

SECHELT SENIORS ACTIVITY CENTRE
5604 Trail Avenue Sechelt BC

Minutes of the Board Meeting
Tuesday, December 13, 2016

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

Regrets: Ron Atkinson, Kit Artus, Donna Marsh

Action Items

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

1. Adoption of Agenda

Motion: to adopt the agenda as circulated.

Moved by Barbara/Seconded by Kit Artus Carried

2. Adoption of Minutes of November 08, 2016 Board Meeting

Motion: to adopt the minutes of the November 08, 2016 meeting.

Moved by Charlie/Seconded Tony Carried

3. **Correspondence:**

a) Letter from University of Victoria - Chronic Pain Management Clinic regarding free rental of the auditorium for a clinic put on by them. In the past we have provided this venue rent free. With the adoption of a new Room Rental policy, there is no longer a free room rental category. Joanne will respond and reiterate our society status and the reason for our new Room Rental Policy.

Action: Joanne

b) Letter from Gail Slater, Income Tax Preparation Program. This letter outlined their requirements of the Centre for the upcoming 2016 Tax Year Filing. A discussion ensued due to problems encountered by Centre volunteers last year. Joanne will respond, outlining conditions required by the Centre before this request can be approved. The conditions were approved by the Board Members.

Action: Joanne

4. **Old Business**

a) Activity Fee Reduction: Donna/Gillian Gillian reported they were recommending we implement sheets of activity tickets - **a sheet of 10 tickets will be \$25.00 , and apply to \$3.00 activities only.** This new procedure could be rolled out in February, 2017. Donna will discuss the This new procedure could be rolled out in February, 2017. Donna will discuss the financial implications at our next meeting.

Motion: The board consider, in principle, the implementation of Activity Tickets (for \$3.00 Activities only) subject to approval of an implementation plan which will be brought to the January 10, 2017 meeting.

Action: Donna/Gillian

Moved by Gillian/Seconded by Margaret Carried

b) Policy Manual (this will be dealt with at 1:00 pm)

4. Old Business (cont'd)

c) Bulletin Boards - Wilma - this item will also be discussed as part of the Policy Manual meeting at 1:00 pm

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d) Lunch Gift Certificates - Wilma Gift Certificates were issued to two members who requested them. There were several glitches encountered and these will be expanded upon at our next meeting. If issues cannot be ironed out, this may be a no-go for the future. **Action: Donna**

e) 10:30 15 min. presentation by Kelly Foley on the "Imagination Network," which aims to create a theatrical production written and performed by people experiencing dementia. (A short break took place to allow the group to set up their slide show.

An interesting and informative presentation was made by Chad Hersler and Kelly Foley from the Imagination Network explaining their project, a theatrical production and a series of creative workshops co-designed and performed by people with dementia.

5. New Business

a) Report from Seniors' Planning Table - Sue Jackel - see attached report

b) Calendar Dates for 2017: following are the dates of holidays and

Opening and Closing dates for SSAC for 2017:

New Year Centre Re-opens- Tuesday, January 3, 2017;

Summer Centre Closure - Friday, June 23, 2017;

Fall Centre Re-opens - Tuesday, September 5, 2017;

Christmas Centre Closure - Friday, December 15, 2017;

New Year Centre Re-opens - Tuesday, January 2, 2018.

The Centre is closed for the following Holidays for 2017:

BC Day - Monday, February 13, 2017;

Easter - Good Friday, April 14, Saturday, April 15, Easter Sunday, April 16, Easter Monday, April 17, 2017;

Victoria Day - Monday, May 22, 2017;

Canada Day - Saturday, July 1, 2017;

Civic Holiday - Monday, August 7, 2017;

Labor Day - Monday, September 4, 2017;

Thanksgiving Day - Monday, October 9, 2017

Remembrance Day - Saturday, November 11, 2017;

