



SENIORS' CENTRE MONTHLY COLLABORATION MEETING DEC 2 2015 2-3PM

PARTICIPANTS: Herbert V., Sharon T., Mike S., Maureen G., Donald B., Rick B., Julie M., Ray M. Harald S., Shannon G Michelle W

ABSENT: T Hoskin

GUEST: Nav Gill (DOS real estate Cord.) Gregg Van Hierden

RECORDER: Michelle

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	PREPERATION Time NEEDED	BROUGHT FORWARD BY:
Kitchen Lease	Discussion with Gregg and Society, including Nav Gill-DOS Real Estate Coordinator		
Fees & Charges			
Liquor License			
Programs Updates	WOP Bus trip, First Aid, Census-275 members Website for Advisory- http://squamish.ca/recreation/recreation-advisory-groups/senior/		M Watson
Maintenance Update	Update on dishwasher repairs-leak fixed, but dish pit hose is leaking. Part is on order. Convection oven fixed, condiment cooler is getting repaired. Hooks-Camilla is working with Herbert to source hooks and will install as soon as they receive them.		M Watson
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
MW	Coordinate a meeting with Mike, Herbert and Pria Giri (marketing department) to develop a plan for survey	Dec 1st	Postponed until Society decision
MW	Forward information on Kitchen lease	Nov 20	complete
MW	Email notes from ORID exercise to ST to share with Society (notes will also be posted on the Communications board)	Nov 12	complete
MW	Email Ed/ Camilla with facility schedule for temperature adjustments. Process is being developed to be able to change remote	Nov 13	complete

MEETING OUTCOMES/ DECISIONS:

Who	What
MW	The DOS will cover the cost of up to 4 Special Occasion Licenses for Seniors Society Events
MW, Gregg & Rick Boulier	Work together to create kitchen use guidelines and communication tools for when the Society wants to have events that may require use of the kitchen

NEW ACTION ITEMS:

By Whom	What	By When	Update
SG	Email Fees & Charges link to Sharon Tait	Dec 11th	completed
SG/MW	Follow up with WOP regarding volunteer to guide snowshoe portion of bus trip and respond to Herbert	Dec 17th	
Nav Gill	Contact Society prior to the next signing of a kitchen lease to ensure there is input	As required by lease renewals	Not required
MW	Facilitate meeting with Rick & Gregg	Jan 15th	