



SECHELT SENIORS ACTIVITY CENTRE

SSAC BOARD MEETING

10:00 am Craft Room

May 17th, 2023

AGENDA

Attendees: Richard Ward, Mark Garland, Bert Carswell, Alison Kowalewski, Alister Blair, Andy Koberwitz, Doug Smith, Gillian Smith, John Keller, Val Galat (recorder)

Regrets: Lisa Brown

Welcome 10:05

Approval of Agenda Bert/Mark **MOTION/CARRIED**

Approval of Minutes from April 19th, Alison/Andy **MOTION/CARRIED**

Matters Arising - none

AGENDA

Presidents Report - resignation of 2 board members, Roy Wren and Gwen Austen. We thank them for the service and hard work.

Approval of Mark Garland as Vice President. **MOTION to change Mark Garland's Board of Director status from Director at Large to Vice President.** Bert/John. **MOTION/CARRIED**

Motion to appoint Chris O'Brennan to the Board as a Director at Large. Bert/Doug passed, 1 abstention. **MOTION/CARRIED** Chris was asked to join us today and was sworn in.

We are still looking for another director at large. Richard is pursuing one candidate.

SSAC Managers Report - Gill: several big rentals this past month. Costs have gone up therefore agreement costs may need to change. The flea market and volunteer appreciation lunch are being organized.

Treasurer's Report - Alison: we have changed bookkeepers. Mercy has left our organization, and we thank her for her contributions. Luna Bookkeeping is our new



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agency, owned by Kate McLaughin. We are in the black, but we have a long way to go. Bingo and donations are less than what we expected.

MOTION: To approve the treasurer's report. Chris/Mark, **MOTION/CARRIED**

Committee Reports

Kitchen - (Alison): Meals - will work on staying open for the summer, thinking to offer three entrees a week, and soup/sandwiches twice a week. Staffing is an issue. Volunteers will be contacted as suggested by John. A chopping machine has been suggested. Ergonomics should be considered. **MOTION** To serve entrees Monday, Wednesday and Friday, and serve soup and sandwiches Tuesday and Thursday for July and August. Alison/Val **MOTION/CARRIED**

IT - (Mark/Alister) Mark: All hardware has been purchased for the Sechelt Seniors Computer Literacy Grant build. 8 laptops with mice, and a Macbook. Epson Ecotank printer, large monitor and headphones for use in the lounge. Security locks were included in the purchase. Printer will live in the office area so printing is monitored.

Part of the Grant money was earmarked for a TV so it was decided that we should duplicate the LG 65" TV and North Bayou stand so that there is no squabbling over the biggest TV.

Charging station has been created using the old TV stand from the Farish room.

All 8 Acer laptops have been charged and configured onto Microsoft accounts. All 9 computers are configured on the SSAC Guest network so there is no chance of interference with the Office computers.

Motorized Ergonomic Workstation desks and Ergonomic chairs have been acquired, assembled and installed in the lounge.

Lounge Computers have been installed.



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H/P DL630 Gen 9 Server is still being configured in the office and will soon be mounted in the electrical room.

Software licenses will be required for Anti Virus software but we will investigate a Not-for-profit option with the chosen supplier. Will require licenses for up to 15 computers.

Alister: all the configuration was done; a tedious task. A training program approach and strategy are being considered. We need to train ourselves to know how to turn the computers on, and get them running.

Legal and Legislation - (Bert) Procedure and Policies Manual under review. Val and Bert are the members of this committee. There is no differential on policies vs procedures, as it currently presents. We will make notes for every section, who is responsible for tasks, ie manager. Hoping this to be more a *policy vs working* board. We will ask each section to work on their areas, as to their processes. Hopefully we can have this prepped soon. The constitution is being worked on by Bill McIntosh, and we hope it will be able to be voted on by the membership at the October General Meeting.

Suggested we do not change the timeline for board members to run. Discussion occurred. Gill to find the wording as to how we do show the staggered timelines.

MOTION We register the 2018 Bylaws and Amendments. Bert/Doug
MOTION/CARRIED

Maintenance - (Andy) HVAC inspection. Front and back door handles replaced.

The automated door openers and closers need replacing in the near future. Awaiting quotes.

Met with Contractor to move a wall in the office. A quote of \$5800 was given. This is tabled for now.

Ordered exhaust pipes for roof heating units.



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Waiting for heating and return air proposals.

The old dishwasher is gone, to the Oyster Bar in Gibsons. Expecting \$2500 from them soon.

Emily would like another freezer. We have room in the kitchen. Perhaps the dishwasher money can contribute towards the cost.

MOTION: Move to accept the quote from Rocky Point Commercial HVAC for the first phase of the heating maintenance, of \$3079.40 + tax. John/Bert **MOTION/CARRIED**

Audio Visual - (Mark) Met with John Keller to map out where we want to install the speakers in the lunchroom. He and I were quite close in our initial ideas.

Waiting for personnel to be available to do the physical install (rainy day dependant).

Still waiting on the remainder of our equipment to complete the build of the Video Conference system.

Video Cameras are being sourced to complete the Video Cart portion of the Conference system.

Any Other Business - Alison: the new bookkeeper Kate will teach us how to use a new app called DEXT for submitting expenses.

HR Report - (Mark) - CSBT Health Insurance provider was contacted to inform them that they were chosen to support our staff. They sent the initial contract which was signed and returned by Alison and myself. Have heard nothing since but June 1 was supposed to be the start date. Alison stated she had a video conference with them. An email will be sent to the three employees it concerns, once the details are provided. They are most happy and say thank you!

Adjourn 11:26

Next Meeting 10 am Wednesday June 21st



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Val Garbat