

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

**Minutes of the Board Meeting
Tuesday June 9, 2015**

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

The Meeting was called to order by President Joanne Rykers at 9:29 a.m.

1) Agenda was adopted.

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

Moved Linda/Seconded Gill

CARRIED

3) Correspondence – Joanne reported that:

1) The Permissive Tax Exemption Application was filed before the May 31st deadline

2) The Sunshine Coast Community Foundation awarded a grant of \$4000 to the SSAC for painting the auditorium and Heritage room. The granting ceremony will take place at the SSAC on June 15th 7pm.

3) The SSAC was invited to a meeting of the Downtown Revitalization Committee. Gill attended.

4) An email was received from Arthur Whistler to inform us that a long- time past member, Penny Bulger, passed away on May 23rd, and that a memorial was held on May 30th.

5) A request has been made by the SSAC Pickleball Working group that the SSAC send a letter of support for the District of Sechelt's Canada 150 grant application for a proposed multi-use sports court on Ebbitide.

6) There was a Letter in the Coast Reporter thanking the SSAC for use of the Auditorium for the Seniors' Housing forum. **Action: A copy of the letter will be placed on the Bulletin Board - Ron**

4) Committee Reports:

a) Bus Committee – Maureen reported that Rene Betts has retired as the Bus Co-ordinator and Rick McGowan has agreed to take Rene's place.

The Board wishes to express their appreciation to Rene for all of the work she has done for the Centre.

b) Kitchen – Barry reported that -

- that the committee would like to bring in a Nutritionist in the Fall
- a first aid course is also a good idea – **Barry to investigate for Fall**
- a volunteer dishwasher has asked that the dishwasher role be a paid position

MOTION: That the dishwasher position be made a paid position

Moved Barry

NOT SECONDED

- Linda reported that she has received a complaint that lunch patrons felt pressured to hurry up and leave the lunch room as 12:45. The matter will be referred to the Kitchen Committee

Action: Barry to make sure the Kitchen Volunteers know lunch is served until 1pm and the dining room is open until 1:30pm

Action: Ron to talk to Carpet Bowlers to ask them to not set up early in a way that impacts the lunch area.

c) Maintenance – Ron reported that:

- Sound dampening is needed between the kitchen and Heritage rooms. The wall will be opened up on the Heritage room side, packed with insulation, gyproc replaced and then two layers of ¼ inch thick “Quietrock” will be applied. It will then be mudded ready for painting. Cost is estimated to be between \$1500 and \$1800 for materials and labour.

MOTION: To go ahead with sound proofing between the Heritage Room and kitchen up to a cost of \$1800

Moved Ron/Seconded Margaret

CARRIED

- Ron has looked at the chairs at the SIB Hall as requested and found that they are superior to the ones we have in our auditorium. They have thicker padding and stronger construction. As a result they are heavier and would stack 6 high at the most (ours currently stack 8 high). The cost for the chairs is \$44 each plus shipping and taxes. This is just for information purposes at this time.
- Ron has investigated materials for the office floor and recommends ceramic tiles matching the existing flooring. Cost for labour and material is estimated to be \$650-\$700 plus taxes. Ron recommends vinyl planking for the lounge floor. Estimated cost for labour and materials in \$1600 plus taxes.

MOTION: To go ahead with replacement of carpet area in office and lounge areas

Moved Ron/ Seconded Dorothy

CARRIED

- Ron has asked a local sign company for a cost estimate to replace the plexi-glass panels in the roadway sign and the front building sign with the SSAC logo followed by Sechelt Activity Centre.
- The Centre will be shut down completely for two weeks from August 10 to August 21 to facilitate maintenance. The Centre will also be shut down a room at a time on occasion to wash and wax the floors.

There was a question regarding Church rental and use of Craft room

Action: Joanne will send a letter regarding the closure to the Church renters

d) Membership – Margaret reported that:

- Betty Chadwick is now on the Membership committee. There is a meeting coming up next week.
- There are now 1074 - 2015 SSAC members.

Linda reported that the Volunteer Orientation is opened to any volunteer, not just new members

- There will be no meetings through the summer
- The Volunteer Luncheon will be held on June 22nd. Volunteers are needed for setup and take down are required. Set up will start 9am that morning.

e) Treasurer's report – Donna presented the financial report for May 2015 (attached).

Donna has spoken to local accountant, Peter Telford, and would like to engage him this year.

MOTION: To engage Peter Telford as our accountant for a year for fee up to \$2000 with details of the Letter of Engagement to be worked out.

Moved Maureen/Seconded Linda

CARRIED

***Action item: Donna to follow up with Peter Telford re Letter of Engagement
Donna to keep record of time/expenses***

f) Fundraising and Grants –

The committee, consisting of Mo Farn, Gill, Wilma, Ron, Linda and Joanne met on Thursday June 4th to explore possible grant opportunities with New Horizons and the Canada 150 Infrastructure Program. The committee recommends that the SSAC applies for a Canada 150 grant in the amount of \$100,000, with costs to be shared equally between the Centre and the federal government. This means that \$50,000 of the \$100,000 would come from the Centre's budget. The funds would be used for facilities upgrades, including a new auditorium floor, new chairs, painting, parking lot upgrades and a handicap chair lift. The application deadline is June 17th.

Various projects were discussed and Ron provided the cost estimates for each project. The committee agreed on the various items to be included in the grant application

MOTION: To apply for Canada 150 Community Infrastructure Program grant for facilities upgrades for \$100,000 with the Sechelt Seniors Activity Centre being responsible for 50% of any grant awarded up to \$50,000.

