

SECHELT SENIORS ACTIVITY CENTRE
5604 Trail Avenue Sechelt BC

Minutes of the Board Meeting
Tuesday, November 08, 2016

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

President Joanne Rykers called the meeting to order at 9:35 am

Action Items

1. **Motion:** to adopt the agenda with the following changes: Item 4) b) will be addressed in the Planning Committee Report; Item 4) e) will be tabled for December 13 Meeting; Item 5) b) will be addressed in Special Events Report.
Moved by Margaret/Seconded by Kit Moffat. Carried
2. **Motion:** to adopt the minutes of the October 11, 2016 meeting.
Moved by Charlie/Seconded Ron. Carried
3. **Correspondence:**
 - a) Letter received from Kellie Foley, Imagination Network Project - a creative theatrical production - requesting time to make a 15 minute presentation to the Board - Board members agreed. **Action: Joanne**
 - b) Letter from Rosemary Blenkinsop, Friends of Residential Care, requesting a notice be put into the next issue of the Echo. A discussion ensued and the following motion was made:
Motion: that we implement an "FYI" section in the Echo to place notices which may be of interest to our members, with a disclaimer the SSAC may not necessarily support the views of the sponsoring group.
Moved by Wilma/Seconded by Kit Artus Carried **Action: Wilma**
4. **Old Business**
 - a) Syrian Refugee Sponsorship - no new information since last meeting . This topic will appear under Committee Reports in the future.
 - b) Expansion Project (see Committee Reports, Item b)
 - c) Activity Fee Reduction - Gillian/Donna provided a report of their investigation into this request for a reduction in fees. Two options were presented, 1) purchase a punch card of 10 tickets for \$25, or 2) purchase a strip of 10 tickets for \$25. Both only apply to the \$3.00 activities, not the \$5.00. More investigation is needed on the effect on the accounting procedures. This topic will be revisited at our December 13 meeting. **Action: Donna/Gillian**

4. Old Business (cont'd)

- d) Craft Group Review: Joanne and Kit met with the Craft group October 20 to explain the Board motion of the group's status as a 'fundraising group' be formalized. This meeting was followed up with a letter which outlined the Fundraising Group Policy.

Kit further reported that the Craft Group will submit their budget starting January 2017. She noted the Craft Group wants to recruit more crafters and she will assist them with promoting an up-beat-fun-to-join atmosphere.

- e) Policy Manual (discussion of new/revised policies) Policy 8 Communication
8.4 Email list - Tabled for December13 meeting.

5. New Business

- a) Life Member Awards "**In Camera**" Life members selected from nominations by the Nomination Committee were approved by the board.

After discussion, the Board also agreed to more specifically recognize long serving volunteers at our Volunteer Lunches.

- b) Christmas & New Year's Eve Lunch - this will be covered in Special Events report.
- c) Service Canada Seminar - this is a seminar on benefits available under the Canada Pension Plan and the Old Age Security programs. This seminar will be given November 15, 2016, 1:30 - 3:00 pm.
- d) Bulletin Boards: Wilma, Ron, Gillian and Margaret will meet to form a subcommittee to discuss bulletin boards within the Centre and report back to the December 13th meeting. **Action: Wilma**
- e) Auditorium Occupancy Load - Ron has been looking into the member usage within the building at various times with a view to determining whether we are following "Occupancy Load" fire regulations. Current regulations allow 200 seats in a theatre style without lashing seats together. Ron will continue to work on this issue and will provide drawings for suggested seating arrangements for both dining and theatre style seating. **Action: Ron**
Motion: that we limit theatre style seating to a maximum number of 200 chairs.
Moved by Ron/Seconded by Gillian Carried
- f) Lunch Gift Certificates: Wilma will work with Cathrine to design a Certificate that can be used for Christmas gifts. The certificate will be for a maximum amount of \$10.00, and can be used for one single lunch or two frozen entrees. **NOTE:** The Gift Certificate will be used like cash - if the lunch total does not add up to \$10.00,

5. New Business (cont'd)

- f) Lunch Gift Certificates
the Volunteer Cashier will payout to the purchaser, the difference between the \$10.00 Gift Certificate and the amount of the lunch. Reception volunteers will require training. A notice will be placed in the December Echo. **Action: Wilma**
- g) SSAC Branding - Wilma explained the idea of selling items at the Centre with our SSAC Logo and printing, (such as Sechelt Activity Centre) i.e. T-shirts, Vests, Hats, etc. . Kit felt this might be a worthwhile project for the Craft Group. Dorothy volunteered to broach the subject with them. **Action: Dorothy**

