

SECHELT SENIORS ACTIVITY CENTRE  
5604 Trail Avenue Sechelt BC

Minutes of the Board Meeting  
**Tuesday, October 11, 2016**

Present: Kit Artus, Ron Atkinson, Margaret Boyd, Dorothy Fraser, Charlie Jensen, Barbara Lightfoot, Wilma Lorimer, Donna Marsh, Kit Moffat, Joanne Rykers

Regrets: Gillian Smith, Tony Stroud

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

**Action Items**

1. **Motion:** to adopt the agenda without changes.  
Moved by Charlie/Seconded by Kit Moffat. Carried
2. **Motion:** to adopt the minutes of the September 13, 2016 meeting.  
Moved by Margaret/Seconded Barbara. Carried
3. **Correspondence:**
  - a) A Confidential Letter from Fiona Playfair, re: activity Fees  
(see update under item 4. e)
  - b) Card for Betty Jeffries thanking her for her 27 years as a Qi Gong instructor at the Centre. Members of her class are being contacted by Cathrine to advise them of other classes available at the Centre and to ask if we need another Qi Gong class. A mention of Betty's volunteering will be placed in the Echo. **Action Wilma**
  - c) Service Canada (SC) Seminar - we have received a letter from SC to put on a seminar regarding pensions and benefits. Cathrine is working with SC to establish a date for November.
4. **Old Business**
  - a) Syrian Refugee Sponsorship Update  
We are currently waiting for the family to be approved for entry into Canada. We need to reactivate the Refugee Steering Committee to begin planning for settlement and further fundraising. The report each month from this committee will now appear regularly under committee reports.
  - b) Open House Report - Margaret  
See Margaret's report (attached) but she did note that perhaps the volunteer thr lunches could be changed somewhat for next year.
  - c) WOR Association - E-mail has been sent declining their request.
  - d) Update Pivotal Electronic Payment Terminal - The Board has decided not to use this service. Company has been notified.

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

- e) Letter from Audrey Hertz has been acknowledged and she has been advised a committee has been organized to investigate the matter of fees. Joanne suggested the focus be on identifying and assisting hardship cases rather than reducing fees. A report will be brought before the November 8, 2016 meeting. Audrey and Fiona have also been asked to come up with some suggestions . **Action: Donna/Gillian**
- f) Craft Group Review: Joanne reviewed the history of this group. The group were asked whether they wished to become an activity and thus charge activity fees or whether they wished to remain as a fund-raising group - they chose to remain as a fund-raising group. Dorothy has also agreed to become the Liaison Director for this group.  
**Motion:** that the Board formalize the Craft Group status as a Fund-Raising Group and they submit an annual budget for approval by the Board.  
Moved by Ron/Seconded by Dorothy Carried **Action:**

### 5. New Business

- a) Bus Rental Policy - after discussion, some suggested wording changes were made to the proposed policy regarding rental of the bus. It was also noted that any contracts should be approved by the President or another Board Member until a policy can be developed regarding fee structure and rental terms. It was also strongly recommended that we not rent to any group with members under 18 years of age. This will be further developed by the Legislative and Policy Committee, currently rewriting and updating our existing Policy Manual.
- b) General Membership Meeting - October 20, 2016  
Agenda items: President's Report, Treasurer's Report and Maintenance Report.  
We need to arrange for someone to take attendance and note Membership Number of attendees. **Action: Wilma**
- We also will need to speak with Emily regarding Tea, coffee and cookies for after the meeting. **Action: Charlie**

### 6. Committee Reports:

- a) Bus Committee – Dorothy reported that fewer trips are being organized so fewer trips are being cancelled. A trip to Vancouver is being planned.  
The new procedures and new forms for signing up bus passengers are working out well and the change has been a smooth transition.  
Ron noted that there is an issue with the bus door not closing properly so it needs to be closed manually. This will be looked into further. **Action: Maintenance**

Dorothy will put an ad in the Echo to advertise for more bus drivers.

**Action: Dorothy**

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### 6. Committee Reports (cont'd)

- b) Fundraising and Grants - Joanne spoke to the New Horizons Grant for 2016 - 17. The grant applied for was \$24,000 plus a contribution of \$7,000 from SSAC for a total of \$31,000. We purchased new auditorium chairs and an A/C unit for the office. The budget for the consulting service of Mobius Architecture is about half spent, with \$6,000 remaining - this must be spent by March 2017.

The Cruise Raffle raised a net profit of \$8,475.81 for the Refugee Sponsorship Project. The winner of the cruise raffle ticket was Nancy Dobie and the winner of the Via Rail \$500.00 pass, was Heather Lyons.

We have also received a donation of \$400.00 Sunshine Coast Teachers Association to be put toward the Refugee Sponsorship Project.

- c) Kitchen Committee – Charlie's report is attached. He noted that the committee needed clarification on the Christmas and New Year's Eve lunches. He will meet with the Special Events Committee. There was also the question of the Chef's Salads (noted in the report) and the price being charged. Joanne suggested the Kitchen Committee report back to the Board with a price which has been arrived at with Emily.
- d) Legislative and Policy Committee - Wilma reported that she will have a report prepared to present to the November 8, 2016 meeting.
- e) Long Term Planning - Joanne noted going forward, this will now be called the Expansion Project. Initially there were two phases of the project: Phase 1 consisting of an expansion at the front of the building which would also include office expansion, kitchen expansion and a dedicated dining room, and Phase 2 which entailed building another auditorium over that existing back parking lot. With new auditorium facilities being slated for construction within the community, we decided to put Phase two on hold and just go with Phase One of the project. This also eliminates some problems being encountered with our parking situation.

With our revised expansion project including kitchen renovations, we have again hired Peter Treuheit, of Mobius Architecture Inc to do a detailed plan of the kitchen.

Pamela Goldsmith-Jones, our Member of Parliament, will be visiting our Centre on November 10 for one hour to 1 ½ hours to tour our facilities. We hope to enlist her help in accessing funding through the Federal Government Infrastructure Program.

- f) Maintenance Committee – Ron submitted a report on Tony's behalf and it is attached.
- g) Management & Admin Database Subcommittee - no report

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**6. Committee Reports (cont'd)**

- h) Membership Committee – Report is attached - Margaret noted with Maureen gone, we need more volunteers for this committee.
- i) President's Report - Joanne - report attached.  
The Alzheimer Society has requested auditorium space for this group to meet once a week as a fitness group. The auditorium may not be available on a regular basis because of Centre events or activities. They currently rent a room at the Recreation Centre but they have outgrown the space. Joanne will meet with the group and make suggestions. **Action - Joanne**
- j) Rental and Activity Report - None
- k) Special Events - Joanne & Kit Artus will get together to discuss the Christmas (December 16) and New Year's Eve (Dec. 31st) Lunches and the Craft Fair slated for November 26. Tables will rent for \$15.00 each or two for \$25.00. We can hold about 25 tables comfortably in the auditorium. We could give the Craft Group 8 tables.
- L) Tech and A/V Report - none
- m) Treasurer's Report – Donna's Financial Statements are attached.  
Donna noted we have a \$36,000 term deposit coming due and asked if this should now go to the Investment Savings Account - Board agreed to this. **Action Donna**

**7. Motion to adjourn the meeting at 12:30pm**

Moved by Charlie/Seconded by Donna

Carried

Minutes submitted by  
Wilma Lorimer, Secretary