

**SECHELT SENIORS ACTIVITY CENTRE**

**5604 Trail Avenue, Sechelt. B.C.**

**Final Minutes of Board Meeting**

March 12, 2019, at 10:00 a.m.

Attendees: JR Joanne Rykers, CJ Wayne (Charlie) Jensen, MEB Mary Bittroff, SG Sylvia Graber, KW Ken White, KA Kit Artus, CK Christopher Kane, CO Christine O'Brennan, RW Roy Wren, KT Kathy Turner, NP Norma Pruden, MB Margaret Boyd

Absent:

Guests: Tony Stroud and David Marsh

1. Call to order at 10:05 a.m.
2. Welcome to new board members Ken, Kathy and Norma. Ken and Margaret were sworn in as board members by Charlie.
3. Adoption of Agenda - **Motion to adopt agenda. KA/MB Carried**
4. Acceptance of Minutes -  
**Motion to accept minutes as amended of February 19th, 20th at 12:30 and 20th at 2:00, 2019. CJ/KA Carried**  
**Motion to accept minutes of February 20, 2019 AGM, and, these minutes to be further ratified at the Fall Membership meeting as well. CO/CK Carried**
5. Correspondence -
  - a. Reply re: SCRD Water bill Our request for exemption was denied. Charlie will inquire how change to metering will affect us.
  - b. Invitation from "Transportation Choices" to be involved in "Active Transportation" month, which is May. We will post info in Echo and on wall notice board but not participate otherwise.
6. Business Arising from the Minutes -
  - a. Signing officers - the paperwork has been submitted to the Credit Union, and the transition will hopefully be completed by the end of this week.
  - b. Janitor contract – the motion of Feb. 19 was in error re the number of hours.  
**New motion: That the cleaner contract be amended to increase the daily hours to 5 hrs. per day for 5 days per week for main schedule of the year,**

**and to 3 hrs. per day for 4 days per week for the summer months.  
(These time periods are defined in the contract.)**

**KA/SG**

**Carried**

7. Executive reports:

a. President's Report - Joanne - I extend a warm welcome to the new Board of Directors, to returning members, who will provide continuity and share their experience, and to the brave new members, who will bring fresh energy and ideas. An orientation session on March 8 began the process of team building through discussion and information sharing. We discussed the overall organizational structure, relevant legislation, the SSAC Constitution, policy, and financial reporting. Some specific roles and responsibilities were defined, as noted below. Notes from the meeting have been distributed. I would recommend a follow up session in a few months. Please note, new members need to have criminal records checks. Apply at the RCMP, there is no charge for volunteers. Besides the Board, the bus drivers and three contractors, e.g. cook, janitor, and office admin person, all need criminal record checks. Charlie Jensen will be resigning the Board as past president by the end of April. On behalf of the Board, I extend our appreciation for his work as President in the past year, during which he steered the Society through the challenging renovation process, and also for his work for the Centre over the past several years. We all wish Peggy and Charlie many years of happiness in their new life in the Fraser Valley.

b. Treasurer's Report – Sylvia - Sylvia noted that Mercy Campbell has given her great help with the new finance accounting system. Her fee is \$30 per hour and will be used again when needed. Also, we will give consideration to the usage of the term deposit that matures in April. This will be dealt with at the April board meeting.

**Motion to accept the financial statements for January and February, 2019.**

**SG/MB**

**Carried**

**Motion to approve amount of \$25,000 to pay down on construction loan at SSC.**

**CJ/SG**

**Carried**

c. Maintenance Report - Ken - It will take some time for me to fully assimilate the responsibilities involved in this position, but it feels like the transition will be largely complete within a few months. The team assembled, largely with the guidance of Ron Atkinson, knows their stuff, and has been extremely helpful early on. Bob Maveety has demonstrated an impressive range of skills and willingness to embrace the variety of challenges that we have provided him. Items we've undertaken since my arrival.

An initial meeting, which Ron A organized, at which numerous work items were identified, most now satisfactorily addressed, including:

- i. Replace wheels on the table dollies and re-organizing the weights dollies
- ii. Mounting of the dart board(s)
- iii. Cash drawer repair
- iv. Floor burnisher repair (parts ordered / repair will be done shortly)
- v. A sub-committee also met with Michael Trigg of Coast Climate Control and various issues were identified to bring the entire HVAC system into proper operation prior to the summer heat. We are initially making settings adjustments on the system in an attempt to address airflow in the new space. Previously, it fell to volunteers to change filters, some of which are located on the roof, and we feel it is not sustainable to ask or expect seniors to be climbing on the roof to do this work on a semi-annual basis moving forward. We have requested a price from CCC to increase his role in maintaining the system to also include the make-up air system in the kitchen and cleaning the filters in the new ductless units. I will be bringing the results of that request to the next Board meeting for consideration.

