

SENIORS ACTIVITY CENTRE
5604 Trail Avenue Sechelt BC
Final minutes for Board Meeting
December 8, 2020

Attendees: CK Christopher Kane, KW Ken White, MEB Mary Bittroff, KA Kit Artus, TS Tony Stroud, MB Margaret Boyd, , BC Bev Coxford

Absentees: MM Marni Mulloy

Call to order 10:15 a.m.

Adoption of Agenda.- Motion to adopt agenda. KA/TS Carried

Correspondence - none

Minutes: Motion to accept minutes of November 10, 2020 board meeting. MEB/ TS
Carried

Old Business:

Codes, etc. - Tony - Codes will be kept in binder in office bookcase

Reports:

1. Financial statements- motion to accept statements for Nov./2020. MB/TS
Carried

2. Echo report - Bev reported on Echo work with Edmund. Input for monthly newsletter is requested to be submitted by the 15th of the month to provide more time for editing and set-up of each issue.

New Business:

1. Motion to provide Christmas bonuses of \$100 to Jim and Emily. MEB/KW
Carried

2. Raffle - Motion to approve raffle of \$100 worth of meals for \$5 tickets to go from Jan. 4, 2021 to the AGM on Wednesday, February 10, 2021. MEB/KW Carried

3. Discussion about possible rental to Elections Canada.

4. Motion to move into committee of the whole for discussion of our future with the theme: 'Where are we going and how will we get there?' TS/KW Carried

Motion to move out of Committee of the Whole. TS/MB

Adjournment 12:24 noon

Next Board Meeting will be at call of the chair or Tues., January 12, 10:00 a.m.

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Committee of the Whole December 8, 2020 notes:

*Theme: 'Where are we going and how will we get there?'*

1. Line of authority and approvals, structure needed:

- 'Day' directors will not necessarily be Directors at Large board members, but, may also be staff or volunteers.

- An important function of the Day Directors is to communicate with members throughout the day

- In hiring administrative staff, it is important role would be to manage the tallying

of monies from the daily activities and meal services

- We need an article in our Echo and on our website that clarifies the uniqueness of our centre from other senior centres. (That is, that we own our own property and buildings and we do NOT have any government employees or managers running any part of our operations.) *Mary will put together an article in the coming month.*

## 2. Lines of communication within board and with membership:

- Edmund is a great asset in this function with his management of information in our Echo and on our website.

- Further refinements will include setting timelines to aid publishing of the Echo such as articles to be submitted by the 15th of each month, having regular sections such as volunteer of the month, education article of the month, etc.-

- Bev will develop a set of suggested themes for each month of the Echo.

## 3. Guidelines for future SSAC Boards:

\_\_\_\_\_ - Financial goals, needs, and possible sources of funds:

- We need to clearly define our paid staff needs including rates of pay, duties, work times, etc. to support our overall board responsibilities.

- The needs for people with expertise in certain areas should be sourced either to become SSAC board members or as referral resources for the board. Areas of expertise needed include legal, financial management, fund-raising, record keeping, maintenance and construction.

- An overall plan is needed to find people with various skill sets to run for election to the board each year.

- The present board needs to prioritize hiring of an administrator for our centre.

## 4. Volunteers:

- Volunteers are a huge part of the successful operation of our centre.

- It would be helpful to define recruitment application forms (to define areas to serve in and abilities of applicants and procedures for assignments and training processes, on-going management and evaluation processes and ways to show appreciation for volunteer service.

5. Lastly, it was suggested that the board establish a Legacy Fund for our centre that would encourage members to donate as bequests in their wills, etc. This would contribute to the stability of our centre into future years.

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