

SECHELT SENIORS ACTIVITY CENTRE
5604 Trail Avenue Sechelt BC

Minutes of the Board Meeting
Tuesday, September 12, 2017

Present: Ron Atkinson, Margaret Boyd, Charlie Jensen, Barbara Lightfoot, Donna Marsh, Linda Stroud, Tony Stroud.

Regrets: Joanne Rykers, Kit Moffat, Dorothy Fraser

Guests: Wilma Lorimer Guest Secretary

Vice President Charlie Jensen called the meeting to order at 9:35 am

Action Items

1. **Motion:** to adopt the agenda:
Moved by Ron/ Seconded by Tony Carried
 2. **Motion:** to adopt the minutes of the June 13, 2017 meeting
Moved by Gillian/Seconded by Charlie. Carried
- Ron noted the reports of the meeting need to be attached.
3. **Correspondence:**
 - a. We have received notification (see attached) from Capilano University that they will enter into a shared parking agreement only if we provide proof of insurance and liability. The president has notified them SSAC will not proceed with any plans until further negotiation is done.
 - b. We received an informal inquiry from Hi-Point about plans for the lighting and signage: there no plans at present to go further with the matter.

Ron noted the zoning bylaw stated the following;

Zoning Bylaw No.25, 1987 is varied as follows:

- a. The required amount of parking stalls required for the places of public assembly is reduced from 1 per'10 m2 of floor area used to 1 per 23 m2 of floor area used; and,
- b. The requirement to provide a loading space is removed.

If the holder (SSAC) of this permit does not substantially start any construction with respect to which this permit was issued within two years after the date of issue, the permit lapses.

By this wording, we do not have any plans to go forward with the shared parking matter.

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4. Old Business

- a. Gala Fund Raiser - (report attached) Linda reported sales for this event were not going as quickly as she had hoped. Phone calls have been made to many organizations asking for their support for this event. Only 67 out of 150 tickets have been sold. This could affect our catering costs. She stressed everyone needs to step up to get the tickets moving and thanked the Board members for their support.

5. New Business

- a. Garbage complaint - Sherwood Park - Tony has spoken to the University of Capilano and explained who the property belongs to. The University will speak to the students, advise them they are using private property and ask them to take their garbage away with them and to use the sand buckets, which we will provide, for their cigarette butts.

6. Committee Reports

- a. Activities/Rental - Charlie brought up the issue of a member with a recurring staph infection (see page 5 of the attached report, first item under Activities).

Motion: The Board approve a policy requiring a member with a known infection to provide a medical certificate, to be provided by a medical practitioner, stating the member is clear to use the facilities

Moved by Tony/ Seconded by Ron Carried

This motion will now become part of the Policy and Procedures Manual

Action: Secretary

- b. Bus Committee - Charlie noted the Powell River bus trip has been cancelled.
- c. Communications Committee - no report
- d. Expansion Project Committee - Ron noted David Lightfoot has taken on the duties as Project Manager. The next planning phase includes soliciting detailed engineering services and contract bids from Civil, Electrical, and Mechanical and Electrical Engineering firms. Contract required for Peter Treuheit, Mobius Architecture Inc. **Action: Ron**

Preliminary timelines:

September 29, 2017 - Completion of Schematic design

October 2017 - Present interim plans to Membership Meeting for approval of further expenditures.

October 31, 2017- Completion of Design development

November 2017 - 25% construction documents

December 2017 - 75% construction documents

January 2018 - Building permits submission/tender

A preliminary report prepared by David Lightfoot and presented to the Planning Committee was briefly discussed.

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6. Committee Reports (cont'd)

- e. Fundraising and Grants Committee Report
Joanne is working with CA from Pam Goldsmith Jones 's office. The likely fund is the "social infrastructure Fund" which will be available in the fall of this year.
- f. Kitchen Committee - Charlie: Getting Dishwashers is still a challenge. See also attached committee report.
- g. Legislative and Policy Committee - Wilma: reported the current Policy and Procedures Manual was accepted by the Board at their September 6, 2017 meeting.
- h. Maintenance Committee Report - Tony reported the floor upgrade cost, as of August 31st was \$50,000, which is 50% over the government grant of \$25,000 and \$17,000 over our budget. See also attached 2017 08 31 Maintenance Statement and 2017 09 12 Maintenance and AV Committee Reports for additional information.
- i. Management & Administration Database Subcommittee - Tony/Wilma: Tony noted that he is currently working at reconciling his records with the Finance and Administration files to reduce duplication.
- j. Membership and Volunteer Committee: Margaret brought us up to date on the plans and organization for the Open House, scheduled for October 7, 2017, 1:00 - 4:00 pm . See attached report.
- k. President's Report - no report
- l. Special Events Committee - no report
- m. Syrian Refugee Committee - Barbara: please see attached report
- n. Technical and A/V Committee Report - Tony spoke to the **need for** surveillance cameras, repair and recovery drives for all centre computers and the purchase of STB Back-up Drive. Also See attached 2017 09 12 Maintenance and AV Committee Reports for additional information.
- o. Treasure Chest project: Charlie noted that we did not do any draws for three weeks while the Centre was closed. A draw will be made today at 1:00pm.
- p. Treasurer's Report - Donna will speak to our Accountant Peter, regarding capitalizing the floor costs which will return our income to a normal amount. She is also putting together instructions for Day Directors for the recording of Square Transactions.

