

SSAC BOARD MEETING
9:30 am Craft Room
December 13th, 2023

Minutes

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

Regrets: Douglas Smith

Welcome 9:31

Approval of Agenda - MOTION to pass the agenda, moved by Alister, seconded by Bert, passed unanimously

Approval of Minutes from BoD meeting of November 15th, 2023. **MOTION to approve the minutes**, moved by Susan, seconded by Chris O, passed unanimously.

Matters Arising - (list) none

Correspondence - none

President's Report - The transition to *myseniorcenter.com* is going well.

Treasurer's Report – The kitchen is doing very well. The Christmas lunch sold out quickly, which bumped up the revenue. We will be purchasing a freezer for the office space to sell frozen dinners. The kitchen heat pump needs repairing.

The budget for 2024 shows a conservative view. Some expenses will arise. Donations for revenue are an estimate.

Bus trips: Harmony Hall in Gibsons is interested in using the bus, and we have more available drivers. Please come forward if you have ideas for destinations, ie Christmas lights, shopping days. **MOTION to accept the Treasure's report**, moved by Val, seconded by Susan, passed unanimously.

Manager's Report – The new layout in the office is great. Many more rentals in the New Year are booked or in the works.

Committee Reports

Kitchen - (Alison) – Review of Affordable Lunch Program. The Kitchen committee spoke about their meeting formats: to be able to bring up concerns and provide positive statements. No frozen meals will be sold over the Christmas break. A proper job description will be created for Emily, plus tracking sick days. Affordable Lunch Program – about \$40/week has been donated. With the revenue and donations, this money should even out. Though prices have been lowered, we have experienced higher sales. **KITCHEN CLOSURES:** If both Emily and Liz cannot come in, the kitchen will be closed that day, due to safety and health issues. If there is a school closure because of a snow day, the kitchen will also be closed. Recommend that we source another chef for standby. **MOTION to close the kitchen on days when there are no chefs unavailable**, moved by Bert, seconded by Lisa, passed unanimously.

There will be chopper training for the new equipment.

MOVED that if there is a weather-related school closure the center will be closed. Moved by Bert, seconded by Alison, passed unanimously.

IT - (Chris) - Have not had any reports of Wi-Fi issues.

- Switchover from the Google platform to Microsoft is just about complete. We should all be working from the Microsoft 365 side now. Chris and Mark are working to clarify this new system, and to explain. Chris was thanked for taking on this transition.

Communication (Gill) – The TV in the lunchroom is really nice. The one in the corridor will mimic it, soon. The *webnames.ca* website needs to be contacted as our website certificate is expiring.

HR - (Mark) - none

Health and Safety - (Bert) a report of an inspection will be available for next month's board meeting. Susan mentioned that the evacuation process when we had the fumes incident went poorly. A new plan will be put in place.

Security – (Chris) - no report

Maintenance – (Richard) Still waiting for the heat exchangers to be corrected. A quote for the return-air repair and ducting. The storage room in the corner of the auditorium can have some extensions built in the mezzanine level, with stairs. This should add quite a bit of storage. A quote has been requested. A paint party could be organized for the auditorium to finish the job.

Audio Visual - (Chris) - The Lunchroom project is 95% completed, An HDMI extender part is on order. Th microphone charger is also on order.

Legislative and Legal - (Bert/Val) – approval for Policies and Procedures 4, 8 and 14 Suggested we merge SECURITY with the Health and Safety policy. **MOTION that the amendments to Policy 4 be adapted.** Moved by Bert, seconded by Alison, passed unanimously. **MOTION to pass Policy 8.** Moved by Val, seconded by Susan, passed unanimously. **MOTION to pass Policy 14,** moved by Val, seconded by Alister, passed unanimously.

Sponsorships and Donations - (Richard) - none

Security - (Chris) none

Special Events - (Lisa) none

Any Other Business –

A) Statutory Holidays Policy for being open for Rentals – The calendar needs to be reviewed as far as closures for statutory holidays, mainly for Remembrance Day. The HR committee will review in January 2024.

B) Discuss Strategic Planning – discussions will commence in the new year.

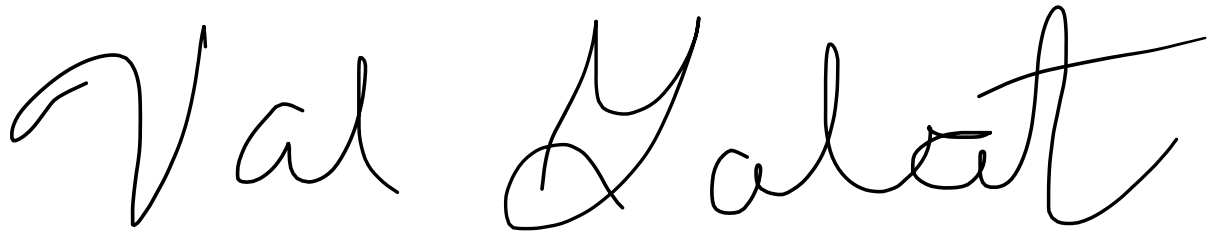
C) Christmas Lunch as dessert is being served the presentation of life membership awards will occur followed by the raffle. Money raised from the raffle will be matched by SSAC to go to the foodbank. The Funtastics will perform after. Discussion on everyone’s various tasks for preparation of the luncheon.

D) Lifetime Membership discussion There are four nominations. Val Marsh, Chris O’Brennan, Shirley Allen and Mike Bakst **MOTION to accept the 4 nominations**

for lifetime membership. Moved by Chris H, seconded by Val, passed unanimously.

Adjournment 11:22 Bert

Next Board meeting will be January 17th, 2024 at 10:00 am

A handwritten signature in black ink that reads "Val H. Albert". The signature is written in a cursive style with a large, stylized initial "V" and a prominent "H".