

SECHELT SENIORS ACTIVITY CENTRE  
5604 Trail Avenue Sechelt BC

Minutes of the Board Meeting  
**Tuesday, June 14, 2016**

Present: Ron Atkinson, , Dorothy Fraser, Charlie Jensen, Barbara Lightfoot, Donna Marsh, Kassie Ranchie, Joanne Rykers, Gillian Smith, Tony Stroud, Kit Moffat.

Regrets: Margaret Boyd, Maureen Heaven, Wilma Lorimer

Guests: Mike Lane, Jacquie Allen, Louise Phillips

President Joanne Rykers called the meeting to order at 9:35 am

1. Agenda was adopted with minor amendments.
2. The amended Minutes of May 10, 2016 Board meeting were adopted.  
**Motion:** To adopt the Minutes of the May 10, 2016 as amended  
Moved by Ron Atkinson/Seconded by Tony Stroud  
CARRIED

Item 5. d) was dealt with next

5. d) Change in Board Members

Kassie Ranchie's official resignation letter has been received effective immediately.

Kit Moffat was introduced as a potential new Board Member.

Kit recused herself for the following motion:

**Motion:** To appoint Kit Moffat to the Board to replace the much beloved outgoing Board member, Kassie Ranchie.

Moved: Dorothy Fraser/ Seconded Tony Stroud

CARRIED

The Oath of Office was administered by Past-President Barbara Lightfoot.

Joanne thanked Kassie for all her hard work for the SSAC and wished her well in her new adventure.

3. **Correspondence:**

Joanne reported that we have had a letter from Russ Tkachuk who has offered the Centre several large Olympic paintings. There was a discussion regarding the practicality and appropriateness of accepting this offer. It was suggested Russ contact Siobhan Smith (Sechelt Arts Coordinator for the District of Sechelt) **Action: Joanne**

4. **Old Business**

a) Syrian Refugee Sponsorship Update – Joanne  
No report

b) Emergency Radio - Barbara.  
Haven't heard from Bill Elsner yet.

- c) Contract issues – Donna  
Donna reported that she had a long chat with Emily about remaining a contract worker and offering her support as needed. Donna reported that Emily is satisfied with this.
- d) Update Pivotal Electronic Payment Terminal – Charlie  
Charlie reported that he has contacted Pivotal to instruct them to set us up for September. He is waiting to hear back from them.
- e) Contractor Site Visit form – Tony  
Tony reported that the Contractor site visit form is finished and copies should be in a book at the front desk. The process is that the Maintenance person will prepare a form when contract workers are expected. It will be noted in the Day Directors book and the reception binder. If a someone drops in unexpectedly, contact the Maintenance Director.
- f) Sunshine Coast Community Foundation Endowment update – Mike Lane  
Mike Lane, at Joanne's request, met with Len Pakulak of the Community Foundation to obtain more information. Len made a presentation about the Foundation at the April Board meeting. Questions were raised about options and possible benefits of working with the Community Foundation. Mike had circulated a report from this meeting addressing some of the concerns that had been raised.  
The Foundation has expertise of accessing matching funds and other sources of funding. They have a benefactor who has been able to ensure a very good rate of return over the last several years. Mike has agreed to be on the Long-term Planning Committee. In addition Mike has offered to approach Nicholas Simons, Pamela Goldsmith-Jones, and Maureen Clayton to start investigating some ideas for funding/fund raising and to investigate lotto/gaming opportunities.  
**Action: Mike**
- g) Photokinesis – Jacquie Allen  
Jacquie had prepared a final report which had been circulated in advance to the Board members. Jacquie recapped the project and highlighted its positive aspects, including the engagement of the exercise class members and the publicity the exhibit garnered. The Budget for the event was not quite met, but it was considered a success over all.  
Joanne thanked Jacquie and her crew for all of their efforts.
- h) Yoga belts – Tabled

## 5. New Business

- a) Length of Meetings  
A discussion of possible ways to keep the meetings to a manageable length took place. Some ideas included limiting the number of speakers, having extra meetings if necessary to accommodate speakers, written committee reports circulated by email 1 week before the board meeting, starting earlier and/or having two meetings per month.

- b) Blithe Spirit Production Report – Louise Phillips  
Louise reporting on the joint Driftwood Players/SSAC chair actors production and thanked Joanne, Cathrine, Tony, Donna and Ron for their assistance; the whole board for agreeing to the production; and the front desk volunteers for selling tickets. There were many problems to overcome, but overall the production was a great success. The full revenue was \$17,731.71 plus sponsored advertising. The net profit for each group was \$4,053.57.  
Thank you to Louise and everyone at the SSAC and Driftwood Players who made the production such a success.
- c) Bus Rental Policy was moved to 6a)
- d) BC Society Act Workshop – Joanne/Wilma  
Joanne and Wilma attended the BC Society Act Workshop. It was very well done and well attended. There is a binder of the power point slides in the office. The Revised Act is to come into force on November 28<sup>th</sup>, 2016 with a two year staggered transition period. Fortunately we have dealt with many issues in the By-Laws, but the Constitution will need to be amended to have simply a Statement of Purpose and the Society address. There will be a mini workshop later this summer.

