

## **DRAFT MINUTES OF JUNE 12, 2018 BOARD MEETING**

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

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:

**Call to order at at 9:32 a.m.**

**A moment of sadness was called for the passing of Cheri Kingston.**

**Adoption of Agenda.**

**RA/CK Carried**

**Motion to accept minutes of May 8, 2018, board meeting. KA/Rw carried**

**Correspondence: none**

**Business Arising from the Minutes.** Table IT position and technology in general until September Board meeting. Len and Charlie will bring a report.

**Moved to table item until September board meeting.MEB/RW carried**

**EXECUTIVE REPORTS:**

**President's Report - Charlie -**

I think that the first order of business is to thank all the many hands that have brought us to this point. To all the packers and movers, the thinkers and planners, also the givers of storage space. To all of those that put in their time and talents, I am truly grateful.

We are now into the demolition and construction; it's been a test of perseverance and faith to get here. There have been several bumps in the road, but by working together with the one goal in mind, you made it come together.

The Wild Flower Book presentation by the Chair Actors has been a critical success. It hopefully has also been a financial success as well. It did give us some challenges in meeting our commitment to the Contractor to be ready for our construction start deadline.

The Fund Raising Committee has been hard at work applying for grants and looking into other sources of revenue. They have already been able to secure a substantial donation, good job.

The temporary office is up and running in the Farish Room. The access to the Centre is now through the back doors of the auditorium. The front of the building is in the hands of the contractor as is the front parking lot. We will only have access to the construction area at the behest of the contractor. Periodic walk throughs will take place by the Planning Committee on a monthly basis.

A number of activities are continuing through the summer, some on site while others have moved to outside locations. Gillian, our Activities Coordinator, will be in the office on reduced hours to smooth the way for all those looking for space.

There is still much to be done as we prepare to open in the fall. However, I am going to let you all carry the ball, as you so ably can, while I take a week off and go fishing.

## Treasurer's Report – Sylvia

Our Income for May was 13,256.99. *(May financials attached in email.)*

I have expensed some of the rentals for some of the activities that are now outside our building.

Dance Time income	240.00
Bar Income	138.00
Total	378.00
Less expenses	274.18
Total	103.82

Wildflower tickets 4214.65

Sylvia, Ron, Charlie and Len will configure the Finance Committee to sort out the capitol vs. running expenses in financial statements.

Question raised about bus costs.

Contract cleaning expense questioned. Sylvia will check invoices.

Special event expense was to do with the Chair Actors' play. Passed on to Finance committee.

Wild Flower production needs a balance with their preporotial budget. Now that the production is in Gibsons, we should get a share of our costs from them. This was from the New Horizons grant which does not fund 'profit making' ventures. We are responsible for 30% of the costs. Revenues can cover our 30%. (No final report yet.)

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

## COMMITTEE REPORTS:

**Activities and Rentals Committee** - see President's report

**Bus Committee - Tess** - no report

### **Communications Committee - Chris** -

On May 31st, Gill and Chris attended a Seniors Focus Workshop hosted by WorkBC on Cowrie Street. The intent of the workshop was to connect employers with seniors that reside on the Sunshine Coast. With all the help wanted signs around, the Sechelt Chamber of Commerce and its partners including WorkBC and Service Canada, attendees were provided with info on various topics including OAS, CPP, GIS, disability benefits, allowances for people aged 60 - 64, and disability tax credits, just to name a few.

On the employment side, topics such as Skills, Training and Employment Support, Job and Career Exploration and Labour Market Information were briefly covered. On June 1st, Chris met with WorkBC and discussed opportunities of advancing information to seniors via the Echo. WorkBC expressed a desire to advertise in the Echo and an open house presentation to be scheduled at the SSAC upon completion of the renovation.

Historically, we don't publish the Echo during the summer. This year, we can decide closer to October when to start publishing the Echo again.

With regard to the Renovation, Activities and Bus Trips, the website will be constantly

updated, the weekly sponsored Coast Reporters ads will continue, additional Bulletin Boards are now in the auditorium to help keep members updated along with the Outdoor sign which will be changed regularly to keep the public informed and hopefully engaged.

