

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

Minutes of the Board Meeting
Tuesday, February 14, 2017

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

Absent: Margaret Boyd

Guests: Emily McPherson

Action Items

President Joanne Rykers called the meeting to order at 9:30 am

1. Agenda was adopted with the following changes:
 3. b) Add Invitation from the Community Resources Centre to participate in a Seniors Conference March 3
 5. c) Expansion Project - Information Meetings feedback will be added to 6. c)
 5. d) Annual Report - removed as item covered under 5. a)
 5. e) Now becomes item 5. c) Community Services Strategic Community Planning Meeting
 6. k) Rental and Activity Report removed as item covered under 6. a).

Motion: to accept the agenda as amended.
Moved by Charlie/Seconded by Ron.

2. Adoption of Minutes of January 10, 2017 Board Meeting, and the Minutes of January 10 In-Camera Meeting: (these minutes are for Directors eyes-only and not meant for non Board Members)

Motion: to adopt the Minutes of the January 10, 2017 Board Meeting and In-Camera Meeting.
Moved by Tony/Seconded by Kit Moffat

3. **Correspondence:**

- a) Thank you note from Pam - a lovely card was received from Pamela Goldsmith-Jones regarding her visit to the Centre which Joanne read out and passed along for all to read.
- b) Invitation from the Community Resources Centre to participate in a Seniors Conference March 3. Joanne and Charlie to attend.

Action: Joanne and Charlie

4. **Old Business**

- a) Emergency Relief Fund - Ron presented a proposal for the procedure and criteria for this fund and the controlling committee. (see attached). In addition, the following recommendations were approved:

- The Board will determine the criteria for membership and governance

4. Old Business (cont'd)

a) Emergency Relief Fund (cont'd)

- The committee will set up criteria for approving applications which are approved by the Board
- Applications for assistance would be filed with the committee
- Approved applications are submitted to the Board for approval

The Board will review the criteria at the April Board Meeting and, at that time, select the two Board Members who will sit on this committee.

- b) Treasure Chest Update - Charlie: We have made two draws on this 50/50 fund, the first draw was for \$198.00 and the second \$123.00. The third draw will be made today. Activity seems to have fallen off and I think we will need to step our promotion within the community - more advertising, more media coverage, possible table rental at the Trail Bay Mall.
- c) Activity Fee reduction/ implementation - Donna/Gill --Tabled for the New Board
- d) Lunch gift Certificates - Review - Tabled for the New Board
- e) Coral Reef Club -Review Emily attended the meeting at 10:30 to discuss the progress on the Coral Reef Club. She noted that the actual club was not living up to expectations as an Activity, however, she would like the aquarium to remain as there seems to be genuine interest from members in the aquarium.

Emily noted the project requires about \$200.00 per year for maintenance and supplies. Emily will prepare a budget and present it to the next Board Meeting in March. Joanne and Donna offered to assist Emily with the preparation of the budget.

5. New Business:

a) AGM Agenda - Items to attend to:

- two volunteers to register attendees;
- AGM refreshments, 1 or 2 servers, dishwasher;
- Singing of O'Canada - Barbara will lead;
- Scrutineers to count ballots;
- Signing up new members, Barbara and Kit Artus;
- Pictures of new Board Members - Wilma

b) Annual Report - Wilma - mostly complete, need all changes by Wednesday afternoon.

c) Community Services, Strategic Planning Meeting - Barbara attended this meeting and found it very interesting. Participants moved to different tables for discussion on the issues so that you were part of a new discussion group each time. Reports are to be put together to amalgamate the findings of each discussion group. Barbara will share this when it comes in.

6. Committee Reports

a) Activities/Rental Report - Joanne reported the following:

Activities - 'Keep Moving' class will be cancelled at the end of February. Attendance is not what was expected. This was a joint decision between Lori Gregory and Joanne.

The Dance Cardio class will be reviewed in May as attendance figures are not covering costs.

Rentals - see attached report on Salmon Enhancement Gala dinner and the Canadian Diabetes Association, Food Skills for Families for additional background information.

- Recommendations of the Board - Salmon Enhancement Gala:
 - we advise them of our renovations for next year as well as our new policy not to displace activities for outside rentals. Perhaps we can help them find a way to access the space they need without displacing activities
- Recommendations of the Board - Canadian Diabetes Association, Food Skills for Families:
 - the Association pays for the food and the instructor so it could be used for 'in-kind' services - this looks good on grant applications
 - there should be a minimum and maximum registration number - maximum of 12 and minimum of 8.
 - registrants should be SSAC members however, outside participants could be used to bring registration up to minimum numbers. The Board also agreed there should be a rental contract with a fee waiver on file.
 - Instructor must be Isobel McPherson, since she is familiar with our kitchen

10:45 - 10 minute Break

- b) Bus Committee - Dorothy a bus trip suggested is to a plant nursery in Surrey - anyone interested should let the committee know.
- c) Expansion Project - Joanne - Ron has prepared an excellent application to the DoS Planning Committee for a Parking Variance permit. (see attached parking application excerpt report attached).

