

SSAC BOARD MEETING
9:45 am Craft Room January 24th, 2024

Minutes

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

Regrets: Doug Smith, Chris Hadaway, Alister Blair

Welcome 9:45 am

Approval of Agenda - MOTION to approve the agenda, moved by Chris O, seconded by Alison, passed unanimously

Approval of Minutes from BoD meeting of December 13th, 2023, **MOTION to approve the minutes**, moved by Lisa seconded by Alison, passed unanimously.

Matters Arising - none

Correspondence - none

President's Report –

Many thanks need to be given to many people.

The introduction of the new MySeniorCenter system was only possible because of an incredible effort by the transition team. Treasurer Alison Kowalewski put together the team and organized the transition process. We were very fortunate that the amazing May Jim stepped forward as Project Manager. To say that she has been working night and day on this since November is no exaggeration. Chris Twaits and Pam Demers conducted many training sessions to ensure all volunteers were well-trained for greeter and desk positions dealing with the MSC program. Thank you also to all the volunteers new and old that stepped up to handle the new variety of positions in the office.

Huge thanks go to Toni Bolton and Sally Watson for their long-term service in the very challenging task of coordinating the kitchen volunteers. As they stepped down at this time, it was a very convenient time to rethink volunteer coordination

and bring the Kitchen and the new Office positions into the same process. We thank Helen Ward for stepping up to oversee this coordination of all volunteers.

Another huge thank you to Susan and Bert, as well as Sonia Koehler, Bruce Stewart and Mike Killam, for their fantastic job deep cleaning the kitchen. It looks like it will need to be a quarterly event in the calendar.

The board of Gibsons Seniors Society (GSS) at Harmony Hall has approved the reciprocal membership agreement with SSAC, previously approved by the SSAC board. GSS President Manfred Scholermann is a naturalist and has designed a series of guided ecological and cultural walks for SSAC members and their guests, utilizing our bus. These trips will be both on the coast and the mainland.

Email addresses - If an email is sent to, for example, “treasurer” the reply would come back from Alison, rather than the alias. Instead, the aliases used will now have their own assigned email address and mailbox. This will include Treasurer, President, Secretary, Kitchen, Maintenance, etc.

Matter Arising from the Report: A discussion ensued about the cost of replacement or duplicate key tags for members. **MOTION to charge \$2 for all replacement key tags.** Moved by Bert, seconded by Val, passed unanimously.

Treasurer’s Report – Alison - December is really just a half month due to closures, therefore the financial report shows lower income even though the expenses were normal. Overall, we are in good shape financially.

Manager’s Report Gill thanked the board for the Christmas Bonus. Emily and Liz also received bonuses. She has observed the volunteers stepping up and said it has been incredible. Rentals are down for January, but more are coming in.

Committee Reports

Kitchen (Alison) Richard: the free-standing confection oven has grease dripping, but there is no ventilation above the oven. Bob Maveety is looking into the cost of getting a vent installed.

Toni Bolton and Sally Watson have stepped down from coordinating the kitchen volunteers. Helen Ward will coordinate both kitchen and office volunteers.

Volunteers can call or text for last-minute cancellations. An Email option will be available as well.

The repair on the walk-in refrigerator is about \$3000; the evaporator is leaking.

The new freezer in the office is fabulous!

IT (Chris) - Mainly working on setting up computer and equipment for *MySeniorCenter* training sessions.

Communication (Gill) - Gill will be bringing together a communication committee next week to assign roles in maintaining, producing and distributing content for the Echo, SSAC website, social media, event posters and tickets.

HR (Mark) - none

Health, Safety and Security (Bert) The main action items from the first ever inspections in October and November 2024 are:

1. Need to adjust outside lights for better coverage
2. Need snow clearing plan.
3. Improve air changes in front office area.
4. Fire exit signs need to be enlarged.
5. The SSAC address needs to be posted for 911 callers to use.
6. "Incident Report" procedures need to be implemented for all members.
7. Consider if a second defibrillator should be acquired.
8. Bookshelves need to be secured to the wall
9. Safe operating procedures needed for the kitchen.
10. Need a bus safety inspection report.

The next inspection will be before March 31, 2024.

Motion: Moved that John Maddalozzo be named chairman of the Health, Safety and Security Committee starting immediately after the next inspection. Moved by Bert, seconded by Val, passed unanimously.

Maintenance - We still need a Maintenance Director. Bob Maveety and Chris Hadaway have been carrying out these duties.

Audio Visual (Chris) - One of our microphones from the auditorium stopped working. We have a new replacement microphone on order.

Legislative and Legal (Bert/Val) – Policy 1 changes on Governance (the originally approved version is below, for your reference):

<https://secheltactivitycentre-my.sharepoint.com/:p:/p/dropin/ERmbzKM7wbNBtGf7q40mu08BiVcx3l-GuohLvbhoiu3TAA?e=4%3aiDKlwx&fromShare=true&at=9>

Bert stated our time can be better spent in advance of the meeting. **ACTION:** After reviewing his PowerPoint presentation, Bert suggests that he and Val prepare and bring back specific wording for our requirements, to be moved at that point.

Policy 11 – approval required, see below. **Moved to pass** by Val, seconded by Bert, passed unanimously.

Sponsorships and Donations - (Richard) A member is kindly donating \$50/month to the endowment fund. A reminder that this can be set up online.

Special Events (Lisa) 30-40 people at the last dance of January 20. Christmas dance info will come soon. **ACTION** Lisa to provide for next meeting.

Any Other Business – Moved that a new standing committee of three be created to plan and organize a strategic planning session for all board members to be held after the Annual General Meeting in March of this year and before the first regular meeting of the new board. This committee will ensure that any follow up actions arising from the planning session are carried out and will report to board on a monthly basis. **MOVED** by Bert, seconded by Alison, passed unanimously. Richard will provide to Bert with a few names of those who may be interested.

ACTION ITEM – Alison: Requested that at the next meeting there be a discussion about volunteers having to be members. Also, the security requirements for volunteers using the MSC system need to be confirmed.

Establishment of Committee for upcoming Annual General Meeting and Elections. The committee needs to take into account the new 1/2 year terms of directors. Susan will Chair, and Alison, Bert and Gill will be committee members.

Volunteer schedule discussion - see above under Committee Reports.

Discuss Dates for AGM and GM for 2024. March 13th will be the Board meeting, and March 20th for the AGM. The Fall GM will be October 23rd.

adjoined 11:30 am

Next Board meeting will be February 21st, 2024

Val Gabet