

SECHELT SENIORS ACTIVITY CENTRE
5604 Trail Avenue Sechelt BC

Minutes of the Board Meeting
Tuesday, March 14, 2017

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

Absent: Ron Atkinson

Guests: Jacquie Allan

Action Items

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

1. Agenda was adopted with the following changes:
 4. e) New Business Communications Committee
 - f) Fundraising

Motion: to accept the agenda as amended.
Moved by Barbara Lightfoot/Seconded by Kit Artus

2. Adoption of Minutes of February 14, 2017 Board Meeting.
Motion: to adopt the Minutes of the February 14, 2017 Board Meeting.
Moved by Margaret Boyd/Seconded by Charlie Jensen.

3 Old Business

a) Conference Report – Charlie reported on his attendance at the Conference. Keynote speaker was Isabel Mackenzie who is the Seniors Advocate for the Government. Elder care concerns were raised regarding the aging population. Very informative conference.

b) Treasure Chest Report - Last win was \$476 and a good portion of that was raised by a table in the Mall. This draw is well supported. Total raised so far is over \$1,000. License is good until the end of June. At the end of April an assessment should be done and see if a table could be set up outside Independent Foods.

Motion: to move two items to later date – Activity Fee Reduction and Lunch Gift Certificates
Moved by Dorothy Fraser/seconded by Kit Artus

4. Swearing in of new Board member, Linda Stroud
Motion: to appoint Linda Stroud as Director of Sechelt Seniors Community Centre
Moved by Dorothy Fraser/Seconded by Kit
Linda Stroud was officially sworn in by Barbara Lightfoot and welcomed by all.
Linda attended the rest of the meeting

5. **Correspondence:**
No Correspondence

6. New Business

- a) Fitness Class Report: Jacqui Allan
Jacqui gave a brief presentation on Fitness Class stats. All classes are well attended and average is 30 participants. Jacqui asked about running her classes through July and August. Approval for August was given but new Gymnasium floor will be installed in July.
- b) Craft Group Budget: Joanne Rykers
Craft Group requested permission for space in the reception area to sell Craft Items. Concern was raised that there is not enough room on the Volunteer Reception Desk. Discussion regarding changing status from Activity Group to Fundraising Group. The group also requested a shelf be placed in the Reception area. Tony Stroud will look into this. Their revenue is usually \$1,500/annually.
Motion: to approve Craft Group Budget
Moved: Linda Stroud/Seconded Tony Stroud
- c) Signing Officers
Approval was unanimous for the following four signing officers:
i) President: Joanne Rykers
ii) Vice President: Charlie Jensen
iii) Treasurer: Donna Marsh
iv) Director: Tony Stroud

5. Committee Reports

- a) Activities/Rental Report – Joanne Rykers
- Discussion concerning the policy of not displacing internal activities for outside rentals.
 - Need to promote new overflow parking arrangements with renters.
 - Ongoing problem on activities not being documented. Issues arising are; not collecting revenue and the pressure of unavailable rooms.
- b) Bus Committee – Dorothy Fraser
- Dorothy reported that all is well with no concerns.
 - Request has been made by SCRD for use of the bus to take politicians on a tour around local sites. The request is for latter part of April and has been approved.
- c) Expansion Project – Joanne Rykers
- Expansion Project/Long Term Planning. SEE ATTACHED REPORT
- d) Fundraising and Grants - Joanne Rykers - SEE ATTACHED REPORT
- e) Kitchen Committee – Charlie Jensen
- Request by Charlie that consideration be given to Emily regarding sick days. After discussion, it was decided as this was a ‘contracted employment’ and should be left as is.
 - New Electric Knife Sharpener has been purchased.
 - Continue to experience problems scheduling volunteer dishwashers.

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- f) Legislative and Policy Committee
 - Wilma will be asked if she would continue to look after this committee considering her past involvement and knowledge of the subject.
- g) Maintenance Committee – Tony Stroud - See attached Report
Stage Curtains installed. Valance still to be installed.
- h) Management and Database Subcommittee – Tony Stroud
 - All forms are in. We have member interested in volunteering in data base entry
 - See attached report
- i) Membership Committee – Margaret Boyd
 - Membership currently stands at 980. Memos have been sent to Committee Chairs to check their groups.
 - Next meeting will be held after the Funtastics Fundraiser and Easter.
 - Emergency phone numbers – after discussion it was agreed that the membership list is the only place it could go. Linda suggested that it should be added to the membership form. Tony will attend the next Membership Committee meeting to present how to find member's emergency number.

