

SECHELT SENIORS ACTIVITY CENTRE
5604 Trail Avenue Sechelt BC

Minutes of the Board Meeting
Tuesday, May 10, 2016

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

Guests: Emily McPherson

President Joanne Rykers called the meeting to order at 9:30 am

Action Items

1. **Motion:** to adopt the agenda with the following change:
Under New Business add, Item e) Yoga Belts
Moved by Kassie/Seconded by Donna Carried

2. Reading of the April 12, 2016 meeting was waived.
The Minutes of April 12, 2016 were adopted with the following correction: Page 5, Item g) - last line of first paragraph to read: "Thirty (30) business cards will be provided to Dorothy, Charlie and Margaret."

Motion: to adopt the minutes of the April 12, 2016 as amended
Moved by Charlie/Seconded by Gillian Carried

3. **Correspondence:**

Tony read a Letter from Peter Treuheit, Mobius Architecture regarding his next meeting with our Planning Committee. Tony will let him know that Thursday, May 19, 2016 works best for us.

Action: Tony

President Joanne read Thank you Card from Heather Conn with an accompanying cheque for \$450.00. The money was raised for donations from a showing of the Refugee Film - "Salaam Neighbor.". This money will be put towards the funding for our Syrian Refugee Sponsorship Program

Action Joanne

4. **Old Business**

a) Syrian Refugee Sponsorship Update

Joanne reported that we now have a Refugee Family - a mother, father and 3 sons - aged 13, 11 and 8. We met with the family via Skype which really brought some reality to this process. Except for the mother who spoke little English, the family was able to converse. The boys had questions about bike riding, sports and what kind of animals we had.

We have entered into a contract for \$600.00 (US) with the Translator Ashmad Bayer. He will assist the family in completing the necessary paperwork which we will send as part of our application to Citizenship and Immigration.

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4. **Old Business (Cont'd)**

- b) Emergency Radio - Barbara. Tony reported that we are still waiting to hear from Sunshine Coast Regional District regarding the Transfer Switch, the UPS (Uninterrupted Power Supply and the Training.
- c) Director Rotation Schedule
With Maureen away due to illness, Kassie is taking over her Day Director position until she and husband move off the coast.
- d) Communications Issues - Wilma: this item will be removed from the agenda as these issues will be covered under other headings.
- e) Contractor Site Visit form - Tony passed around a new form to track Contractor Site Visits and will be put into use immediately following a few changes. This new form will be used to inform the Reception Desk and the Day Director's desk about upcoming contractor visits. Tony will explain the procedure to Irene.

Action Tony

- f) Two month Review of Dance Cardio Class - Joanne reported that Sandra Cardero is a paid instructor (\$45.00 per class) for this class. A review of 10 sessions showed an average of 10 people per session - to break even, we need 9 people per session. It was noted this group assists with the setting up of tables for the lunch period. Based on this evaluation, this class will continue.
- g) Sunshine Coast Community Foundation Endowment update - Board
An endowment fund would entail a \$5,000.00 commitment from the Centre's Funds. The income from the fund would be controlled by us. Currently, the SCDF Endowment funds reportedly have a 14% return on investment.

An endowment could also be started with any amount but it would not be called an endowment until it reached \$5,000.00.

The establishment of an endowment would require Membership approval. The consensus of the Board was that we need to explore this type of investment further, and we need someone with this expertise to look into it further. We will put an item in the June Echo asking if any members have this type of expertise.

Action Joanne

4. Old Business (Cont'd)

- h) Up-date Pivotal Electronic Payment Terminal - Charlie informed the Board that this terminal can be set up with as many categories as we need. Each day's transactions can be checked, on line, to determine the amounts for each category.

The company will provide training on the use of the terminal. It will be done over the phone using the terminal;

It can be connected to a modem through an extend LAN wire or the telephone line (Only the connectivity base has to be connected the machines are wireless);

Second machine \$55.00/mo if taken as the same time;

The prices are regulated by interact, visa and master card;

There is no contract, so we can cancel at any time. We will be billed only for the months that we use the terminal.

Motion: Proceed with the rental of the Pivotal POS Terminal to be in place prior to September Opening.

Moved by Donna/Seconded by Margaret. Carried

Action - Charlie

5. New Business

- a) Review of Job Description & Contract for Cathrine. Fuller. Joanne reported that Cathrine's contract is up at the end of May. The job description was reviewed and it was determined that the position was fairly equally divided into Rentals & Activities Coordinator/Echo publication/Office support assistant.

It is recommended that there be a salary increase to \$22.00 per hour. The Board was also reminded that this position reports solely to the President and any issues arising must be taken to Joanne for resolution.

Motion: To increase Cathrine's salary to \$22.00 per hour.

Moved by Dorothy/Seconded by Kassie. Carried

- b) Make the Treasurer's position a paid position - Kassie thought this position should be a paid position because of all the work it entails. This would mean, however, that the Treasurer would then no longer be a Director.

