

SSAC BOARD MEETING

10:00 am Craft Room

July 19th, 2023

Minutes

Attendees: Richard Ward, Alison Kowalewski Gillian Smith Mark Garland
Alister Blair, Chris O'Brennan, Lisa Brown, Val Galat (recorder)

Regrets: Andy Koberwitz, Bert Carswell John Keller, Doug Smit

Welcome Start time 10:05 am

Approval of Agenda - Motion to pass Moved by Chris, seconded by Mark, passed unanimously

Approval of Minutes from June 19, 2023 Moved by Alister, seconded by Lisa, passed unanimously

Matters Arising - (list) none

Presidents Report -

- Alison, Alister, Mark and Richard met with Douglas Dunn – E.D. Habitat for Humanity – formerly E.D. for South Granville Seniors Centre met with Gill, Alison and Richard to discuss the *MySeniorsCenter Membership* management system.

We may request a demo to see if it fits with SSAC. The cost would be \$13,500 for installation, and \$2,500/year for maintenance. If we put in ads, then the fee is reduced. Members would have a card that you would tap to pay for activities, etc.

- Gill and Richard had a meeting Monday July 15 at lunchtime with Patrick Weiler, MP for West Vancouver – Sunshine Coast – Sea to Sky Country, and Donna Bell, Councillor from District of Sechelt to inspect Computers etc. purchased with the Federal New Horizons grant. Donna stated there is a grant available in August we can apply for, to perhaps cover the *MySeniorsCenter* program.

- Met with Erin Storey Sunshine Coast Foundation re: Agency Endowment fund.
- Lane Cobiskey of e.b.'s Ice cream requested a letter of support from the Centre, for a permanent location down by the shore. A written explanation was reviewed by the board. **MOTION:** To decline a letter of support for e.b.'s ice cream as a charity though as individuals we appreciate what they do for our community. Moved by Lisa, seconded by Alister, passed unanimously.
- Opening Director will be Chris O'Brennan. If she cannot attend, other directors will fill in. This will begin Friday, July 21st.

Treasurer's Report - Alison distributed a YTD financial report. Kitchen costs were up for June due to purchases. In general we are holding our own. The new bookkeeper is working well. **MOTION** to accept Treasurer's report Moved by Chris, seconded by Mark, passed unanimously.

Manager's Report - There are new members joining every day. Rental inquiries are coming in every week. Ukulele has restarted. Blue Grass Jam started as well. This Thursday is the monthly friendship tea at 2 pm, with the new staff Sergeant for the Sunshine Coast attending. It was encouraged for Board members to try to attend.

Committee Reports

Kitchen - (Alison) - The last monthly meeting had many issues. Richard will attend the next one, to discuss the committee's function, and food plans.

IT - (Mark/Alister) - HP server has been mounted on the wall in the electrical room. Work on it has been put on hold temporarily until software issues have been decided.

MacBook Air is configured and will be put in the Lounge for members to use. There are 50 licenses, and Alison will be the first to use it as a test person.

Communication (Gill) - no report

HR - (Mark) - Gill's 3 month review will occur next week.

Legal and Legislation - (Val) Update on progress: The Constitution and Bylaws is complete. We would like to invite Bill Macintosh to speak at our next BoD meeting to explain the changes, and answer any questions. I will distribute the latest working copy for board members to review.

The Policies are proceeding well. We have a few areas we are waiting for input.

Security needs to be given a hand, but will be revisited at a later date.

Maintenance - (Andy) - no report.

Audio Visual - (Mark) - Several people need to be trained in the use of the Auditorium Sound System, to establish continuity when operators leave. Chris Hadaway is learning how it works. A tutorial will be organized to teach others, as well as create a written document of instructions.

Full documentation required for Sound System. Finalizing Audio Visual and installation details.

Sponsorships and Donations - (Richard) - Possible Options For Member Opportunities: see attached doc

1. Donation To General Revenue
2. Legacy Giving
3. Specified Maintenance/Structural Upgrade
4. Affordable Lunch Program - Chris suggested half orders be offered
5. SSAC Endowment Fund - a long term goal to create financial stability.

A committee of people who have these skills are needed. Various SSAC members are being asked to consider joining.

Donors need acknowledgement.

Chris will make a poster to thank people for their contributions and time helping at the Flea Market.

MOTION: Approve the affordable lunch program as described in the donations document with a review every three months. Moved by Chris, seconded by Lisa, passed unanimously

Alison pointed out people can choose from the 5 options listed.

MOTION: To go forward with the Sunshine Coast Foundation Agency Fund. Moved by Val, seconded by Lisa, passed unanimously.

MOTION: To approve the 5 points of membership donation opportunities as listed above. Moved by Alison, seconded by Lisa, passed unanimously.

Special Events - (Lisa) Dance and Flea market report: The last dance we made \$513, and at the July flea market we made \$1411. The next dance is August 19th with Jim Taylor. October 7th is the next flea market. The dance committee needs more members, including for set up/take down.

Alison suggests that we organize when items for donation can be accepted. The board had various suggestions.

Any Other Business - Lisa: The bus seems underutilized. It is frustrating to promote a trip but then have it canceled. We only have 1 bus driver, who has been only available on Tuesdays. Gill has a few people she will contact to see if they would drive for us.

Suggested we have 50/50 draws that could occur at our various events. We do need a license for this, for each event, unless it is a continuous event. Richard will check into it.

