

SENIORS ACTIVITY CENTRE
5604 Trail Avenue Sechelt BC
Minutes of Board Meeting
October 20, 2020

Attendees: CK Christopher Kane, KW Ken White, MEB Mary Bittroff, KA Kit Artus, MM Marni Mulloy, TS Tony Stroud (Kit left the meeting at 10:40 a.m.)
Absentees: SG Sylvia Graber, CO Christine O'Brennan, MB Margaret Boyd, , BC Bev Coxford

This was a zoom meeting.

Call to order at 10:05 a.m.

Adoption of Agenda. **Motion to adopt agenda.**

Correspondence - **Letter of resignation from Sylvia Graber. Motion to accept resignation of Sylva Graber from the board. KT/TS Carried**

Letter to Gillian Smith - moved to approve. KT/KA Carried

Minutes. **Motion to accept minutes of September 8, 2020 board meeting.**

MM/KW Carried

Executive reports:

President's Report – Chris - no report

Vice-President Report - Ken - no report

Treasurer's Report - Ken brought new spreadsheet for reporting financials. **Moved to accept new contract with Mercy Campbell for accounting services. KW/MM Carried**

Old Business:

1. R&A update - Chris - **Motions from closed meeting brought forward:**

- **Be it resolved, given the Board's decision to hire a manager, that the position of Rentals and Activities co-ordinator be discontinued effective October 1, 2020. KW/KA Carried**

- **Be it further resolved that the treasurer be directed to pay all outstanding invoices from the current Rentals and Activities co-ordinator, including September's, together with and additional \$1600 in lieu of 30 days notice. KW/MEB Carried**

Reports:

1. Rental focus group report - Marni - **Moved to accept recommendations regarding rentals from the Rentals Focus group, this to include one change; "Board members are eligible to fill the positions listed when necessary". MM/MEB Carried**

Moved to accept fee schedule from Rental Focus group but to take out the charges for a SSAC representative presence at set-up. MM/KA Carried

2. Park Committee report - Mary - After discussion, **Moved that we pursue the possibilities of a conversion of our park to a Day Care facility with Sechelt and Capilano College. KW/TSCarried**

3. Rental & Activity Coordination - Kit

4. Constitution, etc. update - Chris - This discussion to be held on Nov. 3 at a Committee of the Whole meeting.

New Business:

6. Ferries raffle approval - Mary - too late now for 2020, will bring back in 2021
7. Management job description and hiring proposal - A Committee of the Whole meeting on Wednesday, October 28 at 1:00 p.m. is called.
8. November board and November Membership meetings - **Moved to hold email vote that the Tuesday, November 10th board meeting be at 10:00 a.m. in the auditorium followed by a Q&A session; and that the Fall membership meeting to be held on Wednesday, November 25th at 1:30 p.m. in the auditorium**
MM/TS Carried.
9. Membership cards - Tony - **Moved that the new membership card format will be sold on the basis of one year terms from the date of sale, coloured Irish green, have space for name, number and expiry date and be renewed by a stamp for 2022. MEB/TS Carried**
10. Photocopier - All photocopying for activities, renters and members will be charged 25 cents each per copy to cover our costs for ink, cleaning and upkeep of our machine.
MM/TS Carried

Adjournment at 12:08 noon.

