

## SSAC BOARD MEETING

January 15th, 2025

9:00 am Craft Room

### MINUTES

Attendees: Richard Ward, Alison Kowalewski, Bert Carswell, Jay Alexov, Susan Grenville, Gail Riddell, Karen Madsen, Lisa Brown, Mark Patterson, Val Galat (recorder).

Regrets: Birgit Stefani

**Welcome 9:11 am**

**Approval of Agenda Moved to make additions to the agenda.** Moved by Bert, seconded by Alison. Passed unanimously.

**Approval of Minutes** – [BoD Mtg MINUTES Dec 18 2024.docx](#) Approved by Richard.

**Matters Arising/Action Items:**

**ACTION:** Karen and Jay to get more information to bring to the next Board meeting in regard to an SSAC Casino Night. More information is forthcoming.

**Abandoned.**

**ACTION:** Karen will investigate the possibility of obtaining permission to have the utility box on Trail Avenue in front of the SSAC building painted with decorative art. Karen will speak to Telus about permission. get a quote from a printer, and will, ask the membership to come up with a decorative idea. Richard and Lisa will assist. **Carry Forward.**

**ACTION:** Alison will test the feasibility of the choppers for the kitchen. The committee would like to donate them to a food kitchen. **MOTION** that we donate the choppers to Union Gospel Mission in Vancouver. Moved by Alison/Karen, passed

**ACTION :** Val, Bert and Alison to meet in the new year to create a policy for MSC (My Senior Center). **Meeting January 27<sup>th</sup>.**

**ACTION:** Bert will get a quote on a bike rack for the back of the building. **Done.**  
**See below.**

**ACTION:** to revisit in March 2025 about having 2 Christmas lunches in the future.  
**Carry Forward.**

**ACTION:** Susan will create verbiage in regard to a respectful volunteer workplace.  
**In Progress.**

**ACTION:** Jay said the auditorium will be painted Dec 28 and 29<sup>th</sup>. **Done, except the doors, which will be painted soon.**

**ACTION:** Mark and Alison to create a form and procedure for members, to be reviewed in January. **Carry Forward.**

**ACTION:** A skeleton document is being prepared, to be ready for the February 2025 BoD meeting. **Done.**

**Correspondence** – Gill Smith thanks the Board for her bonus; it was much appreciated.

### **President's Report –**

We need to observe room fire limits for all our events. There are huge liability consequences. **ACTION:** Health and Safety Cmte will look into this and create signage and policies.

All special events require a proposal with a budget for approval by either the Treasurer or President

Online 50/50 update: So far marketing has been limited to SSAC member email list and in-house posters. Digital marketing will commence this week. Handheld devices in the SSAC and remote locations will be capable of Cash, Debit and Credit card sales. Wednesday Jan 22, 5:30 – 7pm in the Dining Room, Richard and Karen will host a wine and appies reception for 40 influential individuals on the coast. Presenting the cause and how we intend to use the proceeds.

**Treasurer's Report - [Profit and Loss Report 1](#) ACTION:** Alison will soon implement a new process of payments for individual expenses.

## **Committee Reports**

### **Maintenance Report (Richard)**

A maintenance committee has been formed: David Goldsmith (Chair), Bob Maveety, Ken Kolterman, Richard Ward (Board Liaison).

Bob Maveety has taken care of almost all of the list of small repairs identified by the Building Inspection. Washing machine door seal still to be replaced. Water pooling on the floor is wicking up into drywall of adjacent bathroom wall.

Bob arranged for a dedicated electrical line from Electrical room through drop ceiling to free standing freezer in Kitchen to be installed Friday Jan 17<sup>th</sup> (\$1450). Replaces an extension cord.

Bob is still waiting to receive a quote from Olsen electric for the EV Charger. Needs a 50amp circuit. We do not have enough room in our current electrical panel, so it appears the new line would have to be brought in across the car park from the street.

**Bus (Alison)** – We have several bus drivers. Karen will be the new Board liaison. Another volunteer will be needed on the cmte. **(Karen) ACTION:** A survey will be sent to the bus drivers to see their preferences. A first aid certification is being considered as a requirement.

**Communication (Gill/Gail)** – suggested before sending the mid-month email news blast that Gill asks the board if they have any items.

**Food Services (Susan)** – oral report: The kitchen is running well during Emily's absence. A cleaning fee has been suggested, as some non SSAC renters have not cleaned properly.

Suggested we limit members for lunch as some days people have to wait too long, or there is no meal available by the time they order. Keeping track of entrees available may help. **ACTION:** (Lisa/Richard) signage and an ECHO article will be

created to indicate members only and limited take out of 2 entrees on Fridays. Effective Feb 7<sup>th</sup>, 2025.

