



SENIORS' CENTRE MONTHLY COLLABORATION MEETING MAY 4 2016 2-3PM

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

ABSENT: Shannon G, Tim H, Maureen G.

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	PREPARATION Time NEEDED	BROUGHT FORWARD BY:
West Vancouver Visit			Sharon
Wayfinding			Sharon
Food lease agreement process	Determining Level of engagement by SSCS. Kim Muller will be in contact with SSCS. Any comments on the Food lease can be compiled and sent to her.		Kim Muller
Programs Updates	April theme lunch had 35 people Membership Census-269 members Victoria School of the art Choir-49 attendees BCRPA conference		M Watson
Destination Trips	Audain Museum-late May?. HV to email out an interest gathering email to members		M Watson
Volunteer Appreciation			SSCS
BC Recreation and Parks Association Conference	Update from Michelle and Mike		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
HV	To write a summary of notes regarding financial access and send to MW/RB to check for accuracy before emailing out to members	Apr 20th	
MW	Forward lawn bowling questions to Tim/Bob and connect Donald with Sue Virgint	April 14th	DR and MW met with Andy Dawson
HV	Forward new date for Van Dusen Ride share trip	Apr 20th	Completed
MW	Compile the list of questions sent to WV Community Manager	Apr 8th	Completed
MW	Send Project page link to ST once it is live	tbd	
MW	Test run DVD photos	Apr 8th	completed

MEETING OUTCOMES/ DECISIONS:

Who	What
SSCS	AGM will be on June 1 at 1 pm
MS	To speak at the theme lunch about AGM and possible new directors
All	Set up a large facility calendar similar to WV. Potential location at entrance and move donor wall to another visible location
SSCS	Post adopted meeting minutes on the Communications board by front office
SSCS	Hold a Volunteer recognition event for all volunteers.

NEW ACTION ITEMS:

By Whom	What	By When	Update
MW	Set up a table providing parking 101 brochures and parking passes	May 9	
S Tait	Email Food services contract to directors for feedback (to be forwarded to Kmuller@squamish.ca)	May 12th	
H. Vesely	Send out an email to member about parking passes and include Parking 101 information	May 15h	
S Tait	Email copy of adopted minutes to MW	As adopted	On going
HV	Email wayfinding suggestions to DOS contact provided	May 13	
MW	Determine Volunteer budget amount		
HV	Email out an interest gathering email on Audain Museum trip to members	May 15	
MW	Look into Volunteer budget		