

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

**Final Minutes of Board Meeting
October 9, 2018 at 10:00 a.m.**

Attendees: CJ Wayne (Charlie) Jensen, RA Ron Atkinson, MEB Mary Bittroff, SG Sylvia Graber, TA Tess Apedaile, KA Kit Artus, MB Margaret Boyd, CK Christopher Kane, CO Christine O'Brennan, JR Joanne Rykers

Absent: Roy Wren

Guests: Craig Heffernan

1. Call to order at 10:04 a.m.
2. Adoption of Agenda.
3. Acceptance of Minutes - September 11, 2018, Board meeting. **Motion to accept board minutes of September 11, 2018. SG/CO Carried**
4. Correspondence - none
5. Business Arising from the Minutes.

- a. New appointment to board, Craig Heffernan - **Motion to welcome Craig Heffernan as the new Maintenance Director on the board as of October 9, 2018. KA/MEB Carried** Oath of Office administered by the President.
- b. Financial report for September, 2018 (*Reports held up by need for new computer.*)

Renovation a/c – Aug 31/18	7001.42 Dr
Sept Deposits	3950.00 Dr
Interest Earned	<u>35.30</u>
Sept. 30 th	10986.72

Revenue in September:

Membership	312.50
Rental	4563.00
Activities	4614.35
GST June Refund	<u>6901.76</u>
	6391.61

Oct. 1/18 Bank Balance	61683.90 Dr
Syrians	3000.00 Cr
Deposit	3482.00 Dr
Transfer from Reno a/c	11485.00
Solution Based	164049.06 Cr
Mobius	<u>1456.42 Cr</u>

8145.42 Current Bank Balance

Motion to receive Treasurer's report for September, 2018. SG/RA Carried

6. Computer update motion continued tabling until future board meeting with exception of the following necessity. **Motion to approve expenditure of**

approximately \$500 to replace computer for treasurer's use due to failure of past computer. Carried

7. Notice given to board that Ron Atkinson is assuming the responsibilities of David Lightfoot due to David's health problems.
8. Tree root problem along walkway follow up. Problem has been dealt with.
9. Update on park at back of centre. Two quotes received were discussed. Before approval, inquiries will be made to the District of Sechelt to help on this matter.
10. Donor recognition format on wall - still in progress.
11. Telephone system upgrade - Still in progress.
12. 2019 membership fee - tabled from October board meeting.) **Motion to increase annual membership fee from \$25 to \$30. KT/TA Carried**
13. **Motion to change policies to enable previous motion. Policy 5.1 - An annual membership fee will be levied to obtain membership in the society and Policy 5.3 be - Half price memberships are available from July 1st to October 31st. Regular yearly memberships for the subsequent year will be available from November 1st of the current year. (The policy changes generalize the policies to reflect better policy descriptions for the future.) KA/CK Carried**
14. **Motion to rescind fall meeting from November 27th and move meeting to November 6th, 1:30 p.m. in the SSAC auditorium in order to conform with requirements of notice and provide for availability for board members and auditorium. MEB/CK Carried**

EXECUTIVE REPORTS:

President's Report - Charlie -

It has been a busy few weeks since my last report, much has been happening. The Centre continues to be open and many activities are taking place in the auditorium and some outside venues. Construction is progressing; however the date for completion is now around the 19th of November. Our revenue stream is somewhat better than I anticipated, due to pickle ball and various exercise classes.

I would like to take this opportunity to welcome Craig Heffernan to the Board and to his role as our Maintenance Director, thank you for taking on this important task.

Our recent walk through of the renovation area and site meeting indicates that although the contractor is behind the original schedule much is being done to get us back in the building as soon as possible. Ron Atkinson has taken over the brunt of the overseeing of the project due to the unfortunate state of David Lightfoot's medical issues. In his report he will provide the latest information on renovation. I must commend Ron for his unwavering dedication and support to ensure we successfully complete of this project with a Centre we can all be proud of. I am overjoyed to have Ron assume management of the renovations.

