

SSAC BOARD MEETING

July 15th, 2026

9:30 am Craft Room

Minutes

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

Absent: Gail Riddell

Welcome

Approval of Agenda

Approval of Minutes [BoD Mtg Minutes June 17 2026](#)

Conflict of Interest on any item - none

Matters Arising/Action Items:

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

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 on the role of the executive committee. **DEFERRED**

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

ACTION: Roles and Responsibilities are being created for the Privacy Officer position. **Deferred**

ACTION: Submit preplanned vacations to Vicki by June 30 **Done.**

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

Correspondence - none

Executive Director's Report (Vicki) – Was focused on month end and reviewing mid-year actuals to budget. She is busy with grant writing. The parking lot painting has had to wait due to rain. Postponed to the weekend of July 25th. Great feedback came from the volunteer luncheon.

Treasurer's Report (Jeff/Vicki) – [Profit and Loss June 2026](#) a review of Q1/Q2 against budget will be provided for the August meeting.

Committee Reports:

BOARD COMMITTEES

Executive Committee – Executive Committee meeting July 7th – update (Birgit) **In the future, Executive Committee meetings will be on an on-call basis.**

Finance Committee – none

Human Resources Committee – update (Birgit/Vicki) **Confidentiality Agreements -** Agreements for Employees, Volunteers and Board Members were distributed to the Board to review and for feedback. Contractor agreement in the works. Need to create working from home protocols, including how to safeguard documents and files when working on them off-site. A policy for Harassment and Bullying is being created. Key message posters will be publicized once created.

Fundraising Committee – deferred

OPERATING COMMITTEES

Branding Committee – meeting to be scheduled

Communications & Marketing – meeting to be scheduled

Food Services Committee – meetings to be scheduled quarterly

Health, Safety & Security Committee – Reviewing their matrix for prioritizing and timelines.

Operational topics for discussion/input:

Any Other Business: Suggested we move the date of the monthly meeting to the 4th Wednesday of the month. **Everyone agreed.**

In Camera:

Adjournment: 10:14 am

Group Photo was taken after the meeting.

ACTION ITEMS

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Next Board meeting will be August 26, 2026, at 9:30 am

Val G. Hart