

## SSAC BOARD MEETING

July 17th, 2024

9:00 am Craft Room

### Minutes

**Attendees:** Richard Ward, Gail Riddell, Susan Grenville, Lisa Brown, Alison Kowalewski, Jay Alexov, Bert Carswell, Chris Twaits, Val Galat (recorder)

**Welcome 9:00 am**

**Approval of Agenda – passed unanimously**

**Approval of Minutes – [Minutes BoD Mtg Jun 19 2024.pdf](#)**

**Matters Arising – none**

**Correspondence –** New Board member recommendation [Karen Madsen prospective board member](#) MOTION to accept Karen Madsen as a one-year term Director at Large Board Member to expire in March 2025. Moved by Bert, seconded by Jay, passed unanimously.ac

**President's Report – no report**

**Treasurer's Report – [Copy of 06 - SSAC Jun Profit and Loss](#)**

[SSAC Activities 2024](#) **ACTION:** Alison will provide the kitchen reports at the end of Summer 2024.

**Maintenance Report –** (Richard) Need for a building inspection. He suggested we got a proper building inspection. The cost would be possibly a few thousand dollars. **MOTION that we engage a building inspector for up to \$3000, selected by the President.** Moved by Bert, seconded by Alison. Passed unanimously. Richard will be soliciting quotes for the inspection.

**Manager's Report – [Gill's Manager's Report - July 2024 Board Meeting](#)**

**Committee Reports**

**Audio Visual ( ) – no report**

**Bus (Alison)** – There was another cancelation today, for the Casino trip. Several trips are getting canceled due to lack of participants. **ACTION: Create a job description for the bus drivers.**

**Communication (Richard)** – General Information Pamphlet (**Gill**) moving in the right direction. Hopefully the website will be up to date by September. Changes should go to Richard. Alison said we have lots of problems on our Facebook account. Alison suggested we create a new FB account so that we can have easier access. **MOTION that we create a new Facebook account with several administrators.** Moved by Alison, seconded by Lisa. NO by Susan. Everyone else said YES. Passed.

**Food Services (Susan)** – Personal hygiene issues have come to light. Suggested that food safety courses should be taken by volunteers. Perhaps in-house training. **MOVE that Chris revises the job description for the food services manager.** Moved by Bert, seconded by Alison, passed unanimously.

The kitchen was cleaned July 13<sup>th</sup>, from top to bottom. A job well done!

**Governance - (Bert/Val)** - no report

**HR (Chris)** - [HR Committee Report](#) Discussion and input on the newly created Volunteer Application form.

**Health, Safety and Security (Bert)** - [SSAC Building Inspection Report - June 6 - 2024](#) [SSAC Risk Assessment](#)

**IT ( )** – no report

**My Senior Center Report (Alison)** – Hoping to update the database on Volunteer hours. Susan suggested posting in the ECHO the results of the number of volunteers per month.

**Special Events (Lisa)** - no report. Jay asked if Richard would create a program/pamphlet for her events. **ACTION:** Richard will create programs/pamphlets for Special Events.

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

**Strategic Planning (Bert)** – To be discussed at the August Meeting.

**Any Other Business – (Gail)** Lecture series update. Six speakers are coming from September to February 2025. The first one is Elizabeth Dean, titled: *Getting Healthier As You Grow Older- What You Haven't Heard Before*, on September 25<sup>th</sup>. SSAC will pay for the ferry and lunch. There will be no formal entry fee, but rather by donation. A limited audience will be imposed due to space as lectures will be held in the lunchroom. **POSTPONE: Discussion on email blasting for this/any event.**

**(Richard)** security concerns. The whole issue of building security was discussed. The Health Safety and Security committee will review exterior building security.

**Adjourned 11:29**

**Next Board meeting will be August 21st, 2024 at 9:00 am**

**ACTION ITEMS:**

**Action:** Discussion on whether to use email blasting for events.

**Action:** Create a job description for the bus drivers (Alison)

**Action:** New Facebook Account (Communication Cmte)

**Action:** Building inspection (Richard)

**Action:** Richard will create programs/pamphlets for Special Events.

**Action:** Alison will provide the kitchen reports at the end of Summer 2024.

*Val Glat*