There was a need for an expensive repair to the HVAC system due to a voltage spike in January. This was before I came on board, but the invoice for \$1500+ to complete that repair has now been presented (from Coast Climate Control). As a result, I am seeking prices from electrical contractors to install a surge protection device on the entire building to prevent future potential unexpected expenses. I should be

able to bring that information to the next Board meeting together with my recommendation for action.

Because of the building renovation, there is a need to vacuum all the ducting. I have asked for prices on this as well, and again, I should be able to bring that information to the next Board meeting for action.

We held another Committee meeting last week, and one of the results of that is a request to institute a “work order form” which I mentioned at our orientation last week and learned that one already exists. Now I am asking that the work order be used more regularly, even for small items. One responsibility that has traditionally fallen to the Maintenance Committee is management of the keys. I am grateful to Chris O for taking on this responsibility — with an eye to moving it to the Security Committee on a more permanent basis.

Charlie J and Maintenance Committee member Bob M met with a tree limber to discuss the work required on the trees to the East of the building, based on concerns around security. It appears that work will cost approximately \$1500 as well. I believe a second price has been sought from another contractor, but I am not aware of the results of that request.

The Board should be aware that the expanded area of the building might require an adjustment to the cleaning contract. It is reasonable to assume that it will take longer to clean the building. With the agreement of the Board, I will contact the cleaner directly to ascertain the impact of the expansion on his workload, and his expectations moving forward. Expect a report at a forthcoming Board meeting.

Ken expressed his thanks to Ron Atkinson for his assistance.

Ken will be initiating a new health and safety reporting form.

#### 8. Committee Reports:

- a. Committee liaison appointments - Joanne -  
Communications - Chris K. chair  
Craft fundraising group - Christine O.  
Emergency Plan - Chris K. will develop an emergency plan

Kitchen - Chair, Norma, Co-chair, Kit

Special events - chair, Kit, co, Norma

Bus - Roy will be liaison/chair

Finance - should meet quarterly - Sylvia will be chair and committee will include president, vice-president and maintenance director.

Fundraising/Grants - chair, Joanne. The committee is working with its mandate. There is a gap in the process regarding member driven fundraising events.

Legal & legislative - Mary B.

Life Membership - Past President Charlie J.

AV/Tech - a proposal is before the board for March 12 meeting. (Roy is interested in being chair/board liaison.)

Planning - currently, Ron A., is managing the last of the renovation, and there is no agenda after that.

Activities and rentals - Mary will be board liaison with Gillian.

Membership/Volunteer - chair, Margaret, with Irene J. as co-chair.

Nominating Committee - Pat President

Decorating - chair, Margaret

Refugee Sponsorship - Joanne R., this project will be complete soon.

Special Events - Chair, Kit A., Co-chair, Norma Pruden

Maintenance - a new committee has been staffed, with Ken W. as chair, and policies and procedures are being worked out.

Security - Christine O. will liaise with Mike McCarhy's security team, and take on key control. Technical/AV - TBAJoanne noted that the above include appointments to standing and ad hoc committees. The By-Laws and the Policy Manual define some rules for committee function. Membership is determined by the chair and the committee. Disciplinary issues with regard to committees must be brought to the Board. The By-laws and policy state that: 'All committees must have a Board Liaison, who will report to the Board, but this person does not have to be the chair.' The president and vice-president are ex-officio members of all committees. I also suggest over the coming months, each committee looks at their mandate and function and report this to

the Board, with the aim of updating the Policy Manual, and making us all more aware of, and comfortable with the work that we are doing.

- b. Activities and Rentals - Joanne - Gill is working to get full use of the facilities for activities, especially the auditorium and Dining Room. Dance Time has been cancelled, and more PB social play has been added. Cribbage has become a rental, which is an issue that needs to be monitored, since allowing an activity to become a rental affects our revenue. A walking group is being organized, and a Ukulele group is starting (in addition to the rental group). Two activities are proposed, which require paid instructors, and so a Board motion is needed. We pay instructors \$45 per session, there is usually a 1 yr contract, but the ones below would start with a 3 month trial. The contract stipulates a 30 day notice for either party, so we can cancel if the numbers don't materialize. The policy is that we only pay instructors for activities in which the leader requires certification. Currently, these are fitness and Yoga - Lori Gregory, who teaches Fitness for people with mobility issues would like to move her class from the Rec centre to the SSAC, because she needs more space. We tried this group here, but never got the numbers to support a paid instructor. Now, she has 20 in her group, who all say they are willing to come here, pay \$5/session, and become members. Andre, the Yoga instructor, would like to add a second Class, led by his current assistant, Jonathon. This class normally has 35 – 40 attendees. Gill suggests some A/V equipment may be needed for the lunch room. She is planning for a conversation café, talks on current affairs/topics, to ensure better use of the multi-purpose room. - **Motion that a three month trial contract be given to Mobility Fitness instructor, with member attendance fee of \$5.00 per hour. MEB/RW**

**Carried Motion that a three month trial contract be given to a second YOGA session instructor, with member attendance fee of \$5.00 per hour. KA/RW Carried**

It was suggested that procedures for booking rooms needs review.

