

SECHELT SENIORS ACTIVITY CENTRE
5604 Trail Avenue Sechelt BC
Draft Minutes of Board Meeting
January 11, 2020, at 9:30 am

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

1. Call to order at 9:07 a.m.
2. Adoption of Agenda. KA/WL Carried
3. Acceptance of Minutes – Moved to accept Dec.10,2019, Board meeting minutes
KA/WL Carried
4. Correspondence –Letter of resignation from the board was received from Norma Pruden . This was regrettfully accepted by the board in recognition of her personal priorities at this time. ACTION: Mary will send a card thanking her for her dedicated service to the board and her contributions as chair of the kitchen committee. Norma will remain chair of the kitchen committee with Kit being Board liaison.
5. Business Arising from the Minutes - Funtastics is officially wrapped up. ACTION; Margaret and Christine will sort out all the costumes and deal with them as appropriately.

Executive reports:

1. President's Report - Joanne -

- **Contracts:** Contracts for all Instructors for 2020 are completed. These are located in the admin files. Jim Coffin's contract was for a 3 yr. period, and will have to be renewed next year. The contract with the LDS Church was for a 3 yr period, and ends December 31, 2020. The church office in Utah usually alerts us to this several months in advance.
- **Employees:** Emily McPherson -A letter of appointment describing Emily's classification as an hourly employee, at an hourly wage of \$25.50, and the terms and conditions, as according to the BC Employment Standards Act has been done, a copy will be sent to her, and one placed in the admin file.
- **Employees:** Gill Smith - Gill has also decided that it would be in her interest to be an hourly employee, and I will be making a motion that the Board approve her moving to this classification at an hourly wage of \$25.00.
- **Annual Report:** Mary will be organizing the report which must be ready for the AGM February 19. Please note all committees will be asked to submit a report.
- **Security:** Several incidents have underscored the need to make a security review a priority. Hence, I am asking that such a review be undertaken, with reports and recommendations from all involved parties, eg, activities, rentals, kitchen, security, cleaner, office volunteers, Directors, maintenance. I would like this report o be compiled by myself, Chris O., and Chris K., and to be ready for the next Board meeting.

- Filing System: I am hoping that Wilma will be able to provide a progress report at the next Board meeting.
- Finally, we need to be thinking about the AGM, and Board elections, the positions that need to be filled, and how to encourage suitable candidates.
- Gillian to move to employee status at \$25.00 per hour moved by JR/WL Carried It is hoped that a definite time schedule can be established with Gillian for her very valued work. This would help everyone to know when she is available for appointments and when she needs to have time to concentrate on all of her other tasks.

2. Treasurer's Report – Sylvia – see attachments -

Pickle Ball tickets will be accounted at \$3.00 each with a 10% discount applied at time of accounting,

Moved to accept financial statements and to raise cash float to \$500.
MEB/CO Carried

Maintenance Report – Chris -

- The HVAC issue continues to hound us. New signage has been placed on the door to the auditorium. A return air duct for the auditorium is just inside the hallway. When the door to the auditorium is closed, air in the auditorium is sucked out that duct. Conversely, if the door to the auditorium is open, air from the front half of the building is sucked down that hallway, thereby cooling the building. Please keep the door closed to prevent this. On January 7th, both emergency exit doors from the auditorium to the laneway were propped open during the exercise class. It was also observed that the two exhaust fans in the auditorium have been turned back on, at the breaker box. This would have needed someone to enter the electrical room and reset the off breakers. They have since been taped in the off position. It may be necessary to restrict access to the key for both the electrical and mechanical rooms.
 - Mike Trigg and Mike Armstrong will be scheduled shortly to provide more information and available options on the heat pumps and furnace.
 - Bob Maveety's ex-brother-in-law (Shawn) will be over from the lower mainland by mid-month. During his visit, Shawn is expected to provide us with info regarding a location for an HRV unit and the tie in with the existing furnace.
 - Besides the HVAC, Bill Brown has been actively engaged with the water valve and shutoff locations in the kitchen area. The pipes will be tagged and identified on the ceiling for easy access.
 - We have scheduled Elite Fire Protection to continue their inspection on Thursday January 16th. Bill Brown will be in attendance.
 - Over the Christmas break, Jim Coffin stripped and re-sealed the floors. The hole in the office floor was replaced with new tile. It looks terrific.
 - The Maintenance crew has fewer volunteers, as the newest

