

## SSAC BOARD MEETING

March 18th, 2026

9:30 am Craft Room

### MINUTES

**Attendees:** Alison Kowalewski (chair), Andre Casaubon, Jeff Weeks, Jay Alexov, Birgit Stefani, Mark Patterson, Vicki Raw, Val Galat (recorder)

**Regrets:** Richard Ward, Gail Riddell, Mark Garland

**Welcome 9:32 am**

In Richard's and Mark's absence, Alison chaired the meeting

**Approval of Agenda**

**Approval of Minutes** [SSAC February 18 2026 BoD Minutes](#)

**Conflict of Interest on any item**

**Matters Arising/Action Items:** none

**Correspondence (Richard) – none**

**Executive Director's Report (Vicki)** - A lot of work on the bylaws has occurred. Performance reviews are ongoing as are the new job descriptions. Working more on the finance duties before Alison leaves the Board. There have been many inquiries for the sale of the bus from a recent Coast Reporter article.

**Treasurer's Report (Alison/Vicki) –** [02 - Feb 2026 - Profit and Loss](#)

With recent changes to our chart of accounts, the P&L looks different; however, it still reflects the same streams of revenue and expenses. The 2025 year-end is being finalized and will need to be approved by the Board no later than April 1<sup>st</sup>. **Motion to approve the January and February financials.** Moved by Andre, seconded by Birgit. Approved unanimously.

### **Committee Reports:**

#### **Board Committees:**

*Governance Committee*

**Executive Committee** – met via video call with Bill McIntosh in regard to changes to the Bylaws. There will be ongoing discussions to move forward with.

Finance Committee - no report

*Fundraising Committee*

*HR Committee*

### **Operating Committee:**

Branding Committee – no report

**Food Services Program Committee** – the food service production will be reduced for a 6 week period due to an employee absence.

**Health Safety and Security Committee** – send feedback to Mark P in regard to security and safety framework. John and Gill did a walkthrough last week and identified a few items that need attention.

### **Any Other Business:**

**Bylaws** - the Exec Committee met with the lawyer virtually on Friday, March 13<sup>th</sup> to discuss proposed changes to the bylaws.

**AGM** - to acknowledge the change in date from March 25 to April 22 to accommodate bylaw resolutions. **Moved to approve the change the date of the 2026 AGM from March 25<sup>th</sup> to April 22<sup>nd</sup>.** Moved by Val, seconded by Mark P, approved unanimously.  
Helen Ward and Sylvia Hockley will manage the election.

**Volunteer week** – Ideas on how best to acknowledge and celebrate our volunteers. Have a special volunteer event during the week of April 19<sup>th</sup> – 25<sup>th</sup> 2026. Please let Vicki know of any ideas. Discussion about tracking volunteer hours, and to perhaps offer a free membership after so many hours and then implement the current meal compensation.

**ACTION: A policy for volunteer membership will be drafted.**

**MOTION to provide free membership to staff during their employment.** Moved by Mark P, seconded by Jeff. Passed unanimously.

**Nominations & Board Succession** - we need a plan! – notice Board will go up in the lobby. Suggested that announcements be made to all groups by their instructors. Have the nominating committee ensure that nominees have qualifications that are needed, and to discuss it with the nominees. Finding a chair and a treasurer are priority.

**ACTION: A statement needs to be prepared for the instructors.**

**ACTION: Terms of Reference for Board positions needs to be drafted.**

**Front Desk Greeters** - Later in the day many members are not scanning in for their activity. Greeters are finished at 1:30 pm. Jeff has suggested we have 2 shifts; perhaps the 50/50 clerk could assist. The extra computer in the lobby could be used to pay for their lottery tickets. Nonpayment of activities is becoming an issue.

**ACTION: A Policy will be created for outstanding wallet balances.**

**In camera:**

**Adjournment: 11:10**

Next Board meeting will be April 20th, 2026, at 9:30 am

A handwritten signature in black ink, appearing to read "Ash Gubot". The signature is written in a cursive, flowing style.

**ACTION ITEMS:**

**ACTION: A policy for volunteer membership will be drafted.**

**ACTION: A statement needs to be prepared for the instructors to ask people to join the Board.**

**ACTION: Terms of Reference for Board positions needs to be drafted.**

**ACTION: A Policy will be created for outstanding wallet balances.**