ACTION: Tony

 - Update of Life Member List should be done.
- j) President's Report – See attached
- k) Special Events Committee – Joanne Rykers - SEE ATTACHED REPORT
Linda suggested it could be time for a gala or dinner that could be a fundraiser. Joanne suggested the best time would be in the fall. Also, need for coordinating these activities so we have consistency and members don't feel overwhelmed.
- l) Syrian Refugee Project Committee- Joanne Rykers - SEE ATTACHED REPORT
- m) Tech and A/V Committee – Tony Stroud - SEE ATTACHED REPORT
- n) Treasurer's Report – Donna Marsh
 - Our income for February, 2017 is \$1,598.14, a little low due to too many "snow" days and some necessary bus repairs. However, our year-to-date income of \$22,902.13 is still higher than our budgeted year-to-date income for this month of \$20,199.94.
 - I would like you all to note that we have two term deposits maturing this year - one on [April 30](#) for \$67,217.45 and one on September 20 for \$50,000.00. We also have \$46,024.69 in our chequing account and \$68,891.74 in our Investment Savings Account. Perhaps the Budget Committee should get together and discuss how we should reallocate these funds.
 - I have also enclosed a copy of the new budget for the Lobby Aquarium which Emily McPherson will be presenting at the Board Meeting.

Meeting Adjourned at 12:00 noon

ATTACHMENTS – COMMITTEE REPORTS

ACTIVITY AND RENTALS Joanne Rykers

Women's Network – June 13. This will be a large rental event of over 200. It will be an opportunity to try out the new overflow parking arrangements. Cathrine has informed the renters, and we will need to post signage and perhaps ask the SSAC security person to monitor.

We are continuing to negotiate rental contracts with outside agencies on the basis that no internal activity is to be displaced. We are also stressing the posted room limits, and will promote the new overflow parking arrangements.

Monday p.m. Darts – There had been a long time arrangement (undocumented) that a small group was scheduled to use the Heritage Room for darts on Monday afternoons without charge. There are a number of problems with this arrangement, the chief one was that no one knew about it. The arrangement was made years ago, and as a service to two people with special needs. Pressure for use of the rooms is such that this arrangement is no longer feasible. I compromised by arranging that they can use the room on a drop-in basis, i.e. they phone on Monday morning, and if the room is not booked, they can use it. This leaves the room free for booking. It still leaves the documentation problem.

FUNDRAISING AND GRANTS - Joanne Rykers

A Federal government grant for \$25,000.00 from New Horizons to replace the auditorium floor has been approved. This requires a matching fund of 35% from the SSAC, but this can be in funds or in kind, with volunteer labor. The total budget submitted was \$33,000, including \$1,000 volunteer labor, and \$7,000 in contribution. The work is to be done this summer. We are awaiting that cheque. We have received the cheque for the auditorium chair lift, from another federal program, in the amount of \$6300, with a contribution from SSAC of \$3600. The purchase of the chair lift can now go ahead.

We have applied to the Sunshine Coast Community Foundation for a grant to assist with the purchase of a new range for the kitchen as part of the renovations plan. Cost of the range is \$11,000, and the grant applied for is \$7500.

LONG TERM PLANNING – Joanne Rykers

As you know, the membership voted strongly in favor of proceeding with the next step in the planned expansion. Our next step is to present the application for a Parking Variance at City Hall this Wednesday. The cost is \$1500.00. It will take 4 – 6 months for this to pass through the system because of a serious staff shortage at City Hall. Our application request that our parking be assessed on the basis of occupancy rates, rather than square footage, since this is a more accurate representation of usage, and is a more favorable rate. We have two signed agreements from Capilano University and Arts Centre, for overflow parking, yielding us an

additional 67 spots, for a total of 111. We have undertaken to construct a pathway to the C.U. parking lot, with signage and lighting. We also plan to do some ‘PR’ with the neighborhood, by inviting them to an information session. We have also been advised by the MP’s office, that the March federal budget should contain an appropriate fund for which we can apply, and they will continue to support us in that. It will be important that we obtain the endorsement of City Council for the funding application.

