

THE WILSON SENIORS' ADVISORY ASSOCIATION
MONTHLY BOARD ROOM PCCC
NOVEMBER 13, 2019

Members Present

Karen Dobson, Teresa Foreman, Juanita Franco, Sharon Martin, Jerine Jago, Roland Mitchell, Ann Pratt, Ruth Wilson, Douglas Taylor, Ian Follis, Gwendoline Turpin, Royce Shook.

Staff

Chris Eastman.

Call to Order

Meeting called to order at 1030 by President, Royce Shook.

Approval of Prior Minutes

Minutes of the October meeting moved approved by Karen, seconded by Juanita. Carried.

Approval of Agenda

Agenda for the November meeting moved approved by Teresa, seconded by Jerine. Carried.

Staff Report

Presented by Chris Eastman. Within the minutes.

Motion to approve staff report made by Ian, seconded by Doug. Carried.

Correspondence

Thank you cards sent to the Lounge staff and volunteers and the Wilson Centre Band for making the October 31st Social a great success. A thank you card sent to Mike Forest for speaking at the AGM. A thank you card for monetary assistance was received from three carpet bowlers representing Wilson Seniors. Resignation letter from Laion Lee, dated October 16 was filed.

Treasure's Report

Roland moved approval of the actual vs budget treasurer's report for September. Seconded by Gwendoline. Carried.

Budget vs actual ending October 31, 2019 presented for Board perusal.

Motion by Roland, "Resolved that pursuant to paragraph 6.6(d) of the Bylaws of the Wilson Centre Seniors' Advisory Association, the Board of Directors approve the continued service on the Board of Juanita Franco, duly elected as a Director at the AGM held October 16, 2019 to continue to serve on the Board of Directors for her term, which would cause her to exceed the four (4) year limit placed on Board participation by a Director without the passing of a Board resolution to waive the four year limit when the individual stands for re-election without a challenge." Seconded by Ian. Carried.

Roland, Resolved that the banking instructions for the Association's bank account be as follows: That Anne Huntley, outgoing Past President of the Association, be removed as an authorized signer on the Association bank accounts, effective immediately or as soon as the bank can implement the necessary changes to their records.

Resolved that Joan Gould, outgoing Vice-President and Acting President of the association, be removed as an authorized signer on the Association's bank accounts, effective immediately or as soon as the bank can implement the necessary changes to their records.

Resolved that Royce Shook, incoming President of the Association, be added as an authorized signer on the Association's bank accounts going forward effective immediately or as soon as the bank can implement the necessary changes to their records.

Resolved that Gwendoline Turpin, incoming Vice-President of the association be added as an authorized signer on the Association's bank accounts going forward, effective immediately or as soon as the bank can implement the necessary changes to their records.

Resolved that the banking instructions for the Association shall be as follows:

For the following Association bank accounts;

Account 819821-07 Advisory Association Account

All valid cheques drawn on this account shall be signed by any two of the following signatories:

Royce Shook	President
Gwendoline Turpin	Vice-President
Roland Mitchell	Treasurer
Ann Pratt	Secretary

Resolved that Roland Mitchell present to the bank, Westminster Savings Credit Union, a letter from the Association and signed by the applicable board members, detailing the above changes to the Association's banking activities. Seconded by Ian. Carried

Business Arising

The ten free memberships sponsored by the Board during the Farmers Market have all been activated. Gwendoline will do some advertising on our blog about this as a positive aspect of the Board.

The October 31 Seniors Social Celebration was a great success. We had about 70 guests in attendance, many new members as well, in the Wilson Lounge. Lots of amazing costumes. (The staff were all dressed as Scoobie Doo characters.) The room was decorated in a Halloween theme and had decorations on the tables. The centrepieces were made by Teresa on behalf of the Board and were given away as door prizes. The creative snacks made by Sam and her wonderful kitchen volunteers were colourful and tasty. The Wilson Centre Band was tuneful and lively. (Nice to see Boris Hucaluc back on the drums.) On behalf of the Board, Teresa and I sold \$69.00 worth of crafts. (It will be great when we have a permanent display case and storage area.)

