

SECHELT SENIORS ACTIVITY CENTRE
5604 Trail Avenue Sechelt BC
Final Minutes of Board Meeting
September 10, 2019, 9:30 a.m.

Attendees: JR Joanne Rykers, CK Christopher Kane, MEB Mary Bittroff, SG Sylvia Graber, KA Kit Artus, MB Margaret Boyd, CO Christine O'Brennan, NP Norma Pruden, WL Wilma Lorimer, TS Tony Stroud

Absent: KT Kathy Turner

Guest: Karyn Burney at 11:30 a.m.

1. Call to order at 9:40 a.m.
2. Adoption of Amended Agenda. **Motion to accept. KA/SG Carried**
3. Acceptance of Minutes of June, 2019 board meetings - postponed to October board meeting pending copies to be brought for board members by Wilma (who did secretarial duties under Joanne's orders).
4. Correspondence
 - Solar panels letter from S
 - Board resignation letters + signing officer needs**Motion to accept resignations of Roy Wren and Ken White. KA/SG Carried**
5. New board member - nomination of Tony Stroud. **Motion to appoint Tony Stroud to the board as a Director at Large. WL/KA Carried** Wilma administered oath of office with Tony.
6. Business Arising from the Minutes and Ratification of board email approvals
 - Signing authority change removing Ken White and adding Tony Stroud.**Motion to remove Ken White and add Tony Stroud as signing officer. SG/MB Carried**
 - Keys update - see security committee report
 - Solar panel committee report - **Motion that the SSAC board agree in principle to accept the Sunshine Coast Community Solar Association proposal to install solar panels on the roof of the SSAC building and we look forward to the next steps necessary for us to proceed including the necessary paper work and other details. MEB/SG Carried**

ACTION: WILMA, MARY, TONY
7. Executive reports:
 - President's Report - Joanne - add addition of Day Directors: Kit for Thursdays and Tony for Fridays. Also, the new dining room tables and solar blinds were funded by funds available in our New Horizons grant.
 - Treasurer's Report – Sylvia **Motion to accept financial reports up to August 31, 2019. WL/CO Carried**
 - Maintenance Report – written by Ken White - **Motion to accept maintenance details (Page 1 of report). WL/TS Carried**

Chris Kane will be temporary board liaison replacement. Wilma will follow up on Ken's concerns in his report. ACTIONS: CHRIS, WILMA

8. Committee Reports:

Activities and Rentals - Joanne

Bus Committee - no report, Mary to be liaison

Communications Committee -

Finance Committee - Joanne - Our mortgage renewal date is July 3rd of each year when we can reduce the principal by 20% on our mortgage.

- **Preliminary budget prep and recommendations for accountant appointment for 2020 tabled to October board meeting**

ACTION: SYLVIA, JOANNE

Fundraising and Grants - Joanne

- **Motion to have a new "Ferry Tickets" fundraising raffle.**

CO/SG Carried

Kitchen Committee - Norma - Sally Watson is a new coordinator for the kitchen volunteers. Bert Carswell is manager for kitchen volunteer duties.

Legal and Legislative Committee - Mary - Tony, Wilma and Chris K. will join to review policies and add financial management policies.

Membership and Volunteer Committee - Margaret - Memberships now exceed 1300 members.

Security Committee - Christine - Chris K. identified need for new office key.

ACTION: CHRISTINE. **Motion to put locks on doors to kitchen to address food safety and security issues.**

MEB/NP Carried

Special Events Coordinator - Kit - Everyone is asked to submit their board role description and duties to Kit before September 23, 2019.

ACTIONS: EVERYONE

We are also proceeding with office reorganization and will benefit with a new secure safe for deposits and other important data storage.

Tech/Database Management Committee - Tony - Surveillance camera work is being completed for the building security.

9. New Business:

- **Ratification of 'Square' upgrade email approval vote**

- **Ratification of Back park area shrub work email approval vote**

- Volunteer Meet and Greet - Wilma and Margaret - **tabled to October board meeting**

- July and /or August board meetings - **tabled to October board meeting**

- SSAC Logo change - Karyn Burney presented the suggestion and the board decided to not take action at this time but to ask that the proposal be brought back next year.

ACTION: JOANNE

- Fall membership meeting, Wed., October 16, 2019, 1:30 p.m.

10. Adjournment at 12:25 noon.

Next Board Meeting at the call of the chair or Tuesday, October 8, 9:30 a.m.