Next Board Meeting will be at call of the chair or Tues., Nov. 10, 2020, 10:00 a.m.

~~~~~

**ATTACHMENTS:**

**1. September 8, 2020, board minutes:**

**SECHELT SENIORS ACTIVITY CENTRE**

**5604 Trail Avenue Sechelt BC**

**Minutes of Board Meeting**

September 8, 2020

Attendees: CK Christopher Kane, KW Ken White, MEB Mary Bittroff, KA Kit Artus, MB Margaret Boyd, CO Christine O'Brennan, , MM Marni Mulloy, TS Tony Stroud, BC Bev Coxford, , SG Sylvia Graber

Call to order at 10:01 a.m.

Adoption of Agenda. **Motion to adopt agenda. KA/KW Carried**

Correspondence - none

Minutes. **Motion to accept minutes of August 11, 2020 board meeting.**

**MEB/MB Carried**

Executive reports:

President's Report – Chris - attached

Vice-President Report - Ken - attached

Treasurer's Report - Sylvia - attached. **Motion to accept Treasurer's report to August**

31. 2020.

KW/CO

Carried

Reports:

1. Communications Committee update - Bev - Bev was complemented on the new newsletter that she managed. Also, she reported on her progress with coordinating our website, emails, etc. to give our members an improved experience and improved information source.

2. Rental focus group report - Marni - attached -

- Dixie cup dispensers are being purchased for installation between the gymnasium and foyer washrooms and one by the Crafts room sink in order to provide small disposable drink cups to members. This then replaces washable cups and glasses to maintain Cover-19 safety standards.

- That chains will now be removed from front door for daytime and put back on each night so as to prevent unknown people from entering our building and contaminating areas. Their entries may have been warranted but we have no way of keeping track for cleaning of areas.

- Keys: **Moved that day directors and staff (Jim, Emily, and Gill), will be given keys for needed access to our facility.**

MM/MB

Carried

- Phased office opening update - now that September is here, we will be having Day Directors in the office from Monday to Friday at reduced hours mid-day.

- **Motion to suspend all further new and unconfirmed rentals and activities until further notice.**

BC/MM

Carried

- **Motion to accept special rental negotiations with Ken being our negotiator as per his detailed information (that at this time needs to be confidential).**

MM/BC

Carried

3. SSAC bus update - Ken - The bus is now repaired and being parked at Kit's residence

4. Creation of a new fund-raising committee - Marni offered to lighten Ken's load by reading grants that are available on a website once he provides her with the necessary information to narrow the choices down to those that are appropriate for us.

5 Risk assessment update - Kit - attached. This process is working well.

6. Discussion of the strategic plan for the future - Ken - This discussion is tabled until Covid-19 issues and times are past our prime considerations.

7. Bev, Tony, Mary and Ken will meet with Gillian to review her contract and services in light of our reduced revenues and SSAC needs. Recommendations will be brought forward to an email vote by the board asap.

**8. In that we have no urgent matters to take to our membership, be it moved that the Membership Meeting October 14, 2020, be postponed until a safe time in the future to hold it in our auditorium.**

KW/MM

Carried

9. Note that the kitchen take-out service on Tuesdays and Thursdays is very successful and that Emily will be serving take-out Fish and Chips on Fridays now, as well.

10. Discussion of a new fee schedule will be tabled to a future board meeting.

Adjournment at 12:20 noon.

Next Board Meeting will be at call of the chair or Tues., Oct. 13, 2020, 10:00 a.m.

**2. Rentals/activities Focus Group, October 4, 2020**

Recommendations to be voted on at the board meeting

We recommend:

We make the craft room available for both activities and rentals.

We make the auditorium available for activities on Saturday.

We allow more than one activity a day in both the craft room and the dining room.

We screen off the kitchen and allow access to the small serving area off the gym to renters.

We grandfather our existing renters into the old fee schedule but add a Covid19 cleaning surcharge for the year 2021.

No board member is eligible to fill the positions listed under SSAC representative on the new fee schedule.

The temperature in the auditorium be adjusted once rentals and activities resume, to meet Covid19 protocols.

We adopt the following fee schedule.

|                                                                                                                                                                                                       |                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Proposed fee schedule                                                                                                                                                        | old                                                             |
| proposed                                                                                                                                                                                              |                                                                 |
| SSAC representative set up                                                                                                                                                                            | 10.50                                                           |
| 25.00 <input type="checkbox"/> <input type="checkbox"/>                                                                                                                                               | Attending an event 17.00 up to 27.00                            |
| midnight 20.00 <input type="checkbox"/>                                                                                                                                                               |                                                                 |
| after midnight 30.00 <input type="checkbox"/> <input type="checkbox"/>                                                                                                                                | Open/close                                                      |
| 12.50 M to F 15.00 <input type="checkbox"/>                                                                                                                                                           |                                                                 |
| 13.50 S,S,Holidays 16.50 <input type="checkbox"/> <input type="checkbox"/>                                                                                                                            | Tear                                                            |
| down/cleaning 75-112.50                                                                                                                                                                               | 75. to 135.00 <input type="checkbox"/> <input type="checkbox"/> |
| Garbage disposal 15-30.00                                                                                                                                                                             | 15. to 60.00 <input type="checkbox"/> Room                      |
| rental <input type="checkbox"/>                                                                                                                                                                       | Auditorium 42.00                                                |
| 50.00 <input type="checkbox"/> <input type="checkbox"/>                                                                                                                                               | Craft room 25.00                                                |
| 25.00 <input type="checkbox"/> <input type="checkbox"/>                                                                                                                                               | Dr. Farish room 21.00                                           |
| 21.00 <input type="checkbox"/> <input type="checkbox"/>                                                                                                                                               | Dining room 42.00                                               |
| 50.00 <input type="checkbox"/>                                                                                                                                                                        | 1/2 dining room 21.00                                           |
| 25.00 <input type="checkbox"/> <input type="checkbox"/>                                                                                                                                               | Member discount 50%                                             |
| 25% <input type="checkbox"/> <input type="checkbox"/>                                                                                                                                                 | NPO discount 50%                                                |
| 25% <input type="checkbox"/> <input type="checkbox"/> All with a Covid19 cleaning surcharge to cover materials and increased cleaning time. <input type="checkbox"/> <input type="checkbox"/>         |                                                                 |
| <input type="checkbox"/> <input type="checkbox"/> ~~~~~ <input type="checkbox"/> <input type="checkbox"/> 3. <input type="checkbox"/> <input type="checkbox"/> 3. Park Reort <input type="checkbox"/> |                                                                 |

**3. Park Committee Report - Mary:**

1. Pickleball is not a viable option for our park due mostly to the noise of the game to

adjacent home owners.

2. Parking might be a necessary option to accommodate into the future.
3. We need to evaluate the health of the trees because in 2003, three trees came down in storms. Our Sechelt municipal arborist will be asked to ascertain the health of the remaining trees.
4. We would need to look at removal costs and that balance against any profits we might make from trees.
5. It is unclear at this point where our property boundaries are versus Capilano College boundaries to ascertain what trees are on our properties versus trees on Capilano University property.
6. It is feasible that we might consider a smaller fencing that would allow a walk path around the property but keep our park property free from the problems of drug use, etc. that we have been plagued with in these past few years. However, the construction of a fence would create its' own problems of access by members and future maintenance.
7. Thanks to the diligent accounting of problems in the park by Mo, we need to do something to protect our centre, our members and Capilano College people.
8. At the present time, our members and activities are very reluctant or refuse to use our park due to the misuse of it for drug paraphernalia and intrusion by strangers.
9. We identified a duty of care to clean up garbage, drug paraphernalia, animal feces, etc. that becomes our cost that is not acceptable.
10. Finally, if we choose to remove trees, there is an additional expense to remove the roots. At present, there are several large tree stumps and roots that are used as places to light fires by unwelcome visitors. We have been lucky that none of these have resulted in larger fires.
11. This is our report but it is up to the board to pursue options.

Another option suggested is that Sechelt is looking for a site for a new daycare, Capilano College offers a training program for day care workers, staff and students with small children could benefit; and we have the park land that might be feasible for the building of a day care. Since day cares are a good mix for the elderly (the British model) we might put forth a proposal to Sechelt and the college to develop a day care on our 'park' land.

