

SECHELT SENIORS ACTIVITY CENTRE
5604 Trail Avenue, Sechelt. B.C.
Final Minutes of Board Meeting
February 19, 2019, at 10:00 a.m.

Attendees: CJ Wayne (Charlie) Jensen, RA Ron Atkinson, MEB Mary Bittroff, SG Sylvia Graber, TA Tess Apedaile, KA Kit Artus, CK Christopher Kane, CO Christine O'Brennan, JR Joanne Rykers

Absent: MB Margaret Boyd, CH Craig Heffernan, RW Roy Wren

Guest: Sue Jackel

1. Call to order at 10:05 a.m.

2. Adoption of Agenda -

Moved to adopt agenda.

CK/CO

CARRIED

3. Acceptance of Minutes - January 8. 2019 Board meeting -

Moved to accept minutes of January 8, 2019.

RA/CO

CARRIED

4. Guest presentation by Sue Jackel on the Seniors Planning Table. Sue explained the functions of the Seniors' Planning Table and provided information for us. She also noted that we can appoint someone to be our representative to the Seniors' Planning Table. It was decided to provide a file for this and to appoint someone to be our representative.

5. Correspondence - none

6. Business Arising from the Minutes - none

Executive reports:

7. President's Report - Charlie - We have successfully completed our renovation and expansion project. There are still a few deficiencies to iron out, but for the most part we are operating fully again. The Grand Opening went off without a hitch under the able planning of Kit Artus Special Events Coordinator and many helpers. We received a generous donation of \$100,000.00 from the Sunshine Coast Community Forest Legacy Fund before the ribbon cutting. Now we just have to pay for our much-improved facilities. Fund raising is continuing with several raffles, a Claim a Chair Event, and the Yestertones Production. The Ferry Raffle is almost sold out, and will be drawn on Valentine's Day in the Centre. The Quilt Raffle is under way; tickets available at the reception desk.

We were visited by Filomena Tassi, Federal Minister for Seniors, and Pam Goldsmith-Jones, our MP on the afternoon of February 11th. It was an opportunity to show off our facilities and seek ideas for possible funding. I am sorry I had to miss their visit. Thank you to all that helped to get us through this project, but we cannot rest on our laurels, there is always a need for volunteers in the kitchen and other areas. I will not be running again for president, as we will be moving to Sardis in the spring. Wayne A. (Charlie) Jensen, President SSAC

8. Treasurer's Report – Sylvia - It was reported that after many problems with the SAGE accounting system, Sylvia now has solved most with the assistance of the Sechelt Library treasurer.

Motion to accept the financial statements for January, 2019.

KA/CO

CARRIED

Motion to accept the financial reports for 2018 from our accountant, Peter Telfer.

KA/CO

CARRIED

9. Maintenance Report - Ron met with committee of seven new members. Thanks was expressed to Bob Maveety for stepping in to assist for the last few months. Present needs include:

- Auditorium floors need finishing details after which it was **moved that hold-back be released.** RA/CK CARRIED
- The conflicting needs of darts vs. poker be solved by mounting dart board in the crafts room.
- Broken outside concrete bench is being dealt with.
- Coffee maker will be repaired.
- Floor polisher is being repaired.
- Due to increased janitorial time needed with new addition, the janitor needs more time added to his contract.
- **Moved that a contract increase from 4 1/2 to 5 hours per day for 5 days for main schedule of year and 2 1/4 hours per day for 4 days for 'summer' schedule, be approved.** RA/JR CARRIED

Committee Reports:

10. *A request was given for the new board to develop 'Terms of Reference' for all committees. Suggestion forwarded to March Board meeting.*

11. Activities and Rentals - no report

12. Bus Committee - Tess - no report

13. Communications Committee - no report

14. Finance Committee - Sylvia - **Motion to accept 2019 budget.**

Tabled to Feb. 20 12:30 special board meeting.