## 6. Committee Reports

- a) Bus Committee - Dorothy reported that the trip to Vancouver Island is full and there is a waiting list. There are two local trips planned as well as the popular casino run. Rick works very hard on the bus committee.  
Barbara mentioned that she hasn't had the most recent bus info. Dorothy will send this info to Barb while Rick's away. **Action: Dorothy**

Joanne raised the issue of renting the bus to outside groups. We need a policy on this. If we rent to outside groups, we need to cover costs (and a bit of a margin) and pay the bus driver. Not looking for profit per se. We are using the bus much more for Centre activities.

Please send ideas to Joanne for Policy. Bus Committee to provide input as well.

**Action: Everyone with ideas re bus policy/Bus Committee**

New accounting forms are needed, especially for long trips.  
Donna and Joanne to work on this.

**Action: Donna and Joanne**

- b) Kitchen Committee - Charlie reported that the committee met on May 31<sup>st</sup>. The new kitchen time 11:30-12:45 appears to be working well. There may be some grant money for kitchen needs.  
Irene and Garnette will assist Emily on June 26<sup>th</sup> for a major cleanup of the kitchen area for the summer.  
Frozen food items are not continuing through the summer. People are stocking up.

Ron raised the idea of an inventory in the summer during shut down to restock. Charlie will take care of this with volunteers.

**Action: Charlie**

- c) Maintenance Committee - Tony reminded everyone of the complete building shut- down July 4-8 for maintenance. There is a lot to do, including the office cooling and heating systems, parking lines, chairs, etc.

Drapes that were recently cleaned shrunk 4". COIT is going to fix these.

The Front sign has finally been completed.

- d) Membership Committee - Margaret  
No report.

- e) Treasurer's Report - Donna  
Donna reported that things are looking good. The statements had been circulated and there were no questions.  
Regarding the contingency fund – \$50,000 has been moved out of the chequing account into an investment saving account. The interest is better and we can access the funds at any time without penalty.

- f) Fundraising and Grants - Joanne  
1. Joanne reported that we are interested in applying for a Canada 150 matching grant. It was determined that the planned auditorium floor project would be a good focus as this area is in dire need of repair and the auditorium is well used for sports activities, rentals to outside groups and daily lunches for members and non-members alike.

The budget supports this cost.

**Motion:** To approve filing a funding application for the Canada 150 matching grant for replacing the auditorium floor. It is anticipated that the job budget will be approximately \$60,000.

Moved: Ron Atkinson/Seconded Barbara Lightfoot

CARRIED

2. The New Horizons grant application call for proposals is expected in June.

3. Volunteer/Member Sahra Hailey is applying for a \$500 RBC for the Centre. It will be used for kitchen equipment.

4. Enabling Accessibility Fund application is due at the end of July. It is proposed that we purchase the wheel chair lift for the stage that we have been discussing.

**Motion:** To approve filing an application for matching funds for a wheel chair for the stage. It is anticipated that the cost will be up to \$3,500.

Moved: Charlie Jensen/Seconded Tony Stroud

CARRIED

- g) Tech and Audio Visual – Tony  
Tony reported that the final computer class for the summer will be June 22<sup>nd</sup>.
- h) Long Term Planning Committee - Tony reported that the next meeting Mobius will be June 23<sup>rd</sup> at 1pm. The Consultant, Mobius, will attend with a more detailed plan.
- i) Management Data Base - Tony reported that this is still in the works. The database is working and Cat is in the management database
- j) President's report - Joanne reported that the Volunteer lunch sign up is underway. There will be a wonderful selection of donated gifts and door prizes.

A Rentals and Activities Report chart was generated and the Board found it very useful. A list of closures is a good idea. Catherine has made several recommendations. A subcommittee was struck consisting of Ron, Tony and Joanne to discuss closure. The remaining items have been referred to the Policy Committee.

Coral Reef Club – This possible activity to set up an aquarium club has unexpected expenses for set up and maintenance attached to it. Emily will provide a budget for this by September.

Emily wants to fundraise for this.

An account can be set up for this purpose

In the short run there is approval for the fundraising efforts, but the Board will look at the budget, safety, liability and other issues in the fall.

- k) Legislative and Policy Committee  
The Legislative and Policy Manual Committee has met and will continue to meet over the summer to work on a revised Policy manual for the fall.

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

Moved by Gill/Seconded Donna

CARRIED

Minutes submitted by

Gillian Smith