

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

Minutes of the Board Meeting
Tuesday, January 10, 2017

Present: Kit Artus, Ron Atkinson, Margaret Boyd, Dorothy Fraser, Charlie Jensen, Barbara Lightfoot, Wilma Lorimer, Donna Marsh, Kit Moffat, Joanne Rykers, Gillian Smith, Tony Stroud

Guests: Maurice Farn, Peter Treuheit, Mobius Architecture

Action Items

President Joanne Rykers called the meeting to order at 9:40 am

1. Agenda was adopted with the following changes:

4. c) Activity Fee reduction - tabled - Gill and Donna will prepare a written report before the February 14 Directors' Meeting;

4. d) Lunch Gift Certificates - tabled by Donna - Donna will prepare a written report before the February 14 Directors' Meeting

4. d) Board Nominations - Barbara

Motion: to accept the agenda as amended.

Moved by Charlie/Seconded by Donna

2. **Motion:** to adopt the minutes of the December 13, 2016 Board Meeting

Moved by Barbara/Seconded by Kit Moffat

3. **Correspondence:** A letter was received from Community Services, requesting a representative from SSAC attend their Strategic Planning meeting being held Saturday, January 14, 2017, 9:30 am to 1:00 pm. The meeting is being held at the Botanical Gardens and will include a free lunch.. Barbara offered to attend. **Action: Barbara**

4. **Old Business**

a) U. Vic - Chronic Pain Seminars - Joanne responded to this group with a letter outlining the costs involved in renting our facilities and we are therefore, no longer able to offer free rent. A discount is available to non-profit societies.

b) Tax Preparation Service review: Joanne and Ron met with Louis Legal and Bill McKinnon. The following was discussed

- Training sessions will take place Tuesdays, march and April, 10:00 am to 3:00 pm.
- A one-hour training session for the *Tax Preparers* in February (date to be determined)
- A Letter of Understanding will be prepared by SSAC and signed by both parties
- It was emphasized this is not our activity - we only provide the space and are not responsible for any outcomes of the tax returns.

The Letter of Understanding will be attached to the formal Rental Agreement .

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4. Old Business (cont'd)

- c) Activity Fee Reduction - Tabled
- d) Lunch Gift Certificate Review - Tabled
- e) Nominations for Board - Barbara noted that some names have been added to the Nomination Board in the Lobby. If your name is not up there and you do wish to run again, please see Barbara.

5. New Business

- a) Renovations and AGM motion - Peter Treuheit will show the presentation to the Board at 11:00 am. (Due to a miscommunication, this presentation was moved to 1:00pm)
- b) Annual Report - Wilma reported that requests for reports have been sent to all Activity Chairs and Committee Chairs. The chairs have been asked to submit their reports by January 18. Several reports have been received.
- c) MP's Visit - Thursday, January 19 - Joanne announced the MP's visit will take place approximately between 11:30 am and 1:30. It would be nice to have the MP tour through areas where activities are happening, (Exercise Group), see the set-up of tables and chairs for lunch, have lunch and finally, meet with the Planning Committee for about two hours to discuss funding possibilities through the Federal Government Infrastructure Funding Program.

6. Committee Reports

- a) Bus Committee: Dorothy reported all is well. Ron noted they are still working on trying to fix the leak in the Bus.
- b) Renovation Project - this will be dealt with at 11:00 am with Peter Treuheit.
- c) Fundraising and Grants: Joanne reported our wheel chair lift for the auditorium has been approved.
Tony reported regarding the Treasure chests - one is complete and ready for demo, 3 more are being made by Thorne Underwood.
- d) Kitchen Committee: Charlie reported we served 13,000 meals in 2016 which averages out to 70 meals a day. The kitchen also showed a profit of \$24,000.00. Emily is very thankful to the Maintenance Group for providing the mats for the kitchen. These are picked up each night so they are off the floor which better facilitates the cleaning of the floor.
- e) Legislative and Policy Committee: Wilma advised further reports on this function will be on hold until after the new Board is appointed.

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6. Committee Reports (cont'd)

f) Maintenance Committee: Tony reported

- a Budget Review is needed as some budget accounts are over budget and some are under - Contract Cleaner - are cleaning costs from rentals applied to the Cleaner contract? Grounds Maintenance budget is too low, \$800.00
- we are in need of more maintenance volunteers
- we have decided to have the curtain tracks installed by Stagefab - this will cost \$1300.00 but it will protect our warranty as well
- the replacement toilets are also all installed

g) Management & Admin Database Subcommittee: (See also Tony's report attached)

- Tony reported the Data Base is set up on the Directors Desk and once the training is done, a Data Base Administrator will be required.
- Regarding Database accessibility, our current network can handle this without further upgrades. Need to load the databases behind the Firewall, so only authorised users with Admin Sign In from the SSAC Website can access them.
- Rentals Agreement Management & Admin Management Databases are useable at this time. Future development will consist of enhancements.
- Need to set up a convenient time to demonstrate and train interested parties in the use of these tools. Perhaps some of the training can take place during the orientation meeting for the new directors.

h) Membership Committee: Margaret reported we are up to 500 2017 Members. Many people are signing up to become volunteers and they are being tracked for training. Ron noted that Replacement Membership Cards to replace lost cards are now available. These new cards have no numbers and are a different color. Written training instructions need to be given to Irene and front desk receptionists.

i) President's Report - no report this month

j) Rental and Activity Report - Joanne reported there were no other changes to add to our current schedule.

