

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

**Minutes for Board Meeting**  
November 14, 2017 at 9:30 am

Board Members Present:

Tess Apedaile, Ron Atkinson, Margaret Boyd, Dorothy Fraser, Charlie Jensen, Donna Marsh, Joanne Rykers, Linda Stroud, Tony Stroud

Regrets: Barbara Lightfoot, Kit Moffat

Guest Secretary: Wilma Lorimer

1. Acceptance of Agenda - Moved by Linda, Seconded by Margaret. Carried
2. Acceptance of Minutes - October 10, 2017 Board Meeting - Moved by Charlie, Seconded by Ron. Carried.
3. Correspondence -
  - a. Gwen Austen - a letter of resignation from her position as Board Secretary has been received, and is effective as of this date
  - b. B. MacPhee - sent a congratulatory email praising Emily and the wonderful meals served by the kitchen. The kitchen has received a copy and Charlie has responded to her email.
  - c. Sechelt Hospital Foundation has sent a letter requesting a tax refundable donation to further their worthwhile work. The Board was unanimous that we are unable to comply at this time. Joanne will respond.
  - d. Ken Bell, Rotary Club President (604 989 8048) and member of a computer group, has made the following suggestion to the Centre - because the Library has run out of room for their computers, he is wondering if the SSAC would consider making a permanent computer room as part of their expansion, for their publicly accessed computer stations (he and his group would provide the lap tops). Considerations would be availability of the Centre outside of office hours and the availability of technical support. The Board was unanimous this was not a good fit for our Centre. Joanne will respond.
  - e. A request from the Sechelt Festival of Lights for our participation in the Christmas parade. The Board was unanimous in noting our volunteers are already over-taxed regarding their time. Linda suggested that perhaps we could look into erecting a Christmas Tree at the end of Cowrie Street if this was a project organized by the same group as the Festival of Lights. Joanne will respond.

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### 3. Correspondence (cont'd)

- f. A request for a practicum placement was received from Linda Goble regarding her diploma course in tourism and recreation. Joanne consulted with three Board Members and conveyed to Linda Goble that regretfully, we do not have the resources to provide a practicum placement. She has again got in touch asking us to reconsider. The Board was unanimous in stating we are unable to comply. Ron suggested the Policy Manual be amended to include Practicum Requests. (See Policy 9 Communication 9.7)

### 4. Business Arising from the Minutes:

- a. Policy re: Infections - Joanne The following will be added to Policy 4, Code of Conduct:  
4.7 If you have an infectious condition, please be considerate of others, and take the following precautions, as required:
- wash hands frequently, and use the available hand sanitizers;
  - wear a face mask;
  - refrain from physical contact with others;
  - in serious situations, refrain from attending the Centre until symptoms are gone.

Move to accept this Policy as written: Charlie, Seconded Margaret. Carried.

- b. Policy 16, Finance Committee - Donna - the Finance Committee will be changed as per attached report.

Move to accept this Policy as attached: Linda, Seconded Dorothy. Carried

- c. Policy 15, Database Management (NEW) - Tony

#### 15.1 Purpose

The Centre is in the process of developing database information to manage several of our ongoing day to day routines. A centralized database is an efficient way for several people to access accurate information. The advantage of a database - there is *only* ONE 'copy' and it can be quickly updated.

When several paper copies of instructions exist, there is a risk outdated instructions might be used and, therefore, would not comply with the current policies and processes. Retaining outdated hard copies must be eliminated in order to reduce waste when revisions are made.

#### 15.2 Management and Additional Database Functions

Databases reside on the following PC's: Maintenance Administration - Storage area; Inventory Database - Storage Area; Centre Administration Policy, Constitution, Records and Forms Database - Day Director' Desk; Membership Database - Treasurer's Desk. Master copies of all Databases reside with the maintenance Director, or the Technical Committee Chair.

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4. Business Arising from the Minutes (cont'd)

c. Policy 15, Database Management (cont'd)

15.3 Forms Database.

The instructions for the Forms Database are compiled into a paper manual and is kept in a Duo Tang folder on the Day Directors' Desk.

