

SSAC BOARD MEETING

February 19th, 2025

9:00 am Craft Room

Minutes

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

Regrets: Susan Grenville, Mark Patterson

Welcome 9:02 am

Approval of Agenda

Approval of Minutes [Minutes BoD Mtg Jan 15 2025.docx](#)

Matters Arising/Action Items:

ACTION: Karen will investigate the possibility of obtaining permission to have the utility box on Trail Avenue in front of the SSAC building painted with decorative art. Karen will speak to Telus about permission. get a quote from a printer, and will, ask the membership to come up with a decorative idea. Richard and Lisa will assist. **Carry Forward.**

ACTION : Val, Bert and Alison to meet in the new year to create a policy for MSC (My Senior Center). **DONE.**

ACTION: to revisit in March 2025 about having 2 Christmas lunches in the future. **Carry Forward.**

ACTION: Susan will create verbiage in regard to a respectful volunteer workplace. **In Progress.**

ACTION: Jay said the auditorium will be painted Dec 28 and 29th. **Done. Carry Forward for the doors, which will be painted soon.**

ACTION: Mark and Alison to create a form and procedure for members, to be reviewed in January. **Carry Forward.**

ACTION: Discussion of 40th anniversary of SSAC. **Carried forward until after AGM.**

Correspondence – Email response from Jay Durant – Global TV – re: story about the 50/50 lottery and the plight of seniors.

“Thanks so much for your email. Sorry for the late response. We are getting so many viewer submissions and are always weeks behind in getting caught up. We will take a close look at this great idea asap and also loop in some other producers at our station to see where it might be a good fit. Appreciate you sending it our way.

Cheers

Jay”

President's Report –

Grant Applications:

We have submitted a grant application for \$40,000 over 2 years to the *Sunshine Coast Foundation Prosperity Fund*. This is for 2 days per week salary for the Sous Chef to support the affordable lunch program.

We are in the process of submitting a grant application for \$10,000 to the *Sunshine Coast Healthcare Auxiliary* to support an enhanced version of Memory Cafe. Deadline February 28th.

We will be submitting a grant application to the *Sunshine Coast Foundation Responsive Grant* competition to support the cost of restructuring of the wall/divider between Craft and Farrish rooms. Maximum \$10,000. Deadline February 28th. We need a quote for the cost of the work.

Treasurer's Report - [ProfitandLoss 15 Jan 25](#)

Committee Reports

Maintenance Report (Richard)

We have three heat pumps on the roof servicing the wall mounted fan heaters in the lunchroom, offices, corridor and lounge. The compressor supplying those in the corridor by the front door and the lounge has blown. The replacement cost is over \$8,000. We want to defer making a decision on replacement until the summer when the cooling ability may be necessary. **ACTION:** Richard to arrange the repair of the compressor as soon as possible.

Bus (Karen) –

- Debbie has resigned from the Committee, thanks for all of her work.
 - New trip planning liaison: Dave Hargreaves.
 - Hire Clive Barnbrook to offer a First Aid “refresher” at no cost to drivers.
- ACTION:** Karen to speak to Clive about teaching a first aid class.
- Bus trips to Greater Vancouver area to have 1 driver and 1 “support” driver; sell only 20 tickets.

Communication (Gill/Gail) – No report.

Food Services (Susan) – No report.

Human Resources (Birgit) - The human resources committee on guidelines for the recruitment of volunteers has completed their review. Three documents have been prepared and will be sent in advance of the board meeting for members' review and recommendations.

Guidelines for Recruitment of Volunteers.

Organization Chart to Identify and Manage Risk: [Organization Chart - Risk Mgmt](#)

Revised Volunteer Application Form: [Volunteer Application Form](#)

MOTION that we accept the recommendation of the new volunteer application form. Moved by Bert, seconded by Birgit. Amendment to change the section under MEMBERSHIP: We ENCOURAGE to **REQUIRE** from the Volunteer.

MEMBERSHIP: We require all volunteers to become members of the Seniors Centre. Opportunities will be provided for volunteers to earn credits towards the membership fee. Bert/Val.

Amend amendment. We require all volunteers to become members of the Senior Centre. Moved by Bert, seconded by Brigit.

MOTIONS Withdraw.

ACTION: Val to research volunteer and membership discussions. **DONE.**

ACTION: (Bert/Brigit) The **Volunteer Application Form** will be rewritten where necessary.

