

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

**Minutes of the Board Meeting
Tuesday February 10, 2015**

Present: Kit Artus, Ron Atkinson, Phil Green, Maureen Heaven, Brigitte Horn, Barbara Lightfoot, Joanne Rykers, Gillian Smith

Regrets: Dorothy Fraser, David Marsh, Douglas Smith, Doug Whitworth

The Meeting was called to order by President Barbara Lightfoot at 9:30 a.m.

1) Agenda was adopted as amended

2) Minutes of January 15, 2015 meeting were adopted as amended

3) Correspondence – no correspondence to report

4) Committee reports:

a) Bus Committee – Maureen reported that the March schedule is posted

b) Computers – Phil reported that classes are busy right now, but will shut down for the upcoming tax clinic. Classes will resume again May 6th.

c) Kitchen – no report, but more volunteers are needed as a few volunteers are overworked. This led to a discussion about recruitment and follow up with potential volunteers. Kit agreed to work on this area.

d) Maintenance – Ron reported that:

- A gutter cleaning contract has been given to Davis Bay Landscaping to clean gutters twice a year (Feb. & Oct. - \$275 each cleaning).
- The exhaust fan in the Heritage Room has to be replaced at a cost of \$132 plus taxes (we will pick it up).
- Some further weather stripping is being installed on exterior doors.
- Main front & back door closures have been adjusted. If any further problems are noticed, please place a green slip in Ron's box.
- We are obtaining pricing to replace the carpeted areas with vinyl or hard board strips.
- The length of time for emergency lighting in the front section of the building can be increased from 20-30 minutes to about 1:30 hours with a fully charged new battery. If we replace the existing 19 lights with LED lights we would achieve about 3 hours of lighting.
- No further damage to the auditorium floor has been detected.
- A cork board will be installed on the back wall of the craft case in the vestibule when we determine the best way to mount it.

- Fire protection systems on the bus are not done at the same time as the building, but will be done. There is a fire extinguisher on the bus.

e) Membership – Joanne reported that the Centre had 1117 members at the end of September and a total of 1242 memberships for 2014. Kit's membership form was very helpful.

Welcome packs and possible new member meetings might be good ideas as a way to inform new members of ways to get involved and volunteer.

f) Pickleball – Joanne reported that the working group continues to work very hard and membership for pickleball players for 2015 is close to 100 so far.

It was agreed the Pickleball and Computer committees no longer need to make a monthly report to the Board.

g) Treasurer's report – Brigitte provided the financial report for January 2015. Discussion of whether or not an activity wants to raise extra funds if those funds can be held by the Centre separately for future purchases. – Referred to the Financial Committee.

h) President's report – Barbara reported that

- There have been some problems with the Square. David is spearheading next steps. The Square will not be used for bus trips or multiple frozen dinners at this time.
- Sue Jackel has been appointed the Seniors Advocate for the Sunshine Coast
- Linda Stroud may pick up the Seniors Planning Table upon her return.
- Barbara will keep going to Better at Home meetings
- Brand new, ex casino, box of 12 playing cards for the Poker players have gone missing from the Poker players locked cupboard. These cards are not for the exclusive use of the poker players.

Barbara thanked everyone for all of their hard work and expressed much appreciation for the support she has received from so many people during her term as President.

5) Old Business:

a) Contract Worker Update – Barbara reported that the ruling came through from the CRA that Emily was assessed to be a contract worker for the 2013 tax year.

b) Annual General Meeting – draft Annual Report was circulated and will be ready in time for the upcoming AGM on February 19th.

c) Review of Constitution and By-laws – The Committee has met again to continue reviewing the by-laws. They will not be ready in time for the AGM this year, but will continue to be worked on for presentation to the Board and membership in the future.

6) New Business:

a) Review issues re: Auditorium projector (Phil) – Patrick from Soundwerks and Charles Ranchie made a presentation to the Board regarding the difficulties with the auditorium projector. Charles explained the

unreliability of the current equipment and possible impact on rental income and the reputation of the facility.

Patrick explained that the flaw cannot be found, the equipment, even if it was working properly, would likely need to be replaced within 2 years anyway and new equipment would be more up to date.

The projector is used by renters, including the Film Society, along with Centre groups such as the Funtastics, Chair Actors and Square Dancers. It is also used for slide presentations for memorials and galas. Renters pay an additional user fee for use of the projector.

Motion: That the Centre replace the projector based on the quote submitted by Soundwerks AVS for \$2,418.08. Moved Phil/Seconded Brigitte

CARRIED

There is \$500 CIBC grant money available and the old projector will be kept as a back up.

b) Centre clothing – Phil proposed that any clothing bearing the SSAC name on it should be approved by the Board. Joanne apologized for not being able to be at the January board meeting where she had intended to run the proposed pickleball t-shirt logo by the board for approval. General discussion - moving forward we want consistency with a standardized logo. Groups can add other designs as long as our logo is there in the correct format. A policy will be written to that effect.

c) Seashell Echo – David is not willing to be editor for the Echo, so a new editor is required. A discussion of how the Echo was produced in the past took place.

d) Car Share – Barbara reported that the Centre has been approached regarding Car Co-op sharing. The organization would like to attend a future meeting to present their thoughts regarding the Centre's bus.

e) Outside Road sign – The Board expressed much appreciation to Don James for all of his hard work over the years keeping the outside road sign up to date.

The Board welcomes and thanks Virgil Kingsley for agreeing to taking on those duties.

f) Weekend Security – Discussion of some security issues. Agreement that we need to extend our security checks over the weekends to ensure that the lights are being turned off and the doors fully locked. There are signs on both exit doors remind people to check as they leave. Barbara will approach Mike McCarthy about the additional security coverage and Barb and Joanne will follow up with Activity chairs to ensure that activity people are complying with the closing up requirements.

It was noted that 911 services require a street address. The Centre's address is 5604 Trail Avenue, Sechelt.

g) Use of the bus. It was confirmed that the bus would not be used for the Powell River Invitational Pickleball Day.

Meeting adjourned.

The Annual General Meeting will be February 19th, 2015 at 1:30 pm

The next Board meeting will be March 10th, 2015 at 9:30 am