

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

**Minutes for Board Meeting**  
February 20, 2018 at 9:30 am

Board Members Present:

Tess Apedaile, Ron Atkinson, Margaret Boyd, Dorothy Fraser, Barbara Lightfoot, Donna Marsh, Joanne Rykers.

Regrets: Charlie Jensen, Kit Moffat, Linda Stroud, Tony Stroud

Guest Secretary: Wilma Lorimer

Guests: Kit Artus, Sylvia Graber, Mary Bitroff, David Lightfoot

1. Acceptance of Agenda -  
Motion to accept the Agenda  
Moved by Ron, Seconded by Barbara. Carried
2. Acceptance of Minutes  
Motion to accept the Minutes of January 9, 2018 Board Meeting with the following corrections:  
Page Two – Treasurer’s Report, para. Five: Change the figure \$4,000.00 to \$3,000.00 each month ...; and add to the end of para. six, after “*Charitable Donations*” : Action Donna Marsh.  
Moved by Donna, Seconded by Ron. Carried.
3. Correspondence - none
4. Business Arising from the Minutes:
  - a) Block Tickets – tabled for a later meeting
5. Executive Reports:  
President's Report - no report

Treasurer’s Report - As usual, our income for the month of January is high at \$26,216.85 due to just over \$20,000.00 in Membership sales. This \$20,000.00 includes the reversal of the prepaid 2018 Membership fees sold from October 1, 2017 to December 31, 2017 of \$9,600.00 plus sales of \$10,400.00 in the month of January, 2018. The rent income is lower than budgeted for as we have not received the January, 2018 rent from the Church of Jesus Christ of Latter-day Saints yet.

I wish to advise you that we have a new treasurer coming on board and her name is Sylvia Graber. Thankfully, she was available immediately to step into learning the position. She has a strong accounting background and I think she will do a great job!

Donna also provided a preliminary operating budget regarding SSAC functions. A final budget will not be available until the AGM and the Directors will meet before the Annual General Meeting to approve this budget. In general, 2018 should have a net income of \$41,600.00.

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

#### Treasurer's Report (cont'd)

Regarding Tax Receipts for donations, the Syrian Refugee Fund is not eligible for Tax receipts, as this fund is not a constitutional function of the SSAC.

Tax Receipts for donations made to the Centre's Registered Charity, please note there is now a *Donation Receipt Request* form which specifies what the donation is to be used for. This form is to be filled out by an Executive Director ONLY. This form then goes to the Treasurer for Tax Receipt preparation. A copy of the above form is attached for your information at the end of the minutes.

Donna

Financial Statements attached at end of minutes

Maintenance Report – Ron reported he will follow up with the Table Tennis people regarding their requirement for a new table. He also snow removal is an issue as there does not seem to be anyone local who is doing small parking lot snow removal.

See Maintenance report attached at end of minutes.

### 5. Committee Reports:

- a) Activities and Rentals Committee – No report
- b) Bus Committee - No report
- c) Communications Committee - no report
- d) Finance Committee – Donna - The Finance Committee met and discussed the budget for 2018.
- e) Fundraising and Grants – Joanne
  - Syrian Refugee Fund - \$34,000.00 has been raised for this fund.
  - Grants are available from the Sunshine Coast Community Foundation. A letter of intent must be submitted by February 28. Joanne asked for ideas for this request and the Board agreed new book shelves and a table for the Table Tennis Group would be worthwhile projects.

**Motion:** Move to apply for a Sunshine Coast Community Foundation grant for new Lobby shelves and a table for Table Tennis.

Moved by Margaret. Seconded by Dorothy. Carried.

- Treasure Chest Report – Charlie – No Report

- f) Kitchen Committee – no report
- g) Legal and Legislative Committee – Wilma – No Report
- h) Life Members Committee – Barbara - No Report
- i) Long Term Planning Committee - Expansion Project Update: Joanne

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

- j) Membership and Volunteer Committee – Margaret reported volunteers applications are still coming in and Margaret and Irene are following up on these applications. She also suggested dedicated volunteers just to register new members for the month of January as we are finding many errors and omissions on applications. The reception volunteers are just not able to handle the volume. Volunteers will be required for the AGM as some members may not have their 2018 memberships yet.
- k) Special Events Coordinator - Kit Artus reported the Trash to Treasure event is not being held this year. The Volunteer Lunch is scheduled for Friday, June 22 unless we are closed for renovations.
- l) Syrian Refugee Committee – No Report
- m) Technical Committee/Database Management – Tony - Membership Database is now installed on Treasurer's & Day Director's PCs.