Christmas Day - Monday, December 25, 2017

5. New Business (cont'd)

- c) Volunteer Sign-Up Calendars - No Phone numbers to be shown.
(Joanne/Wilma) There are new procedures for the 'Sign-up' Calendars for the Reception area and the Kitchen area volunteers. Volunteers will put their first name only if they do not require a reminder call and will put their full name to receive a reminder phone call. The volunteers will no longer put their phone numbers on the sign-up calendars. This new procedure is already being used for the January Sign-up Calendars. Until everyone has been trained, some phone numbers may still appear. This procedure will be reviewed by the new Board at the March meeting.
- d) Board Roster for 2017 - Barbara - Board members were asked to notify Barbara of their intentions to run or not run for election for the following year.
- e) Membership Application Form - Margaret - informed the Board of the areas of the 2017 membership application form that are not working well. After discussion, the application was revamped and approved by the Board as of this date. Margaret will have Cathrine remove all copies from her computer and will ensure there are no incorrect application forms in the Forms Manual. Tony will update the form on the Administrative Data Base.

6. Committee Reports

- a) Bus Committee: Dorothy reported bus trips are going well.
- b) Expansion Project - Joanne Rykers - see attached reports: Long Term Planning Report and the report of the Meeting with Maureen Clayton - November 22, 2016, Mike Lane.

Motion: the Board approve Mike start the process of looking into the "Treasure Chest Fundraising Project" initiative with a 'start-up' cost of approximately \$300.00.
Moved by Charlie/Seconded Gillian Carried **Action: Mike Lane**

A descriptive report of how the 'Treasure Chest' will work is to be prepared by Mike Lane for the January copy of the Echo. This will be revisited at the February Board Meeting

The Parking Variance application to the District of Sechelt will be submitted by Peter Treuheit at a cost of approximately \$525.00.

Motion: The Board approve the \$525.00 expenditure
Moved by Dorothy/Seconded Tony Carried **Action: Peter Treuheit**

Tony is still waiting for proposed preliminary bids from several contractors - have received one bid from Spani Contracting.

6. Committee Reports (cont'd)

- c) Fundraising and Grants: Joanne reported we have received an RBC retired employee grant in the amount of \$500, which was applied for by Sahra Hailey. The money is earmarked for Kitchen equipment. Thank you letters have been sent, to RBC, and to Sahra.
- d) Kitchen Committee: Charlie noted a \$90.00 Kitchen Aid Pro Hand Mixer had been purchased with the RBC Grant money. Emily and the Kitchen Committee will decide how to spend the remaining \$410.00. **The Maintenance Committee will look into purchasing non-slip kitchen mats. Kitchen Committee report attached.**
- e) Legislative and Policy Committee: Wilma reported that we will review the amended Policy Manual at 1:00 after the Board Meeting.
- f) Maintenance Committee:
1. The following two projects will go ahead:
 - a. Toilet Replacements in all Bathrooms. The units being installed will;
 - i Standardize the spares required to maintain them;
 - ii Eliminate the odours experienced in the past;
 - iii Increase reliability of the system;
 - iv Bring our Disabled Access bathrooms up to BC Building Access standards.
 - b. Replacement of the Stage Curtains;
 - i Upgrading of Curtain Tracks & Curtain attachment hardware to Industry standards. This will enhance reliability & ease of operation.
 - ii Using custom curtains manufactured from Fire Inhibiting materials, the fire protection lasts for the life of the curtains.
 - iii This will eliminate the cost of having the curtains treated every two years with fire retardant chemicals. The cost was \$700.00 each time they were treated. Over time the cost savings will recoup the costs of the new curtain system, \$5100.00.
 - iv Volunteers will do the Install of the Tracks & Curtains.
 2. The office is still presenting heating & cooling issues, i.e. too hot, requiring the use of the cooling system to counteract the furnace heat. The following is being considered to rectify the problem;
 - a. Adjust the register(s) by the window.
 - b. One of the registers was found to have no baffles in it to manage the flow. This register will be blanked off to reduce hot air flow to the Office.
 - c. The other heat register will be adjusted to reduce the heat until a balance is reached.
- 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 Report - Margaret - covered under item: 5. e)

6. Committee Reports (cont'd)

- i) President's Report - See attached report
- j) Rental and Activity Report - Joanne: A Copy of Cathrine's Rental and Activity Report **was** distributed at the meeting.

