



# SECHELT SENIORS ACTIVITY CENTRE

**SSAC BOARD MEETING**  
**10:00 am Farrish Room**  
**June 19<sup>th</sup>, 2023**

## **Minutes**

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

**Regrets:** Andy Koberwitz Chris O'Brennan

**Welcome** 9:56 am

**Approval of Agenda** as amended approval of cmt member **MOTION/CARRIED**  
Bert/Mark

**Approval of Minutes** from May 17, 2023

**MOTION to accept** Moved by Val, seconded Lisa, CARRIED Unanimously

**Matters Arising** - As the Constitution and ByLaws are still under review, they have not yet been registered. Discussion ensued. Decided to continue working on the updated document, and register the latest once approved by the membership.

**President's Report** - Volunteer lunch needs Board members to set up and take down tables for the event. Flea market went off well, \$1645 raised. Chris O'Brennan did so much work up front, congratulations to her, as well as all the other volunteers and board members who helped.

July 15 will be the next market.



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Bingo was moved to Tuesday evening, which had less attendance than the day sessions. This week is the last Bingo until September 5th, which will then be back as an afternoon activity.

Robert Hart is a lawyer with McLash Law. He will ask his clients to consider donating in their wills to SSAC.

Gill, Alison and Richard met with Erin Storey, the executive director of the Sunshine Coast foundation. They discussed partnering with them and their programs.

**SSAC Managers Report** - Legal clinic starts tomorrow, and will be at SSAC every 2nd Tuesday in the Farrish RM.

The Green Sleeve Initiative program from the Sunshine Coast Resource Center will do a presentation with the membership, plus having some slots for nonmembers to discuss advance care planning.

Anchor Hearing will come once a month now to clean and repair hearing aids.

RCMP will come to discuss safety, scams, etc. Jan Smalley is the contact. Suggested we add to the Echo a "Scam Alert" box.

Met with One Straw Society who has food programs with local growers. Together will have a sausage making workshop, plus food preservation at the centre.

Some activities will take a break over the summer. **Blue Grass Jam** is a new music activity. If someone wants to start a new activity now is the time to speak to Gill.

Joe D'Souza from the former Fantastics wants to consider preparing for a performance. The board felt this would be good.

**Treasurer's Report - Alison** The kitchen is supporting the centre, keeping us in the black. The increase in price has likely been the reason, plus the volume of people attending. The cost of equipment is noted as an expense, and the grants are noted as capital.



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Maintenance supplies and services are now separate from Janitorial supplies.

The mortgage is due July 3rd. The balance due is \$128173.38. A few options were suggested by the lender. Discussion ensued.

**Motion:** To accept the two year fixed term of 7% from The Sunshine Coast Credit Union..

**Moved by Bert, Seconded by Lisa**

**CARRIED with one against and one abstention**

**Motion** To accept the Treasurer's report

**moved by Alister, Seconded by Lisa**

**CARRIED unanimously**

### **Committee Reports**

**Kitchen - (Alison)** Discussed the giving of food to the community at their recent meeting vs members only. Everyone is happy with Liz working there now, and Emily's new items. The new freezer has been installed. The old freezer needs to be sold or moved.

**IT - (Mark/Alister)** - Video cameras were sourced, ordered, delivered and installed on the 2 Mobile TV carts. Big Screen monitors were lowered 6 inches to accommodate the cameras on the top platform and still allow the units to move through doorways. Cameras are remote controlled and can be manipulated via the remote to focus on whatever part of the room is required. Picture quality seems excellent.



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Microsoft Non-Profit is being configured and investigated as to the best way to make use of the features.

HP DL360 Server configuration was delayed due to lack of time and personnel, however it is now configured and 50 Microsoft Non-Profit licenses for Office 365 have been activated and can now be assigned to specific user names.

The status of the front office courtesy computers is as follows:

- the Windows Laptop now has an external monitor installed for improved visuals;
- the iMac has been determined to be so old as to not be usable in any meaningful way by our Membership, and is recommended to be removed. Until a suitable Apple product is sourced, it is recommended that one of the Windows laptops be redeployed on an interim basis;
- 'Easy Start' laminated instructions need to be created and deployed to invite Membership to use the machines.

### **Computer Literacy Program**

Hardware infrastructure (8 Windows Laptops, Apple MacBook Air) is now configured. Course content - The Suggestion Box plus anecdotal requests provided the following potential topics;

email; tablet use; iPhone; how to create Contact, Calendars & Reminders; Security awareness; Office 365 use;

Course Delivery - A number of instructor candidates have been identified and will be vetted over the next several weeks.

We will be charging for printing.

A Digital Equity Coordinator from the Sunshine Coast Resource Centre is meeting with Gill to discuss instructing members and what is available.

**HR - (Mark)** - CSBT Health Insurance coverage set to commence for Gill, Emily & Liz June 1, 2023 (employees will be required to login, create user profiles and set up their accounts).



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Centre Manager (Gill) has moved into the old accountants office.

**Audio Visual - (Mark)** - Still waiting for delivery of remaining equipment to complete the Video Conference system.

**Legal and Legislation - (Bert/Val)** Presentation of draft policy revisions was shown to the Board.

### **The Role of the Board in Policy Development**

**Policies are a general description of boundaries within which a board conducts its business.**

**Policies tell people what to do or not do. Procedures tell them how to do it. There is sometimes a gray area between policy and procedure.**

**A policy can be:**

**a governing principle;**

**a guideline or framework for carrying out work;**

**a way for a board to delegate authority and still maintain control;**

**a definition of the values, beliefs, philosophies and goals of the organization;**

**A good policy:**

**tells what is wanted of a board or staff;**

**provides a clear basis for the development and implementation of regulations and procedures;**

**provides positive direction to the board and staff but does not prescribe methods for arriving at the result;**

**permits board and staff to interpret it in such a way as to adjust for changing conditions without making any basic changes in policy;**

**provides a standard for evaluating the performance of the board and staff;**



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is written in a standard format.

### **Questions to answer:**

**What is the problem or opportunity for which we need a policy?**

**Do we already have a policy that should address this problem or opportunity?**

**Why do we need this policy?**

**What is the purpose of this policy?**

**Maintenance - (Andy) no report**

### **Sponsorships and Donations - (Richard)**

Richard initiated a discussion with various options for Donation mechanisms. The Sponsorship/Donations committee will bring a detailed proposal for donation mechanisms to the July Board meeting.

**Special Events - (Lisa)** June 23 is the volunteer lunch. Douglas Campbell is the entertainment. July 15 is the next flea market.

**Any Other Business** - The appointments of Gillian Smith and John Maddollozo to the safety committee.

**Motion: To approve Gill and John to the Health and Safety Committee.**

**Moved by Bert, seconded by John**

**CARRIED unanimously**

Decision on whether to have summer meetings or to wait until September 20, 2023 Agreed we will meet in July.



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**Adjournment Alison 11:29**

**Next Meeting 10 am Wednesday July 19<sup>st</sup>**

Val Galat