



SECHELT SENIORS ACTIVITY CENTRE

5604 Trail Avenue, Sechelt B.C. V7Z 0H9

Minutes of Board Meeting

April 13, 2021

Present: Christopher Kane, Ken White, Kit Artus, Mary Bittroff, Diana Mumford, Tony Stroud

Absent: Bev Coxford

1. CALL TO ORDER

- Start of Zoom meeting at 9:44 a.m.

2. ADOPTION OF AGENDA

- Additions to Agenda
 - clarification for follow-up/management of potential volunteers
 - what is going to be the health & safety policy for members with vaccine/no vaccine
 - report on membership numbers
- **MOVED** as amended: Mary/ **CARRIED**

3. ADOPTION OF MINUTES

- Approval of Board meeting minutes of March 16, 2021
- **MOVED** as amended: Mary/Ken **CARRIED**

4. CORRESPONDENCE

- Inquiry from Bev Coxford

5. REPORTS

a) President's report – Chris

- No formal report

b) Treasurer's Report - Chris

- Financial statements for March forwarded to Board members
 - The income statement for March, Maintenance Supplies and Services, have charged the full value of the new air return unit in the kitchen as an expense. It skews last month's income statement severely.
ACTION: Chris will ask Mercy
 - First full month of rental costs from VCH with nine rental days.
ACTION: Ken will send email to VCH (Eugene, Allison) to remind them of contractual obligations
- 2020 Year-end financial statements have not yet been received back from the Accountant
- Accountant had questions regarding accounting practices used by SSAC and COVID funding
- March board meeting questions/answers
 - Is it possible to include staff costs in total costs summary of SSAC food service? -- yes
- Has there been any reply about the Community Investment Program application?
Chris: There has been no reply and nothing online with the District



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- **MOVED** approval of the Treasurer's Report Mary/Kit **CARRIED**

c) Fund raising plan - Kit

- Go out to the community and people to become supporting friends of the SSAC by donating on a regular basis (automatic withdrawals)

ACTION: Kit and Mary will prepare a proposal

6. NEW BUSINESS

a) Production of Echo – Chris/Ken

- Chris and Ken have been producing the material, but not as regularly

b) Ratification of email vote

- Appointment of Diana Mumford as secretary

MOVED approval of ratification by Ken/Tony **CARRIED**

c) Technology – Tony

- Telus donated computers are now at the site

d) Centre Manager – Ken/Kit

- Hiring process continues with 2nd interview to be in April with full Board

e) Management of Potential Volunteer – Kit

- There is currently no contact happening with potential new volunteers
- Consider a revamp of the volunteer system

f) Health & Safety Policy for Members on vaccine or no vaccine - Kit

- Does SSAC require policy to protect health and safety of members with regards to COVID, vaccines and use of the Centre?
- What would be the liability? What about human rights?
- When Centre comes to the point of preparing for re-opening, seek legal opinion

g) Membership Report - Tony

- Members now at 406, 33%
- Do members have to show their membership card at food service - yes

7. Adjournment

MOVED to adjourn at 11:07 a.m. by Chris/ Diana **CARRIED**

8. Next Board Meeting

May 11, 2021 at 10:00 a.m.