

SECHELT SENIORS ACTIVITY CENTRE
5604 Trail Avenue, Sechelt, B.C.
Minutes of the Board Meeting
Tuesday, May 09, 2017

Present: Ron Atkinson, Gwen Austen, Margaret Boyd, Donna Marsh, Joanne Rykers,
Linda Stroud, Tony Stroud

Regrets: Dorothy Fraser, Charlie Jensen, Kit Moffat

1. ADOPTION OF THE AGENDA

Moved: Linda/Tony

2. ADOPTION OF MINUTES OF APRIL 11, 2017 BOARD MEETING Moved:

Moved: Ron/Margaret

3. CORRESPONDENCE

None

4. OLD BUSINESS

a) Emergency Relief and Committee Report. No report.

a) Gala Fundraiser Report - Linda
Program in place except for entertainment which needs to be arranged.

b) Follow up on Administration data base - Tony
In use, has been demonstrated. It is there if people want to use it.

5. NEW BUSINESS

a) Volunteers Lunch – Margaret/Joanne
Friday, June 23 Volunteer Lunch is in hand. Kitchen will close on the 22nd.
Margaret and Kit will meet later in May to go over details. Margaret needs help to
set up. After a discussion regarding allowing spouses it was decided to offer
those volunteers unable to come because of spouse a free lunch ticket.

b) File/Record Keeping Report. Joanne/Wilma.
Discussion raised the following points: Storage for files will be available in the
storage room after the clear-out. Old membership applications can be shredded.
We only need to save one year back. Eventually, the administration filing
system will be digitized and stored off site, to provide a backup.

ACTION: Gwen, Wilma, Tony

- c) Wheelchair Housing – Tony. Outside shed is now installed. Storage room will be cleaned out to store Wheelchair lift.
- d) Duty Director’s Email Messages – Ron
Ron raised needed protocol for emails to on-duty director’s computer. What is the protocol for checking emails? These are not currently looked after. Joanne will arrange meeting with day-directors to organize appropriate protocol.
ACTION: Joanne
- e) Parade – Margaret and Charlie
The theme chosen for SSAC is Canada 150. The concept is to wrap bus and embellish with red and white maple leaves decorated with the activities offered. A banner will be in front of the bus. Need to actively recruit more volunteers. Request to be placed in the Echo for participants.
ACTION: Tony

6. COMMITTEE REPORTS

- a) Activities/Rental Report – Joanne - see attached.
Rentals: The Canadian Diabetes program, “Food Skills for Families” has started, with a group of eight, all SSAC members, and it will run for six sessions. The Income Tax Preparation group has decided they will not book the SSAC next year. They were not happy with the terms of their rental agreement. They have taken the printer in the Parish room, with the permission of Tony and myself. There is also an issue with the Foot Care sessions, another undocumented rental. A rental agreement is needed.
Activities: Summer schedule will be available soon. New schedules will have the price per session for each activity. We need to make a decision about renewing the contract for Dance Cardio, since it does not usually have the numbers required, and this is a paid instructor. Also, there is a possibility for a contract for chair yoga for the summer.

Discussion of Foot care sessions pointed out need to check on whether SSAC is following proper procedures. Joanne to consult with Vancouver Coastal Health.

Action: Joanne

Summer Chair Yoga: If potential instructor needs to be a paid contract, more consultation is needed with the group. Joanne will consult Andre.

Gill Smith has started as the Activity/Rentals coordinator, and will be working with Cathrine until she is finished, on May 12. Gill’s hours will be: Monday, 10:00 a.m. to 4:00 p.m., Tuesday, 11:00 a.m. to 3:00 p.m. and Wednesday and Friday 12:30 p.m. to 3:30 p.m. These hours will be printed on her business cards and on the web site under office hours.