Moved Joanne/Seconded Ron

CARRIED

Action: Mo Farn and the committee will complete the application in time to meet the due date

The committee also recommends that the Centre develop a long term strategic plan for building expansion, including such things as more space for kitchen use, auditorium expansion, and more office space and would possibly involve changing Sherlock Park into either parking space or building on it. We would need to hire the expertise of a design consultant. The grants committee would function as the long term planning committee. This is necessary so that we would be ready when the opportunity for major funding comes along.

MOTION: That the Fundraising and Grants Committee explore and develop a long-term strategic plan for building expansion.

Moved Joanne/Seconded Ron

CARRIED

Joanne will chair this committee

The committee recommends that the Centre apply for an amount up to \$25,000 from the New Horizons program. The deadline is July 10.

MOTION:

To apply for a New Horizon program grant for \$25,000

Moved Joanne/Seconded Maureen

CARRIED

Action item: Mo Farn to explore the possibility of using such funds to hire the design consultant.

g) Tech – David reported that

- There have been difficulties with the Headset and it will likely need to be replaced. The cost is likely under \$100. This headset is not Bluetooth capable. More investigation is needed.
- At the last meeting, Mo Farn requested a 2nd projector. Patrick Tassic at Soundworks provided a cost estimate of 6 hrs at \$95/hr plus \$200+ in materials for a total of approximately \$1000. As well, a screen would be needed.

It was agreed that we don't have the budget for this item.

- Adobe Photoshop has been downloaded and Cathrine Fuller is using it for the Echo
- The Computer Skills concluded end of May
- Techsoup – how many users are on the licence?

Action item: David to check with Cathrine

h) President's report – Joanne reported that

- There have been questions about the use of our bus, re renting it to other facilities and using it to train a new driver. According to Westland Insurance, we are free to use the bus for our own purposes, "without compensation". If we were to use the bus to make revenue it might be a problem, but it would depend on the amount. They suggest we check with the Provincial government – Passenger Transportation Branch ***Action: Joanne will do this.***

- Our new office assistant, Cathrine, has fit in very well, and is able to do her work with little direction. She is making positive suggestions, one of which is that we do more promotion of the big event rentals in the auditorium on Saturdays. Joanne will work with Cathrine re this.
- Due to time constraints, the SSAC did not make it on to the Agenda for the DOS Committee of the Whole meeting. We were invited to make presentations at future meetings, possibly in the Fall. Thanks to those who offered to help with the presentation, and those who attended the meeting.
- There is need for clarity and consistency with respect to SSAC room rentals for members and non-profits. The draft policy Joanne circulated earlier is an attempt at this. Any new or amended policies will be included in the Policy Manual. It is anticipated that, after the By-Laws and Policy committee is finished with the by-laws review, we will start an overhaul of the Policy Manual.
- Preparations are well underway for the Volunteer Appreciation Lunch on June 22nd. So far, about 75 members and 4 guests have signed up. The mayor and deputy mayor will be attending as well as the owners of Pharmasave.
- Guest strip tickets have been created and are in the Director's desk drawer along with instructions. Members can buy a strip of 5 tickets for \$25. This allows them to bring guests (such as visiting family members) to activities at the Centre without their guest having to be a member. The ticket is placed in the activity bag in lieu of the regular activity fee. Guest strip tickets are not available to non-members. Non-members are welcome at the Centre for lunch daily and attend public events, and to try activities on a one-time basis, but must be members to participate in ongoing activities. Please let Joanne know how it works.

i) By-Laws Committee – Joanne had emailed revised draft by-laws to the Board for review. In view of the time left for this Board meeting, it was agreed to table this item for another meeting to be held on Tuesday July 28th at 9:30.

5) Old Business:

a) Canada Day Parade Float – The Funtastics are taking care of this. It would be a good idea to hand out promotional material during the parade.

b) Proposed Name Change for Marquee – waiting on further information.

c) Pickleball Machine – A request has been made by the Pickleball Working Group that the SSAC purchase a pickleball machine. The group has researched what is available and has anticipated that it will generate sufficient additional income for the Centre to make it a worthwhile investment. The recommended machine has an estimated cost of \$1300 including taxes.

MOTION: The Board approve the purchase of a pickleball machine for the SSAC.

Moved Wilma/Seconded Donna

CARRIED

d) Tea at Two on Tuesdays – Dorothy would like to begin this activity again this summer, starting on June 23rd.

MOTION: That the Centre continues on with Tea at Two on Tuesdays this summer.

Moved Wilma/Seconded Margaret

CARRIED

6) New Business:

a) Draft Policy – Complimentary Rentals – Joanne had circulated proposed new wording for policy regarding room rentals.

MOTION: To accept the Policy as circulated regarding rentals to non-profits and members.

Moved Wilma/Seconded Linda.

TABLED

There was a great deal of discussion regarding the policy and the matter was tabled to the July By-law revision meeting.

b) Dishwasher – Contract Position – this matter was dealt with under the Kitchen Committee Report

c) Summer Schedule and Coverage – the Centre hours change to 10-2 for all of July and August, effective June 22. There will be no lunches during that period and many activities shut down for the summer. Day Directors' shifts are from 10-2.

MOTION to adjourn meeting

Moved Barry/Seconded David

CARRIED

The next meeting – to review By-law and Policy will be July 28th at 9:30 am

The next Board meeting will be September 8th at 9:30 am