

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

**Board Meeting Minutes**

March 13, 2018

ATTENDEES: CJ Wayne (Charlie) Jensen, JR Joanne Rykers, RA Ron Atkinson, MEB Mary Bittroff, SG Sylvia Graber, LC Len Coombes, TA Tess Apedaile (*arrived at 10:53 a.m.*), KA Kit Artus, MB Margaret Boyd, CK Christopher Kane, CO Christine O'Brennan

ABSENT: RW Roy Wren

1. Meeting called to order by Charlie Jensen (CJ) at 9:37 a.m.

2. **Motion to adopt agenda** **JR/MB** **Carried**

3. **Motion to accept board minutes of Feb. 20, 2018** **RA/CK** **Carried**

4. Charlie Jensen welcomed new and returning board members. Introductions were shared. Joanne Rykers swore in Christine O'Brennan to the board as Christine was not at AGM.

5. CORRESPONDENCE:

Letter from Jack Pope re: Seniors returning to the work force. Charlie received an email from Jack Pope stating, *"I propose that the Sechelt Seniors Activity Centre offer a meeting space to representatives from Employment Canada and the Sechelt Chamber of Commerce so that they could explore whether there is interest in these groups formally connecting with each other."* Joanne explained that they could rent space from us but we are not going to donate space for this function.

**Motion that we maintain our current policy for rentals.** **JR/KA** **Carried**

6. BUSINESS ARISING FROM THE MINUTES:

a. Block Tickets – Committee Report - Chair tabled item to next meeting.

b. Credit Card - Joanne explained that a new system gives us a cost saving and that the new VISA card needs a signature approval by the board.

**Motion to approve Sylvia Graber to be signature person for new credit union Collabria VISA card.** **KA/JR** **Carried**

c. Grant - Application for grant of \$5200 for purchase of table tennis table, hot water exchange and new lobby shelves is on-going. Since then, one was found for \$450 by one of the players. It was purchased and now we have three tables. The 'old' table is in vestibule of auditorium. Question asked, "Is fire exit still clear?" If not, Kit offered to store it at her home.

7. EXECUTIVE AND COMMITTEE REPORTS: (Time Limit - 5 min.)

a. President's Report - Charlie commented on success of renovation approval vote. Darren Kopeck is going to provide a fixed price contract. Contract will need due diligence to approve final contract. Charlie asked that board members think about what committees they would like to serve on.

b. Treasurer's Report – Sylvia - Our income for February was 4,173.08 which included Bus receipts of 1,834.00 for Mama Mia event, Syrian refugee receipts of 1,299.89 for Human Flow event and a New Horizon Grant of 8,000.00 for the Chair actors Wild Flower event. Our year to date income was 30,389.93 (which is high due to the large amount of memberships purchased at this time of year).

**Motion to approve the financial statements.**

**SG/MB**

**Carried**

c. Maintenance Report – Len checked audio-visual equipment and a service call on Audio-visual system found a speaker needed a replacement part and it has been ordered.. Stage curtains have a problem and Christine O'Brennan will help with stage curtain Valence to get it to fit better. Mats for gym are missing.

d. Activities and Rentals Committee - no report

e. Bus Committee - need a bus coordinator from board. Dorothy Fraser will explain duties. Tess Apedaile will be board liaison.

f. Communications Committee - needs board liaison.

g. Finance Committee - Sylvia had no report

h. Fundraising and Grants - Joanne reported on SSCF grant request for \$5200. Also, federal funds should be released this month from which we can apply for a grant to help with the renovations. The crafts group is now a fund raising source. Christine O'Brennan will be board liaison. She will investigate a better method to sell crafts as well.

i. Treasure Chest Report - Charlie reported that 1194 people have now registered to donate with about \$100 per week being generated for SSAC. Particularly, the sale in mall was a great success with new donations. We will need to apply for another lottery license okay in June.

j. Kitchen Committee - Charlie - no report

k. Legal and Legislative Committee - Mary Bittroff will be responsible for this area.

l. Life Members Committee - Joanne - no report

m. Long Term Planning Committee - Expansion Project Update by Joanne. Vote approved at AGM. Next phase is drawing up contract. Contract was approved to go to Darren Kopeck's company. Construction will be from June to October. Letters of agreement have been sent to three engineering (civil, mechanical and electrical) firms for design phase. JR called a planning meeting for March 22nd. David Lightfoot is project manager. During construction, we hope to keep the auditorium functioning as much as possible. e.g. Church use on Sundays, volunteer luncheon, and play reading acting group.

*(Tess Apedaile joined meeting at 10:53.)*

n. Membership and Volunteer Committee - Margaret explained about activity attendance record booklet use. The records are necessary to make sure that all attendees are members. Question raised, "Make routine mandatory?" Margaret Boyd will follow up on those not keeping records up to date. Ron Atkinson asked about annual membership cost and possible reimbursement for construction time. Committee will discuss this.

o. Special Events Coordinator - Kit Artus recommended to not have the garage sale this year. Kit will stay on that committee. Margaret Boyd will be board liaison to Funtastics group.

p. Syrian Refugee Committee - Joanne has not yet heard about an arrival date for the family we are sponsoring. There was good income from showing of the film. Next April 14th will be a wearable art event. All books are now sold.

q. Technical Committee/Database Management - Len Coombes reported that Tony Stroud will stay to serve in the data-base and the technical areas.

r. Crafts Group - Christine O'Brennan will be board liaison.

**8. NEW BUSINESS:**

a. Expansion Construction approval - meeting on March 20, 10:00 a.m.

b. Constitution Change – BC Society Act - The new wording for the constitution, as required by the new Societies Act is in process of being filed. The CRA has also suggested we change the wording of the SSAC purpose to be more specific. This will be worked on by Mary, Joanne and Wilma and presented to the membership at the Fall members meeting as a Special Resolution.

c. Petition - Joanne reported on a request to be able to set up a petition-signing desk at the centre for Proportional Representation.

**Motion to reject petition signing request at the centre.**

**MEB/LC**

**Vote 11 approved, 1 against.**

**Carried**

d. New board signing officers for credit union.

**Motion to approve appointment of signing officers for Credit Union to be President Wayne (Charlie) Jensen, Vice President Ron Atkinson, Treasurer Sylvia Graber and Maintenance Coordinator Director Len Coombes.**

**JR/KA**

**Carried**

e. Postal service authorization.

**Moved that Gillian Smith, Sylvia Graber and Len Coombes will be post office agents for the SSAC.**

**JR/RA**

**Carried**

f. Building Security contacts.

**Moved that Security Plus have Mike McCarthy, Ron Atkinson, Len Coombes and Wayne (Charlie) Jensen as contacts and that Ron Atkinson will be board liaison with Security Plus.**

**RA/CO**

**Carried**

g. Orientation for day directors will be Tues., March 20, 10:30 a.m.

**9. Adjournment** - Moved to adjourn meeting by Joanne at 11:30 a.m.

**Next Board Meeting will be Tuesday April 10, 2018 at 9:30 a.m.**