

**SSAC BOARD MEETING  
10:00 am Craft Room  
November 15th, 2023**

**Minutes**

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

Regrets: Alison Kowalewski, Lisa Brown, Doug Smith

**Welcome 9:56 am**

**Approval of Agenda MOTION to pass the agenda**, moved by Alister, seconded by Chris O, passed unanimously.

**Approval of Minutes** from BoD meeting of October 18th, 2023, **MOTION to approve**, moved by Alister, seconded by Bert, passed unanimously, and GM Draft minutes of Oct 25, 2023, **MOTION to approve**, moved by Mark, seconded by Susan, approved unanimously.

**Matters Arising** – none

**Correspondence:** no report

**President's Report** - Thanks to Chris Hadaway for looking after the lunchroom AV installation with Patrick Tasci with Soundwerks, and the transition to Microsoft 365, coordinating with Matthew Lehmann from Mainstay Computing.

**Treasurer's Report** - Alison provided a profit and loss report. Donations were high, and we thank the donors very much. Aside from donations of \$32,674, there is still a net revenue of over \$4,500 on the monthly balance sheet.

**Manager's Report** - We have had a lot of rentals, and activities are increasing. Christmas lunch is December 18, **for members only**. The Board is reminded they will be volunteering for this event. There is a Community luncheon on Friday December 22<sup>nd</sup> at the Centre.

December 19-21, and 27-29 there will be music and refreshments available, plus Christmas-type games and events during the day.

### **Committee Reports**

**Kitchen - (Alison)** - no report

**IT - (Chris)** - We had Wi-Fi issues - cutting in and out. Matthew from Mainstay Computing took control of the Wi-Fi box, reset it and is now administering it for us. Seems to have solved our problem.

One note - The Senior Admin ID should only be used by Admin Staff that need access to Admin files and everyone else should be using the Guest ID. If there are problems with this working, please let me know and Matthew will work to resolve them.

Working with Matthew on our switchover from the Google platform to Microsoft. Working on getting email ID's for the board up and running. Would a training session be welcome? Suggested the board meets on November 20th in the Farish Room, from 10:00-11:00 am.

Alister will help Chris H with the transition. Val will start sending documents to both Google and Microsoft platforms.

**Communication (Gill)** - no report

**HR - (Mark)** - no report

**Health and Safety - (Bert)** The committee completed its first inspection of the Centre on November 9th. A detailed report will be presented at the December Board meeting.

**Maintenance** - Bert will be repairing the auditorium wall.

**Audio Visual - (Chris)** - Currently, Patrick from Soundwerks is setting up a sound system in the lunchroom. Hope is that this project will finish soon.

**Legislative and Legal - (Bert/Val)** - Review Completed Policies and Procedures manual, Policy 5, 6, 7, 9, 10, & 13. **MOTION to accept Policies 5,6,7,9,10 and 13,** moved by Alister, seconded by Chris H, passed unanimously.

**Sponsorships and Donations - (Richard)** - Donation campaign report. The Endowment Fund got another \$1500, including a generous \$1,000 donation from Judy Rother, and an anonymous donation of \$10,000 from another member. People are continuing to show their generosity by contributing smaller donations to the funds.

**Security - (Chris)** A break-in was committed in the kiosk at the Arts Centre next door. Our security cameras captured the break-in. We were asked to provide security footage to the Arts Centre and the police - which we did. Hopefully earned us some goodwill.

**Special Events** - Susan discussed Door prizes for the Christmas lunch. She will put together items for a raffle. Chris O will have some items to contribute. Brickers, and Batch 44 will also contribute, in exchange for a ¼ page ad in the Newsletter, and on the poster for the New Year's Eve dance. Susan sent in an application to Supervalu to apply for their grant.

**Any Other Business - Lifetime Membership Committee** Chris O said she will head this committee. A reminder will be posted in the ECHO for nominations.

**Adjournment 11:30 Alister**

**Next Board meeting will be December 13th, 2023 at 9:30 am \*\*\*NOTE DATE AND TIME CHANGE**

Val Gerat