### 6. New Business:

Joanne reported Emily's grandmother passed away and several members approached the Board to do something in her memory. Emily's family would prefer a donation to Hospice. Motion to donate \$100.00 to Hospice .  
Moved by Dorothy. Seconded by Margaret. Carried.

- a) AGM Meeting March 8, 2018 Slate of Directors for 2018 and agenda
  1. Sign-in and membership checks will be done at the auditorium entrance and ballots distributed to registered members
  2. We need to have a station in the Lobby to sell memberships as some members will not realize they are not registered. Barbara Lightfoot will sell memberships prior to the meeting.
  3. Ballots may not be required but we should be prepared.
  4. Tony has asked to have his name withdrawn from Maintenance Director which leaves the Maintenance Director position vacant. We will advertise in the Echo.
- b) Special Resolution:  
After discussion regarding the expansion and the funding, a motion was put forward to word the resolution as follows:

**Motion:** Move to present the Special Resolution as follows:

**The Board recommends the membership approve obtaining a line of credit from the bank, and the expenditure of our contingency fund to proceed with the renovation based on the preliminary budget breakdown as presented. Yes No**  
Moved by Barbara. Seconded by Dorothy. Carried

## Minutes of February 20, 2018 Board Meeting

- c) AGM Meeting Agenda  
Verification of Quorum (30)
1. Meeting called to Order
  2. Singing of O'Canada, led by Barbara Lightfoot
  3. Moment of Silence
  4. Adoption of the Agenda
  5. Approval of Minutes from the November 16, 2017 General Membership Meeting
  6. Executive Reports
    1. President's Report
    2. Treasurer's Report
    3. Maintenance Director's Report
  7. New Business

Constitution Amendment Presentation (New BC Society Act) (Refer to the attached document on the Constitution). The new Society Act requires the change of the Constitution by removing all unalterable provisions from the constitution.
  8. Expansion Project

Approval of this project will be by secret ballot rather than a show of hands  
2/3 of the voting ballots with a yes vote will be required to pass this special resolution.

Motion to present the Special Resolution as follows:

### **Special Resolution**

**The Board recommends the membership approve obtaining a line of credit from the bank, and the expenditure of our contingency fund to proceed with the preliminary renovation budget as presented. Yes No**

Discussion

Vote on Special Resolution.

9. Comments or questions from the floor
10. Vote Result
11. Dissolution of the Board and 2018 Elections of the Board
12. Meeting Adjourned

Refreshments served.

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6. New Business (cont'd)

d) New Credit Union Credit Card – Board recommendation needed

The Credit Union has moved from the Master Card to the Collabria VISA card. This should save us \$85.00 a year in annual fees. We are also hoping the card can be in the name of the Society rather than an individual person. The interest rate appears about the same.

**Motion:** Moved that the Board approve the application of this new credit card – Collabria VISA.

Moved by Margaret. Seconded by Barbara. Carried.

e) Annual Report – Wilma mentioned reports which were still required for the Annual Report.

Joanne thanked all those directors not returning for another term for all their help and hard work over the past year and thanked all those directors and volunteers for all their assistance during her term and president. Ron thanked Joanne for all her hard work during her three years as president.

Meeting adjourned at 12:20 pm

The next Board Meeting will be Tuesday, march 13, 2018 at 9:30 am

5. Executive Reports

Maintenance Report

1. BRAVO Floors to complete floor Feb 10th proposed dates given to Bravo Floors. Followed up with a phone conversation. BRAVO replied, accepted this date to finish outstanding items, hopefully.
2. Graydon Security got back to me about Cameras at rear of building, Can't work weekends due to Overtime Pay Rates for Techs. Complete project will be moved to, and coordinated with, the Reno Project.
3. Table Tennis table replacement. Canadian Tire have a full size table for \$450, in stock. Sent TT Chair specs for the TT Table awaiting acceptance of suitability for their purposes.
4. Summer shut down jobs that are being compiled:
  - a. Repainting Auditorium Lower walls;
  - b. Assessment and replacement of worn electrical outlets.
5. P. Kerris manufactures and repairs bug screens. We will source screens and more durable mount brackets in the Spring. Will replace as required.
6. The 3<sup>rd</sup> Rooftop Unit, Kitchen Vent, a qualified volunteer has been found to do the regular maintenance and simple repairs, complex repairs will be done by Coast Climate, no need to modify the current Contract.
7. Stage Valance has been installed.

Expansion Project

Kitchen electrical load analysis data supplied for production of final pricing drawings.