

SECHELT SENIORS ACTIVITY CENTRE
5604 Trail Avenue Sechelt BC

Minutes for Board Meeting
October 13th, at 9:30 am

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

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

1) The Agenda was adopted as amended.

2) The Minutes of the September 8th, 2015 Board Meeting were adopted.
Moved Wilma/Seconded Linda
CARRIED

3) Correspondence
Joanne reported

1. We responded to the request for a venue for a Wills & Estates seminar. We are waiting to hear back.
2. The Alzheimer Fundraiser was a huge success.
3. Sue Jackel has agreed to be our representative for the Seniors Planning Table. Sue will report to the Board as needed.
4. Christmas Truck Parade. A parade on November 28th is being organized to coincide with the lighting of Christmas lights on Cowrie St. and at Rockwood. They are asking that we include the SSAC bus in the parade.

The Board agrees in principle.

Action: Linda to ask Rick McGowan and the Funtastics if they agree.

5. Certificate of Appreciation was received from the Hospice Society in recognition of our contribution in the Smile Cookie event.

4) Committee reports

a) Bus: Linda reported:

Recent trips were as follows:

- 21 people went on the September trip to Tofino with Rick as bus driver
- 16 people on each of the Edgewater and Capilano Mall trips.
- The Van Dusen trip had only 7 people, but went anyway.

Upcoming trips:

- The UBC Museum of Anthropology will likely be cancelled.
- Grand Villa casino and Park Royale

A survey was prepared and sent out with this month's Echo. Disappointingly, only 9 surveys have been returned.

Sue Jackel has suggested a trip to Westbrook, a seniors' housing complex in Port Moody. Discussion about whether this would be a bus rental or a SSAC bus trip.

Action: Linda will talk to Rick & Sue for more information and discuss with Bus Committee.

Wilma suggested that there be a Bus Committee policy down the line pertaining to different scenarios. For now, they can be dealt with on a case by case basis.

b) Kitchen

Barry reported:

1. The tablecloths for lunches need to be replaced.

Action: Joanne and Dorothy are tasked with purchasing these on their upcoming trips if possible.

2. There is an issue with steel wool falling into the drain of the dishwasher and causing problems. Steel wool is required for cleaning pots and it is Emily's policy that pots must be thoroughly rinsed before being put in the dishwasher. Others, including renters need to be reminded of this situation. Ron suggested putting away the steel wool at the end of lunch so it is less likely to be used. Dorothy suggested a finer sieve in the dishwasher drain if possible.

3. A gold slip has been developed for frozen entrees. An instruction sheet is being developed by Donna.

Action: Donna to talk to Wilma about an instruction form for the day directors.

Action: Take frozen entrees off of the volunteer forms.

4. Barry has arranged a first aid (CPR, AED, etc.) training session for Tuesday October 27th from 9:30-12:30 in the Craft Room. Kellei Baker of BC First Aid will be running it.

Action: Joanne & Barry will arrange advertising.

Action: Barry to get number of maximum participants.

5. Barry is continuing to look for someone to speak on nutritional issues.

c) Maintenance

Ron reported that

1. The replacement of the office window has been reviewed by the maintenance team and they have decided that the re-finishing of stucco and casements would be problematic so it was decided to leave the window as it is. The roller shade blinds have been ordered and will be installed soon. We are investigating ways and means to improve the air quality and temperature control in the office.

2. A high speed floor burnisher has been purchased and will enable Jim Coffin to maintain the floors with less stripping and re-waxing. The removal of scuff marks can now be done much more efficiently.

3. The automatic front door closure has been replaced. The original old closure has had several maintenance calls so it was time to retire it to the door closure home for seniors.
4. Rear parking lot curbing has been completed. (18 new sections and 4 old sections re-positioned). One front curb placed for our bus.
5. "ENTER/EXIT" pavement signs and direction arrows have been painted in the front parking lot.
6. Elite Fire Protection inspection took place Oct. 9. Revised instruction sign has been placed in the electrical room and copies given to Mike McCarthy for his security team. All board members are advised to familiarize themselves with the procedure to be used in the case of a security alarm or fire alarm.
Action: Board members to familiarize themselves with alarm procedures.
7. A two year preventative maintenance agreement has been signed with Coast Climate Control for our HAVC systems. Detailed documentation of this agreement is on file.
8. One of the table tennis tables has been repaired. This may be a temporary measure and a replacement table may be needed soon.
9. Lighting along Sherlock Lane should be improved. Contact has been made with the District of Sechelt and they in turn will talk to B.C. Hydro regarding this improvement.
10. Upgrading of the street marquee sign and/or building sign is on hold until after the General Members' meeting when the wording will be discussed.
11. An arborist from Peerless Tree Services reported that the trees on SSAC property are fine.

d) Membership:

Margaret reported that the Open House was successful and thanked all of the organizers and volunteers.

There were 170 members in attendance and 66 people signed up as members. 6 potential new volunteers have been invited to the next Volunteer Orientation

The active presentations during the Open House were well received and Margaret thinks it might be good to encourage other groups to do something as well.

