

SECHELT SENIORS ACTIVITY CENTRE
5604 Trail Avenue Sechelt BC

Minutes of the Board Meeting
Tuesday, March 8, 2016

Present: Ron Atkinson, Margaret Boyd, Dorothy Fraser, Maureen Heaven, Charlie Jensen, Barbara Lightfoot, Wilma Lorimer, Donna Marsh, Kassie Ranchie, Joanne Rykers, Gillian Smith, Tony Stroud.

Guests: Jacqui Allen

President Joanne Rykers called the meeting to order at 9:30 am. New Directors and returning Directors were welcomed.

Action Items

1. **Motion:** to adopt the agenda with the following changes:
Under Old Business, add item h) In-Camera – Craft Group Issues.
Moved by Margaret/Seconded by Ron.
CARRIED
2. Reading was waived.
The Minutes of February 9, 2016 meeting were adopted with the following changes: under Old Business, item f) last line to read: Dorothy mentioned the sales receipt program with Claytons and Wilson Creek IGA which could be used as a credit to fund this project.
And, item d) Sue Jackel's Report on Seniors Planning Table, 2nd paragraph, co-coordinator's salary should read \$60,000, not \$60.

Moved to adopt the minutes as amended
Moved by Kassie/ Seconded Ron
CARRIED

3. Correspondence: Joanne reported she had no correspondence.

Ron reported he had a request to hang art in our Lobby for an outside source who wanted us to sell this art. Ron feels with liability issues and other issues such as handling money for the sales that could arise, it may not be something the Centre should get into. After further discussion, it was noted that the Centre has adopted a position not to advertise on behalf of 'for profit' businesses.

4. Old Business
 - a) Refugee Sponsorship Project (RSP)
To update: the application to sponsor a Syrian Refugee family has been sent to Citizenship and Immigration
– a letter was received from Canada Revenue Agency (CRA) in answer to our request as to whether or not we would be able to issue Tax Deductible Receipts for donations to RSP. The letter that came from CRA stated that we would need to make changes to our constitution before we would be allowed to issue receipts. Joanne noted that we would do this at our next General Membership Meeting to be held in October. So, at the present time, we cannot issue Tax Receipts for donations.

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4. Old Business Continued

b) Emergency Radio Communications.

Tony will purchase a battery to supply the ham radio equipment in the event of a mains power failure.

Action Tony Stroud

Tony is in the process of getting an estimate from Olsen Electric regarding the installation of a transfer switch. He is also going to contact Bill Elsner regarding a shared cost for this.

Action Tony Stroud

Bill Elsner has not been in touch regarding the Emergency Training that Tony and Barbara agreed to take. Barbara will follow up on this.

Action Barbara Lightfoot

Barb reported that we now have the Packet Radio System up and working – Ham Radio via the internet. Only Barry Yee (SSAC Member) knows how to use it.

There are two antennas on the roof - one is redundant and should be removed.

Tony reported they looked into removing it but left it as its removal would require roof repair.

No Action

c) Photography Project Update – Jacqui Allen

Jacqui joined the meeting at 11:30 to report on this project. She showed the poster being used to advertise this event to the SSAC Board members. The photographs are being shown to emphasize the Exercise class's socializing, joy and movement. These pictures will be displayed in the Centre Lounge, Tuesday, March 29th at 11:30 am, just after the exercise class.

Jacqui announced the Project group is extremely grateful to the Centre for the \$600.00 to mount the photographs and this amount will be returned to the Centre after the sale of the pictures. The pictures will be displayed in the Lounge for 30 days, after the initial showing, on a rotation basis.

Jacqui noted that the District of Sechelt Council will be invited to attend.

d) AGM Meeting February 18, 2016. The meeting went very well and thank you to Barb for organizing the nominations and elections. We have two new Directors and some changes amongst our returning Directors. Thank you to Gill for putting together the Annual Report.

Moved that the Board allow the draft minutes of the AGM to be posted on our Web page.

Moved by Margaret/Seconded Kassie.

CARRIED

e) Pickleball Equipment – a request has been made for equipment. We definitely need nets at a cost of \$200.00 and we could use new paddles – cost \$280.00- existing ones are six years old. We would like to use a local source if possible.

Moved that the Board approve a budget of \$500.00 for the purchase of pickleball equipment.

Moved by Gillian/Seconded Ron

CARRIED

Action Gillian Smith

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- f) Dance Cardio Class update Tabled for next meeting **Action Wilma Lorimer**

- g) Keep Moving class review

Joanne reported that this class started in October but has had issues with attendance. The instructor cost is \$45.00 and so we need 9 participants to break even on costs. We had voted earlier to review this class at the end of February. During January and February of this year, we have had an average of 5 or 6 participants. We are currently losing \$15.00 - \$20.00 per class.

The course was very well advertised before it started up and we also advertised this class very well in the Echo and on the Web.

Moved that we continue with this class until the summer break in June when we will again review attendance.

Moved by Dorothy/Seconded Maureen
CARRIED

Action Wilma Lorimer

- h) In-Camera Craft Group - a letter has been sent to the Craft Group Chair and to the individual Craft Group members who spoke to the Board.

5) New Business

- a) Rental & Activities Committee

Tony noted that the Rental Data Base has now been set up on Cathrine's computer but it is a work in progress. Rules are required for, i.e. administration fees, processing fees, deposit fees, and others.

We will need to have a policy for the rental rules

Action Tony Stroud

A draft proposal will be brought to the Board for approval rather than establishing a new committee.