Bus – Dorothy

See President’s Report

- c) Communication Committee – Linda.
Telephone messages need to be sorted. A meeting will be held to define a timeline for communication re events and activities, and for the Echo's editing schedule.
- d) Expansion Project –Joanne.
A delegation attended the Advisory Planning Committee at City Hall on April 13. The committee voted to approve our Application for Parking Variance. It now goes to the Planning Committee, which meets Wednesday, May 24, at 1 pm. We will attend. I have been in touch with the MP's office, and it looks as if there will be a fund from this budget to apply, details to follow.
- e) Fundraising and Grants – Joanne
Reports of fundraising activities are given under Treasure Chest, Refugee Steering Committee, and Dinner Theatre. Grants awarded for 2016 are in process. I am expecting the call for 2017 New Horizon Grant Applications next month. Charlie and Mike Lane attended a gaming grant workshop and are studying the feasibility of applying for a gaming grant for kitchen equipment
- f) Kitchen – Joanne for Charlie.
The committee met on Friday May 5th, and discussed the following topics:
1. Closing Date and Volunteer Lunch. Emily will arrange for help in the kitchen for the lunch and set the menu. Thursday, June 22, soup & sandwich, Friday, June 23 Volunteer Lunch and close.
The kitchen will reopen Tuesday, September 5.
2. The kitchen will be cleaned and secured for the summer by the end of June. An inventory of the kitchen will also be conducted and records updated.
3. The kitchen and volunteers are working well, the meal numbers appear to have slowed a little, probably because of the weather.
- g) Legislative and Policy Committee – Wilma (see attached). Action required
Wilma and I have agreed to start meeting the week of May 22nd to continue the process of revising the policy manual. We would like to include Charlie and Gwen. Current members are Joanne, Wilma, Gill, and Margaret. Copy Tony for information.
- h) Maintenance – Tony
Summer closure: Tuesday, August 1st to Friday August 11th inclusive. Main task is Auditorium floor, removal and replacement. Plan ¼" ply overlay to strengthen floor and mitigate risk of damage to existing during tile removal. Bathrooms will also be painted.

Stage curtains are near completion, valance installed. A covering to hide the mechanism is needed. Asked for 26" valance and received 24", will go back to the manufacturer for a fix. Stagefab did not get feedback from installer, will

pursue a black drop curtain to hide mechanism. Extra black valance is on order, delivery TBD. Quote is \$500.00 for curtain plus freight.

Wheel Chair Lift in storage behind building. Home Depot to ship a 4x10 ft. Shed to be installed against rear wall in back parking lot. Shed is erected and storage area will be re-organised. Chair Lift will reside in Storage Area.

Folding Tables; two tables are not economical to repair and repeated repairs will affect the reliability and safety of the tables. Will source four- pack of tables from Home Depot at cost of \$144.00 plus shipping etc. for when two more tables are determined to be beyond economical repair (BER).

Knob for Kitchen Meat Slicer, support tray, is in transit; will follow up if not received by 12th May.

SCRD Funding for Emergency Generator Hook-Up, see attached e-mails. Met with SCR D Chief Administrator, Jeanne Loveys for discussions on installation of switch and hook-up. SCR D were under the impression that we wanted them to fund the wiring hook-up and the generator. Cleared that misconception, they are fully willing to pay for the hook-up and switching box. Olson new quote for \$11,555.00 to do the job. Will be accomplished during renovation.

- i) Management & Admin Database Subcommittee - Tony/Wilma
Will be discussed at the next policy meeting in May.
- j) Membership - Margaret
Defer to next meeting. Changes to membership list deferred to June meeting
- k) President's Report – Joanne
Need to follow up with the idea to move the bus to a less obstructive position. I contacted Popeye Storage. The owner, Rick, is the man to talk to (604-740-5182). He is willing to give us a good discount - \$55/month, plus tax, (a discount of \$20). There is 24 hr. access and on site management. I consulted with Rick McGowan, and the bus drivers have no major objections.

