

**SECHELT SENIORS ACTIVITY CENTRE**  
**5604 Trail Avenue, Sechelt. B.C.**  
**Final Minutes of Board Meeting**  
April 9, 2019, at 9:30 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, WL Wilma Lorimer  
Guest: Tony Stroud

1. Call to order at 9:31 a.m.
2. Welcome and swearing in of new board member, Wilma Lorimer. Wilma will replace Charlie as the Past President on the board. Wilma was sworn in by Charlie Jensen.
3. Adoption of Agenda - **Motion to adopt agenda.** **KA/KW** **Carried**
4. Acceptance of Minutes - **Motion to accept minutes of March 12 board meeting.**  
**MEB/CO** **Carried**
5. Correspondence - Resignation letter from Charlie Jensen. **Motion to accept resignation of Charlie Jensen.**  
**CO/MB** **Carried**  
Charlie then left the board meeting.
6. Business Arising from the Minutes -
  - a. We did not receive a CIP grant this year but we now qualify for future applications after filing a report on the 2014 grant.
  - b. Joanne to be responsible for A & R reporting (not Mary) to meet contract stipulation.
  - c. No one has volunteered to be our 'Seniors Planning Table' representative yet. Wilma and Joanne will follow up.
  - d. SCR D water meter installation charge of approximately \$163.00 plus recreation levy of approximately \$112.00 were discussed and Mary will follow up on our requirement to pay.
7. President's Report - Joanne - March has been a busy month for all of us. New Board members, as well as old ones in new positions, are "learning the ropes," and I commend all of us for the hard work.
  - a. Chris K. and I have split the week between us, so, I will be in the office Monday, Wednesday and Friday, and Chris will be in on Tuesday and Thursday.
  - b. Today we are accepting the resignation of Charlie Jensen as Past President, and welcoming Wilma Lorimer into that position. Wilma served on the Board as president, vice-president and secretary, and has remained actively involved as a volunteer.
  - c. Charlie's contribution as president and his active involvement over several years are well known. Please come to a reception to acknowledge the contributions made by Charlie and Peggy, and to wish them well, on Thursday, April 11, at 3 pm in the dining room.
  - d. Concerns regarding building security led to a discussion between myself and Chris O. Chris K., And Gill Smith, with consultation with Ken and Ron Atkinson. There are concerns about lock up procedures in several areas: In the evenings, activities are often responsible for lock up, and this becomes unreliable, often doors are left open, and the alarm not set. Kitchen supplies and equipment are not secured at all. Areas that should be locked during the day, e.g. the AV, storage, mechanical and electrical rooms, have been left unlocked. Christine and I are working to up

date all our security procedures, and rewrite instructions for Day Directors, Security, and Activities. Five nights a week Jim Coffin does a thorough perimeter door and window check after his shift, and we are investigating hiring a security service to fill in the other days. The walk-in fridge/freezer will be fitted with padlocks, and the frozen entrée freezer and small chest freezer have locks, which must be used. The bar door will be fitted with a lock. All these need to be checked by the DD and the security team. When Emily is working in the evenings, she must lock these before she leaves.

- e. Concerns have also been expressed about emergency procedures, ie gas, fire, AED training. Ken is dealing with gas procedures, and Chris K. with the latter two issues. Chris K. has obtained a new "Square" device that will allow tapping, and will take debit as well as credit card. Chris has informed Irene J. so she can deal with front desk volunteers, but all DD's should remind receptionists as needed. And PLEASE remember to note each Square transaction in the running list kept for Sylvia, as this is crucial to her ability to reconcile transactions.
- f. The suggestion from the FR committee that the Special Events Coordinator role include vetting fundraising (and other) non-fund raising events is worth exploring, and Kit A. and I will be discussing how this can work. A structure such as a "Checklist" which could be presented to the Board along with the budget would help these events run more smoothly and save stress for our overworked A&R Coordinator.
- g. I met with Dale Sankey, from the Syiyaya Reconciliation movement to discuss how the SSAC can be involved. We will try to integrate a presentation into the upcoming workshop series that Gill is planning, and we may be able to display one of the reconciliation blankets in our lobby.
- h. Please try to drop in on Wednesday, April 24, to meet Ann Kang. Parliamentary Secretary for Seniors. Arranged by Kathy Turner, this is to be a low key visit, so nothing structured is planned, just lunch, a tour, and informal discussions.
- i. In closing, enjoy your time off over the Easter long week end. The Centre will be closed Good Friday, April 19, and Easter Monday, April 22.
- j. **Security issues: Dealing with Locking up of the kitchen or certain appliances will be dealt with by Kit and Kit will join security committee. Lock-up procedures need to be corrected by the securities committee due to increased use of centre, Christine will follow up.**

