

**SECHELT SENIORS ACTIVITY CENTRE**  
**5604 Trail Avenue, Sechelt. B.C.**  
**Final minutes of Board Meeting**  
May 21, 2019, at 9:38 a.m.

Attendees: JR Joanne Rykers, MEB Mary Bittroff, SG Sylvia Graber, KW Ken White, KA Kit Artus, CK Christopher Kane, CO Christine O'Brennan, NP Norma Pruden, MB Margaret Boyd, WL Wilma Lorimer  
Absent: RW Roy Wren, KT Kathy Turner

**1. Call to order** at 9:38 a.m.

**2. Adoption of Agenda - Motion to adopt agenda s amended. KA/CO Carried**

**3. Acceptance of Minutes - Motion to accept minutes of April board meeting - tabled to June board meeting. KW/MB Carried**

**4. Correspondence:**

- a. Note from Ron A. presented under business arising.

**5. Business Arising from the Minutes –**

- a. Recycling report - Kathy Turner's report lists two options for recycling available from Waste Management; 1. Add a third bin, 2. Change the existing cardboard bin to a mixed recycling bin. Costs for both options are the same adding an additional \$75 per month. Concern was raised that labelling of the bins was crucial as there is a surcharge for wrong deposits in the bins. Kit noted that volunteers need to be trained to follow new requirements as well. **Motion that we choose #2 option, the "two bin" option adding \$75 per month to our contract with Waste Management.**

**KA/WL Carried**

**ACTION: NORMA AND KIT WILL FOLLOW UP ON MOTION. MARGARET WILL FIND VOLUNTEER TO RECYCLE GLASS.**

- b. Security report - It was agreed to invite Mike McCarthy to come to June board meeting. **ACTION: CHRISTINE WILL TALK TO MIKE AND INVITE HIM TO JUNE BOARD MEETING.**
- c. Notes from Ron Atkinson regarding completion of renovations before contract sign-off including final items with the SSAC expansion and just a few things to complete needing to be done.
  - i. The closure for the dining room partition is to be completed.
  - ii. There is an occasional odour in the dishwasher area. The venting system is under review.
  - iii. The RWL on the South side of the building is missing the closure piece at the transition of the small pipe and the larger one.
  - iv. The schematics for the hot water recirculation line supply are needed for our records.
  - v. The parking lot painting corrections are completed.

## EXECUTIVE REPORTS

### 6. President's Report - Joanne –

It has been a short month for me, as I was away on holidays for 2 weeks, but Chris K. very ably managed affairs during my absence, and even managed to stage a very successful show, the "Legendary Ladies." Security concerns are being addressed through the recommendation to replace outside locks, and install kitchen door locks. Ken will do the installation, while Chris O. will manage ongoing monitoring of keys. We do need to communicate with all stakeholders about the new procedure, and to make arrangements for holidays, off hours, rentals, etc. The issue of a mobile security service has not been solved. As there are no mobile security services in Sechelt, we would probably need to hire our own. I will continue to pursue. An update on emergency procedures is in process. We have contracted with Coast Cable to provide a bundled service for internet, cable, and including telephone and the total package will cost \$140 per month, saving us \$100 per month. Installation will happen on May 23, and the technician is to phone that day with the time. They will also install an updated modem for the internet and cable service. We lost one of the volunteers who do bank deposits. Linda Williams is working for real money now, but she assured me that she will come back after she retires (again). Meantime, we do need a Friday person. Food service policies are being assessed by the committee. We have put a limit of 6 frozen entrees per day, on a trial basis, and it seems to be working. The "Last Spike" of the renovations project has been driven, and we are ready to sign off on completion, by making the final payment to the contractor. This will trigger a process with the bank, in which our construction loan becomes a mortgage. At our meeting today, based on the monthly financial statement, we will decide the amount of this mortgage. I think the completion of one project inevitably leads to another. Chris K. and I have been discussing the issue of what the increase in activity and popularity mean for the SSAC's organizational structure. Perhaps it will be time, in the Fall, for the Long-Term Planning Committee to reconvene and begin this discussion? A visit from Ann Kang, minister for Seniors, is still planned for June 6 or 7, but we are waiting for details. Speaking of June, we look forward to the annual Volunteers Lunch, which signals the start of our summer slow-down and, hopefully, a chance for us all to enjoy a more leisurely pace for a couple of months. We've earned it! We are presently meeting our budget. Also, our payments to the Syrian family are ending soon.