Motion: That we move the bus to Popeye's Storage for \$55/per month

Moved: Ron/Margaret

There is a plan for a small farewell do for Cathrine. On Friday, May 12, we will gather in the dining room at 12:30 for cake and coffee. It will be very casual, please plan to drop by. I have another commitment, and need to be in Vancouver, so Charlie will handle the event. There will be a cake and flowers, which Charlie will present. I have invited all the activity chairs, and posted notices. Please spread the word.

There were two agenda items tabled earlier this year. 1. Gift Certificates: It seems too complicated to have two types of gift certificates. Decision was made

to only have one gift certificate. If price is less than certificate, change will be given. 2. Activity Fee Structure. After discussing many possibilities and the difficulties in implementing them, the decision is that the current system is the most efficient option for our current operation. After the renovation may be an opportune time to change the fee paying structure.

l) Special Events – Joanne for Kit

No report

m) Syrian Refugee Project Committee – Joanne

Update on fundraisers: To date, i.e. April 30, the fund is at \$16,800. The talk, “Opening the Door to Syria” was very successful, with over 100 attending. Ron has a very welcome addition from Dance Time, and there will be more revenue from the Benefit Dinner. Also, personal donations have been coming in steadily, which are all acknowledged with a thank you letter, if over \$50.00. Two very good articles in the Coast reporter and the Local resulted in a lot of interest and offers of help. The committee has collected enough furniture and household goods, and the only item we still need is a set of cutlery. We decided that we need to purchase mattresses and pillows new, due to health reasons. The big challenge now is housing, and if anyone has a lead on a 3 bedroom suite or house for under \$1500, let me know!

The Benefit Dinner hosted by Strait Coffee was such a generous gesture; I felt the Centre owed them a response in kind. We offered one year’s advertising in the Echo, a thank you in our sponsored Coast reporter ad, and ten lunch gift certificates.

ACTION: Joanne

Ron reported that the Big Band dance netted \$1,000.00 which was donated to Syrian Refugee Fund. Special thanks to Margaret and crew for table decorations, etc. Attendance was sixty-nine attendees.

n) Tech and A/V Committee – Tony

Atlona Video Scaler is repaired, installed and tested, one HDMI input is still giving problems - needs replacement cable.

J&B Network assessment and improvement complete. Addition of network cabling to include Day Directors PCs, reconfiguration and additional access points to be installed to improve Wi-Fi.

New policy from Tech Committee Chair; outside users wanting to display video/presentations/music etc. can only use our equipment, either the DVD player, or one of our laptops. They need to bring in material on a stick or CD/DVD. We will run it through our equipment to ensure it works. Rule requiring them to do this prior to event still in place. Rentals Coordinator will be advised.

This is because most of our problems are not our equipment but, the user's equipment/media. Syrian Presentation was another example of this.

Computer Orientation session for May 10 to be postponed until May 17 due to no available instructors.

o) Treasure Chest Update – Joanne for Charlie

After 14 draws the chest has netted about \$2,000.00 for the club. We are averaging \$155.00 per draw as our share. We have chests at Gibson's Building Supply, and Big Macs store (winners from each). Mike and our group set up in the Trail Bay Mall on the first Wednesday of May and signed up a lot of new people. We are having some more Chests made to expand our coverage. This Licence will end in June; we are looking at getting a Class B licence so that we use the funds to finance capital projects.

p) Treasurer's Report – Donna

We finished the month of April, 2017 with a net income of \$10,430.19. This is due to our expenses returning to a normal level and increased income from varying Syrian Refugee events as well as a term deposit maturing. The Syrian Refugee Donations were \$1,360.00 and the Syrian Refugee Fundraisers totalled \$2,579.20 with more income in the first week of May including the Dance proceeds. Our term deposit for \$67,217.45 matured [April 30, 2017](#) netting us interest income of \$2,026.34 and it was all deposited into our Investment Savings Account bringing that balance up to \$138,217.48. This was done as this account gives us a better return on our money right now than term deposits do.

Our income for the year is \$33,047.71.

Motion: To Adjourn at 12:10 p.m.

Carried: Tony/Linda

Next meeting: Tuesday, June 13, 2017