Management of the Database Systems comes under the jurisdiction of the Secretary or delegate.

Move to accept the changes to Policy 15, Linda, Seconded by Tony. carried.

d. Policy 12 - Rental of Centre Facilities - Outside Groups - Joanne - the policy will be amended as follows:

(See attached Report Policy 12, Rental of Centre Facilities)

Move to accept the changes to the Rental of Centre Facilities - Outside Groups: Margaret, Seconded Tess. Carried.

e) Fall Membership Meeting, November 16 - preparation - Joanne:

Joanne will arrange for refreshments with Emily.

The office will be closed during the meeting.

Wilma and Tony will revise the Attendance Sign-In Sheet for membership Meetings.

e) Fall Membership Meeting, November 16

The agenda for the November 16, 2017 General Membership Meeting will be as follows:

1. Meeting call to Order
2. Singing of O'Canada
3. Moment of Silence
4. Adoption of Agenda
5. Adoption of Minutes of the February 16 2017 Annual General Meeting
6. President's Report - Joanne Rykers
7. Directors' Reports
  - Maintenance Chair Report - Tony Stroud
  - Treasurer's Report - Donna Marsh
8. Comments or Questions from the floor
9. Meeting Adjourned

f) Security Committee - Roles and Reporting - Tony - This will be tabled for the next meeting

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### 4. Business Arising from the Minutes (cont'd)

#### g) Charlie's report on New Year's Eve Lunch

The Centre is not available on New Year's Eve for a lunch. Charlie also reported that the Golden City Restaurant is unable to accommodate 60 + people in their restaurant, so we are unable to have it there. It was the unanimous decision of the Board, we forgo the New Year's Eve Lunch for this year. It was noted as well, the Centre is open again on January 2 for lunch.

### 5. Committee Reports

#### Executive Reports: President's Report

I attended a workshop on "Women and Hidden Homelessness" put on by Community Services. Preliminary results of a survey indicate there could be 800 women in the 50 plus age group whose housing situation is so unstable that they are vulnerable to becoming homeless. This instability is due to poverty, high housing costs, abuse, and social isolation. Housing needs are different from those in the under 50 group, and need to involve Health Care and gerontology services.

Welcome wagon – We have sent the Welcome Wagon 20, \$5.00 gift vouchers to include in their package for newcomers to the Coast. The voucher can be used towards an activity or a meal, on a one time only, and no money rebate. A total 20 copies have been sent. The Front desk and activity chairs will be notified as to how to process them. Users should sign and date the back, so we can track how effective these are in recruiting new members. Thanks to Margaret and Cheri Kingsland for this idea. Margaret will follow up on this process.

AED Training - A suggestion from a PB player that we should have more training on the AED, and make effort to include the after-hours groups, like the pickleballers. Someone should take this on as an on-going responsibility.

#### Executive Reports: Treasurer's Report - Donna

Our financial statements for October 31, 2017 are showing a much improved net income of \$60,779.26. This is the result of a journal entry for \$55,597.83 to capitalize the new Auditorium Floor costs raising our Building value to \$1,240,597.83 from \$1,185,000.00. The decision to do this was discussed with our Accountant earlier to make sure of its correctness in this situation.

The year-to-date net income is \$80,815.37 which is about \$15,000.00 higher than last year at this time, mostly due to all the fundraising for the Syrian Refugee Family.

The Lunch Float has been raised to \$150.00 as the old amount was not meeting the needs of the cashiers due to high volume of lunch guests. As directors, please make every effort to complete the float as closely as possible to what Irene has indicated with regards to the coins and bills required by cashiers. See also attached Financial Spreadsheets.

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### 5. Committee Reports (cont'd)

#### Executive Reports: Maintenance Report - Tony

Inventory - requests will go out to all activities and committees to respond to inventory records by the end of the year.

See also attached report "Maintenance Notes".

