

**SECHELT SENIORS ACTIVITY CENTRE**  
**5604 Trail Avenue Sechelt BC**  
**Final Minutes for Board Meeting**  
January 8, 2019, at 10:00 am

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, RW Roy Wren, JR Joanne Rykers  
Absent: CH Craig Heffernan

**Call to order** at 10:07 a.m.

**Adoption of Agenda - Motion to adopt agenda. KA/SG** Carried

**Acceptance of Minutes - Motion to accept minutes of December 11, 2018, board meeting.** MEB/SG Carried

**Correspondence** - Invitation from Community Foundation to send participant to volunteer seminar January 23rd, 11:00-1:00 p.m. at SIB hall. Margaret will attend.

**Business Arising from the Minutes -**

Sieg Leamenn will be our emergency radio representative. Sieg has all the necessary knowledge and licenses and has volunteered to do this.

Info about the AGM notices will be checked for accuracy (AGM is Wednesday, February 20, 2019).

**Executive reports:**

**President's Report** - Charlie - WOW! It is hard to believe; we are open again. What a busy year; and in some ways traumatic. The renovation is in the final stages, just a few deficiencies to iron out. The kitchen reopened in time to hold our Annual Christmas Lunch on December 21st, and it was completely sold out. Sadly it was a year that also saw the passing of over a dozen members; most recently, the sudden loss of Barbara Lightfoot, a life member and past president.

As I look back over the year, I am very grateful to all parties that came together to make the project work. To our contractor and subs who did so much to give us the best kitchen in town and did such a beautiful job on the extension. To our many members who helped in getting us ready and kept activities happening. To Gill in the office who made sure we stayed on track. To Ron who stood in when David

had some personal issues that precluded his continuing as project manager. To Joanne and her fund raising committee that worked to raise over \$400,000.00 dollars in grants and donations. And finally, to all of you that have contributed in many ways to make it all happen.

The provisional budget for 2019 is being finalized for presentation to the Board and the AGM. We are looking at a small surplus to replenish the contingency fund, even after making payments on the mortgage. The final amount of the mortgage and the required payment has not yet been calculated, but should be available early in the new year. We have recently been informed of two more major donations totalling \$ 110,000.00 dollars, that will help to reduce our mortgage. We appreciate all donations and invite you to contribute as you can.

In order to ensure that we stay fiscally responsive to the increasing costs of providing the best services to our members, certain prices have been increased. The membership fee for 2019 has been increased to \$30.00 and the price of lunches adjusted as necessary to meet costs. 2019 memberships are on sale in the office and are required for all activities. We are asking everyone to please update of all your contact information as well.

We have a number of tasks to get done in the coming weeks, the office needs to be moved to the new offices, the computers and phones setup, pictures hung, library books brought back, etc. We will be calling for work parties as needed from our lists in the office. We also have receptionist and kitchen help calendars for you to offer your volunteer help for the coming months. If you can help, please come and volunteer a few hours. We need all the help we can get. Group of 8 or 9 people helped move major furniture, etc. over the past weekend and the phone are all connected now, as well.

The Nominating Committee will be looking to fill SSAC Board positions for the coming year. If you would like to be a part of operation of the Centre please contact Joanne Rykers for further information. Our AGM will take place on Wednesday, February 20, 2019, at 1:30 p.m.

We will have a Grand Opening Ceremony on the afternoon of January 19th to celebrate the completion of our renovations; details are still in the works. Thank you to all for your support and assistance over the past year. I look forward to the new year as we enjoy our new renovated centre together. Respectfully Wayne A. (Charlie) Jensen, President SSAC

**Treasurer's Report** – Sylvia - see attachments. Sylvia explained that some adjustments are necessary due to Sage program glitches. Peter Telford will be meeting with Sylvia in next few days to sort out problems. The budget for 2019 is being completed and will be brought to February board meeting. **Motion to receive the interim financial statements including draft 2018 year end statements.**

**SG/RW Carried**

**Maintenance Report** – Ron - Our garden shed has been vandalized. Bob McVeety will repair it. A new display cabinet is needed and it will be either built or purchased. Damage caused to the auditorium floor was able to be repaired by Jim and so the damage deposit was returned to the renter. Cause of the damage was not able to be accurately determined. Our back park area has brought complaints of late night noise and messes was received from HighPoint residents. This problem will be worked on. The cement bench at front of the centre will be repaired. We have put orange cones on blacktop in front parking lot where blacktop needs leveling. Contractor has been contacted to fix the problem. Christine will bring steamer to try and straighten the blinds in the dining room.

