

SECHELT SENIORS ACTIVITY CENTRE
5604 Trail Avenue Sechelt BC
Final Minutes of Board Meeting
 October 8, 2019, 9:30 a.m.

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

1. Call to order at 9:35 a.m.
2. **Moton to adopt Agenda.** **KA/MB CARRIED**
3. Minutes:
 - a. **Motion to accept of Minutes of June, 2019 board meeting.**
KA/NP CARRIED
 - b. **Move acceptance of Minutes of September, 2019 board meeting.**
MB/MEB CARRIED
4. Correspondence: None
5. Business arising from the Minutes:
 - a. Wilma re: resignation follow-up - tabled to next board meeting. Board requests substantiation for comments. This will facilitate appropriate actions or justifications. ACTION: WILMA
 - b. preliminary budget and accountant info (see Finance committee report)
 - c. kitchen lock up - Christine - tabled to next board meeting.
 - d. Wilma and Margaret – Volunteer meet and greet is cancelled for now
 - e. Solar panels – no report this month but the SCCSA will give a fifteen minute presentation at the Fall Membership meeting on October 16, 2019. Also, Ron Atkinson will join Wilma Lorimer, Mary Bittroff, Ken White and Tony Stroud on our solar panel committee.
 - f. appointment of Tony Stroud to the board be confirmed at Fall Membership meeting and request for additional board member to be announced as well.
 - g. discussion re: July/August board meetings (see new business)
 - h. office reorganization - Kit – Kit distributed a summary of office furniture and equipment purchases and changes. A short discussion was held on progress.
Motion that the Planning committee with Joanne and Kit will create a preliminary plan for office administration and bring it to the January board meeting. **MEB/KA CARRIED**

EXECUTIVE REPORTS

PRESIDENT'S REPORT - Joanne

- a. Membership list: 2020 memberships went on sale Oct. 1. Tony will train a new volunteer to take over the data entry for the membership list. Vivian Waterhouse has agreed to take on this role. This is the right time to switch over to the more efficient Access system from the Excell one Anne had been using. There is a backlog of 2019 to enter in the old system.

- b. Computer Upgrade: The Tech committee, with Wilma, and myself have been working to develop a plan for a computer upgrade system for 2020, in consultation with two experts. We now have a workable, cost effective plan, and a budget amount has been estimated for this end. I am still hoping for a BC Gaming grant to assist with this, but a budget amount has been included in the 2020 plan.
- c. Board Make up, work load issues: With resignations, and health issues, coupled with an increased work load, we are struggling. There is one permanent vacancy, and one temporary.
- d. Planning committee: The 2020 plan should include a process for dealing with staffing issues. I suggest the Committee convene with the mandate to investigate organizational development .
- e. I will be on holidays Oct. 18 – Nov. 8, and Chris K. will be acting.

TREASURER'S REPORT – Sylvia – Attached below

- a. **Motion that at least \$40,000 from our investment savings account balance be committed to paying down our mortgage on the mortgage anniversary of July 3, 2020.**

JR/MEB CARRIED

MAINTENANCE REPORT - Chris Kane

- a. Bob built and installed a brace for the drain pipe under the dish sink. Racks were being pushed up against this pipe, loosening it from the spray drain. The down drain thread may have been stripped and a possible leak could occur. Further awareness may be the need.
- b. The kitchen steamer drain was repaired with new parts and installation.
- c. The men's washroom door was removed, planed and re- hinged.
- d. Mike McCarthy reported being unable to set the building alarm. Ken attended the Centre and discovered that a pin that was attached to a dining room window, had dislodged. A permanent fix was completed the following day.
- e. A new upholstery cleaner was purchased for Jim. He will begin chair cleaning this month.
- f. A maintenance meeting took place on Wednesday, September 25th. A round table discussion regarding the general maintenance regime occurred. Susan will be looking after the administration paperwork, maintenance request data processing and similar duties as they become relevant. Besides the list of responsibilities presented by Ron - it will be a work in progress, until a director is determined (and according to Ron, it should be someone who has been familiar with the building for at least one year.)
- g. Maintenance issues will be moved forward when a blue form is filled in. These issues will then be emailed and/or phoned out to the guys as a group. They will respond with a group email, as to who can look after the job OR that the issue is beyond their skills AND/OR an outside contractor is needed. Once a blue request form has been issued, they OWN it until it is completed. When completed, the form is forwarded for inclusion in the monthly maintenance report to the Board.

- h. We found that there were some issues that require immediate consideration. They are as follows:
- i. The HVAC system in the renovated portion handles ONLY heating and A/C, NOT ventilation. This is a design issue that will not be addressed by any maintenance company. And, there are two different HVAC systems operating at the centre. One for the Auditorium and one for the rest of the building. In order to solve the various HVAC issues, Bob M. suggested having a relative look at the building. According to Bob M., He is a qualified expert with air handling systems. He can visit the Centre and provide an overview of the HVAC system and how to get it to where it needs to be. Bob reported back to say that his brother in law said there should have been a HRV system installed to provide ventilation air to each room in the new expansion area. He also said it sounds like you require a make up air unit to make up the air for the two exhaust fans in the auditorium when they are running so it does not interfere with the kitchen fans. Before we get someone in, we should get all the information about the expansion and the contractors involved.
- j. Three phase electrical protection is required for the Centre to minimize our exposure to power outages. The Centre has had 2 equipment failures from power surges, at \$1500 per visit. As power failures are becoming more frequent in the Centre's location, we need to move forward on this. The team is aware and moving forward with possible solutions.
- k. The gutters need to be cleaned and leaks repaired by Davis Bay Landscaping. Just so happened that their rep was outside the Centre today. I spoke to him about the issues and showed him the trouble spots. He will be contacting the Centre with what the next steps will be.
- l. A workable computer replacement for the current system is desperately needed, the old computer is cumbersome, dated and basically unusable. Susan's notes are as follows:
- I feel it is a waste of my time to organize any files on the old computer.
 - I would like to get all the current files on the present system transferred to a new laptop and organized properly. A laptop takes up less room and would need to be locked up at all times and made available for all the committee as needed.
 - Some tasks that need doing are: archiving old information from as far back as 2012, establishing a new naming convention for existing online contracts, creating new online file folders, moving current contracts into the new folders, determining contracts that have expired that need to be renewed and determining contracts that are still in effect.
 - For the Sechelt Seniors Activity Centre to purchase a new computer for the purposes mentioned above will greatly benefit the Maintenance Committee, will benefit the SSAC in the long run by potential cost savings to maintenance and better control of maintenance in general at the facility.
 - A request has been forwarded to the AV/Tech Committee for follow-up.

