

SECHELT SENIORS ACTIVITY CENTRE SOCIETY
5604 Trail Avenue Sechelt B.C.

ANNUAL GENERAL MEETING
MINUTES

Thursday February 18, 2016
1:30 pm

Board Members present: Joanne Rykers, Barbara Lightfoot, Ron Atkinson, Dorothy Fraser, Maureen Heaven, Wilma Lorimer, Donna Marsh, Barry Pruden, Gillian Smith, Linda Stroud

Absent: David Marsh

66 members were in attendance meeting the quorum requirement.

1. President Joanne Rykers called the meeting to order and Barbara Lightfoot led the singing of *O Canada*.

2. Moment of silence was observed to remember those Members who have passed away.

3. Agenda was adopted.
(Moved Ed White/ Seconded Louise Nichol – CARRIED)

4. Minutes of the General Meeting – October 15, 2015 – were adopted.
(Moved Tony Stroud/ Seconded Kassie Ranchie – CARRIED)
Minutes of the Special General Meeting – January 21, 2016 – were adopted.
(Moved Ann Stuart/ Seconded Richard Sand – CARRIED)

5. President's Report
Joanne Rykers thanked everyone for attending and gave the attached President's Report.

6. Directors' Reports to Members
Maintenance Chair Report
Ron Atkinson gave the attached Maintenance Report and thanked the maintenance team for all their hard work. Ron will be stepping down as Maintenance Chair after many years of tremendous work for the Centre.

Treasurer's Report – Donna Marsh
Donna advised that the SSAC is in good financial shape. We have engaged accountant Peter Telfer this year to assist with income taxes and ensure we are using proper terms. The Financial Statement had been circulated. A huge thank you to everyone who has helped.

7. Comments and questions from the floor
Ann Stuart thanked the Board for all of their hard work and the sense of community at the Centre. Joanne thanked Ann for all of her hard work every week.
The meeting was turned over to the Nominating Committee.

8. Dissolution of the Board and 2016 Elections of the Board.

Barbara Lightfoot, Past President and Chair of the Nominating Committee dissolved the current Board with thanks. The Nominating Committee also consisted of Ron Atkinson and Margaret Boyd.

Linda Stroud, David Marsh and Barry Pruden are leaving the Board of Directors and Barbara thanked them for their hard work and efforts on behalf of the Centre.

The new slate of Officers and Directors are as follows:

President:	Joanne Rykers
Vice-President:	Ron Atkinson
Treasurer:	Donna Marsh
Secretary:	Wilma Lorimer
Maintenance:	Tony Stroud
Past-President:	Barbara Lightfoot

Director:	Margaret Boyd
Director:	Dorothy Fraser
Director:	Maureen Heaven
Director:	Wayne (Charlie) Jensen
Director:	Kassie Ranchie
Director:	Gillian Smith

The Directors briefly introduced themselves and then Barbara administered the Oath of Office.

The meeting was adjourned.

Moved Linda Stroud/ Seconded Richard Sand

The meeting was followed by refreshments.

PRESIDENT'S REPORT

2015 was an interesting and challenging year for the SSAC, and for me, personally, since it was my first year as President. My report is an overview of events and activities at the Centre, and highlights our accomplishments during the year. Detailed reports from the Executive and committees are contained in Part A of the Annual report, while Part B contains Activity reports.

ACTIVITIES AND EVENTS

The Centre offers members over 30 recreational and cultural activities. It is estimated that over 500 participants enjoy activities weekly at the Centre. Physical exercise activities include Fitness classes, Pickleball, Dance, Carpet Bowling, Darts, Table Tennis, Tai Chi/Chi Gong, and Yoga. Artistic and cultural activities include Painting, Crafts, Quilting, Play Reading, ChairActing. We offer games such as Chess, Bridge, Poker, Cribbage, Scrabble, and Mah Jong, as well as Computer Training and Genealogy. New activities this year include Chess and "Keep Moving," a fitness class for those with mobility issues. The Centre bus makes day trips to shopping, sightseeing, and casinos, and overnight excursions to destinations of interest.

In the Fall, our very own vaudeville troupe, "The Funtastics" staged the production, "Back to Broadway." Three sold-out performances netted over \$6,000 to the Centre's coffers. The SSAC Chair Actors group have partnered with the Driftwood Players Society to co-produce the Noel Coward play "Blithe Spirit," which will be onstage in May at both the Heritage Playhouse and the SSAC.