**Committee Reports:**

**Activities and Rentals** - no report

**Bus Committee** - Tess - no report

**Communications Committee** - Our signs are very popular on the community networking sites.

**Finance Committee** - Sylvia - completing 2019 budget

**Fundraising and Grants** - Joanne - New Horizons Pan- Canadian projects: The committee had a special meeting to discuss this call for proposals to fund projects for developing social inclusion among seniors. Projects must be collaborative partnerships with other community agencies, and the “backbone” organization would need to administer contracts with collaborators. Funding is \$500,000 – 5 million over 3 – 5 years. Initial proposal due date is Jan. 21. The committee had some excellent ideas, about the need for outreach programs to provide transportation, use social media, develop advocacy, and to expand existing programs, and make more use of our kitchen facilities. However, the scope of this proposal is more than the mandate of the committee and its resources can handle. Our goal is to fundraise for the renovations debt. This project would require the hiring of a contractor to develop the proposal, and to

administer and manage the project. We recommend that SSAC could be a collaborating partner with some other organization, but, not be a coordinator for this project.

Grants: As you know, we received word just before Christmas that the Community Forest Legacy Committee has awarded us \$100,000 for the Renovations. This recommendation needs to be approved by City Council, and we can expect to hear by the end of January. We also received word of \$10,000 from the SC Credit Union, and the cheque, as they say, is in the mail.

Fundraisers: The "Claim a Chair" project is set to begin on the grand re-opening day. No tax receipts will be given for this project as purchasers are purchasing an item. The B.C. Ferry Raffle, run by Peggy Malcolm was due to start this week. The Yestertones concert will be on Feb 8th and 9th. I had a chat with Bernie G., who offered her musical services if needed for any fundraisers. We have a quilt made by Ev Harker to raffle.

Donor Wall: The wall is almost ready to install, and the sub-committee is meeting this week to work out final details.

**Kitchen Committee** - Tess - The kitchen is slowly coming together. Emily is back in the swing of things. We are truly stressed out because of the call back for kitchen volunteers has been very poorly responded to, even though I sent out e-mails and have phoned those without e-mail addresses. But Joanne , Gillian and I have a few ideas that we have bantered around, from ECHO advertisements to hoping that some pickleballers will respond to an e-mail that Gill will send out soon to fill the dishwasher duty. Time will tell. The kitchen will need to cease using stainless steel scrubbers to clean the pots and pans. A discussion took place about meal prices and the need for a cost analysis to ascertain food, staff and pricing details and needs in order to maintain services to our members.

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

**Life Members Committee** - Joanne - Two new Life Members, Shirley MacCaugtrie, and Margaret Boyd, were announced at the Christmas Lunch.

**Long Term Planning Committee** - Ron - Expansion Project Update - The duties of the committee are completed. A few details remain to be completed. The dining room divider is still to be installed. There is a plumbing correction to be done for the steam oven in the kitchen. the new free standing fridge and freezer are still to come. The parking

lot lines will be adjusted. The water pressure in kitchen is being addressed and the water temperature needs to rise. the furnace reducing needs adjustment to improve air balancing. All security pads are now updated. users need to act within one minute of use. the two cameras to the front are now wired.

**Membership and Volunteer Committee** - Margaret - I am almost finished remaking the membership committee, and plan to have a meeting after the official opening. We will discuss ways to bring attention to our many varied programmes, particularly the less attended ones. I would like to thank the board for giving Dosie Bryant and myself the opportunity to carry on with our decor choices for our new look.

**Nominating Committee** - Nominations for Board 2019 - I will be contacting each Director regarding your plans and make up a slate accordingly and post it in the lobby. Please encourage likely candidates to consider running and to speak to any Board Member.

**Special Events Coordinator** - Kit - The board was provided with a very detailed plan for the Grand Opening on Saturday, January 19, 2019. The board pleased to endorse the plans and all looked forward to sharing a celebration of the completion of our renovations with our donors, members, local politicians and the general public. The ceremony will be led by Charlie Jensen, our President. At approximately 2 o'clock Charlie will announce cutting of the ribbon. The ribbon will be held by Joanne Rykers and Margaret Boyd in recognition of their hard work. Bonnie Hewitt, our historian will be available to discuss and share the history of the centre. The ribbon will be cut by Ron Atkinson and Doug Third. Ron has taken the leading role to manage the project for the board and Doug carried out cutting the ribbon at the first Sechelt senior centre and it seems appropriate that he should be involved with this event that carries on the amazing development of our member owned and operated seniors centre. The board also endorsed inviting our local politicians, MLA, MP and the general public to witness the grand opening to our newly renovated facility.

**Syrian Refugee Committee** - Joanne - Our sponsored family is very happy to have found a new home in West Sechelt. The committee continues to provide support in language tutoring, and helping Hamed with preparation for his MD accreditation. Our financial support is continuing until July, 2019, and is financially sound.

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

**New Business:**

An analysis of our new office arrangement, to reduce congestion in the front area, will be carried out under the leadership of Joanne.

Request from Nikki Webber to approve a fundraiser variety show on April 27th was brought forward. The board requested that Charlie contact Nikki to come to the February board meeting with more details of her Sh-Boom production.

**Adjournment at 12:07 noon.**

Next Board Meeting will be at the call of the chair or Tuesday, February 12, 10:00 a.m.