

SSAC BOARD of Directors Meeting
10:00 am Craft Room February 21st, 2024

Minutes

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

Regrets: Mark Garland, Alister Blair

Welcome - 10:03 am

Approval of Agenda - Motion to approve the agenda moved by Lisa, seconded by Val, passed unanimously.

Approval of Minutes from BoD meeting of January 24th, 2023

Matters Arising – ACTION ITEMS:

- 1) Lisa to provide stats from the January dances (see below).
- 2) Bert and Val to prepare and bring back specific wording for governance requirements for Policy 1 (see below)
- 3) Alison requested that we have a discussion about volunteers having to be members. Also, the security requirements for volunteers using the MSC system needs to be confirmed.

MOTION that all volunteers must also be members of SSAC. Moved by Chris O, seconded by Lisa, passed unanimously.

Security Requirements – Legislation and Legal committee will discuss, and come back with recommendations.

Correspondence - none

President's Report - Lanyards have been ordered for the tags used for entry. Suggested that all volunteers receive one, and sell to the General membership for \$3 each. **Motion that all volunteers will receive the new lanyards at no cost, and to sell the lanyards to the General membership for \$3 each.** Moved by Bert, seconded by Chris H, passed unanimously.

Treasurer’s Report – (Alison) A lot of new members, we are in good shape.

Manager's Report - (Gill) The Centre is booming. The volunteers working on *myseniorcenter* are amazing. A lot of rentals are coming up in April. A free tax clinic is going to be available in March and April; a sign-up sheet will be available. Thanks to Susan for the Valentine's "Hearts and Roses Soirée".

Mindfulness-Based Stress Reduction Meditation is a new activity to be offered. An information session will be held today, and bi-weekly sessions will come once a room and time are set aside.

Committee Reports

Kitchen Cmte Report – (Susan) It was agreed that when there is more than 1 person in a lunch party, that just 1 number will be assigned. When there are non-members guests for lunch, a surcharge of \$3 will be paid at the desk. **MOTION that beginning March 1, 2024 guests will pay a \$3 surcharge at the greeters' desk before they order their meal.** Moved by Bert, seconded by Alison passed unanimously.

MOTION that beginning March 1, 2024 the limit on how many frozen entrees a member can purchase is 15/day, and 5 per item. Moved by Susan, seconded by Bert, passed unanimously. This will be posted in the March 2024 ECHO.

Food Services (Bert) - Food Services Committee (formerly kitchen committee)

Mandate

The committee's mandate is to ensure the smooth functioning of the kitchen and its services as well as food, staff and volunteer safety and security.

Structure

1. The committee Chair will be nominated by the committee members.
2. The Board Liaison shall recommend the committee members and Chair to the Board for approval by April 15 of each year.
3. The Chair will (a) call meetings as needed; (b) ensure that minutes are kept of every meeting and (c) that an annual report is submitted to the Board

Secretary by February 15 each year for the previous calendar year; (d) communicate regularly with the Kitchen Manager.

Responsibilities

1. Cooperating with the SSAC Health Safety and Security Committee.
2. Maintaining an appropriate list of volunteers.
3. Monitoring personnel safety and security issues.
4. Monitoring security of equipment supplies and stored foods.
5. Conducting an annual inventory of all assets of the food services of the SSAC.

Food Services Manager (formerly chef)

The Food Services Manager shall:

- (a) direct the annual inventory;
- (b) ensure that volunteers are adequately trained;
- (c) manage disputes between volunteers;
- (d) address client and volunteer suggestions and complaints;
- (e) cooperate with the SSAC Health and Security Committee.

MOVED that this mandate for the Food Services Committee become part of the Policy and Procedures manual. Moved by Bert, seconded by Alison, passed unanimously.

IT (Chris H) – none

Communication (Gill) – a committee meeting will be held next week.

HR (Mark) – Repetitive stress injuries for Emily and Liz to be considered. HR cmte is meeting this Friday to discuss.