#### a. Activities and Rentals Committee

Gill's last report, from October is still current. The "Memory Cafe Fitness" is a new activity for the "Memory Cafe" discussion group. Whereas the latter is a rental, the former is an SSAC activity, so all participants need to be members, and we hope there is not too much confusion. I have had several conversations with members about the difference between activities and rentals, because they don't understand that we do not promote rentals, and they are not on our Activity Schedule. We can continue to have this conversation, particularly with the front desk volunteers, because they are sometimes confused too.

Re rentals: Zumba has finished for now; as a rental the numbers did not materialize, and the renter may try again after Christmas. Latin Cardio is trying to do more promotion, since the numbers are not good there, either. This was an SSAC activity with a paid instructor, but never paid for itself, so it switched to a rental. A very delightful group has been renting the craft room – Karate for Kids, so on Thursday evenings, the lobby is filled with excited youngsters, for age 5 up! Another interesting one, a Christmas ceramic workshop, a series of 4 sessions, is happening Nov/Dec.

#### b. Bus Committee - Dorothy - no report

#### c. Communications Committee - Linda - see attached report

#### d. Database Management - Tony

No additional report - see item 4. Business Arising from the Minutes, item c. Policy 15, Database Management (NEW) - Tony

#### e. Fund Raising and Grants - Joanne - no report

#### f. Kitchen Committee - Charlie - no report

#### g. Legal and legislative committee - Wilma - no report

#### h. Long Term Planning - Joanne

Expansion Project Update - see attached report

Motion to approve an additional \$25,000.00 of revenues to complete the design phase for the building expansion project. Moved by Ron, Seconded by Tony. Carried

#### i. Membership and Volunteer Committee - Margaret - no report

#### j. Special Events Committee - Kit - no report

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### 5. Committee Reports (cont'd)

#### k. Syrian Refugee Committee - Joanne

We have been notified by Canada Immigration that the family are scheduled for their processing interview on Nov. 2, but their arrival can still take 3 months or more after that. Fundraising is going very well, with the Oct. month end, we are over the \$30,000.00 mark. We have almost all the furniture and household goods we need, but finding rental housing will be the big challenge. We have recently, however, found a likely rental suite, and are investigating this.

#### l. Technical Committee - Tony

- Backups of all PCs are complete and will be repeated at the beginning of each month;
- Missing microphones, found in upper compartment beneath cables. The Lower Lock-up will be labeled, "MICs ONLY", and the Upper Lock-up will be labeled "CABLES ONLY";
- Working with One-Drive, which is included with Win10, as a means to share files from a central location.

### 6. New Business

#### a. Presentation by Funtastics Delegation

Questions from the Board - Lighting - Light Board needs reprogramming - cost is shown in budget; has the Church been notified - yes, this is always done ahead of time to ensure there are no problems. See attached report and budget.

Motion to approve the attached budget, Margaret, Seconded by Charlie. Carried  
Joanne: thank you to Margaret for serving as Board liaison with the Funtastics.

#### b. Stacking of Tables along Auditorium Back Wall - Blocking Fire Exit - Tony

Tony brought to the attention of the Directors that some groups are blocking the fire exit with the way they are stacking tables and everyone should be aware of this to ensure this does not happen.

#### c. SCRD Supplier Consent Form - Tony

Tony presented the duly signed, BC Ministry of Justice, Supplier Consent for review and filing. In the event of an emergency or disaster where the Sechelt Seniors Activity Centre is used by the local Emergency Social Services (ESS) volunteers or staff representing the

Community of the Sunshine Coast Regional District, this form allows the SSAC to apply for reimbursement of costs associated with this disaster or emergency.

The form describes the procedures to follow for this reimbursement.

This Document is currently filed in 2017 AG - 9 and is to be retained until a new form is issued or changed.

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### 6. New Business (cont'd)

- d. The swearing in of new Director, Tess Apedaile took place at the beginning of the meeting so she could participate in the meeting.

Tess was duly sworn in by President Joanne Rykers and welcomed to the Board by fellow Directors.

- e. Christmas Lunch Performance - required funds - Margaret  
Margaret advised the Board the cost of the Performers for the Christmas Lunch will be \$400.00. This amount has been included in the budget for the Luncheon.