Joanne reported two Information Meetings were held although, attendance was not great - due to the snow mostly. But, there were some good questions, i.e. space for coffee maker in lobby?; kitchen work flow?

Pam Goldsmith-Jones was also very supportive of our efforts when she visited the Centre on January 19th and pledged to support us in our application to the federal government's long term funding initiative which will be announced in the March Budget. Pam's Assistant, Lucie, will provide more information as it becomes available.

6. Committee Reports (cont'd)

- d) Fundraising and Grants - Joanne - The Sunshine Coast Community Foundation is accepting letters of Intent for two rounds of grants in the Spring. Tony and Joanne will look into equipment and furniture to see what would be the best fit for one of these grants.

Action: Joanne/Tony

- e) Kitchen - Charlie reported the kitchen desperately needs more dishwashers. The remainder of the RBC Grant money, \$410.00 will be spent on an electric knife sharpener and new cake pans.

Charlie also noted a lunch ticket, which was a take-out order, for several soups and several sandwiches. This puts a decided strain on kitchen volunteers and holds up the provision of meals. We are not a catering facility so the Kitchen Committee will provide written instructions for volunteers regarding large takeout orders and how they should be handled. They will also remind volunteer cashiers to contact office staff if they are unsure how to handle situations at the cashier station. This information will be provided to Irene for distribution to Reception Volunteers.

Action: Charlie Jensen

- f) Legislative and Policy Committee: Wilma advised further reports on this function will be on hold until after the new Board is appointed.
- g) Maintenance Committee: Tony reported the floor in the auditorium is definitely deteriorating. the cost estimate to replace is \$30,000. Part of the expense is the permanent markings in the floor for pickleball courts which would save us having to repaint these lines.

The curtain installation is on hold until the company receives a payment for the curtains. The track which is temporarily installed on the outside of the stage was damaged needs to be adjusted because its position interferes with the big screen and the pulleys are improperly placed.

The Furnace has been fixed and is up and running.

- h) Management & Admin Database Subcommittee: Still waiting on file index to complete the admin data base and merge with the maintenance index.

A Day Director gmail account has been set up and it is: ssacdaydirector@gmail.com. The login page appears when Chrome is opened.

- i) Membership Committee: Margaret is absent but Ron explained the need for an Emergency Name and Number area on Membership application Forms.

Action: Ron and Margaret

- j) President's Report - no report this month

6. Committee Reports (cont'd)

- k) Special Events Committee - Kit Artus Kit explained the new forms (found on the Day Director's computer) filed in the data base: Advertising Record Checklist which will provides a visual record of which Media outlets have been contacted for advertising of a particular event - this should eliminate missed advertising opportunities in future.

She also noted the next event will be the Trash to Treasure Sale happening April 1st.

- l) Syrian Refugee Project Committee - Joanne reported several fund raisers are planned:
- A presentation on History and culture in the Middle East, for April;
 - Participation in the SSAC Trash to Treasure event April 1st;
 - A dance hosted by the monthly 'Dance Time' group, end of April;
 - and a Gala Event including dinner, entertainment, live/silent auction, June time frame
- m) Tech and A/V Committee - Tony reported he has two working microphones for the AGM. This committee is working to get the Activities Calendar on the Web.
- n) Treasurer's Report - Donna pointed to a couple of items to note in the Financial Statements for January, 2017 -
- The Membership Income for January is \$20,106.00 - we sold over \$11,000.00 in Memberships in January and all of the Prepaid Memberships of \$8,775.00 paid from October 1 to December 31, 2016 have been reallocated to current Membership Income.
 - There are a couple of credits in our expenses and this is due to amounts being set up as payables at the year end and the bills coming in either a little less than set up or not at all as in the copier expense - it was not received and paid until February, 2017.

Our net income for the month is \$21,303.99.

Motion: to accept the Year End financial Statements December 31, 2016 and to accept the Budget for 2017.

Moved by Donna/Seconded by Tony Carried

Motion: to Adjourn the Meeting 12:00 pm

Moved by Barb/Seconded by Dorothy

(See attached Reports following)

Parking variance application:

Excerpt from SSAC application to the District of Sechelt for a parking variance, prepared February 2017 by Ron Atkinson, Vice President, Sechelt Senior Activity Centre:

Based on the arguments below, the Sechelt Seniors Activity Centre requests the District of Sechelt Council approve a parking variance so that the planning process for a much needed upgrade of our facility can progress. Although there will be a net loss of parking spaces on-site, we have made reciprocal agreements with neighbouring centres, and have detailed parking statistics to support an occupancy, as opposed to a square footage consideration of parking necessity.

