## SECHELT SENIORS ACTIVITY CENTRE 5604 Trail Avenue Sechelt BC Minutes of Board Meeting

September 8, 2020

<u>Attendees: CK</u> Christopher Kane, <u>KW</u> Ken White, <u>MEB</u> Mary Bittroff, <u>KA</u> Kit Artus, <u>MB</u> Margaret Boyd, <u>CO</u> Christine O'Brennan, , <u>MM</u> Marni Mulloy, <u>TS</u> Tony Stroud, <u>BC</u> Bev Coxford, , <u>SG</u> Sylvia Graber

Call to order at 10:01 a.m.

Adoption of Agenda. **Motion to adopt agenda. KA/KW Carried** Correspondence - none

Minutes. Motion to accept minutes of August 11, 2020 board meeting.

MEB/MB Carried

## Executive reports:

President's Report – Chris - attached Vice-President Report - Ken - attached

Treasurer's Report - Sylvia - attached. Motion to accept Treasurer's report to August 31. 2020. KW/CO Carried

## Reports:

- 1. Communications Committee update Bev Bev was complemented on the new newsletter that she managed. Also, she reported on her progress with coordinating our website, emails, etc. to give our members an improved experience and improved information source.
- 2. Rental focus group report Marni attached -
- Dixie cup dispensers are being purchased for installation between the gymnasium and foyer washrooms and one by the Crafts room sink in order to provide small disposable drink cups to members. This then replaces washable cups and glasses to maintain Cover-19 safety standards.
- That chains will now be removed from front door for daytime and put back on each night so as to prevent unknown people from entering our building and contaminating areas. Their entries may have been warranted but we have no way of keeping track for cleaning of areas.
- Keys: Moved that day directors and staff (Jim, Emily, and Gill), will be given keys for needed access to our facility.

MM/MB Carried

- Phased office opening update - now that September is here, we will

be having Day Directors in the office from Monday to Friday at reduced hours mid-day.

- Motion to suspend all further new and unconfirmed rentals and activities until further notice. BC/MM Carried
- Motion to accept special rental negotiations with Ken being our negotiator as per his detailed information (that at this time needs to be confidential).

  MM/BC Carried
- 3. SSAC bus update Ken The bus is now repaired and being parked at Kit's residence
- 4. Creation of a new fund-raising committee Marni offered to lighten Ken's load by reading grants that are available on a website once he provides her with the necessary information to narrow the choices down to those that are appropriate for us.
- 5 Risk assessment update Kit attached. This process is working well.
- 6. Discussion of the strategic plan for the future Ken This discussion is tabled until Covid-19 issues and times are past our prime considerations.
- 7. Bev, Tony, Mary and Ken will meet with Gillian to review her contract and services in light of our reduced revenues and SSAC needs. Recommendations will be brought forward to an email vote by the board asap.
- 8. In that we have no urgent matters to take to our membership, be it moved that the Membership Meeting October 14, 2020, be postponed until a safe time in the future to hold it in our auditorium.

## KW/MM Carried

- 9. Note that the kitchen take-out service on Tuesdays and Thursdays is very successful and that Emily will be serving take-out Fish and Chips on Fridays now, as well.
- 10. Discussion of a new fee schedule will be tabled to a future board meeting.

Adjournment at 12:20 noon.

Next Board Meeting will be at call of the chair or Tues., Oct. 13, 2020, 10:00 a.m.