**7. Treasurer's Report – Sylvia –** attached. A recommendation to approve a further paydown of the mortgage was referred to the Finance Committee.

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

**WL/NP**

**Carried**

### 8. Maintenance Report - Ken –

(a) The use of maintenance requests has improved, with most requests now being presented in this format. We appreciate it, as it will help track performance, and gain an understanding of exactly what tasks are undertaken.

(b) The heating ducts cleaning project. I now have two prices:

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) \$3800.00\*

**Motion to accept Star-Tek contract.**

**KW/WL**

**Carried**

Work requires shut down of building for full day. We will do this work in July, once the kitchen is closed, allowing us to access the lower end of the price quote (and to provide a contingency in case they “find something”.)

- (c) Cleaning and organizing the storage area: Dosie Bryant has continued her process of clearing out the vast quantities of old, neglected items. We foresee completing this much earlier than previously thought but have kept December 31 as our target completion date.
- (d) Book cases in lobby area: We’ve begun the process of putting new “kicks” under the cabinetry, to repair the bases from water damage that occurred this spring. We’d like to know whether the decorating committee intends to keep them or replace them using part of the grant monies recently received.
- (e) Fire Safety: We are continuing to prepare fire safety information sheets to be strategically installed throughout the facility, guiding people to extinguishers, exits, etc. Similarly, we are working on having full information available to board members on the location of water shut-offs, gas shut-offs, etc. These, we will install in the mechanical and electrical rooms, once complete.
- (f) Key replacement for front and rear door (Security / Maintenance): I have spoken with Suncoast Lock who have previously been our primary source for keys. A detailed report and request for decision will follow for consideration at the June meeting. That decision will also include provision for adjustment/repair of the automatic closing mechanisms on the exterior doors.
- (g) Item for discussion: The defibrillator training — I wonder whether this could be one of the “Information sessions” of which Gill referred in her April report. *No board decision was required to proceed on this matter.*
- (h) Other small projects are being undertaken and completed on a regular basis with members of the committee very good about getting things done promptly.
- (i) Thanks for maintaining the electrical and furnace rooms clear of clutter, this seems to now be resolved.

### **COMMITTEE REPORTS**

#### 9. Activities and Rentals - Joanne –

- a. The following are now scheduled to start in the fall: Euchre, Book Club, Volleyball, Badminton
- b. The second Yoga group, Keep Moving/Fall prevention, has started on a 3 month trial, and have good numbers so far of 15-20 per class. The Memory Cafe, a combination social and fitness program for couples dealing with dementia will start on May 21st. These are all run by paid instructors, hence the trial period.
- c. Ukulele has been wildly popular. A chess group has started. Monthly dances are starting up again on June 22nd.
- d. Gillian is still looking for an instructor for Line Dancing.
- e. Let’s Dance has been cancelled; the instructor has availability problems and the participant interest has decreased.

- f. We need to check on liability insurance for contract instructors and for bar service. It has been suggested that members sign a blanket waiver when taking out a membership. Apparently, the effectiveness of this depends very much on the wording, so needs to be investigated. **(Secretary's note: This was not assigned, so assume that Joanne will be the action person!)**
  - g. Gill's hours will change since she has taken on another contract with the library. She will continue to work four hours on Monday, Tuesday, Thursday and Friday; but, the times will be adjusted and will be noted at reception.
10. Bus Committee - Roy - no report
11. Communications Committee - no report
12. Decorating Committee - Margaret -
- a. News of the New Horizons grant was a huge plus.
  - b. New solar blinds and tables for the multi-purpose / dining area are next on the to do list.
  - c. A very hardworking group prepared the auditorium to enhance the production of the Legendary Ladies.
  - d. A set-up and take-down crew needs to be put in place for such events.
13. Fundraising and Grants - Joanne –
- a. The Committee is meeting monthly. We welcomed a new member, Rojean Trent.
  - b. We are very pleased that several grants have come in: The long-awaited New Horizons grant, in the amount of \$16,000 has been approved. With the RBC grant of \$5000, and the required contribution from SSAC, we will be able to do extensive refurbishing of the Centre, including kitchen equipment, furniture, and redecorating. I will be meeting with Ken and Margaret to begin the process – we have until May of next year to complete the NH requirements.
  - c. A grant of \$2500 from the SC Community Foundation is designated for the Coats of Paint project, to be staged in April, 2020.
  - d. Other new grants can go towards the renovation capital project: these include a \$5,000 grant from the Legion, and \$600 from the BMO book sale.
  - e. We are exploring the possibilities of BC gaming grants for a comprehensive computer network installation. Joanne met with David and he agreed with the proposal to apply for a grant to install a total new integrated computer system. **ACTION: JOANNE WILL APPLY FOR GRANT.**
14. Kitchen Committee - Norma –
- a. Kitchen Committee Meeting Report May 20, 2019 Present: Norma, Kit, Emily, Irene. Items covered:
  - b. Volunteer List. No changes other than some additions since first making the list.
  - c. Membership card issues. We felt that it would be informative to have a membership check in September with a notice put in the Echo and also signs asking members to carry their cards with them, posted on the bulletin board, near the dining area and reception desk. **ACTION: NORMA WILL COMMUNICATE WITH IRENE THAT MEMBERSHIP CARDS**

