

SECHELT SENIORS ACTIVITY CENTRE  
5604 Trail Avenue Sechelt BC

Minutes of the Board Meeting  
**Tuesday, April 12, 2016**

Present: Ron Atkinson, Margaret Boyd, Dorothy Fraser, Maureen Heaven, Charlie Jensen, Wilma Lorimer, Donna Marsh, Kassie Ranchie, Joanne Rykers, Gillian Smith, Tony Stroud.  
Regrets: Barbara Lightfoot

Guests: Ann Watson - Library Archives, Len Pakulak, SCC Foundation

President Joanne Rykers called the meeting to order at 9:30 am

Action Items

1. **Motion:** to adopt the agenda without changes.  
Moved by Kassie/Seconded by Margaret
2. Reading of the March 8, 2016 meeting was waived.  
The Minutes of March 8, 2016 were adopted with the following change: add Kassie Ranchie to the Directors present at the meeting.  
**Motion:** to adopt the minutes of the March 8, 2016 as amended  
Moved by Charlie/Seconded by Tony
3. **Correspondence:**  
President Joanne read a letter from Susie Francis, Society of Versatile Entertainers, regarding the involvement of this company with a local group of entertainers and their willingness to assist the Centre with some fundraising. Joanne will respond saying we appreciate the offer but will decline at this time. **Action Joanne**
4. **Old Business**
  - a) Director Rotation Schedule **Tabled**
  - b) Syrian Refugee Sponsorship Update  
Joanne reported that from the original working group of 19 or so people, a smaller group of volunteers, 5 - 6 people, has been established to carry on with the refugee sponsorship project. This group participated in a Webinar with the Sponsorship Training people.  
It has now been determined that we must first find a suitable family and then we apply to sponsor that family. We have three streams available to do this:  
*i* Family Link Project which assists refugee families already here to bring in extended family to Canada, but there are no such families locally;  
*ii* Blended Visa O Renewal Project (BVORP): this organization has an inventory of "travel ready" refugees requiring a sponsor. Demand outweighs supply;  
*iii* Bobby Williams (an SSAC Member) has put the Refugee Working Group in touch with her daughter Sarah who is currently working in a Refugee Camp in Jordan. Sarah has told them she is in touch with an Arabic translator who will, on behalf of a family, complete the government forms required for \$600.00.

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### 4. **Old Business**

#### b) Syrian Refugee Sponsorship Update (cont'd)

Joanne has been given a contact name of a person in Ontario who has used Sarah to bring over a refugee family and she is in the process to contacting that person. If the process fails, the funds are not refundable. A discussion regarding these option took place.

**Motion:** The Board agrees in principle, that we give the working group approval for the expenditure of funds ranging between \$600.00 and \$800.00 US, in order to move ahead with finding a suitable family subject to recommendation of the Ontario group. **Action Joanne**

Moved by Ron/Seconded by Dorothy  
Carried

- c) CRA Response - Joanne: We requested that the CRA permit us to issue tax receipts for donations to the Syrian Refugee project. They recommended we amend our Constitution to include a purpose that reflects the sponsoring of refugees. We replied that the Board needs time to study this recommendation before recommending it to the membership, and, until that time, we would not issue tax receipts. .
- d) Cruise Ship Raffle - Joanne: Cheque has been sent to Holland America Line for the cruise ship raffle. We plan to draw the winning ticket at our Open House in October.
- e) Emergency Radio  
Tony - battery - we can get a battery for \$500.00 that will give us 24 hour back up service but still awaiting further reviews. **Action Tony**  
Olson Electric Transfer Switch - no update
- f) Communications Issues - Wilma: Records File Index is being updated. A meeting with Gill Smith and Margaret Boyd will happen this month to get started on updating the Policy Manual. **Action Wilma**
- g) Pickleball equipment - Gillian: four paddles and nets have been purchased.
- h) Photography Project Update- Wilma: The Open Gallery showing of the photograph project spearheaded by Jacquie Allen was well attended with lots of food provided for everyone.

### 5. **New Business**

- a) Ann Watson, Sechelt Archivist, Sechelt District gave the board a presentation on the purpose of keeping records, not only for business but our personal records as well. She covered the importance of historical records and the legal issues relating to keeping records. Records have been kept since ancient times.

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### 5. **New Business (cont'd)**

#### a) (Cont'd)

Anyone can access Sechelt archival information through the web site: archives.sechelt.ca.

Joanne thanked Ann for making this presentation to the Board.

- b) Len Pakulak, Volunteer with the Sunshine Coast Community Foundation made a presentation to the Board. The purpose of the SSCF is to make a difference in the community. We do this by trying to discover the needs of organizations within the community, then find out how we can help. My purpose today is to provide the SSAC with an awareness of how sustainable funding through endowments set up from your supporters, members and volunteers could assist your organization.. Endowments require a minimum base of \$5,000.00 but there are many different options for donors to take to ensure their endowments meet their needs and the organization they wish to donate to. SSCF assists organizations to establish this funding at no cost. Once established, these endowments provide organizations with sustainable funding. Joanne thanked Len for making this presentation to the Board. Brochures will be circulated to board members.

- c) Tai Chi Auditorium Rental - Joanne: a proposal from a group wishing to rent the auditorium on Saturday mornings was discussed. The board agreed to set up Three-month contracts for this group with the understanding that there would be certain Saturdays they would not be able to use the auditorium because it is already booked by outside groups. Joanne will advise Cathrine.

