

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

**Minutes of the Board Meeting
Tuesday, June 10, 2014**

Present: Ron Atkinson, Dorothy Fraser, Phil Green, Brigitte Horn, Barbara Lightfoot, David Marsh, Joanne Rykers, Douglas Smith, Linda Stroud.

Regrets: Kit Artus, Maureen Heaven, Doug Whitworth

The Meeting was called to order at 9:30 a.m.

1) **The agenda** was adopted with the following additions:

- Lisa Ireland is the guest who will speak about credit card processing.
- Under Committee reports, Computers – add Anti-Spam Webinar report

2) **The Minutes** of the May 13th, 2014 meeting were adopted. Noted that the date should be corrected to read May 13th, 2014.

3) Introduction of Lisa Ireland.

Lisa is the owner of PURE Body, a company that sells products on-line and at local markets. Lisa reported she has been using the “Square” for credit card processing and is very happy with the device. Lisa plugs the device into her i-phone and information is sent to her bank account. Lisa expressed extreme satisfaction with the device and has experienced no problems with the device or with security. Cost is 2.75% when cards are swiped, a little more if card # has to be input manually, much less than multilevel processing. Refunds can be processed and receipts issued. Phil noted that a printer, cash draw and card reader are available. David Marsh will look into this.

Lisa reported that about 80% of the time, the e-mail address for the receipt comes directly from the chip on the card. There is not a lot of input required.

Barbara and the Board thanked Lisa for coming to speak with us.

Moved: By Phil Green: The Board agrees in principle to the acceptance and use of this device.

Phil and David will look into the practical application and report back to the Board.

Second: David Marsh.

Carried.

4) **Business Arising from the May 13th Meeting.**

i) Tea at Two

Dorothy reported that last year's cost was \$5 per person.

There is now more than \$100 in IGA credit from the tapes our members bring in. Dorothy would like to use the credit and reduce the price to \$4 with non-members paying \$6.

After discussion it was decided that, as a good will gesture and to encourage more people to visit the Centre, price for non-members should also be \$4.

ii) Joanne offered a draft of the "Code of Conduct" item for the Policy Manual.
(See Addendum #1)

Linda offered a draft of the Volunteer Information.

(See Addendum #2)

It was suggested that more appreciation be expressed at the beginning.

Linda will make this change.

Moved: By Douglas Smith That this "Code of Conduct" and "Information for Volunteers," as reviewed by the Board at this meeting, be added to the Policy Manual.

Seconded: Linda Stroud

Carried: Unanimously.

The third item carried over is in regard to Electronic records retention.

There is still further information required.

Linda will look into what other organizations are doing and report back after the summer.

5) **Correspondence:**

Barbara has received a letter from Dennis Regnier, with regard to Pickleball "open play." The letter was distributed to and reviewed by the Board.

The Board requested that Barbara thank Mr. Regnier for his letter.

6) **Committee Reports:**

Treasurer's Report, Brigitte.

Brigitte informed the Board that the Centre is in good financial standing.

A general discussion of bus income followed.

Following her report, Brigitte left the meeting.

Bus: Barbara

Maureen is away. Following the trip to Kelowna it has been suggested that, on long trips like this, the seats over the wheel-wells remain empty. These seats offer limited leg-room and can be uncomfortable on long trips.

Noted that ferry fares actually increased \$5.95 not the \$8.00 expected. Phil notes the disappointment of members who book, only to have a trip cancelled due to lack of participation. There have been times when members have been given the option to pay a little extra so that the trip could still go. Other than this it is difficult to see what else can be done.

Computers, Phil

Phil distributed an "Overview of the Spam Legislation." As part of the "Due Diligence" required of the Board, all Board Members are requested to read this important information. Barbara noted a 2 year compliance grace period. Legislation takes effect July 1, 2014. As the Centre does not send group e-mails, it is unlikely we will have any problems. Activity Chairs who may contact their groups by e-mail, should offer an "unsubscribe" option. Direct any questions to Phil. Phil reported there is now only 1 desktop computer in the computer room. Users all bring in their own lap-tops or devices as required. Other PCs are in storage for now.

