

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

**Minutes for Board Meeting**  
February 9<sup>th</sup>, 2016 at 9:30 am

Board Members Present:

Joanne Rykers, Barbara Lightfoot, Ron Atkinson, Maureen Heaven, Wilma Lorimer, Donna Marsh, Dorothy Fraser, Barry Pruden, Margaret Boyd, Gillian Smith

Regrets: Linda Stroud, David Marsh

Also in attendance for part of the meeting:

During Craft Group presentation - Jean Griffiths, Esther McGinnis, Jennifer Hamel, Eva Wall, Nora Korsch, Erna Berg

During their own presentations - Jacquie Allan, Sue Jackel

1) The Agenda was adopted with the addition of "dumpster sharing" under Housekeeping in New Business.

Moved Margaret/Seconded Wilma

CARRIED

2) The Minutes of the January 12<sup>th</sup>, 2016 Board Meeting were adopted as amended.

Moved Gill/Seconded Maureen

CARRIED

3) Correspondence

Joanne reported that a Certificate of Appreciation was received from the University of Victoria for providing workshop space for their self-management program.

4) Old Business:

a) Craft Group (Delegation) 9:45

Jean Griffiths, Esther McGinnis and Jennifer Hamel read out their individual letters along with a letter from Theresa Allen regarding a recent meeting wherein Joanne and Wilma had communicated some concerns that had been raised.

The meeting moved *in camera* for further discussion.

b) Refugee Sponsorship (Joanne)

Joanne reported that the Special Resolution Motion for the SSAC to apply to Canada Citizenship and Immigration to sponsor a Syrian refugee family had been positively received and was voted in at the Special Meeting held on January 21, 2016.

Barb and Joanne are working with the Tibetan Refugee group on the application to CIC which will be submitted soon.

c) Emergency Radio (Barbara)

Ron reported that the Maintenance Committee felt that the transfer switches required for the Regional District connection during an emergency should be funded by the Regional District.

Barbara reported that the back-up batteries would be for the benefit of the Centre and we should fund those. Barb is still waiting to hear from Bill Eisner.

d) Communications Issues (Wilma)

Wilma is continuing to work on the Director's Manual and it will be ready for orientation of new Day Directors after the AGM.

e) AGM (Joanne)

Barb reported that there are candidates for all of the Executive Positions. There are currently 7 people standing for 6 Director at large positions, so ballots will be prepared for a vote. Barbara will clearly indicate a time and date as a cut off point for new nominees. In accordance with our By-Laws, there will be no nominations from the floor.

f) Photography Project and Proposed Budget (Jacquie A.)

Jacquie Allan reported that the 30 pictures chosen for the exhibit have been printed courtesy of Coast Copy Shop in Sechelt. The least expensive (and lightest) way to display the photos is on a foam background. The approximate cost is \$500 and it is anticipated that members will want to purchase their photographs after the exhibition which will recoup some of the costs.

As well, muffins and juice would be a nice idea as the exhibit will open in the morning (probably March 29<sup>th</sup>). Dorothy mentioned the sales receipt program with Claytons and Wilson Creek IGA which could be used as a credit to fund the project..

A written budget will be required, but in order to meet the exhibition deadline, the board agreed that Joanne could make the decision.

Motion: Upon receipt of a written budget from Jacquie, the Board authorizes Joanne to approve a budget of up to \$700 for the proposed photography project.

Moved Wilma/Seconded Barb

CARRIED with 1 opposed

5) New Business:

a) Housekeeping (Joanne)

i) Dirty dishes from the coffee area are piling up and complaints have been received from the dishwasher who is there to tackle the lunch dishes. After discussion of various options, it was decided that we would ask the Day Director to wash the dishes and put in the sanitizer rack during the end of the day procedures. The evening activity people who use dishes would also be asked to wash their dishes and place in the sanitizer rack for the morning. We will try this for one month and re-evaluate the situation.

ii) A reminder that criminal record checks are required for all directors, bus drivers and contractors.

iii) Lock up problems – the freezers need to be locked, so please check the freezers in the hall way and the stand-up freezer in the kitchen.

People are failing to check the front door is locked properly as they leave. People need to be reminded to double check this.

