

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

**Minutes of the Board Meeting
October 14, 2014**

Present: Kit Artus, Ron Atkinson, Phil Green, Maureen Heaven, Brigitte Horn, Barbara Lightfoot, David Marsh, Douglas Smith, Linda Stroud.

Regrets: Dorothy Fraser, Doug Whitworth.

The meeting was called to order at 9:30 am.

- 1) The agenda was adopted, with changes to the order of business.
- 2) The minutes of the September 9th Board Meeting were adopted with 2 changes.

3) Credit Card Processing: David and Phil

A Samsung Tab 4 device has been purchased for the purpose of processing credit and other sales, using the Square device. The device was available at the open house to process memberships and Funtastics tickets. 56 memberships were purchased, 15 by credit card.

Barbara noted that she purchased her membership using a credit card and the transaction was very efficient. Phil noted the only concern was that some people had a problem signing on the small screen provided.

David asked what other transactions we will be using the Square for and who will require training? It was felt it would be good to have the device available for rental payments. As the device is kept in the top (finance) drawer of the cabinet, it is available for any of the Day Directors to use. All of the Directors and Irene should receive training.

Ron asked that if the device is used for rentals – should we charge the service fee back to the customer? It was decided that we will pilot the device for 6 months, using it for ticket sales, membership sales and rentals. Following this trial period a decision will be made regarding rentals and the possibility of charging of a fee.

Open House Report: Kit

Kit reported there were 18 tables set up displaying various Centre activities. 56 Memberships were sold including 30 new memberships. Emily did her usual wonderful job with the food. Approximately 130 people attended. Everyone seemed to be having a good time. There were several other events the same day. Possible dates for next year are October 3rd or 17th. Kit suggests SSAC liaise with other groups to try and avoid conflicting events. It is also suggested that volunteers park “off-site” to allow parking for guests.

Barbara thanked Kit for all her efforts and congratulated her on a very successful Open House.

4) **Committee Reports:**

Bus Committee (Maureen)

Bus tours are going well. Overnight trips (Barkerville and the Wine Tour) very successful. Also the trip to the Gondola and to Hard Rock Casino. Bus leaves Oct 20th to 22nd to Harrison Hot Springs. Back for one night then off to Tea and Trumpets, Park Royal/Capilano Mall on Oct 29th. November 13th scheduled trip to Hard rock Casino/Ikea. November 18th a trip to the Conservatory and West Van Senior's Centre for lunch. November 26th Park Royal/Capilano Mall. Thanks to our great drivers Rick and Gary. Their services are very much appreciated by the Members and the Board.

Computers (Phil)

Good numbers signing up for one on-one-training, more than we can handle. IPad training remains the main focus with David and Barbara helping out with questions. Most needs seem to be met by the "drop in" sessions.

The "Shell Shock" virus should not be a concern.

Donation received of an almost new monitor, wireless keyboard and mouse. Reports that wireless signal in the lounge and Heritage Room is very weak. Phil believes the problem can be addressed by reconfiguring equipment. There would be a \$200 labour cost. Rona asked if this would then give coverage throughout the building. Phil believes it would. Doulas asked if a commercial router would fix the problem, Phil replied that we have that now.

Moved: by Maureen that we spend \$200 to fix the poor signal strength in the Heritage Room and Lounge.

Seconded: Linda

Carried: Unanimously

Ron had a question re DVD equipment. Also # 3 head set is shorting. Phil will look into these issues.

Maintenance: Ron

- Annual fire inspection complete with no inadequacies.
- Stairs to back lot will have additional no-slip nosing as requested.
- Make-up air linkage system has been defined so seasonal settings can be carried out effectively.
- Painting of lot light poles on hold to 2015 – due to cost.
- Rotten timber posts along the lane adjacent to back lot have been replaced.
- Updating of key roster. All keys will be stamped with a number and registered. Ron will be requesting keys for short period to allow this work to be completed.
- Two new motors in auditorium exhaust system. Now functioning and were in use during the Funtastics performance.
- Repairs to auditorium tables and chairs ongoing.

The maintenance “to do list” down from 48 items to 25. Much credit to Bill Brown, Tony Stroud, Don Ficko and Thorne Underwood.

Brigitte asked if we shouldn't move ahead with painting the parking poles now as there is money in the bank.

Barbara is concerned as we have not been included in Sechelt District's Permissive Tax Exemption Proposal. This is surprising. If we are to pay tax it may be in the region of \$25,000. Barbara has a call in to Victor Mernu. The next reading is at the meeting on October 22nd. As both Barbara and Doug Whitworth are away, Joanne and Douglas Smith will attend the meeting.

Treasurer's Report (Brigitte)

The Centre remains in a sound financial position. Our net income for the year has increased over last year. Brigitte asked if we should not paint the parking lot poles this year? Ron feels the quote he has received is too high and that he will need additional funds for maintenance later in the year or early 2015, Given that there is an increase in net income, Brigitte asked that we consider reducing membership fees. Maureen does not think we should do this. Linda asked if we could consider free membership for volunteers, but agreed it would be very difficult to track which volunteers have enough hours to qualify. The same applies to extending half price lunches to our volunteers.