Maintenance, Ron

- Planter wall reconstruction is complete, except for one corner – we are waiting for the correct block.
- Exhaust fans for the auditorium have been purchased, but are not yet installed.
- Stairs to the parking lot – a new guard rail has been added.
- The lighting upgrade will be done during the summer shut down, dates not yet established. Some of this funding comes from the New Horizons Grant that was not all used for the sound system.
- The outside sign to be upgraded. A grant of \$2,000 has been received from the Sunshine Coast Community Foundation. The cheque will be presented on June 16th.
- New wooden pink tables are to be made.
- New white board is in the Heritage room.
- Replacement chair tips have been received for the 60 chairs purchased last year, yet to be installed.
- Inventory requests will be issued to a number of Activity Chairs. To be completed by Aug 30/14 and returned to Ron. Barbara will prepare a memo.
- Thank you to Charles Ranchie for grass cutting and plant trimming.
- Security System: All Board members should know the reset procedure. Ron to demonstrate after the meeting.
- Tiles had to be taken up and relayed in the front vestibule, due to moisture from the carpet runner. Ron will look into this further.

Kitchen, Doug is away.

Frozen entrées are going very well. We need to have a consistent method for sales and recording sales. As it's only one week to the summer break, we will discuss over the summer.

Membership, Kit is away.

No report.

President's Report, Barbara

Coast Cable will be here on Saturday. 1-3pm for a BBQ and children's events and 8-10pm for an evening event. Volunteers needed to make sure all goes smoothly.

Phil, Ron and Linda will cover.

Emily's contract is due for renewal on September 1st. Barbara would like to increase Emily's hourly rate.

Moved: By Barbara that Emily's contract be renewed at the increased rate, as discussed.

Second: Joanne

Carried.

Summer Schedule

Kassie would like to work 2 hours per day and 3 days per week.

Given the reduced work load during the summer, this seems appropriate.

Summer schedule for Directors will be:

Monday: David. Tuesday: Dorothy. Wednesday: Maureen. Thursday: Phil. Friday: Doug. Linda will be in Thursday mornings. Barbara and Linda are available to cover vacations etc.

Volunteer Lunch:

Wine and beer will be available for sale.

Plans are progressing well.

Barbara offered her thanks to the Board for their hard work and support and wished everyone a safe and happy summer.

6) New Business:

Baby Grand Piano

One of our members wants to donate a baby grand. The member will pay for tuning and moving. He is moving and cannot take the instrument with him. Following some discussion it was decided we should accept this generous offer. The piano will be housed in the lounge for now.

Meeting Adjourned at 12:00

Next Meeting September 9th at 9:30

Addendum #1

Sechelt Seniors Activity Centre, Code of Conduct

The elected Board of the SSAC wishes to promote a safe and harmonious environment for members and guests.

The Board requests that all members, guests and visitors follow posted rules and policies of the Centre and that we relate to each other in a respectful manner.

On those rare occasions when a person's behavior has caused concern or distress to others, or when posted policies are seriously ignored, the following actions will be taken:

1. If it is safe to do so, the offended person should speak to the offender, describing the offending behaviour and ask them to stop.
2. If the behaviour persists, a Centre representative, normally a Board member can be asked to intervene. The representative will state the concern and expectations to the offending person, and seek their cooperation.
3. If the behaviour persists, the offender will be asked to leave. The representative will complete an incident report and file it with the most senior Board member available.
4. Any time there is a safety concern, the police must be called.
5. Depending on the seriousness of the offence, the Board may decide to:
 - a) revoke membership, according to the SSAC By-Laws (section 2.07c)
 - b) bar a visitor or guest from the premises.

SSAC Constitution and By-Laws and Policy Manual, are available in the Centre Lobby and a copy may be obtained by asking at the office.

Information for Sechelt Seniors Activity Centre Volunteers

Our Centre is run by volunteers, without whom the Centre could not function. Thank you for considering a position as a volunteer. We hope you will find your time here enjoyable and rewarding.

A Sechelt Seniors Activity Centre Volunteer should expect:

- Information concerning volunteer opportunities and appointments
- To be invited to participate in planning, relevant to their position
- Orientation and training needed to carry out the responsibilities of the position
- Encouragement, guidance and the resources necessary for successful performance

A Sechelt Seniors activity Centre Volunteer is expected to:

- Be supportive of the Seniors Centre and its mission
- Contribute constructively to the resolution of problems and conflicts
- Value and express appreciation for the efforts and achievements of others.
- Accord others respect, equal opportunity and fair treatment.

The members of the SSAC are indebted to the volunteers for all they do through their work in support of the Centre, its goals and its mission.