**SHOULD BE SHOWN BY ALL AS THEY ORDER MEALS IN THE DINING ROOM NOW AND ALWAYS.**

- d. Frozen Entrees:
- i. Emily suggested that the 6 limit # of frozen entrees be lifted as we near the summer kitchen closure. This would allow folks to stock up for the summer and clear out any backlog of frozen entrees.
  - ii. it was suggested that there be a member and non-member price for frozen entrees. **Motion that the price for frozen entrees will be \$6 for members and \$7 for non-members commencing with the September opening of meal service. NP/MB Carried**
  - iii. There is a need for new master forms for frozen entrees with a line to write down membership and an addition to include Pork Pot Pie, Macaroni & Cheese. This is to be able to tally and gather facts about the member and non-member purchase of frozen entrees.
  - iv. Procedure for volunteer discount: It was suggested that the kitchen volunteer Blue Slip amount be raised from \$10 to \$13 to account for the rise in entree and dessert price and that coffee be free. **Motion that the pink slip forms be changed to a \$6.50 deduction and the blue slip forms be changed to a \$13.00 deduction. NP/SG Carried**
- e. We would like to offer Maureen Moorby, who looks after the library, one pink slip a week and free coffee. (Can be done without a board motion.)
- f. Emily said she doesn't want a stand-up fridge and extra deep fryer but would like a comfort mat for the dishwasher. (Mary noted that the stand-up fridge was to be purchased with grant money and recognized with a plaque and will probably be needed in the future and also by other users of our kitchen.)

15. Legal and Legislative Committee - Mary –

The 2019 Permissive Tax Exemption application was filed with Sechelt on May 14, 2019. Mary mentioned that board needs to consider the implications for the centre to maintain this status and please see the added attachment of the District of Sechelt bylaw governing this matter at the end of these minutes.

After discussion of whether there are implications for our lunch service, it was decided to monitor the numbers of non-members each lunch time.

**ACTION: KIT AND NORMA WILL FOLLOW UP ON COLLECTION OF NUMBERS AND CHANGES TO PINK AND BLUE FOOD ORDER FORMS.**

16. Long Term Planning Committee - Joanne - no report

17. Membership and Volunteer Committee - Margaret –

- a. We have now passed the 1200 mark; perhaps 1300 by the end of June, which would be a record.
- b. Volunteers: A number of new members have become volunteers. The only problem area is the kitchen, as at this time if year people become involved in outdoor activities. Food prep has been the most difficult slot to fill.

18. Special Events Coordinator - Kit –

- a. Kit is developing a check list for special events that will help in planning and oversight of such activities.
- b. Chris reported that on Friday, May 10th, the SSAC hosted The Legendary Ladies. The decorating committee did a spectacular job of transforming the auditorium into a sleek nightclub. Approximately, 100 people including guests, volunteers and performers all noted that they had a great time. Emily was contracted to provide a variety of appetizers, including dessert items. Bar sales and 50/50 ticket sales exceeded the budget and expectations. Overall, the event was successful and may be repeated. The costs to the Centre further minimized by only occupying one date. In the future, more attention will be required especially in regards to physical setup and tear down. It should be noted that Jim Coffin did an outstanding job of getting the house back in order for the next day's scheduled activities. All of our external and internal volunteers pulled together on this new venture. I thank them wholeheartedly for their assistance. Sincerely, Chris Kane  
**ACTION: MARGARET WILL SEND A CARD OF THANKS TO JIM.**

19. Security report - Christine -

- a. There is some concern on who has keys to the building and when they are being used, it has been decided that the locks on the front and back door will be changed and a new list generated. Hopefully Ken will be the one to take care of the maintenance part and I will take care of having new keys copied and distributing them.
- b. I also suggest that we have a check list to go along with the keys, maybe also a sign in/out book.
- c. An orientation may be a good idea to inform each key holder with the responsibilities expected of them. **ACTION: KEN AND CHRISTINE WILL MAKE A PLAN TO BRING TO THE JUNE BOARD MEETING.**

20. Syrian Refugee Committee - Joanne - The committee met in April. By all reports, the family is doing well. The committee continues to provide support, especially in English tutoring for the parents, and in helping Hamed with his career goals. The SSAC funding support finishes in July, but social support will continue, perhaps on a more informal basis.

