

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

**Minutes for Board Meeting**  
January 09, 2018 at 9:30 am

Board Members Present:

Tess Apedaile , Margaret Boyd, Dorothy Fraser, Charlie Jensen, Barbara Lightfoot, Donna Marsh, Kit Moffat, Joanne Rykers, Linda Stroud, Tony Stroud

Regrets: Ron Atkinson

Guest Secretary: Wilma Lorimer

1. Acceptance of Agenda -  
Motion to accept the Agenda  
Moved by Linda, Seconded by Charlie. Carried
2. Acceptance of Minutes  
Motion to accept the Minutes of December 12, 2017 Board Meeting  
Moved by Charlie, Seconded by Margaret. Carried.
3. Correspondence - none
4. Business Arising from the Minutes:
  - a) AED Training - Kit has not received any updates. This item will be removed from the agenda until information is received on AED Training.
  - b) Security Committee - Roles and Reporting - Tony provided a written report, attached. The Directors agreed with Tony's recommendations to the Rental Agreement with regards to Security and also Technical Support.
  - c) Christmas Lunch - All agreed the lunch and the decorations were excellent. Comments on the entertainment and the difficulty hearing them. Performers need to be shown how to use our microphones. Perhaps we could look to a children's choir for next year.
  - d) Saturday Film Showings - see attached Activities and Rentals Committee report
  - d) Block Tickets - Charlie reported the committee has yet to meet and the suggestion is still a work in progress. Will have something to report at the next meeting.
5. Committee Reports: - Executive Reports:  
President's Report - no report

## Minutes of January 09, 2018 Board Meeting

### 5. Committee Reports: - Executive Reports:

#### Treasurer's Report (see attached Financial Statements)

These are the preliminary year end statements. I have yet to post the Accounts Payable as I am waiting for more invoices to arrive. Hopefully I will be able to get all the information to the Accountant by the end of this coming week.

The monthly statement will not make much sense to you as I have posted some adjusting journal entries for the year and this distorts the figures. To explain this, expenses we received grant funds for were recorded as grant expenses so we could keep track of them. At the year end, they are reallocated to the proper expense or asset account. The Prepaid 2018 Membership amount of \$9,625.00 has also been set up as we cannot record this as income until the new year. Technically, we lost money in December as we always do due to the 2 week closure.

With the gift of a \$100,000.00 Donation, our year end net profit is \$190,469.08. This will be reduced by the final total of our Accounts Payable. There may be more adjustments made by the Accountant. If you have any questions about the figures, please feel free to ask.

I also wish to advise you that I will not be seeking re-election as your Treasurer. I thank you for this opportunity - it has been a great learning experience and I have met some really super people.

We would ask the directors to remember in 2018 we will be paying out \$4000.00 each month when our Syrian Refugees arrive. 2018 will not show such a huge revenue.

Regarding donations that will be received for our expansion project, the Treasurer should be in charge of completing all receipts as there is specific information which CRA requires. *\*\*\*Note a policy needs to be written to update our Policy Manual, Policy 2, 2.11 CRA Receipts for Charitable Donations.*

### 5. Committee Reports: - Executive Reports:

#### Maintenance Report - 2018 01 09 Board Meeting:

1. BRAVO Floors to complete floor Jan 13th proposed dates given to Bravo Floors. Followed up with a phone conversation. BRAVO replied, accept this date to finish outstanding items.
2. Committee volunteers, numbers are up to 4.
3. Good progress on To-Do items due to item 2. Items at an all-time low, 17, with 3 being held for summer shut down and decision on front renovation time line.
4. Several electrical issues experienced in the last month. Causing a concern, there doesn't seem to be a common cause.
5. No takers for snow clearing, no snow, no problem.
6. Graydon Security got back to me about Cameras at rear of building, but no new quote received for the new job scope. New quote received, same total, labour moved to coincide with renovation - \$1785.00.

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5. Committee Reports: - Executive Reports (cont'd)  
Maintenance Report - 2018 01 09 Board Meeting: (cont'd)
7. Table Tennis table replacement. Canadian Tire have a full size table for \$450, in stock. Will ask the TT Chair to assess the quality is acceptable to the users. Directors support the purchase of a new table for Table Tennis
8. Summer shut down jobs that are being compiled:
  - a. Repainting Auditorium Lower walls;
  - b. Assessment and replacement of worn electrical outlets.
9. A spring initiative will be replacement of all bug screens in the building.
10. Coast Climate are repairing the 3<sup>rd</sup> Unit. Will be added to their contract if a volunteer cannot be found to do the regular maintenance.

