

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

**Minutes of the Board Meeting  
Tuesday January 13, 2015**

Present: Ron Atkinson, Phil Green, Dorothy Fraser, Maureen Heaven, Barbara Lightfoot, David Marsh, Douglas Smith, Doug Whitworth, Gillian Smith

Regrets: Kit Artus, Brigitte Horn, Joanne Rykers.

The Meeting was called to order by President Barbara Lightfoot at 9:35 a.m.

1. The Agenda was adopted as amended.
2. The Minutes of the December 9, 2014 Board meeting were adopted.
3. Correspondence: The SSAC received many Christmas cards from members.

4. Committees:

a. Bus – Maureen reported on the Bus Trips from 2014

The monthly bus trips for 2014 that have been popular are the casinos at a 90% turn out rate and Park Royal at 70%. Tea and Trumpets which has 6 shows a year has gone. There were eight other trips offered but only three of those went. We need suggestions.

The out of town trips have been a great success. Kelowna wine tour, Barkerville, Harrison Hot Springs and Victoria/Chemanius have all gone over well. Rene has had very good reports. It has been said that the price is very good.

Thanks to all the drivers for their time and effort.

Special thanks to Rene for all that she has done and Mary who has been a great help.

Ron reported that the sandwich board by the bus was damaged and will be fixed.

b. Computers – Phil reported that the computer courses start again tomorrow. In response to demand, there are now a couple of extra courses for Excel and Word 10. Sign-up sheets are posted on the bulletin board.

Phil suggested, and it was agreed, that the computer course fee be waived for Directors because these are useful skills for SSAC Directors to have.

There will be no computer courses from March 4 – April 29 because the room is used for tax season services.

c. Kitchen – Doug reported that things are going smoothly. The frozen entrées are filling a definite need and sales are very successful. The price increase to

\$5/entrée has allowed us to break even. Some kitchen volunteers are still needed, especially last minute replacement volunteers. Doug agreed to get the volunteer list updated.

d. Maintenance – Ron reported:

- The auditorium floor is being damaged. Small punch depressions have appeared in several locations. The cause is not known at this time. If anyone has any information about the possible cause of the damage, please let Ron know.
- The Maintenance Committee, along with Barbara Lightfoot, met with Bill Elsner, the Sunshine Coast Emergency Program Coordinator, to discuss SSAC's involvement under such emergency situations. We found out that we are designated as a "Reception Centre" and would be taken over by the Emergency Team if deemed to be necessary. Discussion took place regarding our HAM system and required updating. A further meeting will take place with our HAM operator representative(s) to review our system and in particular the roof components.
- Thorne Underwood has replaced one "pink" craft room table with a new one to get approval from the quilter's group before continuing to replace the remaining ones. So far the response has been positive.
- We are testing white paper hand towels in the washrooms to determine if they cut better than the previous brown paper to reduce wastage.
- The floor grills have been re-fastened and flow dampers adjusted to improve the heat balance. This will require ongoing monitoring.
- A door sweep has been added to the door between the auditorium and the Farish Room to reduce sound transmission. This should make the computer room quieter. Phil thanked Ron for doing this.
- Ron explained the need for down grills/dampers in the auditorium. The cost for both would be \$4000 + taxes and there was a discussion regarding the advisability of doing both now as opposed to one now and one later.

**Motion:**

That the SSAC purchase and install two HVAC economizers (Proportional outside air controls with dampers) to correct the current downdraft issue.

Moved Ron / Seconded Phil

**CARRIED**

e. Membership – Barbara reported that sales are going extremely well with almost 600 2015 membership cards issued so far.

- f. Pickleball – David reported that the working group is meeting regularly, there is a group of players from/representing the SSAC going to a tournament in Powell River this weekend and that it is very busy at the Beginners level.
- g. Treasurer’s Report – No report at this time.
- h. President’s Report – Barbara reported that she was unable to attend the Coast Progress Planning meeting in December, but will be speaking with them this week.  
The Christmas and New Year’s Eve luncheons were both successful.  
Barbara will be talking by phone with the tax people this week regarding the employee/contract worker situation.  
Barbara thanked everyone once again for all of their hard work.

5) Old Business:

- a) Centre Closure dates for 2015 are now on the website
- b) The Funtastics are pleased with the resolution from the last meeting.

6) New Business:

a) Annual General Meeting

The Annual Report needs to be prepared. A draft should be ready for the Board meeting prior to the AGM. Phil Green and Doug Whitworth are not standing for election at the AGM so there are still one or two vacancies to be filled.

b) Review of Constitution and By-laws

In order to stay current and comply with the legislation, a review of the current Constitution and By-laws has begun. The Constitution will remain the same, but the By-laws need to be reformed. There is still much to be done. Hopefully, it will be available for the next Board meeting and the AGM.

c) Membership Forms

Barbara reported that Irene has questions regarding the “Square” function and suggested that the membership form be altered to include “Method of Payment” boxes at the bottom of the form. It was agreed that this would be a good idea for bus trips too.

There are still some issues regarding refunds. Dave agreed to help sort out various issues.

d) CIBC Grant Application

Phil advised that there is a possible grant for \$500 available for the video monitor and speaker that he has previously requested (\$700). Mo Farn has prepared the form and Patrina will submit it if the Board approves its submission.

**Motion:** That the Board approve the submission of a CIBC Grant application for a \$500 donation. If the \$500 donation request is granted, the Board approves the payment of an additional \$200 for a video monitor and speaker.

Moved Phil/Seconded David

**CARRIED**

e) Dorothy's request

Dorothy requests that people not use elastic bands to tie up bills in the cash jar or petty cash.

Meeting adjourned 10:44 a.m.