The funding for the renovation and expansion continues to come in, and there is the anticipation that some larger donations are pending. We still need to keep seeking those who have not supported us to date. I am disappointed that our various levels of government have not seen fit to fund this much worthwhile community amenity. We are looking at ending up with a mortgage of about \$300,000.00, unless there is a significant upswing in donations. I would also suggest we seriously consider raising the membership fees commencing with the 2019 memberships. The last membership fee increase was in 2010.

It time to start planning for our reopening, we will need to move all the things we moved out back in. There is going to be an official opening ceremony to be organized, and the kitchen gotten up and running. We will be looking for many helping hands to help make it all happen in an orderly manner. Please feel free to contact me or other Board Members with your ideas or willingness to assist in any of the activities associated with 'moving back in'.

(Special events report by Kit Artus presented here, but see details further along in minutes.)

Treasurer's Report – Sylvia - October report will be brought to November board meeting when new computer is fully functioning.

Maintenance Report – covered in President's report.

COMMITTEE REPORTS:

1. Activities and Rentals Committee Report – Oct. 3, 2018 - Gill Smith

Rentals

The only regular rental during the renovation is the LDS church on Sundays and their Craft group on Thursday evenings. They have been very accommodating and continue to pay their invoices.

I have been keeping the regular renters up to date on our progress and expect most of them to return in December, or January.

The Credit Union kindly agreed to postpone their Christmas party until December 8th.

There have been many enquiries regarding rentals and events like our own in house craft sale. The first new outside rental is a meeting on December 4th. The renter understands the situation and has agreed to postpone the meeting if necessary.

Activities

The Auditorium is jam packed with activities, with some activities sharing the auditorium at the same time, such as Poker and Pickleball on Fridays, Crafters and Quilting on Tuesdays, and Carpet Bowling and Mahjong on Thursdays.

I have spoken with the Funtastics about their needs for the next production scheduled for April 2019. The only current rehearsal requirements are Sandra Cordero's dancers and we are working around the scheduled activities for those rehearsals.

Space has been rented since June at both St. Hilda's and Davis Bay Hall to accommodate Bridge & Qigong to keep those activities going.

We've been fortunate that there have been very few interruptions to date because of the renovation.

2. **Bus Committee - Chris and Tess** - Rick is training a new driver.
3. **Communications Committee - Chris** - no report
4. **Finance Committee - Sylvia** - no report
5. **Fundraising and Grants - Joanne** - The committee meets monthly, and members are focusing on local business, including cash and "in kind donations. We also continue to follow up on grant applications, and we are waiting to hear on two major ones, from the SC Forrest legacy Fund, and BC Gaming, in early November. We are also waiting on a date for the award ceremony for the Telus grant. The yield from donations from members and local business is close to \$30,000, but we are still \$350,000 away from our goal. The committee wants to pursue further possibilities from the provincial government. It is also important to maintain a high community profile, and we hope a newspaper article about the Telus grant will help this. We also plan an article on the \$100 club, and some type of follow up for the member mail out.
6. **Kitchen Committee - Tess** - no report
7. **Legal and Legislative Committee - Mary** - Reports being filed with CRA. Constitution purposes being adjusted to meet CRA requirements to maintain our charity status.
8. **Life Members Committee - Joanne** - Notices for applications for nominees have been placed in the Echo, with a deadline for Nov. 30. The committee will meet in early November and make recommendations to the December Board meeting. The two appointees will be named at the Christmas Lunch. Please refer to the relevant By-Law for selection criteria.
9. **Long Term Planning Committee - Expansion Project Update - Ron** - Delays have occurred due to roof trusses slow to be delivered, a bearing wall specifications needed to be changed and constructed, 'Lock Up' almost ready, two additional roof drains were required and the last two weeks have seen good progress.