person has not yet been available. A call out for assistance was missed from the printed December Echo. A subsequent ad placed in the January Echo has yet to see any positive response.

- On January 9th, service to the large Curtis freezer was required, following a report of ice buildup by the inside roof fans. As the freezer is probably past the warranty date, as noted by the contractor attending (usually 1 year for commercial) - parts and further service is expected.

ACTION: Kit will plan a program to train members to use the AEDs.

Committee Reports:

Activities and Rentals Committee - Joanne -

- Gill's schedule is now posted on her office divider. Please refer inquiries to the ssac@dccnet.com email, as this will get a faster reply than a phone message. The Rental schedule is also posted there. Gill's schedule will be more consistent from now on. She does need to have time available to users, as well as time outside of office hours to do admin work.
 - The Winter/Spring Activity schedule is complete, and available. The schedule book, as you may have noticed, has shrunk in size, and is now located on the reception desk.
 - Pickleball Strip tickets are in operation, and seem to be popular. There are some new procedures, so please familiarize yourselves with these, and take the time to see that the receptionists understand them.

Bus Committee - Mary - no report

Communications Committee - Chris -

- • With respect to web-site costs and management details, we are still in the dark, as there has been no communication with the contractor. There has also been no billing. Our only payment was a deposit made back in September. There is no current electronic version of the Echo available on the website. And, the activity schedule is Septembers.
 - In addition, there has been no follow-up regarding getting the necessary info to manage the Official Facebook page. Currently, the only info being added are sign photos that are periodically posted. As a result, the Official Facebook page contains erroneous information, like times of operations.
 - The previous Facebook page call "Sechelt Senior's Centre" has been re-acquired from Facebook administration. I currently have control of that page and I have yet to bring it online, as it would just add to the present confusion.
 - a discussion took place about our web and facebook management and future. Chris will continue work on this.

Finance Committee - Sylvia -Budget is being completed but still in rough status. We are expecting big bills for our HVAC and furnace repairs and/or replacements.

Fundraising and Grants - Joanne -

- The committee next meets on Jan. 30. We have an another new member, Lori Gregory.

- Fundraisers planned for 2020 include “Coats of Paint,” May 23, another another BC Ferry raffle, and a concert.

- The 2019 Ferry raffle draw was on Dec. 20, and was won by Bev Cormack. 960 tickets were sold, yielding an estimated net revenue over \$3500.

- I have sent a letter of appreciation to the Entwhistle Family Foundation for their \$10,000 grant, and offered to schedule a reception and award ceremony, but have not heard back.

- The NH grant money has all been allocated, except for a small amount to be spent on remaining furniture for the lounge. This must be spent before May.

- RBC Employee grant: I am suggesting to the Kitchen committee that this be spent on a new stainless steel table for the steam oven. The current wooden table is not adequate.

Kitchen Committee - Norma - no report

Legal and Legislative Committee - Mary - Updates and revisions to the Policy manual will be dealt by the 2020 board.

Long Term Planning Committee - Joanne -

- I suggest the planning committee be re-activated with membership approved by the Board and a mandate for an organizational review and recommendations.

Membership and Volunteer Committee - Margaret -

- The committee has discussed ways to keep track of all centre activities. In February, all folders will be kept in a filing cabinet in the lobby. Members of the committee will monitor these.

- Volunteers

- At the moment, things are going smoothly. A meeting to update all receptionists on the pickleball ticket procedures is planned. We are most appreciative of all efforts being made by Sally Watson in her management of the kitchen calendar.

