

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

**Minutes of the Board Meeting**  
**Tuesday December 9, 2014**

Present: Kit Artus, Ron Atkinson, Phil Green, Brigitte Horn, Barbara Lightfoot, David Marsh, Joanne Rykers, Douglas Smith  
Gillian Smith, Maurice Farn

Regrets: Dorothy Fraser, Maureen Heaven, Doug Whitworth.

The Meeting was called to order at 9:32 a.m.

1. The agenda was adopted.
2. Barbara introduced Gillian Smith who has volunteered to be temporary Secretary until the AGM as a non-board member.
3. The Minutes of the November 12, 2014 Board meeting were adopted as amended with one abstainer.
4. Correspondence: Jennifer Hamel sent a thank you card for the flowers and card sent on behalf of the SSAC after her husband's recent death.
5. Committees:
  - a. Bus – Discussion regarding the need for more bus drivers.  
Barbara agreed to approach Damian to see if he is interested in volunteering and David will arrange to have a notice placed in the Echo. The Centre will pay for all fees (medical and Class 4 licence) for its volunteer drivers.
  - b. Computers – Phil reported that attendance has been good. Classes end December 10<sup>th</sup> and begin again on January 14, 2015.
  - c. Kitchen – Barbara reported that the kitchen is doing very well and the frozen meals are incredibly popular. Brigitte explained the accounting process for kitchen volunteers' lunches.
  - d. Membership – approximately 330 memberships for 2015 have been sold to date. It is anticipated that there will be a huge influx of people wanting to purchase memberships when the Centre re-opens in January. It was agreed that it would be a good idea to have extra volunteers to help take memberships and an additional table set up for membership purchases so that the main desk can still deal with other matters.

Kit will talk to Irene about arranging volunteers. David will help train volunteers and offered a second Square reader for the week

Phil reported that many people are using the Square for making purchases. After some discussion, it was agreed that:

- the sticker notifying that the Centre accepts credit cards will be placed on the front door in January;
  - only cash will be accepted for lunch and activities;
  - there will be a minimum \$10 transaction limit before credit cards can be used;
  - Barb will talk to Irene and Dave will talk to Rene about using the Square,
  - Joanne will prepare a draft policy for the next board meeting.
- e. Pickleball – Joanne reported that there was strong attendance once pickleball began again at the Centre November 17<sup>th</sup>. Early December attendance has dropped off somewhat. Assessments and evaluations are taking place and there are coaches for the 1.0, 2.0, 2.5 and 3.0 levels. The Working group will meet again this week. Rick Carton has been invited to, and has attended recent working group meetings. Stephanie Watson is currently the contact person for SSAC Pickleball.
- f. Treasurer's Report – Brigitte has circulated the financial statements. A cost estimate for an audit from a local accounting firm is \$8,000 - \$14,000. There was discussion about our contract worker situation. The Centre has three contract workers who set their own schedules, and invoice us for their time. Brigitte sends a payment statement to each contractor at the end of each year. The Centre pays Workers' Compensation fees and it is the responsibility of contractors to pay their own CPP.

The possible re-evaluation of the Centre's land and building was discussed. A cost estimate for a re-evaluation of \$2,000 - \$3,000 has been received. Other ways of obtaining this information were discussed, including BC Assessments and insurance evaluations. An insurance evaluation might be explored when the Centre's insurance policy is due for renewal. Tabled for next meeting.

- e. Maintenance – Ron reported that:
- The maintenance team continues to investigate and attempt to resolve the uneven heat distribution in the front section of the building. A request was made for people not to open the exterior doors in the Craft Room when the room is warm.
  - New door handles and locksets have been installed.
  - During the Christmas shutdown, the hot water pipes will be insulated and the floors will be re-waxed.
  - The downdraft from the ceiling grille in the passageway to the auditorium is a problem and the team is pricing a damper that would be closed during the 'off' cycle of roof heating/AC unit. Mo Farn mentioned that there might be a New Horizons Capital Grant next spring/summer that would be worth pursuing for this matter.

- Roadway sign upgrading is finally underway and should be completed in a couple of days.
- We are experiencing ongoing problems with our rebate submission to BC Hydro. Our two applications will be revised and resubmitted upon completion of the roadway sign upgrade. Ron gave special thanks to Tony Stroud for persisting with this matter.

Ron requested that the green "Incident/Damage Report" form be used to report any property issues, rather than random slips of paper. These forms are available at the front desk and should be completed and left in Ron's mail slot in the office. There is also a Personal Incident Report (white form) that is also available at the front desk to be completed for injuries or other personal matters.

#### h) President's Report – Barbara

The AED training session on Dec 2<sup>nd</sup> was well attended. Another session will be run in January. It would be good to have representatives from more activities at this session.

The Annual Christmas Bake and Craft Sale raised \$1600. This is less than last year probably due to stiff competition from other activities in the community. It is important that sufficient time be booked for set-up and take-down. Barb has booked sufficient time for next year's event.

At least ½ hour is required as a buffer time between rental bookings. Joanne will prepare a written statement to be added to the policy handbook and given to Kassie.

Phil requested that the Craft group be recognized for their efforts.

**Motion:** That the Craft Group be recognized for their sincere efforts for the SSAC by providing a free lunch to the crafters at the Centre on the Thursday following the annual Christmas Bake and Craft sale.

Moved Phil/Seconded David

**CARRIED**

Kit agreed to start an event checklist to help people organize volunteers for things like setting up, cleaning up, and preparing coffee and goodies. Joanne agreed to help with this.

Barbara will be attending the Coast Progress Plan meeting at the Sunshine Coast Golf and Country Club tomorrow regarding accessibility for seniors on the Coast.

Barbara and Phil Green attended Phil Hamel's memorial service last Sunday.

## 7) New Business

### i) Proposed Centre Closure dates for 2015

Joanne presented the Centre closure dates for 2015

They are:

Summer – Saturday June 20<sup>th</sup> – reopening Tuesday September 8<sup>th</sup>

Christmas – Thursday December 17<sup>th</sup> – reopening Tuesday January 5, 2016

Holidays

Family Day - February 9<sup>th</sup>

Good Friday – April 3<sup>rd</sup>

Easter Monday – April 6<sup>th</sup>

Victoria Day – May 18<sup>th</sup>

Thanksgiving – October 12<sup>th</sup>

Remembrance Day – November 11<sup>th</sup>

ii) Maurice Farn presented a letter to the Board – “RE: THE FUTURE OF THE FUNTASTICS” requesting 2.5-3 hours any 2 days a week from September 4, 2015 to the end of October 2015 for the Funtastics to rehearse for their 2-3 day production in October 2015.

**Motion:** The Funtastics will be provided with 2.5-3 hours 2 days a week from September 4, 2015 to the end of October 2015 to rehearse at the Centre.

Moved: Phil/ Seconded: Doug S.

**CARRIED**

**Motion:** The Board supports and appreciates the efforts of the Funtastics at the SSAC.

Moved: Phil/ Seconded: David

**CARRIED**

Ron asked Mo to let the Funtastics know of the Board’s positive response and support.

Barbara announced that this is Kit’s last Board meeting and thanked her for all of her hard work on behalf of the Board and the Centre. Kit promised to be back as a volunteer in the New Year.

Reminder of the upcoming Christmas lunch and Robbie Robson celebration.

Meeting adjourned

Next board meeting – January 13, 2015 at 9:30 am