- Tickets go on sale December 1, 2017.
- We will have 160 ticket for sale minus those set aside for Life Members and guests
- We will have 20 tables of 8
- Members can purchase two tickets
- Tony will create a sign-up sheet, showing the members Name, Membership Number, etc.

Moved by Donna, Seconded by Linda to adjourn the Meeting at 12:15pm. Carried

The Next Board Meeting will be Tuesday, December 12, 2017 at 9:30

Minutes of November 14, 2017 Board Meeting - Attached Reports

5. Committee Reports Executive Reports: Maintenance Report - Tony

Auditorium Floor

1. Outstanding items; Storage Area door transition to be completed, sealing of left & right floor to stage joins to be sealed, Auditorium entry hall, coving at corners to be completed, storage to the left & right of stage 4" transitions to be installed (waiting for special order transition material to arrive); E-mail sent to John at Bravo Floors November 11<sup>th</sup>, awaiting reply:
2. Rear parking area, Security cameras to be installed, front of building cameras will be installed in conjunction with Renovation. In conversation with Graydon, Security Plus, for quote. (Original quote for both front & back was \$1785.00).
3. Tables stored at back wall of Auditorium are blocking the Fire Exit. Solution needed to keep the Fire Exit clear.
4. Inventory; we need to get the Activity and Committee Chairs involved in the collection of data for the Inventory DB. A form is available for distribution & completion by the aforementioned. (See draft attached)
5. Inspection of bug screens at side windows found all clips UV Damaged, 2 screen frames buckled and several screens torn or dirty. All clips will be replaced and screens will be either repaired or replaced. Peter Kerris, Gibsons, manufactures, or repairs bug screens
6. The recent Fall inspection of the Roof Top HVAC Units found a Blower has a noisy bearing, waiting for quote to replace, or repair unit.
7. New desk & credenza have been measured and Plexiglas will replace the temporary protection currently in place.

5. h. Long Term Planning Committee - Joanne

**LONG TERM PLANNING – EXPANSION PROJECT UPDATE**

We have now hired a full complement of consultants to complete the design phase for the expansion. There are civil, structural, and mechanical engineering services, a cost estimator, and Peter Treuheit, as the consulting architect and lead consultant. Peter coordinates with David Lightfoot, SSAC project Manager. A surveyor has also been hired. There was an initial meeting on Nov. 8 with all the consultants and the SSAC Planning committee, in which we reviewed the proposed expansion drawings, the consultants toured the site, and did an initial assessment. The minutes from that meeting, are attached. The design phase is in two stages: There will be a preliminary design report targeted for January 19, 2018, which will produce drawings to a stage for pricing. This will allow Board approval, and a construction budget to be developed, which can be presented to the membership at the AGM February 15, 2018. The estimated costs for the completed design phase are as follows:

| SERVICE                        | PHASE I     | PHASE II    | TOTAL       |
|--------------------------------|-------------|-------------|-------------|
| Mobius Architecture:           |             |             | \$11,000.00 |
| Coast Structural Engineering   | \$ 2,800.00 | \$ 3,200.00 | \$ 6,000.00 |
| HY Engineering(Civil)          | \$12,900.00 | \$ 4,100.00 | \$17,000.00 |
| NDY Engineering (mech./elect.) | \$ 3,000.00 | \$13,700.00 | \$17,000.00 |
| Solution Based Contracting     | \$ 5,300.00 |             | \$ 5,300.00 |
| Strait Surveying               | \$ 3,200.00 |             | \$ 3,200.00 |

Minutes of November 14, 2017 Board Meeting - **Attached Reports**

5. h. Long Term Planning Committee - Joanne (cont'd)

| SERVICE         | PHASE I     | PHASE II    | TOTAL       |
|-----------------|-------------|-------------|-------------|
| Total           | \$27,200.00 | \$21,000.00 | \$59,500.00 |
| 10% contingency | \$ 2,720.00 | \$ 2,100.00 | \$ 5,950.00 |
| Total           | \$29,920.00 | \$23,100.00 | \$65,450.00 |

The cost estimate for Mobius Architecture may be somewhat low, since their proposal contains a second stage fee of \$24,000.00 for construction supervision, and some of this may in fact be in the design phase. Not including this, the estimated costs for the complete design phase will be about \$65,000.00, which is above the \$50,000.00 approved by the AGM in February, 2017. The Board has the power to approve this increase, so I am asking for a motion to approve this expenditure, plus estimated costs for building permits, an increase of an estimated \$25,000.00 in total. The budget presented to the AGM in February will contain the proposed financing plan for the project, and will involve obtaining a LOC from the bank. Other financing sources, ie government funding and private sources are still anticipated, but we do not know the timeline for these.

