

**SECHELT SENIORS ACTIVITY CENTRE  
5604 Trail Avenue Sechelt BC**

**Final minutes of Board Meeting**

December 10, 2019, at 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:

Call to order at 9:35 a.m.

Adoption of Agenda.

**Moved by MB/KA      Carried**

**Acceptance of Minutes -**

- |                                      |                       |                |
|--------------------------------------|-----------------------|----------------|
| - October 8, 2019, Board meeting     | <b>Moved by KA/NP</b> | <b>Carried</b> |
| - October 16 Fall Membership meeting | <b>Moved by MB/KA</b> | <b>Carried</b> |
| - November 19, 2019, Board meeting   | <b>Moved by MB/KA</b> | <b>Carried</b> |

Correspondence:

Letter from Lions Society - read and filed

**BUSINESS ARISING FROM THE MINUTES:**

1. New policies re: decision making- Mary - tabled, volunteers requested
2. Office reorganization update - Wilma and Kit - We still need two keys to the new safe. Wilma noted that the black filing cabinet will be kept locked and the grey ones will not be locked.
3. The new safe is here. ACTION: Wilma will look after bolting of safe to floor or wall.
4. Policy on dogs in the centre – Norma and Mary – Service dogs are always allowed except for in the dining room. There will be no other policy for dogs in the centre at this time.
5. Policy for the sale of future year memberships be changed from October 1st of the previous year to December 1st of the previous year.

**Moved by MEB/WL      Carried**

6. Update of accounting contract: The yearly fee for the contracted accounting services including amortization (*amortization is the new term for depreciation*) will be \$1800. Renewal of contract will be yearly.
7. Letter from the board to accept Ken White's resignation to be written by Wilma.

**Moved by MEB/WL      Carried**

ACTION: Wilma will write a simple letter accepting his resignation from the board.

8. Solar panels: Note that we wish to liaise with the SCCSA during all aspects of the project. Our fall membership fully endorsed this project. **Moved that the board solar panel liaison committee will be reconstituted to consist of Wilma (chair), Tony and Mary.**

**Moved by KA/TS      Carried**

## **EXECUTIVE REPORTS:**

### **President's Report: Joanne**

1. The cash float in the office will be kept at \$150 due to need for more coinage in float. Receptionists will be requested to ask ONLY Day Directors for change and not the cash counters in the side office. ACTION: Joanne and Irene to inform receptionists.
2. The Office furniture/equipment replacement process is being completed, as per the report from Wilma and Kit. You can help by moving your files, notes, and other debris from your old mail slot to your new one, putting files in your very own file in the cabinet, and keeping bulky items in storage boxes in back shelving unit. A new filing cabinet for activity files in the lobby still needs to be made operational. Margaret's idea to share the load of monitoring the reporting on activity files is an excellent one.
3. Office procedures: Cash procedures: are still a problem. The change and petty cash floats are often wrong, and last week another float went missing. It is the Day Director's responsibility to monitor these financial procedures. Sometimes the amount of money is minor, but it could just as easily be major, and it takes time to rectify. Please coordinate with the volunteers doing the bank deposits to replenish the change float, but do this when it fits their process, and do not encourage others to ask them for change. This is disruptive. On the plus side, everyone now is comfortable, perhaps even happy, with the Lunch Report Forms.
4. Communication with the many reception volunteers still is a problem. Many do not know common procedures when questioned. Wilma and I are talking about the best way to develop an email communication process.
5. Frozen entrees can now be purchased with the Square. DO NOT use a yellow/gold form when doing a credit purchase. And, Membership is no longer recorded. Yellow forms need to be changed.
6. Your next challenge will be Pickleball Strip Tickets, which go on sale January 1. Eleven tickets will cost \$30, and must be used in the calendar year. The tickets go in the deposit envelop and are counted as money. The green PB deposit forms have been adapted, so it is important that PB

use ONLY the green forms. Sylvia and the cash counting women do the rest. We need to enter a PB Strip code on the Square.

7. As DD, you monitor the work of the receptionist, and are their first line of inquiry if they have a problem. You also monitor and facilitate the work of the other volunteers in the office. This is a challenge, since it is busy, but you are the “go to” person, not me, Chris, Gill, or Sylvia. Perhaps it is a good idea to discuss how we can help you do that.
8. New DD: Marnie Malloy has been training as Day Director, with the possibility being a Board Member if she likes it. She will attend a Board meeting in January to test us out!
9. Need for committee work and mandate: There is much committee work pending, in policy, planning, and solar panel group, and I hope we can define personnel and mandates today.

