



SENIORS' CENTRE MONTHLY COLLABORATION MEETING MARCH 2 11:00AM

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

ABSENT: Harold Wilson, Julie Miles

GUEST: Greg Van Hierden

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.	10 minutes	Greg Van Hierden
Special Events Meetings	Update on the Special Events process	5 minutes	Christine Creer & Shannon Goetsch
Squamish Community Foundation Art Grant	Update the board on the status of the development of the art program as well as the partnership with the Squamish Arts Council to run the program. Review of proposals is in progress.	1 minute	Christine Creer
New Florist Program Proposal	Briefly outline a new program proposal for fall.	5 minutes	Shannon Goetsch
Programs Update	Review new and/or upcoming programs, events, workshops, and current membership numbers.	5 minutes	Christine Creer
Recreation Services Program Bus	Discuss the possible Recreation Services Program Bus	10 minutes	Sharon Tait
Seniors' Centre Operating Budget	Discuss the Seniors' Centre Operating Budget	10 minutes	Sharon Tait
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
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
CC	Send Herbert poster for theme lunch on an ongoing basis		On going
CC and SG	Draft a process to include more Recreation Services Squamish Seniors' Centre programs and events in the Squamish Chief newspaper	January 31 st , 2017	Done
CC	Follow up on the PA system and music at the centre and provide update	February 2017	In progress
CC	Arrange a meeting with social committee to establish a 2017 event plan.	January 15, 2017	Done
CC and SG	Create a process for the Society for booking special events	February 28, 2017	In progress
CC	Create / Update an Audio/Visual manual for the SC	March 31, 2017	In progress
CC	Follow up with the intergenerational program ideas and share with Society	March 1, 2017	Done
CC	Send feedback to Tim regarding the Society's wishes to be included on discussions around a security screen when the time is appropriate	February 3, 2017	Done
SG	Put Sharon in touch with the DOS photographer	February 10, 2017	Done

NEW ACTION ITEMS:

By Whom	What	By When	Update
CC	To send the Society the action items and include Get Active Card Holder numbers. Mar: Get Active 55: 130; Get Active GOLD: 95; Seniors' Centre Membership: 40; Total: 265		Ongoing
SG & CC	To finalize Special Events Process to present at next meeting	Apr 6	
CC	To connect with both the Society and the Paint & Sketch Art Drop In group to determine if anyone would like to assist in reviewing artist proposals for a new art workshop	Mar 3	
CC	Connect with Kim and Shannon to brainstorm ideas for increasing Get Active Card awareness	Apr 6	
Sharon Tait	To send Christine details on Society Board of Director application so Rec Serves can aid with marketing	Mar 6	
CC	To connect with Rec Services marketing to aid Society in advertising for their AGM	Mar 15	



Next Meeting: April 6th 11:00am **Next Facilitator:** Christine Creer **Next Recorder:** Shannon Goetsch