- c. Bus Committee - no report  
d. Communications Committee - Chris - no report  
e. Finance Committee - Sylvia - no report

- f. Fundraising and Grants - Joanne - There is still hope for the New Horizons grant, which would give us \$16,000 (plus a 35% SSAC contribution of funds and in kind) towards new furniture and equipment. The last reply I had was that the 2018 applications are still being processed. A donation of \$400 has been received from Howe Sound Pulp and Paper, thanks to Kathy's work.
- g. Kitchen Committee - (report tabled from February is referred to the new Kitchen committee for work. It was suggested to put a sign on an accessible table for those using mobility aids.
- h. Legal and Legislative Committee - Mary - no report
- i. Long Term Planning Committee - Joanne - Ron will continue to oversee the last items of the renovation project; they have been detailed last month's minutes. The outside work cannot be done until warmer weather, which means our official completion date is sometime in the summer. The last payment to the contractor (about \$7,000) will be made then. The remaining construction loan debt then becomes a mortgage. There are no other outstanding invoices. The mandate of the committee going forward has yet to be determined.
- j. Membership and Volunteer Committee - Margaret - We presently have 1032 memberships signed up for 2019. Volunteers: Irene, Chris Kane and I have collaborated to make a new volunteer form. It is simpler and more streamlined. New volunteers are being called and invited to come in for training. We have plans to organize an in-service session for all desk volunteers before the centre reopens in the fall. Question was asked if desk volunteers need to have a criminal record check will be followed up by Mary.
- k. Special Events Coordinator - Kit - Dates will be set and published soon.
- l. Syrian Refugee Committee - Joanne - no report

#### 9. New Business:

- a. 3 quotes for tree service required - Chris - **Motion that a contract to raise the tree canopy in the park be awarded to Branch Management for \$640.00 plus \$32.00 GST.** **CJ/CO Carried**
- b. 2018 Board dinner - Mary - In recognition of the dedicated work of our 2018 board, motion that the SSAC sponsor a board dinner for the 2018 board

members. The motion might include making this an annual dinner. *Motion tabled to April board meeting pending more discussion and costing, etc.*

- c. Sechelt CIP grant - Mary - Grant for \$3000 was applied for to sponsor an event featuring someone like Dr. Art Hister. As a result of the application, it was necessary to do a follow-up report for the same grant given in 2014. This was difficult but we succeeded and were approved to apply this year. No results are known at this time.
- d. Art class paintings for sale in dining room suggestion - Mary - This seemingly simple suggestion has several important considerations that need to be incorporated into a motion. Motion that the following proposal be considered.
  - i. Only art from our SSAC art classes and the local ARTS Centre be eligible.
  - ii. That a commission of at least 15 % be paid to the SSAC upon any sales.
  - iii. That a proper mounting board with clips be installed first to the dining room walls.
  - iv. That art only be 'hung' in monthly periods and not be re-hung until after one month at least.
  - v. That the artists sign acceptance of no insurance coverage by the SSAC for damage or loss.
  - vi. That the art topics be acceptable for public display in our dining room, as determined by a board liaison. *Motion tabled to April board meeting. Margaret Boyd will investigate proposal.*
- e. Fundraising event for Friday, May 10, 2019 - Chris - Update on budget for board approval. **Motion to approve May 10th show budget.**

**KC/KA**

**Carried**

- f. Motion to appointment of a representative as SSAC rep to the 'Seniors Planning Table'. Sue Jackel will try to find a representative and we will also put an ad in 'The Echo' asking for a volunteer as well. *Motion tabled to April board meeting.*
- g. Craft Group Budget - Christine - **Motion to approve craft group budget.**

**CO/RW**

**Carried**



- h. Motion to accept Tech proposal and to appoint Roy Wren as word liaison to develop a budget to improve various Tech needs for board approval at the April board meeting. CO/KA Carried**
- i. Motion to approve in principle a bridge tournament. CO/RW Carried**

10. Adjournment at 12:37 noon.

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