**Action Joanne**

- d) Update on Long Term Planning 'Request for Quote' for conceptual drawings for expansion of our current facilities advertisement. Two responses were received: Mobius Architecture , Peter Treuheit and Howard Leung, SandrinLeung Architecture. (see also attached Maintenance Report)

**Action Tony**

**Motion:** that we accept the Mobius Architecture bid subject to questions from the Board. If there are no questions, a letter will go out at the end of this week. Moved by Tony/Seconded by Gillian Carried.

- e) Square D - Charlie spoke to his discussions with First Data and Pivotal Electronic Payment Terminal Providers and explained his spread sheet comparing the two terminals with our existing Square D costs.(Data sheets attached).

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### 5. **New Business (cont'd)**

#### e) (Cont'd)

Charlie will meet with the Budget Committee to discuss how the information from these terminals will impact our 'Cash Basis' accounting system and report back at the next meeting. **Action Charlie**

**Motion:** that we proceed with getting the Pivotal Electronic Payment Terminal(s) subject to approval and recommendations from the Budget Committee.

Moved by Ron/Seconded by Margaret

Carried

f) Volunteer Lunch preparation - Charlie/Joanne. June 24 will be the Volunteer Lunch and Joanne is looking for volunteers. Further details Tabled for next meeting. **Action Joanne**

g) Tipping for Chef (Member suggestion). The Board decided not to proceed with this suggestion. Joanne will get back to the member. **Action Joanne**

h) Back-up for SSAC Computers - Tony: looking into a back-up systems for our computer and network. If we go the 'server' route, it will cost \$2300.00 plus the cost for rewiring as well as other costs. Tony will talk to J & B and for recommendations. **Action Tony**

i) Volunteer for advertising assistance - Joanne gave a brief description of what the Centre is looking for in a volunteer to assist Cathrine re: advertising spots on radio, newspapers and TV. An ad will be placed in the Echo and on our Web page for a volunteer. **Action Margaret & Joanne**

### 6. **Committee Reports**

a) Bus - Dorothy reported that a concert trip had to be cancelled due to the ferry breakdown. Refunds for the bus and ferry expenses are being returned to the passengers. Rick is also trying to see if he could get any money from the Orpheum Theatre, but nothing has happened on that front yet.

b) Kitchen - Charlie reported that on Thursdays when he is in the office he is trying to fill in any blanks in the Volunteer Sheet for Kitchen duty. It is now on the computer and will be easier to update;

Refrigeration - Emily has requested additional refrigeration;

Food Containers - Notice to everyone that when food is placed in a container provided by the member, the Centre is no longer responsible for the food and its condition;

Christmas Turkey dinner - Tabled until later in the year

Next Meeting - Kitchen Committee next meeting is Tuesday, April 26;

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### 6. **Committee Reports (cont'd)**

b) Kitchen Committee (cont'd)

Employee Status - Emily wants to be an employee rather than a contractor and wants to address the Board on that subject. A committee of Donna, Charlie, Ron and Wilma will be struck to investigate the pros and cons of employees and report at the next meeting. Emily to address the Board at their next meeting.

**Action Charlie**

c) Maintenance - Tony: Total shutdown of Centre will occur July 4 - 8, Monday to Friday for summer maintenance. **No** Activities will be allowed during this time period. This time will be used to finish floors, parking lot and signage will be completed. Cathrine needs to be aware of this.

**Action Tony**

Forms Processing - while working on a new form for contractor visits, it became very apparent that we have forms with no author, no date, nor instructions on how to complete. This needs to be addressed.

**Action Tony**

d) Membership Committee - Margaret: We currently have 1037 members.

e) Finances - Donna: reports and statements are attached.

f) Fundraising and Grants - Joanne: Kassie has agreed to take over the chair for Grants and Fundraising. We have started reviewing files. The New Horizons Grant in the amount of \$24,000.00 has just been received and deposited in our bank account. This grant will be disbursed as: \$12,000.00 to go toward hiring of a consultant for building expansion and \$12,000/00 will go toward new chairs for the auditorium, and improving the Air Conditioning in the Lounge and the office. These funds must be used by end of March, 2017.

g) Technical and Audio Visual - Tony: Business Cards will be provided to the Board Executive, Joanne, Ron, Donna, Tony, Wilma, and those directors who deal with the public, Gillian and Kassie. These directors will receive 50 business cards. Thirty (30) business cards will be provided to Dorothy, Charlie and Margaret.

Computer Classes start May 4.

Audio Visual: issues and requirements for support with A/V and/ computers should first be reported to David Marsh, who is the Chair, not Tony. Charlie Ranchie is also on this committee.

h) Long Term Planning - Tony: see item 5. d). The next meeting of the Planning Committee will take place after the award of the contract for conceptual drawings and the maintenance group has had a chance to review it. **Action Tony**

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**6. Committee Reports (cont'd)**

- i) Management and Admin Database subcommittee\_- Wilma: Tabled
- j) Nominating Committee- Barbara Lightfoot: no report.
- k) President's Report - Joanne: no report
- l) Rental and Activities Committee - Tony: an updated data base was installed on Cathrine's computer.

**Motion** to adjourn the meeting at 12:30pm

Moved by Gillian/Seconded Tony

Carried

Minutes submitted by

Wilma Lorimer

Secretary