### **Human Resources (Bert/Birgit) - [Human Resources Jan 2025](#)**

Introductions were made to the board of our new front office administrator Heather Cole.

**Governance (Bert/Val) – ACTION:** Some policies are being updated and will be brought forward for approval once complete.

**Health, Safety and Security (Bert)** - see below for bike rack information. We won't lose a parking spot in the back where it will be placed. Bert was tasked with purchasing the bike rack.

### [Fire Safety Plan - SSAC Draft 1 - November 1 - 2024](#)

**Lecture Series (Gail)** – Tracking how people are hearing of the lectures. All is going well.

**My Senior Center Report (Alison)** – more key tags are on order.

**Space Planning (Mark) - [SSAC Renovation Plan](#) ACTION:** (Alison) Recommendations of contractors and to get a couple of quotes is the next step for the lounge wall.

**Special Events (Jay)** – events for 2025 are booked until the end of the year.  
**(Karen)** – Requested a schedule from Jay so that she can select a date for wine tasting.

### **Sponsorships and Donations (Richard) -**

Donations since Sept 1<sup>st</sup>, 2024:

Affordable Lunch - \$11,514.75

General Revenue - \$26,776

Endowment Fund - \$1,000

## Strategic Planning (Bert) – [Strategic Planning Actions](#)

**Any Other Business – (Val)** Reminder of the 40th anniversary of SSAC is in 2026. TABLE until after AGM. **ACTION:** Nominations CMTE for Board members needs to be determined.

**(Bert)** Rescind motion from previous meeting: **Move** that the motion by Bert and seconded by Alison of December 18, 2024 to separate Security from the Health Safety and Security Committee by creating a separate Security Committee be rescinded and replaced by the following motion.

**Moved** by Bert that; “*security* becomes a sub-committee of *Health and Safety* with Ida Koopman and Mike Clarabut as members and Board Member Mark Patterson as chair and board liaison.” The mandate of this subcommittee will be to develop and recommend procedures for the protection of all the assets of the Sechelt Seniors Activity Centre to the Health and Safety and Security Committee. Approved unanimously.

**(Susan)** Volunteer of the Month – Honourees will receive a certificate, plus a write up in the ECHO, and their picture on the screen. The first will be in February.

**Adjournment 11:11**

**Next Board meeting will be February 19th, 2025 at 9:00 am**

A handwritten signature in black ink that reads "Val Galat". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

### **ACTION ITEMS:**

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**ACTION:** Alison will soon implement a new process of payments for individual expenses.

**ACTION:** Karen will create a survey that will be sent to the bus drivers to learn their preferences. A first aid certification is being considered as a requirement.

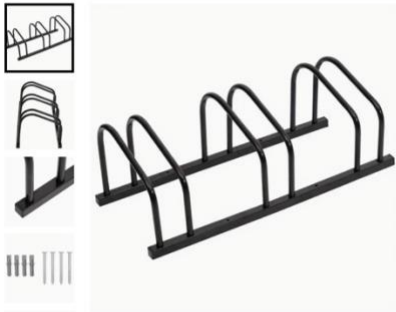
**ACTION:** (Lisa/Richard) Lunch restrictions: signage and an ECHO article will be created to indicate members only and a limit of take out to 2 entrees on Fridays. Effective Feb 7<sup>th</sup>, 2025.

**ACTION:** (Bert/Val) Some policies are being updated and will be brought forward for approval once complete.

**ACTION:** Alison will search for recommendations of contractors, and to get a couple of quotes for the lounge wall renovation.

**ACTION:** Nominations CMTE for Board members needs to be determined.

Home > Tools & Home Improvement > Storage & Home Organization > Black Metal Bike Rack Stan...



**Local warehouse** Black Metal Bike Rack

Stand for 3 Bikes - Floor Mounting Type, Space-Saving Design for Home Garage and Garden Bicycle Parking

Sold by (3.5K+ sold) >

CA\$73.34 Only 4 left Pay CA\$18.33 today

Free shipping from this seller

Color: Black

Qty

Add to cart

Buy now

g & Faster dispatch

**ChicFinder**

591 Followers | 3.5K+ Sold | 4.4 Rating

Follow

Shop all items (292)

Details Save | Report this item >

Mounting Type: Floor

Material: Metal

Color: Mixed Color

Item ID: VM528299 Copy

Store Information >

Free shipping from this local warehouse >

Standard: FREE, fast delivery: 4-10 business days, est. 75.2% within 6 business days

Free returns · Price adjustment >

Temu's Tree Planting Program (16M+ trees) >

Shopping security >

- Safe Payment Options
- Secure logistics
- Secure privacy
- Purchase protection