

SSAC BOARD MEETING

June 19th, 2024

9:00 am Craft Room

Minutes

Attendees: Richard Ward, Alison Kowalewski, Susan Grenville, Bert Carswell, Chris Twaits, Pam Demers, Val Galat (recorder)

Regrets: Jay Alexov, Gail Riddell, Lisa Brown

Welcome 9:02

Approval of Agenda – accepted as is

Approval of Minutes of May 22nd – Approved

Matters Arising –

1. Pam and Alison to review and present a proposal at the next board meeting on after-hour volunteers. Postponed to July meeting.
2. Richard to ask Matthew at Mainstay Computing to do an educational session for Microsoft 365. Richard will make arrangements for Myrla Bulman to give a training and educational session in July.
3. Gail will be asked to create a presentation for **Academic Educational Education for Seniors**. Postponed to July meeting.
4. **MOTION: Remove the position of Maintenance Director from the Executive of the SSAC Board of Directors and replace it with one more Director at Large position. For ratification by the SSAC membership at the Fall General Meeting.**

Rationale: The issue of maintenance will be addressed by having a maintenance committee with a Director-at-Large as a member but not necessarily the Chair. **Moved by Bert, seconded by Val, unanimously approved.**

MOTION: Remove the non-voting position of Past President from the Executive of the SSAC Board of Directors, for ratification by the SSAC membership at the Fall General Meeting.

Rationale: With the 2 year overlapping terms of the board members, the continuity issue addressed by the presence of the Past President is no longer relevant. **Moved by Alison, seconded by Chris, unanimously approved.**

MOTION: Increase SSAC membership to \$40, effective September 1st, 2024.

Rationale: The increase is necessary as part of the strategy to cover the expense of the new Office Manager. **Moved by Susan, seconded by Chris, unanimously approved.**

Correspondence – Pam Demers’ Letter of resignation was submitted and accepted. A replacement Board member for her position is now required as well as a Maintenance Director. Several people have been, and will be, approached to fill the vacancies.

President's Report – [Presidents Report July 2024](#)

Treasurer’s Report – Reviewed by Board: [ProfitandLoss May 2024](#)

Maintenance Report – Had to contract out cleaning and repair of gutters and flashing on the upper roof.

Manager’s Report – Many activities will be stopping for July and August, returning in September along with new programs and activities.

Rentals enquiries keep coming in and we are making as many work as possible without impacting our own activities.

Elections BC has confirmed Election Day in October.

Pursue idea of a membership survey/questionnaire on activities that they would like to see. **ACTION:** Richard and Gill to spearhead.

Committee Reports

Audio Visual () – no report

Bus (Alison) – Bus Committee Report to the SSAC Board, June 19, 2024:

The committee was slow in developing but I think we have arrived at a place where we can set up trips, schedules, posters and trip info sheets,

having the whole committee working together. I have good feelings about it all moving forward.

We had to cancel 3 trips, because of low attendance. We have a few trips planned with longer lead times and we are hoping to have some successes. We were able to set up and sell season tickets to VSO. These tickets are part of our Tea and Trumpet Bus trips. We will do 6 trips starting Oct 2024 thru June 2025. The Bus trip part of these trips will be set up in mid September. It has also become clear that working with the Gibson's Centre, Harmony Hall, is beneficial. Perhaps we can work together on other projects!

Communication (Gill) - no report

Food Services (Susan) - 1. Helen Ward is struggling to find kitchen/dining room/dishwasher volunteers due to summer holidays and people who are sick. On less busy days of the week could we manage with 2 servers and 1 dishwasher?

2. Two heavy metal vegetable choppers in the kitchen are being under used. Who ordered them? Cost? Can we return them or sell them?

ACTION: Richard to discuss issues with Emily.

Governance - (Bert/Val) - Changes for the Constitution: [SSAC Const Updates Jun 24.pdf](#) Moved by Bert, seconded by Chris, passed unanimously.

HR (Chris) - 1) Changing the title from Human Resources & Volunteer Relations to Human Resources Committee and the mandate to the one on the attached document: [HR Committee Jun 18 2024](#) **Action:** Volunteer application form to be created by HR committee.

2) **Confidentiality and Non-Disclosure Agreement Form**

Upon discussion with Richard and Alison, we thought it might be a good idea to have all of the Board Members sign this form. At the present time, we just have the Office Volunteers that have signed it.

They will be placed in Board mailboxes to be signed and returned to Chris.

Health, Safety and Security (Bert) – Inspection occurred a few weeks ago, all went well. A risk assessment for activities is taking place.

IT () – no report

My Senior Center Report (Alison) – [MSC Cmte Report Jun 2024.pdf](#)

Special Events (Lisa) – no report

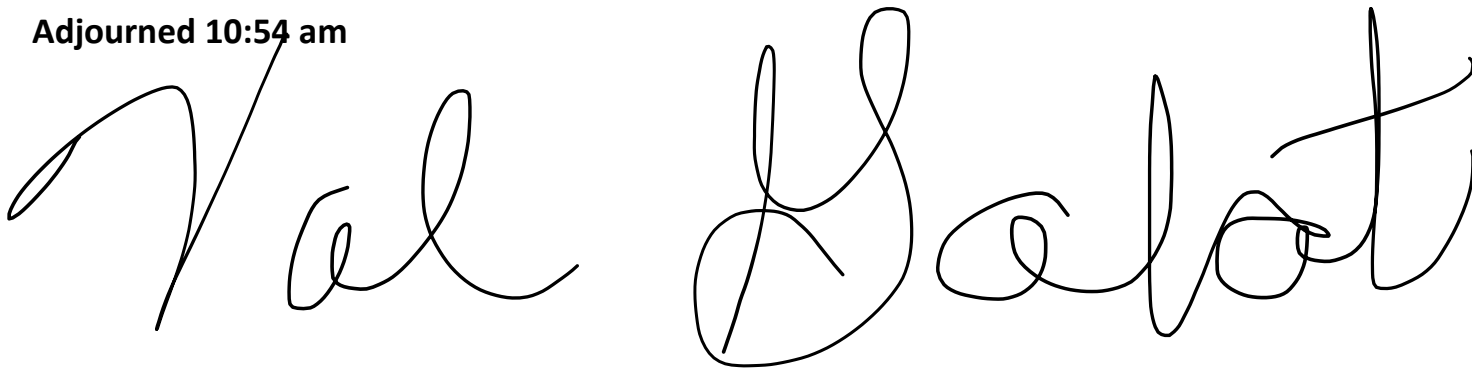
Sponsorships and Donations (Richard) – We will do a relaunch in September.

Strategic Planning (Bert) - [SSAC Forward Planning May 16th 2024 copy](#) Postponed.

Any Other Business – The 2 Centre managers will attend as needed. They can submit their reports to the secretary prior to the BoD meeting.

Next Board meeting will be July 17th, 2024 at 9:00 am

Adjourned 10:54 am

A handwritten signature in black ink, reading "Val B. Salot". The signature is written in a cursive style with large, flowing letters.