

SSAC BOARD MEETING

August 26th, 2026

9:30 am Craft Room

Minutes

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

Regrets: Birgit Stefani

Welcome 9:30 am

Approval of Agenda Done

Approval of Minutes [BoD Minutes July 15 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** until Governance session.

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

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

Correspondence – (Vicki) We received a gift from Louise Parker of \$100,000 in memory of her late partner, Bob Mackie.

Executive Director Report (Vicki) – Dates for the Board workshop on Board Governance and Strategic Planning: Sept 9th, 10th and 14th, if needed. These dates worked for all. Sessions will be 1.5-2.0 hrs. Coffee will be ready for 8:45am so that everyone is ready to start at 9:00am each day.

Two Grant applications have been submitted: Lululemon and Gay Lea. Both will be making their decisions mid-October, Vicki has also been reviewing criteria for a Gaming Grant from the Provincial government.

Vicki shared her thoughts around replacing the permanent wall between the Farrish and Craft rooms with a pull-out wall similar to the one in the dining room. This would allow the space

more flexibility and help free up the auditorium for more activities. A second pull-out wall could be installed at the back of the Farrish room to create a space to store our chairs, keeping them out of sight. Discussion followed.

Treasurer Report (Jeff/Vicki) – [07 - July 2026 - Profit and Loss SSAC updated.pdf](#)

Jeff presented the P&L and Balance Sheet for July, as well as a detailed report, complete with a status dashboard, for the first half of our fiscal year. He noted that summer months usually run a deficit, but we should see it reverse later in the year. We are doing better than budget at this point of the year. The gift that Vicki reported earlier in the meeting will definitely make a difference.

Committee Reports:

BOARD COMMITTEES

Executive Committee – no report

Finance Committee – no report

Human Resources Committee – update (Birgit/Vicki/Jane)

- **Confidentiality Agreements update:** Vicki distributed forms, to be completed and given to Jane, as Privacy Officer, so that she can witness them.
- Bullying & Harassment policy is being drafted and will be shared with the Health, Safety & Security Committee before being presented to the Board.

Fundraising Committee – deferred

- While the creation of a Fundraising Committee has been deferred, Jay and her dance/event committee were thanked for their wonderful work. The net revenue is approximately \$9750 YTD. Jay is receiving excellent feedback from performers who say they really enjoy our enthusiasm and performing for us.

OPERATING COMMITTEES

Branding Committee – meeting to be scheduled

Communications & Marketing – meeting to be scheduled

Food Services Committee (Vicki) – A meeting was held Aug 18. A deep clean of the kitchen is planned. Kitchen Rules & Duties were reviewed and updated to include FoodSafe items. Final versions will be shared with each volunteer, along with Confidentiality forms. Our volunteers do a great job and are greatly appreciated.

Health, Safety & Security Committee (Mark P) – July meeting update:

- Current priority is safety & security
 - building and grounds
 - staff, volunteers and members
 - Telus security system review
 - Making the back area/property less comfortable for non-members to hang out
 - Opening and closing procedures – office, kitchen, and after-hours events

Operational topics for discussion/input:

(Mark G) - verification of policy regarding unpaid activity fees. We need something and staff and volunteers need to be aware. Vicki recommended \$24 should be the limit. Emails could be sent to those members. Vicki will follow up with Gill and contractors.

(Birgit) We need to issue and sign the finalized confidentiality agreements. **DONE.**

(Val) - Review the success/issues of the BBQ and Open House - The Sunshine Coast Rotary did a terrific job of cooking for us. People enjoyed themselves and the food offered. Approximately 110 people attended. We made enough money to cover all event expenses. The Open House had few visitors, likely because it was mostly members that attended. Recommend that an annual Open House should occur. We should consider having activity demonstrations with more interactive stations. We hope to attract new members and to show people that any age can join.

Any Other Business: Vicki provided a quick update on the Capilano University property. We hope to be included in discussions with the Nation.

In Camera: none

Adjournment: 10:56 am

Next Board meeting will be September 23rd, 2026, at 9:30 am

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