It is important to note that all activities (with the exception of three paid instructors who are certified teachers) are led by volunteers. They give an impressive amount of their own time to organize and conduct sessions, and do the paperwork, and are to be commended. One activity, "Bridge Duplicate lessons," was discontinued, and we are very grateful to Judy and Bob Wilson who faithfully led this group for several years.

A key aspect that makes the SSAC such a special place is the dining service provided by our chef, Emily McPherson, and her dedicated team of volunteers. During 2015 the Kitchen served approximately 1400 lunches per month, which is an increase of 34% over 3 years. As well the "Frozen Entrée" service, which allows both members and non-members to take out delicious meals for the very affordable price of \$5.00. It has provided a very needed service to the community.

COMMUNITY INVOLVEMENT

The SSAC is a vital part of the District of Sechelt, and many events involve the community at large. During the year, we offer a monthly "Friendship Tea," free of charge to our neighbors. In the summer months, there is the weekly "Tea at Two on Tuesdays," which is offered for a nominal fee. We were also pleased to participate in a major fundraiser for Hospice in May, and one for the Alzheimer Society in October. During the months of March and April, the SSAC facilitates a free tax preparation service offered by the CRA and Home Care Services.

The Centre provides space and equipment, and organizes the interviews. An important community service is the "Emergency Radio" group, which will provide communications during a disaster.

Other events attended by both members and the community include monthly dances, the Spring Garage Sale, the Open House in October, the Christmas Craft sale, and the Christmas and New Years' Lunches. Franz Erber, our bar manager, is to be commended for his reliable and efficient operation of the no-host bar service at dances and many special events.

A new and very challenging undertaking by the SSAC is the proposal to sponsor a refugee family from Syria. A working group of 15, supported by many other enthusiastic volunteers, has been working on this proposal. In December, the Board approved a motion to stage a Special Membership Meeting to vote on this proposal. This meeting was held in January, 2016, and the membership voted overwhelmingly to support this project. The working group is completing the application process, and, if approved, this project should be underway by mid-2016.

The SSAC appreciates the contributions of community businesses, especially Claytons Heritage Market, Pharmasave, the Sunshine Coast Credit Union, Sunshine Coast Ford, and the many others who supported us throughout the year.

RENTALS, RENTALS/ACTIVITY COORDINATOR

SSAC activities have priority, but our facilities are available for rental to community organizations and individuals. Rental income, which was \$28,000 this year, allows the Centre to contract the services of a much needed Rentals/Activity Coordinator. Kassie Ranchie, who served us exceptionally well in this role for three years, retired in May, but remains a valued SSAC member. Cathrine Fuller took on this diverse and challenging role, and has shown herself to be competent and committed. Rental coordination takes up about 25% of her time, while the rest is devoted to coordinating and scheduling activities, general office duties, and publishing the "Echo." The new color version of the newsletter has been well received, and will soon be available by email.

THE PEOPLE – MEMBERS, VOLUNTEERS, CONTRACTORS

Our yearly membership numbers remain, at about 1200, consistent with other years. Yearly dues remain at \$25.00. Membership is a requirement to attend activities. Membership is open to all ages, but voting members must be over 50. The lunch service, and community events are open to non-members, at differential pricing.

Volunteers are indeed the cornerstone of the SSAC. Each and every activity, event, the kitchen service, the maintenance operations, the fundraising, the committee work, and the day to day management of the Centre, is due to the dedicated work of volunteers. We recognize this contribution with special "Volunteers Appreciation Lunch," held at the end of June. This year the Membership Committee has taken on the responsibility to ensure that volunteers are welcomed, participate in an orientation, and are given an opportunity for tracking and feedback.

The Centre continues to enjoy a high standard of service from the three contract workers. As well as the Activities/Rental Coordinator, Cathrine Fuller, we are fortunate to retain the excellent services of our janitor, Jim Coffin, and our chef, Emily McPherson. We also have three contract instructors, leading activities that require certified professionals. Jacquie Allan teaches Fitness, Andre Casaubon leads the Yoga groups, and both are to be commended for their high level of leadership. They were joined in October by Lori Gregory, who is leading a class for those with mobility issues, a much needed service for our members.

