

**SECHELT SENIORS ACTIVITY CENTRE  
5604 Trail Avenue Sechelt BC**

**Final minutes of November Board Meeting  
November 13, 2018**

Attendees: CJ Wayne (Charlie) Jensen, RA Ron Atkinson, MEB Mary Bittroff, SG Sylvia Graber, KA Kit Artus, MB Margaret Boyd, CK Christopher Kane, CO Christine O'Brennan, RW Roy Wren, JR Joanne Rykers  
Absent: TA Tess Apedaile, CH Craig Heffernan

Call to order at 10:05 a.m.

Adoption of Agenda. <b>Motion to adopt the agenda.</b>	<b>CK/RW</b>	<b>Carried</b>
Acceptance of Minutes - Oct. 9 and 16th. 2018 Board meetings <b>Motion to accept minutes of Oct. 9 and Oct. 16 board meetings.</b>	<b>MEB/SG</b>	<b>Carried</b>
Correspondence: Donation request from the Hospital Foundation. <b>Motion to receive and file.</b>	<b>CK/KA</b>	<b>Carried</b>

Business Arising from the Minutes. None

**EXECUTIVE REPORTS:**

**President's Report - Charlie** - It has been an extremely busy few weeks, getting ready for the Fall General Meeting held on the 6<sup>th</sup> of November. I have also been keeping up with the ongoing construction and renovation, looking forward to the reopening of the Centre, etc.

The Fall General Mtg. approved the up dated Constitution Purposes as requested by the Federal Government. I want to thank Joanne and Mary for their perseverance in dealing with the bureaucracy involved in this endeavour.

The building project is moving towards completion although not nearly as quickly as I would like. The exterior is almost ready for finishing, and the paving of the parking lot is completed. The interior drywall is up and being mudded with painting of the kitchen done. It is appearing that the kitchen may be ready for turning over to us by the 26<sup>th</sup> of November, if that happens we may be able to have the first lunch on the 3<sup>rd</sup> of December. The remainder the building turned over on the 10<sup>th</sup> of December all going according to plan.

The construction expenses are still close to the initial estimate and contract price. There have been a few items that had to be dealt with as change orders; hidden pipes, sprinkler system updates, and flooring changes. Donations continue to flow in, we are now close to \$285,000.00 including monetary and in-kind. The Construction Mortgage presently stands at about \$276,000.00 with maybe one more draw necessary.

Activities continue to bring in much needed revenue, with Pickleball leading the way. Gillian is working with Activity Chairpersons to get everyone ready for when we reopen. Tess and Irene are contacting their volunteers for the Kitchen and Front Desk to be ready a well.

The Special Events Coordinator is preparing for a Grand Opening Event scheduled for January 19, 2019. We will also be needing volunteers to assist in moving back into the front of the building and offices.

On the evening of November 7, 2018, we hosted the District of Sechelt inaugural Council and Swearing in Ceremony.

I thank all the Board Members for their continued support and hard work during this renovation and busy time.

Respectfully Submitted, Wayne A. (Charlie) Jensen, President SSAC

Ron and Joanne expressed concerns that policy was not followed in the granting of time for the inauguration evening booking in that an on-going activity was cancelled. no rental

contract was signed and no rental fee was set. The reason for our rental policy was explained due to previous problems. Charlie accepted responsibility for the decision to provide auditorium for inauguration of the new Sechelt council.

**Treasurer's Report – Sylvia - Motion to accept Financial statements from January 1, 2019 to October 31st, 2018.** **SG/RW** **Carried**

