

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

**Final minutes of Board Meeting
December 18, 2018**

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

Absent: CH Heffernan Craig

Guests: Peggy Malcolm and Sue Jackel for presentation of proposal at 10:30 a.m., Bob Maveety, interim maintenance manager

1. Call to order at 10:10 a.m.
2. Moment of remembrance for Barbara Lightfoot.
3. Adoption of Agenda. **Moved to adopt agenda** **CK/CO** **Carried**
4. Acceptance of Minutes -
 - a. November 13, 2018 Board meeting, **Moved to approve minutes of November 13, 2018, board meeting.** **MB/RW** **Carried**
 - b. November 6, 2018, fall membership meeting. **Moved to approve minutes of November 6, 2018, fall membership meeting.** **CK/TA** **Carried**
5. Correspondence
6. Business Arising from the Minutes.
7. Executive reports:

President's Report - Charlie - As of Dec.5: We are starting to see the light at the end of our tunnel; the renovations are in the final stages. We expect that we will have use of the kitchen at the end of the first week of December. On the 8th of December the Sunshine coast credit Union is holding their Annual Christmas Party in the auditorium and testing out the new improved kitchen. The remainder to the building is scheduled to be turned over to us on the 10th of December.

We held the Fall General Membership Meeting on the 6th of November with 100 members in attendance. The Syrian family that we are sponsoring was introduced to the membership by Committee Chairperson Joanne Rykers. Ron Atkinson brought us up to date on the progress of the renovations, and explained the reasons for the delays. The membership also passed the Special Resolution amending our Societies Purposes that have been requested by the Federal Government. The members were informed of the Board of Directors decision to raise the membership annual dues to \$30.00 from \$25.00 (the first raise in 10 years).

The most heartening part of the meeting came with the presentation of nearly \$ 44,000.00 by the Telus Foundation, LeHigh Aggregate, and BA Blacktop. That brings our total renovation donations from all sources to date to \$287,037.00. We have drawn \$305,000.00 from the Mortgage Account with the probability that there will be one further draw; the amount depends on what we receive from some outstanding grant proposals. I reached out to members that have not yet contributed to the building and renovation project and encouraged them to assist us in any amount they can, to be able to receive an income tax receipt for this year.

We are planning the moves and reopening, to that end we will be looking to the members for assistance. There is a list in the office to sign up if you are available over the coming weeks to help. There is much to be done, furniture moved, pictures hung, kitchen setup, equipment hooked up, and lots of fiddly stuff. Kit Artus our Special events person is busy planning the Christmas Lunch to be

held on the 21st of December. Then we have the Grand Opening Ceremony to look forward to on the 19th of January, 2019.

I want to take this opportunity to thank you all for your support over the past year, and wish everyone a Merry Christmas and all the joy & happiness in the coming year. Respectfully, Wayne A. (Charlie) Jensen, President SSAC Added comments:

We now have full occupancy of our facility. Ron is dealing with exigencies.

Charlie met with a group on 'Critical Incident Response' regarding a 'Protocol for Organizing against Racism and Hate' who requested our involvement. **Moved that the centre not be involved and that information be filed under correspondence.** MEB/KA Carried

Treasurer's Report – Sylvia

No formal report until January board meeting due to adjustments to new SAGE financial program however, Sylvia will confer with queries from any of the board members.

Maintenance Report – Craig - no report

Event request from Peggy Malcolm and Sue Jackel: Peggy Malcolm and Sue Jackel requested consideration for the SSAC to sponsor, endorse and give approval for an International Women's Day program on Saturday, March 9, 2019. They have formed an Ad Hoc committee to develop a plan. The program would need both the auditorium and the dining room. They would tentatively need a budget of \$300 - \$400 for food, etc. A committee would take care of set-up, take-down and all other details. The purpose of the day is to work to better 'achieve gender balance' in our society. Their presentation was interesting and positive. After their presentation, the board met in private to discuss the issue. It was noted that it is a policy that the centre not sponsor such events and that our role would be to simply rent our facility to such a group as long as it qualified in our constitution purposes. We cannot take on advocacy projects. However, under our constitution, they would be accepted to rent our facilities for their event. **Moved that the board agree to rent our facility to them at our common rates if they wish to proceed, but, to confirm that we cannot make exceptions to our constitution and bylaws for groups such as theirs.** JR/MEB Carried
(We were subsequently told that they would not proceed in the coming year.)

