lane, the variance has already been granted, with the construction of the storage shed in 2012. The application will go before Council at the January meeting. The application cost was \$1500.00. We do not anticipate a problem, but a rejection would seriously affect the expansion on that side. We would lose the two office spaces. If the variance is approved we will be on track for the completion of Phase 1 design by late January.
- f) Finance Committee – Donna - The Finance Committee will meet January 12 to discuss the budget.
- g) Fundraising and Grants – Joanne - No Report
- h) Kitchen Committee – Charlie - The Kitchen Committee is happy with the latest kitchen design. See attached Report.

## Minutes of December 12, 2017 Board Meeting

### 5. Committee Reports: (cont'd)

- i) Legal and Legislative Committee - Wilma reported the Committee has finalized the Policy Manual. It will be updated in the filing system, the Policy Manual Binder and on the Web Site. Thank you to Joanne, Margaret, Gill and Tony for all their hard work. It will continue to be updated but hopefully this can be done by inserting pages and amendments.
- j) Life Members Committee - Barbara announced the choice for a Life Membership Award. She will make the announcement at the Christmas Luncheon.

She also noted that some members who are nominated one year, but for one reason or another are not selected but are not nominated again the following year. She will explain to the membership at the luncheon that if their nomination is not awarded a Life Membership one year, members should resubmit another nomination the next year.

- k) Membership and Volunteer Committee - Margaret No Report
- l) Special Events Coordinator - Kit Artus
- m) Syrian Refugee Committee

The committee was very pleased with the proceeds from the Christmas Craft Fair. The total revenue was \$1300.00, which included table sales, quilt raffle, silent auction, and refreshment sales.

Two more fundraising projects are planned for 2018, a Film showing February 3rd, here at the Centre, and an Art Auction in April. The revenue from these should bring the fund to the required \$36,000.00.

Another happy note is that housing has been secured. Two committee members have offered a furnished, 2 bedroom apartment which the family can use until they find a permanent situation. We do not need to pay until they arrive. A local family from Egypt has also made contact with the family, and they will be a great resource and support for them. They are also sunni muslims, and can help with accessing hallal food.

The family is waiting for their medical examination appointments in Jordan, and once this is complete, they should arrive within a month. So, we hope for their arrival in early 2018.

The committee would like to meet them with the Centre bus, and the Board unanimously approved this.

The SSAC has been asked to write a letter of support for the 2018 Multi-Cultural Fair planned by Community Services. The letter would be in support of their application for funding for this project, and I would like to do this if no one has any objection. The 2017 fair was quite successful. The Refugee Committee plans to have a table giving information on Sponsorship.

## Minutes of December 12, 2017 Board Meeting

5. Committee Reports: (cont'd)
  - m) Syrian Refugee Committee (cont'd)

One member of our committee plans to do outreach with the new immigrant community to encourage their participation in SSAC, starting with the Friendship Tea.
  - n) Technical Committee - Tony - see attached Report  
Details and requirements have been researched for the office computers to have access to our Data Base Management System. This one-drive sharing requires Microsoft Office 365. There would be other office applications available as well. A group consisting of the Tech Committee, Barbara Lightfoot and Wilma Lorimer will be struck to decide on the application best suited to the SSAC.
6. New Business:
  - a) Cathy Kiss (11:15 AM) Block Ticket Purchase - Cathy made a presentation and outlined some examples of how block ticket purchasing might work . Joanne noted the time has come for this to be done, as per the minutes from the General Meeting. Joanne thanked Cathy for her presentation and the Board formed a group consisting of Charlie, Donna, Linda and Cathy to look further into the ramifications of such a project.
  - b) Donation - (11:00 AM) A member of the Centre appeared before the Board to present a donation to be used toward the renovation of the Centre. The member, who immigrated to Canada, stated that this was his family's way of saying thank you to Canada and Canadians. He and his family have been members of the Centre for some time. He wishes his donation to be anonymous.
  - c) Closure dates for 2018  
Statutory Holidays are already set.  
Remembrance Day falls on a Sunday in 2018 and so there will be no closure in lieu of that Holiday.  
  
Summer 2018 Closure  
The Centre will close for the summer on Friday, June 22 and Reopen on Tuesday, September 4. The Volunteer Lunch is usually held the 3rd week in June and after this event the kitchen will be closed.  
  
Christmas Closure -  
The Centre will close Friday, December 14 to Wednesday, January 2, 2019. The Christmas Lunch will be held December 14, 2018 and the kitchen will close after this event.
  - d) Christmas Bonuses  
Motion to provide \$100.00 to each of our Contractors,  
Moved by Tony, Seconded by Barbara. Carried.

Meeting adjourned at 12:00pm

Minutes of December 12, 2017 Board Meeting (Attached Reports)

President's Report

New Xerox contract: A new contract has been negotiated for a new, improved machine, with better color and more efficient copying, as well as a dedicated envelope tray. The increase in the lease payment is offset by the decrease in per copy cost, so the overall monthly payment, of \$337.00, is about \$25.00 less, for the first year. In subsequent years of the 5 year lease, the payment per copy increases by a maximum of 5%. Gill did most of the negotiating, and the proposal was reviewed by Ron, Donna and Joanne before approval. The new machine will be delivered in 2 – 3 weeks.

