

SECHELT SENIORS ACTIVITY CENTRE
5604 Trail Avenue, Sechelt. B.C.

Final Minutes of Board Meeting
Minutes taken by Wilma Lorimer
June 11 2019

Present: Kit Artus, Mary Bittroff, Sylvia Graber, Christopher Kane, Wilma Lorimer, Christine O'Brennan, Norma Pruden, Joanne Rykers, Kathy Turner, Ken White, Roy Wren

Absent: Margaret Boyd

1. Joanne then called the Regular Meeting to order
2. Adoption of Agenda - **Motion:** to adopt the agenda –
Kathy Turner/Sylvia Graber Carried
3. Acceptance of Minutes –
Motion: To accept the Minutes of April 9, 2019 Board Meeting
Mary Bittroff/Kit Artus Carried
3. Acceptance of Minutes
Motion: To accept the Minutes of May 21, 2019 Board Meeting
Kit Artus/Mary Bittroff Carried
5. Correspondence:
 - a) Canada Day Parade – an email received from the Downtown business Association. Due to our hectic schedule this year and last, we will regretfully decline.

ACTION: Joanne Rykers
6. Business Arising
 - a) Security Report – Christine O'Brennan reported we would use standard keys. The Alarm system would be divided into four separate code zone
 - Board of Directors
 - Custodian and Emily
 - Activities
 - Maintenance

Full implementation will happen over the summer. The new list of key assignments will be visited every year to ensure it is up to date. See also complete report attached at the end of these minutes.

Draft minutes of Board Meeting June 11, 2019 (Cont'd)

6. Business Arising

- b) Solar Panels Sunshine Coast Solar Energy Society is still interested in meeting with someone from the SSAC to make their presentation. A committee was struck, members, Ken White, Wilma Lorimer and Mary Bittroff to meet with this group sometime in July and find out what is required on the part of the SSAC.
- c) Renovation update – Ken would like to have the Board's approval for an undisclosed expenditure to repair the odour problem in the kitchen. Ken has been in touch with the contractor but as yet he has not responded with an answer as to when he can have this work complete.

Motion: The Board approve an undisclosed expenditure to repair the kitchen odour problem. This amount would be deducted from the holdback to the company.

Ken White/Roy Wren Carried

ACTION: Ken White

- d) Process for AED training (Maintenance Report) – Ken reported maintenance of the unit is ongoing but training is probably better suited to be organized by Gill. Joanne will talk with Gill.

ACTION: Ken White/Joanne Rykers

- e) Price of Coffee - the term 'Free Coffee' has been removed item 14 (e) of the May 21, 2019 Kitchen Report. Coffee is not free. All members will be on their honor to pay for their coffee.

Sylvia will look into what the cost of coffee is and let the Kitchen Committee know.

ACTION: Sylvia Graber

7. Executive Reports

- a) President's Report - Joanne Rykers – See complete report attached
Regarding the mortgage extra payments: everyone agreed that it is preferable to pay 20% on the anniversary date rather than pay extra on the monthly payments. The payments are \$960.00 per month.
- b) Treasurer's Report – Sylvia Graber - See complete report attached
Sylvia noted that even with the New Horizons and Royal Bank of Canada grants totaling \$21,000.00, the Revenues are strong enough to warrant the paydown recommended by the Finance Committee

Motion: To accept financial statements as presented.

7. Executive Reports (cont'd)

- c) Maintenance Report – Ken White- See complete report attached

8. Committee Reports

- a) Activities and Rentals – Joanne Rykers - See complete report attached

- b) Bus Committee Report – Roy Wren – No report

- c) Communications Committee - Chris Kane –
The Emergency Procedures for Orientation: Ken White noted we have no records of shut off valves for water, so when the air ducts are being cleaned in July, we will also be looking to locate shut off valves. After July 5, this information will then be posted in the Mechanical Room but can also become part of the Directors Manual.

ACTION: Ken White/Christopher Kane

- d) Decorating Committee – Margaret Boyd – No report

- e) Finance Committee Report – Sylvia Graber
Sylvia recommended we move ahead with the paydown option, so the mortgage will be \$150,000.00.

Motion: The Centre proceeds with a paydown on the balance of the Construction Loan to bring the Mortgage to \$150,000.00. This will be an amount of approximately \$96,000.00.

Mary Bittroff/Christopher Kane Carried

ACTION: Sylvia Graber

- f) Fundraising and Grants – Joanne Rykers - See complete report attached

- g) Kitchen Committee Report – Norma Pruden - See complete report attached

- h) Legal and Legislative Report – May Bittroff

The CRA Return has been filed.

- i) Long term Planning Committee – Joanne Rykers – No report

- j) Membership and Volunteer Committee Report – Margaret Boyd - No report

- k) Special Events – Kit Artus - See complete report attached
Roy is managing the 'set-up and take-down' volunteers.