Donna thought that this decisions is premature as there are still many volunteers helping out at this time. Also, in all fairness to the Board, they should have the option to find another Treasurer who is willing and able to put in the extra hours needed.

- c) Policy 6 - Rental of Centre's Facilities - Tony
Tony provided the Board with a copy of the new wording for this policy. (see attached). The Board approved the new wording and it will be placed in the Policy Manual as amended. The format and context may change somewhat to keep it in line with other amended policies.

Action Wilma

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5. **New Business (cont'd)**

- d) Contract Issues - Presentation to the Board - Emily McPherson
Emily read a moving letter to the Board regarding her current contract with the SSAC and her desire to become an employee of SSA C instead. Specifically, she would like to have Employment Insurance Benefits and Tax deductions. Joanne thanked her for her presentation.

Ron spoke to the Board about the committee meeting that was held to discuss the matter of contractors vs. employees. After reviewing both aspects, this committee recommends that the position continue to be held by a contractor. Donna has offered to assist Emily in clearing up the income tax issues . We are within the guidelines of the CRA to have our cook work as a contractor.

Board vote is deferred to next meeting, pending Donna's report.

Action: Donna

- e) Yoga Belts. Margaret showed a yoga belt to the Board and asked if they would be willing to purchase more of these belts for the yoga group. She was asked to find out more information on the cost of these items and report to the next meeting.

Action: Margaret

6. **Committee Reports**

- a) Bus Committee - Dorothy reported that refunds for the missed concert due to the ferry cancellation have been given out.
Casino trips are still successful.
The September trip to Vancouver Island wineries - five people have signed up.
- b) Kitchen Committee - Charlie noted the table cloths are done and are in use.
The Volunteer Lunch will be June 24
Emily is looking after volunteers for June 24
The last public lunch will be June 23
The Volunteer List seems to be working better now that he is calling the kitchen volunteers, but it is still a work in progress
Next Kitchen Committee Meeting is May 31
The Kitchen will reopen in the fall on September 6, 2016
- c) Maintenance Committee - Tony
Quotes have been received for purchase of chairs. All chairs will be checked during the summer shut-down for repair or replacement and the order will be placed at that time.
The New Horizons grant covers the cost of replacing the office air-conditioning and we have until the end of march to spend this money
Air Conditioning quote **Tabled** to June Meeting **Action: Tony**

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6. Committee Reports (Cont'd)

- d) Membership Committee - Margaret
We have 1100 plus at this time and we are still selling new memberships.
Our next meeting is in August.
- e) Treasurer's Report - Donna
The statements are in a different format this month as the photo copier would not scan and email them as it usually does, so these statements are forwarded to you from Excel.

The only major event this month was the maturing of 2 Term Deposits #25 and #27 which we then amalgamated into one 3 yr redeemable Term Deposit #30. The bank put the interest from #25 of \$1,123.37 into our Investment Savings Account as this apparently is decided when you first take out the Term Deposit.

I will find out from the Bank the benefit of having funds in the Investment Savings Account and advise everyone. If it is worthwhile, perhaps we should keep more funds there rather than in the cheque account. **Action: Donna**

- f) Fundraising and Grants - Kassie
The gaming license for the cruise ship/Via Rail Raffle has been received and tickets and posters are being printed.
The application, for the New Horizons grant for next year will be available May/June
- g) Tech and Audio Visual - David - Tony reported that classes start on May 11. Regarding a Computer Back-up system for our computers, Tony provided information from Windows 10 'Cloud' and Amazon. He will investigate with J & B to see if we have to reconfigure for 'cloud' capability. **Action: Tony**
- h) Long Term Planning Committee - Tony reported that the presentation made by Mobius Architecture showed a good approach. The next meeting will be May 19 and will discuss more detailed plans. Joanne noted that we must remember that the construction costs are \$200/sq.ft so a 500 sq.ft. structure will cost \$1 million.
- i) Management Data Base - Tony is working at getting all our forms into the data base. The data base can make digital copies of all documents. Cathrine provided a report of Rentals for 2016-2017 (attached) showing ongoing rentals and single date bookings. This type of information can become part of the data base.

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6. Committee Reports (Cont'd)

- j) Presidents report - Joanne reported that the Budget for the Volunteer lunch will consist of a paid Dishwaters, Kitchen Volunteer incentives, Volunteer Door Prizes, Table decorations. and Flowers for Emily. The cost of food is not included in this estimate of \$400.00.

Motion: We approve a budget of \$400.00 for the Volunteer Luncheon.
Moved by Charlie/Seconded by Dorothy. Carried.

- k) Legislative and Policy Committee
The Legislative and Policy Manual Committee reactivation is now in place, This committee will look into reformatting our current Policy Manual, updating the Day Director's manual, and all Legislative concerns . Members of this committee are, President Joanne Rykers, Secretary, Wilma Lorimer, Directors at Large, Margaret Boyd and Gillian Smith

Motion to adjourn the meeting at 12:30pm
Moved by Donna/Seconded Ron Carried

Minutes submitted by
Wilma Lorimer, Secretary