FINANCE, BUDGET, GRANTS

The SSAC is in good financial health. The Centre's total revenue income, from activities, membership dues, special events, rentals, and grants, was \$281,673. Total expenses were \$249,017, resulting in a net income of \$32,656. The Centre's net assets are valued at over 1.9 million.

In March, everyone at the Centre was saddened by the sudden and tragic death of our Treasurer, Brigitte Horn. Brigitte was very competent in her role, and greatly missed. We were fortunate to find a very able replacement in Donna Marsh.

During 2015, the SSAC received a grant of \$4,000 from the Sunshine Coast Community Foundation, and awards of \$500 each from R.B.C. and C.I.B.C., through their retired employee volunteer programs. These grants were used for facility upgrades, and to provide equipment for our activities. We applied for two grants from the Government of Canada. Our application to the "Canada 150," fund was rejected, and we are waiting to hear from the "New Horizons" program in March, 2016. Maurice Farn is the Centre's expert in the grants and fundraising department, his skills in this area are legendary!

BOARD AND COMMITTEE WORK – HIGHLIGHTS

During the year, two General Meetings were held, as required by the By-Laws. At the AGM in February, a new slate of Directors was elected. At the October General Meeting, two resolutions were voted on by the membership: 1) The motion to adopt the revised Constitution and By-Laws was passed. 2) The motion to maintain "Seniors" on the outside signage was passed.

The Board held monthly meetings, except during July and August, as required by the By-Laws. Some significant work was done by various Board led committees. The Legislative and Policy committee, with the much valued assistance of lawyer Bill MacIntosh, completed a thorough revision of the Constitution and By-Laws. The next task for this committee, with the assistance of the Communication committee, is a revision of Policy and Procedures. A committee on Long-Term Planning was established, and will conduct a much needed report on expansion needs of the Centre. The group is currently engaged in data collection on building usage, and plans to hire a design consultant in 2016.

Building repair and renovation, equipment servicing and planning are done by two very hard working groups, the Maintenance committee and the Audio-Visual/Technology committee. The AVT group also offers computer training classes to members. A special commendation goes to Tony Stroud for his development of the equipment data base, a system which is being adapted for other areas.

Other busy committees oversee the functioning of Centre Security, the Kitchen, Bus trips, and Pickleball. The Membership committee stages the annual "Open House," and is responsible for membership and volunteer recruitment.

BOARD GOALS FOR 2016

To continue to emphasize the support and recognition given to our volunteers,

To develop a long term plan for building expansion/renovation and staffing needs,
To provide better governance through revision of policy and procedures.

SUMMARY

2015 was an active and productive year for the SSAC and its members. The Board worked to provide good governance, while being sensitive to the needs of all our members and volunteers. We maintained a high level of service to existing activities, and began the process of long term planning. I extend my deep appreciation to the 2015 Board Members for their hard work, dedication, and support.

Joanne Rykers, President

FINAL

Maintenance Committee

The year has been one of general maintenance without too many bumps thanks to a great maintenance team.

The carpets in the office and the lounge have been replaced with tile in the office and vinyl planking in the lounge.

The auditorium, office, and Heritage rooms have been repainted.

We purchased a high speed floor burnisher that will save on the number of times that we have to strip and re-wax the floors.

Curbing was added to the rear parking lot.

Shade blinds have been installed in the office.

The wall between the kitchen and the Heritage room was reconstructed with sound dampening materials (insulation and two layers of sound board).

A preventative maintenance two year contract has been developed and signed with Coast Climate Control for the HVAC system.

Items that we will be looking at in 2016 are :-

Replacing the shrubbery along the North side of the property with low-maintenance plants.

Painting the craft room, Farish room and some bathrooms.

Cleaning the metal roof.

Continue developing and expanding the Data Base System.

Develop a detailed plan to facilitate the auditorium floor upgrade, including materials, costs and installation.

Develop a timetable and costing to upgrade kitchen appliances. This might be part of the overall long term planning for the Centre.

Carried over---

Upgrading the roadway marquee sign.

Add an exterior light to the North / West corner of the building.

Power outage emergency lighting in the green room and office.

Emergency radio upgrade to provide uninterrupted energy source such as a battery pack and transfer switch for auxiliary generator. (See Emergency Radio report)

Repaint parking lot lines and at the same time review space designations for handicap parking and scooters.

Ron Atkinson, Maintenance Chair