

# SECHELT SENIORS ACTIVITY CENTRE

5604 Trail Avenue Sechelt BC

## Final Minutes of April 10, 2018, Board Meeting

Attendees: CJ Wayne (Charlie) Jensen, RA Ron Atkinson, MEB Mary Bittroff, SG Sylvia Graber, LC Len Coombes, TA Tess Apedaile, KA Kit Artus, MB Margaret Boyd, CK Christopher Kane, CO Christine O'Brennan, RW Roy Wren

Absent: JR Joanne Rykers

Guest presentation at 10:30 a.m.: Roy McGowan re: Bus trip fees

1.Call to order at 9:36 a.m.

2.Oath of office for Roy Wren as a director on the board.

### 3.Adoption of Agenda

RW/MB

CARRIED

4.Acceptance of Minutes -

a. **March 8, 2018 Special Board minutes**

KA/RA

CARRIED

b. **March 8, 2018, AGM DRAFT minutes**

TA/CK

CARRIED

c. **March 13, 2018 Board minutes with additions of Christine O'Brennan to be liaison to the Crafts group, Margaret Boyd to be liaison to the Funtastics and Tess Apedaile to be liaison to the Bus Committee (not Chris Kane).**

RW/CK

CARRIED AS AMENDED

5.Correspondence - none

6.Business Arising from the Minutes. The letter of intent with Solution Based Contracting Ltd. has been signed. Report to come at next meeting.

7.Executive reports: (Time Limit - 5 min.)

a. President's Report - Charlie - "The present time line for the expansion is becoming more certain; we are in the process of obtaining the necessary engineering drawings hopefully by mid-April, to obtain our building permit. We have signed a Letter of Intent with Solution Base Contracting a local company that is able to commence construction by June first, if all the necessary paper work is in order. We have also made arrangement with the Credit union in regards to financing. In order to accomplish this timetable we will have to start closing down parts of the Centre and emptying rooms prior to that date. We are well aware that there are going to be disruptions and inconveniences to our activities and members. We are exploring alternatives to mitigate as much as possible these situations. It is tentatively intended to temporarily move the office to the Farish Room for the duration of the renovations. This will mean relocating the Treasurer, Day Director, and Activities Coordinator along with files and computers. It may be advantageous to explore bringing our computer network up to date at this time. One 20 ft. Container is being delivered on the 22<sup>nd</sup> of May for storage of the kitchen stuff and furniture from the front of the building, we may require a second one. Due to commitments we are going to be in a very tight time frame to get everything done in time. "

b. Treasurer's Report – Sylvia - Summary: Our Income was \$18,888.07 for the

month of March. This is high due to our semi-annual GST Refund of \$2165.38, the Funtastics Show revenue of \$5353.72, and rental income of \$8320.00. Our year to date income is \$49,278.00.

**Motion to accept the financial statements. SG/RA CARRIED**

- c. Maintenance Report – Len - janitor's contract amended for construction time. Lighting problem being resolved. There are enough castors on hand to replace the worn out ones on table dollies under the stage. Chairs in auditorium may need net cover. Security locks are being replaced.

#### 8. Committee Reports:

- a. Activities and Rentals Committee - Charlie - Gillian's calendar of activity rentals was submitted for May 21st to June 3rd. Len reported on possible side door access during construction. Ron suggested access be sent back to planning committee to sort out.

- b. \*Bus Committee - Tess - Rick McGowan spoke on bus costs. **Motion to reduce bus fares for seniors to \$28 and for adults to \$35 as of June 1, 2018.**

**MEB/CK CARRIED**

- c. Communications Committee - Chris - The plan is to have regular updates about the renovations put on the web site, printed notices, and outdoor sign to have news as well. Kit requested that needs to know that there will or will not be usual auditorium activities during construction. Tess suggested posting updates on auditorium doors. An IT Volunteer Proposal was distributed and tabled to May board meeting to give time for study.

- d. Finance Committee - Sylvia will be liaison to committee. Len has asked for a quote for 12 five foot round plastic tables with collapsible legs and a storage cart. Len asked for confirmation of need to follow start guidelines for work needed at centre. Ron will help sort out guidelines.

- e. Fundraising and Grants - Joanne - "A first committee meeting was held on March 27. Members attending were Val Galat, Mary Bittroff, Patty Fluker, Linda Stroud, and Joanne Rykers. Heather Waddell and Weldon Congdon have also agreed to join the committee. Several possible grant applications were discussed, as listed below. We brainstormed a large list of possible fundraisers, and will prioritize these and develop a plan at later meetings. Grant Applications in process:

- i. Sunshine Coast Regional District (SCRD), Community Grants: Deadline for application was April 3, so we needed to apply without Board approval. Mary has completed the application for this grant, with Ron's help, asking for \$5,000.00 to cover the cost of a new fridge and freezer. There would be an additional cost of \$500.00 plus applicable taxes, which we would need to cover, so this does need approval by the Board. These items would replace the existing fridge in the kitchen and the freezer that contains the "Frozen Entrees." They are supplementary to the walk-in fridge/freezer that is included in the construction budget.