There is a rental request from an "All Star Wrestling Group." They would set up a ring in the auditorium, and use the stage for dressing rooms. They know we have no shower and washing facilities. We had one such request in the past, and turned it down on the basis, ie we do not have proper facilities.

Some problems have been encountered with the overlap of rentals and activities, especially this time of year. I would like to stress that our policy is that internal activities take precedence over rentals, and the former are not bumped by the latter. Hopefully, in the not too distant future, conflicts will be eliminated by a data base that integrates the scheduling between internal activities and rentals. In the meantime, please remember to go through Cathrine for all scheduling.

- k) Special Events - Kit - Craft Fair - see attached report
- L) Syrian Refugee Project Committee **No report.**
- m) Tech and A/V Committee -
 - 1. Tech committee is researching Virtual Server Software available from "Tech Soup", (an organization which allows non-profit societies to purchase multiple copies of software at reduced rates), to enable publishing of Database information systems, i.e. Administration File Management, Maintenance Management, Rental Contracts Management, Inventory Control.
 - a. This would allow authorized users to gain access to digital copies of files stored in the Databases via an Internet link through the "Wordpress" Server
 - b. We need to find out what assistance we can get from 'Wordpress' to ensure secure remote access.
 - 2. Tech Committee will research feasibility of setting up our own server system.
 - a. Is it cost effective?
 - b. Will it be safe & secure?
 - c. What maintenance & administration overhead in terms of hours is required to manage the Server?
 - 3. A/V – Peter Lietz has joined the A/V Committee and is the contact for rectification of problems with the System(s). He has visited twice and has accomplished the following;
 - a. Balanced the Speaker system in the Auditorium to eliminate the distortion, (crackling), that was evident in one speaker. The sound quality is noticeably better.
 - b. Repaired a remote microphone that had a broken lead in the plug.

6. Committee Reports (cont'd)

n) Treasurer's Report - Donna Marsh wrote: In order to have these statements show our 'actual' income for the month and year, I have moved the Membership income for October and November to our Prepaid Membership account as they are for 2017. This reduced our net income by \$6,525.00 and is why the Membership Income account for November is showing a loss of \$4,125.00. I will do the same in December. Normally, this is done as one entry at the year end.

Our income for the month is \$5,231.75 and our income for the year is still climbing at \$72,166.83.

The meeting continued after a lunch break, so the Policy Manual overview did not take place with the exception of a short presentation by Rick McGowan on Bus Rental Procedures.

Motion to Adjourn the meeting at 1:40 pm

Moved Dorothy/Seconded Barbara

Carried

Minutes submitted by
Wilma Lorimer, Secretary

(See attached reports following this page)

Long Term Planning Report - Joanne Rykers – December 13, 2016 Meeting

Planning permit: The committee met with Peter Treuheit on Nov.10, and now have a working plan for the proposed building expansion. The proposal is to expand the building size by pushing out the front about 10 ft. x the building width, yielding approx. 1300 sq. ft. more space, which will be used for an enlarged kitchen, dedicated dining room, and more office space.

A ball park estimate so far is that the proposed expansion will cost in the \$600,000.00 range. Ron, Tony, Peter and myself met with the DOS Planning Dept. on Dec. 06, 2016. The next step is to apply for a Variance Permit for parking requirements. This may take some time (3 -4 mos.) due to staff shortages, and the request has to be approved by Council. Peter T. will file the permit, with a report prepared by Ron. In the meantime, Tony will be asking selected contractors for specific bids.

Funding strategies: a sub committee consisting of Gill, Donna, Mike Lane and myself has been investigating funding strategies. We have determined that the funding for the building expansion will come from a combination of sources, including a large portion of the SSAC contingency fund, possible bank loans, grants from several levels of government, donations from members and the community, and fundraisers. We have asked for a meeting with the Credit Union to explore financing options.