4. Business Arising from the Minutes, Item d. Policy 12

**POLICY 12 RENTAL OF CENTRE FACILITIES – OUTSIDE GROUPS**

It is the primary responsibility of the SSAC Board to generate revenues to support the Centre, and to advocate for the interests of its members. Rentals are a supplementary source of revenue for the SSAC. The policy governing rentals is guided by whether the rental is an appropriate source of revenue within this context. Approved at the Board of Directors Meeting, November 14, 2017

**12.1 Displacement of Centre Activities:**

It is the responsibility of the Rentals/Activity Coordinator to enforce this policy and to consult with the President or delegate when needed. In case of conflict, the decision should always be in favor of the interests of the SSAC. Approved at the Board of Directors Meeting, November 14, 2017

**12.2 Competition with Centre Activities**

Rentals should not compete with Centre activities, except in cases where there is a clear benefit to members, and the Centre does not suffer a revenue loss. Therefore, an SSAC activity may not change status and become a rental EXCEPT in rare cases when the net cost is in favor of the Centre.

Approved at the Board of Directors Meeting, November 14, 2017

**12.3 Small, One Time Rentals - Administrative Fee**

Administrative costs for small, one time rentals are often greater than the revenue, and administrative fees may be charged. The numbers of these *rentals* should be minimized. Longer term rentals should be encouraged, as per 12.4(6) Approved at the Board of Directors Meeting, November 14, 2017

4. Business Arising from the Minutes, Item d. Policy 12 (cont'd)

12.4 Auditorium Rentals on Saturdays:

Saturdays: Regular activities are not scheduled on Saturdays, and this day is reserved for bookings by outside groups. Special SSAC activities, such as theatre productions, Dance Time and tournaments may be scheduled on Saturdays. SSAC activities can book Saturdays on a week to week basis, if available.

12.5 Requests for Room Rentals

All requests for rental of SSAC rooms must be directed to, and coordinated by, the Rental/Activity Coordinator.

12.6 Contracts

All rentals require a signed contract, specifying rental terms and fees.

Auditorium rental contracts are generally for single occasion. Multiples must be approved by President or delegate, and must be for no longer than a three month period, subject to renewal. This policy was approved by the Board at the Director Meeting May 10, 2016

The ongoing contract with the Latter Day Saints Church will be negotiated between the President and the Latter Day Saints Church.

Other Room rentals are subject to regular Centre scheduling, ie normally January – June, July-August, September- December.

Rental Contracts:

- a) All pages of the contract will be kept on record, digitally, or hard copy
- b) Terms and conditions (T&Cs) not applicable will be annotated as such
- c) Renters acceptance of T&Cs will be initialed by them.
- d) Contracts **will** specify maximum numbers of attendees, and renters are responsible to enforce these limits.

12.7 Rental Conditions:

An SSAC representative is required to be present for the duration of any function that serves alcohol, including set up and take down. The Renter is responsible for this cost.

A Renter is considered to have sub-let a space to others when compensation is provided to the Renter for the use of the space by a third party. The Renter is to be informed that this practice is not allowed. Approved at the Board of Directors' Meeting, November 14, 2017.

Use of open flame candles is **not** permitted.

4. Business Arising from the Minutes, Item d. Policy 12 (cont'd)

12.8 Room Rentals to Non-Profit Organizations and Members in Good Standing:

Memorial service: The auditorium is provided free of charge for Life Members, and at half price to families of Members in good standing.