Everyone liked the signs of Chris. We need a communications addition to replace Cheri.  
**Finance Committee - Sylvia - no report**

### **Fundraising and Grants - Joanne**

Committee has developed an Action plan, and is grateful for the inputs from Kit Artus and friends, who submitted a helpful, 'big picture ideas.'

The focus of our efforts during the construction phase is twofold.

1. Membership, other donation encouragement, and raising the profile of the project through media and promotional activities:

- Mail out to members – donation pamphlet with letter. Other methods are under discussion, including photo display at events/malls, develop a media plan, including use of social media.

- Promote a \$100 club, i.e. 100 donors of \$100 totals \$100 \$100,000. Club members will get a form of recognition, e.g. a lapel pin

- Donation encouragement from local business, developers, realtors, construction industry.

- Recognition Plan – to honour donors of larger amounts by a semi-permanent tribute.

We are exploring the "Giving Tree" concept. Local examples are at the Botanical Gardens and Gibsons Public Market.

- We have set up a GoFundMe page, which is now operational; we need to promote it. \*

The Fundraising Committee wants to establish a "Go Fund Me" page for donations.

There is no cost to us, but 2.9% plus .30 cents is taken from each donation. The organization collects the money, and forwards it to us. It is up to us to promote the page, but there seems to be no down side. I think for many people, it is an easy way to donate.

They can donate by credit card, which we are only able to do in person. This should have board ratification to approve this form of fund raising before it is made operational. **Moved that the board approve a gofundme page. JR/SG carried MEB recorded no.**

Planning an early July publicity event to appreciate the Clayton's donation of \$100,000 and to launch our donation campaign.

**Motion to approve a "Go Fund Me" internet campaign.**

- We have also set up a Renovations Account at the Credit Union, so donors can donate directly at the C.U., by quoting *SSAC – C.U. member #456 and account name which the renovation account.*

2. Grant applications:

The following applications are in process;

Grant	Application date	Awards Date
SC Community Foundation	April 30	\$1500 has been awarded
Clayton Family	April	\$100,000 has been awarded
SCRD, \$5000	April	?
Credit Union, \$25,000	April 16	June 29

TD Canada Trust, \$40,000	May 15	Mid – July
BMO, \$25,000	May 22	?
SC Forrest legacy Fund, \$100,000	March 30	Mid- July, approx.
BC Gaming Commission \$200,000	July 31	Oct. 31
New Horizons , \$25,000	June 15	early 2019

The Following applications are pending, and will be processed during July/August, as time permits:

RBC, Scotia Bank, LeHigh, Real Estate Foundation, Local Developers  
DOS – we met with Mayor Milne, he will advise further re available funds.

3. Budget – Budget needed is for promotion and member encouragement.
4. Fundraising events – Will be the focus after the construction is complete.
5. Seriously need new members
6. Board approval is needed to commit to the New Horizons grant, since it involves cost sharing. This is a federal grant, for Seniors programs, and gives up to \$25,000.00 We are usually successful in obtaining this grant.
  - we need to apply by June 15
  - the money won't be awarded until March, 2019, and we cannot begin spending any money before then.
  - the grant cannot go towards construction, but it can be used for capital assets, eg furniture, equipment.
  - any equipment could not be bought until March, 2019.
  - the grant involves cost sharing by the recipient, of 35%, but our portion can be “in Kind” Thus, if our project cost \$30,000.00, we could apply for \$21,000.00, and we would contribute \$9,000.00. Our portion could be volunteer labor and donated materials, for example.

**Motion to approve funds to support the \$100 club. JR/MB carried**

**Motion to commit to the New Horizons grant specifications and application.**

**to support new equipment needed after completion of the renovations. JR/MEB carried**

Kit asked for a cash register.

### **Treasure Chest Report - Charlie**

#### **Kitchen Committee - Tess -**

Emily, Ron and Tess will meet Sunday June 10th to confirm the necessary changes needed in the kitchen. The details will be shared with the architect via Ron. Tess and Ron commented on new concerns about wall between stoves and fridges. Also, an additional new window is needed in new kitchen. Ron is doing extensive detail work and working with David Lightfoot and the architect and construction manager.