- Decorating

- Almost done. Does anyone have a suggestion about what to do with the rather enormous rubber tree plant in the lobby? It needs a new home.

Security Committee - Christine -

- Security problem noted in correspondence. Notes from Chris Kane:

- On Tuesday January 7th, I spoke with Suzanne Boyer, Victim Services with the Sechelt RCMP.

- She confirmed that a suspect (named Kyle James Stevens DOB 1989-02-18 of Sechelt) was arrested and then conditionally released prior to case going to court.

- Those conditions include a DO NOT TRESPASS on the Sechelt Seniors Activity Centre property.

- Should anyone find the individual on SSAC property, you are advised to call 911.

- As this individual entered the Centre at approximately

2:00pm and there activities occurring, it is important that activity coordinators be vigilant of others accessing

- the Centre. In addition, activity coordinators should be aware of the actions of their own members. Leaving windows and doors open and unsecured will
 - present opportunities for similar incidents to occur.
 - During a telephone conversation with Cpl. Tracy Dubnyk of the Sechelt RCMP, she confirmed that our experience with an intruder
 - would NOT be a 'one of' situation. Cpl. Dubnyk strongly suggested that taking a passive attitude is unrealistic.
 - I will be meeting with Cpl. Dubnyk on Monday January 13th to tour the Centre and determine what is lacking with respect to a safety plan
 - and any measures the Centre can put in place that can reduce risk to our members.
- I have organized the locksmith to see to the locking of the kitchen doors. The office door alignment was put on hold as Chris and Joanne have told me we are getting a new office door. Hopefully we can use the same keys.
 - There are still problems with the front door not being securely closed, I agree with the new door suggestion, unless we have someone checking the door often, it will remain a problem.

Solar Panel Committee - Wilma -

- A meeting between Sunshine Coast Community Solar Association (SCCSA) and the Solar Panel Committee was held on Friday.
 - The purpose of the meeting was to establish the terms of a Letter of Agreement between both SCCSA and SSAC for the installation of solar panels being donated by the SCCSA. This association received a legacy from Dr. Pawley who passed away March of 2019. Dr. Pawley was a member of the SCCSA.
 - A draft agreement was written up. After both sides have agreed to the terms and the agreement has been vetted by our lawyer, we will meet with the SCCSA to sign the agreement.
 - A meeting will be organized with Olson Electric, who will be doing the installation, to discuss the terms of project. When both parties are in-agreement, Olson Electric can move forward to order the items required for the installation.
 - We are hoping for an installation date of end of February, beginning of March, 2020. We will hold a 'Grand Opening/Ribbon Cutting' ceremony sometime in March.

Special Events Coordinator - Kit -

- The Christmas Lunch (20th Dec) was a success thanks to Emily and the catering team, the decorators and volunteers who set up and cleared away. There were 174 diners, an increase, but well managed and accommodated.
 - There is a need for a written process for administering the

bookings.

- Training: It is planned to have a training session for the reception volunteers. Please send me headings of topics you feel need to be covered.

Technical Committee/Database Management - Tony -

- The tech committee is still awaiting the grant to fund our PC/System renovations and upgrades. Still stalled.

New Business: Monitored alarms were discussed with no decision at this time.

Adjournment at 11:17 a.m.

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

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SSAC BOARD MEETING, January 14, 2020

Joanne's Reports

PRESIDENT'S REPORT

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ACTIVITIES AND RENTALS

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#### FINANCE COMMITTEE –

The committee, Chris K., Sylvia, and myself, met on Tuesday, Jan. 7, and Sylvia is doing the final budget calculations.

#### FUNDRAISING COMMITTEE

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#### PLANNING COMMITTEE

I suggest the planning committee be re-activated, with membership to be approved by the Board, and a mandate for an organizational review and reommendations.

Joanne Rykers