

SECHELT SENIORS ACTIVITY CENTRE
5604 Trail Avenue Sechelt BC

Minutes of the Board Meeting
Tuesday, September 13, 2016

Present: Ron Atkinson, Margaret Boyd, Dorothy Fraser, Charlie Jensen, Barbara Lightfoot, Wilma Lorimer, Donna Marsh, Gillian Smith, Tony Stroud.

Regrets: Joanne Rykers, Kit Moffat

Guests: Bill Elsner, SCR D Emergency Coordinator, Emily McPherson

Vice President Ron Atkinson called the meeting to order at 9:30 am

Action Items

1. **Motion:** to adopt the agenda with the following change:
Under Committee Reports add, Item l) Special Events
Agenda accepted as changed.

2. The Minutes of June 14, 2016 were adopted with the following correction: Page 5, Committee Reports, Item i) - the word 'Cat' refers to category within the data base.

Motion: to adopt the minutes of the June 14, 2016 meeting as amended
Moved by Gillian/Seconded by Charlie. Carried

3. **Correspondence:**

Ron noted the correspondence received from 'WOR' National Wall of Remembrance Association. After discussion, the board declined to participate.

Motion: moved that our letter state we decline to participate in donating to the Wall of Remembrance.

Moved by Dorothy/Seconded by Charlie. Carried

A letter will be sent to this Association.

Action Wilma

Ron read out a letter received from Audrey Hertz requesting activity fees be reduced. A discussion took place and a Working Group consisting of Donna and Gillian was formed to look into the pros and cons of changing the fee structure. This group will report back to the Board of Director Meeting, October 11, 2016.

Action Donna and Gillian

A letter will be sent to Audrey informing her of this action.

Action Wilma

4. **Old Business**

a) Syrian Refugee Sponsorship Update

Ron reported that our application has been approved by Canada Immigration Centre (CIC), as of August 8, 2016. Now the application goes to the Visa office in Jordan, and the family is investigated. The estimate given is 10 months from the approval date. Fundraising via the cruise raffle is going well with over half of the 600 tickets being sold. The Draw for the raffle will be at the Open House, October 1, 2016.

People have also begun to collect furniture and household goods. We plan to have tables at our flea market in March and to do a gala/silent auction later in the year.

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

- b) BC Society Act Mini Workshop - Tabled - Wilma reported the new Act comes into effect in November, but we have two years to comply.
- c) Russ Tkachuk, - donation of Olympic Paintings - a letter has been sent, thanking him, but declining the offer.
- d) Update Pivotal Electronic Payment Terminal - Charlie reported that the committee looking into the rental of this product contract were very dissatisfied with the wording in the contract because of the many hidden costs based on usage, and the many minimums which would have to be satisfied each month. This service would possibly have cost us in excess of \$200.00 per month. It was also discovered that we would have to sign a three-year agreement with penalties to cancel early.
Motion: moved that we look into purchasing an i-Pad for use with the Square up to a maximum of \$450.00
Moved by Gillian/Seconded by Margaret. Carried **Action: David**
- e) Sunshine Coast Community Foundation Endowment (SSSF) - Update - Mike Lane reported to Joanne the SCCF is not in a position to provide funds for capital expansion and the Endowment scheme is not able to provide this. The SSAC could set up a long term endowment with the SCCF, and it would guarantee a high rate of interest which could be used to cover operating expenses. At the present time, our priority is funding sources for capital expansion.
- f) Coral Reef Club - Emily McPherson. Emily reported the plan is to place a small (2' x 10") aquarium on a stand in the lobby for the enjoyment of Centre members. It will be placed against the wall near the wicker furniture. The objective is to form a club of interested members. It is hoped this venture will be cost-neutral based on fund raising and club member activity fees. No up-front money is required but ongoing operating costs were requested. Club members would be responsible for maintaining the tank. During the summer closure, Emily would take the tank home. Fund-raising events could be, for example, a cinnamon bun bake sale, raffles or rummage sales. This project would be on a trial basis until the end of June 2017. Ron thanked Emily for her presentation.
A discussion regarding the above took place. A copy of the budget is attached.
Motion: moved that we approve the Coral Reef Club project for a trial period with a review at the end of January 2017.
Moved by Charlie/Seconded by Dorothy. Carried.
- g) Yoga Belts - Margaret reported that she obtained the price of the yoga belts at \$12.00 each.
Motion: moved that we approve the purchase of 12 additional yoga belts for the yoga group to a value of \$200.00.
Moved by Margaret/Seconded by Barbara. Carried. **Action Margaret**
- h) Craft Group Review - Tabled for October Meeting

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5. New Business

- a) New Director - Ron reported that Kit Artus will join the board to replace Maureen Heaven. Joanne accepted Maureen's resignation August 11, 2016. In lieu of Maureen's many years of volunteering at the Centre and other organizations throughout Sechelt, a Tea will be held Tuesday, September 27th to say cheerio.
Action Dorothy/Ron
- b) Open House Update - Margaret reported on the open house for October 1, 2016:
- New membership cards have been ordered and proofed and will be ready this week;
 - Membership form is under final revision
 - The committee has met and individual jobs have been assigned
 - New Signage (which will be laminated) is in progress
 - The M.C., the prizes, the displays, set-up and take-down are all organized
 - Money for food for the volunteers and refreshments has been ratified at \$200.00.
- c) Rental and Activity Report as of September 13, 2016 is attached. This report will appear under Committee Reports for future meetings.
- d) Emergency designation for SSAC: Tony introduced Bill Elsner, the SCRD Emergency Coordinator. Bill reported the Sunshine Coast Emergency Program is in the process of updating and reviewing their procedures and facility contacts in the event of an emergency. The SSAC has been deemed to be a Reception Centre. There is an agreement to be signed by the designated authority of the Centre agreeing in advance of any emergency to have this facility available for the use of the Sunshine Coast Emergency Program.
Bill answered the questions of the Board and noted that this program had no funding available for any upgrades that the building might undergo but we could apply for a Rural grant-in-aid from the SCRD. The application for this appears at the end of March each year.
Tony and Ron thanked Bill for attending our meeting and presenting the information to the Board.