PRESIDENT’S REPORT – Joanne Rykers

Rental and Activity Coordinator – This contract will be up for renewal at the end of May, and Cathrine has decided not to renew. We need a small committee to review the job description, since there are concerns about the scope of this job, and proceed with hiring.

Wilma worked diligently and with great patience to file our AGM notice on line with the BC Society Registry. Hopefully they won’t change the system next year! We also need to file a new form for our Constitution, as per the requirements of the new Society’s Act. We have 2 years from Nov. 28, 2016, to complete this.

I had a telephone request last week from the campaign manager for Matthew Wilson, Liberal candidate for this riding in the Provincial Election. He wanted to address the Board to discuss “the issues.” I explained the Society has always made it a strong point to be apolitical, and declined. We may get more requests in the near future, so it is wise to be consistent in our rejection of any political activity sponsored by us on the premises. We have always permitted political groups to rent facilities. Perhaps this is another topic for the revised Policy Manual.

SPECIAL EVENTS - Joanne Rykers

Arrangements are underway for the Trash to Treasures garage sale on April 1, but Kit is concerned that not enough tables are sold, (only 19 so far, we have room for 25), so we will beef up the promotion. Tables will be set up Friday night, and doors open for vendors set up at 8 am, and the sale will go from 10 – 2pm. Barbara and friends will be selling hot dogs and drinks, proceeds for the refugee fund.

Refugee Sponsorship Update – Joanne Rykers

We have several fundraisers planned

- April 1 – 4 tables at the garage sale, and the concession stand
- April 22 – Syrian educational talk, Keith Maxwell and Jack Pope, with refreshments
- May 13 – Gala Dinner and Silent Auction at Strait Coffee
- May Dance - The Dance Time group have gallantly offered the proceeds from the May Dance. No new arrival information for the family, we are still operating on the summer date.

MAINTENANCE REPORT – Tony Stroud

Maintenance Committee Report;

1. Long Term Planning; Dale Allenbach has the package for the front end renovation, will provide an estimate from Sunco Civil Engineering costs for Permits needed & Approvals, with a final goal of a Building Permit.
 - a. Awaiting information from Dale to update Critical Path Plan, dependant on Parking Variance.
 - b. Left message 2017-02-13, re: results.
2. Submission to the SCRD Board, 23rd March 2017. A request will be made that will ask the SCRD to finance the interface switching unit & wiring for the Emergency Power Generator plug in receptacle. Resubmit delegation request to SCRD. Package to be included for presentation.
3. Quotes for the Auditorium Floor replacement;
 - a. BRAVO Flooring, 2 quotes, Vinyl Plank, with painted sports lines (Pickleball). Quoted 23 February 2017, 2 options, price is reasonable & includes painting sports lines for Pickleball.
 - b. Custom Flooring, Will quote on sports floor & Vinyl Plank floor. Awaiting quotes. Received quote 21 March 2017?
 - c. Waiting for quotes from Gibsons; Woodchop Custom Floorings, no quote submitted.
4. Stage Curtains are operational; Valance has yet to be installed.
5. Number of To-Do items are at 15, an all-time low.
6. If no inventory check of the First Aid kit for completeness is done at present a Routine Maintenance check will be done at regular intervals (e.g. Quarterly), will top up as necessary. Inventory to be done and regular maintenance will include weekly battery check, Kit Moffat will do the battery check.

TECHNICAL AND A/V REPORT – Tony Stroud

Tech Committee

1. Patrick Taski will take the Video Scaler & forward it to the manufacturer for repair. No warranty as the previous repair broke the seals. 3 to 4 weeks turnaround. A bypass cable will hook into HDMI2 to keep us going. No DVD/Cable or VGA hooks will be available, Mics will work as usual.
2. Rentals Database is 99.99% complete, operational, minor formatting to complete
3. Admin Database, training to be determined, now we have a new board it is prime time to get this done.

2017 Budget for Lobby Aquarium

Income

Spring Fundraiser - Cinnamon Bun Sale	\$100.00	
Fall Fundraiser - Cinnamon Bun Sale	<u>100.00</u>	\$200.00

Expenses

Coral/Livestock	\$50.00	
Equipment Upgrade (if necessary)	75.00	
Food	30.00	
Salt	<u>45.00</u>	<u>\$200.00</u>

<u>Budget Balance</u>		<u>\$0.00</u>
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