



SENIORS' CENTRE MONTHLY COLLABORATION MEETING SEP 7TH 11:00 AM

PARTICIPANTS: Mike Sherlock, Sharon Tait, Donald Byrne, Rick Boulier, Carol Laktin, Lynnda Kirkwood, Bob Redford, Arlene Ingraham, Tony Biggin-Pound, Harold Wilson, Shannon Goetsch, Christine Creer

ABSENT:

GUEST:

FACILITATOR: Christine Creer

RECORDER: Shannon Goetsch

STATEMENT OF PURPOSE: A monthly check-in on our agreed deliverables and to share information so all Seniors Centre patrons and staff have a clear understanding of DOS and SC Society priorities.

AGENDA: (PRIORITIZED)

ITEM	REQUIRED OUTCOME / ACTION	Time NEEDED	BROUGHT FORWARD BY:
Introductions	Introductions for the new Board members	5 minutes	Christine
Food Services	Standing Item: discussion of upcoming events, concerns, updates and any other relevant matters.	5 minutes	Greg Van Hierden
Collaboration Agreement	Review the Collaboration Agreement for the new Board members.	5 minutes	Shannon
Driver Training	Update the Society on any driver training opportunities	5 minutes	Shannon
Grant Applications 2017 – Art Explorations Program Budget	Grant Applications 2017 – Art Explorations Program Budget	10 minutes	Sharon Tait
Programs Update	Review new and/or upcoming programs, events, workshops, and current membership numbers.	10 minutes	Christine
Review Last Meeting's Actions	Reviewed last month's Actions, update any not completed by target dates	Estimated 5 minutes	Facilitator
Wrap-up	Outcomes/decisions reviewed Action items - assigned responsibilities; set delivery dates; confirm next month's meeting date & time	Estimated 5 minutes	Facilitator

LAST MEETING'S ACTION ITEMS:

By Whom	What	By When	Update
CC & SG	Set meeting with Social Committee to present special events process map	May 4	In progress
CC	To create a hand cleaning station in Great Room with signage and hand sanitizer. To remind instructors and patrons about wiping down equipment and provide spray bottles and towels to do so.	June 1	In Progress
SG	Confirm if the espresso machine can be separated from the coffee cart	July 6 th	Complete: it cannot be separated.
CC	Ask marketing about an ad for Get Active Card renewals in the Rec News	July 6 th	Complete
CC	Connect with Customer Services and IT regarding a mass email about renewal updates	July 6 th	Complete: we are to try all alternatives
SG	Connect with Grace regarding Class 4 driver training options	July 6 th	Complete: didn't connect with Grace but researched and found another option.
SG	Create an information sheet / poster for AGM to highlight revitalization Project successes	June 14 th	Complete
CC	Pass feedback to Kim Muller regarding cleanliness of café tables	July 6 th	Complete
SG & CC	Create email collection document for Society memberships and Rec News sign up for AGM	June 14 th	Revised

NEW ACTION ITEMS:

By Whom	What	By When	Update
Christine C	Send Collaboration Meeting Action Items to communications for posting on District website, email to Sharon Tait, and post on notice board at The 55.	As adopted	On going
Squamish Seniors' Centre Society (SSCS)	Send any ideas for theme lunch presenters to Christine		Ongoing
SSCS	Send Gregg input for menu ideas		On going
CC	Send Herbert poster for theme lunch on an ongoing basis		On going
CC	To send the Society the action items and include Get Active Card Holder numbers. Get Active: 108; Get Active GOLD: 126; Seniors' Centre: 2; Total: 236; July Theme Lunch: Aug Theme Lunch: cancelled		Ongoing
Squamish Seniors' Centre Society (SSCS)	September meeting was cancelled by the Society. No new action items.		

Next Meeting:

Next Facilitator: Christine Creer **Next Recorder:** Shannon Goetsch