Moved: Kit

That we begin offering free lunches to our kitchen volunteers, on any day that they work, effective immediately.

Seconded: Phil

Carried: Unanimously

Kitchen Report: Doug is away. There is no report.

Membership Report: Kit

Membership is down from 1255 in 2013 to 1118 in 2014. Linda noted that last year's figure may have been inflated by the Watermark promotion. Requests to produce membership cards at all activities continues. Activity Chairs are being very helpful. Regarding the contacting of members who have not renewed, Kit has some concern that people may not appreciate the call or being questioned. Kit will call 10 members who have not renewed and gauge the response.

Phil noted that he has his own method of tracking people who attend the computer classes; he does not see the point in adding the activity sign-up sheet. Kit informed that the activity sheet is just a suggestion, some activity chairs may have their own method. As long as cards are being checked that's fine.

PickleBall (PB) Report: Joanne

The PB Working Group has met 3 times with Rick Carton in the chair. Rick is very qualified and we are very lucky to have him. There are 3 members of the group. Joanne and Barbara are liaison between the Group and the Board. A mailing list has been developed and an e-mail was sent explaining the changes, along with a questionnaire. 87% were returned. Answers indicate that level play should be assessed by coaches. There should be a skills assessment checklist. Past coaches, who were involved with Coast PB have resigned and this is very unfortunate.

Housekeeping issues (open/close, keys, Thermostat, coffee) and a PB code of conduct are planned for future e-mails. Also a representative for each level should be responsible for attendance, keys, deposits etc.

Ron asked if we have coaches, Joanne responded that we have coaches just to level 3. Beyond level 3 is peer coaching.

Phil asked if the Working Group is willing to work with the SSAC when there are conflicting needs for auditorium space. Joanne responded that several PB sessions were cancelled for the recent Funtastics rehearsals etc. There may have been some miscommunication regarding the needs of each group.

5) President's Report: Barbara

Christmas lunch will move from December 12th to December 15th. Emily is prepared to serve up to 200. Suggestions for entertainment: Nicki Webber, Jo Stanton, a Children's Choir.

Funtastics production was very well received. Sold out and great audience participation. No figures yet but it seemed the bar and the 50/50 did well.

We need door prizes for the Christmas lunch. Kit and Barbara are working on this, but any assistance would be appreciated.

Barbara has been trying to connect with Golden City to arrange the New Year's lunch.

6) New Business:

Sign for Sound Room: Notice re: Sound room locked. Sign should be OK.

Policy Manual: Linda confirmed that additions to the policy manual will be added and be completed shortly. Additions include Scent Free Policy, Code of Conduct and Conflict of Interest.

Report to New Horizons: Report is required for New Horizons showing how the Grant of \$16,700 was spent. The amount was spent on upgrades to the lighting and sound system. \$15,000 was added from fundraising and \$1,630 from SSAC. Ron will work on photos and the Funtastics DVD is also available.

Sechelt District's Permissive Tax Exemption Proposal: Barbara is very concerned that we have not been included in this year's proposal, as published in the local paper. If we are to pay tax it may well be in the region of \$25,000. Barbara has a call in to Victor Mema. Douglas Smith and Joanne will attend the next reading of the Bill on October 22nd.

Nominations for Board of Directors, 2015: Douglas
As February is the AGM, Doug would like to know if the present Board is planning on standing again next year.

If elected:

Ron – will continue as Director of Maintenance

Maureen – will continue as Bus Committee Chair

Brigitte – notes that she has held the Treasurer's office for 4 years. Douglas confirmed Brigitte can continue to stand for that position.

Linda – Will not stand again for Secretary, but will remain on the Board if elected.

Barbara – Will step down as President and become the Past President.

Joanne – Will stand for election as President

Douglas Smith – will not stand for election next year

Phil – is unsure at this time.

David – will stand again as Day Director

Kit – will not stand again next year.

Doug Whitworth and **Dorothy Fraser** are absent.

Sunshine Coast Senior's Planning Committee: Linda
Due to time constraints, Linda's report will be tabled to the next meeting.

7) **Correspondence:**

The following letters have been received and circulated to the Board prior to the meeting.

October 8, 2014 from Linda Dawson

October 9, 2014 from Carol Brophy

Both letters have to do with Pickleball. The Board agreed that these letters should be forwarded to the Pickleball Working Group for response.

Douglas Smith noted that the Working Group has not yet had sufficient time. Also that it would have been good to have members from both groups (Coast Pickleball and Sunshine Coast Pickleball) as part of the Working Group. Barbara commented that Ann Selder was asked to be Secretary of the Working Group but had declined. David suggested that Joanne e-mail Tom Pinfeld to request that a member of Sunshine Coast Pickleball be invited to join the working group.

Ron commented that the Working Group is doing a great job.
Barbara agrees with this.

The meeting adjourned at 12:00 noon.

Next Meeting: General Meeting, Thursday October 16th at 1:30 pm.

Next Board Meeting: Wednesday November 12th at 9:30