The Board agreed that Tony could sign the agreement to have our centre used as a Reception Centre in the event of an emergency.

One of the issues the SCRD would like to see at the Centre is a universal connection for a generator in the event of power failure during an emergency. Olson Electric provided an estimate of approximately \$11, 000. - this is the type of upgrade that the Centre would have to fund on their own or apply for a Grant-in-Aid. We have not committed to this installation nor expenditure.

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6. Committee Reports:

- a) Bus Committee – Dorothy noted the report for the overnight trip to the Island has been placed in the Echo.
There are new procedures and new forms for signing up bus passengers.
Kit Moffat will also now be doing the accounting for the bus trips.
Wilma asked that procedures be written up for the Day Directors Manual and that procedures be placed on the back of the new forms on how to fill out the forms with author and revision dates showing at the bottom.

Action Bus Committee

Ron also noted that at the June 14 meeting, Joanne reported our requirement for a policy on renting the bus to outside groups. Please be prepared to discuss this at the October 11 meeting.

Action All Board Members

- b) Kitchen Committee – Charlie's report is attached.
- c) Maintenance Committee – Tony's report is attached.
- d) Membership Committee – Margaret gave everyone a copy of the new membership form for approval. Some suggestions were made and the revised form will be available for the Open House, October 1, 2016.
- e) Treasurer's Report – Donna's Financial Statements are attached.
Donna noted that she would have the budget more accurately reflect our budget by the month in future.
- f) Fundraising and Grants - Ron referred to the President's report (attached) and noted that the two federal grants applied for require an additional contribution of 35% funding from SSAC which was approved at last month's board meeting.
- g) Tech and A/V Committee Report - Tony reported that the microphone stands have now been outfitted with adjustable clamps which allows them to be used with different sized microphones. We are still looking into the missing stands.

Action Donna

Action Tony

The Funtastics group has asked that the two side speakers be hooked up again to the sound system but this requires a new splitter. Patrick was asked to look into this last year at this time, so Tony will approach him again.

Computer Training classes will now be held once a month, the 2nd Wednesday of each month.

Except for some old keyboards, the old computer equipment that we were getting rid of has sold. Members were asked to make a donation to the Syrian Refugee Project at the office for the items.

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6. Committee Reports (cont'd)

- h) Long Term Planning - Tony - Bid proposals received from our ad in the paper have been evaluated and we felt six companies out of the 8 companies that replied, could meet our requirements. We are now sending those six companies a bid documentation package to have them prepare a more-detailed quote. Pamela Goldsmith-Jones has been invited to see our facilities. She made it quite clear that there could be federal funding available and she could assist with that once we have our quotes and documents in order.
- i) Management & Admin Database Subcommittee - Tony is continuing to develop and expand the Data Base System. The data base system currently has 32 categories, (mostly Maintenance). The current list is attached.
- j) President's Report (see attached report) Ron reported that we currently have three contract workers: Emily's contract has been renewed for Sept. 1 2016 to September 2017; Jim Coffin's contract was renewed for two years, April 1, 2016 to March 31, 2017, and Cathrine's term extends from May 2016 to May 2017. We also have four contract instructors: Lori Gregory's and Jacquie Allen's contract terms are Sept, 2016 to September 2017. Both teach fitness. Sandra Cordero's term goes from May 2016 to May 2017. Andre's contract is outdated and needs to be renewed.

The Funtastics rehearsals are underway, which means other activities have had to accommodate by giving up times and changing schedules. It was agreed by the Board that letters be written to all the activities that have graciously given up times and reassure them their schedule will be back to normal as of November 7th.

Action Wilma/Cathrine

- k) Legislative and Policy Committee - Wilma- reported that this committee consists of Joanne, Gillian, Margaret and Wilma. This committee is looking to update and re-organize the Policy Manual to make it more user friendly by grouping like topics. We were hoping that this would have been completed by the beginning of the fall but it is taking longer than we anticipated. The next meeting is scheduled for October.
- l) Special Events: Ron reported that the Volunteer Lunch was a great success, thanks to the able assistance of Kit Artus, we were able to award a significant number of door prizes. Margaret Boyd and her intrepid decorators provided a festive, spring like atmosphere. For our next lunch, we do need to establish some guidelines for who qualified to attend this lunch. We also need to strike a committee to work on the Christmas Lunch, the New Year's Lunch and possibly the Christmas Craft Fair. The Christmas Lunch/New Year's Lunch Committee will report back to the next meeting with suggestions. After discussion it was decided that Charlie and Emily should be on this committee and Kit Artus may chair this committee.

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7. **Motion to adjourn the meeting at 12:05pm**
Moved by Gillian/seconded by Charlie

Minutes submitted by
Wilma Lorimer, Secretary