



SECHELT SENIORS ACTIVITY CENTRE

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

Minutes of Board Meeting

June 08, 2021

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

1. CALL TO ORDER

- Start of Zoom meeting at 10:02 a.m.

2. ADOPTION OF AGENDA

- Additions to Agenda
 - District of Sechelt Grant application – due beginning July
 - Rental Management database
- **MOVED** as amended: Mary/Kit **CARRIED**

3. ADOPTION OF MINUTES

- Approval of Board meeting minutes of May 18th, 2021 as presented
- **MOVED** Diana/Ken **CARRIED**

4. CORRESPONDENCE

- a) Church opening rental
- b) Canada Day parade registration
- c) Duplicate Bridge group rental
- Should be referred to Lori, who will establish whatever parameters she feels are appropriate for rental groups, given the guidelines provided by the Board.
- For centre use, will need to consider requirements for vaccination confirmation
- **MOVED** receipt Ken/Mary **CARRIED**

5. BUSINESS ARISING FROM THE MINUTES

- a) Online banking – Mercy was unable to set up EFT Transfers for employees as required second authorization
- b) Annual Report - Mary
 - Mary prepared a summary of the year to provide a historic perspective for members
 - Requires revisions with some additional information within one week for approval at Special Board meeting

ACTION: All edits to be completed in one week and have e-vote in two weeks meeting in two weeks.
- **MOVED** to table Ken/Mary **CARRIED**

6. REPORTS & NEW BUSINESS

a) President's report – Chris

- Provide report changes to the Board members in one week
- Have Zoom meeting to approve this report and the Annual Report
- **MOVED** to table Diana/Ken **CARRIED**

b) Financial Report - Chris

- receipt of May report
- more expenses expected for repair and repositioning of air handling unit
- **MOVED** Tony/Kit **CARRIED**



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c) Fundraising – Kit

- Supporting friends – link with online banking, keep item open
- Tee shirts – no interest shown
- Restaurant
 - create opportunities for special meals
 - special meals price has been increased to \$15
 - trying to have one special meal day a month
 - operating at 100% capacity
- Services Silent auction
 - Preference for services over items

ACTION: Kit, Marni, Diana to meet for planning

d) Office Manager Coordinator

- Lori becoming more familiar with processes, committees, what is active and not active, reviewing financial reports
- Focus is to spend time with each of the Board members for SSAC Centre background
- Rental operations
 - Consideration of costs associated with the rental such as additional costs of cleaning, opening the centre outside of normal business hours
 - Requirements for membership and activity fee, previous policy of one-time only visitor activity fee
 - Many of the groups were within a drop-in model. Look at shifting to a rental model

ACTION: Lori will prepare a cost analysis and then have a focus group (include some of the activity leaders) for discussion of issue

7. NEW BUSINESS

a) Correspondence item – Canada Day parade registration

- Good opportunity to promote the Sechelt Seniors Activity Centre
- Suggestion to have a display outside SSAC as parade goes passes, but will be three separate parades that include minimal participants

ACTION: Suggestion for a vehicle/float/bus. Find a classic car – Lori, Diana

b) Grant application for District of Sechelt

- Suitable for SSAC, due beginning of July, so will be following up

c) Rental Management database

- Tony has revitalized process and should be used for all rentals to ensure equity

7. Adjournment at 11:23 a.m.

MOVED to adjourn by Diana/Kit

CARRIED

Next board meeting Tuesday, July 13, 2021 at 9:45 a.m.

Submitted by Diana Mumford, Secretary