

## SSAC BOARD MEETING

October 22nd, 2025

9:00 am Craft Room

### MINUTES

**Attendees:** Richard Ward, Mark Garland, Vicki Raw, Jeff Weeks, Alison Kowalewski, Jay Alexov, Brigit Stefani, Andre Casaubon, Mark Patterson, Val Galat (recorder)

**Regrets:** Gail Riddell

**Welcome 9:06**

**Approval of Agenda**

**Approval of Minutes:** [Minutes BoD Mtg September 17th 2025.docx](#)

**Other:** Swearing in Jeff Weeks as a new director at large.

**Conflict of Interest:** no conflicts for this meeting.

#### **Matters Arising/Action Items:**

- **ACTION:** Jay will arrange for the doors in the Auditorium to be painted. **Carried Forward. Hopefully this Sunday!**
- **ACTION:** Mark P and Andre will review and clean up internal storage. A walkthrough inspection was completed in the back room. They will continue with the Green Room. **Carried Forward. Mark P:** A light Reno is needed; looking for ideas on how to use this room. Hopefully it can become a multi-function space.
- **ACTION:** A password will be issued for SSAC's free wifi. **Passed to Vicki**
- **ACTION:** Defer decision on moving forward for the heat pump changes pending the 2026 budget considerations. **Passed to Vicki**

**Correspondence (Val):** none

**President's Report (Richard):** New updated 50/50 lottery for other senior centres to join us for a percentage, has been put out there, with the deadline for joining in a few weeks. Our gaming license will need to be updated.

Bus sale update: we have had some recent inquiries.

Very excited how the centre is working now.

**Executive Director's Report (Vicki):** [10 - OCTOBER 2025 - ED REPORT](#)

Week 4 for Vicki. She is working on proposed changes to the Constitution and Bylaws, and Policy and Procedures.

**Motion to add the executive director as a signing officer on the Credit Union bank accounts. Moved by Val, seconded by Andre. Passed unanimously.**

**MOTION for official receipts for income tax purposes to be signed by the Executive Director as of today. Moved by Birgit, seconded by Jay. Passed unanimously.**

**Motion to stop accepting activity cards after December 31, 2025. Moved by Alison, seconded by Birgit. Passed unanimously.**

**Treasurer's Report (Alison):** [Profit and Loss for September 2025](#)

Vicki is considering additional charge for facility rentals that incur extra cleaning

**Draft 2026 Operating Budget:** The 2026 budget will show a deficit. Fundraising and promotions will change; it is conservative on the income side. **Motion to accept this draft budget for 2026. Moved by Alison, seconded by Mark P. Approved unanimously.**

Our shared folder is being reorganized for usage.

**Formation of a Finance Committee (Vicki):** Suggested that it includes Treasurer, Chair, 1 - 2 board members. Also consider an external member who is an accountant or bookkeeper. Executive Director (ex-officio).

**Executive Committee Report - Formation of an Executive Committee (Vicki):** Suggested it includes the officers of the Board (Chair, Vice Chair, Treasurer, Secretary) and 1 – 2 Directors. Executive Director (ex-officio).

**HR Committee Report (Birgit) - Formation of a Human Resources committee, to be chaired by Director (preferably with HR experience) and include Treasurer and Executive Director (ex-officio).**

We are higher in salaries than budgeted.

Regular volunteer meetings for feedback would be useful. (Andre) Same with activity chairs.

**Committee Reports: (to be adjusted for future meetings)**

**Maintenance Report (Richard):** no report

**Communication (Gill/Gail):** no report. Andre noted that word of mouth was the main way people heard about the dances.

**Food Services (Alison):** no report

**Governance (Val):** no report

**Health, Safety and Security:** no report

**Lecture Series (Gail):** no report

**My Senior Center Report (Alison):** Working on processes.

**Space Planning (Mark P):** see Actions above re: the green room.

**Special Events/Dances (Jay):** Lots of new events are happening. 2026 dances are fully booked.

**Any Other Business:**

- Change time of the start of Board meetings: the new start time will be 9:30 am.
- Reviewing the number of directors now needed.

**In Camera session (if required)**

**Adjournment: 10:33 am**

A handwritten signature in black ink, appearing to read "Val Gail".

**GM on October 29<sup>th</sup> at 1:30 pm**

**Next Board meeting will be November 19<sup>th</sup>, 2025, at 9:30 am**

**ACTION ITEMS:**

- **ACTION:** Jay will arrange for the doors in the Auditorium to be painted. **Carried Forward.**
- **Mark P:** A light Reno is needed for the green room; looking for ideas on how to use this room. Hopefully it can become a multi-function space.