21. Technical Committee/Database Management - Roy -

- a. Computer mentoring continues for members monthly.
- b. Awaiting OK to purchase/install 5 compatible PC's for office. Joanne is holding discussions about grants with David.
- c. Assisting in procuring software for Kathy, to decompress files.
- d. Gillian downloaded a free trial of Winzip pending our application for a discounted paid version to be approved. (Note: #c. and d. were needed for RBC details.)
- e. Taylor went into the router and set the number of users and the time available to each user to improve Wi-Fi performance; performance improvements noted.

- f. Rental Coordinator's Rental admin. App, fixed bugs and made the app and data tables independent of each other. Easier to update the app and improved data protection. (report submitted by Tony Stroud and David Marsh)
- g. WiFi use by people outside was discussed briefly.

### **NEW BUSINESS:**

- 22. Centre will close for the summer on June 21st.
- 23. Joanne has spoken with Gayle Nielsen of the Sunshine Coast Star Energy Society. They have a legacy to install solar panels for a local non-profit group and are interested in doing this at the SSAC. Joanne has asked for information on potential savings, but this has not been received. The discussion was tabled.
- 24. New format for agenda. Joanne announced that in the future, you will receive a simplified outline agenda and Mary announced that you will also receive an inclusive detailed one from Mary. This is to make it easier for Joanne to lead the meeting and hopefully speed up the flow of items.
- 25. Report comments and/or presentations should be limited to five minutes, including discussion. Action persons (board members) will be identified in the minutes.

Adjournment moved by Wilma at 11:57 a.m.

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

#### Attachment to provide information for #16. Legal and Legislative Report:

The following info is from the permissive tax exemption bylaw of Sechelt. "The objective is to give assistance to community organizations which provide services needed by the residents, and which depend upon charitable contributions and volunteer efforts to sustain their operations. Permissive exemptions may be granted to such property subject to the following: A permissive exemption shall only be granted where:

- a. The organization can show a financial need for exemption;
- b. The organization can establish that it is a charitable or philanthropic organization;
- c. \*That the property is not operated for profit or gain and is used exclusively for charitable or philanthropic purposes; and
- d. The organization can show that it is in receipt of public funding and/or volunteer labour.
- e. General Conditions:
  - i. A permissive tax exemption shall only be granted where the organization can show a financial need for the exemption.
  - ii. Determination of financial need would involve showing the value of the services or programs provided and that the lack of a tax exemption would impair services to the community or would impose significant hardship on the users of the facilities (such as user fees which would be substantially higher than those charged for the other activities involving similar levels of supervision, instruction or capital investment).
  - iii. The purpose of the use to be exempted should be one that, in the opinion of Council will result in an improvement in the quality of life within the community.

- iv. It is understood that many non-profit organizations are not organized for the benefit of their members but to provide a range of services or programs to community residents who may not be members of the organization. These services or programs must be provided in a professional and ethical manner and, within budget constraints, provided fairly to those members of the public eligible and in need of the service.
- v. The organizations must be able to demonstrate that they hold annual meetings open to the general public, and have bylaws in line with the appropriate Provincial or Federal statutes governing the organization.
- vi. \*The organization should not be operated for profit.
- vii. In reviewing any application, consideration will be given to the type and range of funding sources to ensure the organization is viable, sustaining, and well run.
- viii. It is intended that the exemption provided goes to an organization demonstrating good stewardship and successful program or service delivery.
- ix. \*Council may determine the proportion of the assessment that is subject to permissive tax exemption based upon the equivalent proportion of services or programs provided by the organization that Council feels are beneficial to the community.
- x. \*Where an organization has a facility that contains service areas such as food services, licensed premises, retail facilities, or concession stands operated either by the owner or by tenants, the proportion of the assessed values of the improvement eligible for exemption may be determined by Council.
- xi. \*If all or part of the facility is leased to commercial ventures, or to organizations not eligible for exemption, Council may determine the proportion of the assessed values of the improvement eligible for exemption.