Members in good standing: Receive room rentals at half price **ONLY for** not-for-profit activities. Rentals for business ventures are full price. Other fees are charged at full price.

Non-profits: Registered not-for-profit in B.C, with valid registration number, are charged half price for room rentals. Other fees are charged at full price.

Free of charge (FOC) rentals: In exceptional circumstances, rooms may be rented free of charge for a single event. Cases will be assessed on an individual basis depending on factors such as funding sources, the value of the service to our members and the community. These must be approved by the President or delegate and one other executive member. Multiple day, FOC rentals must be approved by the Board. All FOC rentals must have a contract.

12.9 Damage Deposits:

A damage deposit of \$500.00 may be charged, depending on factors such as number of attendees, facilities/resources being used, and will be charged on all rentals over \$500.00

All monies received as damage deposits will be deposited into the bank. If damage occurs, or if there are any monies outstanding, these will be deducted from the damage deposit.

Damage which is assessed as higher than the amount of the deposit will be the responsibility of the renter, and they will be invoiced for the amount.

12.10 Borrowing Centre Equipment:

**Only members** may borrow SSAC equipment for use off-premises. Use of SSAC equipment on premises is covered in the rental agreement.

The loan of any Centre equipment by a member must be authorized and documented by the Day Director. An Equipment Loan Record, with the appropriate forms to be completed, is kept in the office. All items must be checked by the Day Director when returned.

## **FINANCE COMMITTEE**

### **Structure:**

This Committee shall be chaired by the Treasurer, and include the President, Vice-President and Maintenance Director.

The Committee Chair will

- chair all meetings
- call meetings monthly or as often as deemed necessary
- present recommendations to the Board for approval
- Apprise the Board of any issues of an unusual nature ~~they need to be aware of~~

The committee may also appoint a secretary (if required) who will

- maintain and file minutes of meetings,
- prepare recommendations to the Board
- prepare each year, an approved submission for the Annual Report
- provide recommended financial records to the Treasurer for financial recording

### **Mandate**

The role of the finance committee is primarily to provide financial oversight for the organization. Typical task areas include budgeting and financial planning, financial reporting and the creation and monitoring of internal controls and accountability policies.

### **Responsibilities:**

#### 1. Budgeting and Financial Planning

- a. Develop an annual operating budget ~~with other finance committee members~~
- b. Approve the budget within the finance committee
- c. Monitor adherence to the budget
- d. Set long-range financial goals along with funding strategies to achieve them
- e. Develop multi-year operating budgets that integrate strategic plan objectives and initiatives
- f. Present all financial goals and proposals to the board of directors for approval.

Effective finance committees fully engage in an annualized budgeting process and it may be advantageous to include non-board members with financial expertise on the committee as well as meeting with other committee chairs and activity chairs as required.

In addition to developing an annual budget, the committee should also set long-term financial goals. These goals might include the creation of a working capital or cash reserve fund and the creation of a fund for maintaining or replacing equipment. If the organization has a strategic plan, the finance committee will work with the required committees to determine the financial implications of the plan and will plot them into a multi-year organizational budget that will financially support the implementation of the strategies.

#### 2. Reporting

- a. Develop useful and readable report formats
- b. Work with the board of directors to develop a list of desired reports noting the level of detail, frequency, deadlines and recipients of these reports.

**FINANCE COMMITTEE (cont'd)**

2. Reporting (cont'd)

- c. Ensure board and committee members understand the implications of the reports
- d. Present the financial reports to the full board

3. Internal Controls and Accountability Policies

- a. Create, approve, and update policies that helps ensure the assets of the organization are protected;
- b. Ensure policies and procedures for financial transactions are documented in a manual and the manual is reviewed annually and updated as necessary;
- c. Ensure approved financial policies and procedures are being followed.

Although the entire board carries fiduciary responsibility for the organization, the finance committee serves a leadership role in this area, making sure appropriate internal control procedures for all financial transactions are documented in a manual and followed by staff. The committee should also determine and update the bank account signatories, and make sure that all legal and government deadlines have been met.

Approved at the Board of Directors' meeting, November 14, 2017