Committee Reports:

1. Activities and Rentals Report - no report
2. Bus Committee - Tess
3. Communications Committee - Chris - no report
4. Finance Committee - Sylvia - 2019 budget is being created
5. Fundraising and Grants - Joanne -
 - a. Grants: I had a conversation with a BC Gaming Grants rep. about the reasons for the rejection of our application. There were 255 applications, and 55 awards, made on the basis of a point system. Apparently our application lost by only a few points. The rep urged us to apply next year, to the Project Grant program. We have a new deadline for the award from the Credit Union, Dec. 15.
 - b. Further fundraising: The committee is discussing several ideas, and we should have a couple of proposals for the January Board meeting.
 - c. Joanne explained the rejection decision from BC Gaming and noted that we are encouraged to apply for a programming grant in 2019.
 - d. The Forestry Legacy grant decisions have been made and are being forwarded to Sechelt council for confirmation. (We have now had confirmation of a large grant to our renovations).
 - e. The credit union is still considering our grant request.

- f. Donor Wall: Our resident painter is back from holidays, and is now creating our donor wall background. The wall will not be installed till January. These are the categories for donors that have been discussed: \$500 - \$4,999; \$5,000 - \$14,999; \$15000 - \$24999; \$25,000 and over. Donors will be listed by name under these categories. The lists will be in acrylic frames mounted on cedar boards, which are placed in the "Garden." It has been suggested that donors under \$500 could be listed in a book attached to the wall somehow. This will come to the board in January after the committee has discussed the format.
 - g. Dining room chairs - Our 72 dining chairs could have 'names' sold to be attached permanently across the top. **Moved that the board approve sale of the name plates for \$50 each.** **JR/MEB Carried**
Joanne was asked to check on warrantee for permanency of plaques on chairs.
 - h. Ferry ticket raffle - Peggy Malcolm and Tess suggested a repetitive ferry ticket raffle for \$1000 worth of ferry travel. The first draw would be February 14th. Tickets would be sold at the centre and at malls, etc. If successful, we could repeat the raffle again. The net revenue from each raffle could be \$1800. **Moved that the board approve a ferry ticket raffle at \$5 per ticket pending BC Gaming approval.** **MEB/MB Carried**
 - i. Quilt raffle - There will also be one or two quilt raffles in 2019.
 - j. Capitol assets from the New Horizons Grant need to be relocated or donated to another charity. Joanne will follow up on this. *(Wild Flower show props.)*
6. Kitchen Committee - Tess - Tess reported on suggestions regarding functioning of our new kitchen and services and the kitchen committee is in coordination to provide decisions on kitchen and dining room needs to make good use of our new facilities in all ways.
 7. Legal and Legislative Committee - Mary - no report
 8. Life Members Committee - Joanne - The committee, consisting of Ron Atkinson, Irene Jankovitz, and myself, has met. Six nominations were received. One was already a life member, two had not met the five year membership criteria. Two names were selected from the remaining three, the unanimous decision was based on the relative length and depth of the nominees volunteer experience. The nominees will be announced at the Christmas lunch, and the names must remain confidential till then. **Moved that the board approve choices of the committee.** **JR/RA Carried**
 9. Long Term Planning Committee - Expansion Project Update - Ron - Verbal report due to rapidly changing details. **The occupancy and final inspection date was Dec.13/, 2018, with Permit # 6448.** Ron noted that the partition wall for the dining room will be installed in February, that a new cupboard for craft displays is required, new tables for the dining room and new dining room blinds will be dealt with in the new year and that a new lock will be put on the exterior kitchen door for Emily. **Moved that the board thank Ron for his exceptional help and management in taking over from David Lightfoot during the renovations.** **CJ/TA Carried unanimously!**
 10. Membership and Volunteer Committee - Margaret
 11. Special Events Coordinator - Kit -
 - a. Christmas lunch: All tickets are sold and there is a waiting list. Life membership tickets have been reserved and any changes to personal information noted. We need seating for 160 and volunteers to set up the tables, chairs, set the tables and take down. Kit reviewed details. Charlie to decide the timetable of events. Charlie will direct the sequence of tables to collect their Christmas dinner. Door prizes will include 12 bottles of wine and yearly memberships. The present for Emily was agreed to. Reg and Lynn Dixon will provide music.

