

**SECHELT SENIORS ACTIVITY CENTRE**  
**5604 Trail Avenue, Sechelt, B.C.**  
**Minutes of the Board Meeting**  
**Tuesday, June 13, 2017**

**Present:** Ron Atkinson, Gwen Austen, Margaret Boyd, Dorothy Fraser, Charlie Jensen, Barbara Lightfoot, Donna Marsh, Kit Moffat, Joanne Rykers, Linda Stroud, Tony Stroud.

**1. ADOPTION OF THE AGENDA**

Moved: Linda/Dorothy

Seconded: Tony/Charlie

**2. ADOPTION OF MINUTES OF May 8, 2017 BOARD MEETING**

Moved: Margaret/Charlie

Approved: Linda/Tony

**3. CORRESPONDENCE**

Thank you letter received from Penny Lightbourne. Condolence cards sent to families of John Duff, Gary Tolton, and Maureen Heaven. A Get Well cards to Charles Ranchie.

Package received from Service Canada Old Age Security Program. Passed on to Communications Committee.

**4. OLD BUSINESS**

- a) Emergency Relief and Committee Report. No report.

**Action: Kit/Charlie**

- b) Gala Fundraiser Report - Linda

Program "Office Hours" is not practical due to being presented at several venues during this year. Peninsula Players will resurrect a "murder mystery" for the Gala. Budget presented (see attached).

**Motion:** To approve the event and the proposed budget of \$7,490 with expected revenue of \$5,585.

Moved: Charlie/Ron

Seconded: Linda/Kit

Approved

- c) Volunteer Lunch Update – Margaret/Joanne  
No Report

- d) Duty Director's Email Message Update – Joanne  
Book/Calendar to be used. Day Director to read and sign as read. Check emails and write in book. Delete after one week.

## 5. NEW BUSINESS

a) New Horizon Application – Louise Phillips

Mrs. Phillips gave a presentation to the board that we approve an application to the New Horizons program to fund production of new play. Wild Flowers. Will be able to apply to New Horizons for a second grant to fund Equipment related to building expansion. Application includes revenue of \$6,000 in ticket sales.

**Motion #1:** The Board approves the SSAC application to the New Horizons Fund for a grant of \$8,000 to fund the play/production 'The Wildflower Book'. The SSAC contribution will be \$6,000, the expected revenue from ticket sales.

Moved by: Linda/Ron

Seconded: Margaret/Linda

Approved

**Motion #2:** To approve application to New Horizon for \$15,000 to purchase walk-in freezer/cooler and range as part of kitchen renovation. The SSAC contribution to this project will be an estimated \$7,000.

Moved: Tony/Charlie

Seconded: Ron/Linda

Approved

b) Hi Point Complaint – Charlie

Resident of Hi Point Condominiums complained that attendees at special events are urinating outside of building in view of condo units.

**ACTION: Charlie to make Security people aware.**

c) Fitness Group – Jacqui Allen

Ms. Allen will be taking sabbatical for a year. All classes will continue with another contractor.

d) Credit Union Lobby Monitor – Linda

No Report

e) Policy Manual Review and Approval – Joanne

Policy Manual will be completed for review and approval at a special board meeting to be scheduled in September.

**ACTION: Joanne**

f) Auditorium Floor – Budget Shortfall – Tony

**Motion:** Board to improve an extra \$6,000 in addition to already approved budget.

Moved: Tony

Seconded: Ron

Approved

## 6. COMMITTEE REPORTS

- a) Activities/Rental Report – Joanne - see attached.

Rentals: Foot Care: Research on this topic confirmed that the SSAC is not the proper facility to offer this service; we do not have the proper hygiene, lighting, or ventilation in any of our rooms. The rental payment amounted to \$5. per hour, and is not an efficient use of our facilities. All patients scheduled for the last day were contacted, and given an alternate list of Foot Care Service providers.

Food Skills for Families: Five sessions have finished. I have asked for a report from the instructor re attendance and what kind of promotion was used. This should be reviewed before this contract is awarded again. My impression is that attendance was low, and seemed to be mainly kitchen staff. I recommend that, before this free program is offered again, more intense promotion needs to be given to the whole Centre.

Activities: July schedule is available. More information is now published on the back.

Chair Yoga: Chair Yoga participants were canvassed about a summer class by a paid instructor, which puts the activity fee up to \$5.00. Twelve said they would come, so we decided to offer the contract for a weekly chair yoga class to Judith Grieve, who is well qualified and has been assisting Andre with the group. Andre will be back in the fall, for the regular fee of \$3.00.

Dance Cardio: This class is given on Friday am, for one hour by Sandra Cordero, and is a paid contract. Sandra also teaches the Monday morning dance class as a volunteer, and spends additional time in practices etc., for performances. However, the Friday class is not viable, with an average attendance of six. Sandra has a proposal: That this class is changed to an outside rental, allowing non-members to participate. She would allow SSAC members to continue at the \$5. rate, and charge others more. The rental would only cost her \$23 per hour, so this is the only way she can continue this class. The issue is the priority for members to use the auditorium. We could offer a month-to-month rental, so she could be bumped if an internal activity needs the space.

Gill's hours: Have been posted in as many places as we could think of, and are on her business cards.

- b) Bus – Dorothy  
No Report
- c) Communication Committee – Linda.  
No Report.

- d) Expansion Project –Joanne.  
Ron presented our parking variance application to the DOS Planning Committee. We were a bit discouraged by the response, which suggested we approach the parking agreement with Cap. U. through a “Covenant” procedure, which we are exploring. The process from here is: the planning department will make a report to the Committee, with a recommendation, which goes to the Council for approval. The federal funding issue is still being worked out.
- e) Fundraising and Grants – Joanne  
The new Horizons grant application needs Board approval.
- f) Kitchen – Charlie.  
No Report
- g) Legislative and Policy Committee – Wilma.  
The committee met on May 25, and will meet again on June 29, 10:00 am, to hopefully finish the revisions to the Policy Manual.
- h) Maintenance – Tony  
See attached.
- i) Management & Admin Database Subcommittee - Tony/Wilma  
No Report
- j) Membership – Margaret  
  
After much discussion it was decided to keep the current membership pricing policy the same.
- k) President’s Report – Joanne  
No Report
- l) Special Events – Joanne  
Arrangements for the Volunteer Lunch are finalized, under the coordination of Kit Artus.
- m) Syrian Refugee Project Committee – Joanne  
Fundraising and donations till the end of the month are \$20,000. The Strait Coffee Benefit Dinner was very successful, raising \$3,700.00. Thank you cards for donors have been printed, and paid for by donation from a committee member. We have printed posters with the same picture, as we want to develop a ‘brand’. Currently, we are doing the following fundraisers: 1) Book sales of the book ‘Stepping Stones’, which we buy at a cost of \$10.00 and sell for \$20.00. 2) A table at the Multicultural Fair on June 16. Fall fundraisers are planned for September – a Mystery Theatre; and in November, a Fashion Show and Art Auction, “Coats of Paint”.

- n) Tech and A/V Committee – Tony  
No Report
- o) Treasure Chest Update – Charlie  
Four Chests are out. Income down slightly.
- p) Treasurer’s Report – Donna  
Concern about change in bus revenue due to less long trips. Expenses are down.

**Motion:** To Adjourn at 12:25 p.m.

**Carried:** Tony/Linda

**Next meeting: Tuesday, September 12, 2017**

F E M I N A L