

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

SSAC Board of Directors Meeting March 2, 2022

March 2, 2022 10:02 am

Attendees: Ken Legge, Fred Baines, Jim Quirk, Alison Kowalewski , Maureen Parker, Gill Smith, Roy Wren, Tony Stroud, Sylvia Hockley, Viktor Kiss, Mark Garland, Val Galat (recorder).

1. Welcome
2. Agenda, MOVED/CARRIED Alison/Mark
3. Minutes of February 22/22 Board Meeting, MOVED/CARRIED Roy/Viktor.
4. Treasurer Update: (Alison)
 - Mercy glad the board meeting moved to third week of month, as it helps her
 - Concerns ie costs of a manager, the bank states our expenses too high to get a good rate.
 - Have received monies we may have to give back, if our Center is not community based 2-3K
 - Fundraising cmte for mortgage disbanded because money raised was put to in the General fund. Follow through should happen.

MOTION: don't renege on putting funding raised for mortgage in 2023, Jim/Sylvia
CARRIED.

 - Coats of Paint fundraiser has been on hold, funding is sitting in bank for this.

ACTION: Alison to see if the previous committee will come back and continue.

 - Mercy would like to change payroll to electronic transfer. Board agreed ok to go ahead.
 - Signatures info at bank, awaiting their processes.
 - If AGM could move to mid-March a more accurate account would be available.
 - Activities breakdown will be provided from now on in income statements.
5. Maintenance Director's Update: (Ken)
 - Air system, Heating is fine but no outtakes ie gym, craft room. Can be fixed.
 - Dishwasher, is perfectly fine, it is fixed. But it is old. A grant is currently being applied for to pay for a new one once needed.
 - Lock quotes, option were discussed, Ken recommends 3 in 1, more info to be provided, TABLED for Mar 16 meeting
 - BUS, we can replace the catalytic converter and tires; if we put a decal on the bus Kal Tire will give a discount. Background: Insurance was taken off when it was stored at Popeye's. It can be cleaned by one of our members, ACTION: Tony to ask his contact Jim to see if he would do it. ACTION: Ken to get a quote from Kal Tire.

6. Volunteer Appreciation Luncheon: June is best for Emily to prepare.
-The kitchen may be opened for most of summer. TABLED: to be discussed how to open.
7. Complaints, current and future: ACTION: committee to be set up to discuss the process to resolve issues, hopefully quickly.
8. Replacing Centre Manager:
-Job Description-responsibilities, need to be clear, decide who they report to.
-ACTION - have an organizational chart, guidelines/procedure manual, for everyone.
-Procedure: discussion on having a center manager vs office manager. Office manager, kitchen manager, etc. could then report to the board. Agreed for the position to be an Office manager, under contract. ACTION: Fred, Tony, Maureen to prepare JD.
-Cost, TABLED until board is ready to move forward.
-HR Committee? – Suggested job descriptions of board members as well as all volunteer positions be created.
9. Centre Management - Moving Forward: A sign-up sheet was sent around for contact info, Committees to be organized from this. Note: most positions need a backup person.
10. Other - we all need to do a criminal check, ACTION: Val to organize the procedure.
-ACTION, Viktor to take on communications and admin and Record Keeping cmte, He will set up a google board for Board communications.

Adjourned 11:52 Roy/Ken

Next board meeting will be Wednesday March 16, 10:00 am

End of Meeting called. MOVED, Mark/Tony

Adjourned, 11:52 AM

A handwritten signature in cursive script, appearing to read "Val".