



- A copy of Quickbooks, an accounting package, \$54 from Techsoup.

### BENEFITS

- I am also proposing that Anthony Allen builds and installs these computers from component parts. This is something that he does every day. Anthony has been volunteering at the Centre for the last year with us at the monthly computer classes. He is also a networking expert and will set up this system for us. The great news is that, as he considers himself a volunteer at the Centre, he will do all this free of charge even though he's running a computer business. He assures me that another professional would charge thousands for the network software and installation alone. He is very well qualified and has 22 years experience. For more information about Anthony you can refer to his website [consistentcomputing.ca](http://consistentcomputing.ca).
  - The new network will be very secure as it has built in safeguards to protect our data. Those people that use the computers within the office will only have access via a login and password.
  - The network will be expandable as new PC's can be added when required.
  - Most of the components in the PC's come with a three year warranty that you would not get in most business computers.
  - The PC's are also upgradeable, so we won't have to replace them quickly.
  - The file server will have plenty of capacity for data storage and backups for the next several years.

I recommend that we take Anthony up on his generous offer as this will save the Centre a considerable amount of money enabling us to have a sophisticated and secure computer system that will last us for several years. He also has the expertise to help us accomplish this.

An alternative would be to get J and B to do all the work, acquire the computers, install the software and the network but I think my proposal utilizing Anthony's expertise and generous offer will save the Centre a lot of money.

\*In computing, a file server (or fileserver) is a computer attached to a network that provides a location for shared disk access, i.e. shared storage of computer files (such as text, image, sound, video) that can be accessed by the workstations(PCs) that are able to reach the computer that shares the access through a computer network. The term server highlights the role of the machine in the client-server scheme, where the clients are the workstations using the storage. It is common that a file server does not perform computational tasks, and does not run programs on behalf of its clients. It is designed primarily to enable the storage and retrieval of data while the computation is carried out by the workstations. File servers are commonly found in schools and offices, where users use a LAN to connect their client computers.

They also offered to help the secretary, Mary Bittroff, access a 'word' program for her new iMac computer that would not be too expensive for her.

**Motion to receive report and to thank David and Anthony for their proposal but to postpone decision on approval of \$4,000 to \$5,000 expenditure until future date when renovations are near completion. RA/MB**

**Carried**

**Correspondence:** Letter of resignation received from Len Coombes received with much regret. Len's contributions and work for the Centre were appreciated by everyone and Ron will forward our appreciation to Len and request his continued assistance, especially through the renovations.

**Business Arising from the Minutes:**

1. Progress on \$100 club - Joanne - Members are accepting this program and contributing with enthusiasm.

2. Follow up: Bylaw and policy review. Review on Policy 16 on policy and procedure on grants - special events vs. fund raising and grants proceeding via Legislative Committee.

**EXECUTIVE REPORTS:**

**President's Report - Charlie**

Here we are nearly into fall; time seems to be flying by far too fast. I hope you have had an enjoyable summer. Sadly we have had several members and volunteers pass away suddenly in the past couple of months, my condolences to the families and friends.

I want bring you up to date on progress of the ongoing construction. The Centre has continued to operate on a curtailed program since June during our renovation and expansion. We had a site walk through with the contractor on August 28th to assess the work so far. Much of the interior reconfiguring is well under way and the exterior framing and sheeting is up for the addition. The new roof trusses are ordered but may cause some delay due to the work load of the supplier. The contractor doing his best to mitigate, as much as possible, any delays. It is appearing though, that the mid-October dead line for reopening will not be met. Further discussions with the architect and contractor are on-going to try to find ways to get us back closer to the original time line. Any delay will seriously affect our sources of revenue, and ability to meet rental commitments.

The fund-raising is moving forward, we have received a fair response from the membership mail out. The Fundraising Committee is now beginning to contact possible corporate donors. We still need to find several large pockets of money to end up mortgage free. If you have any fund raising ideas or can help contacting possible sources monies, please talk to the fundraising committee.

Gillian our rental coordinator is busy working on the fall schedule, and will be talking to activity leaders as to their space and time needs. The special events committee is gathering ideas and starting to plan for our reopening. Thank you for your continued support of our Senior Centre.