We have a meeting with our MP, Pam Goldsmith-Jones, on January 19, 2017, for help applying for federal government funding through the Infrastructure Program. Mike has met with Maureen Clayton regarding donation drives, and received some positive suggestions and support.

Mike Lane is proposing a trial fundraising project based on a very successful one in a suburb of Halifax, N.S. The “Bay Treasure Chest” is a jazzed up version of a 50/50 draw. It is generating about \$14,000 weekly for this community, and we see it as a very worthwhile funding strategy for our building expansion. **Please read about “Bay Treasure Chest” on their website** before the meeting. Mike will explain the project. To have a pilot project start early in the New Year, we need to apply for the lottery license now. Since the membership have not officially approved the building expansion, we will call it a generic fundraiser for now, or apportion it to Syrian refugee project initially. Projected start up costs are for the license (\$25 or \$50) and printing and equipment (less than \$200.)

Change of Name: Land Titles Office: The planning process also requires that we change the title on the SSAC land deed, from “Senior Citizen’s Association of B.C., Branch 69” to our current name, “Sechelt Seniors Activity Centre.” We do have a legal change of name, but it was never registered on the land title. Donna has engaged a Notary Public to do this, and the projected cost is approximately \$300.00.

Long Term Planning Report Joanne Rykers (cont'd) – December 13, 2016

The committee plans to present a project plan, with description, plan, and preliminary budget, to the Board for approval, at the January 10, 2017 Board meeting. A suitable motion for the membership will then be drafted. The package will then be distributed to the membership, with reasonable time for study, and put to a vote at the AGM, February 16, 2017.

I think we will require 3 motions:

1. To allocate the required funds to apply for a Parking Variance Permit. (\$500)
2. To hire the services of a Notary Public to register the correct name of the Society on the Land Title. (\$300?)
3. To proceed with a pilot project, “Treasure Chest,” to be held at the SSAC.

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**Meeting With Maureen Clayton – Nov 22,2016 - Mike Lane**

I asked Maureen to advise me on fundraising for the planned expansion. (She served until recently on the Hospital Foundation).

- She thinks our objective can be “easily” attained!!
- After the membership has approved the proposal, we should organize a “Launch” party.....maybe wine & cheese with Funtastics entertainment.....with targeted attendees. Make a presentation based on “the past, present and future” of SSAC, and be prepared to accept cheques.
- Our whole campaign should be based on “the personal touch”. Fund raising committee members will have to sit down with individual donors and sell their passion for the project.
- Presentations must be made to government, Chamber of Commerce and charity groups (Rotary Club, Lions, etc.)
- Previous supporters and SSAC members are the best “targets”.
- Maureen is willing to help to the extent of giving advice and a motivational talk to the funding committee.
- Tax receipts are important.
- Maureen stressed that success is based on selling “yourself” and your passion for the project.

I commented that there is a finite amount of charity money available and hence every dollar we get, another “cause” loses. Maureen agreed but stressed that ours is a cause people can get emotional about, and it is a “one-off” campaign.

Mike Lane

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PRESIDENT'S REPORT – December 13, 2016

NB some or all of the report below may be tabled, if we run out of time. Please read so it can be discussed in January.

I am focusing my report on office procedures this month, because a number of issues have cropped up in meetings with various groups, committees, and sub-committees. Most of the guidelines below are not new, but because we are so busy, we may forget them.