Building Insurance Renewal: This has been with Westland for several years, and was due Dec. 9. I had explored a quote from Sechelt Insurance, but it did not come in a timely manner, and, after consulting with Charlie, we decided to renew with Westland for 2018. The fee, at \$8,000.00 plus, a separate Glass Policy for \$158.00, has no increase from last year. The quote from Sechelt was \$370.00 less.

BC Society Filing: in order to comply with the new BC Society Act, we must file the new format for our Constitution and Bylaws, by Nov. 28, 2018. Wilma, Charlie and Joanne will be meeting to go over the filing procedures.

Maintenance Committee Report December 12, 2017

- Two new members for this committee are pending.
- Floor to be finalized on Dec 19<sup>th</sup>, all day session to complete
- Advertising for an On-Call Snow Removal person in the Coast Reporter this weekend.

Tech Committee Report

Database management – One-Drive sharing requires Office 365, Business Edition. This is subscription based solution that has annual costs of:

For Office 365 Home

**CAD \$109.00 (\$9.08 per mo.)** (per year) Or buy for CAD \$11.00 per month (\$132.00)  
Best for households. Includes Office applications for up to 5 users.

**Office applications included:**

Word	Excel
PowerPoint	OneNote
Outlook	Publisher (PC only)
Access (PC only)	

Tech Committee Report (cont'd)

**Services included:**

OneDrive

Skype

- Desktop versions of Office 2016 applications: Word, Excel, PowerPoint, OneNote and Outlook, plus Access and Publisher for PC only
- One license covers 5 PCs or Macs
- Optimized Office experience on up to 5 tablets and 5 phones
- File storage and sharing with 1 TB of OneDrive storage per user, for up to 5 users
- Applications are always up to date
- Microsoft support via chat or phone at no extra cost
- With Skype, make calls to mobile phones and landlines, 60 minutes per month per user, for up to 5 users
- Outlook.com advanced security, no ads, and 50 GB mailbox for up to 5 users

**For Office 365 Business CAD \$10.50 user/month** (annual commitment)

**1 year CAD \$10.50 user/month**

Plus applicable tax

Best for businesses that need Office applications plus cloud file storage and sharing. Business-class email not included.

**Office applications included:**

Outlook

Word

Excel

PowerPoint

OneNote

Access (PC only)

**Services included**

OneDrive

- Business-class email hosting not included
- Desktop versions of Office 2016 applications: Outlook, Word, Excel, PowerPoint, OneNote, plus Access and Publisher for PC only
- Web versions of Word, Excel, and PowerPoint
- One license covers 5 phones, 5 tablets, and 5 PCs or Macs per user
- File storage and sharing with 1 TB of OneDrive storage
- Maximum number of users: 300
- FastTrack deployment support with purchase of 50+ seats at no extra cost
- 24/7 phone and web support

Tech Committee Report (cont'd)

Database management (cont'd)  
Tech Soup

**Office 365 Nonprofit Business Premium CAD \$2.40 user/month, i.e. say 5 users/month over 12 months = \$144.00/year (Applications are always up to date)**

Best for small & mid-sized nonprofits that need email, Office desktop applications, cloud file-storage and sharing, web conferencing with IM, audio, and HD video, and other services.

**Office applications included:**

Word  
PowerPoint  
Outlook  
Access (PC only)

Excel  
OneNote  
Publisher (PC only)

**Services included:**

Exchange  
SharePoint  
Microsoft Teams

OneDrive  
Skype for Business

- Desktop versions of Office 2016 applications: Word, Excel, PowerPoint, Outlook, and OneNote, plus Access and Publisher for PC only on up to 5 PCs or Macs per user
- Optimized Office experience on 5 tablets and 5 phones
- Web versions of Word, Excel, and more
- File storage and sharing with 1 TB of OneDrive storage
- Business class email, calendar, and contacts with a 50 GB inbox
- Unlimited online meetings, IM, and audio, HD video, and web conferencing
- Get a hub for teamwork with Microsoft Teams
- Intranet site for your teams with customizable security settings
- Corporate social network to help employees collaborate across departments and locations
- Work management tools to help teams create plans, organize, assign and collaborate around tasks
- Professional digital storytelling tools to create interactive reports, presentations, and more
- Personalized search and discovery across Office 365 using the Office Graph
- Maximum number of users: 300



**Tech Committee**

Database management (cont'd)

**Donation Office 365 Nonprofit Business Essentials**

Best for small & mid-sized nonprofits that need email, cloud file-storage and sharing, web conferencing with IM, audio, and HD video, and other services. Office applications not included.

**Office applications** (Not included)

**Add Office Professional Plus 2013, or 2016 (MAK, multiple activation key).**

Admin Fee: \$54.00 SKU: LS-48361

**Services included:**

Exchange  
SharePoint  
Microsoft Teams

OneDrive  
Skype for Business

- Web versions of Word, Excel, and more
- File storage and sharing with 1 TB of OneDrive storage
- Business class email, calendar, and contacts with a 50 GB inbox
- Unlimited online meetings, IM, and audio, HD video, and web conferencing
- Get a hub for teamwork with Microsoft Teams
- Intranet site for your teams with customizable security settings
- Corporate social network to help employees collaborate across departments and locations
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