ALP

Corrections will be made to the 2019-2020 Wilson Centre Seniors' Advisory Association Board list and redistributed.

New Business

The Board will put up a Christmas tree in participation with Port Coquitlam Heritage Christmas Tree event. (Application dropped off at Heritage November 9.)

Christmas lunch for the Board. It was decided to hold the annual Christmas lunch at Samz in Port Coquitlam. Ann will book for 25 people for 1230 December 13. Ex Board members Thelka, Laion and Joan will be invited as well as some City staff. (Chris will look after this aspect. Chris, Carmel, Amanda, Sam and Kelly.)

Motion by Jerine that we give Laion a gift card to the value of \$100.00 for her years of service to the Board and Wilson Centre. Seconded by Ann. Carried. (Royce will draft a policy to cover this,)

A motion by Jerine that we give a \$200.00 gift card to Joan Gould for service to the Board and the Centre. Seconded by Juanita. Carried

A motion by Ian that the Board donate \$200.00 to the SHARE family that the city staff sponsor. Seconded by Gwendoline. Carried.

The Board will again donate \$100.00 each to five needy Wilson Centre seniors. The motion was made by Jerine and seconded by Teresa. Carried.

Communications Report November 13, 2019

We had 60 new members for Sept.-Nov. Joan and I sent out the letters and then we talked to Carmel. We found out the Social was full, so we decided not to call them. Carmel brought up the cost of doing the letters. but I can tell you when I call the new members they are pleased to get the letters and the phone call. Juanita

Around the Table

Royce has a number of new ideas to be brought up in the new year. In regard Port Coquitlam being "An Age-Friendly Community" lessening isolation, etc.

Adjournment:

Motion to adjourn the meeting at 1235 made by Karen, seconded by Gwendoline. Carried.

Next Meeting

Next meeting December 11, 2019 at 1030 at PCCC Boardroom.

Attachment

Staff Report

City of Port Coquitlam - Report to the Wilson Centre Seniors' Advisory Association –Nov 13, 2019

Presented by Chris Eastman, Time-stated Recreation Program Coordinator – Adult and Food Services

City Updates

1. The Fitness facility is proposed to be open on December 12th. There are numerous accessible options for the fitness equipment that will allow those living with disabilities to maintain active and healthy lifestyles in an integrated environment. The pool has been delayed to allow for the Fitness Centre to open, and is likely to open in March 2020.
2. HandyDART: I am now working with Keith Sigurdson (Manager – Safety & Training) & Ron Graves (Manager – Operations) to get the HandyDART location changed to the proposed Mary Hill location. They have not yet responded to my inquiry and I will follow up with them later this week.
3. Increase in Wilson Memberships:
4. Heating: The option to adjust the temperatures in the rooms in drawing closer. The heat has been increased and we are awaiting training to allow staff to make minor adjustments depending on the activity.
5. Carpet Bowling Racks: I have requested options to purchase a 6'x18" four-shelf chrome rack to allow the carpets to sit horizontally. Once the Old rack is sent back I will receive permissions to move forward on that purchase.
6. Kitchen volunteers: There has been concern expressed that some long-time volunteers are being omitted from participating in the Wilson Kitchen program. The existing orientation and training is a mandatory part of volunteering, both for the safety of the volunteers themselves, and for staff and patrons. The liability component is also a big consideration should there be an incident. The Seniors team has reached out to select individuals to provide this required training to open up the options and opportunities. By providing those without the required training the option to participate would show favouritism and would set precedent for other volunteers not to take the training.
7. What's Up Wilson format is changing. It will no longer be a 24-page leaflet. Instead it will be a double sided 11"x17" publication with brief details on upcoming programming. The first issue will be out in December.
8. We will continue to liaise with the seniors and Fitness to allow for a gradual transition. We will then be looking at what services we could offer to fill out our portfolio.
9. Julie Deroff will be doing her 260 hour practicum with us. She will be supporting us in a variety of different areas, with a focus on seniors and reduction of social isolation.