8. Vice-President Report - Chris -

- a. Some issues have come up with the usage of blue kitchen and pink volunteer slips use during the lunch period. Any volunteer who uses more than the allowance allotted, pays the difference. Unfortunately, the difference is not clearly transferred from the cashier stage to the day director for balancing the work. On numerous occasions, the office staff are out of balance and this causes confusion resulting in spending the rest of the afternoon trying to balance the sales for the day. The forms have been reviewed for modification. It has been determined that retraining and review of current procedures are needed to keep us all on track. Coordination with the cashiers should be left to Irene. Forms returned to the day director should clearly identify allowances and the cash payable, if any. More to come.
- b. The emergency procedures program has been on hold awaiting a response from the local program coordinator. There have been 3 telephone messages left for them to contact the Centre. Alternatively, the Sechelt Fire Department chief will be contacted. He is currently unavailable.

- c. Literature from outside parties is being limited to the community board space available in the front lobby. It is unreasonable to expect our reception volunteers to be versed in 'representing' other organizations from a resource perspective. A resource index will be developed to direct inquiries. In the meantime, unauthorized posters will be removed.

9. Treasurer's Report – Sylvia - statements attached -

**Motion to accept the financial statements for March, 2019.**

**SG/RW**

**Carried**

10. Maintenance Report - Ken - The maintenance committee is completing tasks as presented, with several larger projects ongoing:

- a. The HVAC system needs work (previously identified), and Coast Climate Control is coming later this week to begin.
- b. The heating ducts need cleaning. Pricing has finally drifted in:
  - i. Star-Tek (local company) \$1500 -\$1800\* Based on working outside normal business hours. ±\$300 to be saved if it can be done during normal work hours.
  - ii. COIT (lower mainland crew) \_\_\_\_\_ \* Tried coming earlier in the month, but picked the same day as the BC Ferries “docking incident” and didn’t make it. Scheduled to come Friday, April 5 (after this report submitted).
  - iii. A third price was sought from a local company, but they no longer do this type of work. **Motion to accept a bid for duct cleaning postponed to May board meeting due to waiting for another contract bid. Tabled to May board meeting.**
- c. Cleaning and organizing the storage area: Dosie Bryant has worked hard to purge boxes of kitchen gear with the assistance of Emily; she has also spoken with others in various committees to identify things that can be removed. Through that process we have targeted December 31 to have the re-organization completed.
- d. Garden Shed: Before we prepared an inventory, the shed was vandalized, resulting in damage to the doors. The doors can no longer be opened or secured easily; we are recommending the shed’s removal. The inventory is limited, everything worth keeping can be accommodated within the storage area once that re-organization is under way. We have someone who will make a donation in return for the shed (as well as remove it), should the board approve its removal. The amount of the donation will be determined by its condition at the time of removal. **Motion to remove garden shed.** **KA/CK Carried**
- e. Received a quotation for cleaning the entire roof of \$5,000. **This item tabled to May.**
- f. Received a quotation to clean the gutters at \$460. (Usual supplier) **Motion to approve \$460 to clean the gutters.** **NP/KA Carried**
- g. Other small projects are being undertaken and completed on a regular basis with members of the committee very good about getting things done promptly.
- h. Various items have been accumulating in the electrical and furnace rooms, this needs to stop. It is a fire hazard, and the requirement to keep those rooms clear is posted on both doors. It is also important to keep these rooms locked at all times.
- i. There is a need to re-assign the recycling in the kitchen, previously done by Charlie. **Kathy Turner will call about re-cycle bins and all of us will take re-cycle items when we can.**
- j. I recommend we change the light fixture above the display cabinet in the foyer to one that uses LED lights. The halogen bulbs in the current fixture are difficult to

change, expire frequently, are expensive, and use excessive electricity. This is a purchase that the decorating committee may be best suited to make.

- k. I would like to apply for an account at Rona. They will offer a discount, once the account is established. Amounts will still be paid for at time of purchase (it is not a “credit” account), but a credit application needs to be completed to make this happen. **I am seeking approval to undertake this on behalf of the society. Motion to approve application to RONA but to use GBS first due to service and help in the past.**

**KW/RW Carried**

- l. Dosie has indicated that she will be terminating her involvement with the committee at the end of June this year. She says she is doing likewise with the other committee(s) in which she participates. Dosie has been involved at the centre in various volunteer capacities for the past 12 years, and I would like to commend her for her dedication to the centre. **Motion to send letter of thanks to Dosie that Margaret will write.**