1. Borrowing equipment – There is a manual to record details for ANY equipment that is borrowed from the Centre. This includes computers, discs, furniture, kitchen equipment, etc. PLEASE use it when borrowing any item, either for yourself, another Director, or any member, or contractors. Important things have gone missing, and they always turn up, but there is panic in the meantime!
2. Security checks – There is a list of standard checks to do at the day's end, but here are the ones often forgotten:
 - a. lock freezers, including the stand up one in the kitchen,
 - b. check that the cash boxes have been returned to filing cabinet, and all deposits have been done,
 - c. reconcile change jar and petty cash **at the end of your shift.**
3. Front Desk Volunteers – Volunteers are trained by Irene, but the ongoing support and supervision is done by the Day Director. Please take the time to introduce yourself to the volunteer, say you are there to help, to answer any questions, and make sure that you keep an eye and an ear on what's happening at the front desk. These are especially important if the volunteer is new, if you don't know them, or if they have been away for a while. Always arrange lunch times, and hopefully, you can stagger them, so only one of you is away at a time. If not, tell them what to do if they need help. A new volunteer may need suggestions about what to do if they are not busy.
4. Front Desk – Needs to be kept clear of clutter, it is a busy space. Outside items are not to be displayed there, nor are craft items that are for sale. You may post internal notices, eg sign-up sheets for bus trips or new activities.
5. Financial Procedures –
 - a. Lunch - The Day Director needs to reconcile the lunch revenue each day.
FLOATS: PLEASE check the float at the beginning of the day AND after lunch, to ensure that it is \$100. Deal with a problem, do not let it carry over till the next day, because the problem compounds, and takes up the time of the book keepers to resolve. If there is a discrepancy in the float BEFORE lunch, let it ride until after. AFTER LUNCH, adjust the float back to \$100.00 from the lunch revenue. LUNCH REVENUE: The revenue each day must be reconciled with the amounts listed on the lunch order forms. We all know this is often not the case, and we generally overlook small differences, or make them up from the coffee jar. We try our best to resolve the larger ones. FROZEN ENTREES: Those sold before lunch are put into the lunch cash box, and counted with the lunch revenue for that day. Those sold after lunch are held until the following day's lunch.

PRESIDENT'S REPORT (cont'd) – December 13, 2016

- b. Reconcile the change jar and the petty cash jars at the start and the end of the day. Note any discrepancies and let Donna know, so she can adjust them. Please ensure there is an appropriate amount of change. If you make change from the deposits YOU MUST adjust the deposit slips.
- c. Donna is happy to be called about problems/questions.

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**Special Events Report - Kit Artus December 13, 2016**

**Craft Fair Comments and observations**

There were 30 tables booked by crafters ensuring plenty of room for movement. Attempts were made to facilitate individual requests for sitting and who to be next to.

The variety of goods on offer was pleasing and most vendors seemed to be satisfied with the facilities and the support. One table did stand out as not being very crafty - more selling goods for animal charities. We need to decide if it is open for all or a craft fair = made.

Advertising was criticized as being insufficient.

The opening time was late for a few people - most craft fairs start at ten. Suggest next year is 10 - 2.00pm.

We do not know how many attended the sale and recommend a counter is available for next year.

SSAC crafters made approximately \$600 as did the tables for the contribution for Syrian families.

Music would have been appreciated and would have contributed to the festive event.

Food was missed and the challenge of keeping up with coffee demands and cups was an added trial. Suggest next year we offer simple food and manned coffee vendor. We had a hospitality table which could be used for food and coffee at future craft sales.

Many commented favourably on the decorations.

Kit Artus, Event Coordinator

## **2016 12 13 Update report from Sue Jackel on the Seniors' Planning Table**

By way of introduction, Sue gave a brief description of this group as a grass roots, community driven organization modeled on Planning Tables from the lower mainland. They have a budget requirement of \$50,000 a year and their funding comes from Grants and donations. This group initially received money from the United Way, but this organization no longer provides them with funds.

The Seniors' Planning Table is comprised of several action groups: The abuse of Older Women; Seniors Housing, etc., and a new action group: Planning for Residential Care. This group works with Vancouver Coastal Health (VCH) and local governments.

The pending closure of existing residential care facilities, the Trellis Group proposal only came before the District of Sechelt (DoS) Planning Department three weeks ago. Sue is meeting with the DoS Planning Department to talk to them about the needs of the Sunshine Coast - currently we are 150 beds short for Long Term Care and the Trellis Silverstone Care Centre will only increase bed availability by 20 beds.

February 2017, the Seniors' Planning Table will consult with residents of the Sunshine Coast to see what people want.

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