Cathrine's report showed several activities are in Limbo at the moment. The Joy of Writing has started again on Tuesdays, Square Dancing has ended after 45 years and Chair Actors group has not committed to anything. Ed White has had a good response to his New Peace Group activity and should be starting in the near future.

k) Special Events - Kit reported that she is still perusing the Special Events Committee files and purging older material. She has also put the new checklists for the different events in the current file folder.

6. Committee Reports (cont'd)

L) Syrian Refugee Project Committee Joanne noted a volunteer has come forward to work on a gala event. If there are enough volunteers, a budget will be prepared at that time.

m) Tech and A/V Committee - Tony reported he has ordered Visio Pro from Tech Soup to be used for Critical Path Planning for the Expansion/Renovation Project. Obtained OK from Tech Committee Chair to purchase. Barbara noted that we may already have this. They will verify.
Action: Tony/Barbara

n) Treasurer's Report - Donna Marsh reported as the centre was only open for 2 weeks in December, our income for the month was really low. We also had some additional expenses which included our semi-annual floor maintenance by our janitor, food supplies for the new year and a new Table Tennis table.

Our loss for the month of December is \$13,441.50 which reduced our earnings for the year to \$58,725.33. However, this is the most profitable year we have had to date.

One further note, there is still some adjustments that need to be made for our year-end such as setting up some amounts in Accounts Receivable and Accounts Payable plus possible adjustments, if any corrections are needed. These changes should be relatively minor which will allow us to take everything to the Accountant.

The budget will then have to be done by the Budget Committee.

Recess Called at 11:00am - the meeting resumed in the Dr. Farish room at 1:00pm for the presentation by Peter Treuheit.

5. New Business (cont'd)

a) Renovations and AGM motion - Peter Treuheit will show the presentation to the Board at 11:00 am.

The following resolution was approved by the Board to be presented at the February 16 2017 AGM to the membership for approval:

Contingent on approval of District of Sechelt (DoS) Parking Variance Application, the SSAC Membership approves a budget of up to \$50,000.00 to proceed with the development of detailed plans for proposed building renovations. his process will produce an architectural plan, scope of work plan, initial building permits and the selection of a suitable contractor bid.

Meeting adjourned at 2:00 pm.

Minutes submitted by
Wilma Lorimer, Secretary
Attachments Board Meeting

Tuesday, January 10, 2017

Tony Stroud, Maintenance Director Notes for Board meeting 2017-01-10

Maintenance Committee

1. Budget review, Overall surplus in the budget, \$16,135.40, but certain categories have large surpluses, i.e.
 - a. Facility Upgrades, \$20,222.43,
 - b. Fortis BC, \$1246.57,
2. and some have large overages, i.e.
 - a. Contract Cleaner, Is extra Event cleaning costs, which are paid from retained Damage deposit monies, applied to the Budget for the Contract Cleaner, Account 5100?
 - b. Maintenance Services, maybe we need to move some of the Facility Upgrade Budget to the Maintenance Services Budget, which seems to be the trend for the past year, Account 5061 to 5101?
 - c. Grounds Maintenance, this budget is too low, \$800.00, need to allocate more to this category. Maybe move the Fortis BC overage to the Grounds Maintenance Budget, Account 5222 to 5062?
 - d. Is there an annual Budget Review?
3. Stagefab; Track & Curtain install, track(s) & hardware are here, asking Stagefab for a quote to install the tracks only, Maintenance is very short of manpower at this time. I do not want to hold up this project. Installer is looking at final quote & will need one day to install.
4. Tap install; we have the new single lever taps, the AD on the Wal-Mart Site had two lever types (which was incorrect). After looking at the single lever they will suit our purposes, so we will commence the rework of the taps as soon as manpower is available. Peter & Thorne are back in the saddle so should be able to complete fairly soon.
5. Treasure Trove boxes, one is complete and ready for demo, 3 more are being made by Thorne Underwood.

Tech Committee

1. Ordered Visio Pro from Tech Soup. To be used for Critical Path Planning for the Expansion/Renovation Project. Obtained OK from Tech Committee Chair to purchase.
2. Further to our discussion about Database accessibility our current network can handle this without further upgrades. Need to load the databases behind the Firewall, so only authorised users with Admin Sign In from the SSAC Website can access them.
3. Rentals Agreement Management & Admin Management Databases are useable at this time. Future development will consist of enhancements.
4. Need to set up a convenient time to demonstrate & train interested parties in the use of these tools.

Tony Stroud, Maintenance Director Notes for Board meeting 2017-01-10 (cont'd)

Management & Admin Database Subcommittee

Database(s) Administrator; A new position, must have the following skills: data input, updating/revising, version/revision control, filing and archiving of Forms & Records Training

1. Day Directors need to know How to;
 - a. access the Forms & Checklists in the Admin Management Database,
 - b. ensure that they have the latest version of the For, or Checklist.
2. We will need to find an Administrator who can input data and maintain the Databases.
3. We need to decide if it is beneficial to integrate to Admin & Maintenance Databases.
4. How do we handle records that are solely digital, or hardcopy?
5. How do we ensure that duplication is eliminated?