

## **SSAC BOARD MEETING**

**August 21st, 2024**

**9:00 am Craft Room**

### **MINUTES**

**Attendees:** Richard Ward, Bert Carswell, Karen Madsen, Gail Riddell, Jay Alexov, Alison Kowalewski, Val Galat (recorder)

**Regrets:** Chris Twait, Lisa Brown, Susan Grenville

**Welcome 9:00 am**

**Approval of Agenda** – approved

**Approval of Minutes** – approved

**Matters Arising/Action Items** – Oath of Office for new Director Karen Madsen. Done.

**Action:** Discussion on whether to use email blasting for events. Agreed to start sending a weekly blast of events. Karen to coordinate with Mark Garland and Gill Smith.

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

**Action:** New Facebook Account (Communication Cmte) Gill met with Edmund to work on Facebook.

**Action:** Building inspection (Richard) - Setting up the inspection: in progress.

**Action:** Richard will create a programs/pamphlets for future Special Events: in progress.

**Action:** Alison will provide the kitchen reports at the end of Summer 2024. **Carry forward for September meeting.**

**Correspondence** – The Coast Reporter had an error for our title. A letter to the editor has been sent.

**President's Report** – The grant we received for the non-certified CPR training has come through. It is scheduled for September 14<sup>th</sup>. See Gill to sign up. A certified CPR session is also scheduled.

**Treasurer's Report** – [ProfitandLoss July 2024](#) Bert requested we are provided a year-to-date summary.

**Maintenance Report** – Thanks to Bob Maveety for his invaluable help with a few maintenance jobs. A request for a gardening crew will be mentioned in the next ECHO. Gill will contact members of a garden club to ask for their assistance.

**Manager's Report** – [Manager Report - August 2024.pdf \(sharepoint.com\)](#)

### **Committee Reports**

**Bus (Alison)** – Ideas for upcoming bus trips have been discussed. Procedures and responsibilities for trips are also being reviewed. As many pre purchased tickets for a baseball game were not used Karen will arrange for them to be donated. An interest sheet will be used in the future before purchasing tickets for any event.

**Communication (Richard)** – (see Manager's report)

**Food Services (Susan)** – no report

**Human Resources (Chris)** – no report

**Governance (Bert/Val)** – *Constitution And Bylaw, and Policy and Procedures* updates. [POLICY and PROCEDURES Manual July 2024 draft.docx](#)

**MOTION to accept the changes to the Policy and Procedures manual.** Moved by Val, seconded by Bert. Passed unanimously.

[Constitution and Bylaws DRAFT updates July 2024.docx](#)

(NOTE: Changes are in red, and strike throughs show what was the original text.)

**ACTION: Carry forward for approval.**

Governance Report - Summary of Our Meetings for May and July

Based on summary of surveys of directors attending meetings (see paper survey form hand out)

May: "D"

July: "D"

**Health, Safety and Security (Bert)** – no report

**Lecture Series (Gail)** – Donations will go to the affordable lunch campaign.

**My Senior Center Report (Alison)** - no report

**Special Events** – Karen, Jay, Richard and Alison will meet to discuss the structure for this committee. Jay will consult with Lisa for the outside board content.

**Sponsorships and Donations (Richard)** – An article will be added to the ECHO about donations, including a summary of funds donated.

**Strategic Planning (Bert)** - [SSAC Forward Planning May 16th 2024](#)

**ACTION:** Comments welcomed for the next meeting.

**Any Other Business –**

1. Discussion on possible accessibility and social isolation initiatives (Richard)
  - a) Shut-ins survey, Volunteer driver call: **ACTION:** survey will be added to the ECHO.
  - b) Reciprocal membership for Pender Harbour Seniors. **MOTION to invite the Pender Harbour Seniors Initiative.** Moved by Karen, seconded by Jay, approved unanimously.

Adjourned 11:00 am

**Next Board meeting will be September 18th, 2024 at 9:00 am**

**Action Items for September's meeting:**

**ACTION:** Comments welcomed for the next meeting from the Strategic Planning document.

**ACTION:** Survey will be added to the ECHO in regard to accessibility and social isolation initiatives.

**ACTION:** Building inspection (Richard) - Setting up the inspection: in progress.

**ACTION:** Approval of Constitutional and ByLaw amendments.

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

Val Halset