Governance (Bert/Val) – MOTION to update Policy 13: Database Management, in the Policy and Procedures manual. [MSC Policy Jan 2025.docx](#) Moved by Val, seconded by Bert. Bert, Richard, Alison, Brigit, Jay, Val and Gail for; Karen against. Passed.

Health, Safety and Security (Bert) – John has been working on manuals.

Lecture Series (Gail) – A lot of attendees, she hopes to continue in the next year.

My Senior Center Report (Alison) – no report. Discussion of Pickle Ball registration strategies.

Space Planning (Mark) - no report.

Special Events (Jay) –

- In January Line dance workshop turn out good. We had about 45 people coming and asking for more.
- We will hold once again March 29 for advance group.
- Because of interest I will also hold Basic Beginners Line dance workshop on 22nd.
- March 15th will have a St. Patrick dance with The Shamrockers.

I have now book and confirm dance for every month in 2025.

We are still planning afternoon concert with Company B, waiting for confirmation when that will happen.

(Karen) Events: Sit-Down Educational Wine Tasting

- 8 wines, PPT presentation, light food (cheese/nuts)
- Board's thoughts on
 - o Timing: 6-7:30 PM
 - o Ticket price: \$30

It was suggested that we start earlier than 6pm. **ACTION:** Karen will select a date for the wine tasting event.

Sponsorships and Donations (Richard) - no report.

Strategic Planning (Bert) – Gail suggested renting parking at Capilano University. Her contact there said we could revisit after the current construction is completed.

Karen - A request (not a rule!) that able-bodied volunteers and directors not park in the SSAC lots, until we can resolve the parking issues. **ACTION:** Richard to request in the ECHO that able bodied members park in the back or on the street. (This would not apply to staff that are there all day and would be optional for others.)

Alison, Marg Penney, and Val met to discuss membership: [Membership Strategies Jan 2025](#)

Any Other Business –

Gail: [SSAC Planning re Physical Activity](#) Moved that Gail and Gill create a survey to determine the needs and interests of members including physical activity. Moved by Bert, seconded by Gail. Passed unanimously.

Bert - [Nomination and Election Cmte](#)

Voluntary statements from those directors up for re-election as to their plans regarding running again. This would be to enable the Board Election Committee to recruit candidates if necessary.

Bert nominated as the chair of the Nomination committee.

Jay nominated as chair of Election Committee.

Richard – SSAC Membership for SCACL Clients

Membership: Gill Smith and Richard met with a Board Member Nancy Brindley and Executive Director Lesley Anne Clarke of SCACL (Sunshine Coast Association for Community Living). They wanted to explore the possibility of their clients' attending activities at the SSAC. They were told that we are inclusive and persons with developmental disabilities would be welcome with a membership. Their clients are all on small pensions for persons with disabilities.

MOTION to create a SCACL Client SSAC membership at a reduced fee of \$10.
Moved by Richard, seconded by Val. Approved unanimously.

Adjournment 11:19

A handwritten signature in black ink, appearing to read "Val". The signature is stylized with a large, looped "V" and a cursive "al".

GM will be March 12, 2025 at 1:30 pm

Next Board meeting will be March 19th, 2025 at 9:00 am

ACTION ITEMS:

ACTION: Karen will investigate the possibility of obtaining permission to have the utility box on Trail Avenue in front of the SSAC building painted with decorative art. Karen will speak to Telus about permission. get a quote from a printer, and will, ask the membership to come up with a decorative idea. Richard and Lisa will assist. **Carry Forward.**

ACTION: to revisit in March 2025 about having 2 Christmas lunches in the future.
Carry Forward.

ACTION: Susan will create verbiage in regard to a respectful volunteer workplace.
In Progress.

ACTION: Jay will arrange for the doors in the Auditorium to be painted. **Carry Forward.**

ACTION: Mark and Alison to create a form and procedure for members, to be reviewed in January. **Carry Forward.**

ACTION: Richard to arrange the repair of the compressor as soon as possible.

ACTION: Karen to speak to Clive about teaching a first aid class.

ACTION: Val to research volunteer and membership discussions.

ACTION: Karen will select a date for the wine tasting event.

ACTION: Richard to request in the ECHO that able bodied members park in the back, or on the street. (This would not apply to staff that are there all day and would be optional for others.)

ACTION: (Bert/Brigit) The **Volunteer Application Form** will be rewritten where necessary to be brought forward at the March Board meeting.