Ron to ask door company for suggestions.

iv) Dumpster Sharing – the SSAC allows the Art Centre to use our dumpster for \$2 a bag. During the recent Kitchen Committee meeting it was noted that they have been dumping a lot of bags lately. Barb noted that they are reorganizing/clearing out the Art Centre at the moment and agreed to talk with Sheena at the Art Centre to make sure they are paying us properly.

b) Pickleball working group (Joanne) – The Pickleball Working Group have been doing a grand job of organizing pickleball for the last year and a half, but they have indicated that they would like to step aside. Gill Smith and Bert Carswell have agreed to replace them to organize pickleball at the SSAC moving forward.

The Board expresses deep gratitude to Sylvia Hockley, Stephanie Watson and Serge Planidin for the monumental amount of work they have done.

c) Proposal for Dance Cardio class (Sandra Cardero)

Joanne reported that Sandra Cardero has proposed a Dance Cardio class (1 hour). This would be a paid contract position for the instructor. Discussion of time slot, need, likelihood of attracting participants, etc. followed

Motion: To have a two month trial contract with Sandra Cardero for Dance Cardio.

Moved Wilma/Seconded Margaret

CARRIED

d) Sue Jackel's Report on Seniors Planning Table

Sue Jackel, our representative at the Seniors Planning Table, provided us with an update and overview.

Formed about 18 months ago, the Seniors Planning Table is very busy group with great energy and ideas. Through a Sunshine Coast Community Foundation grant, they have been able to hire a part-time co-ordinator. They have many events, including bringing the Seniors Advocate here, and offering workshops and training sessions.

A joint application to the SCR D, Town of Gibsons and District of Sechelt for combined core funding for 3 years for co-ordinator. \$60,000/year for 3 years – 2/3 for co-ordinator and 1/3 to fund workshops and training.

Two initiatives are:

"It's not Right" - Elder abuse - is focused on encouraging citizens and front-line workers (bank clerks, retail employees, etc.) to recognize seniors at risk of financial, emotional or physical abuse.

Age-friendly communities plan is another program which was recently successful in obtaining a grant from the District of Sechelt.

The Planning Table is open to everyone.

The Board thanked Sue for being our liaison. Joanne suggested having something published in the *Echo*. Sue volunteered to provide something to Cathrine.

6) Committee reports:

a) Bus (Linda) – no report

b) Kitchen (Barry) – The committee decided not to buy new dishes at this time.

There was some discussion about reservations for lunch. It was decided that people could let us know they were bringing a large group in advance and we would put up extra tables.

However, there would be no reservations and everyone would have to line up as per usual.

Discussion of how to deal with high demand at Christmas led to the suggested recommendation of two luncheons. This was tabled until next fall.

c) Maintenance (Ron) – written report is attached

Ron circulated a Record of Site Visit form for Outside Service/Repair Representatives to complete so that there is a record of what has been done/when, etc.

Wilma and Ron to discuss suggestions raised for implementation and report again next board meeting.

d) Membership (Margaret) – We currently have 803 members.

e) Treasurer's Report (Donna) – Reports were circulated. Positive feedback about the explanations provided in the report.

f) Fundraising and Grants (Joanne) – no report

g) Tech (David) – no report

Wilma mentioned that the email ssac1993 account has been deleted.

Maureen asked if anyone else is having trouble with the Square.

h) Long-term Planning Committee (Joanne) – no report

i) Management and Admin Database Subcommittee (Wilma) – Wilma and Tony have met about using the database for Rental Agreements

j) Nominating Committee (Barbara) – Report given above in AGM discussion

k) President's Report (Joanne) – Tabled

The Annual General Meeting will be February 18<sup>th</sup>, 2016 at 1:30 pm

The next Board Meeting will be Tuesday March 8<sup>th</sup>, 2016 at 9:30 am

Motion to adjourn 12:30

Moved Gill/Seconded Wilma

CARRIED

## **Maintenance Committee report --- Feb. 9, 2016**

- 1.- Finally, the order has been given to Sechelt Sign and Printing replace the inside Plexiglas panels of the roadway marquee sign.
- 2.- We have had some safety concerns relating to changing the lettering on the front sign and are working on a solution.
- 2.-Replacement of a faulty dimmer in the auditorium for the stage spot lights has been completed.
- 3.- Installation of additional power-outage emergency lights is complete.
- 4.- Installation of additional exterior night light on the South/ West corner of the building has been done.
- 5.- Book shelving in the lobby has been expanded.

## **6.- Record of Site Visit by outside service representatives--- Forms**

The maintenance committee would like to initiate the immediate use of this form by all outside service representatives inspecting, servicing, or repairing any areas of the building. All front desk volunteers and board members should familiarize themselves with this form and its usage.