#### Treasurer's Report: Sylvia

1. Budget meeting went well and report will be sent out. A request was made by Sylvia that we receive monthly financial statements one month later or move board meetings to the THIRD Tuesday of the month to allow enough time to assemble the monthly statements. this issue will be discussed at January board meeting.
2. Emily is going on payroll as she has been with us for 8 years and qualifies for employee status and benefits. This will cost us, but it is essential. **Motion that Emily McPherson's wage be increased to \$25.50 per hour beginning on January 1, 2020.**

**Moved by SG/MEB**

**Carried**

3. Motion to grant Christmas bonuses to Gillain, Jim and Emily of \$100 each.

**Moved by MEB/SG Carried**

Maintenance Report: Chris *(Due to the tabling of Maintenance report from October, it is detailed here and therefore this report is very long as it covers the period from October 1<sup>st</sup> to November 30<sup>th</sup>.)*

1. Elite Fire Protection did a fire inspection of the building and the following items were noted:
  - Our emergency lighting system needs testing
  - The kitchen fire compression system needs to be updated
  - The power panel needs assessment and probable updating
2. During the 1st week of November, a gutter contractor was contacted to provide service to the Centre. Previously, the work was completed by the Centre's landscaping contractor. He was unable to be included this time, as he was out of country until February. The cleaning of all the

gutters was followed up with repair to the areas that were leaking on to walkways below. Some leaking had been going on so long, that the cement had been eroded. Had the weather been colder, dangerous icy conditions would have occurred. 3 leaks on the north side and 2 on the south side were repaired. The contractor advised that the gutters on the renovated portion had no sealant to the gutters on the existing building. The contractor also advised that west side gutter attached to the auditorium had no drainage and resulted in standing water. Two downspouts were installed on the west side gutter to alleviate this situation. The downspouts empty onto the pitched portion of the roof above the lobby areas of the Centre. Both are clearly visible from the street. All of the work was completed within a day at a cost of \$592.

3. In late October, Coast Climate Control (CCC) attended a number of call outs to the Centre to address the return air to kitchen area. Consistently, as the kitchen ovens and stoves were turned on for the day, the rooftop blower burner unit would fail. Thereby, cold air was being blown into the kitchen from the ventilation above the walk-in coolers. CCC reported that the burner unit kept clogging itself with internal rust. The burner was replaced (\$1035) with one acquired by Commtech Services. It is unknown whether the newer burner unit will adequately be sufficient. The return air in the kitchen has increased in temperature, however, not to the anticipated heat level. CCC has advised that it may be necessary to replace the entire rooftop blower. The 15 - 17 year lifespan has been exceeded, as the Centre's unit is 20 years old. The replacement cost has quoted for \$12k. We are continuing to monitor the current performance of the kitchen return air. It should also be noted, that as the cold outside air was being blown into the building, we were trying to offset the air by increasing the heat in other parts of the Centre.
4. Around the 15th of October, it was discovered that the AED unit in the lobby was no longer functioning. Upon investigation, the battery has expired. The unit was upgraded with a new battery and defibrillator pads (which also have a use-by date). BC First Aid provided some user training and was paid \$367.50 for the upgrade.
5. Meanwhile, the wall mounted fire extinguishers were also found to be expired. A number of extinguishers were removed from their respective positions and left in the maintenance storage area. Elite Fire Protection has been requested to do an inspection and service all units. The cost is unknown.
6. Recently, a new laptop computer was ordered for Maintenance. Susan Grenville had mentioned that we would have had advance notice of the

expiration and service dates of equipment, had an adequate computer been in place. We are striving to insure that these priorities are not neglected.

7. Tele-tower work in the auditorium has been scheduled for Thursday November 14th. Numerous light bulbs are burned out and we have received complaints from users.
8. A new volunteer, Wayne Harrison has been interviewed and will be joining the maintenance team, as the fifth member. Due to illness and absence, maintenance coverage is spotty and inconsistent. As a result, requests may be delayed.
9. The gas ventilation system in the kitchen needs assessment and checks to ascertain that it is up to current code requirements. ACTION: Chris will follow up on these necessities.
10. During the week of November 18th, a contract for salting and snow removal was established with J & J Contracting. They will be utilized on an 'as & when needed' basis. The contractor will be issued a Maintenance storeroom key and pass code for the building alarm. They will be able to access the ice salt supply in the storage room via the laneway. Currently, there are six 50 lb. bags. Maintenance will monitor and replenish as required.
11. By mid-November, the problems with the kitchen blower had still not been resolved. On Saturday November 16th, Patrick from Comtech Service was on site and quickly determined the problem. He advised Bob Maveety that a new temperature sensor be installed. Since Patrick's visit, the temperature in the kitchen has normalized. On November 26th, Bob Maveety has received a brief consultation regarding the HVAC. The following is noted:  
"If you install LG mini splits into the two rooms (Farish & Craft) that don't have them now, they will be heated and cooled. This means we can use the existing furnace and ductwork to provide ventilation air for the spaces. We will use an indoor HRV if it fits inside, if not we'll have to use a rooftop unit. Now that the furnace will be used as a make-up-air unit we'll have to install a duct mounted discharge air temperature control in the air supply air duct work and set it at 70F so that the air is supplied to the rooms at 70F. The outside air duct work will need to be modified to suit installation of HRV. That should work GREAT."
12. On Saturday November 16th, three Maintenance volunteers utilized the tele-tower to replace 10 fluorescent lights in the auditorium. Since then, three additional lights have burned out. As the demand for the auditorium is high, finding a time slot can be difficult.

