



SENIORS' CENTRE MONTHLY COLLABORATION MEETING OCTOBER 12 10:30AM 2016 (RESCHEDULED FROM THE 6TH OF OCTOBER)

PARTICIPANTS: Ray Miles, Sharon Tait, Herbert Vesely, Donald Byrne, Shannon Goetsch

ABSENT: Tim Hoskin, Julie Miles, Mike Sherlock, Rick Boulter, Carol Laktin, Lynnda Kirkwood, Harold Wilson

GUEST:

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	PREPARATION Time NEEDED	BROUGHT FORWARD BY:
Kitchen Food Lease	Update provided by Tim (via Shannon)		SSCS
Insurance Requirement for independent contractors	Clarification Needed - \$2 million liability insurance requirement for independent contractors instructing programs		SSCS
Seniors' Immunization Clinic – partnership with Vancouver Coastal Health	Update on current state of immunization clinic. Discussion on any other ideas for the clinic this year. Shannon would like the Society's input.		Shannon Goetsch
2016 Holiday Hours at the Seniors' Centre	Recreation Services looking for a recommendation for Seniors' Centre Hours of operation for the 2016 holiday season: Option 1: Open December 19-23, Closed 27,28,29, 30, Re-open on January 2 nd Option 2: Open December 19-23, Open December 27-30, Re-open January 2 nd		Kim Muller and Shannon Goetsch
November theme lunch	Guest speaker has had to cancel – the topic was going to be new affordable seniors housing expansion in Squamish. Does the Society have any thoughts on topics they'd like to see presented at the November theme lunch?		Shannon Goetsch
Collaboration Meetings	Confirmation that meetings between SSCS and RS take place on the first Thursday of the month at 11:30am. Next meeting Thursday November 3 rd 11:30 - update		Shannon Goetsch
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	None	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 Goetsch or Christine Creer	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
Kim Muller	Email Sharon Tait to arrange kitchen info meeting	Friday Sept 9	Done

MEETING OUTCOMES/ DECISIONS:

Who	What
SSCS	Meet with Tim, Shannon, Catherine re: Seniors' Centre Revitalization Project in a different meeting to be scheduled.

NEW ACTION ITEMS:

By Whom	What	By When	Update
Shannon	Connect with Kim and ask her to provide update to Sharon re: Kitchen	Oct 12 th	Done
Kim	Connect with Sharon re: Kitchen	Oct 19 th	
Shannon	Update the SSCS on progress made with insurance requirements for contract instructors	December 1 st	
Shannon	Send the attendance numbers for the centre during the 2015 holiday season to Sharon for the board to review	October 19 th	
SSCS	Send Shannon the Society's holiday hours recommendation	October 26 th	
Shannon	Book table for the SSCS at the Seniors' Wellness Fair	October 12 th	Done
Shannon	Rec Services to provide Coffee and Tea for approx.. 245 people through GVan	October 26 th	
SSCS	Provide fruit for the Wellness Fair attendees		



Shannon	Talk to Linda Acorn and ask if she can support Sharon/SSCS with the Society's display table for the Wellness Fair	October 12 th	Done
Sharon	Let Shannon know if the Society needs anything for the Wellness Fair	October 24th	

Next Meeting: Thurs Nov 3rd 11:30am

Next Facilitator: Shannon Goetsch

Next Recorder: Shannon Goetsch