- b) Cruise Raffle Budget - a letter from Maurice Farn requesting approval for \$1000.00 (US) to start proceedings with Holland American Lines for a cruise certificate raffle.

Moved that we approve \$1000.00 (US) for a Holland America Cruise fund raiser for the Centre.

Moved by Gillian/Seconded by Charlie)
CARRIED

- c) Rethinking the Square D - Many people are having trouble with the Square and few people are learning to use it. An ad-hoc group consisting of Charlie, Maureen and Ron to look into alternate options.

Action Charlie Jensen

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Moved that we review alternate options to the Square D and report back to the next meeting.

Moved by Ron/ Seconded Barbara
CARRIED

d) Signing Officers for 2016

Moved that we approve the following officers: Joanne Rykers, President, Ron Atkinson, Vice President, Donna Marsh, Treasurer, and Tony Stroud, Maintenance Director to have signing authority for the fiscal year 2016.

Moved by Gillian/Seconded Tony
CARRIED

Before moving on to the committee reports, Dorothy mentioned about the booklets left in the office, "On My Way to the Funeral Parlor" by Lena Wright. These books are \$10.00 for Members. Dorothy will look after them, but again, we don't want to set a precedent by selling items for members or outsiders.

6. Committee Reports

a) Bus Committee – Dorothy reported that the committee is looking at another overnight trip – these seem to be popular. The committee also books one trip per month to a Casino. A new driver is being trained.

b) Kitchen Committee – Charlie reported on a meeting held on February 23:

- New table cloths should be here by the end of March
- The hours of the kitchen were discussed and changes recommended to allow volunteers to finish at 1:30.
- The committee also wanted members to be aware that members purchasing lunch and using their own containers, the Centre is not responsible for condition of food once the food goes into the container.
- The volunteer lunch voucher has been updated
- Volunteer training is being set up for new volunteers to the kitchen.

Ron noted that there was an Incident Report where a pickleball player slipped on some grease which was on the floor and asked that kitchen cleaners and pickleball players be cognizant of food or water on the floor and that it be cleaned up properly.

Moved that Kitchen hours be changed as follows: lunch serving time from 11:30 to 12:45; Clean up will start at 1:00; dining room open to 1:15. Clean-up will be 1:00 to 1:30.

Moved by Charlie/Seconded by Tony.
CARRIED

c) Maintenance – Tony reported that the leak in the dishwasher and floor was found and fixed. Cost will be around \$1200.00. The wall and the floor will be repaired by Centre Volunteers when the area is completely dried. Access to pipes in the wall will also be installed.

- Long Term planning request for quote has been placed in the paper.

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- On-Site Representative form is still being worked on and reception area will be shown how this form is to be used when it is finalized. It will then be placed in the Forms Binder
 - Two contracts are up for renewal: Caretaker Jim Coffin and Davis Bay Landscaping for gutter cleaning. Both will be renewed with existing terms.
 - Emily has asked for additional kitchen shelving above the Lobby Kitchen Entrance Door – this will be completed. **Action Tony Stroud**
 - Ron Atkinson will continue to look after the Centre Key Log.
- d) Membership Committee – Margaret reported that all Activity Chairs have been contacted to ensure all their participants have renewed their memberships.
- An issue of lost membership cards has arisen and we need a policy for when this happens. Use Replacement Cards which can be printed up by Cathrine. **Action Margaret Boyd**
 - The membership form will be updated by moving the volunteer box and adding a payment comment. **Action Margaret Boyd**
 - The next Volunteer Orientation Training is being organized.
 - The committee is also discussing the 2016 Fall Open House.
- e) Treasurer's Report – A one-year non-redeemable Term Deposit is coming due March 30, 2016.
- Moved** that we add the Term Deposit (\$36,021.03) coming due March 30, 2016 to the Term Deposit (\$55,000.00) coming due April 26, 2016 and put into a three-year redeemable Term Deposit; Take \$20,000.00 from current Bank Account and put into a one-year redeemable Term Deposit. **Action Donna Marsh**
- Moved** by Maureen/Seconded by Kassie
CARRIED
- f) Fundraising and Grants – Joanne noted that the Centre would not make application to the Sunshine Coast Community Foundation until our Long Term Planning is more firm.
- g) Tech Committee. Tony noted that David Marsh is the chair of this committee.
- There are no computer classes until end of April because of the Tax Preparation .
 - Louis Legal has asked us for a copy of Windows 7 – Tony will look into this. **Action Tony Stroud**
 - Sound System is now fully functional.
- h) Long Term Planning – Joanne reported this committee had a meeting February 25. They reviewed the kitchen data that Tony had put together showing a 34% increase in meals served. Charlie made the motion earlier to reduce the kitchen hours. Tony will revisit this data in three months time to see if it has leveled out.

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The building expansion was also discussed. Ron Atkinson provided drawings showing a second floor above the front of the building and this space would be used for offices, meeting rooms and activities.

A second expansion would be a second level built over the existing parking lot at the back and this space would accommodate another gymnasium and washrooms.

We will hire a design consultant to produce plans and a feasibility study. As a result, Tony has placed an ad in the local paper. (Copy Attached)

- i) Special Events - Kassie - Garage Sale happening April 23, 2016.

Moved to adjourn the meeting at 12:15.
Moved by Barbara/ Seconded by Kassie
CARRIED

The next Board Meeting will be April 12, 2016 at 9:30 am

Minutes submitted by Wilma Lorimer