



**SENIORS' CENTRE MONTHLY COLLABORATION MEETING JANUARY 5 11:30AM**

**PARTICIPANTS:** Ray Miles, Sharon Tait, Herbert Vesely, Donald Byrne, Julie Miles, Mike Sherlock, Rick Boulier, Carol Laktin, Lynnda Kirkwood, Harold Wilson, Shannon Goetsch, Christine Creer, Tim Hoskin

**ABSENT:**

**GUEST:**

**RECORDER:** Christine Creer

**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	<b>Standing Item:</b> discussion of upcoming events, concerns, updates and any other relevant matters. *POSTPONED UNTIL FEBRUARY*	10 minutes	Greg Van Hierden
Bus/Programs Van	The Program Van is scheduled to be replaced in 2017. Previously the Board had committed \$15,000 to a larger more practical van/bus. Review confirmation of donation and expectation around intended use	10 minutes	Tim Hoskin
Liquor License	Tim to update Senior's Centre Society Board – Discussion (Letter from Linda Glenday, CAO, attached)	30 minutes	Tim and Seniors' Centre Society Board
Programs Update	Review new and/or upcoming programs, events, workshops, and current membership numbers. *POSTPONED UNTIL FEBRUARY*	10 minutes	Christine Creer
Review Last Meeting's Actions	Reviewed last month's Actions, update any not completed by target dates *POSTPONED UNTIL FEBRUARY*	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
Sharon Tait	Email copy of adopted minutes to Shannon Goetsch and Christine Creer	As adopted	On going
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 to Christine		Ongoing
SSCS	Send Gregg input for menu ideas		On going
Christine	Continue to book Mandate Tours for travel information for Seniors		On going
Christine	Send Herbert poster for theme lunch on an ongoing basis		On going
Shannon	Update the SSCS on progress made with insurance requirements for contract instructors	December 1 <sup>st</sup>	Will provide update. Project completion date December 31, 2016
Shannon	Purchase an electric kettle (metal not plastic) for café use	December 31, 2016	Done
Gregg (G-Van)	Follow up with Shannon re: dishwasher tray	December 31, 2016	Done – currently with Camilla
Christine	Work with Social Committee to go through storage cupboards	December 31, 2016	Pending
Christine	Follow up with Kim and customer service staff to review sign-up sheet procedure for Seniors' Centre Society memberships	December 31, 2016	Done
Shannon	Follow up regrading Children's dance programs on Thursday afternoons	January, 5, 2017	Done
Shannon	Follow up with Tim Hoskin re: cheque for Seniors' Centre Society	December 12 <sup>th</sup> , 2016	Done
Shannon	Draft agenda for January meeting to be solely focused on the Liquor License as requested by the Society.	January 5 <sup>th</sup> , 2017	Done
Shannon/Christine	Draft a process to include more Recreation Services Squamish Seniors' Centre programs and events in the Squamish Chief newspaper	January 31 <sup>st</sup> , 2017	
Christine	Follow up on the PA system at the centre and provide update in February 2017	February 2017	

## MEETING OUTCOMES/ DECISIONS:

Who	What
All	Collaboration Meetings to take place the 1 <sup>st</sup> Thursday of every month at 11:00am – 12:00pm
Programs Van	<ul style="list-style-type: none"> <li>• Tim to bring forward a budget for the van, not including the Seniors' Centre Society donation on Tuesday January 10<sup>th</sup>.</li> <li>• Tim will let Council know that the SSCS is willing to donate \$15,000 to put towards a van</li> <li>• SSCS and DOS staff understand and agree that the van will be a program van that will be used for Seniors' and others' programs (all ages).</li> <li>• SSCS will draft a letter by January 13<sup>th</sup> confirming the donation and the understanding of expectations around van use.</li> <li>• Once an agreement is in place, DOS staff will include the \$15,000 donation in the request for a programs van.</li> <li>• If an agreement and donation is not in place, a larger more accessible van may not be affordable and</li> </ul>

	a replacement van may be purchased of similar size and accessibility and unsuitable for program (including seniors programs) use.
Special Events hosted by the Seniors' Centre Society	<ul style="list-style-type: none"> <li>• 2017 Board (Social Committee) to meet with DOS staff (Christine and Shannon) to determine which events the Seniors' Centre Society would like to host in 2017.</li> <li>• For 2017, the District will reimburse the Society for the following costs associated with 4 special events: special event liquor license, room rental, insurance. If the Society wishes to host in excess of 4 special events, the cost for the above expenses for the added events will be covered for 2017 only.</li> <li>• SSCS will meet with DOS staff to have a special event plan in place for 2017 by the end of February 2017.</li> <li>• In 2018, the SSCS will seek a community enhancement grant for the full funds for seniors' social events costs with staff supporting their request (any additional costs over the already budgeted 4 events). As this is an increase in service, it will need to be discussed by council.</li> </ul>

**NEW ACTION ITEMS:**

By Whom	What	By When	Update
All	See Meeting Outcomes/Decisions above		
SG	Change Collaboration Meeting Sessions to 11am	Next Meeting	Done
CC	Arrange a meeting with the board and or social committee to establish a 2017 event plan.	January 15, 2017	
CC and SG	Create a process for the Society for booking special events	February 28, 2017	

**Next Meeting:** February 2nd 11:00am      **Next Facilitator:** Christine Creer      **Next Recorder:** Shannon Goetsch