13. On the morning of Thursday November 14th, the auditorium fire exit door was discovered propped open with a stone. The exercise class were occupying the auditorium. On Monday November 25th, the Activity in the Craft Room that terminated at 12 noon, had left the exterior door wedged open. The next Activity group complained about the room temperature, which resulted in various adjustments to the furnace thermostat. More awareness is needed to keep our heating costs down. It is November, after all.

#### Committee Reports:

1. Activities and Rentals - Joanne - Activities and rentals are going well and our centre is very active. We are looking forward to a busy 2020.
2. Bus Committee - Mary - Bus trips have been well attended and suggestions are always welcome for new ventures. In particular, the Tea and Trumpets has been fully booked for this season.
3. Communications Committee - Chris
  - A written contract is needed for the web-site costs and management details. ACTION: Chris and Wilma
  - For our Facebook page, we require an update to clarify our history of Facebook use (two previous pages that we cannot access or delete) and combinations for entry to change items on the page, etc. ACTION: Chris and Joanne to get history from Gill and sort out our official Facebook details.
4. Fundraising Committee - Joanne –
  - The committee met November 26. We welcomed a new member, Joe D'Sousa
  - The Ferry Raffle tickets are selling well; we appear to have about 80 tickets left to sell, although the revenue is not yet in for all the books that are out. Draw is Dec. 20
  - The committee members are happy to continue with their mandate in 2020 to raise funds to pay off the mortgage
  - Entwhistle Family Foundation A very generous donation of \$10,000 has been received. We plan to have a reception and awards ceremony in mid-January. ACTION: Joanne and Kit will make arrangements.
5. Kitchen Committee - Norma -
  - On snow days, we will close the kitchen. Our contract for salting the driveways is that it be done in the very early morning hours for the safety of kitchen staff and volunteers. ACTION; Chris and Joanne will develop procedures for snow days.
  - Dining room tables need to be returned to their designated placements in the dining room so that we keep the exits clear and facilitate the serving of

meals to tables. This clause will be added to rental contracts. ACTION: Joanne and Gillian will revise rental details for dining room use.

- We now have a spot cleaner for the kitchen who will come in from 2 to 3 p.m. periodically. Emily has met her and done an orientation.

6. Life Members Committee - Joanne - The committee met and sifted through numerous valued nominations and awarded life memberships to LeRoy Pattison and Serge Planidin. ACTION: Wilma will get certificates and cards prepared.
7. Refugee Sponsorship Committee - Joanne  
This committee is being disbanded as the project reached a successful conclusion; the funds have been raised and disbursed. The committee no longer meets as such, but we maintain informal supportive contact with the family.
8. Solar Panel Committee - Wilma  
- Contract with SCSSA for board discussion was not dealt with.
9. Security Report – Christine
  - We are still having issues with the front door not completely closing, I have put another sign on the door.
  - I have spoken to the locksmiths about the office door, the key is not the problem, the lining up of the lock is. At the moment the door has to be pulled towards you to lock it.
  - We still have to address the issue of locking the kitchen from each end, will it give enough ventilation for the gas? Guy or Mike will be looking into it, I expect we may have to wait for that until the new year.
10. Special Events Committee - Kit - A reception to appreciate the Entwhistle Foundation donation will take place in 2020.
11. Tech/Database Management Committee - Tony - The tech base is going well.

### **NEW BUSINESS:**

- Funtastics wrap-up details:

- The costumes are in our storage room. We can donate the costumes to another charitable group. ACTION: Norma will get a letter from the Funtastics giving us permission to do so. But, first, we will put an ad in our newsletter for anyone who donated costumes to come and pick them up and also give notice to the Driftwood Players' group (but not to provide costumes to the Wild Flower group).

Adjournment at 12:11 noon. Moved      MEB/CK

Next Board Meeting will be at the call of the chair or Tuesday, January 14, 2019, 9:30 a.m.