### AV Committee

MEMBERSHIP DB installed on Treasurer's & Day Director's PCs. Anne to be consulted re: training and use of DB, currently up to date as of 6<sup>th</sup> January.

BBC report concerning PC vulnerabilities:

BBC News article about problems with Intel, AMD & ARM CPU's being used by 90 million computers worldwide. Just a heads up, <http://www.bbc.com/news/technology-42562303>

5. Committee Reports:
  - a) Activities and Rentals Committee - See attached report
  - b) Bus Committee - Dorothy reported Bus maintenance is scheduled for February and may need new batteries. Dorothy invited Directors to get in touch with her with suggestions for new bus trips.
  - c) Communications Committee - no report
  - d) Database Management – Tony (This report will be included in the Technical Report)
  - e) Finance Committee – Donna - The Finance Committee will meet January 12 to discuss the budget.
  - f) Fundraising and Grants – Joanne - A Treasure Chest Report will be added as a sub-committee to this topic.

Wildflower Book - a grant for \$8,000.00 from New Horizons was approved.

Treasure Chest: has now been running for one year. 40 draws were held, grossing a total of \$10,452.00, resulting in net proceeds of \$5,226.00. Start up and operating expenses amounted to \$324.65. Three generous winners returned their portion to the Senior Centre, boosting the net revenue by \$377.00 to \$5278.36

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

- g) Kitchen Committee – Charlie reported the kitchen has grossed over \$112,000 during approximately 40 weeks serving over 13,500 lunches. 3500 frozen Entrees were taken home during this period. Thank you to Emily and the volunteers who have logged over 5400 plus hours.
- h) Legal and Legislative Committee - A group consisting of Joanne, Charlie and Wilma has been convened to finalize our Constitution under the Society Act and to proceed with the filing of this document. The new revised Constitution, which does not permit unalterable clauses, will be put before the membership at the Annual general Meeting for approval.
- i) Life Members Committee - Barbara - no report
- j) Long Term Planning Committee - Expansion Project Update: Joanne  
A Variance Application is in progress and a report is due January 24 before Council's first meeting in February. We have a Planning Committee Meeting January 17 at 10:00 wherein Peter will give us an update on the engineering services.
- k) Membership and Volunteer Committee - Margaret Our membership for 2018 is now at 600 members. The new members of the Funtastics group are being checked for memberships. Activity Chairs are checking for 2018 memberships as well.
- l) Special Events Coordinator - Kit Artus Joanne reported that Kit will be looking at the Trash to Treasure Event and should have a date soon.
- m) Syrian Refugee Committee  
The film, Human Flow will show at the Centre on February 3rd starting at 1:30 pm. The film will be shown at the Senior Activity Centre and tickets are \$10.00.  
  
We are expecting our family and the end of January or the beginning of February.  
  
The Lutheran church has approached Barb wanting to donate and help. Barb will advise them what they can do.
- n) Technical Committee - Tony -  
The membership database is up to date as of January 6 and can be found on our database system, and now accessible by the Day Directors.

### 6. New Business:

- a) AGM Meeting Feb15, 2018 Slate of Directors for 2018 Barbara queried directors present to see how many would be running for the Board in 2018

Joanne also requested we move our Annual general Meeting to March 15 which will give us additional time for the budgeting process. It will also give us time to advertise for director positions becoming available, as well as the vacant Treasurer and Secretarial positions for 2018.

## Minutes of January 09, 2018, Board Meeting

6. New Business:
  - a) AGM Meeting Feb15, 2018 (Cont'd)

**Motion: to postpone the Annual General Meeting to March 15, 2018.**  
Moved by Charlie /Seconded by Donna. Carried

Joanne thanked all the directors who will not be returning for another term for all their help and hard work over the past year.