15. Fundraising and Grants - Joanne - The SC Community Forest and the Credit union grants have been received. London Drugs has donated a sofa for the lounge, a grant of \$1500 has been received from RBC Dominion Securities, and one of \$500 from Brynelson-O'Reilly, local realtors. The following are possible grants (among others) that we may apply for: Community Investments (Sechelt), SC Community Foundation, and BC Gaming (in the Fall.) Committee members are also continuing to canvas potential community donors. We are planning two more raffles this year, a spring West Jet flight, and another fall Ferry raffle, as well as a Fall Bridge Tournament. Ongoing fundraisers are Name a Chair, and Quilt raffles. The Donor wall is almost complete, and awaiting only the installation of the donor plaques, as they are ready from Sechelt Signs. The committee had a discussion about our mandate, and terms of reference. We see our mandate as being fundraisers specifically for the Renovation project, and, now, to pay down the incurred debt. As such, we apply for grants, solicit donations, and organize events. We do not organize other events that do not have fundraising as their prime objective. Other SSAC groups will also wish to stage fundraising events independently and the Board must approve these. The committee is happy to provide consultation and assistance where possible and if asked.

15. Kitchen Committee - Tess submitted a very detailed report to the meeting that is tabled to the March meeting. However, a few details can be reported now. Emily has placed a 20% increase as of January 1, 2019 on the daily menu items being offered to the members and non-members, Monday to Friday 11:30 a.m.-12:45 p.m. with the exception of holidays. Also, for frozen entrees, Emily believes that the increase from \$5.00 to \$6.00 per item will still offer us a bit of profit overall. We also discussed the fact

that we may have to place a limit on the number of frozen entrees because there have been times when a customer has purchased an incredible number of meals. We are still trying to better the placement of tables in our new dining room. We also need to have one table for our "wheelchair" customers.

16. Legal and Legislative Committee - Mary - Constitution and Bylaw final version is ready for AGM.

17. Long Term Planning Committee - Expansion Project Update - Joanne/Ron - Report by Ron Atkinson:

- The expansion project is in its' final stages with a few outstanding items to be completed.
- A correction is required to a hump in the parking lot that could cause a person to fall.
- Some painting corrections are required in the parking lot.
 - Handicap symbol colour to be repainted to the standard blue.
 - Entrance loading line to be altered to separate them from the scooter parking.
 - One "small car " paint location to be corrected.
 - RWL's to be painted white.
- Folding divider wall in lunch room to be installed Tuesday Feb.19.
- Payments to contractor have been made except the last holdback.
- Deep Fat Fryer - Installation of a second deep fryer is prohibitively expensive **Moved to not install second fryer and return it to the supplier.**

JR/CO CARRIED

- Board was made aware of Change Number 28 re: added cost for sprinkler system.

18. Membership and Volunteer Committee - Margaret - no report

19. Nominating Committee - Joanne

There is a full slate of candidates, but as there is no contest for any position, no ballots are needed. Unfortunately, Charlie's personal commitments have required him to withdraw his nomination, and I have volunteered to step in as President for a year. Chris Kane will run as VP, and Sylvia and Mary have agreed to stay on and run as Treasurer and Secretary. Four Directors remain and we have two new people running – Kathy Turner and Norma Pruden. Ron has worked diligently to organize a new maintenance committee and Ken White has agreed to run as Director of Maintenance. Ron Atkinson will administer the Oath of office.

20. Special Events Coordinator - Kit - Thanks to all the hard work of the volunteers, the Grand Opening went well. Future events will be set for March meeting.

21. Syrian Refugee Committee - Joanne - no report

22. Technical Committee/Database Management - no report

New Business:

1. Sechelt CIP grant - Mary - tabled to March board meeting
2. Art class paintings for sale in dining room suggestion - tabled to March board meeting
3. Fundraising event for Friday, May 10, 2019 - Chris - tabled to Feb.20, 12:30 board meeting
4. Appointing of a SSAC rep to Seniors' Planning Table, perhaps Sue Jackel. Tabled to March board meeting

Adjournment at 12:35 p.m. moved by KA.

Next Board Meeting will be at the call of the chair or Tuesday, March 12, 10:00 a.m.