There were a few glitches to be addressed that will help make next year an even bigger success.

e) Treasurer's Report (Donna)

Donna reported that she and Joanne had a useful meeting with our consultant accountant, Peter Telford. We are a registered charity and non-profit society. We should be working on a “cash basis” and not an “accrual basis” and this will impact the way some of the accounting reports need to be done. We have given Peter Telford written consent to talk directly to the CRA to ask about relevant thresholds.

Treasurer’s report is attached.

f) Fundraising and Grants – no report.

g) Tech

David reported

1. The new lighting Board was ordered and installed and training has been conducted. The total cost was \$570.08.

2. The passwords for the computers have been updated, with the exception of one computer in the Farish Room where we have not been able to access that password.

Action: David will ask Janice to contact Phil Green to see if he can remember the password.

3. David met with Larry Baker regarding the Sound Board and the accompanying iPad. The issue of the Centre using its iPad will be discussed again after the Funtastics production is completed.

4. A Mac computer was donated by Faye Spence-Morrow. It is in the Farish Room.

Action: Joanne will send a thank you note on behalf of the Centre.

5. The Wireless microphones have been checked out by J&B Computers. They are fine.

6. The Film Society had an issue with the film cutting out during the presentation.

Action: David to talk with Patrick regarding this issue.

7. LeRoy Pattison has offered to help with the computer training.

h) President’s Report

Joanne reported that:

1. Fall scheduling presented some challenges, due to the need to book the auditorium for the Funtastic Rehearsals on Tuesday and Thursday for two months. The actual playing time lost was minimal, but no-one likes disruption to their routine. Chief complaint is lack of consultation, and we need to emphasize this in the future.

2. Donna and I had a very productive meeting with our consultant accountant, Peter Telford. As well as some positive suggestions about the format for the financial

statements, he explained the situation of the SSAC as a registered Charity. As such, it is permitted to accumulate a surplus, but a large enough surplus may trigger a letter from the CRA, asking us to demonstrate a long term operational plan for the surplus. Lack of such a plan may result in them asking that we donate money to a registered charity. If we give up our charity status, and revert to a non-profit only, we would be asked to do the same, i.e. donate the accumulated surplus.

3. The revised By-laws will be subject to voting by the membership at the Fall membership meeting on October 15. Copies have been available on the web site, and in the lobby for two weeks.

4. We have two new activities. A fitness class for people with mobility issues will start on October 14th. Over 15 people signed up early for this course. A contract has been signed with the instructor, Lori Gregory.

A one day workshop/introduction to chess will be held on November 10th, in the afternoon. If there is enough interest, this will be an ongoing activity.

5. There is an ongoing issue about communication regarding office procedures. Two examples lately were the procedures around the gold coloured “frozen entrée” form, and the confusion with the deposit forms. It seems decisions are made without a procedure to ensure that all the “stakeholders” have input and are informed about the new process. Joanne looked for suggestions. An ad hoc group was struck to develop guidelines for clearer office procedures, etc.

The group will consist of Wilma, Margaret, Gillian. Cathrine and Irene will be asked for input and participation.

Action: The group is to meet and bring recommendations back for the December meeting.

5) Old Business:

a) Chair Actors Proposal (Joanne)

A meeting was held with the Chair Actors and the Driftwood Players and a letter of understanding has been drafted.

Motion: SSAC approve an expense budget for *Blithe Sprits* co-production.

Moved: Gill/Seconded: Barry

CARRIED

Motion: To adopt the Letter of Agreement with the amended budget.

Moved: Barbara/Seconded: Donna

CARRIED

b) Exercise class photo exhibit (Jacquie Allen – 11:30)

Jacquie Allen reported that she has contacted photographer Karen Morgenstern who came out and had a look at the facility.

She will come out to an exercise class for ideas.

It is suggested that the photos be put on canvas and that the 3 major photo developers on the Coast be approached with the hope that they will donate some work for us. A model release agreement for participants was left with the board for review and comments.

Action: Circulate the Model Release to Board members for review and comment.

c) Refugee Sponsorship (Joanne) - Tabled

6) New Business:

a) General Meeting (Joanne)

The General Meeting this Thursday will include voting on the Constitution and By-law revisions and the wording of the marquee and signage at the front of the building.

Action: Joanne to meet with Barry Pruden to discuss some Roberts Rule of Orders points.

b) Management and Administration Database Presentation (Tony Stroud)

Tony Stroud presented the database – Documentation and Processes for the Control & management of Maintenance Activities by the SSAC Maintenance Committee. It includes easy access to paperwork, manuals, reports, etc.

It is currently set up for the administration of the maintenance group but it has many features that might be extend it through the network in the building. For example, Membership and volunteers could have their own database.

Action: Board members should think about other potential applications for discussion in our November Board Meeting.

c) Debit and Credit Machines (Wilma) – Tabled

d) Emergency Radio (Barbara) – Tabled

e) Seniors' Housing Project Seminars (Joanne)

Sue Jackel would like to host rental info seminars at the SSAC on the 2 proposed senior housing project for SSAC members and other community members.

Discussion about the need for a seminar at the Centre, and whether or not this would put the Centre in an awkward position. It was decided that it would be preferable to remain arm's length from these for profit projects and not be seen as endorsing either project.

Motion to adjourn:

Moved: Margaret/Seconded: Dorothy

CARRIED

The General Meeting will be October 15th, 2015 at 1:30 pm

The next Board Meeting will be November 10th, 2015 at 9:30 am