

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

**MINUTES OF MAY 8, 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, JR Joanne Rykers

Absent: Tess Apedaile

1. Call to order at 9:34 a.m.
2. Motion to approve Adoption of Agenda. **CO/RW**      **Carried**  
**Motion to approve Minutes of April 10. 2018 Board meeting** **RA/SG**      **Carried**
3. Correspondence
4. Business Arising from the Minutes.
  - a. Training for volunteers seminar program will contact us in the fall after opening of center.
  - b. IT Volunteer proposal to be moved to new business
5. **Executive reports: (Time Limit - 5 min.)**  
**President's Report** - Charlie -
  - I am pleased to announce we have reached our goal of \$36,000.00 with the proceeds of The Coats of Paint show and auction for the Syrian Refugee project. I would like to take this opportunity to thank to Joanne Rykers for her leadership in reaching this goal. Now all we need is to have the family arrive.
  - As we enter in to the next weeks there are going to be significant changes to be managed. The Expansion and Renovation Contractor will be taking over the front of the building and parking lot effective the 4<sup>th</sup> of June. We must have the Offices, Foyer, Heritage Room, Lounge, Kitchen, and Craft Room vacated by then.
  - We are asking Activity Coordinators to assist by removing and storing their activity items off site if possible by the 20<sup>th</sup> of May. When the cupboards are empty we can then move them to storage.
  - The kitchen volunteers, under the direction of Emily and the Kitchen Committee will look after removing and storing all unsecured items in the kitchen. The last lunch will be served on the 18<sup>th</sup> of May.

- The Engineering Drawings have arrived and are being vetted by members of the Planning committee. We expect the final drawings to be in the hands of the District of Sechelt by the end of April.. We will also be ready to sign the building contract with Solution Based Contracting on the basis of these drawings.
- The Rental & Activities Coordinator has been valiantly trying to find spaces and times to accommodate those wish to continue their activities through the renovation period. The auditorium will be the only area in the Centre available for activities. Access to the Centre will be through the rear of the building. We plan on having the office in the Farish Room open from 10am to 2pm Monday through Friday throughout the renovation period.
- There is going to be a considerable amount of work to be done to get ready; packing, moving, dismantling, and storing of everything in the front half of the building. We will need many hands to help make all this happen.

**Treasurer's Report** – Sylvia - detailed report sent by email. Highlights:

Our Income for April was -	-\$74.78
Our Rental Income was -	\$2,105.75
Coats of Paint Net Income was -	\$3,268.07
Dance Time Net was -	\$371.54

We paid \$9,926.49 for Facility Upgrade.

**Motion to accept the financial statements. SG/RW Carried**

Sylvia brought up problem of paying GST on renovations.

Sylvia will inquire of government.

**Maintenance Report** – Len -

1. Bravo floors began repairs to the auditorium floor May 2nd, addressing the seams and bubbles. Len reported that BRAVO floors Came and did the repairs.
2. Security Plus will install the new key pad at the back door and pre wire for the security cameras May 11th.
3. The landscaper and janitor have been brought up to speed on the scope and duration of the renovation.
4. Coast Climate has ordered the parts and will install when received to rectify the noisy North RTU.

Charlie brought up problem of having a class cancelled without notice; the instructor wanted to be told whether or not she will be paid.

**Motion: Board will pay instructors to allow payment to fitness instructors (fee is \$45 per session) if 48 hour notice is not given of a class cancellation during construction. JR/MB Carried**

**Committee Reports** (Time Limit - 5 min.)

1. **Activities and Rentals report** - Charlie - (see *President's report above*) 2.

2. **Bus Committee** - Tess -

- Our meeting took place on April 30, 2018. Dates and bus events were decided on for the month of May. We discussed other ideas for bus activities into the summer months.
- The Botanical Gardens and lunch (somewhere) and a visit to the Iris Griffith Centre (near Ruby Lake) with lunch at the Wilderness Lodge were suggested.
- A request was received from Bill Quarry that the May 29th trip be okayed for the new fees and he asked to move date of new fees back to May 29th. **Motion to NOT change motion of previous board meeting to start new fees as of June 1, 2018.**

**MEB/RA Carried**

- Tess will be asked to sort out fees for event costs + bus trip costs to find a better system. Ron will follow up as well.

3. **Communications Committee** - Chris -

- The final Echo has been completed. Publication will resume in the fall. Website - Barbara Lightfoot had asked Gill to look after the website. She will be there as support, if and when needed. Gill has been looking after the website for some time now, as she gets the info. Changes will be made to the website, so that renovation updates will be constantly on the front page. Laurel will assist with posters and taking photographs.
- Existing bulletin boards will be repurposed at the back door. Weekly Updates - the Activity process moving forward will follow a protocol of David Lightfoot to gather info from Darren, then inform Gill who will advise the Activity coordinators.
- Sponsor ads, including bus trips will still be running in the newspaper. There is a possibility of a submitted article to the newspaper at the beginning of the renovation, with a follow up upon completion.
- Maybe Cherie Kingsland could provide updates on social media? Should this be pursued? Chris will follow up on this.
- Just for reference, please be advised that the point person who speaks on behalf of SSAC is the President of the board, Charlie Jensen.