Special Events and Programs

1. Seniors' Social: The Seniors Social saw a great group of costumed individuals who enjoyed the dancing and socializing opportunities. A question came up about why not have cake. As we have changed the title to open participation from Birthday party to Social, we would like the flexibility to provide a variety of different options that align with the theme of the event.
2. We are working towards an out trip option with TransLink that would take registrants from Poco through the 160 bus route, with potential stops along the way. This could be staff and Board supported if anyone is interested in assisting with the development of this idea.

Wilson Centre Statistic Comparison| September 2018 & 2019

Summary: Aug 27-Oct 31, 2018 we had **15** new memberships compared to Aug 27-Oct 31, 2019 we had **311** new memberships. In spite of the membership increase, total revenues for registered programming are down by \$6,695.17 compared to the same time last year. That said, as more people join the Wilson Seniors family, additional programs, outings and activities will expand allowing for the forecasted increase in overall attendance.

1. Wilson Centre | Drop-In Programs

MONTH	NUMBER OF PARTICIPANTS	
September 2019	1193	
September 2018	1482	
CHANGE	- 289	-20%

City of Port Coquitlam - Report to the Wilson Centre Seniors' Advisory Association –Nov 13, 2019

2. Wilson Centre | Registered Programs

MONTH	ENROLLMENT-RESIDENT	ENROLLMENT-NON-RESIDENT	DROP-INS	TOTAL NUMBER OF PARTICIPANTS
September 2019	157	87	0	244
September 2018	384	139	0	523
CHANGE				-53%

3. Wilson Centre | Membership Sales

MONTH	JOINS	MEMBERSHIPS(\$)-NEW	MEMBERSHIP-RENEWAL	MEMBERSHIP(\$)-RENEWAL
September 2019	94	\$ 1,762.50	63	\$ 1,181.25
September 2018	72	\$ 1,340.63	11	\$ 206.25
CHANGE	+22	+421.87	+52	+\$975
% CHANGE	8% membership increase from Sept 2018. This include the 75 expired passes			
MEMBERSHIP RETENTION REPORT	ORIGINAL MEMBERS	RETAINED MEMBERS	RETENTION	MEMBERSHIP(\$)-TOTAL
September 2019	Sept 1 = 864	Sept 30 = 808	93.52%	Sept 1 = \$16,200 Sept 30 = \$15,150
September 2018	Sept 1 = 884	Sept 30 = 837	94.68%	Sept 1 = \$16,575 Sept 30 = \$15,693.75
CHANGE	From Sept 1 = -20 members	From Sept 30 = -29 members		Sept 1 = -\$375.00 Sept 30 = -\$543.75

4. Wilson Centre | Registered Programs- Revenue - Fall 2018 & 2019 (September)

	RC PROGRAMS WC- ARTS 30.4470.RC-6100.36	RC PROGRAMS WC- GENERAL INTEREST 30.4470.RC-6100.42	RC PROGRAMS WC- HEALTH 30.4470.RC-6100.43	RC PROGRAMS WC- SPORTS 30.4470.RC-6100.32
September 2019	\$ 4,895.71	\$ 7,500.94	\$ 10,298.26	\$ 2,754.37
September 2018	\$ 8,081.85	\$ 10,299.07	\$ 10,723.16	\$ 3,040.37
CHANGE	-\$ 3,186.14	-\$2,798.13	-\$424.90	-\$286.00
% VARIANCE	-32%	-27%	-4%	-3%
	TOTAL			
September 2019	\$ 25,449.28			
September 2018	\$ 32,144.45			
\$ VARIANCE	\$ -6,695.17			