Draft minutes of Board Meeting June 11, 2019 (Cont'd)

k) Special Events – Kit Artus (cont'd)

It was also brought to our attention a License Fee is only applicable when drinks are sold. There will be a Free Bar.

l) Refugee Sponsorship Report – Joanne Rykers See complete report attached

m) Technical Committee Report – Roy Wren - See complete report attached

9. New Business

Jacquie Allen – update of Exercise Class

Jacquie reported the class is still feeling the loss of Val. She also thanked Mary for preparing the Annual Report on behalf of the Exercise group.

She advised she was not sure who would be filling Val's position and she advised Ava wants to reduce her role with this group. It is not easy recruiting volunteers. It would be advantageous to have some statistical information, i.e. average number of participants each day; average number of participants for the week/month. Having these figures would help her plan her schedule.

She also wanted to thank Gill for establishing an email list which has become very useful in advising users of any cancellations or changes to the schedule.

She thanked us for the time to make her presentation.

Sylvia will give Jacquie some attendance figures she can derive from the financial records. Joanne is going to speak with Katie to see if she could help with the Annual Report.

ACTION: Sylvia Graber/Joanne Rykers

Kathy Turner reminded everyone of the visit from Ann Kang, Parliamentary Secretary for Seniors, June 13, 11:30 – 2:00 pm. Arranged by Kathy Turner, this is to be a low key visit, so nothing structured is planned, just lunch, a tour, and informal discussions.

Motion: to Adjourn the meeting at 11:47

Ken White/Sylvia Graber

Draft minutes of Board Meeting June 11, 2019 (Cont'd)

Executive Reports

a) President's Report

PRESIDENT'S REPORT

I spoke with Janice Web, our mortgage specialist. The construction loan is (was) due to become a mortgage on June 3, 12 months after the application. (The terms were 12 months or the project completion, whichever came first.) She agreed we could make the reduction payment on June 11, after Board approval. With a \$150,000 mortgage the payments are \$955/month. We have 2 options to bump up payments: 1) increase payments to \$1250/month, or 2) pay off up to \$20% on the anniversary date. This percentage is on the original approved amount, \$500,000. This means we could pay up to \$125,000 on June 3, 2020, without penalty. Sylvia and I think that option 2 is preferable, but would like Board approval.

The Coast Cable installation should be complete June 11, the date which they will install a new modem. Telephone installation was completed on May 23. Wilma, Tony Stroud, and I have met with 2 computer consultants re a quote for a complete system upgrade. These will form the basis of grant application to New Horizons, and BC Gaming.

The refurbishing of the Centre with the New Horizons/RBC grant monies has started. The dining room and auditorium are first on the list. The solar blinds for the DR have been ordered, and quotes for auditorium painting have been received. We are currently researching dining room tables, and welcome ideas for sources.

A reminder – the visit from Ann Kang and Nicholas Simons, BC Minister for Seniors and MLA, respectively, is on Thursday, June 13, 11:30 – 2 pm.

Joanne Rykers

c) Maintenance Report

Thank you all for your diligence in using the maintenance request forms to facilitate processing work orders.

1. The heating ducts cleaning project.

Star-Tek is scheduled to work on July 5, starting at 9:45. This day was chosen to minimize impacts on user groups. The building will be closed for all activities while they work, with scheduled re-opening at 7:00 pm for a Dance class.

2. Cleaning and organizing the storage area:

The effort to clear out old unused items from the storage area continues. It has resulted in space being opened up for the garden shed material. Sometime in July or early August, the shed will be removed, and the remaining gear from in it will be

Draft minutes of Board Meeting June 11, 2019 (Cont'd)

Executive Reports

Cleaning and organizing the storage area: (cont'd)
relocated to the storage room. More room will become available in the storage area once the costumes are removed, which is scheduled to occur prior to Halloween

3. Book cases in lobby area:
Repairing the bookcases in the lobby has been put aside, pending a decision on replacing them entirely using grant money identified for that purpose.
4. 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. Bill Brown has undertaken to search for the remaining information (in the ceilings) on July 5 while the duct cleaning is being done.
5. Painting chair dollies: also scheduled to be done on July 5, while the building is closed. We are hoping the decorating committee can secure a small bottle of the gold colored paint so we can add a "spot" to the "sold" chairs while we do this.
6. Painting: Funding from grant. Two prices have been received (on a broad stroke basis) for painting the Auditorium, bathrooms, Craft and Farish rooms, and entrance area to the auditorium. It may be necessary to reduce the area to be painted to stay within the grant limitations, but much of the needed painting should be possible without seeking additional board approval.

Dosie B has pointed out (subsequent to quotation receipt) that the Craft room was painted recently, because the construction crew used that room as their "HQ". She also indicated that the Green room is in pretty rough shape, so it should probably be added to the quote. We'll adjust the quote(s) to reflect these changes prior to proceeding. The two prices were from **Coady Boys (\$8400 + materials + tax)** And **Contour Painting (\$6800 incl. materials + tax)**. Still awaiting a price from the painter who did the renovation area under the SBC contract. (They are away on holidays until Monday).

7. We said goodbye to Dosie B at our last meeting, and are asking if the volunteer committee can assist with identifying "a few good people" to step up to assist with maintenance in the coming months.