Meeting adjourned at 11:40 am

(Attached Reports)

4. Business Arising from the Minutes:
  - b) Security Committee - Roles and Reporting -

### **Rentals Agreements and Security Policy (2017 Policy Manual – References)**

- Policy 10 - ACTIVITIES
  - 10.2 Responsibilities of Activity chairs
  - 10.3 Activities led by Paid Instructors
  - 10.8 Activity Scheduling
  - 10.9 Room Bookings
- Policy 12 - RENTAL OF CENTRE FACILITIES – OUTSIDE GROUPS
  - 12.2 Outside Rentals on Saturdays
  - 12.4 Contracts
  - 12.5 Rental Conditions
  - 12.6 Room Rentals to Non-Profit Organizations and Members Free of Charge (FOC) Rentals

### **Rental Agreement – Terms and Conditions (T&Cs)**

- **Set-up time** must be coordinated to suit other previously scheduled Centre events. Set-up time, outside of The Centres hours (Mon to Fri 9 a.m. to 3 p.m.) will be charged an Open/Close rate.
- **An (EVENT)** open/close fee is charged if The Centre is opened or closed during non-operating hours. Operating hours: Monday to Friday 9:00am to 3:00pm. Summer hours: Mon. to Fri. 10:00am to 2:00pm. If The Event is held during the weekend or holidays, an open/close fee will be charged.

4. Business Arising from the Minutes: (cont'd)  
b) Security Committee - Roles and Reporting - (cont'd)

**Rental Agreement – Terms and Conditions (T&Cs) (cont'd)**

**REPRESENTATIVE(s)**

- There will be an SSAC Representative present at all Events at first pouring of alcohol.
- The Centres Representative will also open up, lock up, and assist in any reasonable way. The Renter will alert The Representative by phone if they are vacating the premises earlier than contracted. The Renter is responsible for The Centre until The Representative arrives.
- Additional Representative charges for high risk events will be deducted from the damage deposit.
- Only rented rooms are to be used or accessed.
- Putting up ceiling decorations will require Tele-tower training prior to The Event date.

**Affects:**

Open/Close, outside of normal hours, shut down periods & weekends  
Bar Representative  
Tele-Tower Operator

**NOTES:**

1. Scheduling of Security Personnel responsibility of the R&A Coordinator
2. Security Volunteers will be compensated from the Open/Close fees as collected and coordinated by the R&A Coordinator through the Treasurer. (Include in rentals agreement & report to Treasurer, see item 4)
3. Add to rental Agreement Policy 12.4 and 12.5
4. There is an invoice used by Security members that goes directly to the treasurer. This should be integrated into the process as part of the report. This form is not in the Forms DB.

**(Proposed additions to) Policy 12.5 Rental Conditions**

(Existing Wording)

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.

The Rental Coordinator is responsible for scheduling the Security Member(s) for each Event where a Security presence is required.

Security Member(s) for each Event will be compensated the rate of Open/Close charged to the Renter.

An Invoice from each Security member(s) involved will be provided to the treasurer to approve the compensation in consultation with the Rentals Coordinator.

If multiple Security Members are required for an Event then the Open/Close may be adjusted to compensate all members involved.

4. Business Arising from the Minutes: (cont'd)
  - b) Security Committee - Roles and Reporting - (cont'd)

**Rental Agreement – Terms and Conditions (T&Cs) (cont'd)**

The above **may** also apply to Members who provide technical assistance for Events.

(Existing Wording)

A Renter is considered to have sub-let a space to others when compensation is provided to the Renter. The Renter is to be informed that this practice is not allowed.

5. Committee Reports:

Activity Report for the January 2018 Board Meeting

New “Activities”

1. Duplicate Bridge Lessons have started on Thursday mornings – 10-12 – Judi Wilson \$3.
2. Armchair Travel is starting on 2 Wednesdays a month in the Craft Room –  
The first meeting will be on January 17<sup>th</sup> – starting with a presentation by Dorothy Fraser about Thailand, followed by a discussion on how the group will proceed. Penny Lightbourne will be the activity chair. \$3.
3. Knife – Sharpening - LeRoy Pattison will be offering Knife Sharpening Service once a month for our members. On the third Monday, 1-3pm, members can bring their knives to the bar area. \$3/knife.  
Carpet Bowling is on at the same time, but only uses the other half of the auditorium, so this should not interfere with their activity at all.
4. Saturday Film Showing – Serge Planidin (the activity chair “to be”) wants to put this off due to his current physical problems.
5. Pickleball – Beginner’s Course. Sheryl Warner (a former phys ed teacher) will be the teacher, with other pickleball coaches and keeners assisting and shadowing so we can make this a regular course if it is successful. The course is full with a waiting list for cancellations or the next class.