

Minutes - GSCA Board Meeting

April 19, 2023

1. Opening of the in camera meeting:

Kaamran opened the meeting at 10:01

Present: Wanda Borley, Kaamran Hafeez,, Jenny MacLeod, Ken Manninen, Debbie Marshall, Cheryl McNeil, Richard Strachan

Regrets: Kim Kristiansen

2. Amendments to agenda: - add to new business: 6) website 7) application for line dancing activity group

3. Approving the amended agenda: Jenny - **carried**

4. Approving the Minutes from March 15, 2023 Board Meeting: Cheryl - **carried**

5. Approving the Minutes from the March 26, 2023 Supplementary Board Meeting:
Wanda - **carried**

6. Matters arising from the March 15, 2023 Minutes:

ONGOING:

1. Planning (Ken)

- Expenditure List additions? (all) - attachment - nothing added

2. Correspondence (all)

- Ken was to arrange for card and \$50 gift certificate from Wild Rose Garden Centre for Hilary - **DONE** -

CURRENT:

1. Commercial insurance policy renewal/coverage -received re-assessment (Wanda) - increased cost due to re-evaluation of building replacement cost. New premium paid.

2. Jenn Knight to provide an AED overview on Friday, May 12th at 10:00 for Rollo members. As this is Palette People's weekly designated time slot, the Palette People executive have agreed to relinquish this time for the session. Ken will now proceed to RSVP members to this AED refresher event and gauge number of attendees to ensure adequate number of participants to warrant proceeding.

3. Update on Moveable Feast Food Trailer moving to Rollo parking lot (Kaarman) - Moveable Feast has chosen to relocate to Silva Bay instead.

4. Change of fiscal year end to December 31st. (Wanda) - The request to CRA was approved so starting this year, fiscal year end will be December 31st.

5. Progress on Adult Education programming/outreach (Debbie) -
MOTION (Jenny) - Debbie will explore seniors education needs in the community and identify and consult with initiators. **carried**

6. Sourcing of flooring for Hagan's Hangout - update - (Kim) - **CARRIED FORWARD**

7. **New Business:**

1. RDN license of use agreement renewal (Wanda) - GSCA was to renew the agreement with the RDN for an additional 5 years for use of Rollo by Emergency Social Services as a reception centre in case of local emergency. The renewal is in progress and a new contract is expected in May.

2. Review AGM proceedings (Ken) - This year's AGM was reviewed and recommendations made for next year's meeting including:

- (a) financial statements to be sent out in advance with agenda and hard copies to be available at the AGM as not easily viewed on t.v.
- (b) financial statements to include previous 5 year for trending comparison
- (c) if there is a Zoom component, a closer watch for questions (raised hands) from participants must be undertaken to ensure full participation of all members
- (d) reports from activity groups will be read by representatives of specific groups who are in attendance at the meeting. Those groups not in attendance will only have their reports included in the minutes of the AGM.
- (e) open discussion should be the last agenda item
- (f) coffee/tea and goodies should be available at the AGM
- (g) simple printout about serving on board will be available at the AGM
- (h) consider having Rules of Order available at AGM
- (i) consider having a guest speaker at the AGM to encourage greater attendance

3. Sounder Ad inviting new activity groups for Rollo (Kaamran) - Richard is working on a proposal for board consideration concerning what information might be included. Once approved, Debbie will prepare the ad.

4. Policy Document Review (New Program Requests) (Ken) - **CARRIED FORWARD**

5. Nominations committee 2023 (Ken) - Directors were reminded that a nominations committee must be struck following the AGM. The committee is to consist of 2 current directors and at least one non-board member. Participation in the committee will be considered next meeting. - **CARRIED FORWARD**

6. Website (Wanda/Debbie) - The website is currently undergoing updates and remains functional during the process. Wanda is currently revamping the home page and the activity group page. Richard, Kaamran and Wanda are working on updating the bookings form and the rental page(s). Debbie recommended possible upgrades to include an 'About Us' page that includes the history of GSCA/Rollo and the benefits of membership.

MOTION (Wanda) - That the name of the website be changed to *Rollo Seniors Centre* - **carried**

The name change is intended to result in easier access for the community and members seeking information about Rollo as the facility is better recognized as the Rollo Centre than it is as the Gabriola Senior Citizens Association.

7. Line Dancing Activity Group - a line dance leader is considering the possibility of creating a line dancing member activity group that would potentially convene every 2nd Friday.

MOTION (Wanda) - That the Line Dancing Group be approved as a member activity group meeting every second Friday afternoon. **carried**

Note: The line dancing group is considering other available time slots as Friday afternoon is not available to them once a month because of a SUSO booking.

8. Reports:

1. President - an offer of a shuffleboard has been made to GSCA. Because of lack of storage, the offer will be declined. Rollo floors will be waxed on Thursday after activities have ended. The cost of the waxing is estimated at \$1000.

2. Treasurer/Membership –

chequing - \$21,589.87

savings - \$218.31

GIC - \$20,000

of members -118

3. Secretary - GSCA Annual Report was submitted to BC Societies. Information updates about new directors were made to the CRA. AGM 2023 draft minutes were posted to the website. The change of signing authority was submitted to the CCCU

8. General Discussion:

1. Google calendar upgrade is in the works by Richard who will coordinate with Wanda. A rental policy review is underway and will replace the written contract with an e-contract that is considered a legal agreement. Is there assistance that can be provided to member groups that may be in need of support in such things as recruiting new members?

Consideration should be given to a paid position to assist with operations of the Rollo Seniors Centre to unencumber the board so they may focus more on strategic discussions.

TO DO (Cheryl/Wanda/Kim) - write up contract for Janitorial services for financial records best practices.

TO DO (Ken) - email Activity Group Leaders to encourage them to provide feedback (good and bad) to Kim about the cleanliness condition of the Rollo Seniors Centre

TO DO (Kim) - inquire about the impact of pets in the building on the VIHA kitchen certification.

TO DO (Kim) - advise of any detrimental impact on flooring of having pets in the building.

9. **Meeting adjourned by Kaamran at 11:55.**