- ii. Sunshine Coast Community Foundation: The SCCF has accepted our Letter of Intent to apply for funding, in the amount of \$5500.00, to purchase security cameras, a recirculation line and pump for the kitchen hot water supply, and a new Table Tennis table. The funding application

is due April 27, and awards will be made around the end of May. There is no cost sharing expected for this grant.

- iii. Sunshine Coast Community Forest: I have applied for a grant of \$50,000.00 towards the renovation/building fund. The award process will take place in May. Grants are recommended by the Forrest Legacy Fund, but must be approved by City Council.
- iv. Credit Union: Linda is completing an application, which is due in May. Suggestions have been to apply for funding for new furniture, or other needed equipment, e.g. we will need 12 round dining room tables to seat 6 each. We would like some guidance from the Board.
- v. Other Possibilities: Federal Government – Community Infrastructure Grant – the funds have not been released, and we are still waiting to hear. Provincial government – I have made inquiries, and am waiting. We are also investigating the B.C. Gaming Commission, the Rotary, Lions, and the Vancouver Foundation. New Horizons - a federal government program which funds seniors programs – SSAC has been a recipient for several years. The applications will be available around June, for up to \$25,000.00, and will be awarded early in 2019. The funds cannot go to the building fund, but can go to equipment, e.g. possibly towards a new computer system?" **Motion to approve application to SCRD Community grants for \$5,000 for purchase of new Fridge and freezer plus possible extra cost plus tax. MEB/RA CARRIED**
- f. Treasure Chest Report - Charlie - The last Treasure Chest draw for this Gaming grant will be on Tuesday, May 10. The current license expires in June and no new application will be applied for until renovations are complete and we are back in the building. Income to date is \$5,176.43. Ron thanked Charlie for his leadership in starting the Treasure Chest.
- g. Kitchen Committee - Tess - Tess will make up a schedule for 'packing up' the kitchen after May 18th. For containers, Gillian Smith will loan them to us. Ron has some totes available as well. Ron suggested leaving the bar glasses. Temperature sensitive items can be stored in the bar area. Margaret asked if bar would be available for auditorium users during construction but question not answered at this time. Chris has requested mats for new kitchen floor to assist volunteers' health. This will be dealt with later.
- h. Legal and Legislative Committee - Mary - Documents being worked on slowly.
- i. Life Members Committee - Joanne - no report
- j. Long Term Planning Committee - Expansion Project Update - Joanne - "Since membership approval on March 8, the Planning Committee has been working to develop a plan for the building shut down during the construction period, June 4 – Mid-October. The front of the building will be shut down completely and we will have no access. The front parking lot will be part of the construction zone. The lobby, office, lounge, heritage room, craft room, and kitchen all need to be emptied and contents put in storage. This will commence the week of May 22. A storage locker will be hired and moved in to the back parking lot on May 18th. The last kitchen meal will be May 18, and activities in this part of the building will stop May 22. The auditorium, adjoining bathrooms, Farish, and Green rooms will not be part of the construction zone. Temporary office space will be in the Farish and Green Rooms. Activities will be scheduled in the auditorium, subject to interruptions due to construction work. We will be notified on a week-

to-week basis. Gill will draw up a schedule for the auditorium. Charlie and Tony will be organizing the moving and storage. Bank financing is arranged, and the mortgage is being drawn up. The amount of the mortgage is \$500,000.00, with an interest rate of 5.75%, with monthly payments of about \$3600.00. The SSAC contingency fund will put in \$400,000.00, yielding a total budget of \$900,000.00. With the construction estimate being \$875,000.00, this gives a "buffer" of \$25,000.00 and the contingency fund in the construction estimate is \$68,000. The final design drawings will be complete in mid-April, and the construction contract with Solution Based Contracting will be signed then. Meanwhile, we operate under a "Letter of Intent," which gives Solution Based Construction the ability to get started on their planning. If anyone has storage space in his or her garage or basement, now is the time to offer it! Kit offered her garage and other areas for storage, Groups will be asked to remove their own equipment and supplies. The craft group can leave their supplies but will need to tape off cupboards to prevent construction dust from seeping in. The Crafts room will be having the west windows removed and changed to a solid wall.

- k. Membership and Volunteer Committee - Margaret - no report
- l. Special Events Coordinator - Kit - Planning GRAND OPENING when construction is finished. Details to come later.
- m. Syrian Refugee Committee - Joanne - "We are still waiting to hear about the arrival date of our sponsored refugee family. They completed their interviews and medical exams before Christmas, and should have been here by now! I have made inquiries about the reason for the delay, but have not heard back – it is very frustrating for everyone. The fundraising is well on track. The fund currently stands at approximately \$32,500.00. The expected revenue from the April 14 fundraiser, "Coats of Paint" will put us over the required \$36,000.00 mark."
- n. Technical Committee/Database Management - Len - no report

9. New Business:

- a. Mary asked about need for PR volunteer. Chris will look into it.
- b. Charlie brought up Navigating Resources for seniors information from the Community Resources guide. Ron asked if they provide workshops. Charlie will investigate.
- c. Roy asked to get all reports emailed and sent out before the board meetings. Mary will add all reports that are received in advance of meetings to agendas.

10. Adjournment at 11:28 a.m. Moved by Sylvia.

Next Board Meeting will be Tuesday May 8, 2018 at 9:30 a.m.