**KA/CK Carried**

#### 11. Activities and Rentals - Gillian - New Activities

- a. Ukulele Ukulele for Beginners had a good turnout for its first session. I anticipate more sessions for various levels as the word gets out and excitement grows. The teachers (Ron Skene and Mark Trevin) are working with Strait Music to get a discount for people who show their SSAC membership card. We can approach any other ukulele sellers on the Coast if the opportunity presents itself.
- b. Yoga #2 Yoga teacher John was pleased that the board approved another yoga session (3 month trial) We reviewed John’s availability and times when the Auditorium is free. John decided on Thursday 11:30am-12:30 pm. This is after Fitness with Jacquie, which may or may not be a good thing. We also discussed Thursday evening 7-9pm which may be attractive to those who are working. This may be an option for the future. Some of the Wednesday yoga people would prefer more time between sessions, but Monday is currently not an option for John and he wasn’t as keen on Friday after Chair Yoga. He will be starting April 4<sup>th</sup> 11:30-12:30.
- c. Euchre Brenda Wentworth will be the Activity Chair for this activity on Thursday evenings, starting April 4<sup>th</sup> at 7pm. They will be using part of the Lunch Room. Cribbage is using the other half of the Lunch Room. I have spoken to Dave Grafton – who was the long time activity chair for Cribbage (and now renter), and he is fine with it. He knows about the room divider and either he, or Brenda can close off the space if they wish. I expect the card players will enjoy Chris’s welcome sign - *Euchre Players – are not playing with a full deck!*
- d. Keep Fit This is the class for people with balance, mobility and dementia issues – though it is open to everyone. Lori has had a very positive response about moving the class from the Aquatic Centre to the SSAC and everyone knows they need a SSAC membership to participate. This class begins on Monday April 29<sup>th</sup> at 11am. Lori is also keen on helping with a walking group (that was being discussed by another member) and she has insurance. Her husband is having health issues, so we’ll keep this on hold for now.
- e. Book Club Carolyn Breadner is keen to start a book club here, and I expect it will be popular. An organizational meeting will take place on April 10<sup>th</sup> and the group will meet on the 2<sup>nd</sup> Wednesday of the month in the Farish Room. If it turns out there is a lot of interest, we may be able to have several groups and use the Farish Room on some (if not all) of the other Wednesday mornings.
- f. Let’s Dance Sandra Cordero cancelled Let’s Dance for a while as she was too busy

running her sanctuary. Things are better now and she has restarted her class - Mondays 9:15am to 10:45am in the Auditorium.

- g. Line Dancing We have had several enquiries about Line Dancing and, when asked, Sandra Cordero said she was willing to teach Line Dancing on Wednesday evenings in the Auditorium 7pm starting in May. We will see if it is popular. If so, we will be proposing that Sandra be a paid instructor for this activity starting in the Fall. It would be great if someone else volunteered, but my requests to others have not panned out. Sandra was a paid instructor before, for Latin Cardio (and needs the income). We will see how much support there is and how many participants are willing to pay a \$5 activity fee.
- h. Chess An enquiry from Ed Gabriel led to his agreeing to be the Activity Chair for chess starting on Monday April 29<sup>th</sup>, 3-5pm in ½ the Lunch Room. Bill Purtell ran a SSAC Chess group about a year ago, but was not interested in starting it up again as the Activity Chair. I will contact Bill, though and ask him to help get the word out.
- i. Upcoming Activity Ideas:
  - i. Walking Club – I will coordinate a discussion between the 3 people interested and hopefully it will go ahead during the nice weather. I will keep you posted.
  - ii. Conversation Café – This type of activity has many names, but basically it's a way for people to meet in small groups and discuss topics of interest. It is very popular at Eldercollege and elsewhere. Russ Tkachuk seems to be willing to be the coordinator (thanks to Jack Pope). We will be meeting in the next few weeks.
  - iii. Meditation Group – a dentist who is new to the Coast is interested in volunteering and can run a meditation group. I will explore this further with her. She is available on Mondays, so it might be a nice compliment to the Qigong and Tai Chi groups. I'll make sure there is no ukulele session on at the same time.
  - iv. Seniors Expo – We have many services and businesses on the Coast that might be of interest to our members. There seems to be a general lack of knowledge and/or understanding about what is available. That got me thinking – why don't we have a Seniors' Expo and rent out Tables. Services could answer questions and hand out material and increase awareness in products and services that might be of interest to seniors. It could be big or small to start. Early stages, but I have 4 volunteers willing to help (without even begging) because they like the idea. **Motion to approve in principle, planning for a Seniors' Expo is tabled to May meeting.**
  - v. Monthly Dances – Ron Skene is working with a small committee to revive the monthly dance without burning anyone out. Ron Atkinson is definitely a resource for the group. The first dance might be in May. More to follow.
  - vi. Information Sessions - In the past, we have had a couple of free information sessions for members – health and safety related. This would be a good service for our membership and is one of our constitutional purposes. In March I attended a meeting with Jack Pope (Eldercollege), Elle Archibald (Library), Gloria Lifton (Seniors Planning Table) and Ann Titcombe (Community Resource) to discuss some ideas, to make sure we are not overlapping too much and to see how we could work together. If this idea moves ahead, it won't be in a hurry, but I believe it is a good idea and should

be considered.

