

SSAC BOARD MEETING
10:00 am Craft Room
October 18th, 2023

MINUTES

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

Regrets: Douglas Smit

Welcome 10:00

Approval of Agenda MOTION to pass the agenda, moved by Lisa, seconded by Alison, passed unanimously.

Approval of Minutes from BoD meeting of September 27, 2023 **MOTION to approve**, moved by Bert, seconded by Susan, passed unanimously.

Matters Arising - (list) none

Correspondence: Appointment of Chris Hadaway as a Board member. **MOTION to approve his appointment**, moved by Bert, seconded by Mark, passed unanimously. Oath given by Bert.

Presidents Report - Things are going well, lots of new members, and the place is getting busy. Next week we hope for a good attendance at the Fall meeting.

Discussion on improving the entrance set up, to accommodate members and volunteers.

Treasurer's Report - we have been doing well. The reporting has been streamlined so that it is easier to read and understand.

New Data Base - (myseniorscentre.com) Status for members needs to be determined. Suggested to keep it simple. **MOTION that for the new database that we have *member status* stated as Valid and Lapsed, and that we remove the Lapsed members from the database after one year**, moved by Alison, seconded by Bert, passed unanimously.

Discussion on member id's, for example life members and associate members, and asking date of birth (for voting purposes). Non- members (contractors, care givers) would need a code to be allowed to enter. They would be assigned

a card. SSAC volunteers would be assigned an email id. Thanks to May Jim for all her hard work. **MOTION to accept the treasure report**, moved by Chris O, seconded by Chris H, passed unanimously.

Someone is needed to be the project manager to supervise this process. Chris H and Val said they would assist.

Manager's Report - Lots of activities, changes. We have an additional bus driver that has come forward, Ruth Ritchie, and new maintenance people to help: Bill Rosen and Morris Achtemichuk. Rentals are moving forward, and there is a lot of interest in our facility.

Committee Reports

Kitchen - (Alison) - Emily wants 3 servers every day. The committee agreed come January the lunch service would extend to 1:00 pm. We had another discussion on take out containers. Suggested the ECHO advertise the suggestion of bringing their own to-go containers. Suggested by Susan that a compost bin would be helpful for recycling the green waste containers.

A conversation on a deep clean was held, with a possibility of convening a work party.

AV/IT - (Richard) -

1. Completion of A.V. installation in the lunchroom: Chris Hadaway will be coordinating with Patrick Tasci (Soundwerks) for completion of ceiling speaker new mixer installation in the lunchroom.
2. Status of the Seniors Computer Literacy training sessions: A three-week EXCEL basics course was offered. However, no one registered. Using Windows, Facebook and PowerPoint sessions among other topics are planned.
3. The AV equipment in the Auditorium is now working well as we learn more about what is there and how best to use. Chris Hadaway is very competent using everything and has been discovering more capabilities. Ian MacDonald can also set up the basics for dances etc. Once everything is in place Chris will be training everyone that needs it, so that we have plenty of backups.

4. Mainstay Computing has installed the 10 free installations of Office 365 on 10 of our computers, They also got us 300 free Cloud installations of Office 365. They are in the process of switching over to 365 for all are operations.

5. The “President’s” office is now equipped for Zoom meetings. It is available as a meeting space for our use or rental. Lawyer Robert Marks is using it Thursday afternoons for his free legal clinics.

Communication (Gill) - no report

HR - (Mark) - no report

Maintenance - no report

Legislative and Legal - (Bert/Val) - no report

Health and Safety - Bert The H & S Committee consisting of John Maddalozzo, Gill Smith and Bert Carswell (chair) have met several times over the past months to get organized. We first drafted the Health and Safety section of the new Manual of Policies and Procedures. Next we drafted the mandate and procedures for the H & S Committee. Both of these drafts were Passed by the Board at its last meeting.

A designated H & S bulletin board has been established in the corridor between the lobby and the auditorium. A health and safety inspection checklist was drafted and on October 11 the committee began an inspection of our facility using the checklist. Our inspection was interrupted when a contractor fell off a ladder while working on the hvac system on the roof and broke his leg. The committee attended the victim until he was evacuated by paramedics in an ambulance. The inspection will be completed at a later date.

Sponsorships and Donations - (Richard) - As of Oct 9 th , 2023

1. Affordable Lunch program: \$2,614.20 (target 10,000 by Sept 2024)

2. Endowment Fund: \$9,000 (target \$100,000 by Sept 2024). Immediate target before end of year \$10,000, in order to trigger interest disbursement at end of 2024.

3. General Revenue program: \$21,750 (target \$30,000 by Sept 2024). Louise Parker and Bob Mackie both amazingly donated \$10,000 each.

Special Events - (Lisa) Dina Enright has decided to step away from the committee at this stage. Violetta Clarke, our resident decorator, is unable to continue at this time for family matters.

Any Other Business -

a) Discussion on our membership size, our storage size etc. We need a plan in place if we wish to grow. Do we wish to grow? A strategic plan would help to make decisions. Marg Penney has said she is interested in assisting with this process. **MOTION That we proceed with a strategic planning process as soon as possible**, moved by Bert, seconded by Alison, passed unanimously.

b) Organization of Fall General Meeting. The audio equipment and system are to be set up with stands for mikes for members who want to speak. Agenda, past minutes, constitution, name tags will be prepared.

c) thanked Chris O for another successful flea market.

Adjournment Chris H 11:40 am

General Meeting October 25, 2023 2:00 pm

Next Board meeting will be November 15th, 2023 9:00 am NOTE TIME CHANGE

Val Garbat