

## **SSAC BOARD MEETING**

**March 13, 2024**

**10:00 am Craft Room**

### **MINUTES**

Attendees: Richard Ward, Chris O'Brennan, Lisa Brown, Chris Hadaway, Bert Carswell, Susan Grenville, Val Galat (recorder)

Regrets: Alison Kowalewski, Mark Garland, Alister Blair, Gillian Smith

**Welcome 10:01 am**

**Approval of Agenda** – Richard approved

**Approval of Minutes** - from BoD meeting of February 21st, 2024, Richard approved

**Matters Arising – ACTION ITEMS: Legislative and Legal** cmte: Security Requirements (see below) and, creating a new Policy for Food Services postponed

**Correspondence** – none

**President's Report** – Things are going well. *myseniorcenter* is going well, though there are a few issues being addressed.

**Treasurer's Report** – the Profit Loss report shows a profit of \$15,377.43 for February.

**Maintenance Report** – Windows are getting replaced and are on order. It will be about 4 weeks until they arrive.

**Manager's Report** – no report though things going well with activities and rentals.

#### **Committee Reports**

**Audio Visual (Chris H)** - no report

**Communication (Gill)** - no report

**Food Services (Susan)** – a designated backup is being considered.

**HR (Mark)** – Review of Emily and Liz’s positions occurred; we and they are very happy.

**Health, Safety and Security (Bert)** - no report for Security (Chris) A quarterly inspection will occur shortly. (Bert). **MOTION that the health, safety and security committee include the Food Services safety representative.** Bert moved, Val seconded, passed unanimously.

**IT (Chris)** - no report

**Legislative and Legal (Bert/Val) REPORT ON SCREENING:** Screening is a process by an organization to ensure the right match is made between work to be done and the person who will do it. Screening serves to create maintain and a safe work environment. There are 10 steps for this process, including:

- 1) Risk management
- 2) Using the organization’s chart and position descriptions to identify and manage risk
- 3) Recruitment process
- 4) Application form
- 5) Interviews
- 6) Reference checks
- 7) Police record checks
- 8) Orientation and training
- 9) Supervision and evaluation (including a probation period)
- 10) Participant follow up

The information on this topic is from this government of Canada website:

➤ <https://www.publicsafety.gc.ca/cnt/rsracs/pblctns/bpg-scrng-vls/index-en.aspx>

See below for a rough copy of the organizational chart.

**ACTION** that we create procedures for screening after the new board has been voted in.

**Special Events (Lisa)** - no report. Susan suggested and will organize a Mother’s Day Tea.

**Sponsorships and Donations (Richard)** - no report.

## **Strategic Planning (Bert) - Report of the Strategic Planning Committee Meeting Mar. 1, 2023**

### **Members**

Bert Carswell, Mary Flynn, Marg Penny

### **Recommendations**

1. The Board holds a one-day kick-off session on Friday March 22 or April 5 at the Silverstone Care Centre at 5625 Derby Road in west Sechelt.
2. The purpose of the session is:
  - (a) to provide an opportunity for the orientation and familiarization of board members and staff and
  - (b) start the strategic planning process with an examination of our mission and vision, our business model, funding, finances, programs, trends analysis, the “big question” and future strategy, next steps etc
3. The desired outcomes are:
  - (a) To gain clarity on the SSAC’s identity, who and where it is now and who and where it wants to be.
  - (b) Develop a work plan for creating and implementing our strategy.
4. The session will require a facilitator. One person was suggested at a cost of \$700 including a final report. Is there a volunteer available?
5. The session would run from 10am until 3:30pm including lunch.
6. Lunch would be brought from the Centre to Silverstone for us.
7. The newly elected Board, managers and the Strategic Planning Committee would participate in all or parts of the session.
8. Silverstone will provide a very adequate private meeting space which the committee viewed at no cost.

Bert to arrange a date to attend, possibly April 6<sup>th</sup>, 2024. A *mission statement* is needed. A *vision* is also needed. A facilitator will be hired for this meeting.

Bert handed out 2 board member surveys, for current members to complete and return to him by Friday March 22nd.

**Nominations (Susan)** – Currently there are 9 director-at-large nominees and 2 Vice President nominees.

**Elections – Chris O to be elections committee chair.** Mark has created the ballot form. Chris H and Richard will set up. Val to send rough agenda to board and manager. Chris O to hand out ballots.

**Any Other Business – none**

**Adjourned 11:15 am**

**AGM will be March 20<sup>th</sup>, 2024**

**Next Board meeting will be April 24th, 2024**

*Val Garat*