Respectfully submitted,
Ken White

Draft minutes of Board Meeting June 11, 2019 (Cont'd)

9. Committee Reports

a) Activities and Rentals Report – Joanne Rykers

Generally, the policy re the activity schedule for the summer months is that each individual group determines their schedule for the summer. They are also responsible to work out an opening and closing procedure. Gill will be posting a summer schedule. Revenue to date from activities is above expectations by \$5,000. Rental revenue is also up, by \$2,000.

Joanne Rykers

Reports submitted for June 11, 2019 Board of Director's Meeting

9. Committee Reports (cont'd)

f) Fundraising and Grants – Joanne Rykers

FUNDRAISING AND GRANTS COMMITTEE

The Committee met on June 4, and will meet again in August. We are still awaiting the monies from two approved grants: the Legion, and the SC Community Foundation. BMO has indicated they will review our request for the fall of this year. We are applying for several grants for computer upgrades. Fundraisers for the fall include a Bridge Tournament, Sept. 21, and another Ferry Raffle. The Quilt Raffle draw is June 21, and any help with ticket sales is appreciated. Take a book home to your friends!

Joanne Rykers

g) Kitchen Committee Report – Norma Pruden

- Kitchen Committee Meeting - June 6, 2019 Norma Pruden

Food Service Forms:

Our work continues involving cost issues regarding the pink, blue and white lunch vouchers.

- Visit with waste management company May 31, 2019

Present: Norma Pruden, Kit Artus, Krista, Waste Management

Following a visit on May 31st with Krista, a "Waste Management" representative, we clarified details of recycling for a two-Bin option:

Reports submitted for June 11, 2019 Board of Director's Meeting

8. Committee Reports (cont'd)

g) Kitchen Committee Report (cont'd)

Recommended action:

- Training sessions for Kitchen Volunteers, Day Directors, Receptionist/Cashier
- All pertinent information should be included in "The Receptionist Handbook".

- Waste Management Report - Norma Pruden

May 31, 2019 - Meeting with Waste Management representative Krista.

Present: Norma, Kit, Krista

Purpose: to clarify details of recycling program at the Centre

Results:

Bin #1 - contains cardboard and:

- Plastic bottles, tubs, containers
- Metal cans and containers
- Uncontaminated food and beverage cartons
- Mixed paper
- Aluminum foil

Bin #2 - contains garbage (including all food and liquid contaminated items)

- All items not accepted for recycling as seen in pictures on Commercial recycling Guide.
- GLASS to be taken to Salish Soils

Note: if a plastic item crumbles in your hand, it is garbage (Bin #2)

Contamination of accepted materials can turn an entire load of recycling into garbage. We then may be assessed contamination charges.

Recommended Action:

- A training session for kitchen Volunteers, Day Directors, Receptionist/Cashier.

- This information should be included in the Receptionists Handbook

Reports submitted for June 11, 2019 Board of Director's Meeting

8. Committee Reports (cont'd)

k) Special Events – Kit Artus

The volunteer's luncheon is on schedule. The scarcity of volunteers for set up and take down is problematic. Provide possible volunteers to Roy please.

VIP invitations have been delivered.

Check list for special events generally is developing.

m) Technical Committee Report – Roy Wren

The following email was received from David Marsh:

From: **David Marsh** <magicalmarsh@gmail.com>
Date: Tue, Jun 4, 2019 at 7:11 PM
Subject: Re: Tech. COMMITTEE REPORT

To: Roy Wren <roywren711@gmail.com>
Cc: Tony Stroud <ajstroud57@telus.net>

Hi Roy,

- 1) The monthly computer training class has not run recently. No one is signing up.
- 2) The WiFi fix implemented last month has resolved the issues.
- 3) Tony attended when the Eastlink tech came to the Centre to hook up the phones and provide a new router. Only the phones were done as the tech knew nothing about the router.

Joanne contacted Eastlink and I assume we will get the new router at some point.

- 4) The user at last Saturday's dance reported that the speaker above the AV room door was blown.

I have asked Larry Baker to investigate and he will be coming to the Centre on Thursday to assess what's going on.

- 5) Joanne is going to apply for a grant to upgrade our whole computer system. We are talking to providers who are being asked for their proposals regarding design, costs and training.

Tony attended a meeting last Friday with Matthew Lehman from Mainstay Computers. Others present were Joanne and Wilma. Yesterday, Joanne

Reports submitted for June 11, 2019 Board of Director's Meeting

9. Committee Reports (cont'd)

m) Technical Committee Report (cont'd)

and Wilma met with Taylor, formally with J&B Computers, but neither Tony nor I could attend.

Tony, if you have anything to add jump in.

Cheers, David

n) Security Report - Christine O'Brennan

The key replacement and changes to the security codes are being changed over the summer break.

The key holders will be informed of the change and I will make arrangements for the Exchange.

It was decided to use basic keys as this will cut costs. The front door is going to be repaired so that it will close properly.

The security codes will be in four groups.

- 1 Board Members
- 2 Jim (Custodian) Gill & Emily
- 3 Activity Leaders and Pickleball
- 4 Committee Members, Maintenance / Decorating / Tech.

Hopefully everyone is covered; I will be cross checking on Tuesdays when I am In the Centre