**Maintenance Report – no report**

**COMMITTEE REPORTS:**

1. Technical Committee/Database Management - David Marsh - Charlie explained David's request. **Motion to table request to approve the implementation of technical upgrades until January board meeting.** **CO/RA** **Carried**
2. Activities and Rentals report - Ron announced that he is resigning from coordinating the monthly Dance Times along with some of his helpers and he stated that a new coordinator and new volunteers will be needed to carry on that activity.
3. Bus Committee - Tess - no report
4. Communications Committee - no report
5. Finance Committee - Sylvia - Peter Teller will help Sylvia set up printing cheques in our computer program. Sylvia will start working on a provisional budget with committee of Sylvia, Ron, Charlie and Craig.
6. Fundraising and Grants - Joanne - no report
7. Kitchen Committee - Tess - no report
8. Legal and Legislative Committee - Mary - Constitution/bylaw amendments in progress. Wilma Lorimer has kindly agreed to take charge of the filing needs for me. Hopefully, after today, I will be able to complete our filing requirements with the federal charities directorate.
9. Life Members Committee - Joanne - Deadline for nominations will be extended November 30th due to renovations.
10. Long Term Planning Committee - Expansion Project Update - Ron - The new 'walk-in' fridge and freezer are being installed, the kitchen flooring is in place and other areas have been ordered, the kitchen has been painted, parking lanes have been painted, Architect walk-through to take place today (Nov.13th) in the afternoon to address \$56,044.99 draw request by contractor, stainless steel dishwashing equipment arriving soon, flooring is ordered (thanks to Margaret Boyd and Janice Kuester), removal of old fridge and freezer being taken to dump (suggestion that dump fees be excused by Sechelt). The final walk-through is set for December 7th with turn over of the centre to us on December 10th.
11. Membership and Volunteer Committee - Margaret - I will be placing a note in the newsletter asking for interested parties to join the membership committee. The pop-up decorating committee has a plan for the Christmas luncheon.
12. Special Events Coordinator - Kit - Before full plans can be designed and presented the Board are requested to consider and decide the following:
  - a. Christmas Luncheon: Date - Friday, Dec 21, 2018, opens at 12:00 noon, serving at 12:30, tickets \$20, 160 tickets available (including complementary tickets for life members), members and one guest per member can come, Wednesday, December 19th will be last regular lunch meal and Thursday will be prep day for luncheon, announcement of luncheon will be put in next 'Echo', Reg and Lynn Dixon will provide music (cost \$300), volunteers will be needed to help and Kit will organize that, Margaret Boyd and her team will decorate, there will be a 'no host' bar, there will be door prizes and life-time members will be free.
  - b. Grand Opening: Date - Saturday, January 19, 2019, 2:00 p.m. ribbon cutting and

invitation only reception in dining room, 2:30 P.M. - 5:00 P.M. Open House for members and general public, appetizers and 'no host' bar, marquee will be set up outside, the high school jazz band will be hired at \$300 and be on the auditorium stage, Board members and costumed Funtastics volunteers will be greeters and lead tours, Charlie will give short welcoming speech outside before ribbon-cutting. Kit requested that names of 'VIP's be given to her (a form was handed out) so that we do not miss any people from formal invitations that should be invited. **Motion to approve Ron Atkinson as the ribbon cutter in recognition of his dedicated volunteer work managing the renovations.** ~~MEB/MB~~ **Carried**  
**Motion to approve funding of no more than \$1,500 for grand opening expenses.** KA/RW Carried

13. Syrian Refugee Committee - Joanne - no report

NEW BUSINESS:

1. Bylaws were reviewed in detail. **Motion to approve bylaw changes and to take them to the February, 2019, AGM for approval.** MEB/CO Carried
2. Signing authority change needed. **Motion to remove Len Coombes from credit union signing authority and to approve Charlie Jensen, Ron Atkinson, Sylvia Graber and Joanne Rykers as signing authority for the board.** JR/MEB Carried
3. A new membership application form was presented to the board for discussion. **Moved to approve new form and to let Margaret Boyd and Gillian Smith complete details.** MEB/SG Carried
4. Donor wall - Joanne - to be created on 4' X 8' plywood with green woodland garden painting for background with lists of donors in acrylic frames mounted on cedar backgrounds. **Motion to approve up to \$500 for donor wall expenses.** JR/MEB Carried
5. Donations display plan - **Motion to accept committee recommendations of categories of donation presentation on the donor wall.** JR/MB Carried 5/3  
**Mary Bittroff vote against recorded.**

Adjournment at 12:30 noon.

Next Board Meeting will be Tuesday, December 11, 2018, at 10:00 a.m. or at the call of the President.