- b. Grand opening 19th of January. Arrangements as agreed are slowly taking shape. Tom Kellough with the Chatelech Secondary School Jazz Band will be invited to perform for \$300 plus provide a donation 'jar' opportunity for guests to support their trip to the Con Brio Band Festival at Sun Peaks in May.
- c. The following offers for fundraising events were received by the board and referred to Fund Raising Committee:
 - i. Bernie ~~June~~ has offered to run a dance evening on February 14, 2019. What is the opinion of the board?
 - ii. Les Harris of the Yestertones wants to run a show as a fundraiser. All monies go to the centre (after expenses eg sound and lighting). He will need one dress rehearsal and two evenings for the show starting at seven on Friday and seven on Saturday. Unless The centre wishes to provide food and wine, the auditorium be set up theatre style. Tickets to be sold at \$20 each we will need to publicize as usual. **Moved that the board approve this offer.** **MEB/MB Carried**
 - iii. St. Patrick's day dinner, show, etc. - Mary
- 12. Syrian Refugee Committee - Joanne - The family is doing very well. The committee continues to provide support, especially in language tutoring, and the family has acquired suitable housing in West Sechelt.
- 13. Technical Committee/Database Management - no report

New Business:

- 1. Request from Peggy Malcolm and Sue Jackel (see above, given at 10:30 a.m.)
- 2. **Date for AGM will be Wednesday, February 20, 2019 at 1:30 p.m. Moved that the board approve the AGM to be the third Wednesday of February and the Fall Membership Meeting be the third Wednesday of October for at least as long as Mary Bittroff is board secretary.** **MEB/RA Carried**
- 3. Volunteer meal subsidy - Charlie - to be kept the same for now and brought back to a future board meeting for further consideration.
- 4. Emergency radio - Ron - We need a new licensed operator for these procedures. Charlie will follow up with this.
- 5. Decorating details for new areas - Margaret - After spending considerable time working on the decorating facet of the renovation, I would like to ask the board to give my decorating committee the mandate to complete this mission. There are still many decisions to be made regarding notice boards, coffee service, furniture placement etc. We have worked diligently to create a fresh new look for the Centre, and would like to finish what we have begun. This arrangement would be for the 2019 year of centre operation, as future changes occur. **Moved that the board approve Margaret to continue with the authority to make decisions.** **Carried** **this**
Margaret thanked Ron and Janice from Custom Carpet for their very valuable help in making choices for our centre.
- 6. Kitchen tables, service, cash/tickets (where and how), etc. A brief discussion took place as any decisions will come from recommendations from the kitchen committee.
- 7. Donor plaque- tabled to next meeting to allow fundraising committee discussions first
- 8. Contract renewals - Gillian has only contract outstanding at the moment. The board moved into closed session (MB/RW) to approve contract for Gillian Smith and then moved out of closed session (RW/SG). after discussing and approving contract.
- 9. Nominating committee - Joanne will be the nominating chair for 2019 elections.

Adjournment at 12:35 noon.