

**SSAC BOARD MEETING**  
**10:00 am Craft Room**  
**August 16<sup>th</sup>, 2023**

**MINUTES**

**Attendees:** Richard Ward, Alison Kowalewski, Mark Garland, Bert Carswell, Lisa Brown, Chris O'Brennan, Alister Blair, Val Galat (recorder), guest Bill Macintosh

**Regrets:** Gillian Smith, Andy Koberwitz, John Keller, Douglass Smith

Start: 10:02 am

**Welcome**

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

**Legal and Legislation - (Val/Bert)** Bill Macintosh presented the Constitution and Bylaws final draft.

This is an update from the 2018 Constitution and Bylaws, as the 2019 version was never filed. Redundant provisions have been removed.

**MOTION:** To accept the Constitution and Bylaws as amended today, subject to grammatical corrections, to be presented to the Members at the General Meeting in October, 2023 for approval. Moved by Bert, seconded by Alister, passed unanimously.

Bill and Roy were thanked for all their hard work.

The draft can now be posted on the website after Val and Bill review the document for typos, etc.

**Approval of Minutes** from the President report, change names to Alison, Alister, Mark and Richard met with Douglas Dunn.

Accepted as amended, **moved** by Bert, seconded by Alison, passed unanimously.

**Matters Arising - (list) - none**

**President's Report -**

- New Horizons grant - the visit from Patrick Weiler and Donna Bell, his assistant and a member of the Sechelt Council, went well. They seemed excited about the Centre and what we do here.
- MyseniorCenter.com zoom meeting at the end of this month is planned. A notice of the date and time will be sent out to those interested in attending. We hope to find a sponsor for this or a grant at some point.
- Donations Program: The ECHO coming out in September is heavily asking for donations, is the affordable lunch program, the general revenue, and the Endowment Fund with the Sunshine Coast Foundation, which is now active online. Susan Grenville, will join the fundraising committee, and is interested in joining the Board.
- Important Dates: October 25 is an appropriate date to have the General Meeting, starting at 2 pm. A Fundraising Silent Auction dinner was proposed. Also a suggestion of a Casino night. Proposed to have coffee, tea, treats, and a smile for when the kitchen is closed over the Christmas break.
- Rotary Presentation: they will have a meeting at the Centre where Richard will make a presentation about the Centre.

**Treasurer's Report** - Alison thanked Richard for all his hard work. We are currently in the black. We really need to look at how we can improve on a few areas, ie fundraising, rentals, Bingo, and the bus. Bert suggested we have a report created about the bus, to determine if it is viable as it doesn't meet the expenses. Alison will prepare. **Moved** to accept the report by Chris, seconded by Val, passed unanimously.

**Manager's Report** - Fewer activities and rentals in August, but the Centre is still well used.

Activities that have taken a break will be returning in September and additional fitness classes will be added, and possibly beginners chess and Scrabble.

Lots of rentals booked for the fall and more enquiries every week.

Lots of positive comments about the Centre and people definitely appreciate us being open this summer for lunch.

This upcoming weekend is the Arts & Crafts Festival at Hackett Park.

The Arts Centre next door will be using our front parking lot Friday evening, Saturday until 5:30 and Sunday until 5pm for their vendors. It's an annual complimentary "rental" in exchange for us using their parking spaces during the year. Plus we're neighbours.

Saturday and Sunday activities will use the back parking lot and will be advised of that.

Saturday is the Jim Taylor dance and the vendors will be gone before parking is needed.

### **Committee Reports**

**Kitchen - (Alison)** - there had been concerns there wouldn't be enough volunteers but it seems to have run smoothly over the summer. New volunteers are needed though. The preppers had some concerns about risk assessment. New food choppers were purchased, which should reduce wrist pain.

**IT - (Mark/Alister)** - Installation of Microsoft 365 is still in progress as well as establishing the network with the server for the office computers. A MACBOOK is in the lounge, with an instruction sheet near for anyone to use.

**Communication (Gill)** - no report

**HR - (Mark)** - Gill had her interview for her probation period. She passed!  
Some changes for her duties will be implemented.

Chris was thanked for doing a wonderful job as the opening director.

**Maintenance - (Andy)** - no report

**Audio Visual - (Mark)** - Patrick from Soundwerks was in and managed to install 4 of the ceiling speakers in the lunchroom before he had to stop for lunch. Plan was to have him continue after lunch but Bluegrass Group were booked for that time as well. Install to be continued when Patrick is available.

We also determined that the remainder of the outstanding order should be canceled except for the Microphone Charger. We will investigate simpler solutions for adding better audio to the Video carts.

Discussed with Barbara from Rotary the general requirements for their video conferencing and it was determined that an Omnidirectional Microphone and a sound bar under the TV may make the system better.

**Sponsorships and Donations - (Richard)** - see above

**Special Events - (Lisa)** no report

**Any Other Business - (Alison)** Request to change the next board meeting date. Can we change it from the 20th to the 27th? The Board said that would be fine.

**Adjournment 12:25 pm Chris**

**Next Board meeting will be September 27, 2023**

A handwritten signature in cursive script, reading "Val Fodot".