Special Events – (Lisa)

We do not have the official bookkeeping report, so figures presented here are approximate:

New Years Eve dance with Creek Big Band was a great success: Approx. profit \$1400.

January events:

-Attendance at the Martini Madness dance was affected by the prevailing poor weather conditions: Approx. profit \$127

-Two Step Workshop: Approx. profit \$400

-Feb 17th Lazer Trio dance report to be orally presented at this meeting.

Upcoming event: March 16th The Shamrockers Dance.

For future consideration

Would like to consider selling dance event tickets online to general public via **Eventbrite**. **ACTION: Lisa to investigate the costs.**

Concept of utilizing the bus for Craft Brewery tours

Price to be determined.

Expression of interest has been well received.

Health, Safety and Security (Bert) Updated February 8, 2024

The main action items from the first ever inspections in October and November 2023 are:

1. Need to adjust outside lights for better coverage (John M.)
2. Need snow clearing plan. (Bert)
3. Improve air changes in front office area. (Bob Maveety)
4. Add exit to office area. (John)
5. Fire exit signs need to be enlarged. (John)
6. The SSAC address needs to be posted for 911 callers to use. (John)

7. "Incident Report" procedures need to be implemented for all members (in progress).
8. Consider if a second defibrillator should be acquired. (Yes, Gill)
9. Bookshelves need to be secured to the wall (John)
10. Safe operating procedures needed for the kitchen. (Bert)
11. Need a bus safety inspection report. (Gill & Rick)
12. Develop an Evacuation Plan. (**New**)

Second AED required, including training. Helen Ward is writing, and will be applying for a grant from the Sunshine Coast foundation. Susan indicated their may be funding available from Telus as well.

MOTION to purchase a second AED (Automated External Defibrillator) and include training. MOVED by Bert, seconded by Lisa. Passed unanimously.

Maintenance (Richard) – Report provided on solutions for fresh air return and fire exit in the back of the office. **MOTION To replace the office windows as per the quote from Gibsons Building Supplies and Teisters Contracting, for installation.** Moved by Bert, seconded by Lisa, passed unanimously.

Audio Visual (Chris H) - none

Strategic Planning (Bert) - Members: Marg Penny and Bert Carswell

We recommend that the Board of Directors gather tentatively on Friday, April 5 at the Silverstone Care Centre at 5625 Derby Road, Sechelt for a one-day strategic planning session. With the guidance of a facilitator the purposes would be:

- to allow the new and re-elected directors and managers to become acquainted.
- provide orientation on the mission, governance and programs of the SSAC to the new directors.
- Create a framework to develop strategies over the coming year.
- Learn about the operations of The Silverstone Care Centre.

Legislative and Legal (Bert/Val) – Policy 1. See the bottom of the agenda for the latest version. **MOTION to update the Changes for Policy 1 of the policy and procedures manual.** Moved by Bert, seconded by Alison, passed unanimously.

Sponsorships and Donations - (Richard) no report

MySeniorCenter Report - (Richard and Alison)

- Purchase of two additional Kiosks.

MOTION that we purchase 2 additional kiosks for the Centre, and one handheld scanner. Moved by Bert, seconded by Val, passed unanimously.

Any Other Business:

A) AGM Nomination Committee Report (Susan) has had 2 mtgs, with 6 new nominations, and 3 resigning. Terms need to be determined.

B) AGM requirements (Val): Chris H and Richard to prepare. Val will forward to them a list of requirements.

c) Discussion of hours of operation of the centre, and also the manager's hours
A template will be created to keeping the calendar updated. There aren't enough hours. Suggested we keep the centre open until 4 pm, but closing the office at 3:30. Proposed to add 5 hours/week to the manager's hours. **MOVED Bert/Chris**
MOTION to increase the Manager's hours by 5 hours per week, to be completed on weekends. Passed

MOTION to have the Centre open until 4pm and the service desk until 3:30 pm.
Moved by Val, seconded by Chris O, passed unanimously.

Adjournment 11:55

Next Board meeting will be March 13th, 2024, 10:00 am

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