

**SECHELT SENIORS ACTIVITY CENTRE**  
**5604 Trail Avenue Sechelt BC**  
**Minutes of Board Meeting**  
February 11, 2020, at 9:30 am

Attendees: JR Joanne Rykers, CK Christopher Kane, MEB Mary Bittroff, SG Sylvia Graber, KA Kit Artus, MB Margaret Boyd, CO Christine O'Brennan, WL Wilma Lorimer, TS Tony Stroud

Absent:

Call to order at 9:35 a.m.

Adoption of Agenda. **Moved by WL/KA** **Carried**  
Acceptance of Minutes – Jan.11, 2020, Board meeting minutes **Moved by TS/CO**  
**Carried**

Correspondence – none

Business Arising from the Minutes.- none

Executive reports:

President's Report - Joanne - attachment #1

Treasurer's Report – Sylvia – **Motion to accept January financial statements.**  
**WL/CO** **Carried**

Maintenance Report – Chris - attachment #2

*Tony will check on the lack of shut off taps on the toilets that were installed.*

Committee Reports:

Activities and Rentals Committee - Joanne - no report

Bus Committee - Mary - no report

Communications Committee - Chris - no report

Finance Committee - Joanne - attachment #3 - **Moved to accept budget for 2020.**  
**TS/CK** **CARRIED**

Action: *The finance committee develop an approval process for purchases, etc.*

*Tony will offer training on the office computer.*

Fundraising and Grants - Joanne - no report

Kitchen Committee - Kit - WILMA BROUGHT UP PROBLEM OF NEED FOR MORE KITCHEN VOLUNTEERS.

Planning Committee - Joanne - no report

Membership and Volunteer Committee - Margaret - no report

Security Committee - Christine - see President's report We now have a video surveillance camera system that gives 24/7 coverage of our centre.

Solar Panel Committee - Wilma - attachment #4

Special Events Coordinator - Kit - attachment #5

Technical Committee/Database Management - Tony

Other

New Business:

- Discussion and vote to change 'pink slip' lunch allowance from \$6.50 to either \$6 or \$7. Decision was made to not make any changes at this time.

- AGM planning

Adjournment at 11:55 a.m. **Moved by WL/MB**

## PRESIDENT'S REPORT

- Security report: Chris O., Chris K., and myself met and reviewed the state of current security measures, and this is a summary, although most of this information will be in other reports as well.
  - Video surveillance cameras, giving a 360 view of the building, have now been installed, with a monitor located in the office storage room.
    - The kitchen is now locked after hours, monitored by Emily, Day Director, and security. The four servery shutters, emergency door, window, and two entry doors need to be secure.
    - The office safe is in use, and money is no longer kept in Director's desk.
    - Volunteers making bank deposits have an escort to the bank.
    - The office door lock has been changed, and the half door bolted together, so the lock no longer "wiggles." The key for office and kitchen are the same, and if this becomes a problem, it will be easy to switch the office lock, as it is a deadbolt, and inexpensive.
      - Chris O. has a strict sign out procedure for keys, and we are trying to limit key access, especially for office/kitchen.
      - The security team is still patrolling the Centre at about 4:30 pm Mon-Fri. Mike McCarthy has decided to stay on as coordinator, and there is one new volunteer. This has been a good service, as issues are often found. Do we need to reinstate Mike on the emergency call out list?
        - The front door seems to be locking more reliably, ever since Bob M. has worked his magic on it. The front door is to be locked at 3 pm, even if people are still in the building. If you see someone leaving and they don't check that it is locked, remind them.
        - Saturday/Sunday and after hours security is still a problem, as much is left to the responsibility of the activity groups using the facility. Chris K. has been monitoring the weekend problems. The objective is to ensure the front door is kept locked when no one is around to supervise the lobby area. The user groups have agreed to lock the door after arrivals are complete. Tai Chi will use the back door for late arrivals, and ensure it is locked when they leave. On Sunday, the LDS church have agreed to monitor the front door. Pickleball, as the only activity later that day, is responsible for building security. A suggestion about a buzzer system needs further discussion.
          - Evening activity groups are responsible for building security, and notices about the correct procedures have been posted in the auditorium and lobby. Joanne has been visiting the evening groups to discuss these.
          - Jim Coffin is a great security back up, but his days off are usually Sun/Mon., but he sometimes take Saturday instead of Monday. I also tell groups not to rely on him if he is not in the building when they

leave, and to follow the lock up procedures. This also applies when another group is scheduled later, but is not there when you leave.