4. **Finance Committee** - Sylvia - no report

5. **Fundraising and Grants Committee** - Joanne -

- The committee is meeting regularly, and is working on grant applications as a priority. We are seeking new members, especially with a fundraising background.
- Update on Grant Applications: - Charlie, Len, Kit, and myself met with Nicholas Simons to discuss possible provincial funding. He agreed to facilitate conversations with senior government persons who can help us access funding sources, including about our status re the recently

released Federal Infrastructure funding. We also had a phone conversation with our federal MP, Pam Goldsmith-Jones on this matter, she is still supporting our application, and will work with provincial counterparts, but there are difficulties with the timeline-

- A meeting has been asked for with Bruce Milne
- I will get letters of support for our funding applications from all 3 levels of government
- I made a presentation to the Lions' Club -no response as yet
- Applications submitted: – SCRD,( \$5000, no date) SC Community Foundation, (\$3300.00, June 1) SC Forrest Legacy Fund (\$50,000.00, no date) Credit Union, (\$25,000.00, June)
- Applications in process – BMO, TD, Scotia Banks, Telus, BC Gaming Commission. This last one is an important one, since it has a potential award of up to \$250,000.00, so we will pursue it with gusto.
- Fundraisers: We are exploring possibilities for a car raffle
- Also, a recognition plan for donors was suggested. **Motion that the board approve "in principle" the creation of a "Giving Tree" art work on a prominent wall in the entrance or new dining room perhaps, to recognize major donors to the renovation of the center.**

**JR/MEB CARRIED**

#### **6. Kitchen Committee - Tess -**

- *Committee members:* Emily McPherson cook , Irene Jankovits , Garnette McCue and Tess Apedaile.
- Our meeting took place on April 10, 2018. We discussed the closing of the Centre-Friday, May 18, 2018, Emily's last day for preparing her fabulous meals for the Centre's members. We talked about the chore of removing ALL items from the kitchen.
- It was decided that the week of May 22 - 25th would be our work week. Emily will determine those she wishes to help in this endeavor.
- A discussion ensued about having a Volunteer appreciation event when the Centre would reopen in mid-October. Ideas flowed and we decided that it would be easier to have a stand up cocktail party, canopies and wine instead of a sit-down luncheon. Perhaps an afternoon time from 3:30pm- 5:30pm would be possible.
- We also thought that it might work to have the opening of the Centre coincide with this event because of time restrictions.
- Tess would share the committee's ideas with Kit Artus who is organizing the Fall event.
- Margaret noted that the chair performers need kitchen information. Charlie reported that Tess was in consultation with them and that Tess and Louise were planning for their needs.

7. **Legal and Legislative Committee** - Mary - no report

8. **Life Members Committee** - Joanne no report

9. **Long Term Planning Committee** - Expansion Project Update - Joanne

- Shut Down: A shut down plan is in process, and most packing, moving, and storage will be happening beginning May 22. Gill has a schedule for the activities during the shut down: some are in the auditorium, while some will move off site. Payment will be through a drop box, located in the hallway between the auditorium and the Farish room. The temporary office will be set up in the Farish room. We cannot move the furniture in until Sunday evening, or Monday morning, June 3/4, so it will be stored in the craft room from Friday till then. For updates and information, contact Charlie and Gill. Charlie brought attention to plan for Farish room.
- Financing: Bank financing is arranged, and the proposed Letter of Commitment has been circulated, for your comments. The Credit Union Mortgage advisor is Janice Webb, and we are encouraged to get back to her with any questions. The amount of the mortgage is \$500,000.00, with an interest rate of 5.75%., with monthly payments of about \$3100.00. There is a Draw Schedule from the contractor, which requires us to release money in 6 monthly installments, beginning in May. The SSAC contingency fund will cover the first two months, but then we will draw on the mortgage. **Motion to approve a mortgage with the Sunshine Coast Credit Union for \$500,000.**

**CO/RW**

**CARRIED**

- Construction: The final drawings are ready, the building permits have been applied for, and will take 4 -6 weeks to be granted. The first payment has been made to the contractor. Some work can be done before the permits come in, so we are still slated to begin June 4, on schedule. During construction the front of the building will not be accessible to anyone except the contractor. He will hold monthly update meetings with the committee, and this is our only opportunity to enter the construction site, unless there is prior arrangement, with 24 hr. notice. All communication with the contractors is to go through David Lightfoot, SSAC Project Manager. David will be on site to monitor the work. The lead consultant is Peter Treuheit, Mobius Architecture. The contractor is Darren Kopeck, Solution Based Construction.

10. **Membership and Volunteer Committee** - Margaret -

- Noted that the 1/2 year fee of \$12.50 commences on June 1st.

11. **Special Events Coordinator** - Kit -



Projected **Net revenue over expenses (to Centre) \$4900.00**

**ACTUAL REVENUE:**

Fri Evening	73 x \$20.00	\$1460.00	Total	103
Sat Aft	138 x \$20.00	\$2760.00		138
Sun Aft	167 x \$20.00	\$3340.00		167
		total attendance (down 78 on 2016)		408
sponsors		\$1800.00		
CIBC Retirees Grant		\$ 481.00		
50/50		\$ 431.00		
<b>TOTAL REVENUE</b>		<b>\$10272.00</b>		
<b>ACTUAL EXPENDITURE</b>		<b>\$ 3818.00</b>		
<b>NET PROFIT</b>		<b>\$ 6453. 00</b>		

**8. New Business:**

- "In Camera" board meeting met from 10:40 a.m. to 12:05 to deal with a bylaw issue. Results are "in camera" and sealed.
- IT Volunteer Proposal - Board director position was discussed to be possibly brought to November membership meeting. Proposal to be tabled to further discussion at June 12 board meeting. Len will consult with Tony and David Marsh.
- Letter of commitment for \$500,000 mortgage received from Sunshine Coast Credit Union and discussed. (See Long Term Planning report above.)

**9. Adjournment moved at 12:42 noon** **CK** **Carried**