It was a rough summer with very little money coming in so we have net losses for all three months. Each month had a net loss of between \$1,700.00 and \$1,800.00 with the exception of August which had an additional expense of \$22,000.00 for the new floor. Please note that the \$50,000.00 expense for the new floor will be capitalized once all the expenses are in and accounted for. This will increase our building value and return our net income to where it should be.

Meeting adjourned at 11:25 Next Meeting Tuesday, October 10, 2017 at 9:30 am

3. Correspondence

From: <joannerykers@dccnet.com>

Date: August 17,2017 12:24PM To: "Suzanne T Perreault" <sperreau@capilano.ca>

Attach: Development Variance Permit - Sechelt Seniors Activity Centre.pdf

Subject: Re: SSAC, parking covenant

Hi Suzanne:

The information about shared parking was in the original application for a Parking Variance, which contained the signed agreements with Capilano U., and the Arts Centre. This was presented to the Planning Committee at the May,2017 meeting. At the time, we did think it would strengthen our case, but the Planning Committee stated that these agreements should be negotiated as a covenant.

After my conversation with Mark Clifford, we did explain to the Planning Committee that Capilano University would not approve a covenant.

The Parking Variance Application was recommended by the Planning Committee at their July meeting, and subsequently approved by DOS Council. There are no expectations about shared parking. The Variance is granted to change the Parking By-Law, in our instance, from 1 per 10 sq. ft, to 1 per 23 sq. m.

I have attached a copy of the Notice.

In the future, should we wish to pursue the parking agreement with Capilano University, the SSAC will of course comply with your requirements, and we appreciate your offer to discuss this. I hope this addresses your concerns.

Thank you
Joanne

From: Suzanne T Perreault
Sent: Monday, August 14,2017 4:52PM
To: Joannerykers@dccnet.com'
Subject: FW: SSAC, parking covenant

Hi Joanne;

Further to an article published in the Coast Reporter dated August 11,2017 on page 16 that stated "The centre said it was able to share parking spaces with the nearby Capilano University and the Arts Centre during events, make a case for the parking reduction." I am following up with you to express our concern that your message contradicts the information that the head of Risk Management Dept. sent to you July 14th.

I am concerned about the implications of the Centre being granted permission to expand that is in part based on expectations regarding use of our parking lot. As per Mark Clifford's email to you

(see below) we would need a rental/use agreement with an indemnification and insurance document to formalize the use of our parking lot".

Currently, this puts us a liability position and I am hoping we can get this sorted out.

Sincerely, Suzanne
Capilano University

Reports of September 12, 2017 Board Meeting

Gala fund Raiser Report - Linda

Update on the Dinner Theatre Project to be held September 23rd.

The Refugee Committee will provide snacks for the cast. The cast and crew will number about 17 people and I am sure they will appreciate their hospitality. Also, it means we save a great deal in not providing full meals for the cast.

Alan Barnes (the caterer) needs final counts by Tuesday September 19th.

If we need to reduce the number of glasses and cutlery from Rent it Canada, they should be called on Tuesday as well.

Joan Stanton will be picking up 10 tickets today and trying to sell them for us.

As of today we have sold 67 of the 150 tickets we have available. Advertising will continue to "ramp up" this week. We are expecting an article in the Coast Reporter and are hoping we can get a radio interview. I have spent time in the Mall with the "stepping Stones" books and handing out leaflets about the Dinner Theatre. I've also sent over 100 emails to businesses, churches and service groups and local government, asking them to support our project. The large sign outside the Seniors Centre began advertising the Dinner Theatre from yesterday.

The wonderful cast are well into rehearsal, Colleen Anderson has done a magnificent job of producing, preparing sets etc. She will also be performing, so we are keeping Colleen busy. Directors Llewelyn Keats and Marilyn Browning are also working hard to ensure a flawless and fun filled performance.

One challenge we face is that usually tickets are available at the door for Seniors Centre productions. As we have to give our Chef numbers for the dinner a few days before, we need to cut off sales a few days before the performance.

Please get your tickets early. Please talk to your friends and neighbours about supporting this project.

It will be a wonderful evening full of fun, laughter and good food.

For us to reach our financial targets we need to sell more tickets, Please, do whatever you can to help.

SSAC Kitchen Report **8 September 2017**

The Committee has not met over the summer, next meeting 13:30 Sept. 29.

The kitchen closed June 22, the Volunteer Lunch was held on the 23'd of June. A group of volunteers did a through clean up and secured the kitchen for the summer. An inventory of the kitchen, equipment, and ancillary items was conducted at the end of June.

The left oven door closing spring was repaired. The outside freezers were emptied, defrosted, cleaned, and shut down for the summer. Due to the dust created by the replacement of the auditorium floor the kitchen required additional cleaning prior to reopening on the 5th of September.