### **Treasurer's Report – Sylvia**

*Verbal report: Tentative details include:*

Donations to date total is \$223,294.50.

Mortgage expense to August is \$6,253.26.

Renovation expenditures paid out total is \$541,407.16.

Syrian refugee fund balance is \$32,758.61.

Motion to accept the financial statements tabled until October meeting.

**Maintenance Report – Len - no report**

### **COMMITTEE REPORTS:**

**Activities and Rentals Committee - Gillian - see President's report**

**Bus Committee - Tess - "Tea and Trumpets" sign up going well. Sign up for trips with Rick starting with trip up the coast.**

**Communications Committee - Chris - We are continuing to keep things on a lighter side with respect to the outdoor sign.**

Feedback has been positive. We will continue to reinforce the notion of people talking about the Centre.

With respect to the reopening of the Centre, as accurate information becomes available, we will be able to transmit that.

Gillian is looking after Facebook updates. Help is needed for social media updates and free media advertising opportunities.

**Finance Committee - Sylvia - Discussion about need for committee to prepare an updated budget considering the impact of the renovations. Sylvia will consult with Donna, the former treasurer.**

**Fundraising and Grants - Joanne**

Our committee has grown to 12 very capable and hard working members: Patti Fluker, Val Galat, Mary Bittroff, Kathy Turner, Karyn Burney, Weldon Congdon, Charlie Jensen, Margaret Boyd, Heather Waddell, Joanne Rykers.

The response to our member mail-out has been good, and donations continue to come in, yielding over \$20,000 so far, from 130 individuals. All get a thank you letter, and those over \$100, a tax receipt.

The response to grant applications is slow. We are gratified by two large donations of \$100k each, from Claytons and an anonymous member, two of \$1500 each, from the Sunshine Coast Community Foundation, and from Sunshine Coast regional District, and last week we received notice of a \$20,000 grant from Telus, which cheered us up greatly. There are still some outstanding applications from banks, Forrest Legacy, and the BC gaming commission.

We have also begun a drive for donations from local businesses, including realtors, professional groups, and suppliers. There are "in kind" commitments

from Lehigh and BA Blacktop, which will lower the construction costs. If anyone has any contacts in this area, your help is welcome!

However, we are still approximately \$350,000 away from our goal of \$500k.

The committee, with outside help, is also working on a design for the "Donor Wall." Hopefully, a draft can be presented to the October meeting.

The Telus grant will happen early October, and there will be a ceremony and a photo op. This will help with maintaining our community profile for the expansion. Chris' creative efforts on the outside sign are also a big help, and any other efforts in this area would be welcome.

**Treasure Chest Report** - Charlie - not in operation at this time

**Kitchen Committee** - Tess - no report

**Legal and Legislative Committee** - Mary - maintaining Charity designation in progress

**Life Members Committee** - Joanne - no report

**Long Term Planning Committee - Expansion Project Update - Ron**

1. Since our last Board Meeting, we have had three site meetings and walk through which are scheduled for the last Tuesday each month.

2. The construction is behind the schedule. The original schedule indicated the owner occupancy to be mid Oct. Since then it has been delayed to Nov. 19. We have told the contractor that this delay is unacceptable. We are now working with the Contractor and Architect to find ways and means to have the owner occupancy date Nov. 1/18. One consideration is to stagger the occupancy by first opening all the building except the multi-purpose rooms (dining area). The contractor has been asked to prepare a revised schedule based on this arrangement.

3. One monthly draw for payment to the contractor has been held back as it relates to the actual construction progress.

4. We have several change orders to the project. These additions are as a result of items that were discovered during the demolition, code requirements and some that we have asked for to be included. The additional amount is approximately \$ 62,000 as of this date. Also, the kitchen cabinetry has additional cost of \$10,000.

5. We are still operating under the letter of intent. Once the change notices have been signed off, a contract will be prepared.

6. Margaret Boyd has taken on the responsibility as lead colour coordinator for flooring, paint etc. Thank you, Margaret.

7. Unfortunately, David Lightfoot is having medical problems which have taken him away from the Project Manager duties. Ron and Len will share that responsibility temporarily.

