



**SECHELT SENIORS ACTIVITY CENTRE 5604 Trail Avenue,
Sechelt B.C. V7Z 0H9**

SSAC Board of Directors Meeting April 20, 2022

Start: 10:10 a.m.

Attendees: Gillian Smith, Roy Wren, Sylvia Hockley, Alison Kowalewski, Ken Legge, Jim Quirk, Fred Baines, Val Galat (recorder)

Regrets: Viktor Kiss, Mark Garland

1) Welcome

2) Approval of the Agenda – MOVED/CARRIED by Roy/Fred

3) Approval of the April 6th Board meeting minutes - MOVED/CARRIED by Fred/Alison

4) President's Report - Thanks given to: Val and Tony on work on CRA tax filing; the Property tax exemption is to be done by June. Thank you to Jim for review for the insurance. The Volunteer fair is this weekend: people are needed to sit at the table; Gill to find.

Reminder for board to submit to Val their criminal record checks.

5) Treasurer's Report – March Financials: Alison distributed the comparative Income Statement. Certain negatives numbers reflect from late last year, and January 2022. Kitchen numbers are low; increased costs, plus repairs are an issue, also there are lower numbers for patrons. The Button Program to assist low income diners hopefully will be instituted soon. The Kitchen committee will be asked to address these issues.

Discussion on having sufficient funds to meet the needs of members and the operational costs. MOVED/CARRIED by Alison/Ken to accept the financial report.

6) Maintenance Report – Ken reported the bus will be moving Thursday for new tires and Friday for inspection, then he can get insurance. Suggested we go get \$4-

5,000,000 for liability. Ken will calculate how much each bus trip will cost, which will be re-evaluated after 6 months to see if it is feasible to keep the bus.

Locks are to be inspected, as well as dishwasher valves.

The spring is now on the top portion office door to hold it in place. A deadlock could be changed to the bottom to make it more efficient.

7) Fundraiser Update - 65 tickets have been sold so far for the Ukrainian fundraiser. Donations for the raffle have been coming in.

8) Human Resource Updates

a) Volunteers - Thanks to Alison for her work on this, and to Gwen Austen who has takeover as the office volunteer coordinator. And thanks to Richard Ward for asking pickleball people to consider volunteering. Sally Watson is continuing to coordinate the kitchen volunteers.

b) Hiring Office Manager - Job description has been tweaked. Praxis was contacted by Sylvia to verify if it was ok for us to contact previous applicants: we can. A rough draft of the ad for the Coast Reporter has been created, as well as a draft for posting at SSAC. Discussion on whether to advertise in house first before externally.

MOTION: To advertise internally, for the Office Administrator/Coordinator position (title to be determined). Jim/Sylvia CARRIED

9) Other Updates - none

10) Committees & Brainstorming sessions - Sessions should be going on, and should be reporting back to the Board. Also we should set aside time to brainstorm at the end of our meetings. We shall continue with our regular board meeting and have other sessions dedicated to brainstorming.

MOTION to adjourn 11:42 am Ken/Jim CARRIED

Next board meeting Wednesday May 4th at 10am – Craft Room

A handwritten signature in blue ink that reads "Val Babat". The signature is written in a cursive, flowing style.