6. Committee Reports

- a) Bus Committee: Dorothy reported the bus door has been fixed but still needs work. Bus trips are going well.
- b) Expansion Project - Joanne reported the next meeting will take place November 10 and will focus on more detailed plans for kitchen/dining room/office expansion. The meeting with Pam Goldsmith Jones has now been scheduled for January 12, 2017. Tony also noted that he has received replies from two of the contractors. One contractor has declined to bid so Tony is looking for more contractors. When we have more detailed plans on the kitchen, we will have a better idea for costs.
- c) Fundraising and Grants: Joanne reported our proposal to the Enabling Accessibility fund for a Wheel Chair Lift is under review.
- d) Kitchen Committee: Charlie noted that we passed our Health Inspection. Due to volume and number of dishes used, we will now have two dishwashers on Wednesday. The 'Deluxe Salad' price is being increased from \$5.00 to \$6.00 starting immediately. Christmas Dinner on Friday, December 16th, will be Banquet style and the price will be \$17.00. The kitchen will be closed from Thursday, December 15 and will reopen Tuesday, January 3, 2017. The next meeting will be Friday, November 25th.
- e) Legislative and Policy Committee: Wilma reported that we will review the amended Policy Manual in the afternoon of our December 13th meeting. Copies will be forwarded to Directors prior to the meeting so everyone has an opportunity to read over the amendments ahead of time.
- f) Maintenance Committee: Tony reported there has been an issue with the track for the stage curtains in the Auditorium. Also, the cost to clean and treat the heavy velvet material of the curtains is becoming expensive. The Committee is recommending we replace the main curtains and valence with inherently fire retardant material. Replacement cost is approximately \$1400.00.

6. Committee Reports (cont'd)

f) Maintenance Committee (cont'd)

Tony also noted the faucets in all the washrooms will be replaced with lever type faucets which are easier to operate and control the water temperature.

The maintenance policies and procedures have been submitted to the Legislative Committee for inclusion in the Policy Manual.

g) Management & Admin Database Subcommittee: Tony noted the existing forms currently in the "forms Binder" have been reformatted to a PDF format and added to the Data Base. Forms can now be printed either from the Forms Manual or from the Database.

h) Membership Committee: nothing to report on Membership. Margaret reported on the decorating plan for Christmas, which will need to be coordinated with Ron re the decorations for a wedding on Dec. 17th.

i) President's Report - Joanne reported she spoke with the Alzheimer representatives who did not realize the SSAC was a self-sustaining organization. This format does not fit with how they normally set up so they did not seem too interested at this time. Joanne left the door open for future discussions should they be interested. The November 15 fundraiser is still on.

Cathrine has contacted the participants from Betty Jeffries Chi Gong group and they seem to be well served by alternate activities. Pickleball will use this Wednesday morning slot for the time being.

j) Rental and Activity Report - Joanne reported there were no other changes to add to our current schedule.

k) Special Events - Kit - Craft Fair - happens November 26 from 11:00 am to 3:00 pm. There will be 25 tables, 8 of which will be for the Craft group and 4 tables for the Syrian Refugee Project and the rest open to the public. Tables are \$15.00 each or two for \$25.00. Set up will begin at 8:00 am.

The Christmas Lunch is on Friday, December 16th. We will have a limit of 160 spaces for sale at \$17.00 per person. Entertainment will be the Dickson's for \$150.00. It was decided that attendance would be restricted to a member plus **one** guest. Kit will look after putting an ad in the Echo. **Action: Kit**

6. Committee Reports (cont'd)

k) Special Events

Discussion around this point included some observations that the front desk volunteers are not always familiar with ongoing programs and resources, and that they would benefit from some ongoing training and support.

Action: Joanne /Wilma

Decorations for the Christmas Lunch: Margaret reported she will require 10 - 2L milk cartons for the poinsettias table decorations.

L) Tech and A/V Committee - Tony reported that a computer was being placed on the Day Director's Desk which would give them access to the Forms Control database as well as other features. Training will be provided on the computer and the data base.

Tony also reported the policies and processes for the Tech Committee have been submitted to the Legislative and Policy committee for inclusion in the policy manual.

m) Treasurer's Report - Donna reported that the Square was well used in October. Revenue from the sale of 450 Funtastics tickets was \$9000.00, from the Bar was \$1400.00 and 50/50 Tickets was \$715.00. The winning ticket for the 50/50 was donated back to the Centre and this will be recorded as a donation.

Motion to Adjourn the meeting at 12:16pm
Moved Barbara/Seconded Margaret

Carried

Minutes submitted by
Wilma Lorimer, Secretary