

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

**Minutes of the Board Meeting  
Tuesday April 14, 2015**

Present: Ron Atkinson, Margaret Boyd, Dorothy Fraser, Maureen Heaven, Barbara Lightfoot, Wilma Lorimer, David Marsh, Barry Pruden, Joanne Rykers, Gillian Smith, Linda Stroud, Donna Marsh

The Meeting was called to order by President Joanne Rykers at 9:35 a.m.

1) Agenda was adopted as amended.

2) Minutes of the March 12, 2015 Board meeting were adopted as amended.

Moved Linda/Seconded Ron

CARRIED

3) Memorial for Brigitte Horn. Our Treasurer, Brigitte Horn, passed away suddenly in March. There will be no service. In lieu of flowers, donations to charity are requested. Cards from the SSAC membership and Board are being sent to Brigitte's family.

Motion: In gratitude for Brigitte Horn's years of service, as Treasurer, the Board will authorize a donation to the Sunshine Coast SPCA in Brigitte's memory.

Moved Ron/Seconded Dorothy

CARRIED

Motion: With regard to the above motion, it was moved that we donate \$250 from the Centre's funds.

Moved Linda/Seconded Barbara

CARRIED

4) Donna Marsh has agreed to fill the vacant Treasurer's seat on the Board.

Motion: To appoint Donna Marsh to the SSAC Board as the new Treasurer.

Moved Wilma/Seconded Dorothy

CARRIED

The oath of office was administered.

5) Correspondence –

1) Canada Day Parade Float application received. This matter is tabled to the May meeting when Mo Farn can attend. The due date for submitting the application is June 24<sup>th</sup>.

2) Downtown Business Fair- Invitation to rent a booth at the event on Saturday April 25<sup>th</sup>. It was agreed that we would not rent a booth this year.

3) SCR D Recreation Survey regarding programming for those over 60. The SCR D asked if they could leave copies of the survey and have a drop off box at the Centre so members could complete and drop off surveys. This was approved and the surveys and drop box are located in the lobby.

Dorothy suggested that Board members complete and submit the survey.

This led to a general discussion about the protocol for surveys being conducted in the SSAC. It is imperative that those wishing to conduct a survey ask permission, submit the survey for review and

approval and provide credentials. This will be added to the Policy Manual when it is revised. Front desk volunteers need to be informed of this protocol. A discussion regarding posting material on the bulletin board followed. Posters must be initialed and include a date for removal from the bulletin board.

Wilma/Joanne to make note of revisions for policy revision.

6) Committee reports:

a) Bus Committee – Maureen reported on the recent bus trips. There are fewer trips in April due to a shortage of drivers. The committee is pleased to welcome Anthony as a new driver.

The bus was out of commission due to electrical problems with the automatic door. The dealership was unable to find the problem.

Barbara suggested it might boost bus trip registrations if the overnight excursions were also posted on the website. As well, it might be a good place to ask for volunteers. Maureen will talk to Rene re this.

b) Kitchen – Barry reported that the Kitchen committee has met, and will continue to meet on the last Wednesday of each month, starting on April 29<sup>th</sup>, at 1:45pm.

- Hours are 10am – 1:30pm for normal volunteers and dishwashers. Prep volunteer hours are 8am-10:30am

- A new volunteer list was circulated and corrected.

- A master list will be kept in the office. Please make changes on the list as needed and Barry will update the spreadsheet.

- Kitchen people will generally take care of filling all of the volunteer slots.

Day Directors are to continue the reminder calls, and to try to find replacement volunteers for last minute vacancies. No reminder call if a phone number is not included in the sign-up.

- Frozen Entrees can be sold by the Front Desk when the kitchen is not open. Money will go into a bag with a slip and note to Emily.

- Take-away meals are popular. The Kitchen requests 500ml plastic containers, with lids, that can go through the dishwasher.

- Tally sheet that keeps track of meals sold will be revised by Kassie. The tally sheet is used to prepare monthly statistics which aid in food purchases, etc.

c) Maintenance – Ron reported that:

- The application to B.C. Hydro for lighting upgrade is still ongoing. Thanks to Tony Stroud for continuing to work through this application which has been a very difficult process. The suppliers, installers and Tony are scheduled to get together to sort it out.

- The flat roof section of the building has been inspected and cleaned up by Bill Brown and Don Fecko. Some minor repairs have been completed. This inspection will be added to our regular maintenance schedule.

- It may be necessary to install automatic urinal flushers in the men's washrooms. Signage will be tried before committing to an automatic flush system.

- Paul from Davis Bay Landscaping has started the yard cleanup and maintenance.

- Ron is in the process of asking for quotes to have the auditorium walls painted.

d) Membership – Margaret reported that:

- She has met with Kit Artus who recommended that we have a small handbook for new volunteers and that there be more follow up with new members and potential volunteers.