- Chris K. had a tour with an RCMP member, who had several security recommendations.

- Lastly, Day Directors need to be vigilant about their 3pm security checks. Emergency exit doors and windows have been left propped open. The front door must be locked at 3 pm. Please add the H/V unit checks to your list, and see that the power has been turned off. Check that the safe is locked.

- Office procedures: Lunch order forms became an issue again. For clarification, the blue forms are always given to the lunch cashier, and completed by them, not by the kitchen volunteers. There is a suggestion to increase the credit on the pink forms to \$7. We can have a motion on this, but I caution you that volunteer lunches are now a yearly expense of \$10,000. Perhaps restraint is in order.

- Gill Smith is unable to commit to a schedule till further notice. She will work from home, and says she has been able to keep up with the necessary work. She checks the emails, so please refer enquiries to the [ssac@dccnet.com](mailto:ssac@dccnet.com), and pass on phone messages to the email as well. We have deferred changing her status from contractor to employee until the month end.

#### MAINTENANCE REPORT - Chris -

The focus of this report is the HVAC for the Centre.

On Friday January 24th, Bill Brown, Bob Maveety and I met with Mike Trigg and Mike Armstrong of Coast Climate Control to discuss the current status of the air handling and how to proceed. We identified the 2 stage burn of the furnace. The first stage of the furnace will operate at 70% capacity. If the first stage is insufficient to heat the area, a second stage will push the furnace another 30%. That second stage will force the furnace to run longer and harder. It may sound and feel like the furnace is always running. We intend to take the second stage offline. The result will be that the furnace will only be operating at 70%.

The operation of the furnace in conjunction with other heat sources (the LG inverters) are expected to stabilize the temperature in the dining room, Farish, Craft, lounge, and hallway areas.

Coast Climate Control (CCC) is expected to quote on an additional 2 or 3 LG inverters for the Craft and Farish rooms. By adding these units, all areas will be air conditioned during the warmer months. And, from a heating perspective, these new units will assist in producing a comfortable climate for all users.

CCC also suggested the addition of an HRV (heat recovery ventilator) to provide fresh air and exhaust stuffy air. This unit would be attached to the furnace. Approximately 60 to 70% of the heat would be recovered from the exhausting air and transferred to the incoming fresh air. Therefore, the cost of heating will be reduced. A report with cost estimate will be forwarded shortly.

On Wednesday January 29th, Bill Brown, Bob Maveety, Ron Atkinson and I met with

Bob's ex-brotherinlaw Shawn Williams to discuss the Centre's air system. Shawn is an engineer with 55 years of experience in air handling systems. He is in complete agreement to increase the air capacity through acquiring and HRV and adding 3 LG inverters to the Craft and Farish Rooms. He also suggested adding some minor duct work to office area to bring in fresh air. It is anticipated that Shawn will provide a report with cost estimates soon.

With respect to the current use of existing LG inverters, they are not programable to the extent that we would like them to be. They must be turned on and off manually. LG has suggested the installation of thermostats to operate each unit. However, the cost and complexity of this option made it redundant.

Chris Kane, Vice President

#### FINANCE COMMITTEE –

The committee, Chris K., Sylvia, and myself, have the 2020 budget for Board approval, so that it can be distributed to the membership, and voted on at the AGM. We are not able yet to commit to a cost estimate for the overhaul of the H/V system, and this affects the amount of mortgage paydown that will be possible, so these items are not in the budget. My report to the AGM will state that these items will be addressed in a Special Membership meeting, to be called before June.

#### SOLAR PANEL COMMITTEE - Wilma

The Letter of Agreement was signed on January 28, 2020 . The signing was attended by Gayle Nielson, Joanne Rykers. Wilma Lorimer and Christine Pawley. The Agreement was signed by Gayle, Joanne and Wilma. With Christine Pawley in attendance, we were able to determine where the plaque and monitor will be located.

#### SPECIAL EVENTS, ETC. - Kit

I am hoping to arrange for a paramedic to run some AED training for volunteers and members. Detail not available as I have not been able to make contact.

I am hoping to run some more volunteer/reception training in conjunction with Irene.

The Receptionist and Day Director Manuals have been updated. I am waiting for final agreement before printing them off.