The kitchen has reopened, user ship is down a bit, but is expected to pick up as we move into the fall. Our dedicated volunteers continue to fill the required spots, the only exception being dishwashing which remains a challenge. We look forward to a busy year, and the prospect of the new up graded kitchen and dining room.

Respectfully submitted,
Charlie Jensen, Committee Chair

Reports of September 12, 2017 Board Meeting

Maintenance Committee Report 2017-09-12

Agenda Item

1. Floor Install

Completed other than some Transitions and Pickleball Line welding is at 80%. Welding will be completed by the 16th September. Under-stage Storage Transitions will be delivered 25th September, install to follow. Completion of the job is held up until these final items are done.

Maintenance Shutdown

1. Stage Curtains, Craft Group, Chris, modified the extra drape that hides the mechanisms. Install to be completed prior to 23rd Event. Chris will correct Velcro strips that were attached to the lower hem, should be attached to the upper hem of the cutout.
2. Other jobs **not** done during the Shut Down:
 - a. Painting of the Chair Dollies so that the location for chair storage will be readily identifiable;
 - b. Washroom Painting, priority is the Women's Washroom adjacent to the Auditorium.
3. Filing system, duplication of files Maintenance & Admin Files. Found biggest duplication is in the financial files. Copies of invoices, etc. exist. A consolidation of the maintenance File system into the Admin File system is needed to ensure that out of date files are eliminated. Space may be an issue in the existing file cabinets. After the renovation of the Office area this may be resolved.

Tech A/V

4. Security Surveillance Cameras and recorder;
3 Cameras, 2 in rear and one in front of Building. \$1800.00. Looking to do the rear, high risk area, and incorporate the front camera with the Expansion Project.
5. Backup & Restore/Repair for Network PCs
 - a. Backup, Repair & Recovery Drives created for the 4 PC's on the Network. Repair disks will be kept at the PC on which they were created. Minor problem repairs can be done with these DVDs.
 - b. Recovery Drives will restore the System files to the PC on which it was created. They will be held in a secure area, i.e. the locked cabinets in the Farish Room.
 - c. Backup Drive. Purchased a 5TB Seagate Drive that will hold complete backups of each PC and an Image File that can restore the PC to the time it was created for a PC on which it was created. This Drive will be kept in a secure place, **Off Site**.
 - d. Individual working files should be backed up by the user on a daily, or, at least, weekly basis and kept at the, but not connected to, the PC. A USB Stick is sufficient for this front line storage.
6. Legislative Committee. Policy Manual revisions approved at 6th September Special Board Meeting, refer to the Minutes of the Special Board Meeting.

Membership and Volunteer Committee Report for September 12, 2017

Open House - this is currently being organized:

- new membership cards have been ordered;
- committee members have contacted Activity Chairs re: their participation in the event;
- Posters have been prepared for distribution;
- The Kitchen will prepare light refreshments to be served at 1:00 pm;
- Cheri Kingsland is dealing with publicity;
- I will need some help with the actual set up of the tables on October 7;
- the Membership Table will make it possible for those wishing to pay for new/renewal Memberships - Dorothy Fraser and Rosemary Tindale-Mister to manage this task.

Margaret Boyd

SYRIAN REFUGEE PROJECT - Report for September 12 Board Meeting

1. Fundraising: As of July 31, the fund stood at \$21,800.00, We have, in addition \$246.00 from Michelle's Thilgate sales, a \$50.00 donation, and a few ticket sales for fall events.
2. Family Update: V/e did get an updated timeline from the dept. of Immigration, thanks to help from our MP's office. Our application dates from May 19, 2016, and the estimated processing time is now 19 months, which puts us to December 19, 2017. The explanation is that applicants received after March 31, 2016, are no longer "priority." This is discouraging, but it is worse for the family.
3. Set Sail For Disaster, is the new name for the Mystery Dinner Theatre event on Sept 23. Linda Stroud and her team are doing the organization and program. We can promote ticket sales (\$75.00, at SSAC, SWISH, and Strait Coffee.
4. Coats of Paint - Nov. 4, 73A - 10:00 pm
Karyn is coordinating with Nell Burns.:
Dave Marsh has agreed to do Light/Sound
5. Open House Oct ,1 - 4 pm
The refugee project will have a table, for donations, and to sell tickets, for the Quilt Raffle, and for Coats of Paint.
6. Quilt Raffle - The Quilters Guild has donated a beautiful quilt for a raffle. We will start selling tickets after Sept. 23 (the pine bench raffle will be drawn at the Mystery Theatre event.) Tickets will be \$3.00 each, or three for \$5.00, and the draw will be at the Christmas Craft Fair, Saturday, Nov. 18.
7. SSAC Christmas Craft Fair - We will have tables to sell crafts, Christmas stuff, gifts, and baking.

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Finance reports for June 30, 2017, July 31, 2017 and August 31, 2017 as well as the Rental Activity Reports will be found in the Director Meeting file **P-10 SSAC Minutes of Board Meetings - 2017.** as well as the **Minute Binder on top of mail boxes when approved.**