

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

**Minutes of the Board Meeting
Tuesday, January 14, 2014**

Present: Tess Apedaile, Ron Atkinson, Phil Green, Dorothy Fraser, Maureen Heaven, Brigitte Horn, Barbara Lightfoot, Joanne Rykers, Douglas Smith, Doug Whitworth. Regrets: Charles Ranchie, Linda Stroud

- 1.) The meeting was called to order at 9:30 a.m. The agenda was adopted
- 2.) The Minutes of the December 10th, 2013 meeting were adopted with one exception, Phil asked that the words, "and remote control" be deleted from the second last sentence under **3.a)** as it was not included. Motion passed.
- 3.) **Business arising from the December 10th, 2013 meeting:**

a.) Report regarding Better at Home Launch & use of Bus

Barbara stated that she felt it was a huge success and Emily exceeded her normal self as 85 additional meals were provided for the guests. As a result, Barbara felt we had increased our standing in the community.

Barbara confirmed that the Home Launch group has sole use of the Bus on the first Wednesday of each month for their shopping around Sechelt even though only 5 people used the Bus. They pay \$100.00 per use. Ron asked if they had the first right of refusal and Barbara said they did indeed.

b.) Report regarding Christmas Lunch

Barbara said the Christmas lunch went off very well. The Directors felt they should again have no outside entertainment. 2014 Christmas Lunch is Friday December 12.

c.) Report regarding New Year's Lunch

Barbara stated that the lunch was an amazing affair and Abby owner of the Golden Gate Restaurant was very gracious. Phil asked Ron if he could have a 220 volt plug placed on the south wall of the auditorium to better facilitate the needs of this event.

d) Update regarding installation of new Audio Equipment (Phil)

The audio/visual equipment installation is 99.99% completed. Phone lines and Internet lines were installed in the rooms and two phone lines at the reception desk and one in the lounge. Phil recommended all rentals be informed on how to use the new AV equipment. Barbara said they were already being oriented. Phil was also under the impression that the Centre was closed over Christmas yet some activities were ongoing so it left installation issues way out in left field. Barbara informed Phil that only the Admin offices are closed.

e.) Purchase of Automated External Defibrillator (Barbara)

Barbara felt the exercise activity Chair & other Chairs and Directors should be given instruction as soon as possible. Joanne felt instruction should be provided on annual basis as well. Barbara thought the cost would be about \$400.00 but found out recently that it was \$1600.00. She apologized for not letting us know sooner but she just found out herself. This includes lessons on the operation of the equipment.

4. Correspondence

- 1.) Jim Coffin, our Cleaner sent a Card thanking the Board for the \$100.00 Bonus he received as an appreciation for his work. Barbara said that Emily was thankful for the \$100.00 bonus she also received as an appreciation for her work.
- 2.) Charles Ranchie informed the Board that he and Kassie had decided to leave the Coast and he would not be running again as a Day Director. As well, Kassie will be leaving her position as Rental Coordinator once they sell their home. Kassie wanted to know how the Board wishes to address her contract that is up in February.
- 3.) Mike informed Barbara that Bob Wilson is temporarily replacing Dale Stewart as a security.
- 4.) Laurie Jones asked Barbara if a Birthday party could be held for her Mother for her 90 Birthday. Emily will be pleased to provide one.

5. Committee Reports

a.) Bus Committee (Maureen)

Two Bus Drivers have left the roster of drivers. The Bus is offering a trip to the Cloverdale Raceway on Sunday January 26, 2014. The trip will include a trip, Buffet and Race. Tess asked Maureen about cancellations as some of the reception desk volunteers find the protocol confusing. Joanne suggested individuals with issues write down their problems and make suggestions for improving the present system.

b.) Computers (Phil)

Nothing to report, except Phil felt a policy should be written about not allowing members to use our training computers. Barbara said if that was Phil's wish then he should merely exercise his prerogative.

c.) Maintenance (Ron)

Ron stated that the Fire Control System above the Stove is outdated and will be replaced. Barbara informed Ron that the Clock in the Dr. Farish room was not working.

d.) Treasurer's Report (Brigitte)

The Centre continues to be in a financially sound position.

e.) Kitchen (Doug)

The committee did not meet in December. The meeting was cancelled in order to accommodate the Christmas rehearsals. The frozen entries were an outstanding success and should be considered on an ongoing basis. Emily does receive payment for her additional time. Tess noted a shortage of glasses, mugs and butter knives for use in the kitchen. Ron stated that kitchen glasses were stored in the storage room. Doug gave Tess permission to purchase what we needed from Russell's.

f.) Membership (Joanne)

Joanne reported that memberships are selling well and we now have 555. Starting February 1st individuals will be asked to show their memberships.

g.) President's Report (Barbara)

Barbara thanked everyone for all they are doing. She appreciates all the support.

6.) New Business:

a) One Day Memberships (Brigitte)

Brigitte felt we should have different Cards that stated the Day the membership was in effect as well as be numbered. Dorothy felt we do not need a Card, merely a card printed on cheap paper.

b) Advertising for a Specific Activity (Ron)

Ron asked how we advertise a specific activity or a new activity. He wants to promote a Beginners Square Dancing activity and realizes it is costly. Barbara said the Centre could buy extra advertising. Joanne suggested we also look at the free promos offered in the local papers, Cable 11 & Radio.

c) Report on Point of Sales (Phil)

The cost for each transaction is 2.75%. Mo will report on this at the next meeting in February.

d) Review, Discussion & Update of the Policy Manual (Barbara)

As time was running out, this item was also tabled for the next meeting. Please read the policy update suggestions and be ready to discuss them at the February meeting.

Meeting Adjourned at 11.50 a.m.

Next Meeting: Tuesday February 11, 2014 at 9:30 a.m.