- Margaret has met with Joanne and Linda.
- Margaret is preparing the handbook and Leroy will process the book ready to hand out at the April 28<sup>th</sup> volunteer orientation meeting.
- Dorothy has been updating the list of potential volunteers from the membership forms. Linda has agreed to follow up with new volunteers.
- Joanne held the March orientation meeting and 6 new people attended.
- Front desk people need to ask new members if they are interested in volunteering.
- The membership application is to be amended to add “already volunteers” and “paid by credit card”.
- There is a committee meeting in May and Margaret would like to include Barry and Irene in this meeting.
- Margaret welcomes suggestions.
- As of yesterday, we have 999 members for 2015.

e) Treasurer’s report – Donna presented the financial report for March 2015 (attached).

This include an additional comparative Income Statement

Dave is to send monthly Square summary to Donna.

As Brigitte would say, the Centre remains in good financial shape.

Thank you to Donna for stepping in and working so hard to prepare for this meeting.

f) Constitution review – Tabled

g) Fundraising and Grants – Tabled

h) Tech – David reported that

- The Board would like to thank Phil Green for all of his hard work and dedication to the SSAC over the years. The Board agreed to send an expression of appreciation to Phil for his many years of volunteer work.
- We have a new computer primarily for accounting and membership. It cost approximately \$450.
- Thanks to Tony for installing the computer and tracking down the software required.
- David has trained several more people on the Square and a discussion about changing the password followed.
- The Projector and audio equipment was installed and the tech committee was trained on its usage
- There is a lap top on the table in the office that is underused. It is for use by all Directors as needed.
- There was an issue at a recent event. There is an option for renters to meet with Charles a week in advance for training. This did not happen. There was still a need for support on the evening and David and Ron were called to help. Discussion re the need for having tech support, procedures, schematics and/or checklists for events followed. The Tech Committee will meet to discuss this further.
- Barbara agreed to teach the Tech team how to update the TV in the lobby.
- There are two wireless systems in the SSAC. One is available to everyone and does not require a password and the other is password protected and is not for general usage.

i) President’s report –

- Joanne thanked everyone for their continued support, hard work and dedication. It has been a month of tragedies and emergencies.
- Big welcome to our new Treasurer, Donna, and thank you for all her hard work.
- The new committees are making great progress
- Don Robb is out of St. Mary’s Palliative care and is at home. He is functioning quite well and has been in to the Centre for lunch.

- Helmut Horn is back and is now an active Kitchen volunteer.
- Don Piche is the new Recycling volunteer
- Kit Artus will be having open heart surgery on April 24<sup>th</sup>

7) Old Business:

a) Credit Union

Motion: That the Board appoint Wilma Lorimer and Donna Marsh to be added to the list of SSAC signing officers for the Sunshine Coast Credit Union and that Brigitte Horn's name be removed as a signing officer.

Moved Linda/Seconded Margaret

CARRIED

b) Seashell Echo – Kassie is now responsible for the Echo and Leroy has kindly offered to be backup. The Board appreciates LeRoy's hard work in producing the Echo. The Board agreed to send an expression of appreciation to LeRoy for his many years of volunteer work.

Wilma agreed to be involved and will assist in the front end production of the Echo as Board representative.

The committee chairs are invited to take turns submitting short articles to the Echo. Linda agreed to do the first submission about the Membership committee focusing on volunteering. Wilma will coordinate future submissions.

c) The Square – David continues to train directors on the Square and will be changing the password.

d) Audit – Maureen reported that the Financial Committee (Maureen, Christa, Donna, Joanne and Mike) met. After discussing the matter, it was felt that an Audit is not necessary at this time. They are comfortable with the way things are. The books are reviewed by Maureen.

It might be worth hiring an accountant who is familiar with non-profits for a review annually.

An accountant would be familiar with any legislative changes that we should be aware of.

This matter is tabled until we have more information about costs.

Donna will work on finding a suitable accountant.

The issue of free coffee and tea was raised (as it had been mentioned at the Financial Committee meeting) A motion was made that coffee and tea would be made free to members to the end of the year and then the situation would be reevaluated. (Wilma/Maureen)

There was much discussion and Wilma withdrew the motion so that it could be dealt with at a later meeting.

8) New Business:

a) Pink Chair Cushions – tabled to next meeting.

b) Membership fees for visitors – Wilma will circulate a memo asking for input

c) Presentation to the District of Sechelt Committee of the Whole.

Sue Jackel recommended that the Seniors' organizations attempt to meet with the DoS Committee of the Whole on May 6<sup>th</sup>. Discussion about the value of the SSAC attending such a meeting followed.

Joanne, Wilma and Barbara are very willing to attend.

Motion: It was moved that the SSAC make a presentation to the District of Sechelt Committee of the whole on May 6<sup>th</sup>

Moved Wilma/Seconded Barbara  
CARRIED

d) Volunteer Lunch – Linda reported that the lunch will be on June 22<sup>nd</sup>. We need people to collect prizes for the lunch and to help with set up and take down

e) VP Miscellaneous – Wilma will email the Board re this

Meeting adjourned at 12:20

The next Board meeting will be May 12<sup>th</sup>, 2015 at 9:30 am