- vii. Sandra Cordera has decided not to do Line Dancing starting in May, but is trying to find another instructor.
  - viii. Memory Cafe may be returning to the SSAC. We can fit it into the Parish Room for one hour on Tuesday after Emergency Radio - 10:30-11:30, and the auditorium right after Fitness and before Pickleball from 11:30-12:30. They would probably finish a bit earlier so they can have lunch here as well, when the kitchen is open. The activity would continue through the summer. It would be a single activity and could hopefully start in May.
12. Bus Committee - Roy - Have not as yet met with this group, but have talked to Rick in the phone, he has assured me there are no bus issues at this time. Linda Willan, who looks after the Bus monies would like to empty the drawer of all the back issue empty envelopes, which are taking up a large amount of room in the drawer. I am not aware as to why these envelopes are being stored and will be seeking the boards advise on this problem. I will be arranging a meeting with the Bus committee some time in week of April 8th.
  13. Communications Committee - no report
  14. Decorating Committee - Margaret - Focus at this time is to complete the Donor wall record book and have a shelf created to house it. This shelf will be on the side of the wall by the foyer. Plans are moving forward regarding the Gala in May. The pop up decorating committee is working with Chris Kane to prepare for this event.
  15. Fundraising and Grants - Joanne -
    - a. The Donor Wall: Acrylic plates with donor names are being completed by Sechelt Signs. A plan for the Donor Book has the book being installed on a shelf on the lobby wall to the right of the entrance, and the book being secured to the shelf.
    - b. Grant applications are in process, and the committee is working on several events.
    - c. The Quilt raffle netted an encouraging \$500, and a new quilt is slated for raffle in April.
    - d. Name a Chair has earned \$2160, by the end of March. The "early Bird" price period is expired, and the new price is \$75/chair, as of April 1.
    - e. Other raffles are planned in late spring and fall, pending approval of gift certificates from BC Ferries and West Jet.
    - f. A Bridge Tournament is scheduled for the fall, and a "Coats of Paint" art auction in the spring of 2020.
    - g. Kathy Turner has arranged a visit from the Parliamentary Secretary for Seniors, Ann Tang, on April 24. The purpose is to show off the renovations, and explore possible funding.
    - h. The Fundraising Committee is comfortable with its mandate of raising funds for the renovation through donations and events. However, the Board needs to develop a process to deal with fund raising projects originating elsewhere in the organization. Our suggestion is that this become a function of the Special Events Coordinator.  
**Discussions on-going between Joanne and Kit.**
    - i. Mary B. has resigned from the committee, and we thank her for her contribution during the past year.
  16. Kitchen Committee - Norma - The dining room will be re-organized to provide better seating for those with walkers, etc. Also, the current table with coffee, etc. will be moved to near the 'dish washing' window. **Kitchen committee will investigate best practices for frozen entrees (purchase limits, Emily's wishes and advice, prices for members vs. non-members, etc.**

17. Legal and Legislative Committee - Mary - The 2019 B.C. Annual Report has been filed and accepted. Permissive tax exemption and CRA reports next.
18. Membership and Volunteer Committee - Margaret - We have now reached the 1117 mark for 2019 memberships. Irene Jankovits and I went through the entire kitchen list of volunteers and called many to see if they were still prepared to help. We also went through the new forms and arranged training sessions for those interested. The list, with current telephone numbers was then passed on to Norma Pruden, who typed and printed copies. Irene and I will do the same with the desk reception list.
19. Special Events Coordinator - Kit - I wish to set dates for the regular special events as follows:
  - a. Open house in September - 14th **Cancelled**
  - b. Christmas Craft Fair - November 23rd
  - c. Christmas Lunch - Usually the last Friday before we close for Christmas. Confirmation required. **Motion to have the 2019 Christmas dinner on Thursday, Dec. 19, 2019. MEB/MB Carried**
  - d. Seniors Expo -a collaborative event to share with seniors the services and support available on the coast. **Tabled (see above).**
  - e. Trash to Treasurers discussed but not set.
  - f. Volunteer Luncheon - Friday, June 21, 2019. (Closing of centre for the summer.)
20. Technical Committee/Database Management - Roy - Have met twice with Tony and David, these initial meetings were to establish guide lines for preparing a budget. This has been completed and is attached for your input.
21. New Business: Centre will close for the summer on Friday, June 21, 2019.
22. Adjournment at 12:08 noon.

Next Board Meeting will be at the call of the chair or Tuesday, May 21, 9:30 a.m.