The Sechelt Seniors Activity Centre on Trail Ave. opened its doors April 5, 1993 and has been thriving ever since, serving our community as a drop-in Centre and an Activity Centre. Our membership consists of 1200 on average, of all ages and 40 activities, seven days a week from 9 am to 10 pm. (see attached list) We serve lunches five days a week and provide frozen lunches to take out for our members who no longer prepare their own meals. In addition to our regular activities, we offer outside rentals for banquets, weddings, strata meetings and community information sessions. The original design of our building has served us well but now needs to be updated to our current needs.

Our proposed expansion extends the front of the building 18 feet to provide a dedicated dining area, enlarged kitchen and a more functional administration area. This will remove the dining from the auditorium and provide better scheduling flexibility . The nature of our activities enables scheduling at separate times throughout the day so that we do not have heavy occupancy loads at any one time.

CONCLUSION

It is our position that the parking requirements should not be based on the area of the building but rather the occupancy load considering the nature of our functions and the various times of the activities. During the morning hours the front parking is used and the back is empty. During the late afternoon and evening hours the front is generally empty and the rear parking is full. Considering the 77 spaces offsite parking availability and the 44 onsite spaces, it is our position that 121 spaces serves the need.

The Seniors Activity Centre is centrally located to the main downtown area making it very convenient for the general population to access the Seniors Centre thus providing a "Community Centre " used by many seniors ; non-seniors ; members and non-members. SSAC is designated as an Emergency Centre by SCR D again serving the community as a whole.

Reports for February 14, 2017 Director's Meeting

ACTIVITIES AND RENTALS

Activities

- Keep Moving will be canceled as of the end of this month, due to lack of participation. This was a joint decision between Lori Gregory and myself.

- Dance Cardio should be reviewed soon. The class numbers barely cover the instructor's costs.

- Yoga will be moving, as of this week to the auditorium in a new time, Wednesday mornings. Due to increase in numbers they require more space.

Rentals

- Salmon Enhancement Gala Dinner: This event has rented space one Saturday a year for several years, and is a well established event. There is a conflict with internal activities: They have normally booked the Farish and Heritage rooms as well as the auditorium, they have supplementary events in these rooms. This now conflicts with our policy of not displacing internal activities. Scrabble is in the Heritage Room, and Bridge is in the Farish on that day. The policy must be enforced, or we set a precedent, but Cathrine and I will investigate with all the parties.

- Canadian Diabetes Association, Food Skills For Families: I have sent a notice about this, but I would like to revisit it. This program is sponsored by the CDA; they provide the instructors, and all the food, the curriculum, and the menus. The "Host" provides the space, including the kitchen, and does the registration. I don't know who does the promotion. Isabel McPherson has been the instructor for years, and she is very familiar with our kitchen. She feels there is good value in this program, since participants learn how to buy and prepare healthy foods. One of the target groups are seniors, and participants are usually SSAC members, (although not required). So, my recommendation is that, if we approve this, it should be with the following conditions: as a rental contract with a fee waiver, based on the condition that it is for our members only, that Isabel is the instructor, and a minimum registration number of 12. The schedule would need to fit around the Centre's activities and kitchen use. I think we would need to do the promotion. I appreciate that there are many good management reasons to refuse this offer, ie related to consistency of policy, use of costly facilities such as the kitchen, etc.

EXPANSION PROJECT (Planning Committee)

Ron has prepared an excellent application to the DOS Planning Committee for a Parking Variance.

We have put great effort into promoting attendance at the AGM, and I expect a good turnout. A very detailed article was in the Echo, an information Board was set up in the lobby, with printed brochures available for distribution, and there has been much informal discussion. We had two information meetings, with low attendance, partially due to the weather, but perhaps we have done such a good job of disseminating information that everyone's questions have been answered!

I have been in contact with Lucie, Pam Goldsmith-Jones CA, regarding the funding application. Lucie has sent some information to the office of the Minister of Infrastructure in Ottawa, and their advice is that we could be eligible for funding from the Long Term Plan, which will be announced in the March 2017 budget. Lucie will follow up when the budget comes down.

FUNDRAISING AND GRANTS

Sunshine Coast Community Foundation is accepting Letters of Intent for 2 rounds of grants in the Spring:

- the regular SCCF grants, up to \$7,000
- or, special funding under the Canada 150 program, for grants up to \$15,000, which must be matched.

Letters of Intent must be received by March 1st.

Deadlines for use of this grant money would be this year, possibly to March 2018, which is difficult to fit into our timeline for the expansion project.

PRESIDENT'S REPORT

No report

SYRIAN REFUGEE PROJECT

We are planning the following fundraisers for 2017;

- An Presentation on History and Culture in the Middle East, in April
- Participation in the SSAC Garage Sale, April 1.
- A Dance, hosted by the monthly "Dance Time" group, TBA
- A Gala fundraiser, including dinner, entertainment, and a live/silent auction, probably in June.

Joanne Rykers