

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

**Minutes for Board Meeting
November 10th, at 9:30 am**

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

Regrets: David Marsh

The Meeting was called to order by President Joanne Rykers at 9:33 a.m.

1) The Agenda was adopted as amended.

Moved Margaret/Seconded Wilma

CARRIED

2) The Minutes of the October 13th, 2015 Board Meeting were adopted.

Moved Gill/Seconded Donna

CARRIED

3) Correspondence

Joanne indicated that there was not much to report. A resume was received, without a note with additional information.

4) Old Business:

a) General Meeting (Joanne)

There were two motions at the GM. The Constitution and By-Laws were approved without opposition.

The Board would like to thank Bill MacIntosh for volunteering his expertise and time in preparing the revised Constitution and By-Laws.

Motion: To buy a \$100 gift certificate at the Blue Heron for Bill MacIntosh.

Moved Linda/Seconded Wilma

CARRIED

Action: Joanne to obtain Gift Certificate and send to Bill with Thank You card.

b) Management and Admin Database – Ideas

Ron suggested that we form a subcommittee to explore some of the ways we can utilize the Database.

Subcommittee - Barbara, Wilma, Maureen, Gill

Joanne and Donna to sit in on the meeting along with database expert, Tony Stroud

Action: Subcommittee to meet in the new year with a report for the February Board meeting

c) Communications Issues

The Forms Binder has been updated. Wilma gave a brief description of the forms binder issues and suggestions. Forms should identify the author and date of changes.

Wilma has also rewritten the description for use of the Square which will hopefully make it easier to use.

Action: Subcommittee of Wilma, Gill, Margaret to meet before December meeting with input from Irene and Cathrine.

d) Christmas Lights Truck Parade

Linda reported that she spoke with the Funtastics regarding participating in the Christmas Lights Truck Parade. They have been so busy with their production, they are choosing not to participate this year.

5) New Business:

a) Refugee Sponsorship

Joanne proposed looking into the Centre sponsoring a refugee family. A discussion followed.

Motion: We form a committee to develop a detailed plan for sponsoring a refugee family to be presented at the December Board meeting.

Moved Linda/Seconded Ron

CARRIED

Action: Joanne to head up committee consisting of Maureen, Barbara, Dorothy, Linda if possible

b) Debit and Credit Machines

Wilma has started to investigate debit and credit card machines. Probably not an option for the kitchen at this time, but generally agreed to be a good idea.

Action: Wilma and Donna to investigate the feasibility of debit/credit card machine including costs and to report back early in the new year.

c) Emergency Radio

Barbara reported that she met with Bill Elsner of Emergency Preparedness. Bottom line is that the SSAC will remain part of the emergency program. He would like the radio to remain functional to be run by individuals.

An uninterrupted power supply is required. There might be SCRD funding to help us purchase a generator / battery pack.

Barbara has asked Bill to send us a letter regarding the status of the SSAC and what the expectations are.

d) Christmas Lunch

The Christmas Lunch will be held on Friday December 18th starting at 12:30. Tickets will go on sale on December 1st. Reg & Lynn Dixon will be the entertainment.

Actions: Joanne to follow up re Christmas lunch

- **Barry to prepare trivia for tables**
- **Margaret to provide decorative swags for the tables**
- **Margaret to talk to Nattanya re Christmas decorations. Need to co-ordinate access to auditorium.**

e) New Years Lunch

Golden City Restaurant is providing the NY Lunch. Barbara is the contact person/organizer.

Franz will tend bar and Dorothy will help.

f) Meatless Mondays

A proposal for the Centre to support Meatless Mondays was received and discussed. The Board will not interfere with Emily's menu choices. She does try to include some vegetarian options.

g) Paperwork

Maureen suggested that we try to find ways to minimize paperwork to make less work for the secretary and treasurer.

6) Committee reports:

a) Bus

Linda reported that we need regular bus drivers

Motion: The SSAC join the Volunteer Centre for \$30/year

Moved Barbara/Seconded Barry

CARRIED

Action: Linda will follow up with volunteer promotion

Ron needs keys back from bus drivers on hiatus

There were 19 people for the Grand Villa trip

The trip to the Museum of Anthropology was cancelled

November 25th – Park Royal

December 10th – River Rock

Christmas at Highcroft for 3 day display

b) Kitchen

Barry reported that

- 1) Frozen entrees will remain at \$5 for both members and non-members
 - 2) The tablecloth pursuit continues
 - 3) Forms – the correct kitchen forms are now in the forms binder (Thank you Donna).
- No changes should be made without approval from the kitchen committee.

4) First Aid Course – tentative booking on January 19th – 9-12:30 for volunteers only
Motion: To authorize up to \$300 for First Aid Course fees for January 2016 course.

**Moved Barry/Seconded Gill
 CARRIED**

c) Maintenance

Ron reported that:

- 1) As directed by the District of Sechelt, he is petitioning the residents on Sherlock Lane to have a streetlight installed on a Hydro pole for better lighting along the side of our building.
- 2) The upgrading to the building and marquee signage is underway with the wording remaining and the SSAC logo added.
- 3) We will be upgrading the emergency power outage lighting to LED fixtures and adding lights in the office, front lobby, and green rooms.
- 4) We installed safety strapping to the overhead spot lights for the stage.
- 5) Elite Fire Protection carried out their annual inspection October 7, 2015 and everything passed except for a note regarding the monitoring system coverage. Security Plus has been contacted to rectify the problem.
- 6) The annual Food Services Inspection was carried out October 30, 2015 and everything passed except for the dishwasher temperature. Patrick Higgins of Commtech Services reset the booster tank controls and made minor adjustments. The temperature is now in the desirable range. It is possible to change the sanitizing method from hot water to a chemical system by replacing the feed lines and their controls. This is a future consideration.
- 7) A mishap involving the floor burnisher caused a failure in the control panel. A replacement part is on order.

d) Membership

Margaret reported that to date we have 435 new members so far for 2016. We are asking new members if they are interested in volunteering.

e) Treasurer's Report

Donna provided the current financial statements.

A discussion of Windows 10 and the current account system followed.

Action: Donna to check with the Tech Committee on the advisability of upgrading at this time.

f) Fundraising and Grants

There has been no final word on the Canada 150 grant application.

The Long-term planning committee will be having its first meeting this week.

g) Tech

Ron gave David`s written report that:

1) There was a problem with the projector once again when the film society showed their latest film. Patrick Tasci was called in the following week and problem has now been fixed.

2) On October 30th, Ron and Tony identified a problem with one of the speakers. In Patrick`s absence, Tony called in Peter Lietz, an ex-CBC sound expert, who came out on November 2nd. At that time, the speaker did not act up. During the Funtastics performance on Nov. 7th, the speaker started acting up again. It was disconnected and replace with one of their own. There is a call in to Patrick.

Action: Letter to Patrick about the need for a backup tech support person when he is not available

h) President`s Report

Joanne reported that

1) the Keep moving activity got off to a good start and had good reviews but there are not enough people attending. Lori has agreed to different contract terms and we will support the activity until the end of February and hopefully we will be getting the numbers needed (9+ per class) to keep the activity going. It needs to be promoted more.

2) Communication is an important issue that needs to be addressed.

Action: Joanne to arrange for phone message booklets to be placed at all phone areas.

The meeting moved *in camera* for a discussion of Life memberships.

Motion to adjourn

Moved: Maureen/Seconded: Linda

CARRIED

The next Board Meeting will be December 8th, 2015 at 9:30 am