#### **Legal and Legislative Committee - Mary**

SSAC update to the new BC Charitable Society Act has been completed and the 2017 Annual Report has been filed. Now the CRA filings are being worked on. We are required to adjust our purposes in our constitution to better reflect our charity functions. This will be brought to the September board meeting for approval to be ratified at our November Membership meeting.

### **Life Members Committee - Joanne - no report**

### **Long Term Planning Committee - Expansion Project Update - Joanne**

As you know, the construction phase has begun, and all those who contributed to the moving and storage did a fantastic job!

A Letter of Intent has been signed between the contractor and the SSAC. The contractor is working from the design drawings submitted with the LOI. Final "Construction Ready" drawings are still in process, and we hope there will be not much difference from the current, working ones. A full contract will be drawn up when these final drawings are in place. The payments are in the form of a monthly draw, depending on a schedule submitted by the contractor. Two payments have been made, May 1<sup>st</sup>, and June 1st. Subsequent payments will be contingent on work done being approved. So far, payments have been from the SSAC contingency fund, and the plan is to draw from the Credit Union mortgage when our own funds are used up. That period has been moved ahead now, due to the generous contribution from the Clayton Family Trust.

The committee, including the consultant and contractor, will meet on site monthly during construction, on the last Tuesday. There will be a tour, followed by a meeting. Protocols are in place for the payment approval schedule, and for changes/add-ons. All work done is certified by the lead consultant, Peter Treuheit, and approved by David Lightfoot, then goes to the committee. Any changes, or add-ons, i.e. items not in the budget, must be signed off by David, with committee approval.

Anyone wishing to go on the construction site must get prior approval from David and the contractor. All communication with the contractor must go through David. David Lightfoot, as Project Manager, will have a desk in the SSAC office, and there will be a job diary, with updates and questions.

Joanne has a file "special project" that details everything regarding the renovations details that were noted in the letter intent. Ron will duplicate everything for security.

### **Maintenance Committee Report - Len -**

Security Plus installed a new keypad at the back door and roughed in the wiring for the security cameras. They also reorganized the security in the construction area. JB Technical relocated the modems, switches, and wifi to the electrical room then reconnected the computers in the Parish room.

### **Membership and Volunteer Committee - Margaret - no report**

### **Special Events Coordinator - Kit - no report**

### **Syrian Refugee Committee - Joanne**

The committee has stopped active fundraising, having achieved the goal. We are focused now on preparing for the family's arrival. The latest news is that only one security clearance document is outstanding, and so we are hopeful it will be soon!

They are coming! Final papers cleared. Barb Lightfoot will meet them if Joanne is available.

### **Technical Committee/Database Management - Len - no report**

### **Other reports -**

## **NEW BUSINESS:**

1. Thank you letters and appreciation gift proposal - \$200 to Mary Emily, Gillian and Jim Coffin. Moved MEB/KA Carried

2. Construction - guidelines for management and communication - Charlie

**Moved that it be received, approved and filed MEB/TA Carried**

3. Tree removal request - Chris - On June 2nd, 2018, a discussion occurred between a SSAC representative and a Highpoint resident whose garden has been taken over by some encroaching cedars that are on the SSAC side of the fence. The roots of the cedars have overgrown the garden making it impossible for replanting any other vegetation. The homeowner is requesting some assistance with respect to solving this issue. *Chris will ask her to contact her strata who would then contact us.*

4. Opening time for day to adjust as follows. "Proposal for Day Directors to be there from 9:30 a.m. to 1:30 p.m. to accommodate having centre ready for use at 10:00 a.m. Some activities need to start immediately at 10:00 a.m. The doors would not be opened until 10. So this way the day director can be there earlier to open up and allow the activity to begin on time."- Tess

**Moved by Tess?Roy Wren Carried**

5. Security during renovations. Ron reported that security by Mike McCarthy was not needed at the end of the day if users lock up at end of the day. The Janitor can double check during the week. There are now two security systems for the centre, one for our useable section and the contractor

6. Bylaw and policy review. Ron *Review the discipline procedure re: Committees and procedures who is responsible. Policy 16 on policy and procedure on grants - special events vs. fund raising and grants. Legislative committee*  
Adjournment at 11:40 a.m. Moved by Kit

Next Board Meeting will be at the call of the chair or Tuesday, Sept. 11, 9:30 a.m.