

## SSAC BOARD MEETING

May 20th, 2026

9:30 am Craft Room

### MINUTES

**Attendees:** Birgit Stefani, Mark Garland, Jay Alexov, Andre Casaubon, Gail Riddell, Mark Patterson, Vicki Raw, Val Galat (recorder)

**Regrets:** Jane Whittleton, Jeff Weeks

**Welcome 9:28**

**Approval of Agenda**

**Approval of Minutes** [April 20, 2026 BoD mtg minutes](#) [post AGM minutes April 22 2026](#)

**ACTION: AGM minutes – add to June agenda.**

**Conflict of Interest on any item**

**Matters Arising/Action Items:**

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

**ACTION:** Terms of Reference for Board positions will be drafted. **In progress.**

**ACTION:** A Policy for outstanding member wallet balances will be drafted. **In progress.**

**ACTION:** updated confidentiality agreements to be available at the May Board meeting.

**Recommendations in progress.**

**Correspondence -**

Query from member, Terry Davies, on the Centre's position re: the potential impact to seniors of BC's property tax deferral program. Potentially host a forum. **ACTIONS: Vicki will respond to Terry. Mark P will get more information.**

Kit Artus sent correspondence to Birgit about published photos of members. Historical pictures are a concern as well. Birgit will respond to Kit. **ACTION: Vicki will create a sign for events regarding photography.**

**Executive Director's Report (Vicki)** – Met with greeters and front office volunteers and plans to meet with kitchen volunteers for their input, as well. The 40<sup>th</sup> birthday celebration went very well. The new video about the centre was presented. It was also shown at the Rock 'n' Roll Bingo the following evening, which was an enjoyable evening despite the low attendance. Jeff is being trained for the treasurer position.

**Treasurer's Report (Jeff/Vicki)** – [Profit and Loss April 2026](#)

Vicki presented the P&L statement for April and responded to questions. She noted that she has asked the bookkeepers to include a year-to-date column in the future. She advised that the heat

pump equipment has been ordered for the Craft and Farrish Rooms and that electricians will be hired once we have a set date for installation.

### **Committee Reports:**

#### **BOARD COMMITTEES**

**Governance Committee** – no report

**ACTION:** recommendation to not create a separate Governance Committee and instead roll it into the Executive Committee. **It was agreed to not have a Governance Committee, as the Executive Committee can cover those responsibilities.**

**Executive Committee** – Executive Committee meeting May 5<sup>th</sup> – update (Birgit)

**ACTION:** Board to appoint additional director to the Executive Committee, as per updated bylaws. **It was agreed to not add an additional director at this time.**

**ACTION:** Board to determine how regularly the Executive Committee shall report to the Board. This committee will meet the first Tuesday every month and recommends we report to the board at every board meeting. **It was agreed.**

**ACTION:** to determine parameters/limits of the Executive Committee's authority

**MOTION that the Executive Committee shall have the power to transact all regular business of the Society between meetings of the Board as authorized by the Board.**

Moved by Val, seconded Mark G. Tabled until there is clarification. **DEFERRED**

**ACTION: A workshop on the governance board duties for Vicki to organize and facilitate.** Birgit also reported that Vicki's 6-month review was given, and all parties were pleased.

**Finance Committee** – Jeff, Petra Haas and Vicki are current members. Mark P will join this committee.

**Human Resources Committee** – update (Birgit/Vicki [Human Resources Committee May 2026](#))

**ACTION:** confirm composition of the Human Resources Committee **DONE.**

Birgit Stefani, Gail Riddell, MayLynn Woo, Vicki Raw (ex-officio)

**Fundraising Committee** - deferred

#### **OPERATING COMMITTEES**

**Branding Committee** – meeting to be scheduled

**Communications & Marketing** – meeting to be scheduled

**Food Services Committee** – no report

**Health, Safety & Security Committee** – no report. A walk around is scheduled.

#### **Operational topics for discussion/input:**

- Bar Stock Security (Mark G) – there have been issues. Locks have changed. It is being monitored.
- Communications Strategies (Gail) – Consider updating our communications, including the ECHO, and advertising. Mark suggested that this is part of our strategic planning. Vicki

would like to see templates created for posters, ie dances. The Branding Committee will liaise.

**Any Other Business:**

Food Bank box: pick one or take one (Val) – Gill is setting this up. We will add this to our events.

**In Camera:**

**Adjournment: 11:04**

**Next Board meeting will be June 17th, 2026, at 9:30 am**

**ACTION ITEMS:**

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

**ACTION:** Terms of Reference for Board positions will be drafted. **In progress.**

**ACTION:** A Policy for outstanding member wallet balances will be drafted. **In progress.**

**ACTION:** updated confidentiality agreements to be available at the May Board meeting.

**Recommendations in progress.**

**ACTION:** Mark P will get more information about the BC's property tax deferment program.

**ACTION:** Vicki will create a sign for events regarding photography.

**ACTION:** to determine parameters/limits of the Executive Committee's authority

**MOTION that the Executive Committee shall have the power to transact all regular business of the Society between meetings of the Board as authorized by the Board.**

Moved by Val, seconded Mark G. Tabled until there is clarification from the executive committee. **DEFERRED**

**ACTION:** Vicki to organize and facilitate a workshop on Board Governance structure, responsibilities, etc. for the Board.

**ACTION:** AGM minutes – add to June agenda.

