



SENIORS' CENTRE MONTHLY MEETING

OCT 7 2015 2-3PM

CONFERENCE ROOM- SC

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

ABSENT: TIM HOSKIN

GUEST:

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 NEEDED	BROUGHT FORWARD BY:
Meeting Communications	Introduction to action-oriented agenda, minutes and Communications board for public		MW
Health Fair food	Decision to sponsor and supply the food at the snack table		MW
Programs Update	Information sharing/Q&A on programming and membership		MW
Holiday Hours	Information sharing on potential holiday closures		MW
First Aid class	Clarification/input on potential 1 st aid workshop		MW
Liquor License	Update sought on Society plans for liquor license		SG on behalf of TH
Fees & Charges	Request on level of involvement Society would like in the Fees & Charges process		SG on behalf of TH
Collaboration Agreement	Update		Society
Signage project	Interest in being involved with signage project		Society
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
None			



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MEETING OUTCOMES/ DECISIONS:

Who	What
Society	Approved spending up to \$200 for fruit for the Health Fair
Society	Supports proposed Holidays hours as follows, open until mid-day on Dec 24 th , then closed until Jan 4th

NEW ACTION ITEMS:

By Whom	What	By When	Update
Rick B	To deliver fruit as discussed to the Health Fair	Oct 28th	
Michelle	To plan a 1 st aid workshop in winter 2016	Oct 28	complete
Shannon	Contact Penny Wilmot re: Special Occasion liquor license	Oct 14	complete
Shannon	Email Tim and Sharon results of insurance	Oct 14	complete
Shannon	Relay to Tim that Ray will step forward to be a Seniors' representative for any Fees and Charges consultations	Oct 14	complete
Michelle	Email Sharon a signed copy of the Collaboration Agreement	Oct 21	complete
Shannon	Follow-up with Tim on signage program	Oct 14	complete
Shannon	Follow-up with Tim on sponsorship of bowling green	Oct 14	complete
Michelle	Send copy of Kitchen Lease agreement to Sharon	Oct 14	complete
Michelle	Confirm van has snow tires (as opposed to all-seasons)-Confirmed	Oct 21	completed