

SSAC BOARD MEETING

June 17th, 2026

9:30 am Lunchroom

Minutes

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

Welcome 9:27 am

Approval of Agenda Approved

Approval of Minutes [AGM Draft Minutes April 22 2026.docx](#) [Minutes BoD Mtg May 20th 2026.docx](#) Approved

Conflict of Interest on any item - none

Matters Arising/Action Items:

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

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

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

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

Recommendations in progress. Move to HR

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

More changes will be coming for this program. An article will be placed in the ECHO which will include a link explaining the program and new rates. ACTION: Mark will research a little more of the BC Property Tax Deferment program and give the information to Vicki for an ECHO article.

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

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. **Deferred**

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

Correspondence - Elder College donated \$1000 to the affordable food program, as part of their 25th Anniversary celebration.

Executive Director's Report (Vicki) – The **Aging in Place** session was well attended. We will have a link to the session video soon, and it will be shared in the ECHO.

Treasurer's Report (Jeff/Vicki) – [05 - May 2026 - Board of Directors P&L_updated](#)

Committee Reports:

BOARD COMMITTEES

Executive Committee – Executive Committee meeting June 2nd – update (Birgit): Talked about HR and Elder College.

Finance Committee – no report

Human Resources Committee – update (Birgit/Vicki) Working on Confidentiality Agreements and policies on Privacy and Bullying & Harassment, and Volunteer Information package. We need to appoint a Privacy Officer. Jane agreed to join the HR Committee and step into the role of Privacy Officer. **ACTION:** Roles and Responsibilities are being created for this position.

Fundraising Committee – deferred

OPERATING COMMITTEES

Branding Committee – meeting to be scheduled

Communications & Marketing – meeting to be scheduled

Food Services Committee – meeting to be scheduled for August.

Health, Safety & Security Committee – (Mark P) A risk matrix meeting will be called in the next month.

Operational topics for discussion/input:

Any Other Business: To replace the President's Report in the ECHO, the Executive Committee suggested a "board message", to be written by a Board member on a rotating basis, with the chair writing one every quarter. One can submit an article, on anything. **ACTION:** Present to Vicki at any time, as the articles will be added once a month.

Vicki – Update on elder abuse workshop. She learned who to direct someone to if they knew of a situation. Elder College will be doing information sessions. Perhaps we will do something similar.

Vicki – Volunteer lunch. To be held July 3rd. The Board will host. Committee will include Jay, Mark G, and Gail.

Andre – Harassment Policies query. (Answered in discussion for HR)

Vicki – Vacation Schedules. **ACTION: Submit preplanned vacations to Vicki by June 30th.**

Vicki – On June 26th the parking lot will be closed for cleaning and repainting.

In Camera:

Adjournment: 10:36 am

Next Board meeting will be July 15th, 2026, at 9:30 am

ACTION items:

ACTION: Mark will research a little more of the BC Property Tax Deferment program and give the information to Vicki for an ECHO article.

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

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

ACTION: Rolls and Responsibilities are being created for the Privacy Officer position.

ACTION: Submit preplanned vacations to Vicki by June 30th.

ACTION: Present to Vicki at any time, board written articles for the ECHO.

The image shows two handwritten signatures in black ink. The first signature, on the left, is 'Val' written in a cursive, flowing style. The second signature, on the right, is 'Mark G.' also written in a cursive, flowing style. The two signatures are positioned side-by-side.