COMMITTEE REPORTS

ACTIVITIES AND RENTALS - Joanne - no report

BUS COMMITTEE REPORT - Mary –

- a. *There were two trips in September, Van Dusen gardens and River Rock Casino with 18 people. Tea and Trumpets began on October 3rd.*
- b. Rick also reported:
 - bus has passed the 2 mandatory inspections this year without any needed repairs.
 - bus did need some minor maintenance: windshield wiper replacement , one turn signal had to be replaced and roof emergency exit hatch had to be resealed due to a leaking problem (total cost for these 3 items just under \$200.00.
 - bus trips during the summer were down due to problems obtaining ferry reservations due to the number of tour buses.
 - Tea and Trumpets for the 2019 / 2020 season is fully booked.
 - bus insurance is due November 5th. I don't know the cost as ICBC is insuring all vehicles under a different rate structure (Driver based not vehicle based.) It might go down or possibly cost more.

COMMUNICATIONS COMMITTEE - Chris –

We now have an official Facebook page that was worked on by Chris, Gillian and Laurie McConnell.

FINANCE COMMITTEE -

- A preliminary budget is being prepared but will not be complete for the Fall Membership meeting.
- Bus trip payments will be re-organized to follow the same process of payments, etc. as all other activity payments.
- Sylvia and I will meet with a potential new accountant this week. Decision tabled to November board meeting. ACTION: JOANNE & SYLVIA

FUNDRAISING COMMITTEE

- The committee met in September. We welcomed a new member, Rojean Trent. Two more potential members have volunteered.
- The 7Nt Bridge fundraiser netted \$3200, was very well organized, and a good time was held by all.
- The Ferry raffle tickets went on sale Oct. 1, this is being managed by Rojean Trent.
- Our next fundraising event is in May, the Coats of Paint art auction.
- Kathy Turner recommends the Board hire a professional fundraiser. This was discouraged by Mary as it severely reduces our profits and also influences our applications for grants.

- **Motion to thank Kathryn Burney, Kathy Turner and their team for their successful organizing of the bridge tournament.**

MEB/SG CARRIED

KITCHEN COMMITTEE – Norma –

- Voucher Update - the revised system is working well for the receptionists.
- Kitchen Volunteers - a system of message books are now on the receptionists desk and day directors desks. Sally approved the improvement on communications.
- A need was expressed at the Kitchen Committee meeting to monitor and develop procedures to support the work of the Kitchen Volunteer Coordinator. ACTION: NORMA
- Kitchen Volunteer numbers. -Sally reported that we have approximately 10 new kitchen volunteers from our Help! Campaign.
- Kitchen Volunteer Coordinator days: - Sally likes Monday morning and Thursday afternoon.
- Kitchen Equipment update -all new equipment working well and matts appreciated by most servers. Walk-in cooler pipe leak repaired .
- Dishwasher training - ACTION-Bert will communicate with Sally on as needed basis to assist with setting times for training.
- Table configuration - there is a need for an efficient space configuration of tables for servers and diners. Currently there is a trial configuration. ACTION: Once there is an agreed arrangement of tables for dining, Ed will design a schematic and Gill will be requested to add this information to contracts so tables are returned to their original place. We would also like to learn the amount of distance necessary from” table to emergency door.”

LEGAL AND LEGISLATIVE COMMITTEE – Mary –

- Tony, Wilma and Chris K. will join to review policies and add financial management policies. *Meeting not yet held due to time constraints but information is being prepared.*

MEMBERSHIP AND VOLUNTEER COMMITTEE - Margaret –

- New membership cards are here and being sold as of October 1st.
- A posthumous thank-you is given to Anne Stuart, who kept the membership list up to date, (and the rest of us in line!).

SECURITY COMMITTEE - Christine –

- no report, but it was noted that Telus has bought out our current security provider.

SPECIAL EVENTS COORDINATOR - Kit –

- The craft Fair will be held on November 23.
- 20 tables will be rented out @ \$15 for one or \$25 for two.

TECH/DATABASE MANAGEMENT COMMITTEE - Tony

NEW BUSINESS

1. New policies re: decision making- tabled
2. July and /or August board meetings - to be held when necessary at the call of the chair
3. Office needs – Kit gave an outline of concerns for our considerations
4. Policy on dogs in the centre – Norma and Mary – Service dogs are always allowed except for in the dining room. **Motion to restrict dogs in the building to service dogs except those grandfathered by past acceptance. MEB/KA TABLED TO NEXT BOARD MEETING.**
5. Policy for the sale of future year memberships be changed from October 1st of the previous year to November 15th of the previous year. TABLED TO NEXT BOARD MEETING.
6. Fall membership meeting, Wednesday, October 16, 2019, 1:30 p.m.

Adjournment at 12:05 p.m.

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