



SENIORS' CENTRE MONTHLY COLLABORATION MEETING JUNE 1ST 11:00 AM

PARTICIPANTS: Sharon Tait, Donald Byrne, Mike Sherlock, Rick Boulter, Carol Laktin, Lynnda Kirkwood, Ray Miles, Harold Wilson, Shannon Goetsch, Christine Creer

ABSENT: Julie Miles, Herbert Vesely

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:
Food Services	Standing Item: discussion of upcoming events, concerns, updates and any other relevant matters.	5 minutes	Greg Van Hierden
Globe Trotters Adventure Series	Update Society on new program (trial for spring/summer).	5 minutes	Christine Creer
BPRC Coffee Cart	Discuss possibilities of operating the BPRC Coffee Cart at the SC.	10 minutes	Shannon Goetsch
Renewal Reminders	Update Society on procedure for renewal reminders for Get Active Cards.	5 minutes	Christine Creer
New Horizons Grant 2017/2018 Application	Update on the status of the current application.	2 minutes	Shannon Goetsch
Society AGM Support	Can Recreation Services support the AGM by attending to answer questions about our Collaboration sessions?	5 minutes	Shannon Goetsch
Programs Update	Review new and/or upcoming programs, events, workshops, and current membership numbers.	5 minutes	Christine Creer
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 connect with Society next regarding interest in Dance Your Way to Mental Health volunteer (noted Donald Byrne is interested).	May 12	Complete
CC	Update Society on Volunteer Appreciation event plans	May 17	In Progress
CC	Provide course feedback forms for last day of Art Exploration Workshop	May 13	Complete
SG	To provide advertising feedback to Christina Moore	May 5	Complete
CC	Get more stickers for membership cards	May 5	Complete
CC	Clarify wheelchair conversion in van: how many seats removed? Can these be put back in when wheelchair not needed?	May 12	Complete
SG	To bring janitor feedback to Camilla Say and follow up with Society afterwards	June 1	Complete
CC & SG	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

NEW ACTION ITEMS:

By Whom	What	By When	Update
Shannon G or Christine C	Send Collaboration Meeting Action Items to communications for posting on District website and post on notice board at the Seniors' Centre. Also send the action items to Sharon Tait.	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: 134 Get Active GOLD: 115 Seniors' Centre: 2 Total: 251 May Theme Lunch: 27		Ongoing
SG	Confirm if the espresso machine can be separated from the coffee cart	July 6 th	
CC	Ask marketing about an ad for Get Active Card renewals in the Rec News	July 6 th	
CC	Connect with Customer Services and IT regarding a mass email about renewal updates	July 6 th	
SG	Connect with Grace regarding Class 4 driver training options	July 6 th	
SG	Create an information sheet / poster for AGM to highlight revitalization Project successes	June 14 th	
CC	Pass feedback to Kim Muller regarding cleanliness of café tables	July 6 th	



SG & CC	Create email collection document for Society memberships and Rec News sign up for AGM	June 14 th	
---------	---	-----------------------	--

Next Meeting: Sept 7th, 11:00am

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