**Membership and Volunteer Committee - Margaret**

This will be a rebuilding year, as I have lost three committee members. Rosemary Mister is relocating, Marj Wilson is dealing with her husband's illness,

and Cheri Kingsland has passed on.

I am currently looking for for some capable volunteers to fill these spots.

**Special Events Coordinator - Kit** - Kit suggested that we hire the Chatelech high school jazz band at an approximate cost of \$300 to enhance our grand opening. This was generally accepted but will be decided once we are closer to us knowing when we will be able to open. Also, it was recommended that we have a 'soft' opening beforehand to ensure all systems are functioning properly before the 'grand' opening event.

**Syrian Refugee Committee - Joanne**

As you all probably know, the Almefalani family arrived, finally, on July 19. They are settling in nicely, with the supportive help of our committee. They are living in a temporary apartment, have done the needed paperwork with various government services, and are getting used to getting around the community and using the services. The three boys are in school, playing soccer, riding their bikes, and using the rec centre. The parents are keen to begin formal English classes, and we are enrolling them in a program at Cap. The challenges facing them now are finding permanent housing suitable for a family with three active boys aged 11, 13, 15, and, whether Hamed can pursue accreditation as a medical doctor. The Centre has arranged for the required support payments to be directly deposited to their bank account every month. We would like to have a welcoming reception at the Centre, but this needs to wait till the renovations are complete.

**OTHER REPORTS:**

**Renovation info** from Margaret Boyd:

Dosie Bryant, Heather Waddell and I will be working together to choose flooring, paint colours and other pertinent items for our new rooms. We will be working with a limited budget.

Hopefully in the New Year we may be able to find funds to acquire some new furniture.

**NEW BUSINESS:**

**1. Chris Kane: Park behind the SSAC Centre:** I would like to bring it to the Board's attention of the deplorable condition of the park behind the SSAC. The park is not being used as to its intended purpose. The park that was supposed to be enjoyed by all is now a magnet for undesirables. the area is littered with numerous cigarette butts, trash and broken glass. The area also smells like a urinal. On occasion, I have noticed people camping.

Besides the fire hazard of discarding cigarette butts, especially during a drought condition, there is also a safety issue for our members. Even the north side of the SSAC has been vandalized with the eavestrough down gutters being damaged.

Can I suggest that the removal of the 2 picnic tables may in fact make the area

less desirable to people who wish to occupy it? Your input would be appreciated. Discussion took place and suggestions included trimming the lower branches of the trees, adding signage of 'no camping, etc., leaving tables as Capilano College students often eat lunches there and asking RCMP to patrol part more. Chris and Charlie will follow up on suggestions.

**2. Donor designations and wall** - Mary - Board decision needed to guide fund-raising committee on manner of recognition for donations. Decision needed to list donors alphabetically or by donation categories. Joanne requested that this be referred to her and the fund-raising committee to bring recommendations to next board meeting. Then, the board can make a decision once the donor wall proposal is complete.

3. November General Meeting - set date, etc. Discussion took place as to requirements to hold meeting due to renovation progress.

**Motion to if possible, cancel the meeting but otherwise, to hold meeting on Tuesday, November 27, 2018, at 1:30 p.m. CK/RW Carried**

*Follow up: Mary contacted Victoria and was informed that according to the B.C. Societies Act, we are only required to hold one AGM per year and to file the AGM report within 21 days after that meeting. However, upon further discussion with Gillian and various board members, it was decided to hold a fall membership meeting as in past years as an opportunity to update our membership and to give reports from all areas to our members as is the past custom and our current policy.*

**4. Telephone system provider** - Charlie - Board decision delayed until further recommendations from David Marsh and Anthony Allen as part of the upgrade to our computer systems, etc.

**5. 2019 membership fee** - Board decision needed to decide membership fee for 2019 to continue at \$25 or raise it to \$30. At 1000 members, that would result in income of \$25,000+ or \$30,000+. **Motion to increase annual membership fee to \$35. KT/TA Motion tabled until October board meeting.**

**Meeting adjourned at 11:50 a.m.**

**Next Board Meeting will be at the call of the chair or Tuesday, October 9th at 10:00 a.m.**