~~~~~

4. Rental & Activity Coordination - Kit

1. R&A temporary arrangements and manager plans:

Temporary coordinating team process

Rental and Activity Scheduling - (This is a temporary arrangement.)

To incorporate the recommendations and fee structure of the Rental Focus Group - circulated by Marni

- Email requesting activity or rental received at SSAC and forwarded to or collected by Chris O'Brennan
 - **Using SSAC email address or telephone**
 - Chris O to allocate work to self or Margaret to follow up
 - Health and Risk Assessment to be sent out **by Chris O** and

followed up by Kit Artus. Recommendations sent to Chris O for recording and follow up

- Request and confirmation traced on Activity Schedule
- Once agreed - up dated activity schedule published on web

Follow Up meeting Oct 8th -

Kit Artus, Margaret Boyd, Chris O'Brennen supported by Chris Kane

Essential for one speak -

- Rentals /renters - external organization,
 - Activity - Member Driven, activity coordinator volunteers time and has insurance provided by SSAC
 - Activity contractor - activity co-ordinator paid an agreed amount taken from fees charged to participants - provides own insurance

~~~~~

### **5. Proposed constitution changes - please print and use your own copies from Chris's email**

~~~~~

7. Management job description and hiring proposal:

New Position - Office Manager/Supervisor

Person Profile:

Technical computer competent

People manager

Delegator

Clear communicator

Persuader

Coaching and training skills

Organizer

Process and procedure competent and experienced Recorder

Profit cash control aware

Job Needs:

Regular hours

P/T working to F/T as job develops and cash available

Objectives resulting in processes

Management of membership expectations and services

Fund raising

Maintenance of essential records e.g maintenance, security

Control of telephone message dissemination and appointment requests

Training for new Board members, volunteers, Focus Group members and for policy implementation

Disseminating internal messages, changes and developments.

Communicator with FG and /or Committees

~~~~~

**9. Membership cards: - Tony, Margaret**

Annualized Membership Cards

Cards to be ordered ASAP 1500 - Margaret getting price

Single Colour with addition of renew date. To be written in by issuing person.

Application form to be updated - on the line with membership renewal/new add Renew membership date (1 year from purchase) etc. Recall dates to go on membership system so members can be reminded to renew.

Can start sale as soon as cards received

This FIRST renew date would be 1st Jan 2022

Article in web Echo etc

When cash available - cards can be palletized and stickers used - like the licence plate system

Kit, Margaret Christine

~~~~~

FYI: Letter to Gillian Smith:

October 1, 2020

Dear Gillian,

On October 1st, our board met in a closed session to assess our current finances, future services and plans. The complete closure of our facility for use by BC Elections and the continued impact of Covid-19, resulted in an unexpected opportunity to diligently consider how our centre functions and how we could better organize the management of our facility in the future.

After lengthy discussion, we came to a unanimous decision to immediately discontinue the Rentals and Activity Coordinator contract position.

We will be drawing up a new paid manager position description and then posting it for applications. We hope to complete this in October. and the board invites you to apply.

Along with this decision, we also confirmed that all of your invoices up to September 30th be paid in full along with a \$1600 payment in lieu of 30 day notice. We do need you

to return the office computer that you have and your office keys to the centre as soon as possible. In this slower time, various board members will be assigned to take on the R&A responsibilities.

Gillian, your dedication to our members with your knowledge and ability to help our volunteers has helped our centre become a huge benefit to the seniors in our community. The Board sincerely thanks you for your service.

Sincerely,

on behalf of the SSAC Board of Directors KW/mb
