



**SENIORS' CENTRE MONTHLY COLLABORATION MEETING FEBRUARY 2 11:00AM**

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

**ABSENT:** Ray Miles, Julie Miles

**GUEST:** Greg Van Hierden

**RECORDER:** Shannon

**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.	10 minutes	Greg Van Hierden
SSCS: Better at Home Program Spring workshops	Present two workshops happening for spring: Seniors First Aid Education Workshop and Emergency Preparedness Workshop.	5 minutes	Christine Creer
Intergenerational Program with Garibaldi Highlands Elementary	Explore possibility of creating a reading program with elementary students and seniors.	5 minutes	Christine Creer
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.	5minutes	Shannon Goetsch
Programs Update	Review new and/or upcoming programs, events, workshops, and current membership numbers.	10 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
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	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.
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	In progress
Christine	Follow up on the PA system at the centre and provide update in February 2017	February 2017	In progress
CC	Arrange a meeting with social committee to establish a 2017 event plan.	January 15, 2017	Meeting date: Feb 3
CC and SG	Create a process for the Society for booking special events	February 28, 2017	Meeting date: Feb

## MEETING OUTCOMES/ DECISIONS:

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## NEW ACTION ITEMS:

By Whom	What	By When	Update
CC	Create / Update an Audio/Visual manual for the SC	March 31, 2017	
CC	Follow up with the intergenerational program ideas and share with Society	March 1, 2017	
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	
SG	Put Sharon in touch with the DOS photographer	February 10, 2017	



**Next Meeting:** March 2nd 11:00am

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