Adjournment 12:10 Val

Next Board meeting will be August 16, 2023, 10:00 am

A handwritten signature in cursive script that reads "Val Skelton".

POSSIBLE OPTIONS FOR MEMBER DONATION OPPORTUNITIES

There are multiple ways in which we can solicit SSAC member donations. Some of them are listed below. However, we need to put together a strong Fund-Raising committee. Fund Raising encompasses not only donations but sponsorships and events such as Flea Markets, 50/50s, Silent Auctions and a Fund-Raising Dinner. This document describes some of the possible donation options we could present to our members.

DONATION TO GENERAL REVENUE

Donation of money to general revenue or targeting a specific activity or program.

LEGACY GIVING

Campaign encouraging members to bequeath to either the SSAC Endowment Fund or to General revenue or program of donor's choice.

SPECIFIED MAINTENANCE/STRUCTURAL UPGRADE

Rather than asking for donation to general revenue, select a specific expensive maintenance/upgrade issue to be the focus of this campaign. The target campaign dollar amount would be based upon a realistic quote.

SSAC ENDOWMENT FUND

The purpose of the SSAC Endowment Fund is to build a fund where yearly interest generated will be used to fund general revenue and special projects to provide sustainable financial stability. The recommendation is that we establish an endowment fund as an Agency Fund with the Sunshine Coast Foundation. We already have a good relationship with the foundation, in that we have been the recipient of Sunshine Coast Foundation Grant funding in partial support of the purchase of the new dishwasher.

Sunshine Coast Foundation - Agency Endowment Funds

There is a 20-year history of Agency funds. There are already 24 well established Agency Funds in place. The money from all 24 funds is amalgamated for investment purposes. At the end of the fiscal year the interest gained on the whole amount is calculated and dispersed to the individual agencies in proportion to their fund balance. Currently the funds are generating a return of around 4.5%. For example, a 1-million-dollar fund would generate an annual payout of around \$45,000. To initiate a fund there needs to

be a minimum \$5,000 deposit. Once the fund reaches \$10,000 the yearly payouts of interest earned will be triggered.

Currently established Agency funds include Coast-wide Food Banks Fund, Gibson’s Public Art Gallery, Habitat for Humanity Sunshine Coast and Pender Harbour Health Centre Endowment.

The fund’s rates are very competitive as the charge for Cost-Recovery Fees is low as indicated in the comparison chart below.

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Comparison of Cost-recovery Fee For Sunshine Coast, Vancouver and Calgary Foundations					
Sunshine Coast Foundation		Vancouver Foundation		Calgary Foundation	
Under \$500,000	1.5%	Up tp \$10 million	1.3 %	Up to \$1 million	1.5%
\$500,000 - \$1 million	1%	Over \$10 million	0.95 %	Up to \$6 million	1.25 %
Over \$1million	0.75 %			Up to \$20 million	0.9%
				Up to \$50 million	0.8%

An appealing feature of the Fund is that it only deals in ethical investments. Most importantly we would be dealing with a local organization that we already have a relationship with. In addition, we will be seeking further grant funding through them in the future.

AFFORDABLE LUNCH PROGRAM

With ever increasing food prices the cost of SSAC hot meals has been rising. There are also continual equipment maintenance and replacement costs associated with kitchen operations. For some of our seniors, food security is a big issue. We want to ensure that our members have an economical option for a great quality hot meal. This is an opportunity for the more comfortably placed members to help those who are less fortunate. All our members deserve to be able to come in and afford to enjoy a high-quality meal made with quality fresh ingredients.

The purpose of the Affordable Lunch program is to keep the price of meals and frozen entrees to an affordable level. For the foreseeable future, maximum member prices for hot entrees would be held at \$10 and \$12, full salads \$8 with frozen entrees being held at \$6 and \$8? Prices will be reviewed every 3 months, with any changes being dependent upon a combination of any increased food and services costs and the success of the donation program.

Monthly Kitchen Income is accrued from meal and frozen entrée sales. Expenses include Chefs Emily's and Liz's wages and benefits, food costs, equipment maintenance and replacement costs and complimentary meals for volunteers. There will always be expenses due to new equipment purchase or replacement and repair. Recently a new upright freezer was purchased. Currently, the purchase of ergonomic food chopping devices is being pursued to minimize manual repetitive stress issues in our food prep volunteers. Net Kitchen Revenue is the difference between sales income and the total expenses. The expectation is that by capping meal prices below cost, there will be a negative monthly net revenue. When there is a monthly deficit, the budget will be balanced with funds drawn from the Affordable Lunch program donation pool. Due to this subsidy the price of entrees and full salads for guests of members would have a surcharge of \$4. The price of soup, sandwiches and desserts would not be subject to any surcharge. Frozen entrees will continue to be available only for purchase by members.

Upon implementation of the capping of meal prices, based upon a projected drop in sales revenue, and an increase in overall yearly kitchen costs there would potentially be about a \$10,000 yearly deficit. This will be an ongoing campaign, however an initial program campaign target of \$10,000 will be set. This should be appropriate to cover the projected revenue deficit for the following 12 months. The campaign would have initial 3 monthly goals of \$2,500 to \$10,000 by year's end. The corridor TV, website and the Echo can be used to display a donation thermometer to maintain member awareness.

Affordable Lunch Program Donation Thermometer