



SECHELT SENIORS ACTIVITY CENTRE

SSAC BOARD MEETING

10:00 am Craft Room

April 19th, 2023

MINUTES

Start 10:02 am

Attendees: Richard Ward, Gwen Austen, Mark Garland, Andy Koberwitz, Lisa Brown, Alister Blair, Alison Kowalewski, John Keller, Val Galat (recorder), Gillian Smith

Regrets: Roy Wren, Douglas Smith, Bert Carswell

Welcome

Approval of Agenda John/Lisa **MOTION/CARRIED**

Approval of Minutes from February 15th, Alison/Mark **MOTION/CARRIED**

March 8th AGM 2023, John/Mark **MOTION/CARRIED**, March 15th, Andy/Lisa **MOTION/CARRIED**

Matters Arising

AGENDA

Presidents Report (Richard) - thank you, it has been a delight working with everyone, and he is pleased at how devoted everyone is, and he is enjoying being the president.

Doug Smith as past president called SSAC our “home away from home”, and let’s promote that as a slogan.

Donations & Sponsorship: spoke with Bev and Brian Coxford, and will meet with them shortly to discuss aspects of this. Gaming will be added as a revenue stream. We will attempt to sell items we are no longer using.



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Organizational Chart: John is now responsible for security. He will be reviewing our situation and making updates as needed.

AOB - Health and Safety Committee - this is another issue that we need a committee to address. Bert will be asked to chair this. John and Alison and Gwen are interested in being on this committee; other SSAC members will be asked to join.

Strategic Planning - This will not be a series of board meetings. We want information from the bottom up. We need to ask members, life members, donors, volunteers, the Board, etc. Interviews will take place using a structured questionnaire. Groups will be brought in one on one to get their opinions and provide information.

Drinks and Snacks Concessions - will be brought out at events.

Computing Literacy Grant - \$8000 reserved for coordination and Instruction for 10 months of bi-monthly sessions.

SSAC Managers Report - Thanks everyone for stepping up. There has been an increase in the number of rental inquiries. Activities are continuing, and summer schedules are being requested. Facebook is being utilized again, for promotional events, etc. A volunteer fair is this Saturday April 22, in the auditorium, and SSAC will have a table. Members from various areas will be manning it throughout the day. The tax clinic will be winding up soon, and one person who used it even gave SSAC a donation. Any board member who is opening in the morning, is requested to please use the paper calendar to verify room availability. Also to write in any changes, and leave a note for Gill as well. The May ECHO will be worked on tomorrow with the communication cmte. Lisa will be in charge now of the outside sign announcements. We hope to have the AV going by the Fall.

Treasurer's Report

- Financial report - We are plus approximately \$3254. Grants will affect the bottom line totals. Kitchen revenue is up, versus expenses. Bingo revenue will be added periodically as per advice from the bank: a donation will be sent to the Centre



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from the Gaming account. **Motion:** To accept Alison's report. Lisa/John

MOTION/CARRIED

- contractor payment proposal - Andy has a few contractors willing to do some work for SSAC, and we can use their time as a donation. **MOTION:** Move that we accept in principle to use donated time from contractors' work and provide a tax receipt. Alison/Andy **MOTION/CARRIED**

Committee Reports

Kitchen (Alison)

Button program proposal - Kitchen committee would like to step back from this program. She asked if there are any suggestions for what could be done in place. Discussion ensued. When someone demonstrates true need a judgment call for the day can be made for a couple of meals.

Volunteers lunch, a date needs to be decided. June 16 or 23 are possibilities suggested by Emily.

Summer kitchen service needs to be decided. **Tabled.**

- **IT - (Mark/Alister)**

Center approved for Microsoft Non-Profit status. All hardware has been purchased to fulfill Seniors Computer Literacy Grant. Best Buy gave us discounts on the computers, therefore we were able to upgrade to a 65" TV.

Mark presented Microsoft 365 options. **MOTION:** That we accept the free 365 Business Basic Grant. Val/Lisa **MOTION/PASSED**

Refurbished SERVER has been ordered to support office network integration and software distribution.

Monthly Best Buy membership and hardware protection plan was also purchased (\$77/mth) to provide complete software and hardware maintenance.



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Legal and Legislation - Procedure and Policies Manual under review - Our manual is very out of date, and is being reviewed for approval and publication. Gill will remove it temporarily from the website.

Maintenance (Andy) - HVAC inspection - Is reviewing all the Centre's needs. He checked the roof, and will get a proposal for updating the heating and ventilation system. He wants to start a file so that he can ensure contractors have insurance and proper qualifications for any work that needs to be done.

Audio Visual (Mark)

Still waiting on some equipment to fulfill the AV Grant requirements. Received a note from Viktor Kiss as to what parts are missing.

Lunch Room Speaker install waiting for Maintenance Director Approval to proceed. Andy offered some suggestions, and they now can go forward.

Request for "New" computer for use in AV Room of Auditorium. **Tabled.**

Special Events Report (Lisa) - Past and upcoming events:

April 15, 2023 Good Vibrations 60's retro Dance

May 27, 2023 Viva Latino

June 17, 2023 Blue Western

July 1, 2023 Canada Day DANCE

Dec 31, 2023 The Creek Big Band

Flea Market - July ? 2023

Thanks to Alexandra Hennessey for decorating for Easter.



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John and Jay Alexov are now the Dance Committee. The concession and bar are run by other volunteers. She will advertise in the local paper and radio station. There is now an SSAC Special Events page on Facebook. She will advertise on FB as well. We made \$740 from the 60s Dance, and over \$900 from the previous dance. Suggested we advertise near the auditorium entrance about upcoming events.

For all future events there will be an SSAC-run concession and bar run independent of SSAC (money made will go into the general fund).

Any Other Business - (John) First Aid concerns - (see above under President's Report)

BINGO - (Richard) - MOTION: To allow the general public to be admitted to BINGO.

Discussion ensued. We are hoping to have enough additional people to raise our revenue. Concerns about non members coming through the front door. If enough people attend we could change it to an evening event in the auditorium. Incentives for non members to join was discussed. Perhaps we will take a break from playing in the summer. Val/Lisa

MOTION/PASSED

Information about running 50/50 draws will be investigated.

HR Report - the committee reviewed various packages in regards to offering health plans as a benefit to our employees. CSBT is the recommendation. A discussion ensued about having annual reviews for wages. **MOTION:** To give benefits to salaried staff using CSBT. Gwen/Mark **MOTION/PASSED**

Adjourn 12:19 pm Andy

Next Meeting 10 am Wednesday May 17th

A handwritten signature in cursive script, appearing to read 'Val Galat', written in black ink.