Last site walk through was Sept. 25, 2018

1. The Electrical & Plumbing rough-ins are complete.
2. Framing complete.
3. Mechanical rough-ins underway.
4. Roofing--- torch-on for flat roof section complete.
5. Roofing--- Metal section scheduled first week in Oct.
6. Exterior doors & windows are in place. Lock-up scheduled for the first week in Oct.

7. Kitchen cabinets have been ordered.
8. Selection of flooring done. Note:- ceramic flooring in the lobby area will be replaced with vinyl planking. This will be a reduction in cost.
9. The floor vinyl planking will be the same throughout except for sheet vinyl in the kitchen & non-slip ceramic in the vestibule.
10. Accordion divider in multi-purpose room selected & ordered.
11. Tile backsplash for kitchen counters highly recommended at an added cost of \$3980.
12. Stainless steel dishwasher counters will be new instead of reusing existing at no cost to SSAC.
13. Scheduled turnover to SSAC is Nov. 19-23 subject to final inspections including Vancouver Coastal Health.
14. Floor preparation:- the existing concrete floor in old Heritage & Lounge areas is extremely uneven and requires grinding and skim float coats to achieve a satisfactory base for the new floor. This was not anticipated and will add some cost. Hopefully item # 8 will offset this cost.
15. Parking lot grading is under review.
16. Two new roof drains have been added in flat roof section.

THE CONSTRUCTION CONTRACT HAS NOW BEEN SIGNED BY SOLUTION BASED CONSTRUCTION, MOBIUS ARCHITECTURE AND SECHLT SENIORS ACTIVITY CENTRE.

10. **Membership and Volunteer Committee - Margaret** - New membership cards have been ordered for 2019. These will be picked up by me in three weeks time. We need to plan for the initial sales of these cards, (where when, who) as this has to be well organized. Committee agrees with a \$30.00 charge for 2019 memberships, but thought \$35.00 was too much of a jump. Volunteers: I have met with Irene Kosovits. We will have meetings with both groups (the morning shift have to be competent with Kitchen money), and the afternoon volunteers need a review of procedures. We are going to try to devise a way to make the lists easier to use for the Day Directors.
11. **Renovation décor, etc. - Margaret** - I have worn a path to Custom Carpets. At this time, the flooring for main areas, including the kitchen, has been chosen. Also, Formica and cupboard fronts for kitchen cupboards. Backsplash tiles and cove base next. Then paint.
12. **Special Events Coordinator - Kit** - It is deemed essential that the Board make a clear decision regarding the reopening of the Centre and the scheduling of Special Events. To try and squeeze Volunteer Lunch, Christmas Lunch and Craft Fair, Grand opening and New Years Eve in by the 1 Jan 2019 is impractical, too stressful and not achievable to a standard expected by the membership. Further discussion considered the details for our grand opening such as Funtastics participants as servers, High school band music, Highland piper, First Nation participation, need for marquee. Board members to host, Wine and appetizers, and who to invite.

13. **Syrian Refugee Committee - Joanne** - The committee meets monthly, to review the progress of the family, and to coordinate help and support. The parents are enrolled in English language courses, Safaa has started part time work, Hamed is exploring medical certification courses and getting a driver's license, and the three boys are settled in school. The important need now is for permanent, suitable housing. Look for an article about the family in the next Echo.

14. **Technical Committee/Database Management** - no report

NEW BUSINESS:

1. Motion to remain open over Christmas and New Year's period. **Moved that the Centre remain open with full service over the holidays except from December 21, 2018 to January 2, 2019. CK/CO Carried**
2. **Other:** Tentative plans are that regular lunches will begin on Monday, November 26, 2018, the Christmas luncheon will be Friday, December 14, 2018, the first Friendship Tea will be on Monday, January 8, 2019, and the Grand opening will be on Saturday, January 19, 2019.
3. Charlie invited board members to join a 'walk-through' of the renovations on October 30, 2018.

Adjournment at 12:20 p.m.

Next Board Meeting will be at the call of the chair or Tues., Nov. 13, 10:00 a.m.

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