

SSAC BOARD MEETING
April 20th, 2026
9:30 am Farrish Room

Minutes

Attendees: Richard Ward, Alison Kowalewski, Mark Garland, Gail Riddell, Birgit Stefani, Andre Casaubon, Val Galat (recorder).

Regrets: Jay Alexov, Jeff Weeks, Mark Patterson

Welcome 9:30 am

Approval of Agenda

Approval of Minutes [Minutes BoD Mtg March 18th 2026.docx](#)

Conflict of Interest on any item

Matters Arising/Action Items:

- **Fundraising Committee – deferred**
- **Human Resources Committee – Done, see below**

ACTION: A policy for volunteer membership will be drafted - deferred.

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

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

Correspondence (Richard) – Notification from BC Gaming of the successful completion of the audit of the BC Seniors on line 50/50.

Executive Director’s Report (Vicki) – Getting ready for the AGM.

Treasurer’s Report (Alison/Vicki) – [March 2026 Profit and Loss](#)

Committee Reports:

Board Committees:

Governance/Executive Committee - no report

Finance Committee – Member Petra Haas has agreed to join our finance committee.

Fundraising Committee – no report

HR Committee (Birgit/Vicki)

- This committee is being formed. Gail will sit on it and member Maylynn Woo.
- Updated Job Descriptions

[JD - Front Desk Administrator - March 2026](#)

[JD - Head Chef - March 2026](#)

[JD - Manager of Operations - March 2026](#)

- Performance Reviews have been completed for Gill, Heather and Emily.
- Review of Vicki's 6-month probationary period was successfully completed, as well.
- Performance Reviews for Jackie and Liz will occur shortly.

Operating Committee:

Branding Committee – no report

Food Services Committee – committee structure [Food Services Committee](#)

Health, Safety & Security Committee - risk matrix was shared with Board.

Any Other Business: Approval needed to proceed with money from the bus sale going towards air conditioning for the Farrish and Craft Rooms. **Motion to use funds from the sale of the bus to purchase and install heat pumps in the Farrish and Craft Rooms.**

Moved by Andre, seconded by Alison. Approved unanimously.

Richard spoke about his appreciation for the board.

(Andre) Discuss the impact of the current world situation and how it may affect SSAC. Noted that we should be aware of our finances due to the insecurity going on in the world and watch for increased costs, etc.

Harmony Hall (Gibsons Seniors Society) has a new president, and Andre will arrange for him to tour our facility.

(Vicki) Successful grant application to the Hospital Auxiliary; awarded SSAC \$5000 for the Memory Café program.

Discussion about having the auditorium entrance locked between gaps in use of the auditorium. Vicki will speak to the team about options. She is also working with TELUS to gain access to our security system.

ACTION: An audit of keys will be conducted this Spring.

(Val) supporting our local food bank. Suggestions - we put out a box for the Food Bank. We could have a drive periodically. Revenue from selected silent auction items could go to the food bank. Un-receipted cash can be accepted on their behalf. Andre will talk to Jay re: accepting non-perishable items at dances.

Leftover food from our kitchen could possibly go to Arrowhead.

In camera:

Adjournment: 10:50 am

A handwritten signature in black ink that reads "Val Lalot". The signature is written in a cursive style with a large, looping initial "V" and a distinct "L" in "Lalot".

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